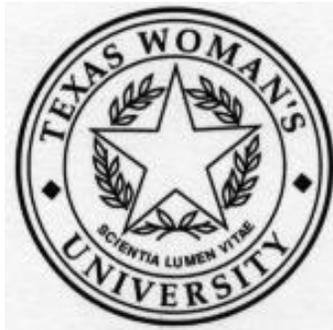


Social Work Program  
Student Handbook

**Effective 2016**



TEXAS WOMAN'S UNIVERSITY



**Department of Sociology and Social Work**

P.O. Box 425887, Denton, TX 76204-5887

Sociology: 940-898-2052 Social Work: 940-898-2071

Fax: 940-898-2067 Fax: 940-898-2068

On behalf of the faculty and staff, I welcome you to the Social Work Program in the Department of Sociology and Social Work at Texas Woman's University. Your decision to pursue a baccalaureate degree in Social Work demonstrates that you seek an educational experience that will not only expand your knowledge of our world but will also prepare you to improve it.

With a commitment to the values and ethics of the profession, social workers work to achieve social and economic justice for all people, regardless of age, class, race, ethnicity, culture, ability, sex, sexual orientation, national origin, religion, or family structure. This core commitment to equal opportunity is evident in all of the many practice settings in which we work. Social work is a proactive profession striving to meet the needs of a rapidly changing and diversifying society.

As you progress through the TWU Social Work Program, we hope you find your courses enriching, your knowledge and skills empowering, and your commitment to the social work profession enduring. We look forward to making this journey with you!

Sincerely,

Mark H. Sandel, LMSW  
Program Director and Professor  
Social Work Program

Think SUCCESS  Think TWU

## **FACULTY AND STAFF OF THE SOCIAL WORK PROGRAM**

Social Work Program  
Old Main Building, Room 203  
P.O. Box 425887  
Denton, TX 76204-5887  
Phone: 940-898-2071 (phone)  
940-898-2068 (fax)

Mark Sandel, Social Work Program Director, Professor  
Email: [atilton@twu.edu](mailto:atilton@twu.edu)  
Office: Old Main Building, Room 203  
Phone: 940-898-2078

Dr. Linda Marshall, Associate Professor  
Email: [lmarshall@twu.edu](mailto:lmarshall@twu.edu)  
Office: Old Main Building, Room 200A  
Phone: 940-898-2072

Dr. Ratonia Runnels, Director of Field Education, Assistant Professor  
Email: [rrunnels@twu.edu](mailto:rrunnels@twu.edu)  
Office: Old Main Building, Room 200C  
Phone: 940-898-2076

Sandra Brackenridge, Associate Professor  
Email: [sbrackenridge@twu.edu](mailto:sbrackenridge@twu.edu)  
Office: Old Main Building, Room 203B  
Phone: 940-898-2079

Dr. Nila Ricks, Assistant Professor  
Email: [nricks@twu.edu](mailto:nricks@twu.edu)  
Office: Old Main Building, Room 200B  
Phone: 940-898-2077

Michele Bland, Title IV-E Child Welfare Training Grant Coordinator  
Email: [mbland@twu.edu](mailto:mbland@twu.edu)  
Office: Old Main Building, Room 200D  
Phone: 940-898-2075

Elva Ortega, Praxis Service-Learning Coordinator and Grant Coordinator Assistant  
Email: [eortega@twu.edu](mailto:eortega@twu.edu)  
Office: Old Main Building, Room 200E  
Phone: 940-898-2059

Barbara Byrd, Program Secretary  
Email: [bbyrd3@twu.edu](mailto:bbyrd3@twu.edu)

Office: Old Main Building, Room 203  
Phone: 940-898-2071

Daniel “Boone” Taylor, Instructor/Course Assistant  
Email: [dtaylor22@twu.edu](mailto:dtaylor22@twu.edu)  
Office: Old Main Building, Room 203  
Phone: 940-898-2071

Chrissy Meek, Advisor  
Email: [cmeek@twu.edu](mailto:cmeek@twu.edu)  
Office: Old Main Building, Room 203  
Phone: 940-898-2071

## **PURPOSE AND OBJECTIVES OF SOCIAL WORK EDUCATION**

The purpose of social work education at the baccalaureate level is to prepare entry-level graduates for careers in professional social work practice. It may also provide a foundation for graduate social work education. Social work is both a science and an art, requiring the acquisition of a wide range of skills, values, and knowledge that enables practitioners to participate in a variety of social work settings. It also enables them to work with a variety of people, in helping relationships. Baccalaureate level social workers are employed in hospitals, children’s and youth services, mental health facilities, community action agencies, nursing homes, public and private welfare agencies, human resource departments, shelters for the homeless or for victims of abuse, criminal justice programs, and day care settings for children, adults, and seniors, as well as other settings. As social problems in contemporary society continue to become identified and addressed, social workers at the B.S.W level expand the settings in which they work with others to solve these problems of living.

Social work education at the baccalaureate level is aimed at providing the learning experiences necessary to prepare students for professional roles as social work generalists. The Social Work Program at TWU illustrates its commitment to preparing students for entry into beginning-level social work practice in a variety of ways. The B.S.W Program’s concept of generalist practice is one that involves the use of broad-based skills, knowledge of persons and environments, and an understanding of and commitment to social work values. Generalist skills, knowledge, and values are transferable from one setting, population group, geographic area, or problem to another. The generalist method incorporates ecological systems perspective, a problem-solving model, and a strengths/empowerment focus.

### **The Social Work Program at TWU**

The B.S.W Program at Texas Woman’s University is a generalist social work program. Generalist social work practice incorporates the knowledge, theory, skills, and values necessary for beginning-level professional social work practice with a variety of client systems at the micro, mezzo, and macro levels. Informed by systems theory and the ecological perspective, generalist practice utilizes a problem-solving model of planned change, the use of professional skills with client systems across levels of practice, a strengths/empowerment focus for professional practice, and the recognition of social conditions that impede the social functioning of all client systems, especially diverse and oppressed populations. Generalist social work practice incorporates professional activities, such as advocacy and social and political action, which aim to eliminate oppression, empower populations-at-risk, humanize social systems, and promote social and economic justice.

## **MISSION, GOALS, AND OBJECTIVES OF THE B.S.W PROGRAM AT TWU**

The mission of the Social Work Program at Texas Woman's University is to fully prepare students from a range of diverse backgrounds to function as effective and compassionate beginning generalist Social Work practitioners. Through academic and practical preparation focused on the knowledge, skills, and values of the profession, the TWU baccalaureate program fosters in students the development of strong identity as social workers. With an emphasis on leadership and service, we empower students to discover and attain their full potential and purpose and to engage a pioneering spirit in promoting social and economic justice.

The TWU Social Work Program prepares baccalaureate students for professional social work roles by emphasizing the following educational goals and objectives.

The goals of the Social Work Program at TWU are to:

- Prepare students for critical thinking through an educational process combining a liberal arts foundation with an exceptional strengths based generalist professional social work education;
- Prepare students to understand and practice effectively with diverse client systems of all sizes, to focus on the structural causes and consequences of social and economic injustice, and to equip students with the knowledge and skills to promote positive social change;
- Prepare students to value, employ, and conduct research and program evaluation in order to develop evidence based practices and to analyze and influence social policy;
- And produce graduates who will incorporate the values and ethics of the social work profession into their professional social work practice with an emphasis on and commitment to diverse and at-risk populations and the promotion of social and economic justice.

To reach the above goals, students graduating from the B.S.W program at TWU will successfully demonstrate these core competencies as defined by the Council on Social Work Education's Educational Policy and Accreditation Standards:

- Identify as a professional social worker and conduct oneself accordingly;
- Apply social work ethical principles to guide professional practice;
- Apply critical thinking to inform and communicate professional judgments;
- Engage diversity and difference in practice;
- Advance human rights and social and economic justice;
- Engage in research-informed practice and practice-informed research;
- Apply knowledge of human behavior and the social environment;
- Engage in policy practice to advance social and economic well-being and to deliver effective social work services;

- Respond to contexts that shape practice;
- Engage, assess, intervene and evaluate with individuals, families, groups, organizations, and communities.

