



COLLEGE OF ARTS AND SCIENCES

**LAMAR UNIVERSITY**

Social Work

# Student Handbook

## Lamar University Social Work Program

2018 - 2020

## Table of Contents

PURPOSE.....	4
BRIEF HISTORY OF LAMAR PROGRAM .....	4
PROGRAM MISSION STATEMENT.....	4
PROGRAM GOALS .....	5
PROGRAM OBJECTIVES .....	5
ADMINISTRATION AND FACULTY.....	6
NON-DISCRIMINATION POLICY .....	7
ACCREDITATION .....	7
LICENSING .....	8
BSW ADMISSION, ADVISEMENT, AND REGISTRATION.....	8
BSW Admission.....	8
Advisement .....	8
Transfer Students .....	9
Registration.....	9
SOCIAL WORK PROGRAM ACADEMIC POLICIES .....	9
Pre-major Status.....	10
BSW Major Admission Requirements.....	10
Checklist for Pre-majors requesting Social Work Major Status.....	10
Curriculum .....	11
No Academic Credit for Life Experience .....	11
Criminal Background Statement.....	11
Class Attendance.....	12
Grades and Professional Performance .....	12
Grade Replacement Policy.....	12
Incompletes .....	13
Overloads .....	13
Field Practicum (Social Work Internships).....	13
Last 30 Hour Requirement.....	14
Graduation.....	14
STUDENT SERVICES .....	15
Students With Disabilities.....	15
Student Health Center .....	15

Writing Lab.....	15
STUDENT PARTICIPATION IN POLICY FORMULATION .....	16
STUDENT EVALUATION OF FACULTY .....	16
STUDENT ORGANIZATIONS.....	16
Social Work Student Association .....	16
Social Work Honor Society .....	16
National Association of Social Workers.....	17
STUDENT PERFORMANCE AND BEHAVIOR REVIEW .....	17
Professional Conduct: .....	17
BSW Admission and Retention Criteria for Social Work Majors .....	17
Function of the Program Review of Student Performance Committee .....	19
Program Review of Student Performance Committee Procedures .....	19
Program Review of Student Performance Committee Outcomes.....	20
Program Review of Student Performance Committee Appeal Procedures .....	20
Harassment Policies .....	21
Academic Dishonesty .....	21
LAMAR UNIVERSITY STUDENT GRIEVANCE PROCEDURES.....	21
General University Student Grievance Procedures.....	21
Lamar Students Due Process Rights and Procedures .....	21
Faculty / Staff Behavior: Filing Student Grievances .....	22
SMOKE-FREE UNIVERSITY .....	22
WEB SITES OF INTEREST .....	22
SOCIAL WORK COURSE MAPPING.....	23
SOCIAL WORK DEGREE PLAN.....	24
Student Acknowledgement .....	25

## **PURPOSE**

The *Lamar University Social Work Program Student Handbook* is an information supplement for social work majors. Students should also refer to the current *Lamar University General Catalog* and the current *Lamar University Student Handbook*. The *Lamar University Social Work Program Student Handbook* will serve to provide an overview of policies and procedures specific to the Baccalaureate Social Work Program. This document is to be used as an aid for students in conjunction with scheduled sessions with advisors, and is not to be considered a substitute for direct contact with faculty advisors.

The policies and procedures contained in this *Social Work Student Handbook* have been approved by Administration and in no way conflict with or supersede established University policies. All majors should also obtain copies of the *Lamar University General Catalog* and the *Lamar University Student Handbook*. Both of these handbooks may be obtained at the Wimberly Student Affairs Building.

## **BRIEF HISTORY OF LAMAR PROGRAM**

The Social Work Program began in 1969 as an 18 hour minor housed within the Sociology Department. In 1974, the social work minor was moved administratively to the newly created Department of Public Affairs, which also administered the newly established Criminal Justice Program. In 1977, an institutional request for the establishment of a Bachelor's Degree in Social Work (BSW) was approved by the Coordinating Board of Texas. In 1980 The University created the Department of Sociology, Social Work, and Criminal Justice as a result of merging the departments of Sociology and Public Affairs.

The initial three-year accreditation of the Program by the Council on Social Work Education began in June 1980 and the Social Work Program has been continuously accredited since 1980.

## **PROGRAM MISSION STATEMENT**

Within the larger context of a liberal arts education, the mission of the Lamar University Social Work Program is to develop competent and ethical beginning generalist professional social work practitioners who possess the knowledge, skills, and values required to understand, prevent, and eliminate social problems for all sizes and types of client systems, specifically for populations at risk to social and economic injustice.

## **PROGRAM GOALS**

There are nine (9) crucial goals in the Field Practicum course, which are based on CSWE EPAS 2015:

1. Students will be able to identify as professional Social Workers and conduct themselves accordingly.
2. Students will be able to identify and engage diversity and difference in professional practice.
3. Students will be able to advance human rights and social, economic, and environmental justice.
4. Students will be able to engage in practice-informed research and research-informed practice to improve practice, policy, and service delivery.
5. Students will be able to engage in policy practice by identifying, assessing, and advocating for policies that impact practice, policy, and service delivery.
6. Students will be able to successfully engage both individual clients and client systems (families, groups, organizations, and communities).
7. Students will be able to successfully assess both individual clients and client systems (families, groups, organizations, and communities).
8. Students will be able to successfully intervene with both individual clients and client systems (families, groups, organizations, and communities).
9. Students will be able to successfully evaluate practice with both individual clients and client systems (families, groups, organizations, and communities).

