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**BACHELOR OF SOCIAL WORK PROGRAM
2006-2007 Student Handbook**

Revised October 2006

www.ysu.edu

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- Attachment A: Summary/National Association of Social Workers Code of Ethics (www.socialworkers.org)
- Attachment B: Department of Social Work BSW Advisement Sheet
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- Attachment E: BSW Program Student Contract
- Attachment F: Summary/The Code: A Handbook of Student Rights, Responsibilities and Conduct – Regulations Guiding Conduct

Links

Council on Social Work Education – Educational Policy and accreditation Standards (www.cswe.org)

NASW Code of Ethics and Social Worker Safety Guidelines (www.socialworkers.org)

Introduction

The faculty, staff, and student body of the Bachelor of Social Work (BSW) Program at Youngstown State University wish to welcome you. We believe that your educational experience will prepare you for entry into beginning level social work positions requiring generalist practice skills. Consequently, a primary purpose of the BSW Program is to prepare students for competent generalist practice which includes the ability to assess a wide range of social problem situations and to apply appropriate treatment modalities.

This Handbook has been prepared for use by new and continuing students in the BSW Program. It contains a description of the program; program mission, goals and objectives; curriculum and professional content areas; admission and retention requirements; and other relevant information pertaining to the program. We hope that this Handbook serves as a useful guide as you pursue your undergraduate education in the BSW Program at Youngstown State University.

Departmental Policy on Discrimination

Youngstown State University is committed to a policy of non-discrimination with respect to gender, race, religion, national origin, sexual orientation, and disability. Consistent with the goals of that policy, student social work majors are treated with equity and respect throughout their educational experience and are expected to hold the same regard for their colleagues. The Department of Social Work embraces the aforementioned policy. Violations by students can result in non-academic suspension as well as disciplinary action by the University.

Departmental Policy on Privileged Communication

Social workers must have a solid foundation of knowledge as well as a thorough understanding of personal strengths and limitations as they relate to professional practice. The faculty of the Department of Social Work are committed to providing quality classroom instruction and advisement that will enhance the abilities of students completing degree programs. Students are encouraged to consult with faculty advisors around both academic and professional matters that may arise during the course of their learning experience at Youngstown State University.

There are times when sensitive issues concerning students may come to the attention of a faculty member. This may result from direct communication with the student or as a result of information from an external source. Consistent with professional values, faculty would be expected to maintain confidentiality. **However, if the aforementioned information was considered to have deleterious consequences for the student, for clients with whom the student has contact, or for the social work profession at large, involved faculty would be ethically obliged to act on this matter.** Consequently, faculty members may collaborate with each other

around the issue to seek resolution. The student would be contacted in such matters and involved in the resolution process.

Departmental Policy on Sexual Harassment

Consistent with the National Association of Social Workers Code of Ethics (Attachment A), the Department of Social Work is committed to securing a work and academic environment which is safe, healthful and free from sexual harassment, menacing, stalking or other hostile conduct. Sexual harassment includes sexual advances, sexual solicitation, requests for sexual favors, and other unsolicited verbal or physical conduct of a sexual nature. Violations of this policy could result in non-academic suspension of the student from the BSW Program as well as disciplinary action by the University.

It is the policy of Youngstown State University that no member of the University community shall sexually harass another. Any employee or student will be subject to disciplinary action for violation of this policy.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
2. Submission to, or rejection of, such conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive employment, education, or living environment.

Please see www.socialworkers.org for the complete NASW Code of Ethics.

The BSW Program

History and Mission. The BSW Program at Youngstown State University was established in 1971. At that time, the Program was part of the Department of Sociology, Anthropology and Social Work in the College of Arts and Sciences. In 1993, Social Work became a separate department. In 1995, the Social Work Department was relocated to the Bitonte College of Health and Human Services. The BSW Program is fully accredited by the Council on Social Work Education and dedicates itself to preparing students for beginning, generalist social work practice.

The Program mission of preparing generalist practitioners for entry into the social work profession has many important dimensions. Educational preparation involves the delivery of a curricular plan and field experience that provides students with the capacity to practice in a competent manner with individuals, families, groups, organizations, and communities. A central component of that educational process is an integration of the values and ethical standards held by the social work profession. This includes individual self awareness regarding the need for continual professional growth and development in order to meet the demands of a dynamic service environment.

A focal point in the educational preparation of students in the BSW Program is the theme of social and economic justice. Students are provided with an understanding of how social and economic justice is directly related to the practice of social work. The geographic region served by Youngstown State University provides an example of the impact that chronic unemployment has on economic and social well being. Youngstown as an urban area has experienced dramatic shifts in unemployment and consequent poverty as a result of massive steel mill closings throughout the seventies. In more recent years, poverty has been further complicated by inordinate rates of violence, substance abuse, and declining educational standards and outcomes within inner city school systems. Students confronted with these realities learn how racial and ethnic minorities, children, the elderly, and both emotionally and physically challenged individuals are disproportionately affected by these trends consequently becoming at-risk populations. Students are afforded a first hand experience of how structural problems can contribute to serious social and economic oppression. The BSW Program strives to prepare students with an understanding of systemic issues contributing to injustice in the region and beyond as well as developing strategies for addressing such concerns.

Program Goals. The goals of the BSW Program at Youngstown State University reflect the primary mission goal of preparing competent beginning level generalist practitioners. The following is a summary of these goals.

1. Prepare students for beginning, generalist social work practice.
2. Provide students with the ability to integrate the knowledge, values, and skills of the social work profession into competent practice with individuals, families, groups, organizations and communities.
3. Develop the ability of students to work with a diversity of clients, presenting problems, and social service delivery systems.
4. Facilitate the development of core values and ethics of the social work profession.
5. Prepare students to address issues affecting social and economic justice to include poverty, oppression, racism and discrimination.

6. Prepare students to sustain their effectiveness by instilling the value of continuing professional growth.

Department of Social Work Faculty: Currently, there are seven full-time faculty in the Department of Social Work. In addition, there are approximately 12 part-time faculty that teach for the department regularly. The following is a brief overview of the educational credentials of the full-time faculty.

Dr. Lee R. Slivinske, Professor of Social Work, received his A.B. from Ohio University in 1969, his M.S.S.A. and Ph.D. from Case Western Reserve University in 1976 and 1984 respectively.

Dr. Joseph L. Mosca, Professor and Chairperson of the Department of Social Work, received his B.S.W. and M.S.W. from the University of Illinois at Chicago in 1980 and 1981 respectively and a Ph.D. from the University of Pittsburgh in 1992.