## **COUNCIL ON SOCIAL WORK EDUCATION**

The Bachelor of Social Work degree program at TWU is accredited by the Council on Social Work Education. This national accrediting body is responsible for monitoring and evaluating the operation and curricula of undergraduate and graduate social work degree programs. To be accredited, these programs must meet standards that are designed to ensure quality social work education and rigorous professional preparation. The Social Work Program at TWU has been accredited since 1974 and continues to take part in regularly scheduled evaluations by the Council on Social Work Education.

Graduates of programs that are accredited by the Council on Social Work Education receive educational experiences consistent with those of social work students across the nation and relevant to the major currents within the profession of social work. Generally, prospective employers recognize the high quality of a B.S.W degree from an accredited program. In addition, many graduate social work programs allow advanced standing credits toward the Master's degree in social work for graduates of an accredited undergraduate program.

## **ACADEMIC REQUIREMENTS**

Recognizing that generalist practice is grounded in the liberal arts and includes a strong professional foundation, the following degree plan has been constructed. All degree plan and course requirements listed below are preempted by the General Catalog of the year of student's admission to Texas Woman's University. The information in this student handbook is applicable to students accepted to TWU as of Fall 2015. The degree plan is as follows:

### **DEGREE PLAN**

The Social Work degree plan is available at:

<http://catalog.twu.edu/undergraduate/arts-sciences/sociology-social-work/social-work-bsw/>

**Additional Requirements:** In addition to the Core requirements and major requirements, the BSW at TWU also requires the completion of four departmental requirements. Most of these can be completed as part of the core. The departmental requirements are:

- Speech 1013 (Take as an elective)
- Women's Studies 2013 (Take as an elective or as Section 90 requirement in the core)
- Psychology 1013 (Take as an elective or as Section 80 three hour requirement in the Core)
- Sociology 1013 or 1023 (Take as an elective or as Section 80 three hour requirement in the Core)
- Math 1713 (for students who do not transfer to TWU Core Complete with 6 hours of core math courses)

## **SEQUENCING OF PROFESSIONAL FOUNDATION AREAS AND BACCALAUREATE CURRICULUM CONTENT**

The above curriculum model for the B.S.W. ensures sequencing in professional foundation areas as is required by accreditation standards. The importance of sequencing course work in the Social Work Program cannot be overemphasized. Students will be monitored for correct sequencing of course work and must attend an academic advising session with a faculty advisor each semester. The SOWK program requires a minimum of four semesters to complete. Students must complete all course work in each semester before progressing into the next semester's coursework.

## **NOTES FOR MAJORS**

1. No grade lower than C can be counted as credit toward completion of any required SOWK courses or Departmental Requirements.
2. At TWU, a course may be taken up to three times, but credit will be granted for only one completion. The grade used to compute the student's GPA is the most recent grade earned in the course. After taking a course twice, the student is charged non-resident tuition for all subsequent enrollments in that course.
3. Repeating Social Work courses: If a student fails a Practice course, a Practice lab, the Field Practicum, or the Integrative Seminar for any reason, she will be terminated from the program. In some cases, the faculty may consider a remediation program for a student; however, this is a decision for the entire faculty to make and will be addressed on a case-by-case basis. A remediation program may or may not be granted to a student in this situation. If a student successfully completes a remediation program and is allowed to repeat one of these courses, she may only take it one additional time. Failing the course a second time will result in termination from the program.
4. The Social Work curriculum is divided into four semesters, to be taken the Junior and Senior years. All courses for each semester must be completed before a student may begin taking courses in the next semester. The curriculum is tightly sequenced and the courses must be taken in order.
5. All other coursework required for graduation must be completed before entering the Field Practicum for the final semester.

## **Admission Policies and Procedures**

Students may declare Social Work as their major at any time. However, the Social Work curriculum must be provided on a liberal arts foundation. In order to enter the first semester of SOWK courses, students should be close to core complete, they must be able to graduate in four semesters, and they must have a GPA of 2.5 or higher (the 2.5 GPA is required to take any Social Work classes). New Social Work students are advised by the Program Director or designee into the first semester of courses and are required to attend an orientation to the program. Up to 35 students are allowed to enroll in the first semester of courses each Fall and Spring semesters. While in the first "Pre-Application" semester of courses, students apply for formal admission to the program, and approximately 30 students will be formally accepted to move forward into the second and subsequent semesters. As previously stated, applicants must have a GPA of 2.5 or higher and they generally must be capable of graduating within three additional semesters. The application process may be competitive, and meeting the eligibility criteria does not guarantee admission. A second non-competitive application process also exists for students who are preparing to enter the practicum (internship) for the last semester; policies related to the field application may be found in the "Field Manual."

## **Admission Process**

**Prior to taking the first semester of Social Work courses, the student must:**

- Schedule and attend a meeting with the Social Work Program Director or designee. This meeting is typically in the form of a group orientation.
- Provide evidence of core complete or near core complete status and the ability to graduate in four additional semesters
- Have a cumulative minimum GPA of 2.5 (note: a GPA of 2.5 is required for admission and continued enrollment in the social work program).

### **Pre-Application Semester (First semester)**

- Students take the following courses during a pre-application (or “First”) semester: SOWK 1403 (Intro), SOWK 1411 (Praxis), SOWK 2813 (HBSE I), SOWK 4903.02 (Culturally Competent Practice), and one SOWK elective.

### **The Application**

To apply, students must

- Complete and submit an application to the program along with all required attachments. *No late applications will be accepted.* This typically occurs while students are in the “first” semester. The application should reflect a student’s professional readiness and emotional suitability for the field of Social Work. As stated above, the application process may be competitive, and completion of the “Pre-Application Semester” of SOWK courses does not guarantee admission into the remainder of the program.
- Have an overall GPA of 2.5 or higher and be able to complete the program and graduate in three additional semesters.
- Sign a statement indicating an understanding of and a commitment to adhere to the NASW Code of Ethics and other program requirements;

### **Potential Actions of Admissions Review Committee**

The Admissions Review Committee, made up of Social Work faculty members, will review all applications and score each of them according to a multi-faceted rubric. Students are rank-ordered according to rubric scores, and approximately 30 students will be accepted into the program during each fall and spring semester. Selection will be based solely on faculty perception of the student’s ability to perform at the level of a beginning generalist social worker based on rubric scores.

Upon review and scoring of each application, the admissions committee, comprised of Social Work Program faculty, will make the following determination for each applicant:

1. **Acceptance to the Social Work Program** - A student satisfies both academic and non-academic guidelines. An advisor is assigned and the student is informed of the need to meet with the advisor. If the student indicates a desire to participate in the Title IV-E Child Welfare Training Program, the Title IV-E Program Coordinator will advise him/her.

2. **Denied Admission** – Two scenarios are possible in which students are denied admission. First, students may score too low on the rubric to be included in the approximately 30 students who were accepted, but the committee determines that they are eligible to reapply again the following semester. Next are students who score too low on the rubric to be included in the cohort, but are not determined to be eligible to reapply the following semester. Students who were not admitted but who remain eligible to apply will be scored again the following semester using the same rubric, and reapplication is not guaranteed to be successful. After a second denial, the student will not be allowed to re-apply to the program.

### **Admission Appeals**

For those students who are not admitted into the program, an appeal may be made. Appeals are made in writing to the Social Work Program Director and must be made within 10 working days from the date of the decision letter or e-mail. Students may also avail themselves of the grievance process as detailed in the TWU Student Handbook

### **Transferring From Another Social Work Program**

Social Work courses taken at another institution will be evaluated on a case-by-case basis for equivalency with TWU Social Work courses. Students wishing to have courses from another institution reviewed for equivalency must submit a syllabus for each completed course along with a letter of recommendation from the Program Director at the previous institution. Transferred courses must have been completed with a grade of B or better. Practice courses, Field Practicum courses, or Field seminar courses from another institution will generally not be accepted at TWU.

