## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose and Use of Student Handbook</td>
<td>3</td>
</tr>
<tr>
<td>Carlow University and Program Mission Statements</td>
<td>4</td>
</tr>
<tr>
<td>Nondiscrimination Policies</td>
<td></td>
</tr>
<tr>
<td>University</td>
<td>4</td>
</tr>
<tr>
<td>Department of Social Work</td>
<td>5</td>
</tr>
<tr>
<td>Program Goals</td>
<td>5</td>
</tr>
<tr>
<td>Program’s Educational Competencies</td>
<td>6</td>
</tr>
<tr>
<td>General Information</td>
<td>6</td>
</tr>
<tr>
<td>Curriculum Content</td>
<td>7</td>
</tr>
<tr>
<td>Social Work Curriculum Guide (Traditional)</td>
<td>9</td>
</tr>
<tr>
<td>Social Work Curriculum Guide (Transfer)</td>
<td>10</td>
</tr>
<tr>
<td>Educational Policy and Accreditation Standards</td>
<td>12</td>
</tr>
<tr>
<td>University Admission</td>
<td>13</td>
</tr>
<tr>
<td>Admission to Advanced Level of the Program</td>
<td>13</td>
</tr>
<tr>
<td>Transfer Students</td>
<td>15</td>
</tr>
<tr>
<td>Social Work Admission Application</td>
<td>16</td>
</tr>
<tr>
<td>Registration of Courses</td>
<td>18</td>
</tr>
<tr>
<td>Academic Advisers</td>
<td>18</td>
</tr>
<tr>
<td>Credit Load per Semester</td>
<td>19</td>
</tr>
<tr>
<td>Field Placement</td>
<td>19</td>
</tr>
<tr>
<td>Discontinuance from Field Placement</td>
<td>21</td>
</tr>
<tr>
<td>Student Records</td>
<td>22</td>
</tr>
</tbody>
</table>
PREFACE

Purpose and Use of the Student Handbook

The Social Work Student Handbook is designed to provide information that you will need to complete the Bachelor of Social Work degree. It contains information that will help you to plan your program of study for the Social Work major. Based on the Social Work values of self-determination and respect for the individual, this information will assist you in planning and assessing your progress in the major.

Some of these policies have been set by the University’s curriculum approval process. Others have been set by the Social Work Department for admission into the Program, and others were set by the faculty for field placement and appear in the Field Manual. The Social Work Student Organization and University advising and registration procedures set additional policies. These procedures are included in this Handbook. Your academic advisor will be happy to assist you in any of these areas. Please remember, it is ultimately your responsibility to learn and meet requirements that are outlined in the Handbook.

Pennsylvania State Board of Social Workers, Marriage and Family Therapists and Professional Counselors Act Regulations.

It is important for students who are considering the profession of social work to be aware of these regulations. Refer to the following web site. www.dos.state.pa.us/bpoa/LIB/bpoa/20/10/socwkbd-act.pdf.

Note: among the many qualifications necessary for licensure in Pennsylvania, according to the Board, the following regulation holds:

An applicant shall be qualified for licensure to hold oneself out as a licensed social worker, provided he or she submits proof satisfactory to the board that:

1) He or she is of good moral character.
2) He or she has received a master’s degree in social work from an accredited school of social work or social welfare or a doctoral degree in social work.
3) He or she has passed an examination duly adopted by the board.
4) His or her application has been accompanied by the application.
5) He or she has not been convicted of a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as The Controlled Substance, Drug, Device and Cosmetic Act, or of an offense under the laws of another jurisdiction, which, if committed in this Commonwealth, would be a felony under The Controlled Substance, Drug, Device and Cosmetic Act, unless: please refer to the PA Social Workers, Marriage and Family Therapists and Professional Counselors Act for details.

Students must realize that successful completion of the Social Work Program does not guarantee the right to a position or the right to licensure in Pennsylvania or in any other jurisdiction. In addition, students may be asked to obtain Child Abuse and Criminal Background clearances as pre-requisites to a volunteer or field placement experience.
CARLOW UNIVERSITY MISSION

Carlow University, a Catholic, women-centered, liberal arts institution embodying the heritage and values of the Sisters of Mercy, engages its diverse community in a process of life-long learning, scholarship, and research. This engagement empowers individuals to think clearly and creatively; to actively pursue intellectual endeavors; to discover, challenge, or affirm cultural and aesthetic values; to respond reverently to God and others; and to embrace an ethic of service for a just and merciful world. The mission enhances the creative learning environment, enabling persons of diverse racial and cultural groups to share their values with one another. Dedication and excellence on the part of faculty and staff is required to carry out the mission. It also requires that personal actions and behaviors of faculty and staff model the mission statement. For that reason, the University makes every effort to hire faculty and staff who have excellent professional qualifications and who strongly support the mission of the University and are sensitive to religious beliefs.

SOCIAL WORK DEPARTMENT MISSION STATEMENT

The primary mission of the Carlow University Social work department is to educate and prepare students for generalist social work practice with individuals, groups, communities, and organizations. Generalist social work education is based on a liberal arts background and social work foundation that includes ethics, values, skills, and knowledge. The program is committed to the promotion of leadership, especially for women, and a belief in compassionate service for the empowerment of the populations we serve. This practice is governed by the NASW Code of Ethics that reflects and advocates for social justice, change, and the alleviation of human suffering in personal and professional life.

This Program’s mission is guided by that of the University as we educate students in the area of effective communication, critical thinking, lifelong learning, and as students become aware of and sensitive to other cultures and values.

