University of Houston-Downtown

College of Public Service

SOCIAL WORK

Bachelor of Social Work Program

Student Handbook

2022/2023

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Preface and Introduction to the Student Handbook

We are delighted to introduce you to the Social Work Program at UHD and welcome your engagement. Our Program has been designed to meet the unique context of our dynamic community, while upholding the Values of the Profession through our Mission, Goals, and Vision.

The UHD Social Work Program is Accreditation by the Council on Social Work Education, the accrediting body for schools of Social Work in the United States and Canada. We strive in all we do to follow the Values of the Social Work Profession as follows:

> *"Service, social justice, the dignity and worth of the person, the importance of human relationships, integrity, competence, human rights, and scientific inquiry are among the core values of social work. These values, along with an anti-racist and anti-oppressive perspective, underpin the explicit and implicit curriculum and frame the profession's commitment to respect for all people and the quest for social, racial, economic, and environmental justice" (EP 1.0, 2022 EPAS).*

This handbook should answer most questions about the Program. We encourage you to discuss any remaining questions with Program faculty and staff, and to provide feedback on the contents of this document. We are here to support and guide you on this journey.

Program Mission

Mission

The UHD BSW Program prepares future Social Workers as change agents committed to inclusion, equity, and justice through innovation, collaboration, and service.

Goals

The program goals are:

1. ***Model*** a caring and collaborative educational environment where students, faculty, and staff are valued for their strengths, background, and life experiences.
2. ***Provide*** opportunities for students to gain awareness of their thoughts and feelings and critically reflect on their alignment with social work values.
3. ***Equip*** future social workers for anti-oppressive practice and leadership in diverse communities through innovative classroom practice and learning.
4. ***Nurture*** intellectual curiosity, demystify graduate education, and promote community through professional organizations for life-long learning and service.

Vision

To create a community that heals, nurtures, and enhances well-being for all people.

The Discipline of Social Work

Profession's Purpose:

> *"The purpose of the social work profession is to promote human and community well-being. Guided by a person-in-environment framework, a global perspective, respect for human diversity, and knowledge based on scientific inquiry, the purpose of social work is actualized through its quest for social, racial, economic, and environmental justice, the creation of conditions that facilitate the realization of human rights, the elimination of poverty, and the enhancement of the quality of life for all people, locally and globally" (EP 1.0, 2022 EPAS).*

Profession's Values:

> *"Service, social justice, the dignity and worth of the person, the importance of human relationships, integrity, competence, human rights, and scientific inquiry are among the core values of social work. These values, along with an anti-racist and anti-oppressive perspective, underpin the explicit and implicit curriculum and frame the profession's commitment to respect for all people and the quest for social, racial, economic, and environmental justice" (EP 1.0, 2022 EPAS).*

Anti-Racism, Diversity, Equity, and Inclusion (ADEI)

Policy Statement, Course Guidelines, and Feedback Opportunity

"The program has an inclusive approach to addressing the vast range of student learning needs, including intentional planning and implementation of inclusive practices and pedagogies in the explicit curriculum that reduce barriers while optimizing accessibility and equity for students. Students are responsible for their learning, collaborating with peers and colleagues, and practicing with historically and currently oppressed populations through an anti-racist lens".

"Students are responsible for their learning, collaborating with peers and colleagues, and practicing with historically and currently oppressed populations through an anti-racist lens."

- In each course: "Students should note that respectful and open discussion consists of exercising cultural humility and using culturally aware and competent language. Derogatory and discriminatory language is not permitted in this

course. To meet professional Social Work Values and Competencies, students in need of guidance to meet all ADEI policy expectations will receive support and mentorship from the instructor and program leadership to advance their personal and professional growth."

- All graduating students are encouraged to participate in a focus group to be hosted by an external community member (not a faculty member or staff member of the BSW Program) as an opportunity to provide needed feedback to the Program regarding our efforts in the curriculum and in our overall educational environment to promote Anti-racism, Diversity, Equity, and Inclusion (ADEI). Your participation will be confidential and anonymous. Results of all focus group meetings will be provided to the Program's Assessment Committee for review and response. Your feedback is important and counts!

Generalist Practice Definition

The BSW program at UHD defines and conceptualizes generalist practice as entry-level social work practice in any human or public service area that has at its foundation in human rights and justice and is grounded in professional social work values and ethics, the liberal arts, and the person in environment framework. Generalist practice students are preparing to work with individuals, families, groups, organizations, and communities of diverse populations, utilizing a variety of prevention and intervention modalities, and operating with an anti-oppressive, diversity- and justice-focused, equitable and inclusive lens.

Social Work Competencies

The Council on Social Work Education in its 2022 Educational Policy and Accreditation Standards has enumerated 9 areas of competency that programs should aim to develop in aspiring social workers. As competent professionals, social workers should:

Competency 1: Demonstrate Ethical and Professional Behavior

Competency 2: Advance Human Rights and Social, Racial, Economic, and Environmental Justice

Competency 3: Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice

Competency 4: Engage in Practice-Informed Research and Research-Informed Practice

Competency 5: Engage in Policy Practice

Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities

Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities

Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities

Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

BSW Admissions Policy

The Bachelor of Social Work Program invites applications from UHD students who have an interest in the field of Social Work and the potential to develop as social work professionals.