## **PROGRAM OBJECTIVES**

The Lamar University Social Work Program has 13 Program Objectives that are derived from the Program Goals. Programming is designed in the Lamar University Social Work Program so that upon graduation, students will be able to:

1. Apply critical thinking skills within the context of professional social work practice.
2. Understand the value base of the profession and its ethical standards and principles, and practice accordingly.

3. Practice without discrimination and with respect, knowledge, and skills related to clients' age, class, color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation.
4. Understand the forms and mechanisms of oppression and discrimination and apply strategies of advocacy and social change that advance social and economic justice.
5. Understand and interpret the history of the social work profession and its current structures and issues.
6. Apply the knowledge and skills of generalist social work practice with systems of all sizes.
7. Use theoretical frameworks supported by empirical evidence to understand individual development and behavior across the life span as well as the interaction between individuals and between individuals and families, groups, organizations, and communities.
8. Analyze, formulate, and influence social policies, client systems, staff and agencies.
9. Evaluate research studies, apply research findings to practice, and evaluate their own practice interventions.
10. Use communication skills with a variety of diverse client populations, colleagues, and communities.
11. Use supervision and consultation appropriate to generalist social work practice.
12. Function within the structure of organizations and service delivery systems and seek necessary organizational change.
13. Demonstrate identification with the social work profession and its emphasis on life-long learning necessary for competent practice.

### **ADMINISTRATION AND FACULTY**

**Dean, College of Arts and Sciences:**

Dr. Lynn Maurer  
203 Carl Parker Building  
P.O. Box 10058  
Lamar University  
Beaumont, TX 77710  
office: (409) 880-8508  
fax: (409) 880-8507  
email: lmaurer@lamar.edu

**Department Chair:**

Stuart Wright  
58 Maes Building  
P.O. Box 10026  
Lamar University  
Beaumont, TX 77710  
office: (409) 880-8545  
fax: (409) 880-2324  
email: wrightsa@lamar.edu

**Social Work Program Director:**

Dr. Ginger Gummelt  
56-A Maes Building  
P.O. Box 10026  
Lamar University  
Beaumont, TX 77710  
office: (409) 880-8568  
fax: (409) 880-2324  
email: ginger.gummelt@lamar.edu

**Field Director:**

Lori Wright, LCSW  
90 Maes Building  
P.O. Box 10026  
Lamar University  
Beaumont, TX 77710  
office: (409) 880-8771  
fax: (409) 880-2324  
email: lori.wright@lamar.edu

**Instructor/Lecturer:**

Angela Clavijo, LMSW  
91 Maes Building  
P.O. Box 10026  
Lamar University  
office: (409) 880-8586  
fax: (409) 880-2324  
email: adclavijo@lamar.edu

**NON-DISCRIMINATION POLICY**

The Social Work Program values human diversity. The Program grants all its stakeholders (i.e., students, faculty, staff, field representatives, Program committees) dignity and worth and therefore, prohibits discrimination in its policies and practices based on differences in age, class, color, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and / or sexual orientation.

According to the *Lamar University Student Handbook* policy on Discrimination and Harassment, “Lamar University believes that freedom of thought, innovation, and creativity are fundamental characteristics of a community of scholars. To promote such a learning environment, the university has a special responsibility to seek cultural diversity, to instill a global perspective in its students and to nurture sensitivity, tolerance, and mutual respect. The university does not discriminate in any of its policies and programs with regard to race, religion, color, national origin, disability, or sex.”

**ACCREDITATION**

The BSW Program at Lamar University-Beaumont is accredited by the Council on Social Work Education (CSWE).

## LICENSING

BSW graduates are eligible upon graduation to take the state licensing examination as administered by the Texas State Board of Social Work Examiners. The BSW graduate will apply for the LBSW (Licensed Social Worker) status.

## BSW ADMISSION, ADVISEMENT, AND REGISTRATION

### BSW Admission

After admission to the University, (see the Comprehensive Catalog on the LU website) the student declares an interest in social work as a major and is referred to a faculty advisor in the Undergraduate Advising Center (UAC) or the Social Work Program, depending upon credit completion. The advisor will describe the Program, outline social work as a profession, and discuss with students their aptitude for social work as a professional career choice. Prior to being accepted into the Lamar Social Work Program, students must have a 2.0 or higher grade point average in all courses attempted at Lamar. Prior to placement in Field, Social Work students must have a minimum GPA of 2.5.

### Advisement

Students with fewer than sixty (60) completed credit hours will be assigned to the Social Work advisor at the Undergraduate Advising Center. Once a student has completed 60 credit hours, they will be assigned to an advisor in the Social Work Program. Participation in the advisement process is a mandatory requirement for all social work majors. While students are responsible for monitoring their program of study and assuring that they meet all requirements in a timely, appropriately sequenced fashion, faculty advisors serve as an aid in carrying out this important process. Students should plan to meet with their advisor at least once per semester to review their program of study and determine the appropriate schedule of classes for the next semester. Advisors will give each student a copy of the BSW degree plan and the Social Work course grid during the initial advisement session.

Advising appointments will be set each semester during the University's pre-advisement schedule to assure that students are advised prior to their scheduled registration appointment. The times for pre-advisement are available each semester on the Lamar University website. Those who delay too long may have to wait beyond their registration appointment to be advised, which increases the risk of being closed out of needed or desired classes or sections. Students who are required to receive advising from the UAC, may have a Social Work faculty review their course of study after consulting with the UAC. Students are required to complete advising with their assigned advisor and will not be permitted to change advisors.