## **TERMINATION FROM THE PROGRAM**

Termination may occur if a student, after being accepted into the program, demonstrates deficiencies in academic or non-academic performance including:

- If a student's overall GPA falls below 2.5 or if the SOWK GPA falls below 2.75, the student will not be allowed to continue with the social work sequence;
- If a student receives a grade lower than a "C" in a Practice Course, Practice Lab, Integrative Seminar, or Field Practicum, regardless of overall or Social Work GPAs;
- If a student demonstrates an inability or unwillingness to acquire and integrate professional standards into professional behavior, and/or has an inability or unwillingness in acquiring professional skills and reaching an acceptable level of competency, and/or has an inability or unwillingness in controlling stress, emotional dysfunction, or behavioral reactions that may affect professional functioning the student will be terminated from the program. In short, students must function at the level of a professional at all times or face termination from the program.

### **Termination Appeals**

Students may appeal a termination decision. Appeals begin with the Social Work Program Director. If not resolved at that level, the appeal may be taken to the Dean or Associate Dean of the College of Arts and Sciences.

## **REMEDATION FOLLOWING TERMINATION**

Following termination from the Social Work program, a student may submit a request for reinstatement to the chairperson of the Admissions Review Committee within seven days of being terminated. The committee will convene and determine if the student should be permitted to participate in a remediation plan in order to gain reentry into the program. If the committee determines that the problem behavior or performance that led to termination from the program is so severe that remediation is unwarranted or unlikely to be successful, no further action will be taken. If the committee determines that remediation may be warranted and likely to be successful, the student and the committee will present a Plan for Remediation to the Program Director within seven days of making the determination. The Program Director will approve or not approve the Plan for Remediation. If the Program Director does not approve the Plan, the Termination remains in place. If approved, the student must complete the Plan for Remediation within one semester and report to the Program Director for evaluation of the outcome of the Remediation Plan.

### **LIFE EXPERIENCE**

- No credit for life experience or work experience is awarded for any social work courses including the Field Practicum. All students receiving the Baccalaureate of Social Work degree from TWU must complete the 416 hour Field Practicum.

### **SOCIAL WORK ADVISING**

Academic advising is an essential part of the educational experience. The TWU Social Work program assigns a faculty advisor to all SOWK students to ensure that each student understands the academic requirements for earning a BSW degree and progresses through the program in an orderly and timely manner. A number of policies surrounding advising are in place and are as follows:

1. All students enrolled in SOWK courses are expected to meet with their faculty advisor every semester in order to register for classes for the following semester. The list of advisors and advisees is in the hallway outside of the SOWK Practice Center, Old Main Building, # 203. If a student's name is not on the list, she should see the secretary to be assigned an advisor. It is the student's responsibility to schedule advising appointments.
2. At about the middle of the Fall and Spring semesters, the schedule for the next semester is released (the Spring release includes both summer and fall schedules). At this time, all Social Work students should schedule an appointment with the assigned advisor to discuss the upcoming semester. It is important that students examine their personal DARS report before attending the advising session and have some idea of the courses required for the next semester. Students should be on time for their advising appointments and should contact the advisors in advance if unable to attend. Students who do not meet with an advisor may not attend SOWK courses the following semester. Advising must be face-to-face, unless specific permission to participate in e-mail advising has been granted by the faculty advisor. Summer advising is extremely limited and may not be available. It is imperative that all students see an advisor during the regular Fall and Spring semesters.
3. Course codes are required to register for SOWK courses. The only people authorized to administer these codes are faculty advisors. Students who provide or accept registration codes to or from other students or other unauthorized persons will be referred to the Division of Student Life for a violation of the TWU Code of Conduct and they may be terminated from the Social Work program.

4. Students should register for and complete all courses that they are advised into in order to graduate on time. The courses are sequenced in a manner that does not allow students to “catch up” if they fail to complete a course during the recommended semester. The curriculum is split up into four groups of courses, one group per semester. Students must complete all courses in one semester before beginning any courses in the next semester.
5. The word “advise” means to “offer suggestions about the best course of action to someone.” In other words, advising is simply the giving of advice. Sometimes, with academics as in life, advice can be wrong. Student and their academic advisors should work together to develop the most direct path to graduation. However, it is ultimately the responsibility of students to ensure that the correct courses are taken in the correct sequence to earn a BSW degree. Students should understand both the SOWK and the Core curriculum requirements and advocate for themselves if appropriate.

## **SOCIAL WORK CLASSROOM POLICIES**

**Conduct:** It is the policy of the program to report all incidents of academic dishonesty and other violations of the TWU Student Code of Conduct to the Office of Civility and Community Standards.

**Attendance Policy:** Attendance and Professionalism are vital in Social Work education. It is the policy of the Social Work program that students who miss the equivalent of two weeks of class (4 sessions in a 2X/week class or 2 sessions of a weekly class) in a Social Work class will be awarded a failing grade for that class. An absence is defined as missing all or part of a class period.

**Statement on Civility:** Students should maintain civility at all times with faculty and other students, both inside and outside the classroom. A referral may be made to the Division of Student Life for students who engage in uncivil, inappropriate, overly distracting, or threatening behaviors.

**Intellectual Property:** All course materials and course content are the intellectual property of the instructor and/or your classmates. As a result, recording audio or video of the class, as well as the duplication of or forwarding of e-mail and Blackboard postings is prohibited without written permission. This means, for example, that you may not post materials from the class, audio of lectures, or video of the class to personal web pages, Facebook, YouTube or any other electronic medium without the written consent of the instructor, and if appropriate, all relevant class members. Students may, however, request permission from the instructor to record course lectures for personal academic use.

**Written Assignments:** All assignments and written work submitted in the program may be reviewed by SOWK faculty as part of the application process for formal admission to the Social Work program and/or as part of a review to determine if sufficient progress is being made by the student.

## **SOCIAL WORK FIELD PRACTICUM**

The field practicum provides final semester social work students with an opportunity for practical experience in a social service agency, under the supervision and direction of a social worker. The purpose of the field practicum is to continue and complete the social work education curriculum in a social service agency. The practicum is an experiential course (SOWK 4469) in which students apply theories and concepts learned in the classroom to practical situations in agencies. Students gain experience working with individuals, families, groups, and communities.

While in the field practicum, the student is expected to meet specific learning objectives related to the

effective practice of generalist social work. The objectives laid out for field work match the objectives of the TWU Social Work Program and are intended to ensure that graduates are capable of functioning as beginning practitioners at graduation.

The student's final semester of the senior year consists of a block placement in a social service agency 30 – 35 hours per week. Students are also enrolled in and attend the Social Work Integrative Seminar (SOWK 4463). The practicum is offered three times a year, in the fall, spring, and summer semesters.

The Social Work Program at TWU has the advantage of being able to place students within the Dallas/Fort Worth area as well as in more rural areas. The program works with a variety of social service agencies to ensure quality practicum sites with rich opportunities for professional growth. Agency partners address a wide range of problems and needs, serve diverse client populations, and engage in a variety of interventions from which students may gain valuable knowledge and experience. The Program's Director of Field Instruction is responsible for placing the student in an appropriate agency.

The field practicum admissions process takes place during the student's senior year, in the semester immediately preceding the field work placement. Prior to admission to the practicum, the student is expected to:

- Have successfully completed all social work and general coursework except for the practicum and the integrative seminar;
- Attend a scheduled meeting with the Director of Field Instruction;
- Submit an application for the practicum to the Director of Field Instruction (forms are distributed at the meeting);
- Provide evidence, in the application, that (a) the student has or is completing all prerequisite courses with a C or better; (b) the student has a minimum cumulative GPA of 2.75;
- Be interviewed by faculty or a faculty committee, if requested.
- Have provided required information for a nationwide criminal background check.