Students who seek admission to the Social Work Program must formally apply to the Program. Application materials and instructions are available on the Program's webpage at: https://www.uhd.edu/academics/public-service/social-work/Pages/bsw-admissions.aspx. Please review the following procedure and policy for admission to the Social Work Program:

1. Student applies and is accepted to UHD.

2. Once admitted to the University, students interested in Social Work are advised to self-select and be advised in selecting course work and preparing their application by our Social Work Academic Success Coordinator as a Pre-Social Work majors (if eligible with at least a 2.3 GPA).

3. Students are ready to apply to the Social Work Program when:
   a. They have at least a 2.5 GPA in the last 30 hours of university course work, and
   b. They have successfully completed at least 30 hours of college credit to include:
      i. English Comp 1
      ii. English Comp 2
      iii. Common core math requirement
   c. Students are then ready to apply to the BSW Program using our online application system, Tk20Watermark^{TM} at https://uhd.tk20.com using their UHD Gatormail username and password.

4. Review of Applications: The program accepts applications year-round. There is not a "deadline." However, we recommend that students apply as soon as they are

eligible. Applicants are notified as quickly as possible, generally in less than 30 days (about 4 and a half weeks). Admission to the Social Work Program is based on the review of all the documents submitted, and the applicant's fit for the Profession of Social Work. Please log into the application in Tk20Watermark^{TM} at https://uhd.tk20.com using your UHD Gatormail username and password and follow all directions. All the information you need to apply is found in this location.

5. Acceptance into the program is predicated on the meeting of minimum GPA and writing standards, positive progress in prior academic history, and demonstrated compliance and/or potential compliance with professional expectations as indicated by history, references, and through interactions and communication with staff, student peers, faculty, and administration. Applications are reviewed by up to three faculty members.

6. Admissions Decision:
   After review of applications, the Admissions Committee will issue one of the following determinations:
   a. **Clear Admission**: Applicant is accepted into the Program.
   b. **Pending/Hold Status**: Decision on the applicant is delayed pending the completion of the admissions application, semester grades, or completion of introductory (or additional) Social Work course in the Program.
   c. **Denied Admission**: Applicant is not accepted into the Program for the semester they applied. Students denied admission may reapply in the future, and each student is encouraged in writing to meet with the Program Director to discuss the denial. Students are also directed and encouraged to meet with the Academic Success Coordinator to discuss ways to strengthen their application; or to choose a different major. Emphasis is placed on making certain that the student does not fall behind in their undergraduate degree progress.

7. In the event of acceptance to the Social Work Program, the Social Work Advisor/Academic Success Coordinator will officially code the students major as Social Work. Students are not allowed to submit their own declaration of a major in Social Work.

8. **Appeals and Due Process**: Students who are denied admission and have evidence or information that may influence the Admissions Committee's decision may request a hearing to appeal the decision. Requests for a hearing must be made in writing (email is accepted) and postmarked within 20 days (about 3 weeks) from the date of the admission's status e-letter. Within 20 days of the receipt of the students' request for a hearing, a hearing date will be set by the Hearing Committee. The Hearing Committee will be comprised of two Social Work faculty members and one outside faculty member appointed by the Chair of the Department of Criminal Justice and Social Work. The student will meet with the Hearing Committee to present the necessary information. The Hearing Committee will issue a decision in writing within one week of the hearing. If the student has evidence that the Hearing

Committee has made its decision in violation of the Program's policies, the student may appeal the Hearing Committee's decision in the following sequence: 1) to the Department Chair, and 2) the Dean of the College of Public Services. This policy is informed by UHD policy PS 03.A.04 for Grade Appeals located at: https://www.uhd.edu/academics/humanities/current-students/Pages/grade-appeals.aspx#:~:text=If%20the%20student%20is%20not,matter%20before%20the%20department's%20dean.

Academic Advising

Prior to admission to the Program as a major, if qualified, students may select the option of Pre-Social Work Major so that they may be advised in the College of Public Service by the Social Work Academic Success Coordinator, a MSW level Social Worker assigned to the Social Work Program. Students considering a Social Work major are directed to the Program's web page or to meet with the Social Work Director and/or Academic Success Coordinator to discuss their interest and the program requirements.

Students who gain admission to the Program will be assigned to a master's level Social Worker (MSW) as their Academic Success Coordinator. Once a major, students are required to meet with their Academic Success Coordinator every semester thereafter. The Academic Success Coordinator will provide the student with the official written Degree Plan that details the required course of study. Students are responsible for following the Degree Plan developed by the Academic Success Coordinator, and any variations from the plan should be made in consultation with the Academic Success Coordinator. While students will be primarily responsible for assuring their compliance with Program policies and the official Degree Plan, the Academic Success Coordinator will monitor and discuss their academic and professional development throughout the course of study.

Transfer Students

The Social Work Program Director along with the Academic Success Coordinator reviews and approves the determination of transfer credit for Social Work courses based on the following course specific criteria:

- For consideration of Social Work transfer credit, the student will be asked to submit a course syllabus which details faculty credentials (must be taught by a MSW level faculty member), text(s) used, course competencies covered, course content, and course grading policy.
- In addition, if all above criteria are met, Social Work courses only transfer for social work credit if the student earned a C or better in the course.
- A maximum of 15 hours of social work courses taken at CSWE-accredited programs in other colleges and universities may transfer as social work credit, however:

- Social work practice courses <u>do not</u> transfer as credit for Urban Practice 1 or Urban Practice 2.
- Field courses <u>do not</u> transfer as credit for the field practicum or seminar, but these courses may transfer as social work electives.

