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PURPOSE

The *Lamar University Social Work Program Student Handbook* is an information supplement for social work majors. Students should also refer to the current *Lamar University General Catalog* and the current *Lamar University Student Handbook*. The *Lamar University Social Work Program Student Handbook* will serve to provide an overview of policies and procedures

PROGRAM GOALS

1. Prepare graduates to identify and address oppression, discrimination, and social and economic injustice within the context of the historical roots of the profession.
2. Prepare graduates to use effective generalist social work interventions with individuals, families, groups, organizations, and communities in a variety of social work settings.
3. Prepare graduates who value and respect human diversity and who are capable of practice with diverse populations without discrimination.
4. Prepare graduates to understand the impact of policy on all social work practice, and to be engaged in policy development and policy change.
5. Prepare graduates who are committed to life-long professional growth and development, primarily through the utilization of research methods and research knowledge to enhance their social work practice.

PROGRAM OBJECTIVES

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

1. Apply critical thinking skills within the context of professional social work practice.
2. Understand the value base of the profession and its ethical standards and principles, and practice accordingly.
3. age, class, color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation.
4. Understand the forms and mechanisms of oppression and discrimination and apply strategies of advocacy and social change that advance social and economic justice.
5. Understand and interpret the history of the social work profession and its current structures and issues.
6. Apply the knowledge and skills of generalist social work practice with systems of all sizes.
7. Use theoretical frameworks supported by empirical evidence to understand individual development and behavior across the life span as well as the interaction between individuals and between individuals and families, groups, organizations, and communities.
8. Analyze, formulate, and influence social policies, client systems, staff and agencies.

9. Evaluate research studies, apply research findings to practice, and evaluate their own practice interventions.

10.

ADMINISTRATION AND FACULTY

Interim Dean, College of Arts and Sciences:

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Advisement

Students with fewer than sixty (60) completed credit hours will be assigned to an advisor at the Undergraduate Advising Center. Once a student has completed between 45-60 credit hours, they will be assigned to an advisor in the Social Work Program. Participation in the advisement process is a mandatory requirement for all social work majors. While students are responsible for monitoring their program of study and assuring that they meet all requirements in a timely, appropriately sequenced fashion, faculty advisors serve as an aid in carrying out this important process. Students should plan to meet with their advisor at least once per semester to review their program of study and determine the appropriate schedule of classes for the next semester. Advisors will give each student a copy of the BSW degree plan and the Social Work course grid during the initial advisement session.

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

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

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

Transfer Students

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

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

3310, 3330, 3350) and Field sequence (SOWK 4300, 4321, 4324) must be completed at Lamar University.

If a student transfers social work classes from a CSWE accredited program, each social work course will be evaluated by Program faculty. Transferring students must submit course outlines

BSW Major Admission Requirements

Majoring BSW students shall obtain formal admission to the BSW Program by the end of their junior year (the process will be initiated within the pre-field seminar course every fall). Transfer students who have completed social work courses at another university must obtain formal admission to the BSW Program major in order to establish their eligibility to apply for field practicum training as well as existing Lamar students. Typically, students who transfer to the department from another university in either the summer or fall term will be admitted as pre-majors (PSOW) and apply in the spring semester as a major. The admissions committee will meet each semester to review all students eligible and enrolled in the SOWK 4300 course. Once admitted they are considered ready to attend field and must keep their GPA standards above the threshold until their field practicum starts.

Checklist for Pre-majors requesting Social Work Major Status

- Successfully completed both SOWK 2361 and SOWK 2371 courses
- Enrolled in SOWK 4300 - Field Preparation Seminar
- Completed or enrolled in SOWK 3310 Practice 1 (documented by transcript)
- Verified overall GPA of 2.50 or greater
- Provided consent for Criminal Background check to be completed by Field Placement Agency (Issues related to Criminal Background Check must be disclosed to Field Director).

Curriculum

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

No Academic Credit for Life Experience

Under no circumstance can social work academic credit given for life experiences or previous work experiences. Academic credit for life experience and previous work experience cannot be given, in whole or in part, neither in lieu of the field practicum nor in courses in the professional foundation area per accreditation standards set by CSWE.