NONDISCRIMINATION POLICY

Believing that we are members of a global community and that education must contribute to the creation of a just and peaceful world, Carlow accepts the challenge to be a multicultural community of learners. Multicultural, for us, is inclusive of diverse cultures, religions, races, languages, nationalities, dialects, sexual orientations, and perceived socio-economic status. According to this broad definition, we believe that every facet of Carlow should be multicultural: curriculum, student life, and composition of students, faculty and staff. Most importantly, we believe that our attitudes and behavior must reflect a deep and active appreciation of multicultural diversity and inclusiveness.
DEPARTMENT OF SOCIAL WORK
NONDISCRIMINATION POLICY

The Carlow University Social Work Department is committed to the standard of non-discrimination. This policy is discussed with students and is included in all course syllabi. It appears in the Social Work Handbook, the Field Manual, and the University Catalog. The policy is also shared with all Advisory Board members. The non-discrimination policy states:

The Carlow University Social work department is committed to a policy of non-discrimination on the basis of religion, race, gender, nationality, age, sexual orientation, perceived socio-economic status, or disability. This policy applies to all aspects of the program including admission, retention, and discontinuance.

THE GENERALIST PERSPECTIVE

Generalist social work practice uses a problem solving process that involves engagement with micro, mezzo, and macro systems. This process includes values and ethics such as self-determination and confidentiality infused throughout every major course and integrates the foundation areas of the profession including diversity, challenged populations, and social justice. These processes are discussed using a framework of theories such as: holistic, bio/psychosocial/spiritual, ecological, and person-in-system perspectives.

PROGRAM GOALS

The goals of the Carlow University Social work department are as follows:

1. To prepare students for generalist social work practice with the skills, values, ethics, and knowledge to work with diverse populations of various sizes including individuals, families, groups, communities, and organizations.

2. To provide students with a foundation of liberal arts and scientific inquiry that links to the professional foundation of social work and prepares students for admission into an MSW program as well as entry-level professional practice.

3. To offer students (primarily women) personal, academic, and professional development which will encourage lifelong learning, self-evaluation, and empower them to apply these skills to the profession and the community.

4. To prepare and promote students’ ability to gain knowledge of and experience with contemporary social issues, to respond to issues with practice that is driven by policy, to acquire the necessary skills required to evaluate practice, institute change and understand how those changes impact various constituencies.
PROGRAM’S EDUCATIONAL COMPETENCIES

The program’s educational principles mirror the Council on Social Work Education (CSWE) Curriculum Policy Statement noted in the CSWE Handbook of Accreditation Standards and Procedures. These ten competencies act as guiding principles for the social work major and as a means by which to measure successful completion of necessary social work outcomes.

1. Identify as a professional social worker and conduct oneself accordingly.
2. Apply social work ethical principles to guide professional practice.
3. Apply critical thinking to inform and communicate professional judgments.
4. Engage diversity and difference in practice.
5. Advance Human rights and social and economic justice.
6. Engage in research-informed practice and practice-informed research
7. Apply knowledge of human behavior and the social environment.
8. Engage in policy practice to advance social and economic well-being and to deliver social work services.
9. Respond to contexts that shape practice.
10. Engage, assess, intervene, and evaluate with individuals, families, groups, organizations, and communities.

GENERAL INFORMATION

The Social Work Department is fully accredited by the Council on Social Work Education. This provides an opportunity for graduates of the BSW program to receive advanced standing for the MSW degree.
CURRICULUM CONTENT FOR A BACHELOR IN SOCIAL WORK

Social Workers must demonstrate proficiency and competence in 9 professional areas:

1. **Professional Values and Ethics**
   The BSW has an integral relationship to social work purposes and to the fundamental values, knowledge, and skills of social work. The Code of Ethics guides all practice for professional social workers. Values include the rights of self-determination, the dignity and worth of all humans, the uniqueness of individuals, and the rights to resource opportunities. These concepts are infused throughout the entire curriculum.

2. **Diversity**
   The social work profession, by virtue of its system of ethics, its traditional values, commitments, and its long history of work in the whole range of human services, is committed to preparing students to understand and appreciate cultural and social diversity. Differences and similarities in the experiences, needs, and belief of people is infused throughout all courses and experiences.

3. **Special Populations**
   The social work department provides content related to oppression and to the experiences, needs, and responses of people who have been subjected to institutionalized forms of oppression. It also specifically provides content on ethnic minorities of color and women. Content is infused throughout the curriculum.

4. **Social and Economic Justice**
   Students develop an understanding of the dynamics and consequences of economic justice, including all forms of human oppression and discrimination. Theory and practice content presents strategies for achieving social economic justice and combating cause and effects of oppression.

5. **Human Behavior and Social Environment**
   In keeping with social work’s person-in-environment focus, students need knowledge of individuals as they develop over the life span and have membership in families, groups, organizations, and communities, students need knowledge of the relationships among human biological, social psychological, and cultural systems as they affect and are affected by human behavior.

6. **Social Welfare Policy and Services**
   The major aims of study in this area are to prepare professionals to function as informed and competent practitioners in providing services and as knowledgeable and committed participants in efforts to achieve change in social policies and programs. Students are expected to develop skills in the use and application of scientific knowledge to the
analysis and development of social welfare policy and services. They should know the structure of service programs and the history of the organized profession and other social welfare institutions. Social work means to advance the achievement of social work goals and purposes. Courses in the sequence include: Introduction to Social Work, Introduction to Social Welfare, and Social Welfare Policy Analysis.

