

STUDENT HANDBOOK

S o c i a l W o r k P r o g r a m



Department of Social Work
College of Health and Human Services
Southeast Missouri State University

Revised January 2013

NOTICE OF NONDISCRIMINATION

Applications from all persons are welcomed. Women, minorities, disabled persons are especially encouraged to apply. Southeast Missouri State University does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability. Inquiries concerning the application of these regulations to the University may be directed to the University Affirmative Action Officer or the Office for Civil Rights/Department of Education. Please direct inquiries to the Assistant to the President, Southeast Missouri State University, Room 222 Academic Hall, One University Plaza, Cape Girardeau, MO 63701, (573) 651-2524.

Situations may arise in which students believe that they have not received fair treatment by a representative of the University, or have concern about the performance, action, or inaction of a member of the staff or faculty, which affects the student. Wherever possible, the student should approach the faculty or staff member first in an attempt to resolve the matter. Unresolved concerns involving faculty should be taken to the Chairperson of the department and then to the Dean of the college. Unresolved concerns involving non-faculty staff should be taken to the staff member's supervisor and then to the next higher supervisor.

In the event of a complaint alleging discrimination, the student may contact the Associate Vice President for Enrollment Management, the Dean of Students, the Affirmative Action Officer, or the Dean of a College.

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WELCOME

The faculty and staff of the Department of Social Work and Southeast Missouri State University welcome you as a declared social work major. As social work educators, we are committed to developing competent, ethical, entry-level generalist practitioners who are skilled at working with individuals, families, groups, communities and organizations largely in the rural areas. Our generalist curriculum reflects the fundamental values of service, economic and social justice, human diversity, the dignity and worth of the person, human rights, integrity and the importance of human relationships. The social work program is fully accredited by the Council on Social Work Education (CSWE), the national accrediting body for social work education.

We are here to assist you and urge you to seek the advice and assistance available to you. Please keep in mind that the responsibility for completion of all degree requirements rests ultimately with the student. This handbook, along with the University's Undergraduate Bulletin should assist you in successfully proceeding through your course of studies. Please read it through completely and keep it for future reference.

The faculty and staff look forward to working with you as you prepare to enter the profession of Social Work.

Faculty:

Dhira Crunkilton, MSW, Ph.D., Associate Professor
Gerri Goldman, MSW, Ph.D., LCSW, CAP, Assistant Professor
Priscilla Hornby, MSW, LCSW, Instructor and Director of Field Education
Jocelyn Martin, MSW, Ph.D., LSCSW, Assistant Professor
Kathie Miller, MSW, LCSW, Instructor
Michael Parker, MSSW, Ph.D., Associate Professor and Department Chairperson
Tiffany Parker, MSW, LCSW, Instructor
Jack Stokes, MSW, Ph.D., LCSW, Assistant Professor

Staff:

Frances Wissmiller, CAP-OM, Administrative Assistant

NASW Code of Ethics Summary of Major Principles

The following broad ethical principles are based on social work's core values of: service, social justice, dignity and worth of the person, importance of human relationships, integrity, and competence. These principles set forth ideals to which all social workers should aspire.

Value: Service

Ethical Principle: Social workers' primary goal is to help people in need and to address social problems.

Social workers elevate service to others above self-interest. Social workers draw on their knowledge, values, and skills to help people in need and to address social problems. Social workers are encouraged to volunteer some portion of their professional skills with no expectations of significant financial return (pro bono service).

Value: Social Justice

Ethical Principle: Social workers challenge social injustice.

Social workers pursue social change, particularly with and on behalf of vulnerable and oppressed individuals and groups of people. Social workers' social change efforts are focused primarily on issues of poverty, unemployment, discrimination, and other forms of social injustice. These activities seek to promote sensitivity to and knowledge about oppression, and cultural and ethnic diversity. Social workers strive to ensure equality of opportunity, access to needed information, services, resources, and meaningful participation in decision making for all people.

Value: Dignity and Worth of the Person

Ethical Principle: Social workers respect the inherent dignity and worth of the person.

Social workers treat each person in a caring and respectful fashion, mindful of individual differences and cultural and ethnic diversity. Social workers promote clients' socially responsible self-determination. Social workers seek to enhance clients' capacity and opportunity to change and to address their own needs. Social workers are cognizant of their dual responsibility to clients and to the broader society. They seek to resolve conflicts between clients' and the broader society's interests in a socially responsible manner consistent with the values, ethical principles, and ethical standards of the profession.

Value Importance of Human Relationships

Ethical Principle: Social workers recognize the central importance of human relationships.

Social workers understand that relationships between and among people are an important vehicle for change. Social workers engage people as partners in the helping process. Social workers seek to strengthen relationships among people in a purposeful effort to promote, restore, maintain, and enhance the well-being of individuals, families, social groups, organizations, and communities.

Value: Integrity

Ethical Principle: Social workers behave in a trustworthy manner.

Social workers are continually aware of the profession's mission, values, ethical principles, and ethical standards, and practice in a manner consistent with them. Social workers act honestly and responsibly and promote ethical practices on the part of the organizations with which they are affiliated.

Value: Competence

Ethical Principle: Social workers practice within their areas of competence, and develop and enhance their professional expertise.

Social workers continually strive to increase their professional knowledge and skills and to apply them in practice. Social workers should aspire to contribute to the knowledge base of the profession.

The above constitutes a summary of the Code as approved by the 1996 NASW Delegate Assembly and revised by the 1999 Delegate Assembly. The complete text, including preamble and expanded definition of principles, is available on request.

I. SOCIAL WORK PROGRAM OVERVIEW

The Department of Social Work offers a Bachelor of Science degree with a major in Social Work and is fully accredited by the Council on Social Work Education (CSWE), the national accrediting body for social work education. The goal of the social work program is to prepare its graduates for competent, ethical, entry level generalist social work practice with individuals, families, groups, communities and organizations largely in the rural areas.

The Department of Social Work Student Handbook

The most current edition of the Student Handbook is binding on all declared social work majors. It is subject to revision at any time, by vote of the Department of Social Work faculty. It is the student's responsibility to become familiar with all requirements, policies and procedures contained in the most recent edition of the Handbook available at the Department's web site.

A Brief History of the Department of Social Work

The Southeast Missouri State University Social Work Program was established in 1976 as a major in the Department of Sociology and Anthropology which was located in the College of Social Sciences. In 1982, Social Work was added to the official title of the Department. Six years later, in 1988, the Social Work Program was given Department status and placed in the newly formed College of Health and Human Services.

In December 1987, the Department of Social Work applied for candidacy status with the Council on Social Work Education and in October 1990, the Commission on Accreditation granted initial accreditation to its baccalaureate degree program in social work. Accreditation status was reaffirmed in 1995, 2004 and 2011.

Dr. Terry Pardeck joined the faculty in fall 1987 as the first department chair/program director and served through summer 1991. Mr. Bill Thompson joined the faculty in fall 1977 and became interim department chair/program director from fall 1991 to fall 1992. In fall 1992, Dr. Michael D. Parker joined the faculty as department chair/program director and continues to serve in that capacity. The Social Work Department has grown from two to eight faculty members from its inception to present.

Mission Statement

The Mission of the Southeast Missouri State University Social Work Program is to prepare its graduates to engage in competent, evidenced-based generalist practice with individuals, families, groups, organizations, and communities largely in the rural environment; reflecting the values of economic and social justice, human diversity, the dignity and worth of the person, human rights, integrity, the importance of human relationships, and service.

Program Goals

The goal of the Social Work Program is to offer a competency-based curriculum, grounded in the liberal arts and guided by the person in environment construct, that prepares professional, generalist social workers who:

1. Demonstrate mastery of the program's core competencies of knowledge, values and skills for generalist practice with individuals, families, groups, organizations, and communities especially in the rural environment.
2. Value, affirm and promote diversity in practice, society, and the world.
3. Are committed to promoting human rights, social and economic justice, and providing leadership in the development of service delivery systems to enhance the quality of life for all persons.
4. Identify with the values, ethics, purposes, and philosophy of the social work profession.
5. Are prepared for graduate education and committed to ongoing personal/professional development and lifelong learning.

Generalist Practice

Generalist practice is grounded in the liberal arts and the person in environment construct. To promote human and social wellbeing, generalist practitioners use a range of prevention and intervention methods in their practice with individuals, families, groups, organizations and communities. The generalist practitioner identifies with the social work profession and applies ethical principles and critical thinking in practice. Generalist practitioners incorporate diversity in their practice and advocate for human rights and social and economic justice. They recognize, support, and build on the strengths and resiliency of all human beings. They engage in research-informed practice and are proactive in responding to the impact of context on professional practice. BSW practice incorporates all of the core competencies.