Dr. Dennis Morawski, Associate Professor of Social Work, received his B.S. from Lake Superior State University in 1978, his M.S.W. from Wayne State in 1980, and earned a Ph.D. from the University of Tennessee in 1990.

Dr. Shirley Keller, Associate Professor of Social Work, received her B.A. from Michigan State University and her M.S.S.A. and Ph.D. from Case Western Reserve University in 1981 and 1999 respectively.

Dr. Michael Murphy, Associate Professor of Social Work, received his B.S. in Business Administration from Holy Cross College in 1955, his M.A. in Economics from Clark University in 1956, his MSSA in Social Work from Boston College School of Social Work in 1961 and his Ph.D. in Social Work from Case Western Reserve University in 1974.

Dr. Thelma Silver, Associate Professor of Social Work, received her B.A. and M.S.W. from McGill University in 1969 and 1971 respectively and a Ph.D. from Case Western Reserve University in 1995.

Dr. Bonnie Young Laing, Assistant Professor of Social Work, received her B.A. in Psychology from Edinboro University of Pennsylvania in 1990, her MSW from West Virginia University in 1992 and her Ph.D. from Virginia Commonwealth University in 2003.

Dr. Linda Causey, Assistant Professor of Social Work, received her B.A. in Social Work from Michigan State University in 1971, her MSW from University of Michigan in 1973 and her Ph.D. in Social Work from Michigan State University in 2004.

All social work faculty are active members in the social work profession. Faculty regularly participate in local, state, and national conferences, provide many community services, publish regularly, serve on community and state boards, and are involved in promoting the social work

profession and providing for the social welfare of others in various ways. The faculty of the Social Work Program are dedicated and committed to providing leadership, service and education to the community and citizens of Northeastern Ohio and Western Pennsylvania.

Department of Social Work Staff:

Mary Ann Ganofsky, LISW, BSW Internship Coordinator, received her B.A. from the Notre Dame College of Ohio and her M.S.S.A. from Case Western Reserve University.

Maureen Reardon, MSW, LISW, MSW Internship Coordinator, received her B.A. from Youngstown State University and her MSW from Tulane University.

Kim Sheward, Administrative Assistant, received her A.A.S. in Court and Conference Reporting and B.A. in Political Science from Youngstown State University in 1990 and 1998 respectively.

Regina Hawkins, Secretary, received her Associates in Applied Business and Secretarial Science (major: Medical Secretarial) from Trumbull Business College in 2003.

BSW Program Curriculum

The Department of Social Work offers the Bachelor of Social Work (BSW) Degree. A major in social work is comprised of **60 semester hours within the discipline**. All students are required to develop a portfolio of their accomplishments documenting their growth from student to professional social worker. Portfolios should include copies of volunteer evaluations, homework assignments, term papers, essay exams which demonstrate critical thinking skills and other relevant assignments. The portfolio will be presented in the Integrated Capstone Seminar (SCWK 4827). Majors in social work must successfully complete the following courses:

- Social Work 1510/Introduction to Social Work
- Social Work 2622/Social Work Processes (O)
- Social Work 2641/American Social Welfare
- Social Work 2642/HBSE 1
- Social Work 2644/HBSE 2 (T)
- Social Work 3736/Social Work Methods with Individuals
- Social Work 3737/Social Work Methods with Groups
- Social Work 3738/Social Work Methods with Families
- Social Work 5822/Social Work Methods with Organizations and Communities (W)
- Social Work 5823/Cultural Diversity in Social Work Practice
- Social Work 5820/Social Policy (W)
- Social Work 3750/Analysis of Social Work Practice Data
- Social Work 3760/Research Methods for Social Workers (T)

Social Work 4825/Field Work in Social Services (two semesters)
Social Work 4826/Integrative Field Work Seminar
Social Work 4827/Integrated Capstone Seminar (CA)

In addition to the required courses listed above, all majors must complete one of the following social work electives related to populations at risk:

Social Work 3728/Social Services for Children
Social Work 3730/Social Services and the Aged
Social Work 3731/Social Services and the Disabled
Social Work 4860/Seminar Special Topics

Students are encouraged to take upper-division, elective coursework out of departments such as: Counseling, Psychology and Health Professions. ***Please Note: Students seeking a baccalaureate degree must complete at least 60 semester hours in courses numbered 2600 or higher; at least 48 of these 60 hours must be in courses numbered 3700 or higher.***

The above social work courses must be taken in the proper sequence which includes completion of necessary prerequisites which are outlined in the **Youngstown State University Bulletin and the BSW Program Curriculum Sheet (Attachment B).**

In addition to completing the above-mentioned courses within the social work major, BSW students must also take the following required support courses:

Psychology 1560/General Psychology (PS)
Political Science 1560/American Government (SI)

The student has three options regarding the Anatomy/Physiology requirement:

1. Social Work 4860/Special Topics (Topic must be: “Health Issues for Social Work Practice”)

OR

2. Allied Health 1500/Applied Pathophysiology I

OR

3. Biology 1545/Allied Health Anatomy and Physiology

Sociology 1500/Introduction to Sociology (SI)
Anthropology 2602/Introduction to Anthropology (SI)
Philosophy 2630/Critical Thinking (ST)
Religion 2601/Introduction to World Religions (SI)
Philosophy 2625/Introduction to Professional Ethics (PS)

In addition to completion of courses in the social work major and designated required support courses, BSW students must complete the following General Education Requirements:*

ENGL 1550 & 1551

COMST 1545

MATH 2623 (MA)

Natural Sciences (NS) 6 hours

Artistic and Literary Perspectives (AL) 6 hours

One additional 3-hour course in Artistic and Literary Perspective (AL) or Natural Sciences (NS)

*Pertains to students entering the University Fall 2000 or after. Please see your academic advisor before registering for General Education Requirements.

The above required support courses along with general education requirements, provide BSW majors with a solid foundation in the liberal arts. This thoughtful integration of liberal arts course work provides social work majors with a well-rounded educational experience which will enhance them as individuals and as helping professionals.

The BSW Program utilizes the general systems perspective as its overall orienting philosophy for organizing program content. Students will learn how to use the general systems perspective in analyzing the interrelationships between individuals, families, groups, organizations, communities, and society. Students who complete the BSW Program curriculum receive the professional foundation that is essential for beginning level social work practice. An appreciation for issues of diversity is imparted throughout the curriculum providing graduates with an understanding of the experiences, needs, and responses of individuals who have faced structural discrimination and oppression as a result of their differences. In addition, research as it relates to the practice of social work will be integrated in order to promote the evaluation of practice outcomes as well as efforts toward the advancement of the social work profession's knowledge base. Finally, graduates of the BSW Program will acquire the values and ethical standards necessary to foster acceptance, mutual respect, fairness, and an overall commitment to social and economic justice in society.