The faculty will review the student's qualifications and recommend that the student either be placed in the field or that the student's acceptance into the field be deferred. The committee may further advise the Director on the recommendation of field placement settings. Deferment allows the student one semester to take remedial steps towards preparation for field, and to reapply to the field practicum when such preparation is complete. Under rare circumstances, the faculty may recommend that a student not be accepted into field and not be eligible for reapplication. Students may appeal the decision of the faculty and/or faculty committee and are required to appeal conditional or denied field placement approval in a letter format. Upon receipt of the letter the faculty may request and schedule a formal meeting.

Once a student has been accepted into the field practicum, the student will be assigned to an agency for practicum. Students must contact the agency immediately and arrange an interview for the practicum position. The student should approach the practicum as a job seeker and the agency as a prospective employer. The student should dress professionally for the interview and behave in a professional manner. Once accepted by the agency the student will attend a field practicum orientation conducted at TWU by the Director of Field Education.

The field practicum is critical to the educational objectives set by the Social Work Program at TWU. More information about the field practicum is made available to the student prior to entering field.

## **Title IV-E Child Welfare Training Program/Stipend**

### **Program Description**

Federal support for child welfare training began with the enactment of the Social Security Act in 1935. The United States Children's Bureau awarded grants (Title IV-B and Title IV-E) to states for the strengthening of child welfare services and to promote professionalism of child welfare employees.

Today, the federal government continues to fund these two programs. Title IV-E however, is the major source of federal funding for this education and training program created as a part of the Child Welfare and Adoption Act of 1980. The Title IV-E Child Welfare Training Program is a valuable tool to ensure that child welfare employees have the competencies necessary to perform their jobs and to address the child welfare staffing crisis. Specifically this federally funded initiative achieves the following:

- Supports partnership programs designed to prepare social work students for careers in the child welfare profession and to develop the skills of current workers (through the stipend program);
- Provides for the direct financial assistance (stipends) to social work students (federally funded);
- Provides for the curriculum development materials including books, journals, periodicals, videos, (TWU Title IV-E Resource Library), conferences, etc.;
- Supports the development of Title IV-E Child Welfare agency/university partnerships;
- Funds short and long-term training programs for current and prospective child welfare staff, foster/adoptive parents, and child advocates;
- Provides for the funding for outreach and recruitment of the Bachelor of Social Work workforce.

### **Benefits of the Program**

Although the Title IV-E Program was created in 1980, it was not until the early 1990s that states and universities fully utilized their partnerships in social work education. In the year 2000, Texas Woman's University entered into their partnership/grant contract with the Texas Department of Family and Protective Services. This partnership results in the following:

- A substantial number of students receiving a Title IV-E stipend and entrance into the CPS workforce;
- Increases knowledge, skills, and competences for current and prospective CPS staff, foster/adoptive parents, and other child advocates (via child welfare trainings and conferences);
- Assists the agency in recruitment and retention of staff (via TWU Career Day and Job Fair exhibits, and child abuse awareness month campaigns);
- Furthers professionalism in the Child Protective Services agency;
- Strengthens Texas child welfare system for individuals, children, and families.

### **Process for Entering and Completing the Program**

Title IV-E Child Welfare Participants must:

- Be senior level social work students;
- Enroll and successfully complete the Children's Rights and Services course (SOWK 3453);
- Attend a meeting with the Title IV-E Program Coordinator;

- Complete the Title IV-E Field Practicum application packet;
- Provide evidence that (a) the student has completed and passed all prerequisite courses, and (b) the student has a minimum cumulative GPA of 2.75;
- Complete the STARK exam and field placement interview process with Title IV-E Program Coordinator and with the Texas Department of Family and Protective Services (TDFPS);
- Sign the contract with TDFPS, agreeing to work for the department for a designated period of time as “payback”, in exchange for the educational stipend;
- Complete the TWU Social Work Program field placement/practicum with TDFPS (CPS) in their Academy program while also enrolled in the required courses for TWU social work students (integrative seminar, SOWK 4463 and field practicum, SOWK 4469);
- While completing the CPS field placement, the student will be assigned a Title IV-E graduate as a mentor to assist the student in successful completion of the program;
- Student will also meeting with the Title IV-E Child Welfare Training Program Coordinator on a weekly basis for the processing of experiences in this social work agency setting, applying theories and concepts of generalist social work practice in working with individuals, families, groups, and communities as related to Child Protective Services, and other necessary tasks.

Upon completion of the CPS Academy and the B.S.W program at Texas Woman's University, the student will be offered employment with TDFPS (CPS) to fulfill agreement as explained in the above mentioned “contract.” For further information contact the Title IV-E Grant Program Coordinator or see Appendix G.

## **STUDENT STANDARDS, RIGHTS, AND RESPONSIBILITIES**

### **TWU STANDARDS OF ETHICAL PRACTICE**

Texas Woman’s University is committed to equal opportunity in education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, national or ethnic origin, age, veteran’s status, or against qualified disabled persons, except as provided by law. The University complies with non-discrimination regulations under Title VI and Title VII, Civil Rights Act of 1964; Title IX, Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1973, and the Americans with Disabilities Act of 1990. Provisions of the Education Amendments of 1972 had preserved TWU’s right to limit enrollment in the University General Divisions to women students because it had traditionally and historically been a single-sex institution. As of December 1994, the Board of Regents of TWU voted to open enrollment to men in all academic areas at all levels.

Students at TWU are assumed to be adult members of the campus community and consequently responsible for knowing and practicing that which constitutes an orderly and free campus atmosphere.

The act of registering denotes an implicit declaration of the student’s acceptance of University regulations as outlined in the most recent issues of the General Catalog and in the Student Handbook. Failure to abide by University regulations will subject the student to appropriate disciplinary action as outlined in the Student Handbook.

The University also expects the student to obey the law, to show respect for properly constituted authority, to perform contractual obligations, to maintain absolute integrity and a high standard of individual honor in scholastic work, and to observe conduct appropriate for a community of scholars.

Upon enrollment at TWU, a student neither loses the rights nor escapes the obligations of a citizen.

Enjoying the benefits of a state-supported university, the student-citizen has a responsibility to all members of the University community, to the laws of the land, and to the chosen institution.

Standards of ethical practice at TWU are reflected in the following:

1. University publication;
2. Recruitment and admission policies;
3. Record keeping;
4. Instructional programs and requirements;
5. Financial assistance;
6. Career counseling and guidance;
7. Student counseling and guidance;
8. Grievance procedures;

## **STUDENT RIGHTS**

Students enjoy the following rights:

1. The right to an environment in the residence halls, academic buildings, and other areas on the campus which are as conducive as possible to study and serious inquiry.
2. The right to inquire about and to recommend improvements in curriculum, policies, regulations, and procedures affecting the welfare of students. Students may exercise this right through appropriate channels such as student government, administrative offices, student organizations (such as the Student Association for Social Work, Phi Alpha, and Child Abuse Prevention Society) and various committees (i.e. Social Work Advisory Board meetings in the fall, spring, and summer; Faculty/staff meetings; Faculty-Student Forums held each semester; and monthly network meetings).
3. The right to a fair hearing and opportunity to appeal when charged with violation of the University or Program regulations.
4. The right to appeal any decisions made by the Social Work Program faculty/staff—Students must appeal any decision made by the Social Work Program in a letter format. Upon receipt of the letter the Social Work Program may request and schedule a formal meeting.

## **STUDENT RESPONSIBILITIES**

Students must assume the following responsibilities:

1. The responsibility for being fully acquainted with published regulations and for complying with them in the interest of an orderly and productive community.
2. The responsibility for respecting the rights and property of other persons in the University community.
3. The responsibility for knowing that a student's conduct reflects not only upon the student but also upon the institution and its citizenry and that his/her conduct must be judged accordingly.
4. Adherence to Social Work Program professional demeanor policy.

5. The responsibility for observing confidentiality in terms of classroom interactions and contacts with the community.

For complete information on student rights and responsibilities in specific areas of conduct, refer to the TWU Student Handbook and the University General Catalog.

## **STANDARDS OF STUDENT CONDUCT WITHIN THE SOCIAL WORK PROGRAM**

The Social Work Program at TWU adheres to all University guidelines, procedures, policies, and regulations as outlined in the General Catalog and Student Handbook. However, there are specific areas of emphasis regarding student conduct within the Social Work Program of which students should be aware.