The Curriculum

The Department of Social Work uses a competency-based approach to education. Competency-based education focuses on desired learning outcomes (competencies) in a variety of skill, value and knowledge areas directly associated with competent generalist social work practice. More specifically, the Social Work Program's curriculum is organized around ten core competencies and their requisite set of practice behaviors. After successfully completing all requirements of the curriculum, social work majors will be expected to possess and demonstrate mastery of the following competencies and interrelated practice behaviors.

Competency 1: Identify as a professional social worker and conduct oneself accordingly.

- A. Advocate for client access to the services of social work.
- B. Practice personal reflection & self-correction to assure continual professional development.
- C. Attend to professional roles and boundaries.
- D. Demonstrate professional demeanor in behavior, appearance, and communication.
- E. Engage in career-long learning.

- F. Use Supervision and consultation.

Competency 2: Apply social work ethical principles to guide professional practice

- A. Recognize and manage personal values in a way that allows professional values to guide practice.
- B. Make ethical decisions by applying standards of the NASW Code of Ethics and, as applicable, IFSW/IASSW Ethics in Social Work, Statement of Principles.
- C. Tolerate ambiguity in resolving ethical conflicts.
- D. Apply strategies of ethical reasoning to arrive at principled decisions

Competency 3: Apply critical thinking to inform and communicate professional judgments

- A. Distinguish, appraise, and integrate multiple sources of knowledge, including research-based knowledge, and practice wisdom
- B. Analyze models of assessment, prevention, intervention, and evaluation
- C. Demonstrate effective oral and written communication in working with individuals, families, groups, organizations, communities, and colleagues

Competency 4: Engage diversity and difference in practice

- A. Recognize the extent to which a culture's structures and values may oppress, marginalize, alienate, or create or enhance privilege and power
- B. Gain sufficient self-awareness to eliminate the influence of personal biases and values in working with diverse groups
- C. Recognize and communicate their understanding of the importance of difference in shaping life experiences
- D. View themselves as learners and engage those with whom they work as informants

Competency 5: Advance human rights and social and economic justice

- A. Understand the forms and mechanisms of oppression and discrimination
- B. Advocate for human rights and social and economic justice
- C. Engage in practices that advance social and economic justice

Competency 6: Engage in research-informed practice and practice-informed research

- A. Use practice experiences to inform scientific inquiry
- B. Use research evidence to inform practice

Competency 7: Apply knowledge of human behavior and the social environment

- A. Utilize conceptual frameworks to guide the processes of assessment, intervention, and evaluation
- B. Critique and apply knowledge to understand person and environment

Competency 8: Engage in policy practice to advance social and economic well-being and to deliver effective social work services

- A. Analyze, formulate, and advocate for policies that advance social well-being
- B. Collaborate with colleagues and clients for effective policy action

Competency 9: Respond to contexts that shape practice

- A. Continuously discover, appraise, and attend to changing locales, populations, scientific and technological developments, and emerging societal trends to provide relevant services
- B. Provide leadership in promoting sustainable changes in service delivery and practice to improve the quality of social services

Competency 10a: Engagement with individuals, families, groups, organizations, and communities

- A. Substantively and affectively prepare for action with individuals, families, groups, organizations, and communities
- B. Use empathy and other interpersonal skills
- C. Develop a mutually agreed-on focus of work and desired outcomes

Competency 10b: Assessment with individuals, families, groups, organizations, and communities

- A. Collect, organize, and interpret client data
- B. Assess client strengths and limitations
- C. Develop mutually agreed-on intervention goals and objectives
- D. Select appropriate intervention strategies

Competency 10c: Intervention with individuals, families, groups, organizations, and communities

- A. Initiate actions to achieve organizational goals
- B. Implement prevention interventions that enhance client capacities
- C. Help clients resolve problems
- D. Negotiate, mediate, and advocate for clients
- E. Facilitate transitions and endings

Competency 10d: Evaluation with individuals, families, groups, organizations, and communities

- A. Critically analyze, monitor, and evaluate interventions

Portfolio of Standardized Course Assignments

Students in the major are required to create and maintain a Portfolio of Standardized Course Assignments that will be used to assess the ten core competencies and their requisite practice behaviors. Portfolios will be organized by social work course and will include the scored cover sheet and graded work for each standardized assignment. The portfolio will consist of standardized assignments from the following courses (Note: some courses may have multiple standardized assignments):

- SW110 Introduction to Social Work
- SW201 Social and Economic Justice
- SW207 Understanding Cultural and Social Diversity
- SW221 Interviewing Skills for Generalist Practice
- SW222 Case Management
- SW307 Human Behavior and Social Environment I
- SW308 Human Behavior and Social Environment II
- SW310 Social Welfare Policy and Services
- SW321 Generalist Practice I
- SW322 Generalist Practice II
- SW323 Generalist Practice III
- SW342 Methods of Social Research for Generalist Practice

Each semester, students will meet with their academic advisor to review portfolio content and discuss their assessed performance associated with expected program benchmarks. The Portfolio of Standardized Course Assignments must be submitted to the academic advisor in a loose-leaf, three ring note book as part of the field placement application process. Please use dividers to separate courses from each other. Information in the portfolio will be used by faculty to design and assess your preparation for field placement

Admission Criteria

Students interested in pursuing a degree in social work may contact the Department of Social Work to declare the major any time after being admitted to the University. Upon completion of the declaration of major form, the student is classified as a pre-social work major and assigned a faculty advisor from within the department.

Students are formally admitted to the major after completing the following requirements: (Meeting minimum requirements does not guarantee admission.)

1. Completion of 45 semester hours with a minimum GPA of 2.25.
2. Completion of the following basic knowledge and professional foundation courses with a minimum grade of "C":
 - PY101 Psychological Perspectives of Human Behavior
 - SW110 Introduction to Social Work*
 - SW201 Social and Economic Justice*
 - SW207 Understanding Cultural and Social Diversity*
 - SW221 Interviewing Skills for Generalist Practice*

- SW222 Case Management*
- SW242 Statistics for Social Scientists

*These professional foundation courses may be repeated to raise a grade below “C” with written approval from the student’s faculty advisor and the Chair.

3. Completion of all developmental courses (if applicable) and CL001, CL002.
4. Completion of: economic system, living system, political system, and written expression.

After fulfilling all admission requirements, the student and her/his advisor complete an Application for Admission to the Social Work Program. The application is reviewed and signed by the student and the advisor and submitted to the department for evaluation. After verifying that all prerequisites have been completed, a letter of admission is sent to each student along with an academic contract. The student signs and returns the contract to the Department where it is placed in the student’s file.

Once students are formally admitted to the program, they are eligible to enroll in the following classes: SW307, SW308, SW310, SW321, SW322, SW323, SW342, SW449 and SW450.

Retention Criteria

Students will be retained as social work majors providing the following retention criteria are met:

1. Completion of the following professional core courses with a minimum grade of "C".
 - SW307 Human Behavior and the Social Environment I
 - SW308 Human Behavior and the Social Environment II
 - SW310 Social Welfare Policy and Services
 - SW321 Generalist Practice I
 - SW322 Generalist Practice II
 - SW323 Generalist Practice III
 - SW342 Methods of Social Research in Generalist Practice
2. Maintain a cumulative GPA of 2.25. (Once a student’s cumulative GPA has fallen below 2.25 the student will not be allowed to enroll in any remaining social work course until the GPA requirement is met.)
3. None of the foundation courses can be retaken more than once without written approval from the chair of the Department of Social Work.

Core courses may be repeated to raise grades below “C” with written approval from the student’s faculty advisor and the Chair.

The student’s faculty advisor will monitor compliance with all requirements listed above.

Advisement

The Department of Social Work views ongoing student advising as an essential component of a professional program. Therefore, all full-time faculty members have advising responsibilities as part of their workload. Students are assigned a social work faculty advisor by the Department as soon as they declare the social work major (pre-major status). In addition to helping students monitor their progress towards the fulfillment of University and Department graduation requirements, the role of the academic advisor is to assist students in evaluating their aptitude for the social work profession and to assist in their growth as competent, ethical, beginning generalist social workers. To facilitate effective advising, students admitted to the Social Work Program sign an academic contract which gives the advisor the responsibility of monitoring and informing them of their academic, personal, and professional progress, their compliance with department and professional standards, and their retention as a social work major.