Social Services Technology (A.A.S. Degree)

The Bitonte College of Health and Human Services offers a two-year program in Social Services Technology leading to the degree, Associate in Applied Science (A.A.S.). A major in Social Services Technology is comprised of **27 semester hours within the discipline**. The *primary* purpose of this program is to provide a formal two-year degree for those *currently employed* as social work aides (also identified as case aides or by a variety of names) who wish to increase their professional qualifications. It is also intended for those who want a basic education in social work, but are not certain that they will complete a four-year curriculum.

Those who have had no experience in the field of social work may find it *difficult* to obtain employment with a two-year degree. A four-year degree (BSW) is necessary to be eligible for taking the State of Ohio licensing exam for the LSW license.

The basic directions of the program at YSU will have both occupational and general educational goals. All of the social work courses are designed to be acceptable for transfer credit towards a bachelor's degree. In fact, the majority of Social Services Technology courses are the same as those required in the four-year degree (BSW) program. Majors in Social Services Technology must complete the following courses:

Social Work 1510/Introduction to Social Work
Social Work 2622/Social Work Processes (O)
Social Work 2641/American Social Welfare
Social Work 2642/HBSE 1
Social Work 2644/HBSE 2 (T)
Social Work 3736/Social Work Methods with Individuals
Social Work 2695/Applied Social Work

In addition to the required courses listed above, all Social Services Technology majors must complete one of the following social work electives related to populations at risk:

Social Work 3728/Social Services for Children
Social Work 3730/Social Services and the Aged
Social Work 3731/Social Services and the Disabled
Social Work 4860/Seminar Special Topics

In addition to completing the above-mentioned courses within the Social Services Technology major, A.A.S. students must also take the following required support courses:

Psychology 1560/General Psychology (PS)
Political Science 1560/American Government (SI)

The student has three options regarding the Anatomy/Physiology requirement:

1. Social Work 4860/Special Topics (Topic must be "Health Issues for Social Work Practice")

OR

2. Allied Health 1500/Applied Pathophysiology I

OR

3. Biology 1545/Allied Health Anatomy and Physiology

Sociology 1500/Introduction to Sociology (SI)

Anthropology 2602/Introduction to Anthropology (SI)
Philosophy 2630/Critical Thinking (ST)
Religion 2601/Introduction to World Religions (SI)

In addition to completion of courses in the social services technology major and designated required support courses, A.A.S. students must complete the following General Education Requirements:*

***ENGL 1550 & 1551
COMST 1545***

*Pertains to students entering the University Fall 2000 or after. Please see your academic advisor before registering for General Education Requirements.

Area Concentration Achievement Test

As part of the Department of Social Work's effort to assess student learning outcomes, the Area Concentration Achievement Test (ACAT) has been implemented. A post-test will be administered in SCWK 4827 (Integrated Capstone Seminar). The cost associated with administering the ACAT will be covered by a course fee charged to students enrolled in SCWK 4827.

Professional Content Areas. Baccalaureate degree graduates from the BSW Program at Youngstown State University will complete coursework that reflects the nine professional foundation areas outlined in the Council on Social Work Education's Educational Policy and Accreditation Standards (www.cswe.org). The following is a summary of those nine specific areas of content:

1. Social Work Values and Ethics: This professional content area is integrated throughout the BSW Program's curriculum. Values and their ethical implications are addressed in order to demonstrate the impact that they have on social work practice, social policy formulation and implementation, administration, and research. Specific value principles to include self determination, acceptance, confidentiality, honesty/integrity, institutional responsiveness, and respect for individual client characteristics are emphasized throughout the entire student learning experience.

2. Diversity. Diversity in social work practice is stressed in all courses within the social work major. Course content and dialogue provides graduates with 1) an understanding and appreciation for human diversity; 2) knowledge about groups distinguished by characteristics that include but are not limited to race, ethnicity, gender, religion, social class, sexual orientation, cultural background, age and physical or mental ability; and 3) knowledge and skills necessary for differential assessment and intervention that is sensitive to the problems and needs of diverse populations.

3. Social and Economic Justice. Social and economic justice is a central theme of the BSW Program. Course curriculum provides students with 1) an understanding of the dynamics and implications of social and economic justice; 2) knowledge about the various forms of institutional racism, oppression and discrimination; and 3) content containing strategical interventions for promoting social and economic justice.

4. Populations-at-Risk. This professional foundation area is addressed through the identification of diverse groups of people who are subjected to both economic and social injustices. Curricular content addresses populations-at-risk who are distinguished by characteristics such as race, gender, sexual orientation, age, class, cultural background, religion, physical or mental ability, and other situational factors. Of particular relevance to graduates of the BSW Program at Youngstown State University is a working understanding of people of color who are victimized by crime and economic injustices and dislocated workers and their families. The aforementioned groups hold particular significance as they are prevalent among demographic patterns within the Youngstown area.

5. Human Behavior and the Social Environment. This content area provides graduates with knowledge needed to understand 1) individuals as they develop over the life span and how such development is affected by membership in families, groups, organizations, and communities; 2) the relationship among biological, social, psychological, and cultural systems and human behavior; 3) the consequences of diversity in ethnic background, race, class, sexual orientation, gender and culture in a pluralistic society; and 4) theories of human development/personality and their application.

6. Social Welfare Policy and Services. Curricular content in this area is designed to assist graduates in 1) developing skills to facilitate the use of scientific knowledge in formulating and analyzing social welfare policy and services; 2) obtaining knowledge regarding the structure of service programs as well as the history of the profession and other social welfare institutions; 3) understanding legislative, judicial and administrative policies as they affect current and emerging social programs; and 4) acquiring frameworks for analyzing social and economic policies in light of the principles of social and economic justice.

7. Social Work Practice. Social work practice provides graduates with knowledge of 1) current methods and models used in assisting individuals, families, groups, organizations and communities to ameliorate problems; 2) practice skills used in exploration and data-gathering, differential assessment, diagnosis, planning/goal setting, intervention and evaluation; 3) theory, research and practice which reflects and integrates professional purposes, skills, and values; and 4) basic problem-solving processes in social work practice and their application.

8. Research. A theoretical and practical understanding of research methodology and statistical analysis in social work enables students to 1) understand scientific thinking and systematic approaches to acquiring knowledge; 2) utilize research methods to evaluate service delivery and

associated outcomes in all areas of social work practice; and 3) identify and internalize humanistic perspectives in research activities; and 4) become familiar with technological advances for evaluating data.