Each student should, in consultation with the advisor, develop a comprehensive program of study as soon as possible. Some students may have to alter the recommended plan due to irregular, part-time enrollment and/or due to entering the major after the sophomore year. A planned program of study will greatly facilitate scheduling of classes, monitoring of progress toward graduation, and preventing sequencing problems and delays.

Students electing to change their course schedule from the schedule mutually agreed upon with their advisor may encounter sequencing problems and/or may have to withdraw from a class if appropriate prerequisites and co-requisites have not been completed. Social work majors should not drop or add any course without prior consent from their advisor.

### **Transfer Students**

The Lamar University Admissions Office' evaluates all official transcripts from other colleges and universities for academic credit. Non-social work transfer credits approved by the Office of Admissions which meet the requirements of the Lamar Philosophy of Knowledge Core or other Core requirements are accepted by the Program. Other non-social work credits approved by the Office of Admissions may be accepted by the Program as electives.

The BSW Program faculty evaluates and provides final approval for all transfer credits to be applied to the BSW degree plan. If the student is transferring from a program not accredited by the Council on Social Work Education, all transferred social work courses are credited as electives and will not be credited as fulfilling the degree requirements of the Lamar Social Work Program.

If a student transfers social work classes from a CSWE accredited program, each social work course will be evaluated by Program faculty. Transferring students must submit course outlines of their social work courses to demonstrate the content of transferred courses. Practice courses and field practicum courses cannot be transferred. They will count as general university electives. Under no circumstance is social work credit given for social work courses taken at colleges or universities not accredited by CSWE or for life experiences or previous work experiences.

### **Registration**

Registration policies and schedules are developed by the Registrar's office. Semester course schedules are available at the Wimberly Student Service Building. The *University Press* publishes announcements concerning the dates of pre-advisement and registration each semester. Social Work students should remember that academic advisement is required prior to registration. Social Work students WILL NOT be able to enroll for ANY classes without prior advisement and cleared for registration by the department secretary.

## **SOCIAL WORK PROGRAM ACADEMIC POLICIES**

## **Pre-major Status**

The social work faculty has a pre-major major status which any student can transfer into. A pre-major allows us the option of being most inclusive and allowing all students to take social work courses until the spring semester of the junior year regardless of GPA. At the time of pre-field seminar enrollment students entering our field prep seminar must apply for status as a major prior to field placement activities. Most often, the declaration of pre-major status will be completed when social work students recognize a significant interest in the profession, and seek academic advising in the department of social work. Under those circumstances, the student is provided with an academic advisor from among the Undergraduate Advising center for students with less than 60 credits or a BSW social work faculty (if equal to or more than 60 credits) to assist in the selection of the current semester courses, and develop a curriculum degree plan for graduation. A student with a declared major in a field other than social work, or an undeclared undergraduate student, is allowed to enroll in all undergraduate social work department courses with the exception(s) of the practice sequence, (SW 3310 and SW 3330) and the field practicum courses (SW 4320 and SW 4321). These courses should only be open to social work pre-majors (practice I and II) and majors (field). All enrolled Lamar students will continue to have the opportunity to enroll in lower level social work courses. The goal of the pre-major is to allow both the Program and the student to evaluate the appropriateness of the student becoming a major in social work.

## **BSW Major Admission Requirements**

Majoring BSW students shall obtain formal admission to the BSW Program by the end of their junior year (the process will be initiated within the pre-field seminar course every fall). Transfer students who have completed social work courses at another university must obtain formal admission to the BSW Program major in order to establish their eligibility to apply for field practicum training as well as existing Lamar students. Typically, students who transfer to the department from another university in either the summer or fall term will be admitted as pre-majors and apply in the spring semester as a major. The admissions committee will meet each semester to review all students eligible and enrolled in the SOWK 4100 course. Once admitted they are considered ready to attend field and must keep their GPA standards above the threshold until their field practicum starts.

## **Checklist for Pre-majors requesting Social Work Major Status**

- You are enrolled in the Special Topics 4100 seminar (1 Cr.)
- You have completion of both 2361 and 2371 intro courses
- 50 hours of volunteer hours completed and documentation is attached
- Transcript with Overall GPA >2.50 & SOWK GPA >2.5 documented and attached.
- Completion or enrollment in Practice 1 (documented by transcript)
- Criminal Background check completed (Field Director will provide info in 4100 seminar)

## **Curriculum**

The courses required for the social work major are built on the liberal arts curriculum as the foundation. Each student should be familiar with the recommended program of study, the Social Work Program course descriptions, the social work grid, the Program's prerequisites and co-requisites. These documents will be found in the Appendix at the end of the *Lamar University Social Work Program Student Handbook*.

## **No Academic Credit for Life Experience**

Under no circumstance can social work academic credit given for life experiences or previous work experiences. Academic credit for life experience and previous work experience cannot be given, in whole or in part, neither in lieu of the field practicum or in courses in the professional foundation area per accreditation standards set by CSWE.

## **Criminal Background Statement**

Social workers hold positions of trust and often work with vulnerable clients. Therefore, a review of the criminal history, including convictions and deferred adjudication of a prospective social worker is necessary to protect the public's safety, health, and welfare.