The responsibilities of faculty advisors are to:

1. Engage students in a process of evaluating their aptitude and motivation for a career in social work;
2. Engage students in a process of evaluating their performance in the total educational program;
3. Assist students in selecting courses and developing an academic plan;
4. Review the students' Portfolio of Standardized Assignments and discuss their assessed performance associated with expected program benchmarks.
5. Refer students with academic or personal problems to appropriate resources within the University and community, e.g., tutorial, medical, psychological, financial, housing, child care, etc.

Prior to registration each semester, students must meet with their advisor to plan class schedules and obtain approval to enroll in courses. Following this pre-registration advisement, the faculty advisor gives students their designated personal identification number (PIN) used in the University's computerized advising system and the student can complete their registration. **If students wish to drop or add a course after advisement, they are expected to inform their advisor.** This provides advisors an opportunity to assist students in fully evaluating the decision to drop or add a course. Students are responsible for utilizing advising time to their advantage by being prepared for all appointments.

Frequent contact is encouraged between advisors and students to receive maximum benefit from the advising process. Students are strongly encouraged to see their advisors when they experience difficulties in adjusting to the University system, encounter academic problems or are confused about University or Department policies and procedures.

Student Responsibilities for Advising

Although the Department of Social Work is committed to providing quality academic advising to each social work major; students are solely responsible for the satisfactory completion of all Department and University degree requirements. Each social work major is responsible for:

1. Planning your course schedule every semester to ensure progress toward graduation. The faculty advisor will assist and guide you in this process.
2. Knowing and meeting all graduation requirements stated in the *Southeast Missouri State University Undergraduate Bulletin*, *Social Work Program Handbook* and the Department's web site.
3. Participating in pre-registration advising every semester.
4. Informing your advisor if you wish to drop or add a course after advisement.
5. Meeting with your faculty advisor every semester to review the *Portfolio of Standardized Course Assignments* and discuss assessed performance associated with expected program benchmarks.
6. Maintaining a current mailing address and phone number in the Department of Social Work and responding promptly to all communications from the Department or University.
7. Being prepared for all advising appointments.

Mid-Term Review

The Department of Social Work uses a mid-term review system that applies to all majors enrolled in social work courses. The purpose of the review is to alert students and their advisors at the mid-point of each semester that a student may be in either academic or professional performance difficulty. The alert may be used to indicate poor academic performance, excessive absences or to point out a professional performance issue identified by an instructor.

At approximately mid-term of each semester, a faculty meeting is scheduled to discuss "at risk" students. The Chair then sends a letter to the student and the student's advisor alerting them to the concern. It is expected that a student receiving an alert will discuss the situation with the instructor(s) and advisor with the goal of developing a plan to address the concern(s). The mid-term review is intended to be a helpful process, which encourages communication between instructor and student and student and advisor, at a point early enough in the semester to affect a positive outcome.

Procedures for Professional performance Evaluation for Admission, Retention and Termination

The faculty of the Department of Social Work have a duty to the social work profession to make reasonable efforts to ensure that its graduates are not only academically prepared but are also emotionally and ethically prepared for the demands of professional practice. Students are expected to demonstrate the following qualities:

- Adherence to the NASW Code of Ethics
- Self-Awareness (knowledge of self – personally and professionally)
- Professional Commitment and Behavior
- Objectivity
- Empathy

- Acceptance of Diversity
- Freedom from Chemical Dependency
- Emotional and Mental Stability

Students who do not demonstrate these qualities will be evaluated to determine if he/she should be formally admitted or allowed to continue as a social work major, and if so, what additional steps should be taken to ensure that she/he is prepared for professional social work practice. Any alleged problem can be presented by faculty, staff, field instructors, or other students and must be presented in writing to the Department Chair. Upon receipt of the alleged problem, the Chair will notify the student and his/her advisor in writing that an alleged problem has been identified. The Chair will convene a meeting with the student, his/her advisor and a member of the social work faculty selected, by the student, to discuss and evaluate the allegation. Possible outcomes of this meeting are: 1) the alleged problem is resolved and no further action is required, or 2) resolution of the alleged problem requires a written plan for remediation.

Any written plan for remediation will be signed by the student (if the student agrees), the advisor, and the Department Chair and placed in the student's confidential file established for that purpose. A plan of remediation/correction must be explicit with stated criteria for judging success or failure. The Chair will monitor compliance with the criteria stated in the plan. If the plan for remediation specifies indefinite withdrawal from the program, it must include provisions for reinstatement including the period of time which must expire before the student can apply for reinstatement.

If the student does not agree that there is a problem or does not agree with the plan for remediation, the student may, within five work days from the announcement of the plan of remediation/correction, make a written request of an appeal to the Department Chair. Within three work days of receiving the written appeal, the Chair will request the Dean of the College of Health and Human Services to convene the College Grievance Committee. The Grievance Committee will conduct a hearing, which addresses factual matters and make a recommendation to the Department Chair.

If the student does not agree with the proposed resolution presented by the College Grievance Committee, he/she has the right of appeal as outlined in the Southeast Missouri State University *Student Day Planner*.

Transfer Credit

Southeast Missouri State University accepts transfer credit from regionally accredited four-year colleges or universities. The Department of Social Work also accepts those hours but expects all students to meet the requirements for the BS degree in social work. An evaluation of each transcript is made by the Chair to determine comparability with the social requirements for all students transferring to the department. The Chair serves as the initial advisor for all transfer students. All other admission criteria apply here.

Students who wish to take courses at another college or university during a summer or regular session should, after talking to their advisor, check with the Registrar's Office to determine whether or not the course(s) will transfer to the University.

Articulation Agreement

To ensure a smooth transition from a two-year institution to Southeast Missouri State University, the University has developed and ratified eleven articulation handbooks, one for each of the eleven schools within the region, including Missouri, Illinois and Arkansas. The articulation handbooks are available to transfer students on the University's web site. These department-to-department curriculum plans provide a clear pathway for students from each of the community colleges to all majors at Southeast Missouri State University.

An evaluation of each student's transcript is made by the Chair to ensure that all requirements of the articulation agreement have been satisfied as the student transitions to the Social Work Program and prepares for admission as a major. The Chair serves as the initial advisor to all community college transfers. All other admission criteria apply here.

Course Substitution

Occasionally, students wish to substitute another course(s) for a required social work course. All such requests must first be presented to the student's faculty advisor who will determine if the content of the proposed course(s) is appropriate as a substitute. The advisor, if approving the course substitution, will send the requisite form to the Chair for approval. The Chair, if approving the substitution, will in turn send the form to the Office of the Registrar for approval. A copy of the form with all the approval signatures will be placed in the student's department file. **The Southeast Missouri State University Department of Social Work does not give social work course credit to students for life experiences or previous work experience.**

Degree Criteria

The Bachelor of Science degree in Social Work is awarded to students who satisfactorily meet the following requirements:

1. Students must fulfill all University graduation requirements listed in the Southeast Missouri State University *Undergraduate Bulletin*.
2. A cumulative GPA of 2.25.
3. Completion of integrated seminar and field education, i.e., SW449 with a minimum grade of 'C'.
4. Completion of 448 hours of field education, i.e., SW 450 (Credit/No Credit).

Social Work majors are not required to complete a minor.

Course Requirements

All students are required to complete 51 hours in the University Studies Program. Social Work students must also complete 60 hours of course work in the major including: 18 hours of professional foundation courses, 21 hours of professional core courses, 15 hours of integrative seminar/field education and 6 hours of social work electives. In addition, students must complete 15 hours of basic knowledge and comprehensive courses to be formally admitted to the program. Altogether, social work majors must complete a minimum of 120 credit hours.

University Studies Courses (51 hours)

First Year Seminar (UI100)	(3 hours)
English Composition (EN 100)	(3 hours)
Artistic Expression	(3 hours)
Literary Expression	(3 hours)
Oral Expression	(3 hours)
Written Expression*	(3 hours)
Behavioral Systems*	(3 hours)
Living Systems*	(3 hours)
Logical Systems	(3 hours)
Physical Systems	(3 hours)
Development of a Major Civilization	(3 hours)
Economic Systems*	(3 hours)
Political Systems*	(3 hours)
Social Systems	(3 hours)
300 Level Interdisciplinary Courses	(6 hours)
400 Level Senior Seminar	(3 hours)

*Because classes count in two areas, you will need to take 9 hours of General elective classes.