9. Field Practicum. The field practicum is satisfied by having all social work majors complete 450 hours of professionally supervised field practice within an approved social service agency. This experience engages students in supervised, direct service activities. It offers a practical medium in which students are given the opportunity to integrate knowledge, skills, values, and processes acquired across all professional foundation areas. This critical integration contributes to the development of a reflective, knowledgeable, generalist social worker who is prepared for entry level professional practice.

Policy Statement Regarding Exceptions to the Curriculum

Students must meet the curricular requirements for a social work degree in effect at the time they initially and officially declare social work as a major. If a student enrolls in no course for a year or more, the curriculum in effect at the time of re-entry will apply.

The BSW curriculum is in compliance with the requirements of the Council on Social Work Education and it is therefore necessary for students to follow the curriculum in order that CSWE accreditation and the quality of students' educational experience be maintained.

Exceptions to required courses (substitutions) and/or the sequencing of courses are granted infrequently by faculty approval following written request by the student. To insure fairness to students and to maintain the integrity of the program the faculty review requests for exceptions with the following principles in mind:

1. The student shall not be required to extend the time required to complete a degree due to changes made in the curriculum during the course of the student's enrollment in the program.
2. The student shall not be required to take additional courses when changes in curriculum and subsequent course offerings occur.
3. The student shall not be required to extend the time required to complete a degree or take additional courses in the event that they were mis-advised and where evidence of the mis-advisement can be verified.
4. Exceptions are more likely granted where the overall integrity of the student's experience within the program is not seriously compromised. Good academic standing in the program contributes to the likelihood an exception will be granted.

5. It is the responsibility of the student to demonstrate and verify the conditions that led to the need for the exception request as well as to demonstrate and verify the consequences to the student if the exception is not granted.

Admission to the BSW Program

Declaring Pre Social Work as a Major: Students can declare pre social work as an academic major in two ways. Students can declare “pre social work” as their desired major on the Youngstown State University Undergraduate Admissions Application which is completed upon initial entry into the University. Current students who are not pre social work majors may complete an Intra-University Transfer Request Form. This form is used to declare “pre social work” as a major and facilitates transfer of any student records to the Social Work Department. This form can be obtained from the department secretary or the office of the Dean, Bitonte College of Health and Human Services. Upon declaring pre social work as a major, students will be assigned an advisor.

Advisement Policy: Pre Social Work and Pre Social Service Technology majors will be advised by an academic advisor in the Dean’s office in the Bitonte College of Health and Human Services (Cushwa Hall, Room 2064). Students need to make appointments 24 hours in advance in person or by telephone.

Faculty advisors in the Department of Social Work assist students formally admitted to the social work and/or social service technology major. Such assistance helps students in planning their educational program, determining career choices and goals, overcoming educational or personal problems if appropriate, and completing the necessary steps in the admissions process. Each student must see their assigned advisor during each semester that they are enrolled. Students are assigned alphabetically to an advisor when admitted to the BSW program. Below is a list of academic advisors with the corresponding section of the alphabet they are responsible for:

Section of Alphabet	Academic Advisor
A-D	Dr. Shirley Keller
E-H	Dr. Dennis Morawski
I-L	Dr. Joseph Mosca
M-O	Dr. Michael Murphy
P-R	Dr. Thelma Silver
S-V	Dr. Lee Slivinske
W-Z	Dr. Bonnie Young Laing

The department chairperson will consider student requests to be reassigned to a different faculty advisor and act upon such requests accordingly. In addition, students will also work with the BSW Internship Coordinator who will supervise the student field experience along with the agency field instructor.

For students formally admitted to the BSW Program, all advisors are available for consultation during posted departmental office hours and by appointment. By contract, all faculty must provide five hours per week over a three-day period for the purpose of student advisement. During the registration period, admitted students must make specific appointments with faculty advisors for the purpose of registering for the upcoming quarter. Sign-up rosters for each faculty advisor are posted outside of the Department of Social Work prior to the registration period. These sign-up rosters provide admitted students with time slots that are available with faculty advisors. During the registration period, admitted students must sign up for an appointment time 24 hours in advance. This allows for a more effective advisement process as the student record can be made available and reviewed in advance.

Admission Requirements for the BSW Program: The admission of students into the BSW Program takes into account general education requirements as well as criteria established by full-service faculty in the Department of Social Work

Admission to the BSW Program is a selective process that considers objective academic requirements and qualitative attributes specific to the student. Students who have completed requirements necessary for admission and intend to register for SCWK 3736 (Social Work Methods with Individuals) must sign a posted roster in the Department of Social Work by the end of the 4th week of the semester preceding the term in which they are requesting admission. ***Please Note: Registration for Summer and Fall Terms occurs Spring Semester. Therefore, students applying for admission to the program for either Summer or Fall Term must sign the posted roster by the end of the 4th week of Spring Semester.*** The following objective components are reviewed for completion before admission to the BSW Program can be considered:

- 1. An overall GPA of 2.50 or better;**
- 2. Successful completion (a grade of C or better) of the following courses according to sequencing: English 1550 and 1551, Communication 1545, Social Work 4860 (“Health Issues for Social Work Practice) OR Allied Health 1500 OR Biology 1545, Sociology 1500, Psychology 1560, Anthropology 2602, Political Science 1560, Philosophy 2630 and 2625, Religion 2601 and Social Work 1510, 2622, 2641, 2642, and 2644;**
- 3. Completion and submission of the BSW Program Admission Application by the 4th week of the semester preceding the term in which admission is being requested (Attachment C). Admission applications are available in the Department of Social Work. Students must also sign the SCWK 3736 list (no later than the 4th week) posted on the Department of Social Work door (3030A) indicating the semester they request admission to the program.**

In addition to reviewing the above materials for completeness, the admissions committee will evaluate the following qualitative concerns by conducting an admissions interview (see Attachment D for a list of interview questions):

- 1. Reasons for wishing to become a social worker;**
- 2. Personal experiences and volunteer work in which the student has given help to other persons;**
- 3. The student's understanding as to the role of social work in contemporary society;**
- 4. Indications of the student's emotional maturity, capacity to handle stress, ability to empathetically relate to others, and willingness to work with persons from diverse backgrounds.**

Following a review of the above objective criteria and qualitative concerns, a disposition will be made regarding the student's readiness for admission to the program.