- Social Work courses taken at non-CSWE-accredited programs may transfer as free electives, with two exceptions: Introduction to Social Work and Social Welfare and Introduction to Social Welfare Policy, which may transfer as social work credit, provided they meet the required criteria (above), and they are taken at a regionally accredited junior/community college, college, or university.
- **The Program does not accept or give transfer credit for life experiences or previous work experiences.**

Academic Credit

The Social Work Program **will not** accept or give academic credit for life experiences or previous work experiences.

Curriculum

Students majoring in social work are required to fulfill general education core curriculum, additional liberal arts courses, and social work courses. The social work curriculum is conceptualized as embodying three interrelated fields of study: the core knowledge, that is knowledge and information explaining the social work orientation; practice knowledge, that is knowledge of specific practice skills, techniques, environments and client circumstances; and, application, that is knowledge informed by the interplay between the core and practice bases and real life situations and experiences with *Individuals, Families, Groups, Organizations, and Communities*.
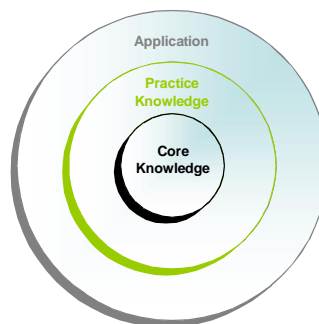
Table 1: Total Degree Hour Breakdown

Category	Semester Credit Hours
General Education Core Curriculum	42
Required Liberal Arts Courses	9

Required Social Work Courses		45
Social Work Electives		6
Free Electives		18
Total		**120**

Table 2: General Education Courses

Prefix	General Education Core Courses	
(10) Communication (6 schs)- English Composition		6
(20) Mathematics (3 schs)		3
(30) Life & Physical Sciences (6 schs)		6
(40) Language, Philosophy & Culture (3 schs)		3
(50) Creative Arts (3 schs)		3
(60) US History (6 hours)		6
(70) Government/Political Science (6 schs)		6
(80) Social & Behavioral Sciences (3 schs)		3
(90) Institutional Options (6 schs)		6
Total Hours		**42**

Table 3: Required Preparatory Requirements (need not to be taken before you apply)

Prefix and Number	Required Liberal Arts Courses	SCH
ANTH xx or SOC xxx		3
PSY xxx		3
ENG 3XXX		3
Total		**9**

Table 4: Required Social Work Courses

Prefix and Number	Required Social Work Courses	SCH
SOCW 2361	Introduction to Social Work and Social Welfare	3
SOCW 2363	Introduction to Social Welfare Policy	3
SOCW 3311	Urban Practice 1	3
SOCW 3312	Urban Practice 2	3
SOCW 3350	Research Methods in Social Work	3
SOCW 3351:	Statistical: Statistical and Qualitative Data Analysis in Social Work	3
SOCW 3361	Human Behavior in the Social Environment I	3
SOCW 3362	Human Behavior in the Social Environment II	3
SOCW 3363	Urban Issues in a Global Environment	3
SOCW 3364	Social Justice & Professional Ethics	3

SOCW 3313	Case Management	3
SOCW 4301	Field Practicum I	3
SOCW 4302	Issues in Field Practicum I	3
SOCW 4303	Field Practicum II	3
SOCW 4304	Issues in Field Practicum II	3
Total		**45**

Table 5: Social Work Electives

(Must take at least 2 of these for a total of 6 hours)

Prefix and Number	Elective Courses (students choose 2 of these)	SCH
SOCW 3331	Practice with Aging Populations	3
SOCW 3332	Practice with Children & Adolescents	3
SOCW 4331	Urban Community Organizing	3
SOCW 4332	Crisis Intervention	3
SOCW 4333	Hot Topics in Immigration	3
SOCW 4334	Health Disparities in America	3
SOCW 4335	Study Abroad in Social Work	3
SOCW 4390	Special Topics in Social Work	3
SOCW 3301	Advanced Skills in Financial Coaching	3
SOCW 3302	Topics in Financial Coaching	3

Field Experience-Signature Pedagogy of Social Work Education

Through field education and field placement, students will demonstrate mastery of all 9 social work competencies evident in specific behaviors measured in field. Students will perform an assigned field placement in one agency. Students will be engaged in their field setting concurrently with their course work, at or near the end of their senior year. Field Practicum 1, and Issues in Field Practicum I are each three-credit courses consisting of 200 hours of professionally supervised field experience (SOCW 4301: Field Practicum 1), and a weekly hybrid course (SOCW 4302: Issues in Field Practicum 1) designed to process and evaluate the field experience. Field Practicum II, and Issues in Field Practicum II are also each three-credit courses consisting of a second 200 hours

of professionally supervised field experience (SOCW 4303: Field Practicum II), and a weekly hybrid course (SOCW 4304: Issues in Field Practicum II) designed to process and evaluate the field experience. Credit for field experience cannot be gained outside the approved internship placement, through either volunteer or paid work in any other setting. Please be advised that assignment to the field setting is made by the Program's Director of Field Education. Requirements, procedures, application process, and additional information regarding field can be found in the Field Handbook. All students entering Field Practicum 1 are advised and required to read through the handbook and to direct any questions to the Program's Director of Field Education.