Basic Knowledge and Comprehensive Courses (15 hours)

PY101	<i>Psychological Perspectives on Human Behavior</i>	(3 hours)
	Economic Systems	(3 hours)
	Living Systems	(3 hours)
	Political Systems	(3 hours)
	Written Expression	(3 hours)

Professional Foundation Courses (18 hours)

SW110	<i>Introduction to Social Work</i>	(3 hours)
SW201	<i>Social and Economic Justice</i>	(3 hours)
SW207	<i>Understanding Cultural and Social Diversity</i>	(3 hours)
SW221	<i>Interviewing Skills for Generalist Practice</i>	(3 hours)
SW222	<i>Case Management</i>	(3 hours)
SW242	<i>Statistics for Social Scientists</i>	(3 hours)

Professional Core Courses (21 hours)

SW307	<i>Human Behavior and the Social Environment I</i>	(3 hours)
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SW308	<i>Human Behavior and the Social Environment II</i>	(3 hours)
SW310	<i>Social Welfare Policies and Issues</i>	(3 hours)
SW321	<i>Generalist Practice I</i>	(3 hours)
SW322	<i>Generalist Practice II</i>	(3 hours)
SW323	<i>Generalist Practice III</i>	(3 hours)
SW342	<i>Methods of Social Research in Generalist Practice</i>	(3 hours)

Social Work Electives (6 hours)*

SW351	<i>Child Welfare Services</i>	(3 hours)
SW352	<i>Social Welfare Services to the Aged</i>	(3 hours)
SW353	<i>Child Development</i>	(3 hours)
SW354	<i>Crisis Intervention</i>	(3 hours)
SW355	<i>Special Topics in Social Work</i>	(3 hours)
SW356	<i>Social Work in Mental Health</i>	(3 hours)
SW387-389	<i>Independent Study in Social Work</i>	(1-3 hours)

(*With approval from your academic advisor, one non-social work, 300 or 400 level course, may be substituted as a social work elective. See course substitution on previous page for details.)

Field Education (15 hours)

SW449	<i>Social Work Integrative Seminar</i>	(3 hours)
SW450	<i>Social Work Field Education</i>	(12 hours)

Course Sequencing and Prerequisites

To insure timely progress toward graduation, social work courses must be sequenced properly. Therefore, the student's faculty advisor must approve all course schedules.

It is of the utmost importance that students successfully complete all prerequisites for social work courses. Neither an "incomplete" nor a final grade below a "C" satisfies this requirement. Failure to comply with prerequisites could delay progress toward graduation. Prerequisites may be found in the *Undergraduate Bulletin* under course listings.

Social Work Minor

The Department of Social Work offers two (2) options for a minor: the Social Welfare option and Social Work Practice option. The purpose of the Social Welfare option is to explore the field of social welfare, focusing on programs, policies, and procedures, which provide direction for the delivery of social welfare services. Requirements for the Social Welfare option are as follows: SW110, SW201, SW207, SW310, and three (3) additional hours selected among approved social work electives.

The Social Work Practice option explores the scope of social work practice, focusing on social work interventions and fields or practice. Requirements for the Social Work Practice option are as follows: SW110, SW121, SW207, SW315, and three (3) additional hours selected among the approved social work electives.

Please note that minors in the Department may not take the following social work courses: SW221, SW222, SW 307, SW308, SW321, SW322, SW323, SW449 and SW450.

Field Education

As part of the professional social work curriculum, social work majors are required to complete a twelve credit hour course in Field Education (SW450) and a three credit hour Integrative Seminar (SW449). These courses are taken concurrently during the second semester of the senior year and students may not take additional course work during the field experience.

Prerequisites for Field Education include:

1. Completion of at least 105 university credit hours.
2. A cumulative GPA of 2.50 or a cumulative GPA 2.25 plus a GPA of 2.75 in the required professional foundation and core courses, i.e. SW110, SW201, SW207, SW221, SW222, SW242, SW307, SW308, SW310, SW321, SW322, SW323, and SW342.
3. Completion of all University Studies requirements.
4. Completion of the basic knowledge courses, professional foundation and core courses and the two social work electives with a minimum grade of "C" in all courses.
5. Completion of the Portfolio of Standardized Assignments.
6. Successful completion of the University's writing proficiency exam, the critical thinking exam and any other exams required by the University.
7. Completion of any required professional competency examination(s) given within the Department.
8. Completion of the Career Linkages requirements, CL001, CL002, CL003, and CL004.

In addition to the above requirements for Field Education, students must submit a Field Education fee along with their applications. This fee covers the cost of professional liability insurance (malpractice insurance), the *Field Education Manual*, and the Area Concentration Achievement Test. No student will be allowed to participate in the Field Education without this coverage.

The Department of Social Work uses a variety of agencies for Field Education approved by the Department. When possible, placements are based on the student's areas of interest as deemed educationally sound by the Department.

For more detailed information concerning the Field Education Program please consult the Field Education Manual.

II. STUDENT ACTIVITIES

The Department of Social Work recognizes that a significant part of a student's professional education is gained outside the classroom. This aspect of education includes not only class-related activities such as study and library research, but also the broader dimensions of professional associations. Participation in any of the following organizations will make a meaningful contribution to the student's professional development.

The Social Work Club

All declared social work majors are eligible to become members of the Social Work Club. This organization provides a format for student discussion of issues, both professional and academic, as well as socialization. The Social Work Club allows students to come together in the mutual interest of the community and the Social Work Department. You are strongly encouraged to become involved in this organization. Contact any faculty member for information.

Phi Alpha Social Work Honor Society

The honor society offers social work majors who excel in their academic performances the opportunity to enhance their knowledge and skill through participation in extracurricular learning experiences and community service projects. Students must maintain a 3.0 overall GPA and a 3.5 GPA in major course work to be considered for membership. Contact any faculty member for additional information.

National Association of Social Workers (NASW)

NASW is the professional organization for social workers. Undergraduate students are eligible for associate membership in NASW at reduced rates. This membership entitles the student to national, state, and local NASW publications. Applications for NASW membership are available in the Department of Social Work.

Missouri Association for Social Welfare (MASW)

MASW is a social justice advocacy organization that is over 100 years old. Through education, social policy analysis and legislative advocacy, members learn to help make significant changes in the world in which our clients live. The Department of Social Work hosted the first student chapter in the history of the organization. Learn more at www.masw.org and join on-line or contact any faculty member.

III. DEPARTMENT WRITING STANDARDS

1. Documentation:

- In general, all written work should follow APA guidelines (the most recent revision).
- All citations should follow APA format in the body of the text.
- All papers with citations should include a "reference list" in APA format at the end. The basic APA format is essential for referencing books, articles, and all other material. This is the case no matter how the material was located or accessed. The student should refer to APA standards under the Writing Center's

web page for additional APA guidelines (See: http://ustudies.semo.edu/writing/Documentation/mla_apa.htm).

- In addition to always documenting direct quotations, general references to ideas, summarized texts, and quotes from lectures must also be documented using APA standards. In short, *any idea, in any form, that is taken from someone else* must be documented. Deviations from this standard will be regarded as plagiarism. Plagiarism may result in disciplinary action in accordance with university and departmental standards.
 - Running headers and abstracts are unnecessary for student work unless required by the specific professor.
2. Grammar:
 - Papers should be completely free of spelling mistakes and grammatical errors including sentence fragments, run-on sentences, subject/verb agreement problems, verb/object agreement problems, missing articles, vague pronoun references, improper or missing punctuation, and so forth.
 3. Organization:
 - All written work should be organized into clear, logical sections. Subheadings are encouraged in every paper.
 - Within the sections, ideas should be organized into clear paragraphs. An individual paragraph should be about one idea (generally stated close to the beginning). Subsequent sentences within the paragraph should all be related to that idea. Paragraphs should typically end with a conclusion or summary sentence related to the original idea and/or a transitional sentence introducing the subject of the next paragraph in the text. Students should avoid overly long or very short paragraphs.
 4. Flow of thought:
 - Sentences should be organized so that they sustain a consistent flow of thought. Sentences within paragraphs should flow into each other in a way that makes sense and enhances readability.
 5. Economy of language:
 - In general, students should strive to write with a minimum of words. Consider combining short sentences in ways that enhance readability and use less space. (At the same time, however, avoid overly long and complex sentences.)
 - Consider dropping whole sentences that may be redundant or unnecessary.
 - Consider word choice very carefully and work toward building a stronger vocabulary.
 6. Individual professors may have requirements in addition to those specified here.