The criminal history of an applicant to the Social Work program will be considered in making field determinations. Applicants who have such a history will be interviewed by the Director of field instruction and the student's advising faculty member who will determine the student's suitability for admission. Failure to disclose a criminal history in response to field materials may be considered an attempt to defraud the university and may subject the student to immediate dismissal from the program. Please complete the background check administered by a third party. The details will be given in SOWK 4100 seminar.

Prospective students must be aware that agencies have the right to refuse to accept them for field practicum. Acceptance into the social work program does not guarantee a student a practicum if the refusal is based on a student's criminal history. Refusal of a practicum under such circumstances will not entitle the student to any refund of tuition or other fees incurred up to that point of the program. No student will be allowed to graduate with a degree in social work without completing the field placement requirement.

In addition, the Texas State Board of Social Work Examiners requires a specific case by case evaluation to determine eligibility for licensing. Graduation from the Lamar University's Social Work program does not guarantee that a graduate with a criminal history will be eligible to sit for the state licensure exam. It is the responsibility of the students with such histories to inform themselves whether or not their particular circumstance may affect their eligibility for licensure.

**You will be asked the following question in SOWK 4100 Seminar. Written explanation must accompany a "Yes" answer:**

1. Have you ever been convicted of or charged with a crime in any state or country, the disposition of which was other than acquittal or dismissal? Do not include Class C misdemeanor traffic offenses. (If “yes,” include dates and location of criminal history.)

### **Class Attendance**

Regular class attendance is required of all social work majors. Doing well on tests and/or assignments is not sufficient to meet the course objectives in most of the professional level courses. Class discussions and interactive exercises are integral parts of most social work classes. Faculty will also often relate materials that may not be found in the text or other assigned readings. In addition, the faculty expects that students will begin exhibiting professional behavior which includes promptness for classes and other special activities. This includes field practicum and assigned workshops, etc.

Should students be unable to attend a class or field practicum, it is their responsibility to notify the professor or field instructor of the reasons for such absences. Students are also responsible for arranging with the professor the conditions under which any required work that was missed can be made up. Each instructor determines their own absence policy as stated on the individual class syllabi. Credit may or may not be awarded for any course if the number of absences exceeds the faculty member's policy as stated on the course syllabus. Students should learn the instructor's policies on class attendance in the first week of class.

### **Grades and Professional Performance**

The determination of student grades is the prerogative of the course instructor. The syllabus in each social work course will outline the grading procedures of the course. It should be noted that regular class attendance and participation in class discussions are viewed by the faculty as a measure of students' developing professional standards of behavior and will be reflected in course grades.

A grade of "C" or better must be earned in each social work course. Students receiving less than a "C" in a social work course may repeat the course one time. If after the second time students do not earn the grade of "C" or better, they will be referred to the Performance review Committee for a decision on program removal. Recommendations will then be made as to whether or not a student should be retained as a social work major. A grade of "C" or better in all social work courses is required in order to enroll in field practicum. A cumulative grade point average of 2.0 or better is required by the university for graduation (see field practicum requirements on next page).

### **Grade Replacement Policy**

Students should review the current *Lamar University Student Handbook* for a complete discussion of the grade replacement policy. In brief, students will have one chance to replace a grade for a course. If a student repeats a course, the official grade is the second one earned,

although the original grade remains on the student's transcript. A student who wishes to repeat a course must do so before completing a more advanced course in the same subject. Before registering to repeat a course for grade replacement, a student must receive approval from the Program Director or Faculty Advisor

### **Incompletes**

The grade of "I" for an incomplete is only given if a student is doing satisfactory work but, for non-academic reasons, was unable to complete the course requirements. The "I" must be removed by the end of the following semester, otherwise the "I" turns to an "F." (See *Lamar University General Catalog* p.64).

Social Work majors must remove all "I's" before entering the required field practicum courses (SOWK 4321 and SOWK 4324).

### **Overloads**

Social Work students are not encouraged to take an overload unless it is thought to be necessary and/or feasible. An overload (more than 19 hours) must be approved by a Social Work Program Advisor. Further approval must also be given by the Department Chair and the Dean of the College of Arts and Sciences. Students will not be allowed to take an overload while taking Field Practicum (SOWK 4321 and SOWK 4324) unless there is an exceptional situation. The decision to approve an overload must assure that the field practicum will not be compromised in any way.

### **Field Practicum (Social Work Internships)**

The field practicum is an extremely important part of the curriculum. All social work majors are required to successfully complete two field practicum courses - SOWK 4321 and SOWK 4324. These are offered as a spring (15-week) or summer (10-week) block placement.

Each intern is placed in a social service agency and receives three credit hours for each course. Each intern must be approved for the internship by the Field Practicum Coordinator and will be assigned by the Field Practicum Coordinator to an agency for supervision by an approved field instructor. The objective of the internship is to allow the student structured opportunities to apply the knowledge, values, and skills of the BSW curriculum to human service delivery systems.