The following are expectations concerning student conduct that are not only consistent with University policies, but are also consistent with ethical and professional standards and principles within the social work profession.

### **PROFESSIONAL DEMEANOR**

In addition to learning the knowledge, theories, values, and ethics of the social work profession and demonstrating effective social work practice skills, social work students are also expected to demonstrate an appropriate level of professional demeanor. Social work students will be assessed and/or evaluated along several dimensions of professional demeanor. Some examples of these include, but are not limited to: attendance in class and field; punctuality; timeliness in submitting required work in class and/or field; proper notification and/or documentation provided if class or field will be missed; ability to accept supervision and/or critical feedback; demonstration of respect for and appropriate interaction with professors, instructors, and supervisors; appropriate interactions with other students; ability to be a team player and cooperate with others; appropriate behavior in the classroom, meetings and/or field; writing ability; neatness in material presented; willingness to participate in remedial work (e.g. working with the writing lab); ethical behavior (including academic honesty); assertiveness; attitude; attire; how one handles adversity; personal hygiene; taking responsibility for one's own behavior; motivation; emotional maturity; originality; etc...

Sources of information concerning professional demeanor include, but are not limited to: formal *and informal* interactions with professors, other students, and, in the field - field instructors, co-workers, and clients; written work; telephone conversations; emails; information provided on forms; behavior in classes; behavior in meetings; body language; tone of voice; oral presentations; and so on. Students should assume that every aspect of their academic performance and professional presentation of self is being evaluated, as is the case for all job applicants, graduate school applicants, and employees in the real world.

The professors and instructors at TWU have decades of social work practice experience, supervisory experience, employee and/or student evaluative experience, and social work education experience with which to inform our assessments and/or evaluations. Students' professional behavior will be assessed using this experience along with feedback from the student and, in the field, the agency. A main purpose of evaluating students' professional behavior is to help them be better professional social workers who are employable and who can remain employed.

### **PROFESSIONAL CONDUCT**

Effective July, 1999, the National Association of Social Workers' Code of Ethics officially addressed the professional expectations regarding impairment of the social worker's judgment and knowledge. Substance abuse, personal problems, and/or psychosocial distress which interfere(s) with judgment and performance, or which jeopardize(s) the welfare of those for whom the social worker has a professional responsibility are recognized as a violation of the Code of Ethics.

Students who are accepted into the Social Work Program at Texas Woman's University are expected to comply with this requirement throughout their tenure in the program. In order to develop the knowledge, practice skills, and values that promote the professional practice of social work, it is imperative that students be cognitively available to receive social work education. Substance abuse, personal problems, and psychosocial stress which are assessed by the faculty and/or the student as interfering with the student's academic and/or skill performance will be brought to the student's attention. An inability or unwillingness to perform in a manner that comports with university guidelines, the NASW Code of Ethics, and/or the Social Work Program Student Handbook is grounds for denial of admission to the program or termination from the program.

### **Statement on Civility**

Students should maintain civility at all times with faculty and other students, both inside and outside the classroom, as well as with agency staff. A referral may be made to the Division of Student Life for students who engage in uncivil, inappropriate, overly distracting, or threatening behaviors.

### **ACADEMIC DISHONESTY**

The following is taken directly from the Student Handbook. For the policy in its entirety please refer to Section 4 of the Student Handbook "Student Conduct Policies."

"Academic integrity is the foundation of the academic community. Because each student has the primary responsibility for being academically honest, students are responsible for reading and understanding all sections in the Student Handbook relating to standards of conduct and academic life. Students who violate university rules on academic dishonesty are subject to disciplinary penalties, including the possibility of failure or removal from a course, disciplinary probation, and/or dismissal from the university. The specific disciplinary process for academic dishonesty is found in the TWU Student Handbook.

Academic dishonesty includes cheating, plagiarism, collusion, fabrication, falsification, and falsifying academic records, and other acts intentionally designed to provide unfair advantage to the student, and/or the attempt to commit such acts.

Cheating includes, but is not limited to, intentionally giving or receiving unauthorized aid or notes on examinations, papers, or class assignments intended to be individually completed. Cheating also includes the unauthorized copying of tests or any other deceit or fraud related to the student's academic conduct. Dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s) also constitutes cheating.

Plagiarism occurs when a student obtains portions or elements of someone else's work, including materials prepared by another person or agency, and presents those ideas or words as her or his own academic work. The intentional or unintentional use by paraphrase or direct quotation of the published work of another person without full and clear acknowledgement shall constitute plagiarism. Students are responsible for following guidelines of the appropriate course or discipline (ie; MLA, APA).

Collusion occurs when a student collaborates with another person without authorization when preparing an assignment. Fabrication occurs when a student makes up data or results and records or reports them.

Falsification occurs when a student manipulates research materials, equipment or processes or changes or omits results such that the research is not accurately reflected in the research record.

Falsifying academic records includes, but is not limited to, altering grades or other academic records. Altering or assisting in the altering of any official record of the University, and/or submitting false information or omitting requested information that is required for or related to any academic record of the University. Academic records include, but are not limited to, applications for admission, the awarding of a degree, grade reports, test papers, registration materials, grade change forms, and reporting forms used by the Office of the Registrar. Forgery allegations, such as forging a signature on add/drop forms, may be separate from academic dishonesty. Forgery charges are adjudicated following the Student Code of Conduct procedures in the Student Handbook .

In the event of alleged academic dishonesty, the faculty member who discovers evidence or receives reports of academic dishonesty will refer the matter to the Office of Civility and Community Standards in the division of Student Life.

The following sanctions may be imposed for academic dishonesty:

- Written reprimand
- Assignment of a 0 on an assignment
- Assignment of a lower grade on the test/paper/project in question, with an explanation from the instructor.
- Assignment of a grade of F in the course.
- Removal from the course with the assignment of a failing grade (WF)
- Disciplinary Probation
- Suspension from the University
- Expulsion from the University
- Withholding of a degree
- Revocation of a degree” (2007-2008 Student Handbook, pgs 53-55).

Academic dishonesty is also grounds for denial of admission to or termination from the Social Work Program.

## **SEXUAL HARASSMENT**

It is the policy of the Texas Woman’s University that no member of the university community may sexually harass another. Any employee or student will be subject to disciplinary action for violation of this policy. Sexual harassment is illegal under Title VII of the Civil Rights Acts of 1964 and Title IX of the Educational Amendments Act of 1972. In some cases, sexual harassment may be subject to prosecution under the criminal sexual conduct law. For further information regarding sexual harassment see the TWU Student Handbook, Section 4 “Student Conduct Policies.”

## **NONDISCRIMINATION POLICY STATEMENT**

Texas Woman's University and the Social Work Program strive to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate. For

further information regarding nondiscrimination see the TWU Student Handbook, Section 4 “Student Conduct Policies.”

## **GRADING IN THE SOCIAL WORK PROGRAM**

Decisions regarding the methods of grading are made by individual instructors for each course. These grading methods should be made available to students in the course syllabus at the beginning of each semester. It is the student’s responsibility to ascertain the grading method used by the instructor and to familiarize him/herself with this method at the beginning of the semester. Each student should read the course syllabus thoroughly on the first day of each class at the beginning of the semester and ask questions if any portion of the syllabus is not clear. Instructors differ in the weight assigned to different class assignments, the value of attendance in the final grade, whether assignments handed in late will receive a lower grade, etc. Students must be attentive to the particular grading scheme utilized in each course and apply their efforts in accordance with the method as explained in the course syllabus.

Students’ grade point averages are important determinants in assessing eligibility for upper-level division courses and to enter the field practicum. To calculate a grade point average, students should first ascertain how many credit hours per semester the course carries. The last digit of the course number gives the number of credit hours the course is worth. For example, SOWK 1403 carries 3 semester credit hours. Most courses in baccalaureate programs are worth 3 credit hours although there are exceptions: Social Work Field Practicum (SOWK 4469) and the 1-hour lab courses which accompany the Practice courses (SOWK 3221, 3231, 3241).