IV. EXPECTATION OF STUDENTS

Americans With Disabilities Act:

If you have special needs as addressed by the Americans with Disabilities Act and need any course materials provided in an alternative format, please notify the instructor as soon as possible. Reasonable efforts will be made to accommodate your needs. Students with disabilities seeking academic accommodation must also register with the Learning Assistance Programs and Disability Support Services Office in the University Center, Room 302, 651-2273. The office will then assist in planning for any necessary accommodations.

Academic Honesty

Academic honesty is one of the most important qualities influencing the character and vitality of an educational institution. Academic misconduct or dishonesty is inconsistent with membership in an academic community and cannot be accepted. Violations of academic honesty represent a serious breach of discipline and may be considered grounds for disciplinary action, including dismissal from the University.

Students are responsible for upholding the principles of academic honesty in accordance with the "University Statement of Student Rights" found in the STUDENT HANDBOOK. The University requires that all assignments submitted to faculty members by students be the work of the individual student submitting the work. An exception would be group projects assigned by the instructor. In this situation, the work must be that of the group.

Plagiarism

In speaking or writing, plagiarism is the act of passing someone else's work off as one's own. In addition, plagiarism is defined as using the essential style and manner of expression of a source as if it were one's own. If there is any doubt, the student should consult his/her instructor or any manual of term paper or report writing. Violations of academic honesty include:

1. Presenting the exact words of a source without quotation marks;
2. Using another student's computer source code or algorithm or copying a laboratory report; or
3. Presenting information, judgments, ideas, or facts summarized from a source without giving credit.

Cheating

Cheating includes using or relying on the work of someone else in an inappropriate manner. It includes, but is not limited to, those activities where a student:

1. Obtains or attempts to obtain unauthorized knowledge of an examination's contents prior to the time of that examination;
2. Copies another student's work or intentionally allows others to copy assignments, examinations, source codes, or designs;
3. Works in a group when she/he has been told to work individually;
4. Uses unauthorized reference material during an examination; or
5. Has someone else take an examination or takes the examination for another.

Cell Phones, Other Electronics, and Disruptive Behavior Policy:

Cell phones, pagers, iPods, and other similar devices are prohibited. They must remain off or muted during the entire class period. Furthermore, these devices are not permitted to be visible during examinations. **Any student using or having visible access to these types of devices during examinations will be immediately removed from the classroom, their exam confiscated, and will receive a zero for the examination.** There are no exceptions to this policy.

Check with the instructor for permission to use recording devices and laptop computers during classroom lectures.

Incivility

Civility in the classroom and respect for the opinions of others is critical in class. You may not agree with everything which is said or discussed in the classroom, yet courteous behavior and responses are expected. To optimize teaching and learning, all of us share a responsibility in creating a civil and non-disruptive atmosphere. You are expected to conduct yourselves at all times in this classroom in a manner that does not disrupt teaching or learning. Examples of Incivility include:

1. arriving late to class
2. noisily packing up early
3. leaving early
4. talking to others during lecture or while someone else is speaking
5. coming to class unprepared
6. repeating questions
7. eating in class
8. acting bored or apathetic
9. groaning disapprovingly
10. making sarcastic remarks or gestures
11. sleeping in class
12. inattention
13. not answering a direct question
14. using a computer class for non-class purposes
15. letting cell phones and pagers go off
16. cutting class habitually
17. dominating discussion
18. demanding make-up exams, extensions, grade changes, or other special favors
19. working on homework for another class
20. taunting or belittling other students
21. challenging the instructor's knowledge or credibility
22. making harassing, hostile, or vulgar comments to the instructor in or out of class
23. sending the instructor inappropriate emails
24. making threats of physical harm to the instructor

Disruptive Behavior

Every student at Southeast is obligated at all times to assume responsibility for his/her actions, to respect constituted authority, to be truthful, and to respect the rights of others, as well as to respect private and public property. Disruptive behavior includes, but is not limited to, name calling, intimidation, verbal aggressiveness, physical aggressiveness, etc... Incivility and disruptive behavior in violation of the University's Code of Student Conduct will be dealt with according to University Policy.

Questions, comments or requests regarding any course or program should be taken to your instructor. Unanswered questions or unresolved issues involving a class may be taken to Dr. Michael Parker, Chair or the Dean of College of Health and Human Services.

The complete policy and procedures for resolution can be found in the Undergraduate Bulletin under Academic Policies.

V. IMPORTANT MISCELLANIOUS INFORMATION

Student Address, Phone Number and E-mail

It is essential that you keep the Department of Social Work informed of your current name, local address, telephone number and e-mail address. Unless we have current information, you may not receive critical information. Please update your information by e-mailing fmwissmiller@semo.edu.

Family Educational Rights and Privacy Act (FERPA)

To see the university policy on confidentiality of student records, please visit the Web site at <http://www5.semo.edu/cobadvising/FERPABRO.pdf> or contact the Office of the Registrar, Academic Hall, or call 573-651-2250

Notice of Discrimination

Southeast Missouri State University does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability. Inquiries regarding the application of these regulations to the University may be directed to the Assistant to the President for Equity and Diversity Issues, Southeast Missouri State University, MS 3375, Academic Hall, One University Plaza, Cape Girardeau, MO 63701, (573) 651-2524.

The Department of Social Work carries out all aspects of its educational program without discriminating on the basis of race, color, religion, national origin, sex, age or disability.

Students with Special Needs

Pursuant to federal and state law, Southeast Missouri State University and the Department of Social Work remain committed to making every reasonable effort to accommodate students with disabilities. Many services and accommodations which aid a student's educational experience are available for students with various types of disabilities. It is the student's responsibility to contact Disability Support Services to become registered as a student with a disability in order to have accommodations implemented. Accommodations are implemented

on a case by case basis. For more information contact Disability Support Services in the Dearmont Hall, (573) 651-2273 or visit the following web site : www.semo.edu/lapdss.

Absence from Class

Students are expected to attend all classes and to complete all assignments for courses in which they are enrolled. An absence does not relieve the student of the responsibility to complete all assignments. If an absence is associated with a university-sanctioned activity, the instructor will provide an opportunity for assignment make-up. However, it is the instructor's decision to provide, or not to provide, make-up work related to absences for any other reason.

A student not present for class during the entire initial week of a scheduled course may be removed from the course roster unless the student notifies the instructor by the end of the first week of an intention to attend the class. Questions regarding the removal process should be directed to the Registrar.

Attendance is required at all class meetings of developmental courses. (See Developmental Courses in the Undergraduate Bulletin.)

VI. STUDENT INITIATED GRIEVANCES

A grievance is defined as a complaint arising out of any alleged unauthorized or unjustified act or decision by a member of the University community which in any way adversely affects the status, rights, or privileges of a member of the University community. Formal and informal procedures for resolving grievances are available both within the Department of Social Work and the Dean of Students Office. The Department and the University encourage informal resolution of disputes whenever possible before seeking resolution through formal procedures.

There are four types of student initiated grievances.

- a. Grade Appeals – a student disputes a grade received for a course.
- b. Non-academic Disputes – a student alleges a dispute or conflict not related to a course grade.
- c. Discrimination Allegations – a student alleges intolerance or discriminatory behavior.
- d. Field Education Conflicts – a student alleges that conditions in the field agency make satisfactory completion of the placement difficult or impossible.

Other than allegations related to discrimination or harassment, the student should first seek an informal resolution to the dispute. When at all possible, the student should discuss her or his complaint with the involved party, e.g. faculty member, staff member, field instructor, etc. in an effort to reach an informal resolution to the dispute. In instances where the informal procedure is unsuccessful, the student should follow the appropriate formal procedure described below.

Grade Appeal Process

Situations may arise in which a student believes that a grade received in a particular course is incorrect. The student should first approach the instructor of the course in a timely manner in an attempt to resolve the matter. If the matter is unresolved, the student can consult with the Department of Social Work Chairperson. If the matter remains unresolved, the student should follow the grades appeals process as outlined in the Southeast Missouri State University Student Day Planner.