Once a student has been notified of his/her admission into the BSW Program, he/she will be assigned a faculty advisor and is expected to sign a Student Contract (Attachment E). Signing this contract completes the admissions process. The Student Contract states that all students are expected to meet the academic and ethical standards of the Department of Social Work and the University. These standards and requirements are summarized in the BSW Program Handbook, as well as in the Youngstown State University Undergraduate Bulletin, the BSW Program's Curriculum Sheet, the BSW Field Practicum Manual, and the Code of Student Rights, Responsibilities and Conduct (Attachment F). Academically, the student is expected to complete all prescribed course work to fulfill both departmental and university requirements for the baccalaureate degree in social work. A 2.50 grade point average must be maintained through graduation.

Transfer Credits: The Department of Social Work maintains very rigorous guidelines regarding transfer courses in the social work content area. Proficiency examinations are not utilized by the Department of Social Work. However, courses taken and successfully completed in another CSWE accredited program by incoming transfer students will be considered for credit in the BSW Program at Youngstown State University. Students requesting transfer credit for courses taken in another CSWE-accredited program will be asked to submit syllabi providing goals and objectives, assignments and course descriptions. These materials will be evaluated by the Social Work Department Chairperson. As a result of that evaluation, students will be given transfer credit for the appropriate course within Youngstown State University's BSW Program Curriculum.

Students transferring from programs lacking CSWE accreditation have historically only been given transfer credit consideration for the following introductory level courses: Social Work 1510 (Introduction to Social Work), Social Work 2641 (American Social Welfare) and Social Work 2622 (Social Work Processes). Consideration for transfer credit in these cases has consisted of reviewing syllabi for goals and objectives, assignments, and course descriptions to assure consistency with CSWE standards. Because other social work courses in the Youngstown State University BSW Program's curriculum require sequencing, specific prerequisites and attention to critical content, additional transfer credits for social work courses and field practicum courses from programs lacking CSWE accreditation cannot be considered. This ensures that students graduating from the BSW Program at Youngstown State University have received a social work education consistent with accreditation standards.

Credit for Life/Work Experience: The BSW Program at Youngstown State University does not provide ***any*** credit towards field work practice or course work based on life and/or previous work experience of a student. Consistent with the Council on Social Work Education's Educational Policy and Accreditation Standards (www.cswe.org), students are expected to complete a minimum of 450 hours in BSW field practice in a structured, supervised field setting.

In addition to maintaining academic standards, students admitted to the BSW Program are expected to abide by the National Association of Social Workers (NASW) Code of Ethics. The NASW Code of Ethics is regularly discussed as a result of didactic applications in the classroom setting. Students are also expected to comply with the Code of Student Rights, Responsibilities and Conduct which is a university document made available to students at the time of initial enrollment.

Application for the BSW Field Practicum: A student must be a social work major, have gained full admission to the BSW Program, and have successfully completed all required social work courses in order to be eligible for the BSW field experience (completion of all required social work courses except SCWK 3737, 3738, 4826, 4827, 5822 and 5823). Eligible students should sign the list posted on the Social Work Department door (3030A) by the end of the 4th week of the semester preceding the term in which field placement is requested. ***Please Note: Registration for Summer and Fall Terms occurs Spring Semester. Therefore, students planning to begin field work either Summer or Fall Term must sign the posted roster by the end of the 4th week of Spring Semester.*** Academic records will be reviewed by the BSW Internship Coordinator to ensure students are eligible to enroll in field courses. Students will be notified of their eligibility by mail. If a student is eligible for field, the eligibility notification will include a BSW field application and further instructions/deadlines.

Student Opportunities

Scholarships and Financial Aid: The University has a comprehensive program of financial assistance which includes scholarships, loans, grants-in-aid, and part-time employment. All these

programs are administered by the Director of Scholarships and Financial Aid located in Jones Hall. (Please see the Youngstown State University Bulletin for details).

In addition to the above means for obtaining financial assistance, the Department of Social Work annually awards the following scholarships/awards:

- The *Burdman Scholarship* is awarded to a promising social work major with some evidence of need who has at least a junior standing, a 3.0 grade point average in Social Work courses, and 20 semester hours completed in the BSW Program.
- The *Joan Ferry DiGiulio Scholarship* is awarded to a non-traditional female student majoring in social work, who has attained sophomore status and maintains a GPA of 2.75 or better.
- The *Barbara Lewis Roberts Memorial Scholarship* is provided to a student who has been formally admitted to the BSW major, has at least a 3.0 overall grade point average, and indicates a preference for employment in the field of child welfare or special needs adoption.
- The *Bruce A. Roberts Memorial Scholarship* is awarded to an undergraduate social work major who wishes to work in services for children.
- The *Gerald J. Janosik Memorial Social Work Scholarship* is awarded to a junior social work major with at least a 2.5 GPA. The recipient must also reside in Mahoning County and have an interest in non-profit services for children and families in the Mahoning Valley.
- The *Mary Zetzer Scholarship in Social Work* is awarded to a social work major with an interest in working with the elderly. Recipients must have a GPA of 3.0 or better and have achieved junior or senior status.
- The *Kimberly Ann DeOnofrio Memorial Scholarship* is awarded to an undergraduate social work major with a 3.0 or higher GPA. Applicants must be interested in working with chronically ill patients.
- The *Patricia L. Pavlick Memorial Social Work Scholarship* is awarded to a sophomore pre social work or social work major with a 2.75 or higher overall GPA. The recipient must have an interest in child welfare social work.
- The *Rubini Michelakis Meshel Scholarship* is awarded to a pre social work or social work major with a 2.70 or higher overall GPA. Preference is given to applicants who reside in Mahoning, Trumbull, or Columbiana counties.

- The *Syretha F. Cooper Memorial* Scholarship is an annual scholarship presented to a pre-social work or social work major of African-American descent. The candidate must have a 2.75 or higher overall GPA and have completed 24 semester hours at the point the award is dispersed.
- The *Mary Ferry Memorial Paper Competition* is an annual call for social work student papers. Papers that are submitted for this competition will be judged by department faculty. Based on the faculty evaluation of student papers, cash awards will be given for the top two papers.

Student Honor Society: Social Work majors are encouraged to consider membership in Zeta Phi Alpha, a national honor society for social work students. Criteria for eligibility in Zeta Phi Alpha include: a declared social work major, sophomore status, completion of 12 semester hours of social work courses, an overall grade point average of 3.50 and no grade lower than a B in social work courses.

Student Social Work Association: The Student Social Work Association is the primary structure through which students interested in the social work profession express their ideas and concerns about their education and career in social work. Officers of this organization are asked to serve on standing program committees so to ensure that social work majors have input in decisions relevant to Program policy, curriculum, instruction and administration.