Message of Support to Students

If you are falling behind or need additional support in any way during any course or during your field practicum work, we want to help! Please contact your faculty, a trusted former faculty, the Program Director, or any of the Social Work staff members (Administrative Assistant, Advisor, etc.) and ask for support. We have many options, and we want to do our best to help you stay on track in your educational goals. For additional support, if you are not attending class, not turning in assignments on time, or dropping below a "C" in the course, your faculty will engage the University *Navigate Student Success Platform* (https://www.uhd.edu/navigate/Pages/default.aspx) to create additional resources. This is an internal *University student reporting system* that creates a formal record, generates supports to the student and faculty, and sends a direct notification to the Chair of the Department and the Social Work Program Director that you may need support.

Retention Policy

Students are evaluated both in terms of academic achievement and professional conduct in courses, field experience, all student organizational participation and communications, and in their formal and informal communication and interactions with staff, faculty, students, field supervisors, clients, and the community.

Professional Assessment

Students are required to maintain professional conduct in all of their interactions as guided by the Social Work Code of Ethics.

Expectations for professional conduct further include adherence to the following:
a) The Social Work Professional Code of Ethics.
For example: Students are expected to act in a nondiscriminatory manner and in an honest and responsible manner, to avoid dual relationships which may result in exploitive practices with clients, and to

seek professional help for problems that affect their professional judgment and performance.

b) UHD Policies as outlined in the UHD Student Handbook and the UHD Undergraduate and Graduate Catalog.

For example: From PS 04. A.01, [no student may engage in the following actions].... §,3.2.2.23 Intentionally, knowingly, or recklessly harass or threaten to take unlawful action against any member(s) of the University community, thereby causing or intending to cause harm or alarm.

c) Interacting with students, staff, faculty, Academic Success Coordinators, field supervisors, community members, and clients in a non-discriminatory and professional manner.

For example: Students are expected to attend class meetings and avoid tardiness, address conflicts with others with cultural humility in a constructive and affirming manner, and to consider, accept, and implement feedback from faculty and supervisors intended to help with their professional development.

Performance

Throughout their time in the program, students are evaluated academically and professionally. The program's goal is to provide corrective feedback to students in order to support students' academic and professional development and progress. Students may be advised regarding their academic performance, interpersonal and social skills, and/or behavioral issues that appear to interfere with their adequate progress toward matriculation or professional development.

Academic Performance

Students must maintain an overall GPA of 2.50 and earn a C or above in all Social Work coursework. A student will be placed on academic probation from the Social Work program and not allowed to begin or continue the field practicum sequence in the event that any of the following occur:

1) overall GPA falls below 2.50
2) receive a grade of D or F in any Social Work course
3) receive a grade of F in a Field Experience course

In collaboration with the Director of the Social Work Program, the Social Work Academic Success Coordinator and student will meet to discuss a plan for remediation. Among the issues to be discussed will be 1) the factors that may have contributed to the current deficiency, 2) the factors that need change or adjustment, 3) the available supports within the university to address any noted deficiencies, 4) the student's ability to utilize supports and make necessary changes for improvement, 5) terms for remediation, and 6) terms for probation (i.e., restrictions placed on the student which

may range from disallowing coursework for a term, limiting the number of course hours, etc). After discussing the terms for remediation and probation, the student will be provided with a Social Work Academic Probation Notice. The Notice will provide the specified goal(s) to be achieved to maintain standing in the program and dates for goal achievement and future meetings with the Academic Success Coordinator. In the event the Academic Success Coordinator is unable to arrange a face-to-face or Zoom meeting with the student, the Academic Success Coordinator will mail the Social Work Academic Probation Notice to the address the Social Work program has on file. Failure to meet the terms as specified in the Social Work Academic Probation Notice will result in termination from the Social Work program (see termination section below).

Students wishing to appeal any Academic Performance decision or Academic Performance action may follow the ***Performance Hearing** directions below.

Professional Performance

When a concern is raised regarding a student's professional conduct or behavior, the course of action is dependent upon the seriousness of the offense. The information below is provided as a guide, but the program reserves the right to make the determination of the level of seriousness of any offense in consideration of the nature, severity, impact, or potential impact of the offense. ***During any part of the following process, the student is allowed to choose another student in the social work program to accompany them as a source of support and/or peer mentorship.***

Serious offenses
Serious offenses are those that threaten, cause, or have the potential for causing material, physical, psychological, or emotional harm to oneself or others. Many serious offenses violate university, program, or agency policy or violate the Social Work Code of Ethics. Serious offenses include, but are not limited to, bullying; assault of a supervisor, faculty, client, or student; sexual contact with a client; and intoxication at work. Serious offenses, as determined by the Academic Success Coordinator or instructor in consultation with the Program Director, will result in immediate termination from the program (see termination section below).

Non-serious offenses
Offenses that are not deemed serious by the Academic Success Coordinator or instructor and Program Director (see above) will be processed so that the student has an opportunity to address and correct the noted concern. The term *non-serious* is used not to minimize the nature of the offense, but rather to differentiate it from those offenses that result in immediate termination from the program. Non-serious offenses are those offenses that do not bring real or potential harm to self or others as stated above in the description of serious offenses. While non-serious offenses include acts that may be in violation of the Social Work Code of Ethics or written university, program, agency policies, they are not necessarily proscribed by the aforementioned policies and standards. These offenses include, but are not limited to, minor difficulties in interacting

with peers, staff or faculty, repeated class tardiness or unexcused absences, behavior or conduct that disrupts interaction or learning in the classroom, or an act of academic dishonesty. Again, the term non-serious applies only to distinguish such offenses from those that result in immediate termination from the program, not as an indication that such behavior or conduct is deemed acceptable.