Adjudicating Non-Academic Disputes

Situations may arise in which students believe that they have not received fair treatment by a representative of the University, or have concern about the performance, action, or inaction of a member of the staff or faculty, which affects the student. Wherever possible, the student should approach the faculty or staff member first in an attempt to resolve the matter. Unresolved concerns involving faculty should be taken to the Chairperson of the Department of Social Work and then to the Dean of the College of Health and Human Services. Unresolved concerns involving non-faculty staff should be taken to the staff member's supervisor and then to the next higher supervisor.

Discrimination Allegations

When a grievance is alleged to be based on some form of intolerance or discrimination, the Assistant to the President for Equity and Diversity Issues serves as the first point of review. Please direct inquiries to the Assistant to the President for Equity and Diversity Issues, Southeast Missouri State University, Room 308, MS 3375, Academic Hall, One University Plaza, Cape Girardeau, MO 63701, (573) 651-2524.

In the event of a complaint alleging sexual harassment, the student may contact the Dean of Students, the Dean of a College or the Assistant to the President for Equity and Diversity Issues.

Field Education Conflicts

For conflicts involving discrimination, harassment, illegal acts and serious ethical violations during field education, the student should first consult with the faculty liaison. Students experiencing other difficulties during field education should follow the procedures delineated below.

- First, discuss the problem with the field instructor and attempt to resolve the matter.
- Second, if the problem remains unresolved, discuss the dispute with the faculty liaison and attempt to resolve the matter.
- Third, if the problem remains unresolved, discuss the dispute with the Director of Field Education and attempt to resolve the matter.
- Fourth, if the problem remains unresolved, discuss the dispute with the Department Chair and attempt to resolve the matter.
- If the problem remains unresolved, it may be taken to the Dean of the College of Health and Human Services.

VII. UNIVERSITY SEXUAL HARASSMENT POLICIES AND PROCEDURES

Sexual harassment is a form of sex discrimination that is illegal under Title VII of the Civil Rights Act of 1964 for employees, under Title IX of the Education Amendments of 1972 for students, and under Missouri law. Retaliation against an individual for making a complaint of sexual harassment also is considered to be sex discrimination and is, therefore, likewise illegal.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature when one or more of the following conditions are present.

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status. (For example, an explicit or implicit promise or granting of educational or career advancement expressed by promotion, training, favorable academic or employment evaluation in return for sexual favors.); or
- B. Submission to or rejection of such conduct by an individual is used, threatened or is suggested as the basis for employment or academic decisions. (For example, an explicit or implicit threat or action which adversely affects the academic or employment opportunities expressed as non-promotion, poor performance appraisal, transfer or reassignment if the sexual demands or requests are rejected.); or
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or academic environment. (For example, a pattern of conduct that causes discomfort or humiliation, or both, such as sexually explicit statements, questions, jokes, anecdotes, ogling, visual materials or literature, unnecessary touching, patting or pinching.)

The complete policy text, including Operating Procedures, may be found on the internet at <http://www4.semo.edu/humanresources/policies/03-05b.htm> of the Business Policy and Procedure Manual, Section 3-Personnel.

VIII. DRUG AND ALCOHOL ABUSE STATEMENT

Students may not manufacture, sell, deliver, possess, or use, in any amount, any drug defined as illegal under municipal, state or federal law, or possess drug paraphernalia on University premises or at University-sponsored functions. For more information see the Semester Schedule available in the Office of the Registrar. The statement describes University expectations and sanctions for students, assistance available, health risks and municipal ordinances.

Students may not possess or consume alcoholic beverages on University premises or at University-sponsored functions unless specially authorized.

IX. CIVILITY IN CYBERSPACE

Southeast Missouri State University is committed to the promotion and exchange of ideas. Such growth can only take place in an environment of respect and honesty. The Internet affords students the opportunity to communicate, seek knowledge and be part of a worldwide community. Southeast Missouri State University is an institution committed to ensuring that civility and respect to others are paramount. Students at Southeast Missouri State University are expected to be familiar with all University policies as well as federal and state laws, which currently govern the use of the Internet.

X. OFFICE OF STUDENT CONDUCT

Southeast Missouri State University is committed to the advancement of the knowledge and values common to all educated persons. Excellence in instruction, research, public service, and student life is encouraged. The University strives to offer learning experiences and opportunities designed to help students think effectively, develop the capacity to communicate, discriminate among values, and make relevant judgments.

The responsibility for providing and maintaining an environment conducive to the education development of the students at Southeast Missouri State University is shared by all members of the University community. The University, through its established governance process, creates policies and procedures that help maintain this environment. These policies and procedures are established under the authority granted by the Board of Regents to establish policies and procedures for the government and management of Southeast Missouri State University.

Every student at Southeast is obligated at all times to assume responsibility for his/her actions, to respect constituted authority, to be truthful, and to respect the rights of others, as well as to respect private and public property. In their academic activities, students are expected maintain high standards of honesty and integrity and abide by the University's Policy on Academic Honesty. Alleged violations of the Code of Student Conduct are adjudicated in accordance with the established procedures of the judicial system.

By formulating a code of conduct, the University does not absolve students from accepting responsibility for their behavior. Rather, it reaffirms the principle of student freedom that is coupled with an acceptance of full responsibility for individual actions and the consequences of such actions.

JUDICIAL PHILOSOPHY

In all conduct proceedings, it is recognized that Southeast Missouri State University is an educational institution and not a court of law. Therefore, the concept of fair play will take precedence in all settings and the judicial philosophy shall be one of an educational approach. It is hoped that most judicial incidents can be settled early in the process. If a student is found to be violating the behavioral expectations of the University, we work with the student to a) assist the student in confronting value questions surrounding the behavior, b) assist the student in understanding the causes for the behavior, and c) help the student understand the importance of considering the consequences of the behavior, in advance, so that he/she will make more sound decisions in the future.

In all conduct proceedings regarding a student's behavior, the student must be treated fairly. To assure this, the student has the following rights: 1) to be notified of the charges, 2) to be heard, 3) to know the identity of those who filed a complaint, 4) to be notified of sanctions (if any) in writing, and 5) to be notified of the appeals process.

CODE OF STUDENT CONDUCT

All students and student organizations are expected to maintain a high standard of conduct both on and off-campus. Student behavior which adversely affects the University community and the pursuit of its objectives is subject to the student conduct process whether the behavior occurs on University premises or in the surrounding communities. The student is expected to be responsible for his/her actions/activities whether acting individually or in a group. The following behaviors represent violations of the responsibilities students have toward the community of scholars and may subject a student or a student organization to disciplinary action, up to and including dismissal from the University. This list is representative and not intended to be exhaustive.

Safety and Environmental Health

1. Initiation or circulation of report or warning of crime, emergency, impending disaster or catastrophe knowing that the report is false; or transmission of such a report to an official or official agency.
2. Interference with or obstruction of any University sponsored function or activity, including sports events and the functions of registered organizations; or engaging in behavior which disrupts the educational process/learning environment in the classroom or in other areas on campus.
3. Engaging in disorderly, abusive, or violent conduct on University premises or at University functions.
4. Physical abuse, sexual misconduct, verbal abuse, threats, intimidation, stalking, harassment, sexual harassment, coercion and/or other conduct which (a) submits any person to pain, discomfort or indignity or (b) threatens or endangers the physical or mental health or safety of any person. This can include threats, harassment, and other forms of misconduct through electronic forms of communication and social media. Refer to the Office of Student Conduct's Sexual Assault Policy for more information for cases involving sexual misconduct (available on the Office of Student Conduct website).
5. Hazing for the purpose of pledging, initiation, admission into, affiliation with, or as a condition for maintaining membership in a group, organization, or team. Hazing is defined as any intentional, knowing or reckless act, whether on or off campus, which endangers the mental or physical health or safety of any person, regardless of consent, or which violates public law or University policy. Hazing includes, but is not limited to a) any physical brutality such as whipping, beating, striking, paddling, branding, placing of a harmful substance on the body, or similar activity; b) any physical activity such as sleep deprivation, exposure to the elements, confinement, calisthenics, or other activity that subjects a student to risk of harm, or that adversely affects the mental or physical health or safety of a student; c) any activity involving

consumption of food, liquid, alcoholic beverage, drug, or substance that subjects a student to risk of harm, or that adversely affects the mental or physical health or safety of a student; d) any activity that intimidates or threatens a student with ostracism, subjects a student to extreme mental stress, shame or humiliation, or adversely affects the mental health or dignity of a student, or that may reasonably be expected to cause a student to leave the organization or institution rather than submit to acts described above; e) any activity in which a person solicits, plans, encourages, directs, aids, or attempts to aid another in hazing or intentionally, knowingly, or recklessly permits hazing to occur and/or knowingly fails to report the incident.