Students will not be allowed to enter the practicum unless they are able to devote the required hours per week without interference from paid jobs or classes. The prospective student intern completes a placement preference form for the field practicum the semester prior to enrollment in the field practice. The placement preference form is used to assist the Field Coordinator in assessing individual student needs within the BSW Program. Professional liability insurance is required of all interns and is to be purchased through the National

Association of Social Workers prior to entry in field. Students should be aware that many practicum agencies will perform a criminal background check before accepting a social work student as an intern. Students with past criminal convictions **MUST DISCUSS THIS WITH THE FIELD DIRECTOR BEFORE STUDENTS ENTER FIELD PLACEMENT.**

To be eligible for field practicum the student must have a grade of "C" or better in all social work courses in order to enroll in field practicum and:

\*Have Completed Intro 2361 & 2371

3300 HBSE I

3310 Practice I

3330 Practice II

4100 Special Topics Seminar for Field (1 credit hour)

\*Concurrent or Completed

3360 Social & Economic Justice

3320 HBSE II

\*Must be a SOWK Major in good standing with:

A GPA < 2.5 in Social Work Courses &

A GPA < 2.50 Overall

Interview & approval by Field Director

And have completed the University's core curriculum

Any exception must be approved by the student's academic committee (Program Director and Advisor)

See the *Field Practicum Manual* for in-depth information and copies of all relevant forms used (including the application and the evaluation instruments). Students cannot receive field practicum credit for volunteer and/or work experiences outside of the internships.

### **Last 30 Hour Requirement**

In keeping with University policy, the last 30 semester hours must be taken at Lamar University-Beaumont (See "General Education Requirements," in the 2010-2011 *Lamar University General Catalog*).

### **Graduation**

The graduation process is outlined in the current *Lamar University General Catalog*. Students should pay careful attention to the steps outlined in the Catalog. In order to graduate students must complete the Intent to Graduate form on the LU Social Work page. Once the form is completed and the degree plan has been reviewed, it will be forwarded to the Graduation Office. Student will then need to complete the application for graduation through the Records Office. Additionally, students must pay the necessary fees for cap, gown and diploma by the deadline listed in the current *Lamar University General Catalog*.

## **STUDENT SERVICES**

There are a large number of student services available at Lamar University. Students should refer to the *Lamar University Student Handbook* for a complete listing of student services. The Office of Services for Students with Disabilities, the Student Health Center and the Writing Lab are briefly discussed below.

### **Students With Disabilities**

The Lamar Social Work welcomes students with disabilities in the program. Students with disabilities are encouraged to meet as early as possible with Social Work faculty and the Coordinator of Services with Students with Disabilities to ensure the receipt of appropriate services. The Office of Services for Students with Disabilities offers a variety of services designed to assist students with disabilities to become full-participating members of the university community. Some of the services provided include academic accommodations, assisted equipment, interpreters, note-takers, physical access and priority registration. Currently, the Coordinator is a graduate of the Lamar Social Work Program who also holds an M.S.W. degree. The Office of Services for Students with Disabilities is located in 101A of the Wimberly Building. The phone number is 409-880-8347. The Office of Services for Students with Disabilities has a compressive web site: <http://dept.lamar.edu/sfswd/>

### **Student Health Center**

The Student Health Center offers outpatient services for currently enrolled students. No appointment is needed, and students are charged only for medications and supplies, not for the office visit. In addition to basic medical services (including laboratory services), the Health Center also provides mental health counseling. The phone number of the Student Health Center is 880-8466.

### **Writing Lab**

The Writing Center provides assistance to Lamar University students with their writing projects. The Center's goal is to help students grow and mature as writers by providing help with difficulties they may have in academic writing. A student may work one-on-one basis with a writing consultant during individual tutorials. Students are reminded to utilize the services of the Writing Center in a timely fashion. The Writing Center staff cannot always assist students who appear minutes before the deadline for their academic papers.

The Writing Center is located in the 1<sup>st</sup> floor Library Building, or please call 880-8571.

## **STUDENT PARTICIPATION IN POLICY FORMULATION**

Each fall the Student Social Work Association is charged with reviewing the *Social Work Student Handbook*. Through the Student Association, students make recommendations for change to the Program faculty. Students are encouraged to bring issues concerning policy change to faculty members at any time.

## **STUDENT EVALUATION OF FACULTY**

All students enrolled at Lamar University have an opportunity each semester to evaluate their instructors. At the end of each course, students are given standardized faculty evaluation forms to complete. These evaluations are confidential with the results being computer generated. These evaluations are returned to the faculty to utilize in strengthening content, teaching, and learning methods to facilitate more effective instruction. Social work faculty also may devise their own instruments to evaluate individual classes.

## **STUDENT ORGANIZATIONS**

### **Social Work Student Association**

The Social Work Student Association, an approved University student organization, is the official student organization for social work majors and is also open to all Lamar University students interested in social work related activities.

The Social Work Student Association meets monthly (Usually during college hour 1:00 pm). Activities include volunteer experience, guest speakers, social/recreational events, attendance at workshops (local and out of town), and many community service projects. The Social Work Student Association plans and co-ordinates the annual Social Work End-of-Year Reception. Officers are elected from the student members and provide leadership in conjunction with the support of a faculty advisor. All officers must be social work majors. The organization is supported by student dues (\$5.00 per student per semester) and fund-raising activities. All social work majors are encouraged to attend meetings, and to network with their student colleagues. Information regarding scheduled meetings and activities is posted in the classrooms and on the Social Work Program Bulletin Board (Maes Building).

### **Social Work Honor Society**

The Lamar University Social Work Program is a member of Alpha Delta Mu National Social Work Honor Society. The Lamar Chapter, Gamma Omicron, was established in April 1986.

Each Spring semester, senior social work majors with an overall grade point average of 3.25 and an overall grade point average of 3.25 in social work courses are invited to join Alpha Delta Mu Students are initiated into the Honor Society during the annual Social Work Program banquet.

### **National Association of Social Workers**

All social work majors need to join NASW (National Association of Social Work) the professional social work organization, as student members before your field experience. Applications are available from the Department Office and from any social work faculty member. **NASW membership is required** in order to apply for the professional malpractice insurance (which is **mandatory for enrollment** in field practicum).