## **APPEALS PROCEDURES FOR ACADEMIC DECISIONS**

In the event that a student wishes to appeal a decision relating to an academic matter other than academic dishonesty, probation, or suspension, such as the assignment of a particular grade, the appropriate procedure, following a university-wide process, is as follows:

1. Contact the faculty member responsible for the decision and ask for further consideration of the issue.
2. If the issue is not resolved at this level, the student may contact the Social Work Program Director for consideration of the matter.
3. If the issue is not resolved at this level, the student may ask the Chair of the Sociology and Social Work Department to review the matter and consider intervening on behalf of the student.
4. If the issue is not resolved at this level, the student may seek redress by appealing to the Dean of the College of Arts & Sciences and finally, to the Vice President for Academic Affairs.

Students should be aware that these procedures should be followed in a sequential manner. Any complaints regarding academic performance or grading should first be addressed directly with the faculty member for resolution, prior to proceeding to other levels, as previously outlined.

For a complete explanation of procedures and appeals, see the TWU Student Handbook, Section 3 “Academic Affairs and Records.”

## LEARNING RESOURCES IN THE SOCIAL WORK PROGRAM

### THE SOCIAL WORK PRACTICE CENTER

The Social Work Practice Center is located in Room 203 of the Old Main Building on the Denton campus of TWU. Offices for most faculty members of the Social Work Program are located across the hall from the Social Work Practice Center in room 200; the Social Work Program Director's office is located within the Practice Center itself.

The Practice Center is composed of several rooms that serve various purposes, as well as smaller video recording and viewing rooms. The video recording facilities and equipment of the Practice Center are essential features of the Social Work Program. Students will have the opportunity to participate in creating role-playing video recordings during the Practice I course. These video recording experiences enable students to assess their interviewing and interpersonal skills in a most direct and valuable manner. The student and instructor critique the video recordings with the aim of developing self-awareness and behavioral skills necessary for competent generalist social work practice. The video viewing facilities in the Practice Center are used frequently by faculty members to give students the opportunity to view videos pertinent to social work topics and social problems. The Social Work Practice Center includes a video library on a wide range of topics of interest to social work students.

In addition, the Practice Center provides a large room with study tables and learning resources available to students each day of the week during the regular University semester. An extensive library of books on social work and sociological issues and topics is available. The Encyclopedia of Social Work and the Social Work Dictionary are available for students as references. Pamphlets and brochures from various social service agencies in the area are on display and available to students, as are materials from major graduate schools of social work around the country. Field practicum resources are also available. The Practice Center is the location where social work faculty place materials "on reserve" for certain classes, so that they are easily accessible for student use. In addition to the numerous computer labs on campus, a computer is made available for social work students in the social work offices (room 200).

The Social Work Practice Center provides social resources as well as educational and learning resources. The central location and welcoming atmosphere give many students a "home base" during various times of the day, a place to meet other students, and a quiet place to study or read. All social work students have file folders in a secure central location, so that faculty members may communicate easily with students when the need arises, and students may contact one another as well. The Social Work Practice Center is used at times as a meeting place for student organizations.

The Social Work Practice Center also provides a **Title IV-E Child Welfare training resource center**. Resources include an extensive library of books, texts, periodicals, journals, and videos, all related to child welfare curriculum, child safety, wellbeing, permanency, case-management, court preparation and supervision. These resources are available to all students, faculty, and staff. Recruitment information and applications for the Title IV-E Child Welfare training program are also available. A list of holdings in the video library is available by going to the Social Work Program website and clicking on the Title IV-E link.

Near the faculty offices, in suite 200, is the location of the Food Pantry, a project sponsored by the Student Association for Social Work (see "Student Organizations," below). The Food Pantry, which began in response to the nutritional needs of some students on campus, is stocked with canned and packaged items that are available to anyone on campus. Social work students keep the pantry stocked

with donated food items and have publicized its existence across campus. Several other University departments and community volunteer agencies have donated to the Food Pantry as well.

The Social Work Practice Center meets many needs within the Social Work Program and serves to link students, faculty, and resources together in an accessible location. In addition, community members may utilize space and resources for meetings such as Family Group Decision Making meetings and PAL, Preparation for Adult Living classes. The Practice Center also serves an integrative function in meeting social needs, creating a “work space” for students, and further personalizing the educational experiences of social work students at TWU.

## **STUDENT ASSOCIATIONS AND PROFESSIONAL DEVELOPMENT**

### **THE PROFESSIONAL SOCIAL WORK ADVISORY COUNCIL**

A professional advisory council for the Social Work Program meets regularly to promote cooperative planning and programming between the social work practice community and those involved in social work education at TWU. Advisory Board members include current and emeriti social work faculty/staff, alumnae of the Social Work Program, current and past field instructors, and practitioners. Student representation on the Advisory Board includes the current presidents of the program’s three student organizations, Phi Alpha Honors Society, the Student Association for Social Work, and the Child Abuse Prevention Society.

Regular meetings of the Advisory Council take place twice annually. In addition to maintaining important links between the Social Work Program and the professional social work community, Advisory Board members have the opportunity to participate in and contribute to specific aspects of the Program through the task forces on curriculum development and field education. The involvement of professional social workers in the Denton, Dallas, and Fort Worth areas through the Professional Advisory Board provides a vital network of support, information, and exchange of services between social work education at TWU and the professional social work practice community.

Student organizations support the objectives of the University and the Social Work Program through expanding opportunities for leadership, providing programs which encourage professional identity, and promoting projects of service to the community. TWU has a long-standing tradition of emphasis on and support for its student organizations.

At TWU, students have the opportunity to participate in student organizations such as the Student Government Association, University honor societies, department honor societies and professional groups. A complete listing of all TWU student organizations along with their purposes can be found in the [TWU Student Handbook](#) and in the Center for Student Development office.

There are several student organizations within the Social Work Program at TWU that provide students the opportunity to join with other social work students, develop leadership skills, and engage in mutual decision making and problem solving.

### **PHI ALPHA**

Phi Alpha, Beta Sigma Chapter, is a national social work honorary society. Phi Alpha members must meet national eligibility standards for scholarship. Phi Alpha also holds program meetings featuring speakers of interest to social work students and is actively involved in the community with fundraising and volunteer projects. Members of Phi Alpha hold induction ceremonies and host Social Work Program graduation receptions each semester. The organization's President serves on the Social Work Program Advisory Board and attends three board meetings annually. There is a one-time membership fee to join.

### **STUDENT ASSOCIATION FOR SOCIAL WORK (SASW)**

The Student Association for Social Work is a forum for networking among all students who are enrolled or interested in the Social Work Program. The organization's purpose is to promote a sense of community for shared learning, support, and exposure to the profession and to professional social workers who function in diverse practice settings. The organization's activities provide a mechanism through which the university becomes aware of social work values and the Social Work Program. Activities include participation in departmental programs, hosting of new social work students, mid-semester study breaks, peer advising, guest speakers, and volunteer service projects. The organization's President serves on the Social Work Program Advisory Board and attends three board meetings annually. Minimal annual membership dues are collected.

### **CHILD ABUSE PREVENTION SOCIETY (CAPS)**

CAPS is a student organization for those interested in child welfare and child abuse related topics with the purpose of encouraging, supporting and providing a networking means for TWU students. The group was formed in Summer 2006 and seeks to enhance the knowledge of its members by bringing in guest speakers from various child welfare related agencies and/or entities. They also co-sponsor and participate in the annual Child Abuse Awareness Information event in the Student Union. At this event prevention information is handed out to the University community and other educational opportunities are presented. CAPS is also active in its community and participates in several volunteer projects throughout the semester.