6. Unauthorized possession and/or consumption of alcoholic beverages on University premises or at University functions. (Alcohol is not authorized on campus unless specifically authorized by the President or designee).
7. Disruptive behavior attributable to the use of alcohol or other controlled substance including, but not limited to, physical violence, aggression, refusal to cooperate with any University staff member performing his or her duties, destruction of property, disturbances for others within the University community, the mobilization of staff/first responders, or violation of any other section of the Code of Student Conduct.
8. Manufacture, sale, delivery, possession, or use, in any amount, of any controlled substance, drug, chemical, product, or material for the purpose of use as an intoxicant, except as permitted by law; or possession of drug paraphernalia.
9. Unauthorized possession and/or use of fireworks, firearms, explosives, other dangerous weapons, dangerous chemicals, or any object not designed as an instrument of combat but carried for the purpose of inflicting or threatening bodily injury on University premises or at University functions.

Academic Honesty

10. Engaging or knowingly assisting in academic dishonesty; including plagiarism, cheating, and those acts which would deceive, cheat, or defraud so as to promote or enhance one's scholastic record. Refer to the Faculty Handbook for a complete explanation of the policy (available on the Office of Student Conduct website).
11. Knowingly furnishing false information, inducting false testimony at judicial hearings, to the University or to any member of the University community in conjunction with University related activities.
12. Alteration or misuse of University identification cards, records, documents or computer data.

Care of Property

13. Theft, attempted theft, and/or unauthorized possession or use of property/services belonging to the University or a member of the University community.
14. Littering or unauthorized posting of written material on University property.

15. Vandalism, arson, and/or reckless behavior that endangers or leads to damage or destruction of property of the University or a member of the University community.
16. Abuse, misuse, or theft of electronically transmitted information including, but not limited to, a) unauthorized entry into, alteration of, or transfer of a file; b) unauthorized use of, access to, or control of computing resources; c) attempted or actual use of another individual's account, identification or password; d) attempted or actual unauthorized copying, transfer, modification, or destruction of University-owned software, programs, records, or data; and, e) attempted or actual interference with the normal operation of the University's computing system.
17. Trespassing or unauthorized entry on or in University owned or controlled property.

Civil Conduct

18. Violation of published University policies, rules or regulations including the Undergraduate and Graduate Bulletins and all publications pertaining to student life.
19. Failure to comply with a proper request of a University official acting in performance of his/her duties or to identify oneself to the official when asked.
20. Encouraging or knowingly assisting in the violation of any of the provisions of this Code.
21. Violation of federal, state or local law, on or off campus, which adversely affects the campus community.

Violation of Law and University Discipline

If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrated flagrant disregard for the education process or the health, safety, and well-being of members of the University community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g., "no contest" or "nolo contendere").

University disciplinary proceedings may be instituted against a student charged with violation of law that is also a violation of this Code of Student Conduct (that is, both violations result from the same factual situation), without regard to pending civil litigation in court or criminal arrest and prosecution. Proceedings under this Code of Student Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

When a student is charged by federal, state or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Code of Student Conduct, however, the University may advise off-campus authorities of the existence of the Code of Student Conduct and of how such matters will be handled internally within the University community. The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on

campus and in the conditions imposed by criminal courts for the rehabilitation of student violators.

Individual students, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate. The University's disciplinary action will not be subject to challenge on the grounds that civil or criminal litigation involving the same conduct has been resolved in favor of the student.

JUDICIAL PROCEDURE

Judicial Authority

The Dean of Students is designated by the University President to be responsible for the administration of the *Code of Student Conduct*. The Assistant Dean of Students is the University official authorized by the Dean of Students to supervise the student conduct system, including the imposition of sanctions upon students found to have violated the Code of Student Conduct. The Assistant Dean and/or OSC Graduate Assistant(s) also serve as an administrative hearing officer and advisor to the All-University Judicial Board (AUJB). The Dean of Students or designee is responsible for hearing student appeals that result from student conduct proceedings.

The Assistant Dean shall determine the composition of judicial bodies and determine which judicial body shall be designated to hear each case. The Assistant Dean shall develop 1) policies for the administration of the judicial program and 2) procedural rules for the conduct of hearings that are consistent with provisions of the *Code of Student Conduct*. Students shall be notified of any substantive changes in the Code of Student Conduct through the student newspaper, the *Arrow*, or similar distribution.

The All-University Judicial Board may be designated as arbiter of disputes within the student community in cases that do not involve a violation of the Code of Student Conduct. All parties must agree to arbitration, to be bound by the decision with no right of appeal.

Filing Complaints

The judicial system strives to maintain an educational environment protecting the rights of others while holding individual students accountable for their actions. It is also important that members of the University community be willing to confront violations and the infringement of another individual's rights personally or by filing a complaint. Any member of the University community may file a written complaint against any student for possible violation of the Code of Student Conduct. This initial filing generally should be made to the Department of Public Safety (DPS), the Office of Residence Life, or the Office of Student Conduct within a reasonable period of time.

While actions on a complaint of violation of University regulation are pending, the status of the student shall not be altered except for reasons outlined below in the emergency suspension section.

Hearing Procedures

No member of the judicial body who has a personal interest in the case may sit in judgment during the proceeding. The presiding justice is responsible for decisions in this regard. The judicial body will rule on the admissibility of evidence and objections to procedures; render a decision regarding whether the accused student is in violation or not in violation; determine the sanction(s), if any; and, give the accused student a copy of the case Disposition Form, the Appeal Form, and any other applicable forms.

The hearing shall be closed to the public unless all student/parties involved (other than witnesses) agree for it to be open. The presiding justice will read the charges and review the rights of the accused student. The judicial body, accused student and referral agent may ask questions for clarification. After all the evidence has been examined, the judicial body will decide if the accused student was in violation of the Code of Student Conduct. If a student is found in violation, the judicial body will review the student's judicial file and determine appropriate sanctions. The judicial body will inform the student of its decision and sanction (if any) and procedures for appeal. A copy of the case Disposition Form (the Appeal Form and any other applicable forms) will be given to the accused student.

In AUJB hearings, a minimum of three justices constitute a quorum. Members of the Board and advisor(s) will be involved in the hearing deliberation; however, only the students on the Board have a vote in the decision and sanctions.

Advisors to referral agents and accused students may not participate in the hearing; instead they are present to provide consultation to the students they are advising. Students involved in civil/criminal proceedings for the same factual situation may request permission for their attorney to be their advisor. Students who face a likely sanction of Suspension for more than one semester or Dismissal also may request permission for their attorney to be their advisor.

Furnishing false testimony at a hearing is a violation of the Code of Student Conduct and any student found to knowingly provide false information will be charged with **Section 11** of the Code of Student Conduct and/or other applicable sections of the Code.

JUDICIAL SANCTIONS

The following judicial sanctions may be imposed upon any student found to have violated the Student Code:

Warning: Written notification from the University that the student has been involved in a violation of University policies and that repetition of this or any other violation may be expected to result in a more serious sanction.

Loss of Privileges: Denial of a designated privilege for a specified period of time.

Restitution: Compensation for loss, damage or injury in the form of appropriate service and/or monetary or material replacement. Restitution will be limited to replacement to original state. Punitive charges will not be added to the cost of restitution.

Discretionary Sanctions: Community service, service to the University, or other related educational assignments.

Probation: A written reprimand for violation of specified regulations. Probation indicates that the student is no longer in good standing with the University. If during the length of the probation the student is found in any further violation of the University Code of Student Conduct, a more severe disciplinary sanction may be imposed, including suspension or dismissal.

Suspension from Residence Life: Separation from Residence Life indefinitely or until certain conditions are met. The student is not in good standing with the University.

Suspension from the University Held I Abeyance (with a University Behavioral Contract): A Behavioral Contract indicates that the student has been Suspended from the University; however, the Suspension has been held in abeyance (or put aside temporarily) as long as the student abides by the specific details of his/her signed contract. The student is not in good standing with the University while on the contract. Suspension is invoked immediately if further violations of the Code of Student Conduct occur.

Suspension from the University: Suspension involves separation from the University for a specified period of time or until certain conditions are met. Suspension involves denial of enrollment, attendance of classes, and other student privileges; the student must leave the campus. Suspension is noted on official University transcripts for the specified length of the Suspension.