## **STUDENT PERFORMANCE AND BEHAVIOR REVIEW**

### **Professional Conduct:**

Students are expected to demonstrate professional behaviors. In addition, students are expected to continue to meet the Admission and Retention Criteria for the Social Work Department as described below. Students are expected to abide by the NASW Code of Ethics at all times including in class and in field placement. Unprofessional behaviors may be subject to referral to Professional Review Committee. Failure to meet the Admission and Retention Criteria, to abide by the Code of Ethics, or to meet the expectations for professional conduct may result in suspension or dismissal from the Social Work Major.

### **BSW Admission and Retention Criteria for Social Work Majors**

**1. Stability and autonomy:** Students will demonstrate the capacity to deal effectively with emotional stress, both in themselves and in relation to others, as demonstrated through a satisfactory completion of the 50 hours volunteer component required from social work majors within the Intro to SOWK (2361) volunteer component ( other volunteer experiences that need to count as this volunteer component need to be documented and within the last three years.

**2. Verbal and writing ability:** Students will be able and willing to communicate thoughts and feelings effectively, both orally and in writing, as demonstrated in part by passing the English Basic Skills examination or receiving a grade of “C” or better in English composition courses (1301 and 1302), and continuous satisfactory achievement of written and oral communication skills throughout the Junior and Senior year.

**3. Identifying and negotiating conflicting values:** Students will not only understand, but will embrace diversity in the world and will be committed to promoting social justice. Students will be able to function within the context of value conflict, respecting the values of others even when different from their own, as demonstrated by acceptance of others with different backgrounds in their volunteer placement and field placement (Examples: Ethnicity, sexual orientation, race, gender, disability, and age).

**4. Capacity for continued growth in professional education and commitment of compliance to the code of ethics of the social work profession:** Students will assume increasing responsibility for their own learning and make use of educational experiences oriented toward peer learning. Violations of the canons of ethical responsibility of the social work profession are unacceptable. Please refer to the following link for the code:  
<http://www.socialworkers.org/pubs/code/default.asp>

**5. Academic achievement:** Student will maintain a minimum of a 2.50 cumulative GPA in all courses, Students must have a grade of “C” or better in all SOWK required courses to continue in the major and to enter field. Students will show a growing understanding of their chosen field of social work and what is demanded of the professional, and will demonstrate a maturing interest in and commitment to their profession.

Should the faculty become concerned about the student’s physical, mental or behavioral ability to perform in the program and the field placement, the student **may** be asked to sign a release of information form in order to assess his/her current functioning. The faculty reserves the right to remove the status of social work major from any student who does not satisfactorily fulfill the requirements of any of these criteria; however, this procedure will require a hearing for the student and provide all the protection inherent in the rights of due process. The interests of both the student and the profession will be considered in reaching a final decision.

#### **Examples: Student Performance Violations**

1. Failure (a D or F) of any required Social Work course twice while enrolled as a Student at Lamar
2. Failure (a D or F) of two or more required Social Work courses in one semester

#### **Social Work Program Policy and Procedures for Student Professional Misconduct and Student Impaired Behavior**

The assumption of the Lamar Social Work Program is that admitted students have the academic, ethical, and professional potential to enter, upon graduation, the professional practice of social work. All students in the Program are expected to maintain standards established by the University, the Program and the Profession of Social Work. In addition to the University’s academic and personal standards of behavior (outlined in the *Lamar University Student Handbook*), social work students are required to adhere to the Code of Ethics of the National Association of Social Workers. **Ethical adherence to the NASW Code of Ethics is required** from our students in all University settings as well as in the community and the field practicum.

Additionally, social work students, as developing professionals, are required to properly resolve their own personal problems so that these problems do not interfere with the student’s professional abilities, judgments, or client interactions. While not an inclusive list, many debilitating student problems include: substance abuse, alcohol abuse, and psychiatric disorders. Students who do not adhere to the requirements of the NASW Code of Ethics and students, whose behavior is impaired by personal problems, may be referred to and evaluated by the Social

Work Program's Program Review of Student Performance Committee. Students may be referred to the Program Review of Student Performance Committee by faculty members, field staff, or other students.

### **Examples: Student Ethical and Professional Violations**

The following list, while not inclusive, outlines the types of behaviors that might cause a student to be referred to the Program Review of Student Performance Committee.

1. Unethical conduct in field practicum
2. Failure to follow field practicum policies.
3. Behavior that threatens the welfare of other students, faculty, agency personnel, or clients.
4. Conduct that is inconsistent with the Code of Ethics of the National Association of Social Workers (see attached NASW Code of Ethics).
5. Failure to use sound judgment with clients, colleagues, and faculty.
6. Failure to utilize professional assistance for a serious personal problem which interferes with the student's personal interactions or academic performance.

### **Function of the Program Review of Student Performance Committee**

The function of the Program Review of Student Performance Committee is to assess the alleged student behavior as well as to determine the outcome for the individual student. Students who are alleged to have deficiencies in academic, ethical, professional, or personal performance may be referred to the Program Review of Student Performance Committee. The members of the Program Review of Student Performance Committee will be the Program Director and at least two other Social Work faculty members. All decisions of the Committee will be by majority vote.