Issues may be brought to the attention of the Academic Advisor, instructor, or program administrators (herein: evaluator), who will then serve to evaluate whether the issue merits a formal meeting with the student. If it does not, and the evaluator feels that they can successfully address and provide support to the student, then no further action is warranted. If the evaluator determines the issue merits more support, and a formal meeting with the student, the following will occur:

Phase One: Evaluation. The first phase is an evaluative phase and offers an opportunity for the student to reflect upon the issue and to seek support, if necessary. Upon notice of an issue, the evaluator and student will meet to discuss the concern. If the evaluator determines the issue does not have merit, the issue is considered dropped. The meeting will be noted in the student's social work file.

If the evaluator determines the issue has merit, they will seek understanding of the situation and explore the need for supports. If the student has questions, the evaluator will address them. If the student requires supports, the evaluator will advise the student as to known available resources. A memo will be written by the evaluator indicating the two met to discuss the issue; the memo will be signed by the evaluator and student. A copy of the memo will be given to the student and the original will be placed in the student's file.

Phase Two: Probation. The second phase is a formal process for addressing an issue of concern. Students who have gone through phase one on any issue, and have any subsequent concerns arise will proceed to phase two. Students with a number of concerns at once will bypass phase one and proceed to phase two. Phase two includes placing the student on probation from the Social Work program. Upon an issue of concern arising, the student and evaluator will meet to discuss: 1) the factors that may have contributed to the current situation, 2) the conduct or behavior that needs change or adjustment, 3) the available supports within the university to address any noted issues, 4) the student's willingness to utilize supports and make necessary changes for improvement, 5) terms for remediation (that is the plan in place for which successful completion will remove the student from probation from the Social Work program), and 6) terms for probation (i.e., restrictions placed on the student which may range from disallowing coursework for a term, limiting the number of course hours, the placement of the student in certain courses, etc). The remediation plan will include specific goals to be met, dates for progress meetings with the evaluator (or other responsible party) while on probation from the Social Work program, and a timetable for goal completion; the successful completion of which will result in a removal from probationary status. Upon formulation of the plan, the student and evaluator will meet with the Program Director to present a written plan. The Program Director will review the plan and make suggestions

for the plan, if necessary. The final plan will be signed by the evaluator, the student, and the Program Director. At this time, the student is placed on probationary status and receives a copy of the signed Remediation Plan and the Social Work Probation Notice. The original Social Work Probation Notice and Remediation Plan is placed in the student's file. Revisions to the Remediation Plan can be made by the evaluator with approval from the Program Director.

Phase Three: Termination. If the student does not meet the goals as outlined in the remediation plan(s), the student will be terminated from the program (see termination section below). Violations deemed to be serious do not proceed through the first two phases, but rather result in immediate termination from the program.

If at any stage of the process (Phase One, Phase Two, or Phase Three), the evaluator is unable to arrange a meeting with a student, notice (e.g., memo of concern; remediation plan; etc.) will be sent to the student in writing to the address for the student that the Social Work program has on file and will serve as the official notice.

Rescindment of Probation: When the student believes they have met the terms of probation, they notify the Program Director. The Program Director will meet with the student and may require documentation or evidence of completion. If the student demonstrates successful completion of the terms, probation is "rescinded," and the student is notified in writing of their cleared status.

*Performance Hearing

At any time during the evaluative, probation, or termination phases students may request a hearing of the Social Work Hearing Committee if they present evidence that the action taken by the program (evaluative, probation, or termination) was in violation of program and/or university policies and procedures. Requests for a hearing must be made in writing and postmarked or date stamped (by the Program) within 10 calendar days from the date of the action (memo, remediation plan, or termination notice). Within 20 calendar days of the receipt of the students' request for a hearing, a hearing date will be set by the Hearing Committee. The Hearing Committee will be comprised of two Social Work faculty members and one outside faculty member appointed by the Chair of the Department of Criminal Justice and Social Work. The student will meet with the Hearing Committee to present the necessary information. The Hearing Committee will issue a decision in writing within one week of the hearing. If the student has evidence that the Hearing Committee has made its decision in violation of the University's or Program's policies, the student may appeal the Hearing Committee's decision in the following sequence:1) to the Department Chair, and 2) the Dean of the College of Public Service. (This policy is informed by PS 03.A.04 for Grade Appeals.)

University Policy
There may be additional action required by the university, depending upon the offense. See PS 04.A.01, *Student Rights and Responsibilities*, for a description of violations and their consequences: https://www.uhd.edu/administration/employment-services-operations/resources/Pages/PS-04.A.01---Student-Rights-and-Responsibilities.aspx

<u>Termination from the Social Work program</u>

A formal notice of termination will be sent in writing to the address for the student that the Social Work program has on file. The student will be instructed to change their major. The Program Director will be responsible for monitoring the status of the major change. In the event the student does not change their major within two months, the Program will issue a request to the Advising Office to change the student's major to undeclared. Termination from the Social Work program does not mean termination from the University. The processes for probation or suspension from the University are outlined in University Policy PS 03.A.07 and PS 04.A.01.