Dismissal from the University: Separation from the University for an indefinite period of time. Readmission is possible but not guaranteed, based on meeting all readmission criteria and obtaining clearance from the Dean of Students or designee. Dismissal is noted on official University transcripts.

Expulsion from the University: Separation from the University without the possibility of readmission. Expulsion is noted on official University transcripts.

Notice Against Trespass (NAT): Notice that the student will be arrested if he/she is found on specified University premises. Student is no longer in good standing with the University. Suspensions, Dismissals, and Expulsions carry an automatic NAT for all University premises or as specified.

Revocation of Recognition/Registration of a Student Organization: Notice that an organization's standing as a registered student organization with the University is terminated for a set period of time or permanently.

Completion of Sanctions

Students (or student organizations) are expected to complete all sanctions prescribed in the disposition of judicial proceedings prior to the specified date. Failure to complete any portion of the sanction(s) will result in the filing of additional charges against the student under **Section 19** of the Code of Student Conduct (Failure to comply with a proper request of a University official acting in performance of his/her duties or to identify oneself to the official when asked). Such violation will result in the escalation and/or issuance of additional sanctions, and the assessment of additional judicial fines. Section 19 case hearings related to incomplete sanctions will be conducted by the Assistant Dean or designee. Additionally, a **Dean of Students Office Hold** limiting the student's ability to register for courses will be placed on the student's enrollment until such a time that all sanctions are completed.

Judicial Fines

Decisions made by a judicial body shall be final, pending the normal appeal process. A **\$50 judicial fine** will be assessed to students found "in violation" of one or more non-alcohol/drug-related sections of the Code of Student Conduct in the same judicial case. A **\$100 judicial fine** will be assessed for a student's first case involving violation of alcohol/drug-related sections of the Code. A second case involving violation of alcohol/drug-related sections will result in an assessed fine of **\$175**. Third and subsequent cases involving violation of alcohol/drug-related sections of the Code will result in an assessed fine of **\$350** and judicial sanctions up to and including Suspension from the University. All fines are charged to the student's University account.

The fine for a student organization found in violation of one or more non-alcohol/drug-related sections of the Code of Student Conduct in the same case will be **\$200**. Fines for violations of alcohol/drug-related sections for a student organization will **\$300** for the first case and **\$600** for a second case within a two year period. Third and subsequent cases involving violation of alcohol/drug-related sections of the Code within a two year period will result in an assessed fine of **\$1200** and judicial sanctions up to and including Suspension from the University.

Chemical Use and Abuse

Some students violate the Code of Student Conduct when they are under the influence of alcohol or drugs or when in a setting in which abuse is taking place. Behavior while under the influence of any drug, including alcohol, will not be accepted as an excuse or an explanation for a violation of the standards for student conduct. Any violation of this Code that occurs under such circumstances will be treated as any other violation. Individuals found to have violated any provisions of this Code while under the influence of alcohol or other drugs may be required to participate in a chemical awareness program in addition to any other sanction applied. This may include additional costs and/or fees.

Appeals

Each accused student has the right to appeal sanctions. A student referral agent may appeal a hearing decision if he/she is a party to the complaint and not representing the University in the case. Appeals may be made on the following grounds:

1. Substantial procedural error regarding the student's rights during a hearing;
2. Significant new information relative to the case that was not available through diligence at the hearing; and,
3. An excessive sanction when compared with previous sanctions for similar violations under similar circumstances.
4. In specified cases, the alleged victim may also appeal if he/she feels the outcome of the hearing was arrived at improperly.

A written request on an appeal form must be received in the Office of the Dean of Students by 4:00 p.m. of the fifth school day from the announcement of the judicial decision. An Appeal Form is available in the Office of Student Conduct and/or on the office website.

Judicial Files and Records

A disciplinary file is established for each student referred for disciplinary action. This file is maintained for seven years from the last date of activity as a means of tracking the student's disciplinary status. In cases resulting in Probation, Suspension held in abeyance (with University Behavioral Contract), Suspension, Dismissal, Expulsion, and Suspension from Residence Life, the disciplinary file will be maintained as a discipline record for at least seven years and indefinitely for specified cases. Information from the record will be released upon the student's authorization. Suspension, Dismissal or Expulsion will be indicated on the academic transcript when the student authorizes the transcript release. Student conduct records may be kept longer due to special circumstances, as deemed necessary by the Dean of Students, Conduct records of student organizations will be kept permanently for historical and archival purposes. Information from a record of a student organization will be released upon the president of the organization's authorization. Results of student organization hearings may be released at the discretion of the Dean of Students or Director of Campus Life and Event Services.

FOR MORE INFORMATION: Contact the Office of Student Conduct in Room 422 of the University Center or call (573) 651-2264 for the most up-to-date version of the Code of Student Conduct. You may visit our web site at <http://www6.semo.edu/stuconcut/>.

Missouri Revised Statutes
Chapter 337
Social Workers – Section 337.653
Revised August 28, 2001

Baccalaureate social workers, license required, permitted activities.

337.653

- .1 No person shall use the title of “licensed baccalaureate social worker” or “provisional licensed baccalaureate social worker” and engage in the practice of baccalaureate social work in this state unless the person is licensed as required by the provisions of sections 337.650 to 337.689.

- .2 A licensed baccalaureate social worker may:
 - (1) Engage in psychosocial assessment and evaluation, excluding the diagnosis and treatment of mental illness and emotional disorders;
 - (2) Conduct basic data gathering records and social problems of individuals, groups, families, and communities, assess such data, and formulate and implement a plan to achieve specific goals;
 - (3) Serve as an advocate for clients, families, groups, or communities for the purpose of achieving specific goals;
 - (4) Counsel, excluding psychotherapy;
 - (5) Perform crisis intervention, screening and resolution, excluding the use of psychotherapeutic techniques;
 - (6) Be a community supporter, organizer, planner, or administrator for a social service program;
 - (7) Conduct crisis planning ranging from disaster relief planning for communities to helping individuals prepare for the death or disability of family members;
 - (8) Inform and refer clients to other professional services;
 - (9) Perform case management and outreach, including but not limited to planning, managing, directing, or coordinating social services; and
 - (10) Engage in the training and education of social work students from an accredited institution and supervise other licensed baccalaureate social workers.

- .3 A licensed baccalaureate social worker shall not engage in the private practice of clinical social work.

Missouri Revised Statutes
Chapter 337
Social Workers – Section 337.665
Revised August 28, 2001

337.665

- .1 Each applicant for licensure as a baccalaureate social worker shall furnish evidence to the committee that:
 - (1) The applicant has a baccalaureate degree in social work from an accredited social work degree program approved by the council of social work education;
 - (2) The applicant has achieved a passing score, as defined by the committee, on an examination approved by the committee. The eligibility requirements of such examination shall be determined by the state committee for social work;
 - (3) The applicant has completed three thousand hours of supervised baccalaureate experience with a licensed clinical social worker or licensed baccalaureate social worker in no less than twenty-four and no more than forty-eight consecutive calendar months;
 - (4) The applicant is at least eighteen years of age, is of good moral character, is a United States citizen or has status as a legal resident alien, and has not been convicted of a felony during the ten years immediately prior to application for licensure;
 - (5) The applicant has submitted a written application on forms prescribed by the state board;
 - (6) The applicant has submitted the required licensing fee, as determined by the division.
- .2 Any applicant who answers in the affirmative to any question on the application that relates to possible grounds for denial of licensure pursuant to section 337.680 shall submit a sworn affidavit setting forth in detail the facts which explain such answer and copies of appropriate documents related to such an answer.
- .3 Any person not a resident of this state holding a valid unrevoked and unexpired license, certificate or registration from another state or territory in the United States having substantially the same requirements as this state for baccalaureate social workers may be granted a license to engage in the person's occupation in this state upon application to the committee accompanied by the appropriate fee as established by the committee pursuant to section 337.662.
- .4 The committee shall issue a license to each person who files an application and fee as required by the provisions of sections 337.650 to 337.689 and who furnishes evidence satisfactory to the committee that the applicant has complied with the provisions of subsection 1 of this section or with the provisions of subsection 2 of this section. The committee shall issue a one-time provisional baccalaureate social worker license to any applicant who meets all requirements of subdivisions (1), (2), (4), (5), and (6) of subsection 1 of this section, but who has not completed the supervised baccalaureate experience required by subdivision (3) of subsection 1 of this section, and such applicant may apply for licensure as a baccalaureate social worker upon completion of the supervised baccalaureate experience.