### **NATIONAL ASSOCIATION OF SOCIAL WORKERS (NASW)**

This national professional association for social workers is an off-campus organization that welcomes social work students as members at a special student rate. Social work students are encouraged to join their local unit of the Texas Chapter of NASW and receive the many benefits of a professional association. NASW provides membership services such as a monthly newsletter, a job bank program, and directory social workers who are NASW members. In addition, the Texas Chapter of NASW provides ongoing professional development opportunities such as continuing education workshops. The State Convention is held in the fall of each year and features workshops, seminars, and general sessions with outstanding speakers of national stature. Student members are eligible for reduced student fees for these professional development activities. Both faculty members and students from the Social Work Program at TWU participate extensively in NASW at the local and state levels.

Information and literature concerning these organizations are available in the Social Work Practice Center. Students are encouraged to acquaint themselves with all student organizations at TWU that are relevant to their educational and professional goals.

## **LEARNING RESOURCES AT TWU**

At TWU, a supportive and challenging atmosphere exists in which students are encouraged to stretch their abilities and enlarge their goals. It is an atmosphere which nurtures the potential for service and success in all students, in all areas of human endeavor. The Social Work Program strives to convey this support and encouragement to students through the availability of faculty members and their responsiveness to students' needs. It is understood that a link exists between students' academic performance and their physical and emotional well-being. The faculty of the Social Work Program is committed to providing the kinds of assistance and support that promote the healthy and integrated development of each student's professional and personal identities.

Students in the Social Work Program are encouraged to utilize the many support services at TWU that offer assistance, aid, information, guidance, and recreation. When students experience problems, whether of an academic, personal, family, or career-related nature, there may be a resource at TWU to help. The faculty of the Social Work Program cares about the students and will make every effort to refer students experiencing difficulties to the appropriate resource on campus. While it is generally not advisable for faculty members to act as personal counselors for students, beyond course-related academic difficulties, the faculty does serve as a source of information and referral, as well as encouragement and support. Below is a partial list of frequently used support and guidance services. For a complete guide to student services, students may also contact the Division of Student Life or see the [TWU Student Handbook](#). Most of the services or programs listed are free of charge and/or are covered by student's tuition and fees.

## **GENERAL PROGRAMS AND OPPORTUNITIES**

***Counseling Center.*** The Counseling Center offers a wide variety of free and confidential services designed to help students meet personal, educational, and career goals. Students typically come to the Center with concerns such as inability to study effectively, personal problems such as depression or anxiety, and difficulties in relationships with others. The Center also offers theme-oriented groups, workshops, and presentations. Topics include personal growth, communication skills, career exploration, academic success, assertiveness and life planning. Crisis counseling is also available 24 hours a day when the university is open. The Counseling Center is located in West Jones Hall. Their website is [www.twu.edu/o-sl/counseling/](http://www.twu.edu/o-sl/counseling/) and their phone number is 940-898-3801.

***Career Services.*** The Career Services Department provides a number of programs to educate, develop, and assist students in successfully meeting the challenges of an ever changing world of work. The Department provides career guidance and counseling as well as a wide range of resources, including job search guides, workshops, and seminars concerning resume writing, interviewing skills, and job search techniques. The Office of Career Services is located in HDB, Suite 200. Their website is [www.twu.edu/o-cs](http://www.twu.edu/o-cs), and their phone number is 940-898-2950. For further information see the [TWU Student Handbook](#), section 1 "Student Life."

***Academic Support Services.*** Through the coordinated efforts of several offices students can enhance their learning experience at Texas Woman's University. To that end, students are offered access to academic advising, learning resources in mathematics, science, composition and technology and support for students with disabilities. Information is also available on the web at [www.twu.edu/aac/](http://www.twu.edu/aac/).

- ***The Write Site*** The Write Site is the University's writing, language, and research center. It serves the entire University community through individualized and computer-aided writing and language instruction, special workshops, and programs on writing related topics, and as a writing resource center. Graduate and undergraduate students in every discipline are invited to make appointments with experienced tutors who can offer assistance with pre-writing, organization,

documentation, matters of style, and special needs. For more information, contact 940-898-2341 or email owl@venus.twu.edu. Their website is [www.twu.edu/as/engspfl/writesite/main.htm](http://www.twu.edu/as/engspfl/writesite/main.htm)

- **Language Laboratory.** The Department of English, Speech and Foreign Languages in cooperation with the media center, located in the Mary Blagg-Huey Library, provides an opportunity for foreign language students to practice listening and oral skills in several languages. The center is equipped with several listening stations for the benefit of students who wish to listen to tapes on location. For more information, contact the Department of English, Speech and Foreign Languages at 898-2324.
- **Contemporary Learning in Higher Education.** This is a noncredit course (University 1011) designed to prepare students to succeed in the Higher Education setting. Students should consult with their advisor to register for this course during the regular academic semester. Contact the Academic Advising Center at 940-898-3850 for more information.
- **Disabilities Support Services.** The Disability Support Service (DSS) Office is designated to respond to the specific needs of students with disabilities. The office acts as a centralized clearinghouse for those academic adjustments that will most appropriately meet each student's needs. DSS facilitates services that allow students to have equal access to academic programs and services while providing the assistance and encouragement needed to meet the needs of University life. Testing, accommodations (such as a reader, scribe, and/or quiet room) are offered to students who qualify through Disability Support Services.

In order to obtain requested services, it is important to register with the Office of Disabilities Support Services as early as possible. Even if students do not believe they will require disabled student services in the upcoming semester, registration is still recommended in case their situations should change. Additional information can be obtained at 940-898-3835 or [www.twu.edu/dss/](http://www.twu.edu/dss/).

**TWU Wellness Services and Center.** Although this resource is not designed to assist students in academic matters, the services offered through the Wellness Center can be a valuable aid in improving health and fitness. There is ample evidence that an active mind depends on a healthy and active body. Exercise is also a proven stress reducer, energy booster, and attitude enhancer. Membership in the Wellness Center allows participants access to TWU swimming pools (indoor and outdoor) and the Fitness Room in Jones Hall. Members are given initial and periodic physical assessments by trained staff. Follow-up counseling in exercise and nutrition is also provided. The Wellness Center sponsors several ongoing aerobic and weight training classes as well as seminars on health issues. A current student ID card is required to use the Fitness Room and the swimming pools. For more information, visit the Wellness Center office located in Jones Hall, Room 301, call 940-898-2900, or access their website at [www.twu.edu/o-sl/wellness/default.htm](http://www.twu.edu/o-sl/wellness/default.htm)

**Peer Tutoring Program.** The Department of Sociology and Social Work provides one-to-one or small group tutoring assistance to undergraduate students in social work, sociology, and criminal justice. Tutors are available every weekday at no cost. Appointments are necessary and can be made by calling 940-898-2059.

**First Year SUCCESS: Mentoring and Advising Program.** First year success is a mentoring and advising program established to provide freshman and transfer students the opportunity to share ideas and learn from TWU faculty, staff, and upper-class students outside a classroom setting. Interaction with a faculty/staff mentor and upper-class student peer mentors encourage a protégé to excel academically,

socially and culturally, while making a smooth transition into college. For additional information call the Office of Intercultural Services at 940-898-3679, see [The Student Handbook](#), section 1 “Student Life,” or access their website at [www.twu.edu/o-sl/intercultural/success.html](http://www.twu.edu/o-sl/intercultural/success.html)

**Community Service.** The Center for Student Development maintains a strong commitment to community service. The Center offers individual students, as well as student organizations, the resources to become involved in community service in the Denton, Dallas, and Fort Worth areas. They assist students in learning and placement in volunteer settings and plan and sponsor service projects throughout the year. The Center also coordinates the Alternative Spring Break trip each year. For additional information call 940-898-3626 or visit [www.twu.edu/o-sl/csd/](http://www.twu.edu/o-sl/csd/)

## **SPECIAL PROGRAMS AND OPPORTUNITIES**

**Honors Scholar Program.** The TWU Honors Scholar Program exists to provide talented and motivated students with an enriched learning environment. Students accepted into the program, and who complete the requisite number of honors courses, graduate as Honors Scholars. The diploma and transcript of these students bear this designation. Honors Scholars also enjoy social, cultural, and service opportunities through the Athenian Honors Society and are eligible to live in honors housing. Applications for admission to the program are available from the Honors Scholar Program office in HDB, room 001. For more information contact the office at 940-898-2337 or see [www.twu.edu/honors/](http://www.twu.edu/honors/)

**Who’s Who Among Students in American Universities and Colleges.** This program has annually bestowed this honor on outstanding campus leaders for their scholastic and community achievements. Criteria for recognition in Who’s Who Among Students in American Universities and Colleges includes, junior or senior, minimum of 3.0 GPA, involvement in at least two university activities at TWU, leadership experience, commitment to community service, and work experience. Applications may be obtained from and submitted to the Office of Student Life, Student Union, room 206. For more information call 940-898-3629.