Professional Performance Evaluation Process
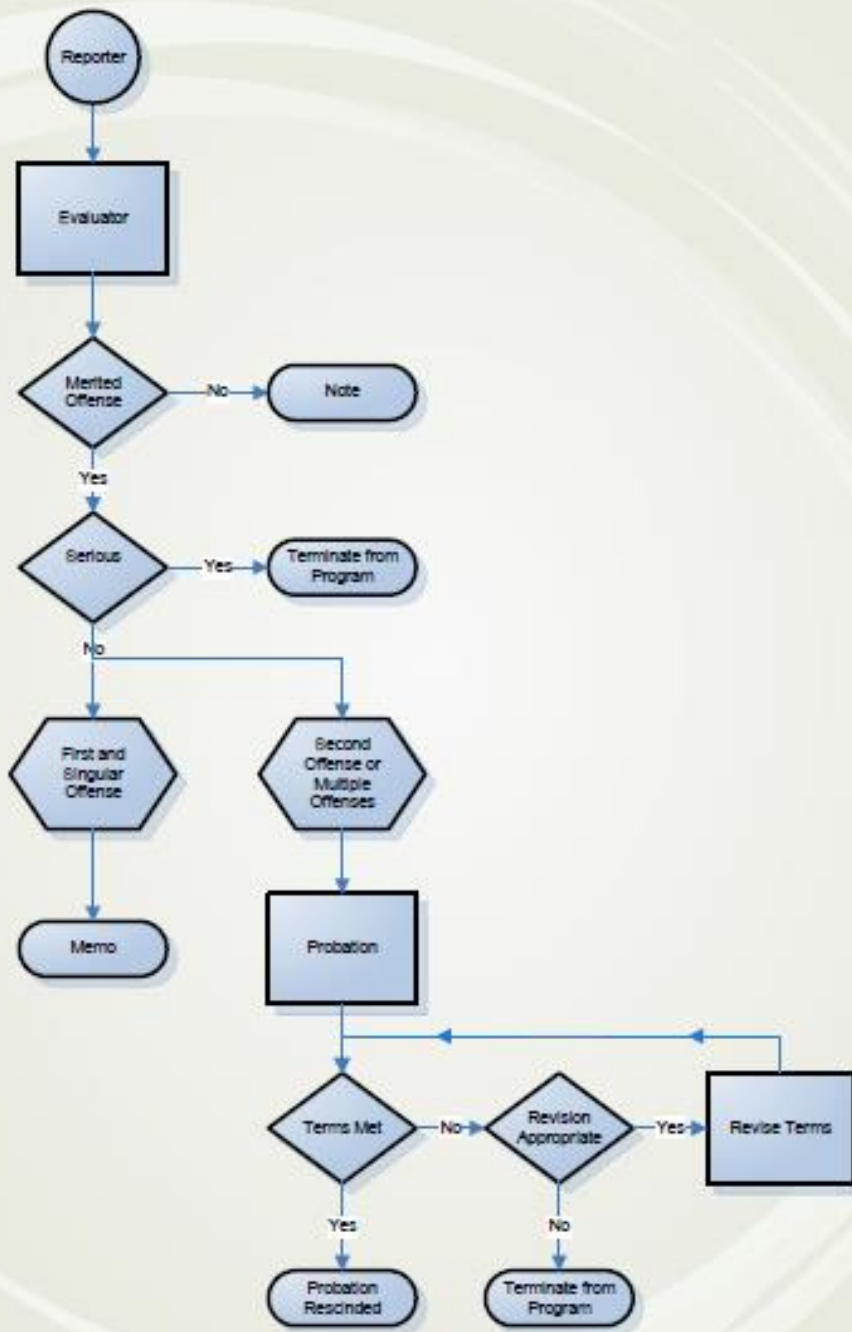
Students' Rights and Responsibilities

Description of student rights and responsibilities are located in the UHD Student Handbook, the UHD Course Catalog, Employment Services webpage, and the UHD Social Work Student Handbook. The key university policies pertaining to these rights and responsibilities are the following:

> Student Rights and Responsibilities Policy, PS 04.A.01;
> Academic Honesty Policy, PS 03.A.19;
> UHD Policy and Procedure System, PS 01.A.01;
> Academic Shared Governance Policy, PS 01.A.03; and
> Student Organization and Activities on Campus Policy, PS 04.A.03

As outlined in Student Rights and Responsibilities Policy, PS 04.A.01, student rights include the following: Access to Higher Education; Freedom from Discrimination; Freedom of Speech, Expression, and Association; Rights of Privacy; Rights of Due Process; Confidentiality of Records; Participation in University Shared Governance; Student Government; Student Organizations. As outlined in PS 04.A.01, student responsibilities include that "the conduct of every student should reflect well on the institution and in no case should include conduct prohibited in section. 3.2.2." Students are responsible for compliance with the policies regarding their conduct, PS 04.A.01 and with Academic Shared Governance Policy, PS 01.A.03.

Students in the Social Work program are encouraged to participate in the student organization**, Social Work Students Community Advocacy Network (SWS-CAN).** Participation in the organization provides students with opportunities for leadership, professional development, input to the Program, and community involvement. Students elect the leadership of the organization and determine the projects and activities of the organization. Each year the social work faculty meets with the organization, and all interested students to discuss the program and student experiences and to gain feedback from the students regarding the program.

Students also have the right to participate in evaluations of their courses, instructors, field placements, and the program. Course and instructor evaluations are conducted at the end of each semester in accordance with the University's Student Course Evaluation Policy, PS 03.A.26. Evaluations of field placements occur at the end of each semester, and consist of a set of common questions, are confidential, and are turned into the Field Director. The Field Director monitors the field evaluations each semester for quality assurance purposes. The Social Work Faculty monitors their course evaluations to maintain course and instructor integrity. The Social Work Faculty considers all evaluations during program planning at all program evaluation meetings; see AS 4.