7. Social Work Practice
Social Work Practice embraces multiple methods and models, including generalist practice and a variety of concentrations. Social Work Practice occurs with individuals, families, small groups, organizations, and communities. The curriculum content relating to practice must include a knowledge base and practice skills. The practice skills taught for use in any practice context and with any size system must reflect an integration of professional purposes, knowledge, and values. The practice courses offered include: Theories and Methods of Practice, Social Work with Individuals, Social Work with Families, Social Work with Groups, and Human Behavior and Social Environment Community Praxis.

8. Research
Informed criticism and a spirit of inquiry are the basis of scientific thinking and of systematic approaches to the acquisition of knowledge and the application of it to practice. The content on research should impart scientific methods of building knowledge for practice and of evaluating service delivery in all areas of practice. Research Methods for Social Sciences and Research Methods II and statistics are required of all social work majors.

9. Field Practicum
The 500-hour field practicum is an integral part of the curriculum in social work education. It engages the student in supervised direct service activities, providing practical experience in the application of the theory and skills acquired in all the foundation areas. The objective of the practicum is to produce a professionally reflective, self-evaluating, knowledgeable, and developing social worker.

The practicum begins during the fall and ends in the spring semester of the senior year. Students begin to prepare for generalist practice by integration of knowledge and skills through agency experiences. Seminars are taken concurrently to promote self-awareness as well as integration of theory and practice.

Carlow University is committed to the total development of the student as reflected in the mission statements of the University and the Social Work Department. One method of achieving this is to promote a strong liberal arts education. Students complete a liberal arts base through the fulfillment of all Core Curriculum requirements.

Students should refer to the Carlow Catalog to review the University Core Curriculum.
CARLOW UNIVERSITY
SOCIAL WORK MAJOR CURRICULUM

Freshman Year

FALL
CC100 College Writing & Research 3cr
CC101 Presentation & Argumentation 3cr
SW104 Intro to Social Work (S) (SL) 3cr
SSC100 Seminar on Self 3cr
SSC110I Social Science Theories & App 3cr
Soc. Sci. FYE 1cr

SPRING
CC102 Quantitative Reasoning 3cr
PY101 Intro to Psychology 3cr
BIO230I Bio Basis of Behavior 3cr (N)
BIO231 Biology Lab 1cr
SSC120 Interpersonal/Relational 3cr
SSC130 Self in Communities 3cr

Sophomore Year

FALL
+SW201 Intro to Social Welfare 3cr
+SW302 SW with Individuals 3cr
+SW301 Writing Lab for SW302 1cr
+SW214 HBSE I 3cr
+SW270 Cultural Awareness 3c. (G)
SO152 Intro to Sociology 3c.

SPRING
Math115 Statistics 3cr (M)
++SW204 Theories & Methods 3cr
LAI course 3cr
++SW216 Com/Org/Praxis 3cr
*LAi course 3cr

Junior Year

FALL
+SW304 Families 3c. 
*LAI course 3cr
*LAI course 3cr
+SW421 Research I 3cr
+SW422 Research II 3cr
*

SPRING
++SW305 Groups 3cr
Elective 3cr
LAI course 3cr
++SW406 Field Placement II 5cr
++SW407 Field Seminar II 1cr
Elective 3cr

Senior Year

FALL
Elective 3cr
Elective 3cr
+SW 402 Field Placement I 5cr
+SW 405 Field Seminar I 1cr

SPRING
*LAI 3cr
Elective 3cr
++SW 406 Field Placement II 5cr
++SW 407 Field Seminar II 1cr
Elective 3cr

Total credits in Curriculum Guide -120
Graduation credits needed 120
Major credits needed 49
Support electives should be chosen in consultation with your faculty advisor.
*--200 level or higher
*If you choose to take Py301 or MAT106 as your statistics course, you must take MAT110 or 120
first to meet the Math requirement for the University.

Students must apply to the Upper-Level of the Social Work Program after successful completion of the following courses: CC100, CC101, CC102, SW104, SW201, SW214, SW301, SW302, BIO, MAT 110,120 or MAT 115; PY101, SO152, and 100 documented volunteer hours in a social work related area.
+ OFFERED IN FALL ONLY
++OFFERED IN SPRING ONLY
CARLOW UNIVERSITY
SOCIAL WORK MAJOR CURRICULUM
Transfer Students

Freshman Year

<table>
<thead>
<tr>
<th>FALL</th>
<th>SPRING</th>
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<tbody>
<tr>
<td>CC100 College Writing &amp; Research 3 cr.</td>
<td>CC102 Quantitative Reasoning 3 cr.</td>
</tr>
<tr>
<td>CC101 Presentation &amp; Argumentation 3 cr.</td>
<td>SO152 Intro to Sociology 3 cr.</td>
</tr>
<tr>
<td>PY101 Intro to Psychology 3 cr.</td>
<td>BIO157 Contemporary Biology (N) 4 cr.</td>
</tr>
<tr>
<td>SW104 Intro to Social Work (S) (SL) 3 cr.</td>
<td>LAI 3 cr.</td>
</tr>
<tr>
<td>Soc. Sci. FYE 1 cr.</td>
<td>LAI 3 cr.</td>
</tr>
<tr>
<td></td>
<td>13 cr.</td>
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<td></td>
<td>16 cr.</td>
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Sophomore Year