Criminal Background Statement

Social workers hold positions of trust and often work with vulnerable clients. Therefore, a review of the criminal history, including convictions and deferred adjudication of a prospective social worker is necessary

The criminal history of an applicant to tvictBDC q0.00000912 0 612 792 reW* nBT/F1 12 Tf1 0 0 1 72.024 154.

for admission. Failure to disclose a criminal history in response to field materials may be considered an attempt to defraud the university and may subject the student to immediate dismissal from the program. Please complete the background check administered by a third party. The details will be given in SOWK 4300 seminar.

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

In addition, the Texas State Board of Social Work Examiners requires a specific case by case

Work program does not guarantee that a graduate with a criminal history will be eligible to sit for the state licensure exam. It is the responsibility of the students with such histories to inform themselves whether or not their particular circumstance may affect their eligibility for licensure.

You will be asked the following question in SOWK 4300 Seminar. Written explanation must
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Have you ever been convicted of or charged with a crime in any state or country, the disposition of which was other than acquittal or dismissal? Do not include Class C misdemeanor traffic

Overloads

Social Work students are not encouraged to take an overload unless it is thought to be necessary and/or feasible. An overload (more than 18 hours) must be approved by a Social Work Program Advisor. Further approval must also be given by the Department Chair and the Dean of the College of Arts and Sciences. During Field Placement (SOWK 4321 and SOWK 4324) students are permitted to take a maximum of twelve (12) credit hours.

105 of the Communications Building. The phone number is (409) 880-8347. The Accessibility Resource Center has a comprehensive website which can be found at:
<https://www.lamar.edu/accessibility-resource-center/index.html>

STUDENT PERFORMANCE AND BEHAVIOR REVIEW

Professional Conduct:

Students are expected to demonstrate professional behaviors. In addition, students are expected to continue to meet the Admission and Retention Criteria for the Social Work Department as described below. Students are expected to abide by the NASW Code

6. Functional ability: Students must demonstrate the emotional and behavioral ability to perform in the field of social work, particularly with vulnerable populations. This includes, but is not limited to, the responsible handling of conflict, demonstrated respect for the dignity and worth of all persons, effective and appropriate communication (verbal, non-verbal, and written), effective emotional self-regulation, and adherence to the Code of Ethics. Should the SOWK faculty become concerned about the student in the program or the field placement, the student performance review committee may meet and encourage the student to evaluate his/her readiness for Field Placement and the profession. If needed, the Social Work faculty may work with the student and advisor in further assessing competency by signing a release of information in order to better assess his/her current functioning ability from providers.

Students who do not meet all criteria above will not be permitted to participate in Field Placement. Furthermore, the faculty reserves the right to remove the status of social work major from any student who does not satisfactorily fulfill the requirements of any of these criteria. This procedure will require a meeting with the student and provide all the protection inherent in the rights of due process. The interests of both the student and the profession will be considered in reaching a final decision.

Examples: Student Performance Violations

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

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

The assumption of the Lamar Social Work Program is that admitted students have the academic, ethical, and professional potential to enter, upon graduation, the professional practice of social work. All students in the Program are expected to maintain standards established by the

academic and personal standards of behavior (outlined in the *Lamar University Student Handbook*), social work students are required to adhere to the Code of Ethics of the National Association of Social Workers. **Ethical adherence to the NASW Code of Ethics is required** from our students in all University settings as well as in the community and the field practicum.