### **Program Review of Student Performance Committee Procedures**

Social Work students will be notified, in writing, of the issues which will be considered by the Program Review of Student Performance Committee. The written notification will specify the alleged areas of deficient student performance or behavior. A meeting date for the Program Review of Student Performance Committee will be set within five working days of the written notification. The Program Review of Student Performance Committee will meet privately with the student and discuss the allegations. During the meeting, the Program Director will present the student with the allegation of deficiencies. The Committee will discuss the issues with the student. The student will be permitted to provide written and oral information and may also ask up to two persons knowledgeable about their performance to present information to the committee. In order to bring individuals to the meeting, the student must provide at least 48 hours advance notice of the names of the individuals and the types of information these individuals will provide to the Committee. The discussions of the allegation will be kept confidential. The records of the meeting will not be a part of the ordinary Department student filing system. The records of the Committee will be securely maintained by the Program Director until the time of the student's graduation at which time the records will be destroyed.

### **Program Review of Student Performance Committee Outcomes**

The range of decisions of the Program Review of Student Performance Committee span from dismissal of the student from the Social Work Program to a finding of no action to be taken. In general, where findings of deficiencies are found, the Program Review of Student Performance Committee will enter into a written contract with the student. This contract will spell out the procedures the student must follow to address the issues and concerns found by the Committee. The written contract will also spell out the duration of time for this contract. At the end of the contractual time, the Committee will reconvene in order to determine the student's compliance with the contractual terms. Committee decisions at this time will be to: (1) dismiss the contract, (2) modify the contract, or (3) dismiss the student from the Social Work Program. The Committee may also convene in an ad hoc basis to review the student's performance during the term of the contract. Failure to comply with the contract will result in immediate dismissal from the Social Work Program. It is the belief of the Program that student behavior can be improved and, therefore, the Committee will work with the student to provide any needed assistance to help the student to fulfill individualized requirements.

### **Program Review of Student Performance Committee Appeal Procedures**

Students who do not agree with the decision of the Program Review of Student Performance Committee in either the initial meeting, at an ad hoc review, or the end or contract review may, within five (5) working days, appeal to the Department Chair. The Department Chair will review the student's appeal within five (5) working days and provide the student with a written response. Students have the same rights of appeal above the Department Chair as outlined in the *Lamar University Student Handbook*. Students may appeal all decisions to the Dean of the College of Arts and Sciences and to the Executive Vice President for Academic Affairs. The decision of the Executive Vice President for Academic Affairs is final.

## **LAMAR UNIVERSITY PROHIBITED STUDENT CONDUCT**

The *Lamar University Student Handbook* outlines a large number of very specific prohibited activities. Students should familiarize themselves with this list. Among the prohibited activities are: hazing, possessing weapons, endangering the health of others and harassment. Specifically, the *Lamar University Student Handbook* states, "Persons found guilty of racial harassment, sexual harassment, or violating another person's civil rights will be subject to disciplinary sanctions up to and including suspension from the university."

The University has outlined a large number of policies and procedures concerning student academic and general conduct. The *Lamar University Student Handbook* Code of Conduct outlines prohibited individual and academic offenses and the due process procedures surrounding these issues. Among issues outlined are: plagiarism, cheating, harassment, and general violations of University Policy. Disciplinary procedures in these areas are clearly outlined in the current *Lamar University Student Handbook*.

## **Harassment Policies**

Procedures to address student complaints against faculty or staff regarding discrimination, sexual harassment, or racial harassment *Lamar University Faculty Handbook*, Appendix I, “Grievance Procedures for Filing, Processing, and Resolving Complaints of Alleged Discrimination Based Upon Race, Color, Creed, Sex, Age, Handicap or National Origin.” A copy of the *Lamar University Faculty Handbook* is available to all students in the administration office of the Department as well as in the reference section of the John and Mary Gray Library.

## **Academic Dishonesty**

The *Lamar University Student Handbook* (p.81) states, “The University expects all students to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action.” Academic dishonesty includes, but is not limited to, cheating, collusion, and plagiarism. The faculty member is responsible for notifying the student of the instance of academic dishonesty as well as the penalty to be assessed. The faculty member must notify the student of their rights to appeal to the Department Chair, the Dean, and finally, to the Executive Vice President for Academic Affairs.

## **LAMAR UNIVERSITY STUDENT GRIEVANCE PROCEDURES**

### **General University Student Grievance Procedures**

The Social Work Program adheres to the grievance procedures as outlined in the *Lamar University Faculty Handbook*, the *Lamar University General Catalog* and the *Lamar University Student Handbook*. Students should refer to these documents for a comprehensive discussion of all grievance procedures. Students may obtain a copy of the *Lamar University General Catalog* in the Wimberly Building. The *Lamar University Student Handbook* is available in the Wimberly building and Seizer Student Center. A copy of the *Lamar University Faculty Handbook* is available in the Department Office for student viewing.

### **Lamar Students Due Process Rights and Procedures**

The *Lamar University Student Handbook* clearly outlines the due process procedures for student disciplinary hearings on pages 75 to 79. In part the *Lamar University Student Handbook* states, “In those cases in which the accused student disputes the facts upon which the charges are based, such charges shall be heard and determined by a fair and impartial person or committee, hereinafter called the hearing officer or hearing committee, selected in accordance with procedures adopted by the university.” The *Lamar University Student Handbook* outlines the procedures, appeal process and potential range of penalties for general student offenses

## **Faculty / Staff Behavior: Filing Student Grievances**

If students believe that they have been treated unfairly or unprofessionally by a faculty or staff member, or that a policy or procedure is unjust or unwise, then the student may submit, in writing, a formal grievance petition to the Chair of the Department. Grievance petitions are reserved for those issues or incidences that warrant formal and thorough investigation. Such petitions should be submitted in a professional manner, consistent with social work norms, values, and ethics.