<table>
<thead>
<tr>
<th>FALL</th>
<th>SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>+SW201 Intro to Social Welfare 3 cr.</td>
<td>Math 110 or Math 120 (M) 3 cr.</td>
</tr>
<tr>
<td>+SW302 SW with Individuals 3 cr.</td>
<td>++SW204 Theories &amp; Methods 3 cr.</td>
</tr>
<tr>
<td>+SW301 Writing Lab for SW302 1 cr.</td>
<td>Elective 3 cr.</td>
</tr>
<tr>
<td>+SW214 HBSE I 3 cr.</td>
<td>++SW216 HBSE II/Communities 3 cr.</td>
</tr>
<tr>
<td>+SW270 Cultural Awareness (G) 3 cr.</td>
<td>*LAI course 3 cr.</td>
</tr>
<tr>
<td>LAI course 3 cr.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>16 cr.</td>
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<td></td>
<td>15 cr.</td>
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Junior Year

<table>
<thead>
<tr>
<th>FALL</th>
<th>SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>+SW304 Families 3 cr.</td>
<td>++SW305 Groups 3 cr.</td>
</tr>
<tr>
<td>*LAI course 3 cr.</td>
<td>Elective 3 cr.</td>
</tr>
<tr>
<td>*Statistics (MAT 115 M) or Py301, Mat106 3 cr.</td>
<td>Interdisciplinary course or LAI 3 cr.</td>
</tr>
<tr>
<td>+SW421 Research 3 cr.</td>
<td>++SW422 Research II 3 cr.</td>
</tr>
<tr>
<td>*LAI or Elective 3 cr.</td>
<td>++SW303 Social Welfare Policy 3 cr.</td>
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<td></td>
<td>15 cr.</td>
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</table>

Senior Year

<table>
<thead>
<tr>
<th>FALL</th>
<th>SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective 3 cr.</td>
<td>*LAI 3 cr.</td>
</tr>
<tr>
<td>Elective 3 cr.</td>
<td>Elective 3 cr.</td>
</tr>
<tr>
<td>+SW 402 Field Placement I 5 cr.</td>
<td>++SW 406 Field Placement II 5 cr.</td>
</tr>
<tr>
<td>+SW 405 Field Seminar I 1 cr.</td>
<td>++SW 407 Field Seminar II 1 cr.</td>
</tr>
<tr>
<td>*LAI course 3 cr.</td>
<td>Elective 3 cr.</td>
</tr>
<tr>
<td></td>
<td>15 cr.</td>
</tr>
</tbody>
</table>

Total credits in Curriculum Guide-120

Graduation credits needed 120

Major credits needed 49

Electives should be chosen in consultation with your faculty advisor.

*If you choose to take Py301 or MAT106 as your statistics course, you must take MAT110 or 120 first to meet the Math requirement for the University.

Students must apply to the Upper-Level of the Social Work Program after successful completion of the following courses: CC100, CC101, CC102, SW104, SW201, SW214, SW301, SW302, BIO, MAT 110,120 or MAT 115; PY101, SO152, and 100 documented volunteer hours in a social work related area.

+ OFFERED IN FALL ONLY
++OFFERED IN SPRING ONLY
SUGGESTED ELECTIVES

CM 225  POLITICAL COMMUNICATION
CM 236  GENDER DIFFERENCES IN COMMUNICATION
CM 357  COMMUNICATION ETHICS
CM 370  COMMUNICATION AND HEALTH CARE
PL 101  INTRODUCTION TO POLITICS and GOVERNMENT (E)
PL 201  AMERICAN GOVERNMENT: FEDERAL
PL 202  AMERICAN GOVERNMENT: STATE AND LOCAL
PY 203  PERSONALITY THEORY
PY 205  CHILD PSYCHOLOGY
PY 208  ADOLESCENT AND ADULT DEVELOPMENT
PY 209  ABNORMAL PSYCHOLOGY
PY 240  PSYCHOLOGY OF BLACK AMERICANS
PY 265  PSYCHOLOGY OF WOMEN
PY 303  INTRODUCTION TO COUNSELING
PY 287  COUNSELING AND THERAPY FOR THE AGED, SICK AND DYING
PY 414  COUNSELING AND THERAPY FOR ALCOHOL AND DRUG ADDICTION
SO 151  CULTURE AND SOCIETY
SO 180  INTRODUCTION TO CRIMINOLOGY
SO 215  FAMILY AND SOCIETY
SO 225  MINORITIES AND THE LAW
SO 230  WOMEN IN CULTURE AND SOCIETY
SO 251  CROSS CULTURAL CHILD REARING (W)
SO 260  URBAN COMMUNITY
SO 314  SOCIAL PROBLEMS
SO 315  JUVENILE DELINQUENCY
SO 328  AMERICAN WOMEN AND THE LAW
SO 405  CONTEMPORARY SOCIOLOGICAL THEORY
SW 216  WOMEN, WORK, and WELL BEING
SW 218  FORENSIC TREATMENT AND CORRECTIONS
SW 226  NETWORKING IN THE COMMUNITY (SL)
SW 279  IMPACT OF TRAUMA
SW 404  DEATH AND DYING (G)
SW 430  CRISIS INTERVENTION
SW 460  CHILD ABUSE and MALTREATMENT
Functions of CSWE Educational Policy and Accreditation

1. **Educational Policy**
The Educational Policy promotes excellence, creativity, and innovation in social work education and practice. It sets forth required content areas that relate to each other and to the purposes, knowledge, and values of the profession. Programs of social work education are offered at the baccalaureate, masters, and doctoral levels. Baccalaureate and master’s programs are accredited by CSWE. This document supersedes all prior statements of curriculum policy for baccalaureate and master’s program levels.

2. **Accreditation**
Accreditation ensures that the quality of professional programs merits public confidence. The Accreditation Standards establish basic requirements for baccalaureate and master’s levels. Accreditation Standards pertain to the following four program elements:

- Mission and Goals
- Explicit Curriculum
- Implicit Curriculum
- Assessment and Continuous Improvement

3. **Program Competencies**
Social work education is grounded in the liberal arts and contains a coherent, integrated professional foundation in social work.