Members of the Student Social Work Association meet regularly and engage in a number of significant service projects within the Youngstown community. Food and clothing drives and other creative fund raising activities are among the many efforts that this group has made over the years in providing in-kind assistance to community individuals and agencies in need. Students within the association have also participated in scholarly activities to include planning professional conferences and paper presentations. All student social work majors are strongly encouraged to join and actively participate in the many valuable activities of the Student Social Work Association.

The National Association of Black Social Workers YSU Student Chapter: The National Association of Black Social Workers, Inc. was born May, 1968 in San Francisco, California. The NABSW was designed to promote the welfare, survival, and liberation of the African American Community. The NABSW also offers linkages through its members with all Blacks. The YSU Student Chapter is a branch of this organization.

The Youngstown State University chapter of the NABSW was activated in 1996. The student chapter has been active in giving empowerment workshops, information receptions, bake sales, and ice breakers in order to serve the community and build membership. All social work students are encouraged to join this organization.

State Licensing: Graduates of the BSW Program are prepared for successful employment in a number of settings such as public welfare agencies, mental health centers, health care settings, educational systems, correctional institutions and business and industry. A baccalaureate degree in social work qualifies an individual to apply for licensing (LSW) in the State of Ohio. Students are encouraged to take the licensing exam prior to their graduation from Youngstown State University. Examination information and applications can be obtained through the State of Ohio Counselor, Social Worker & Marriage and Family Therapist Board at the following address and phone number or the board’s website (www.cswmft.ohio.gov):

State of Ohio Counselor, Social Worker & Marriage and Family Therapist Board
77 South High Street
Columbus, OH 43266-0340
(614) 466-0912

Possible Denial and Disciplinary Action Regarding Licenses: The State of Ohio Counselor, Social Worker, & Marriage and Family Therapist Board booklet on “Laws and Rules” is quite detailed. Recorded here are a few salient issues for prospective social workers to review regarding circumstances that may cause the Board to refuse, suspend or revoke licenses.

Relevant excerpts from **Section 4757-11-01** of “Ohio Laws and Rules Governing the Practice of Counseling and Social Work” (Rules effective 7-3-97) are as follows:

The Board may refuse to admit for examination, issue, renew, or may suspend, revoke, reprimand or place restrictions on any license or certificate of registration applied for or issued under Chapter 47576 of the Ohio Revised Code, or may take other disciplinary action against any licensee or registrant, if that person has:

- (B) Violated any provision of the code of ethical practice of professional conduct or committed any other violation of professional behavior contained in the rules; and/or
- (C) Committed a violation of any provision of Chapter 4757 . . . to include:
 - (1) Knowingly made a false statement in an application for licensure . . . ;
 - (4) Been denied, revoked, suspended or had restrictions placed on a license to practice social work for any reason other than failure to renew in another state or jurisdiction;
 - (5) Use a controlled substance or alcoholic beverage to the extent that it impaired their ability to perform properly as a professional social worker . . . ;
 - (7) Been convicted of, pled guilty to, pled no contest to, or had a judicial finding of guilt imposed in this state or any other state jurisdiction of a felony or any crime involving moral turpitude . . .

Retention in the BSW Program

Academic Suspension: Academic suspension of a student from the BSW Program is consistent with procedures employed by the University. As is indicated in the Undergraduate Bulletin, students may be warned, placed on probation and/or suspended as a result of poor academic performance. The length of suspension from the University is dependent upon the number of suspensions and extenuating circumstances surrounding the student's poor academic performance.

Regarding academic and field experience relevant to the social work curriculum, all students are expected to complete coursework in the major with a grade of "C" or better. Students may repeat courses and work with advisors and faculty persons to improve performance. All courses in the social work major, including the field practicum and seminars, are accompanied by syllabi and/or in the case of field, a manual and evaluation forms that clearly outline expectations of student performance. Goals, objectives, written assignments, tests, grading policies, etc. are clearly defined and provided to the student via the syllabus.

**For pre-social work and social work majors entering the University
Beginning Fall 2000 or thereafter**

An academic suspension of one year will apply for students receiving two final grades lower than a "C" in social work courses 2622 through 5823. This may be a repeat of the same course or two different courses. Suspended students will not be permitted to enroll in any social work courses until a reinstatement plan is completed.

Reinstatement following Academic Suspension

It is the responsibility of the student to demonstrate to the Admissions and Retention Committee (ARC) that he/she has succeeded in efforts to correct deficits that led to the suspension. For reinstatement to be considered, the student must request in writing to meet with the ARC within six weeks beyond the date of suspension to develop a reinstatement plan. The ARC will either approve, amend and approve, or disapprove the plan.

To be considered for reinstatement, the student must submit in writing his/her request to meet with the ARC no less than four (4) weeks prior to the semester for which they plan to register following the one-year suspension. The ARC will then review the student's work in completing the plan. If the student has met the requirements of the plan, the student will be reinstated. If the student has not met the requirements of the plan, he/she will be expelled from the social work program.

BSW Field Work Suspension

A suspension from BSW field work will apply to students receiving a grade lower than a “C” in their field work placement. This suspension can be short-term (i.e., the length of time between two (2) semesters) or it can be at least one (1) full semester depending on the nature of the problem(s) producing the grade lower than a “C”.

Reinstatement following Field Work Suspension

It is the responsibility of the student to demonstrate to the ARC that he/she has made effort to correct deficits that led to the suspension. To accomplish this, the student must request in writing his/her plan for the reinstatement within one (1) week following suspension and meet with the ARC within three (3) weeks following suspension to propose a reinstatement plan. The ARC reserves the right to consult with the field instructor or any other relevant parties. The ARC will then consider the plan for reinstatement. The ARC will approve, amend and approve, or disapprove the plan.

To be considered for reinstatement to field work, the student must submit in writing his/her request to meet with the ARC to review the completion of the plan. The time for this meeting will be specified in the plan. If the student has met the requirements of the plan, they will be reinstated to field work; if they have not met the requirements of the plan, they will be expelled from the social work program.