**General Internships (Cooperative Education Program).** The Cooperative Education Program combines classroom study with paid practical work experience outside the formal academic setting. Many academic programs at TWU provide undergraduate and graduate students the opportunity to participate in such activities. To participate in the Cooperative Education Program apply to the Career Services Department.

**Study Abroad Programs.** TWU Study Abroad Programs offers cross-cultural, educational experiences, emphasizing visual and performing arts, history, language, nursing, literature, and comparative culture. Faculty-led travel study programs are available in selected major components throughout the University at the graduate and undergraduate level. For information about study abroad opportunities and scholarships contact the International Education Office at 940-898-3338 or see [www.twu.edu/o-sl/international\\_ed/](http://www.twu.edu/o-sl/international_ed/)

## **SCHOLARSHIPS IN THE DEPARTMENT OF SOCIOLOGY AND SOCIAL WORK**

The following is a list of the scholarships offered to students through the Department of Sociology and Social Work. Social work students, as majors in this department, are eligible to apply for any of these scholarships which are awarded on a competitive basis, depending upon availability of funds. A Spring Honors Banquet is typically held to recognize scholarship recipients and Phi Alpha inductees. More

information and scholarship applications may be accessed at <http://www.twu.edu/finaid/scholarships.asp>

***Jessie H. Humphries Endowed Scholarship.*** This scholarship was established by the family and friends of Miss Jessie H. Humphries, former Associate Dean of the Faculty and chair of the Department of Sociology and Social Work. Originally intended to encourage study in the field of sociology, the scholarship is awarded to any major in the Department of Sociology and Social Work. Recipients may be undergraduate or graduate students.

***Maureen Gallagher Memorial Scholarship.*** This scholarship is provided from a fund established by the family and friends of Dr. Maureen T. Gallagher, former member of the faculty of TWU. Recipients may be undergraduate or graduate students.

***Bertha and Morris Levy Endowed Scholarship.*** This scholarship was established by Mrs. Orien Levy Woolf of Dallas, Texas, an alumna who was graduated with a major in sociology. Originally awarded to sociology majors, it is awarded to any major in the Department of Sociology and Social Work. Recipients may be undergraduate or graduate students.

***Reba Bucklew Sociology and Social Work Endowed Fund.*** This fund, established by Dr. Ethelyn Davis, provides awards to students in the Department of Sociology and Social Work. It is primarily awarded to students who exhibit leadership in the field of social work and is awarded to junior or senior students.

***Charles Rodney Albert Endowed Memorial Scholarship.*** This scholarship was established by the friends and family of Dr. Charles Rodney Albert, an associate professor of sociology in the Department of Sociology and Social Work from 1974-1981. It is awarded annually to an outstanding undergraduate or graduate student majoring in the Department of Sociology and Social Work.

***Ann Lindemann Starnater Endowed Scholarship.*** This scholarship was established by the Class of 1958 to honor the President of the Class of 1958 at TWU. It is awarded annually to a major in the Department of Sociology and Social Work, undergraduate or graduate student, who has exhibited outstanding leadership qualities and service to the University.

***Daniel K. Forrister, PhD. Endowed Scholarship.*** Students, colleagues and family members established this scholarship in tribute to Dr. Dan K. Forrister, a Social Work Program faculty member from 1986-1992. It is awarded annually to a student who is a junior or senior, is involved in the community providing voluntary services and who is in good standing academically.

***Anita Cowan Scholarship Endowment Fund.*** Former students established this scholarship in honor of Dr. Anita Cowan. Dr. Cowan served as Program Director of the TWU Social Work Program from 1984 until 1995, former Professor Emerita 1995 until 2012. The scholarship will be awarded to a student majoring in social work and who is in good academic standing.

***Jeanne Powell Memorial Scholarship.*** Established in the memory of Ms. Jeanne E. Powell, a graduate of the Social Work Program, this scholarship is awarded annually to a social work student who has an average GPA and financial need.

***Albert Barstis Endowment Fund.*** The purpose of this fund is to provide a stream of income to support scholarships for students whose majors are within the Social Work Program at Texas Woman's University.

## **EHTICS AND LICENSURE**

### **CODE OF ETHICS FOR PROFESSIONAL SOCIAL WORK PRACTICE**

TWU Social Work students are required to conduct themselves in an ethical manner while enrolled at TWU. There are two codes of professional ethics that apply to social workers and to social work students in the State of Texas. The current Code of Ethics of the National Association of Social Workers was adopted by the 1996 National Association of Social Workers Delegate Assembly and was revised in 2008.

The Texas State Board of Social Work Examiners Code of Ethics also governs professional social work practice in the State of Texas (see Appendix A for a copy of the *NASW Code of Ethics* and Appendix B for a copy of the *Code of Ethics of the Texas State Board of Social Work Examiners*).

The Codes of Ethics may be found here:

NASW Code of Ethics: <http://socialworkers.org/pubs/code/code.asp>

Texas Code of Conduct: [http://www.dshs.state.tx.us/socialwork/sw\\_conduct.shtm](http://www.dshs.state.tx.us/socialwork/sw_conduct.shtm)

### **TEXAS SOCIAL WORK LICENSURE**

Social workers are one of the largest professional groups providing social services to individuals, families, groups organizations, and communities.. Their actions and decisions frequently have permanent, life-changing effects on individuals, families and groups. Because of this, the Texas Legislature determined that the public should be protected from incompetent and unethical social work practices. The Social Work Licensure Law is the legal recognition for the social work profession in Texas. The law restricts the use of any social work title or designation to those individuals who meet minimum qualifications and are licensed.

The Texas State Board of Social Worker Examiners, Texas Department of Health, is designated to administer this law. The Board, consisting of social workers and public members, was created to implement and administer the Texas Licensure Law.

Licensure is required if a person identifies him/herself as a social worker. Licensure is acquired by successfully completing an accredited university educational program and passing an examination for licensure. A study guide is available through the American Association of State Social Work Boards for a fee. Information about the dates and locations of the examination and the ordering of study guides are available on the Association of Social Work Boards website: [www.aasb.org](http://www.aasb.org) . Information about applying for the licensure examination can be obtain at the Texas State Board of Social Work Examiners website: <http://www.dshs.state.tx.us/socialwork/>

Students in the Social Work Program are encouraged to take the licensing exam upon completing their degree.

### **STANDARDS OF PRACTICE**

In addition to following the two Codes of Ethis/Conduct linked above, students must also comply with the Texas General Standards of Practice found in the Texas Administrative Code. The Standards of Practice may be found here: [https://www.dshs.state.tx.us/socialwork/sw\\_rules08\(2\).doc](https://www.dshs.state.tx.us/socialwork/sw_rules08(2).doc)

## **THE COUNCIL ON SOCIAL WORK EDUCATION**

The Council on Social Work Education develops policies and standards that govern the delivery of social work education at accredited universities. The Social Work program at TWU is fully accredited by the CSWE and has been since accreditation was first made available to BSW programs in 1974-75. Every aspect of the TWU program is developed and implemented with accreditation



The CSWE rewrites accreditation standards every eight years in a document known as EPAS: Educational Policies and Accreditation Standards. EPAS contains all of the accreditation rules and expectations of all accredited program. TWU follows the accreditation standards very closely.

Here is the 2015 EPAS document: <http://www.cswe.org/File.aspx?id=81660>

The 2008 EPAS document may be found here:  
<http://www.cswe.org/Accreditation/2008EPASDescription.aspx>