1. Identify as a professional social worker and conduct oneself accordingly.
2. Apply social work ethical principles to guide professional practice.
3. Apply critical thinking to inform and communicate professional judgments.
4. Engage diversity and difference in practice.
5. Advance Human rights and social and economic justice.
6. Engage in research-informed practice and practice-informed research
7. Apply knowledge of human behavior and the social environment.
8. Engage in policy practice to advance social and economic well-being and to deliver social work services.
9. Respond to contexts that shape practice.
10. Engage, assess, intervene, and evaluate with individuals, families, groups, organizations, and communities.
ADMISSION TO THE UNIVERSITY
There are two categories under which students may enroll at Carlow: Matriculated and Non-Matriculated students.

Matriculated students are officially admitted to the University in a certificate, certification or degree-granting program, based upon an evaluation of academic credentials. Non-matriculated students are students that are taking courses and have not yet officially enrolled in a certificate or degree-granting program. Non-Matriculated students need not submit credentials before enrolling for classes.

Traditional freshman candidates for admission to Carlow University must present high school records, class rank and SAT or ACT scores. A recommendation from the secondary school principal, a teacher or guidance counselor may be submitted if the student chooses to do so. A personal interview is strongly recommended. In general, the University requires at least a B average, and rank in the upper two-fifths of her class.

Once Social Work is declared as a major, each student will have personal advisement by a Social Work faculty member. The Social work department does not grant social work credit for life experience as previous work experience.

ADMISSION TO THE ADVANCED LEVEL OF THE SOCIAL WORK PROGRAM
Students identified as social work majors may be considered for admission to advanced level courses of the Carlow University Social Work Department after completion of the courses listed below. An application is included in this Handbook, or a copy may be downloaded from the Carlow University Web Site. Please contact your academic advisor if you have questions.

Admission to the advanced level of the social work program is a formal process and students may apply by completing an application. The application includes a personal statement, two letters of reference, and documented supervised (100) volunteer hours at a social service agency. Students must have a GPA of 2.5 to be fully admitted into the Advanced Level of the Program. Students with a GPA below 2.5 may be admitted on a one semester provisional basis. Prior to completion of the application students should schedule a meeting with their academic adviser. Once the application is complete it should be forwarded to the admissions committee so that an interview can be scheduled. The following courses should be completed before application is made:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CC 100</td>
<td>University Writing and Research</td>
<td>100 volunteer hours with a social service agency</td>
</tr>
<tr>
<td>CC 102</td>
<td>Quantitative Reasoning</td>
<td>SW 104 Introduction to Social Work</td>
</tr>
<tr>
<td>CC101</td>
<td>Presentations and Argumentation</td>
<td>SW 201 Introduction to Social Welfare</td>
</tr>
<tr>
<td>PY 101</td>
<td>Introduction to Psychology</td>
<td>SW 214 Human Behavior and Social Environment</td>
</tr>
<tr>
<td>BIO 157</td>
<td>Biology</td>
<td>SW301 Social Work Writing Lab</td>
</tr>
<tr>
<td>BIO230I</td>
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<tr>
<td>MAT110, MAT120 or MAT115</td>
<td></td>
<td>SW 302 Social Work with Individuals</td>
</tr>
<tr>
<td>SO 152</td>
<td>Introduction to Sociology</td>
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</tr>
</tbody>
</table>

Students who have identified themselves as a Social Work majors should complete all aforementioned courses prior to taking other Social Work courses, and must apply for admission to the advanced level of the Program, meet admission criteria, and be accepted by the Program Admissions Committee.
In order to progress from one semester to the next, students must:
1. complete the program of study in the prescribed sequence
2. maintain an overall average of 2.5
3. earn a minimum of “C” in all social work required courses, and
4. talk with their advisor each midterm to review individual progress, attitudes and values, responsibility, and appropriateness of program fit.

Procedure for Formal Application

1. Submit the completed, typed application, a current resume, a current (unofficial) transcript, personal statement, verification of volunteer hours, and two letters of reference that attest to applicant’s responsibility and aptitude in social work. All information should be sent by November 15th to:

   Dr. Marsha Frank, Admissions Committee Chair
   Carlow University Social Work Department
   Antonian Hall, Fifth Floor
   Pittsburgh, PA 15213

   Note: Only complete applications will be reviewed. All of the above materials should be submitted by students as one package with the exception of reference or verification letters being mailed either by (e-mail or U.S. Mail) directly to the above address.

2. Upon receipt of a complete application, the Admissions Committee Chair will schedule an oral interview with the Program Admissions Committee. The interview with the Program Admission Committee seeks to clarify the student’s interest in the social work major and the student’s preparedness for the high level of maturity and emotional demands the major requires. The decision of the Committee is based on submitted materials, the oral interview, and documents pertinent to the student’s University academic career, and the Admissions Committee Evaluation Form. Students should wear attire appropriate for a job interview to the oral interview.

3. Following the Committee’s review of all the above, the Committee’s decisions are forwarded to the Chair of the Social Work Department. Upon review, each applicant is sent a letter which indicates the decision was “Accept,” “Conditionally Accept,” or “Reject” the Application. Students who receive a conditional acceptance letter are expected to adhere to the conditions outlined in the admissions letter. These students will be re-interviewed by an individual to re-assess their interest and preparedness within the subsequent year and at the time a decision will be made to accept, reject, or in special circumstances to continue the conditional acceptance with new conditions.