Nondiscrimination and Human Diversity

"Today, with more than 14,000 students, UHD is the second largest institution in the University of Houston System. UHD is nationally recognized for its outstanding academic opportunities, including accredited programs and productive community partnerships with local businesses, foundations, non-profit organizations, local school

districts, community colleges, and universities. With its technological innovations to enhance pedagogy and learning, UHD has also received national recognition for its wireless campus and offers more online degree programs than any other public university in the region. The University prepares students to thrive in the global economy of the 21st century through innovative degree programs, nationally recognized technology, and interaction with its diverse student population, which is diverse in every sense of the word – in ethnicity, age, financial background, and life situation. U.S. News and World Report has named UHD one of the nation's most ethnically diverse higher education institutions. In 2014, UHD was of only five universities in Texas to receive the Carnegie Foundation's prestigious Community Engagement Classification.

The University of Houston-Downtown's Employment Services and Operations (ESO) department is responsible for attracting, recruiting, developing, and retaining employees who are genuinely committed to promoting the University's mission and core values of excellence, opportunity, and diversity. ESO is committed to serving the needs of its various constituencies by providing guidance in matters of University personnel policies and procedures" (Handbook for Faculty, p. 9).

The following University policies guide activities and behaviors in order to maintain an environment of nondiscrimination for all members of the university community:

PS 02.A.20 Affirmative Action https://www.uhd.edu/administration/employment-services-operations/resources/Documents/PS02A20.pdf

PS 02.A.21 Equal Opportunity Policy https://www.uhd.edu/administration/employment-services-operations/resources/Documents/PS02A21.pdf

PS 10.A.13 Faculty Employment Policy https://www.uhd.edu/administration/employment-services-operations/resources/Documents/PS10A13.pdf

The University of Houston-Downtown adheres to the mandates of the Rehabilitation Act of 1973 (https://www2.ed.gov/policy/speced/reg/narrative.html), the Americans with Disabilities Act of 1990 https://www.ada.gov/law-and-regs/), and the ADA Amendments Act of 2008, as applicable (https://www.eeoc.gov/statutes/americans-disabilities-act-amendments-act-2008).

Each faculty member has an obligation to be aware of SAM 01.D.09 (https://uhsystem.edu/compliance-ethics/_docs/sam/01/1d9.pdf), the UH System Student Academic Adjustments/Auxiliary Aids policy regarding equal education opportunities for students with disabilities.

All relevant personnel policies can be found in the 2019 UHD Faculty Handbook at https://www.uhd.edu/administration/employment-services-operations/resources/Pages/hr-personnel-policy.aspx.

And in total: https://www.uhd.edu/policies/Pages/policies-index.aspx.

Student Rights and Responsibilities policy statements are found in total here: https://www.uhd.edu/sssl/conduct/Pages/student-conduct-policies.aspx.

Specifically, PS04.A.01: Students Rights and Responsibilities, PS04.A.08: Freedom of Expression, SAM 01.D.07: Anti-Discrimination Policy, SAM 01.D.08, Sexual Misconduct Policy, SAM 01.D.09, Student Academic Adjustments/Auxiliary Aids Policy

Appendices

Appendix A: Faculty and Staff Directory

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Vivian Smith Administrative Assistant II College of Public Service One Main Street, Suite C-345 Houston, Texas 77002-1001 Phone: 713-222-5333**;** Fax: 713-223-7409**;** smithv@uhd.edu	**Justin Burton**, MSW Academic Success Coordinator III College of Public Service One Main Street, Suite C-345 Houston, Texas 77002-1001 713-221-8150; burtonj@uhd.edu
Richard Simonds, MSW Director, College Data Analytics College of Public Service One Main Street, Suite C-345 Houston, Texas 77002-1001 713-221-5711; simondsr@uhd.edu	

Appendix B: NASW Code of Ethics

Code of Ethics of the National Association of Social Workers

All students are required to affirm their knowledge of and ability to follow the NASW Code of Ethics in the application process to the Program https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English and https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-spanish

Our Professional Code of Ethics, including our Professional Values are the tools that guide Social Work practice. Each value has an accompanying ethical principle. Please read the Code and reflect upon our Values as a Profession as you contemplate and embark upon Social Work Education:

- Service
- social justice
- dignity and worth of the person
- importance of human relationships
- integrity
- competence.

Appendix C: NASW Membership

Students are encouraged to join the National Association of Social Work. Members have access to news and information pertinent to the profession and professional development. Please refer to NASW's website for additional benefits of membership and for information regarding fees and the application process. To learn more about the process, please visit https://www.socialworkers.org/Membership/Membership-Types.

Appendix D: Social Work Licensure

BSW-level Social Workers can become licensed in Texas by the Texas Board of Social Worker Examiners (TBSWE). Upon graduation from an accredited program, you are eligible to sit for the licensing exam of the Association of Social Work Boards (ASWB). Application, instruction, and fee information can be found at ASWB's and TBSWE's websites: http://www.aswb.org/exam_info.shtml and http://www.dshs.state.tx.us/socialwork/default.shtm

Appendix E: CSWE

The Council on Social Work Education (CSWE) is the sole accrediting body for social work baccalaureate and master's degree programs in the U.S. CSWE sets rigorous standards for educational policy to be followed by programs seeking to earn and maintain accreditation status. To learn more about the competencies that govern our social work program please visit https://www.cswe.org/getmedia/94471c42-13b8-493b-9041-b30f48533d64/2022-EPAS.pdf

Appendix F: Student Resources and Supports

Information regarding availability and administration of these services is published in the *UHD Undergraduate and Graduate Student Catalog*.