Additionally, social work students, as developing professionals, are required to properly resolve

professional abilities, judgments, or client interactions. While not an inclusive list, many debilitating student problems include substance abuse, alcohol abuse, and psychiatric disorders. Students who do not adhere to the requirements of the NASW Code of Ethics and students, whose behavior is impaired by personal problems, may be referred to and evaluated by the Social Work faculty. The Social Work faculty may be referred

Program Review of Student Performance Committee Outcomes

The range of decisions of the Program Review of Student Performance Committee span from dismissal of the student from the Social Work Program to a finding of no action to be taken. In general, where findings of deficiencies are found, the Program Review of Student Performance Committee will enter into a written contract with the student. This contract will spell out the procedures the student must follow to address the issues and concerns found by the Committee. The written contract will also spell out the duration of time for this contract. At the end of the

with the contractual terms. Committee decisions at this time will be to: (1) dismiss the contract, (2) modify the contract, or (3) dismiss the student from the Social Work Program. The Committee

contract. Failure to comply with the contract will result in immediate dismissal from the Social Work Program. It is the belief of the Program that student behavior can be improved and, therefore, the Committee will work with the student to provide any needed assistance to help the student to fulfill individualized requirements.

Program Review of Student Performance Committee Appeal Procedures

Students who do not agree with the decision of the Program Review of Student Performance Committee in either the initial meeting, at an ad hoc review, or the end or contract review may, within five (5) working days, appeal to the Department Chair. The Department Chair will review

Students have the same rights of appeal above the Department Chair as outlined in the *Lamar University Student Handbook*. Students may appeal all decisions to the Dean of the College of Arts and Sciences and to the Executive Vice President for Academic Affairs. The decision of the Executive Vice President for Academic Affairs is final.

LAMAR UNIVERSITY PROHIBITED STUDENT CONDUCT

The *Lamar University Student Handbook* outlines a large number of very specific prohibited activities. Students should familiarize themselves with this list. Among the prohibited activities are hazing, possessing weapons, endangering the health of others and harassment. Specifically, the *Lamar University Student Handbook*

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

Harassment Policies

Procedures to address student complaints against faculty or staff regarding discrimination, sexual harassment, or racial harassment can be found in the *Lamar University Faculty Handbook*,

copy of the *Lamar University Faculty Handbook* is available to all students in the administration office of the Department as well as in the reference section of the John and Mary Gray Library.

Academic Dishonesty

The *Lamar University Student Handbook*

engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject

writing, a formal grievance petition to the Chair of the Department. Grievance petitions are reserved for those issues or incidences that warrant formal and thorough investigation. Such petitions should be submitted in a professional manner, consistent with social work norms, values, and ethics.

SMOKE-FREE UNIVERSITY

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

WEBSITES OF INTEREST

Lamar University (LU)	www.lamar.edu
LU Social Work Program	https://www.lamar.edu/arts-sciences/sociology-social-work-criminal-justice/social-work/index.html
LU Academic Calendar	https://www.lamar.edu/events/academic-calendar-listing.html
LU Accessibility Resource Center	https://www.lamar.edu/accessibility-resource-center/index.html
LU Student Health Center	https://www.lamar.edu/students/student-affairs-strategic-initiatives/student-health-center/index.html
LU Office of Records and Registration	https://www.lamar.edu/students/registrar/index.html
LU Financial Aid Office	https://www.lamar.edu/financial-aid/index.html
Council on Social Work Education (CSWE)	www.cswe.org
CSWE EPAS	https://www.cswe.org/accreditation/policies-process/2022epas/
National Association of Social Workers (NASW)	www.socialworkers.org
NASW Code of Ethics	https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English
Texas State Board of Social Work Examiners (TSBSWE)	https://bhec.texas.gov/texas-state-board-of-social-worker-examiners/aswb-licensure-examinations/
Association of Social Work Boards (ASWB)	http://www.aswb.org/

SOCIAL WORK COURSE MAPPING

This course map outlines the semesters that Social Work courses are offered. Due to the sequencing necessities, most of the courses are only offered in the fall or spring semester each year. Please pay attention to the sequencing to prevent problems in your course scheduling. This is a sample plan suggested, while other course combinations can work, we strongly suggest you follow this sample plan to reduce or eliminate sequencing issues that can arise from inadequate advising.

FRESHMAN YEAR

FALL

ENGL	1301
HIST	1301
BIOL	1308
MATH	1314
ARTS	

SPRING

ENGL	1302
HIST	1302
BIOL	2306
COMM	1315