Students who do not satisfy the admission requirements to the advanced level of the program and are rejected may not continue to take Social Work required courses, with the exception of elective courses that are open to the University in general. Students admitted on a provisional status may continue to take social work required courses with close supervision and remedial work if needed.
Performance at the “Accepted” status is required for entrance into field placement. Thus, attainment and maintenance of a 2.5 grade point average is necessary. Students must also demonstrate behavior that complies with the NASW Code of Ethics.

TRANSFER STUDENTS

In general, students from community colleges who have earned an Associate in Arts degree and most who have earned an Associate in Science degree can make a smooth transfer into Carlow University. Carlow participates in the PA TRAC program.

Students who transfer prior to the completion of the associate degree or who transfer from four-year institutions should have a QPA of 2.0 (on a 4.0 system). Course work will be evaluated on a course-by-course basis. Credit is generally given for courses in which the student earned a C or better. Course credit for life experience is not granted by the Carlow University Social Work Department.

Carlow students who choose to take a course at another institution must first obtain the authorization of their faculty adviser and the Academic Dean prior to registering for that course. A copy of the completed authorization form will then be sent to the Office of the Registrar. It is the student’s responsibility to request that an official transcript be forwarded to the Carlow University Office of the Registrar upon completion of the course.
Carlow University  
Department of Social Work  
Application to Advanced Level of Program

I. Name__________________________________________ Date____________________

Home Address______________________________________

City_________________________________________ Zip Code____________________

H: Phone_________________ Cell_________________ E-mail____________________

Campus Address___________________________________

Student Status: Full-time____ Part-time____ Gender____

Total Credits Completed: Social Work Courses_______ Credits at Carlow________

List all Social Work Courses Completed:__________________________________________

________________________________________________________________________

Currently Enrolled Social Work Courses________________________________________

________________________________________________________________________

Grade Point Average (GPA)____________

II. Personnel Statement: Please address the following questions in 3-4 double-spaced typed
pages. Your structured responses will assist the committee members in evaluating your
readiness for admission into the Advanced Level of the Social Work Program. Provide
specific examples where helpful.

1. A discussion of your understanding of the social work profession.
2. A description of your personal qualities that fit well with the social work profession.
3. A description of people and/or events that influenced your interest in the social work
profession.
4. A comprehensive assessment of your oral and written communication skills and
identify areas that need improvement.
5. A description of your leadership skills and experiences and their future application.
6. An in-depth description of your strengths and limitations. Identify those that might
affect your performance during your academic studies or professional practice (i.e.,
flexibility, role adaptation, working with diverse populations/communities.
7. Statements of your professional career objectives and goals.
III. Attach a copy of your resume. Include all your volunteer and paid human service experiences. Provide verification for all volunteer experiences and indicate the number of volunteer hours and the types of activities you performed. Students should have completed at least 100 hours. Students who have completed an internship at another institution can have this requirement waived through the Department Chair with verification.

IV. Two letters of reference from individuals who can identify the student’s strengths, weaknesses, specific skills, and suitability for social work. No letters will be accepted from Carlow Social Work faculty and only one may be from a Carlow faculty member outside the Department. Letters must be mailed to the Social Work Department Admissions Committee Chair at the address below.

Please return this application to:

Dr. Marsha Frank
Social Work Admission Committee Chair, Department of Social Work
Carlow University
3333 Fifth Avenue
AN 502
Pittsburgh, PA 15213

All materials are due by November 15\textsuperscript{th} for review.
REGISTRATION FOR COURSES

It is to your advantage to meet with your faculty adviser prior to registration deadlines to complete registration. Before you come in for pre-registration, you should review your schedule of courses and prepare a rough schedule of the courses you think you need to fulfill your requirements. The Course Curriculum Guide is located on page 9-10 of this Handbook. During your advising meeting, your adviser will assist you in planning a schedule that meets your degree requirements. Students beyond the first year may self-register using Webadviser. If you choose to register with your adviser please make an appointment during your eligible advising date. A student is officially registered for a course when his/her name appears on the official class roster. Changes in registration without financial or academic penalty may be made during the add/drop period, normally 12 to 14 days after classes begin.

Social Work Faculty Advisers:

Sheila Roth, Ph.D., LCSW
Department Chair, Professor, Antonian Hall 501, (412) 578-6025
E-mail: sgroth@carlow.edu

James Kelly, Ph.D., LSW
Field Director, Professor, Antonian Hall 503-B, (412) 578-8853
E-mail: jmkelly@carlow.edu

Marsha Frank, Ph.D., LCSW
Assistant Professor, Antonian Hall 501, (412) 578-6129
E-mail: mfrank@carlow.edu

Jessica Friedrichs, MSW, MPH
Instructor, Grace Library 3rd floor, (412) 578-6522
E-mail: jfriedrichs@carlow.edu

Students are assigned advisers when they declare Social Work as a major. Please contact the registrar’s office or Dr. Sheila Roth if you have questions about your adviser assignment. Typically, your adviser will advise you until you graduate. All Field Placement advising is done by Dr. Jim Kelly. If a student would like to change her/his adviser for any reason she/he may do so without concern. A new adviser must agree to take the student by completing the Change of Adviser Form found in the Registrar’s office (HUB).

You are encouraged to seek out your academic adviser to discuss your academic program, your career goals, and other areas of interest or concern. It is important that your records match those of your adviser. Therefore, share all relevant information with your adviser. Advisers post office hours on their doors. Sign-up sheets are normally posted on adviser’s doors one week before registration so that you can sign up for an appointment. You are encouraged to make an appointment. If conditions prevent you from keeping the appointment or from being on time for your appointment, be sure to inform your adviser. If an adviser is unable to keep an appointment, she/he will make every effort to contact you. (Make sure that your Social Work file always has an up-to-date local address and phone number.) Because of the demands of
registration periods, you are encouraged to make appointments for general academic concerns during less busy periods.