A. Financial Assistance. Financial assistance programs are managed through the Office of Scholarships and Financial Aid. The following is a list of programs available through the Office of Scholarships and Financial Aid and for more information on each of the following please visit https://www.uhd.edu/financial/Pages/financial-index.aspx:

1. Grants
    Federal Pell Grant
    Federal Supplemental Equal Opportunity Grant
    Leveraging Educational Assistance Partnership
    TEXAS Grant
    Texas Public Educational Grant
    Undergraduate and Graduate Tuition Grant
    TEACH Grant
    License Plate Insignia Scholarship
    Student Deposit Scholarship

2. Work-Study Programs
    Texas Work-Study and Federal College-Work Study

3. Loans
    Federal Subsidized Stafford Loan
    Federal Unsubsidized Stafford Loan
    Parent PLUS Loan
    Graduate/Professional PLUS Loan

4. Academic Scholarships

5. Tuition and Fee Exemptions
    Hazlewood Act for Veterans
    Benefits for Children of Texas Veterans and Children of Disabled Firemen or Peace Officers

B. Academic Supports. Offers support throughout your academic career to aid in your success as a student. For more information, please visit https://www.uhd.edu/sssl/asc/Pages/asc.aspx.
1. Academic Support Center. The Academic Support Center houses the Math Lab, Reading Center, and Writing Center. Each lab provides one-on-one tutoring with UHD faculty members and peer tutors. The ASC also has computing equipment with learning support software to help students develop mathematical, reading, writing, and THEA skills.

2. ACL. The general Academic Computing Labs (ACL) are located in Suite 800-South in One Main and in C300 in the Commerce Building. There are over 750 computers represented, as well as several laser printers, and six computer-equipped classrooms.

3. Comet Computer Lab. The Criminal Justice Department has a large, dedicated computer lab also located on the 3rd floor with 40 plus fully equipped computers with high-speed Internet connections and printing capacity for student and instructional use.

4. Additional computing support. The entire UHD campus is a wireless environment, which encourages students to make use of the computer and Internet technology resources on campus.

5. Library. Since FY03, more than 1,989 books were purchased in the subject area of Social Sciences or closely related topics. The library currently has access to the entirety of 101 journals that broadly relate to sociology and psychology and social work. For more information please visit, https://www.uhd.edu/library/Pages/library-index.aspx.

C. Office of Disability Services. The Office of Disability Services meets the special needs of students with disabilities in the university. These services are designed to assist students and instructors with placement testing; priority registration and scheduling; academic advising and counseling; and testing accommodation, including taped and enlarged tests, and proctored, extended-time testing. In addition, staff members advise instructors on classroom accommodations, arrange tutoring services, and serve as liaison between students with disabilities and faculty and/or community agencies. The University office of Disability Services provides academic accommodations including all necessary assistive technology available for students with disabilities. Please visit https://www.uhd.edu/sssl/disability/Pages/default.aspx.

D. Academic Counseling Center. Academic counselors are available to provide assistance and guidance to students on academic issues. Counselors work with students on setting goals, managing time, arranging for tutoring in selected subjects, and dealing with unforeseen difficulties that may jeopardize academic success. Support programs are also available to help students with physical or learning disabilities.

E. Physical and mental health services. For more information on all the programs available to students, please visit https://www.uhd.edu/sssl/health/Pages/default.aspx.
1. Student Health Services. Student Health Services focuses on health promotion, disease prevention, and treatment of minor illnesses and injuries.

2. Student Assistance Program. The Student Assistance Program (SAP) is designed to help students maximize their health and effectiveness at home, school or work. Through this program, students receive confidential, personal support for a wide range of issues, from everyday concerns to serious problems. SAP offers a 24-hour hotline for students.

3. Student Life Center, Sports and Fitness provides members with programs and facilities that offer vigorous, fun-filled, health-promoting, physical activity conducive to wellness and personal development. Connect with this exciting benefit for students and faculty at https://www.uhd.edu/sssl/sports-fitness/Pages/default.aspx.

F. Additional Supports.
1. Veteran's Affairs. Veteran's Affairs assists veterans, reservists, guardsmen, and dependents of disabled or deceased veterans of the U.S. Armed Forces. Visit https://www.uhd.edu/sssl/veterans/Pages/default.aspx for more information.

2. Career Services. Career Services offers support, information, and counseling to students and alumni who wish to explore their career options. This office helps students develop academic and extracurricular programs to support and enhance career options. Take advantage of the expertise in this department at https://www.uhd.edu/sssl/career/Pages/career-services-overview.aspx.

Appendix G: APA Paper Format

Unless otherwise determined by the course instructor, students taking social work courses should follow the American Psychological Association's (APA) style guide for written work. All students admitted to the social work program should purchase the latest edition of the Publication Manual of the American Psychological Association to use in their coursework. Individual instructors may require other format styles.

Appendix H: Graduation

Social Work students should apply for graduation at the beginning of the Fall, Spring or Summer term in which they anticipate they are eligible to graduate. Students must complete a graduation application and submit it along with any fees or required documentation to their Social Work Academic Success Coordinator by the application deadline. Application, dates, instructions and additional information can be found on the Social Work webpage at www.uhd.edu/BSW. Please check with the Social Work Faculty or staff if you are having any difficulty with the fees associated with Graduation.