## **SMOKE-FREE UNIVERSITY**

Lamar University recognizes its commitment to the physical well-being of its students, faculty and staff. Smoking is prohibited at all times in all university facilities and vehicles unless otherwise designated.

## **WEB SITES OF INTEREST**

Lamar University	<a href="http://www.lamar.edu">www.lamar.edu</a>
Lamar University Social Work Program	<a href="http://www.lamar.edu/socialwork">www.lamar.edu/socialwork</a>
NASW	<a href="http://www.socialworkers.org">www.socialworkers.org</a>
NASW Code of Ethics	<a href="http://www.socialworkers.org">www.socialworkers.org</a>
Council on Social Work Education	<a href="http://www.cswe.org">www.cswe.org</a>
Electronic Policy Network	<a href="http://www.epn.org">www.epn.org</a>
Children's Defense Fund	<a href="http://www.childrensdefense.org">www.childrensdefense.org</a>
Legislation on the Internet	<a href="http://loc.gov/thomas">http://loc.gov/thomas</a>
Social Work Examination	<a href="http://www.swes.net/">http://www.swes.net/</a>
Association of Social Work Boards	<a href="http://www.aswb.org/">http://www.aswb.org/</a>
Texas State Board of Social Work Examiners	<a href="http://www.dshs.state.tx.us/socialwork/">http://www.dshs.state.tx.us/socialwork/</a>
Influencing State Policy	<a href="http://www.statepolicy.org/">http://www.statepolicy.org/</a>



**SOCIAL WORK DEGREE PLAN**

# SOCIAL WORK DEGREE PLAN

<b>NAME:</b>			<b>ID: L</b>		
<b>ADDRESS:</b>			<b>PH:</b>		
<b>CITY:</b>		<b>STATE: TX</b>		<b>ZIP:</b>	
<b>SEM/YR GRAD:</b>		<b>DATE:</b>		<b>Email:</b>	

**SOCIAL WORK WEBSITE:** <http://artssciences.lamar.edu/sociology-social-w-ork-criminal-justice/social-w-ork/index.html>

UNIVERSITY CORE=42+A&S 2=44 HRS TOTAL	SEM	GRADE	PTS	SOCIAL WORK 49 HRS	SEM	GRADE	PTS
Political Science Core	2301			SOWK:Intro to SW	2361		
Political Science Core	2302			SOWK:Intro SW Institutions	2371		
History 1301, 1302, 2301	1301			SOWK:HBSE I	3300		
History 1301, 1302, 2301	1302			SOWK:PRACTICE I	3310		
ENGL 1301	1301			SOWK:HBSE II	3320		
ENGL 1302	1302			SOWK:PRACTICE II	3330		
*Culture, Language or Philosophy				SOWK:POLICY	3340		
*Lab Science BIOL 1308 or 4 HOUR (x4xx)				SOWK:MACRO PRACTICE	3350		
*Lab Science BIOL 2306 or 4 HOUR (x4xx)				SOWK:SE JUSTICE	3360		
*MATH 1314 or higher				SOWK:RESEARCH	4380		
MATH Quant Analysis 1342/PSYC 2317				SOWK:SEMINAR 1:	4320		
*APPROVED COMMUNICATION ELECTIVE				SOWK:SEMINAR 2:	4320		
*CREATIVE ARTS Elective				SOWK:SEMINAR 3:	4320		
*SOCIAL/BEHAVIORIAL Elective				SOWK:SEMINAR 4:	4320		
<b>DEPARTMENT REQUIREMENTS 15 HRS</b>	<b>SEM</b>	<b>GRADE</b>	<b>PTS</b>	SOWK:FIELD PRACTICE I **	4321		
SOCI Elective (Suggested 1306, 2301)				SOWK:FIELD PRACTICE II **	4324		
Elective (3000/4000 SOC, ANTH, SW, CJ, PSY)				SOWK: Field Preparation (1 cr/hr)	4100		
Elective (3000/4000 SOC, ANTH, SW, CJ, PSY)				<b>APPROVED ELECTIVES 12 HRS</b>		<b>SEM</b>	<b>GRADE</b> <b>PTS</b>
CRJ (1301 or 1306)							
ANTH (2346 or 2351)							
<b>Coursework Not Counted in Degree Plan</b>	<b>SEM</b>	<b>GRADE</b>	<b>PTS</b>				
				<i>** Students entering field must meet all prerequisite requirements before starting field placement interview/placement process</i>			
				<b>HOURS COMPLETED @ LU:</b>			
				<b>TRANSFER HOURS:</b>			
				<b>TOTAL HOURS (120-121):</b>			
Review ed by:				<b>TOTAL ADV'D @ LU:</b>			
				<b>GPA OVERALL</b>			
<b>RECOMMENDED FOR GRADUATION BY DIRECTOR:</b>				<b>RECOMMENDED FOR GRADUATION BY CHAIR:</b>			

## Student Acknowledgement

Students in the Lamar University BSW program are expected to adhere to the NASW Code of Ethics.

### **Agreement that I have received the Student Manual and access to the Code of Ethics**

I have received a copy of the Student handbook and I have agreed to read and abide by the policies of the Social Work department. I understand that my behavior is expected to be professional and I agree to abide by the Social Work Code of Ethics.

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Signature

Date \_\_\_\_\_