**CREDIT LOAD PER SEMESTER**

The four-year degree program requires the completion of 120 credits. A full time load is between 12-18 credits per semester. The usual course load of a full time student in a semester is between 15 and 16 credits. One credit represents a unit of curricular material that normally is taught in a minimum of 14 hours of classroom instruction as determined by the faculty offering the course or program.

**FIELD PLACEMENT**

Field instruction is an integral part of the curriculum in social work education. The objective of the field placement is to produce a professionally reflective, self-evaluating, knowledgeable, and developing social worker.

During the spring of the junior year, the director of field placement will e-mail all current perspective field students. Students will then complete an application for field placement. The process of selecting agencies and field instructors is outlined in the Field Manual and facilitated by the Director of Field, Dr. Jim Kelly.

Field education has the benefit of allowing students to gain skills and test those skills in a practical setting. The student in field placement is fortunate to have neither the confinement of the classroom nor the pressures of working in the field full time. The student engages in field education by contracting with a social service agency. A field instructor, who in most cases is an MSW prepared social worker, works in cooperation with the faculty liaison and supervises the student. If the agency does not have an MSW available, the student will work with a daily task supervisor and will receive direct supervision from the MSW field instructor.

The time spent in field placement for each student will be three eight-hour days per week for two consecutive semesters (250 hours per semester). The agency hours of service will vary as will the type of services delivered.

Field education objectives involving mandatory micro, mezzo, macro experiences are a part of the total Undergraduate Social work department. Since the field experience complements classroom learning, they must always be viewed as a partnership. The general educational objectives of field education are to assist the student to:

1. Exercise self-directed learning, initiative and responsibility for oneself, one’s work, and continuing education.
2. Gain an understanding of the role of the generalist social workers and form an identity with the profession of social work.
3. Describe his or her role and responsibilities toward clients, agency, and co-workers.
4. Acceptably perform the following social work functions:
   - engagement
   - data collection
   - interviewing and establishing appropriate relationships
   - assessment
   - contracting
   - intervention
   - evaluation
   - termination
   - recording
   - effective utilization of supervision

5. Identify and discuss professional, ethical and value related issues which arise from the experience in the agency.

6. Utilize theories of human behavior and social work methodology in assessing client competence.

7. Articulate the meaning of confidentiality and its implications for social work practice.

8. Conduct his or her professional behavior according to the social work code of ethics.

9. Verbally present, analyze, and discuss case material in contextually appropriate ways, with peers, supervisor(s), and co-workers.

10. Acquire a better understanding of current social issues, problems and programs, and to question current public and private policies and practices in social welfare services.

11. Demonstrate awareness of personal prejudices, biases, and stereotyping, as well as well as the ability to control these biases when working with people from life situations that differ from one’s own.

12. Develop linkages within systems and between systems.

13. Become familiar with community resources and link clients to the appropriate resources.

14. Develop the ability to prepare and implement a plan of intervention, which takes into consideration possible gains and losses, the acceptable range of outcomes and the possible unintended consequences.

15. Demonstrate the ability to meet professional standards and to be progressively accepted as a beginning level social worker.

If you believe that you are ready to apply for field placement please confirm this with your academic adviser. Speak with Dr. Jim Kelly if you have field placement questions.

Once it has been confirmed that you may enter field placement status you will interview at a field site. Following your interviews at potential agency sites, you will meet with the field placement director or field coordinator to finalize your placement selection. The field faculty will make the final decision and must be sure that the student’s learning needs are being met. This evaluative process includes a review of the completed field education plan and learning contract. Consideration will be given to such factors as structure of agency, management styles, and students’ abilities, and the environment most conducive to the student’s learning style.

To enter field placement, you must meet the following criteria:

- Have full acceptance into the advanced level of the social work program.
- Have completed all courses sequentially through SW304. SW305 may be taken
concurrently.

• Have satisfactory standing within the Social work department, including having a 2.5 grade point average overall and in the major.

The Program is committed to providing an educational experience that builds upon the student’s previous experience that allows for diverse practice exposure. For these reasons field placements with a current or former employer is permitted only when it is clear that the proposed site provides MSW supervision, will allow for meeting all the educational needs of field placement, provides opportunity for both growth and diverse experiences and assigned tasks as indicated in the field education plan that are significantly different from daily work activities as assigned by the employer, and is approved by the field instructor.

An orientation session will provide students with the Field Manual, a syllabus, field education plan, learning contract, and the dates and details for the semester’s placement, practicum seminars, conferences, and reports.

DISCONTINUANCE FROM FIELD PLACEMENT

A student may be dismissed from field placement for improper conduct. If for any reason the agency determines that a student’s conduct is inappropriate or that the student has violated the NASW Code of Ethics, the field supervisor should notify both the student and the faculty field coordinator immediately by telephone and in writing. At this point the student may be asked to discontinue field placement until a full evaluation of the incident can be completed. The outcome may vary based on the evaluation.

If incidents are considered minor, consultation with the faculty field coordinator should be made and a meeting should be held with the student to discuss the incident and to correct the situation.

If the incident is considered major, the faculty field coordinator may terminate the student from the field placement course with a grade of “W,” “F,” or “I” as appropriate under the terms of the University Catalog. The faculty liaison should notify the Social Work Department of this incident in writing. A student who wishes to appeal decisions made under this policy should follow the appeals procedure outlined below.