Criteria for Expulsion from either BSW Program or BSW Field Work

The problem(s) producing the grade lower than a “C” may result in expulsion from the BSW program or field work if a majority of the ARC vote in favor of expulsion. Criteria for expulsion can include, but are not limited to the following:

- failure to complete the reinstatement plan for either academic or field work suspension
- violation of the Code of Ethics
- sexual harassment
- unauthorized disclosure of confidential information
- fighting, use of vulgar or abusive language or conduct
- theft, vandalism, willful destruction of property

- **reporting to the field site (or other sites associated with field work) under the influence of alcohol or mood altering chemicals or possession of such at work sites**
- **possession of weapons on field site property or while conducting field work business**
- **intention, reckless or negligent mistreatment of clients or other field site staff**
- **falsification of any field site records or documents**
- **refusal to perform duties as assigned by field instructor/agency director**
- **negligent or wrongful performance of duties as recorded by field instructor or agency director**
- **excessive absenteeism or tardiness**
- **poor work performance as based on field site's evaluation**

Non-academic Suspension: Non-academic suspension and/or termination from the BSW program are based on student violations of the Code of Student Rights, Responsibilities and Conduct as well as the NASW Code of Ethics. The Code of Student Rights, Responsibilities and Conduct is provided to all students upon admission to the University. A summary of the NASW Code of Ethics is provided to all social work majors as part of the BSW Program Student Handbook. In addition, the BSW Program Student Handbook also contains a summary of conduct regulations as prescribed in the Code of Student Rights, Responsibilities and Conduct. Social work majors formally consent to abide by the above two documents by reviewing and signing a departmental Student Contract. This contract indicates that students understand and agree to comply with the above standards as well as those standards outlined in the BSW Field Manual and within the BSW Program Student Handbook.

Violations of the above regulatory documents that come to the attention of the Department of Social Work would immediately be processed starting with the departmental Admissions and Retention Committee. The violation would be reported to the chair of the aforementioned committee who would then arrange for a meeting with the student and the entire committee. At that time, the student would be given the opportunity to discuss the specified incident and answer any questions the committee may have. Following that meeting, deliberations would take place to formulate a disposition regarding the student's status in the BSW Program. The student would be notified by mail of the committee's decision.

In deliberating whether a student should be terminated from the BSW Program, consideration must be given to the nature/gravity of the incident, history of past difficulties, implications for future clients, and the appropriateness of therapeutic intervention in resolving the issue and continuing with current academic pursuits. All of the above are weighed carefully by the faculty of the Department of Social Work in cases where the student has not been formally dismissed at the University level. The final disposition reflects a thoughtful process that evaluates student needs and capacity as well as concerns for future interactions with vulnerable client groups.

Student Grievance Procedures: All students have the right to appeal disciplinary decisions based on academic and non-academic performance. Grievances based on termination for academic reasons should begin with an attempt at resolution between the student and the Admissions and Retention Committee. If resolution cannot be reached, a hearing with the department chairperson may be requested. In non-academic matters, the student may also grieve the decision of the Admissions and Retention Committee and request an appeal meeting. Again, failure to resolve issues at a committee level could be followed by an appeal to the Chair of the Department of Social Work. Failure to achieve resolution at a departmental level gives the student the option to pursue concerns through the Office of the Dean in the Bitonte College of Health and Human Services where the Department of Social Work is located. If the student remains dissatisfied, institutional review of the matter can be sought in which case the student would proceed by following Undergraduate Student Academic Grievance Procedures which are outlined in the Handbook of Student Rights, Responsibilities and Conduct.

**National Association of Social Workers Code of Ethics
Summary of Major Principles**

1. *The Social Worker's Conduct and Comportment as a Social Worker*

- A. Propriety: The social worker should maintain high standards of personal conduct in the capacity or identity as a social worker.
- B. Competence and Professional Development: The social worker should strive to become and remain proficient in professional functions.
- C. Service: The social worker should regard as primary the service obligation of the social work profession.
- D. Integrity: The social worker should act in accordance with the highest standards of professional integrity.
- E. Scholarship and Research: The social worker engaged in study and research should be guided by the conventions of scholarly inquiry.

2. *The Social Worker's Ethical Responsibility to Clients*

- A. Client's Interest: The social worker's primary responsibility is to clients.
- B. Rights and Prerogative of Clients: The social worker should make every effort to foster maximum self-determination on the part of the client.
- C. Confidentiality and Privacy: The social worker should respect the privacy of clients and hold in confidence all information obtained in the course of professional service.
- D. Fees: When setting fees, the social worker should ensure that they are fair, reasonable, considerate, and commensurate with the service performed and with due regard for the client's ability to pay.

3. *The Social Worker's Ethical Responsibility to Colleagues*

- A. Respect, Fairness, and Courtesy: The social worker should treat colleagues with respect, courtesy, fairness and in good faith.
- B. Dealing with Colleagues' Clients: The social worker has the responsibility to relate to the clients of colleagues with full professional consideration.

4. *The Social Worker's Ethical Responsibility to Employers and Employing Organizations*

A. Commitments to Employing Organizations: The social worker should adhere to commitments made to the employing organizations.

5. *The Social Worker's Ethical Responsibility to the Social Work Profession*

A. Maintaining the Integrity of the Profession: The social worker should uphold and advance the values, ethics, knowledge, and mission of the profession.

B. Community Service: The social worker should assist the profession in making social services available to the general public.

C. Knowledge Development: The social worker should take full responsibility for identifying, developing, and fully utilizing knowledge for professional practice.

6. *The Social Worker's Ethical Responsibility to Society*

A. Promoting the General Welfare: The social worker should promote the general welfare of society.

Sample Four-Year BSW Schedule

Freshman Year

<u>Semester 1</u>		<u>Semester 2</u>	
ENGL 1550	3 s.h. (W)	ENGL 1551	3 s.h. (W)
SCWK 4860*	3 s.h.	Elective	3 s.h.
SOCIO 1500	3 s.h. (SI)	ANTHR 2602	3 s.h. (SI)
PSYCH 1560	3 s.h. (PS)	PHIL 2630	3 s.h. (ST)
<u>POLIT 1560 (604)</u>	<u>3 s.h. (SI)</u>	<u>SCWK 1510</u>	<u>3 s.h.</u>
	15 s.h.		15 s.h.

Sophomore Year

<u>Semester 1</u>		<u>Semester 2</u>	
SCWK 2622	3 s.h. (O)	SCWK 2644	3 s.h. (T)
SCWK 2641	3 s.h.	COMST 1545	3 s.h. (O)
SCWK 2642	3 s.h.	Artistic & Lit. GER	3 s.h.
Science GER	3 s.h.	MATH 2623	3 s.h. (MA)
<u>Artistic & Lit. GER</u>	<u>3 s.h.</u>	<u>RELIG 2601</u>	<u>3 s.h. (SI)</u>
	15 s.h.		15 s.h.

Junior Year

<u>Semester 1</u>		<u>Semester 2</u>	
SCWK 3750	3 s.h.	SCWK 3736	3 s.h.
SCWK Opp. Pop.	3 s.h.	SCWK 3760	3 s.h. (T)
Science GER	3 s.h.	SCWK 5820	3 s.h. (W)
Sci. or Art & Lit. GER	3 s.h.	Elective	3 s.h.
<u>PHIL 2625</u>	<u>3 s.h. (PS)</u>	<u>Elective</u>	<u>3 s.h.</u>
	15 s.h.		15 s.h.

Senior Year

<u>Semester 1</u>		<u>Semester 2</u>	
SCWK 3737	3 s.h.	SCWK 5822	3 s.h. (W)
SCWK 3738	3 s.h.	SCWK 5823	3 s.h.
SCWK 4825	6 s.h.	SCWK 4825	6 s.h.
SCWK 4826	3 s.h.	<u>SCWK 4827</u>	<u>3 s.h. (CA)</u>
<u>Elective</u>	<u>4 s.h.</u>		15 s.h.
	19 s.h.		

***PLEASE NOTE: SCWK 4860 – SPECIAL TOPICS – MUST BE “HEALTH ISSUES FOR SOCIAL WORK PRACTICE”**

Admission to the Social Work Program: Students seeking admission to the social work program must submit a completed Admission Application to the Department secretary before the 4th week of the semester preceding the term which admission is requested and meet all requirements for admission to the program. Students must also sign the SCWK 3736 list posted on the Social Work Department door indicating the semester they request admission to the program. Students who have met the academic requirements will also be required to schedule an admissions interview. Students who are not admitted to the Social Work Program will be unable to register for SCWK 3736 and subsequent Social Work courses for which SCWK 3736 is a prerequisite. For complete discussion of admissions requirements see “Social Work Program Student Handbook.”

YOUNGSTOWN STATE UNIVERSITY

SOCIAL WORK PROGRAM

BSW ADMISSION APPLICATION

NAME _____ Patron ID# _____

ADDRESS _____ PHONE # _____

_____ APPLICATION DATE _____

TERM AND YEAR ADMISSION IS REQUESTED _____

PLEASE RESPOND IN A NARRATIVE FASHION TO EACH OF THESE QUESTIONS:
(PLEASE TYPE YOUR RESPONSES AND ATTACH TO THIS APPLICATION.)

1. **Briefly describe the development of your interest in social work. Discuss the following areas:**
 - a. your personal strengths and limitations
 - b. attitudes and feelings you would like to strengthen or change
 - c. your assessment of your social work knowledge and skills
 - d. how your values fit with the social work profession
2. **Please describe your volunteer experiences in any type of service organization, youth group, etc.**
3. **Please discuss the type of clients/consumers with whom you might like to work in the future. (Adolescents, the elderly, the mentally ill, persons with AIDS, etc.) Are there any client/consumer groups you think you *may not* want to work with in the future? Please include your reasons.**
4. **Describe any pertinent personal and/or family experiences which might affect your performance as a social worker. Discuss the following:**
 - a. personal experiences as a recipient of professional helping services (if any)
 - b. life experiences which have influenced your development as a potential helping professional
 - c. examples which demonstrate your ability to relate with empathy to others and to work with others of diverse backgrounds

YOUNGSTOWN STATE UNIVERSITY
Department of Social Work

BSW Interview Guide

This interview guide is to be used during the interview for admissions of students into the BSW Program.

Student's Name _____ Patron ID# _____

Interviewer's Name _____ Date of Interview _____

Instructions to Interviewer: Inform the student that there are no right or wrong answers to the questions. The student needs to answer based on what she/he thinks or knows.

Questions

1. Social Work Duties

1a. Tell me what you think are the schedule and duties of a typical day in the life of a social worker.

a. Content: _____

b. Observations: _____

1b. How well do you think that you will adapt to these schedules and duties?

a. Content: _____

b. Observations: _____

2. Social Worker Professional Role

2a. What does the term “professional behavior” mean to you? (e.g. appropriate dress, reliable in attendance, punctual with assignments)

a. Content: _____

b. Observations: _____

2b. Discuss some ways that you have begun to develop your growth in professionalism and in professional behavior.

a. Content: _____

b. Observations: _____

3. Give an example of how you have demonstrated your willingness to learn social work knowledge and skills or a demonstration of your motivation to learn.

a. Content: _____

b. Observations: _____

4. Give an example of how you have demonstrated your ability to cultivate professional relationships with your classmates and with faculty.

a. Content: _____

b. Observations: _____

5. Readiness for Field

You will be going into field work approximately one semester from now. On what do you plan to focus to increase your readiness for field?

a. Content: _____

Youngstown State University
Undergraduate Social Work Program
Student Contract

Name _____

Patron ID# _____

My signature below acknowledges that I have successfully completed according to sequence all coursework necessary for admission into the Social Work Program. I have also read and understand that I am expected to meet all academic standards and requirements of the Social Work Program and the University as summarized in the *Student Handbook* and contained specifically in the *Youngstown State University Bulletin*, the Social Work Program Curriculum Sheet, and the *Youngstown State University Code of Student Rights, Responsibilities and Conduct*. In addition, I have read and understand the summary statements included in the *Student Handbook* (Attachments A and F) which provide an overview of ethical conduct as prescribed by the National Association of Social Workers and Youngstown State University. I recognize that failure to meet academic and non-academic standards as discussed above can result in suspension or termination from the Social Work Program.

Signature of Student

Date

Signature of Advisor

Date

**Summary of Non-academic Conduct Regulations from The Code: A Handbook
of Student Rights, Responsibilities, and Conduct**

- A. A student shall not furnish false or misleading information to University officials or on official University records, nor shall a student alter such records.
- B. A student's enrollment status and/or achievement at the University shall not be misrepresented to non-University officials and/or non-University documents.
- C. A student shall not forge, alter, destroy, or misuse University documents, records, identification cards or papers.
- D. A student shall take no action which disrupts or tends to disrupt the peace or which endangers or tends to endanger the safety, health or life of any person.
- E. A student shall take no action which damages or tends to damage public property or private property not owned by the student without consent of the owner or person legally responsible for it.
- F. A student shall not appropriate the use of public property or private property not owned by the student without the consent of the owner or the person legally responsible for it.
- G. A student shall not manufacture, distribute, disperse, possess or use any controlled substance in either refined or crude form except under the direction of a licensed physician. No student shall sell or give drugs to any other person.
- H. A students may not use, possess or distribute alcoholic beverages on University premises or other locations during the conducting of University business except as expressly permitted by law and University regulations.
- I. A student shall not possess or use any weapon or explosive device on University premises.
- J. A student shall be responsible for meeting all financial obligations to the University.
- K. A student must observe the rules relating to the use of campus buildings and other University owned, operated or approved facilities and services.
- L. Consistent with the intent of the aforementioned regulations, a student must follow oral or written instructions given by any University official, student, faculty, or staff whom the Board of Trustees or President has vested with such authority.