If a student is terminated for non-academic reasons, he/she will have the right of an appeal and due process. The interest of both the student and the profession will be taken into account. The appeal process would begin with the Chair of the Social Work Department. If there is need for further appeal, the student will continue to follow steps of the Carlow University appeal process, which can be found in the University Catalog and the Carlow Student Handbook.

STUDENT RECORDS

All contents of the student’s academic record are open to that particular student for his/her inspection and review, except for confidential letters and recommendations where the student has signed away the right to those letters and recommendations.
PROBATION, ACADEMIC DISCONTINUANCE, 
AND RE-ENTRY

The University Catalog contains the standards and policies for academic probation and academic suspension. Conditions of warning, probation, and suspension, are identified in the Catalog and in the notification to the student. Conditions for re-entry also appear in the Catalog.

According to the Social Work Admission/Retention Policy, a social work major whose average falls below 2.5 is automatically placed on “Conditional” acceptance status.

Students who re-enter with less than a 2.5 must bring their average up to a 2.5 before they can be placed in the “accepted” category and continue advanced major courses.

If a student’s actions and/or language are in violation of the NASW Code of Ethics, the incident and the behavior will be documented in the student’s file and the student will receive a verbal warning. If the student has a second violation, the incident and behavior will be documented in the student’s file and a written warning will be given. In the event that the student has a third violation, the student may be terminated from the Social work department. If termination occurs, the student will be assisted with securing advisement in another academic area.

If a student is discontinued for non-academic reasons, he/she will have the right of appeal and due process. The interest of both the student and the profession will be taken into account. The appeal process would begin with the Chair of the Social Work Department. If there is need for further appeal, the student will continue to follow the steps of the Carlow University appeal process that can be found in the University Catalog.

A student who leaves the University while on “conditional” status in the major must demonstrate that they have met conditions set by the Admissions Committee in their letter of “conditional” acceptance. Simply being readmitted by the University does not automatically mean full acceptance into the Social Work Program.

DISCONTINUANCE FROM THE PROGRAM
FOR PROFESSIONAL REASONS

A student accepted into the social work department is expected to conform to all standards established by the Program and the University. Failure to meet the standards listed below may result in discontinuance from the Program for professional reasons:

1. Violation of the NASW Code of Ethics.
2. Inability to function within the structure of organizations and service delivery systems in which the student will practice.
3. Failure to fulfill obligations to the Social work department, field agency or client, i.e.,
completion of required hours, coming to class or agency in a timely manner, adhering to
dress code, meeting deadlines, completion of goals and referrals for client.
4. Illegal or criminal behavior or record which would preclude social work certification or
licensing.
5. Inability to demonstrate effective use of interpersonal skills necessary for developing a
solid worker/client or worker/peer relationship, i.e., attitude free of judgment,
communicate with respect, allowing self-determination, empathy.
6. Personal issues which inhibit one’s ability to meet performance standards, i.e., alcohol or
chemical dependence, inability to cope with stress and/or problems of daily living,
actions or lack of action that would put another person in danger.
7. Failure to demonstrate professional conduct, which shows respect for human diversity.
8. Failure to maintain professional boundaries, i.e., over-identification, exploitation of
client, sexual relations, extreme self-disclosure.
9. Failure to engage in self-evaluation and inability to accept constructive feedback and
supervision.
10. Inability to express thoughts in written and/or oral form.

Final authority regarding continuance in the Program rests with the Social Work Department
Chair in consultation with the Dean of the Undergraduate College and other necessary
individuals. A discontinuance decision is serious and may have a profound effect on a person’s
future career; therefore, allegations and unverified circumstances will not weigh into the
discontinuance decision. A student may initiate a grievance procedure if there is dissatisfaction
with the discontinuance decision.

GRIEVANCE PROCEDURE

All efforts should be made to reach a resolution of the problem. This can be facilitated through
honest, open, and assertive communication with all parties involved. However, if a resolution is
not reached by informal means, a grievance procedure is available to all students. A grievance is
a dispute or disagreement in regard to bias, prejudice, or unfair treatment in relation to a decision
made by a faculty member. Generally, grades are exempt from grievance. If a grievance is
appropriate, the following steps should be followed:

1. Meet with the faculty member or individual involved in an attempt to resolve the dispute
informally.
2. Discuss concerns with the Academic Adviser.
3. Meet with the Department Chair.
4. If further action is necessary, a meeting should be scheduled with the Academic Dean of
the Undergraduate College. If an agreement is not reached at this point, the student must
document the nature of the grievance, recommend a possible solution, and file it with the
Department Chair in 30 days of the grieved action. This document must be signed and
dated with copies forwarded to all parties involved. The Academic Dean shall respond to
the documented grievance within a 10-day period.
5. If the student continues to be dissatisfied with the findings of the Academic Dean of the
Undergraduate College, a meeting to discuss the grievance should be scheduled with the
Provost.
CLASS ATTENDANCE POLICY

The Social work department expects all students to attend classes on a consistent and regular basis. Students may find that it is necessary to be absent and are expected to notify the instructor in advance of all planned absences. It is the student’s responsibility to contact the instructor as soon as possible following an absence in order to receive course materials distributed during the missed class. An absence is the failure to attend a class during its scheduled time block of 50 to 75 minutes or three-hours.

A student who anticipates an extended absence due to unavoidable circumstances, e.g. hospitalization, unexpected family problems, and military obligations, should contact the instructor as soon as possible.

INCOMPLETE GRADES AND COURSE WITHDRAWAL
Students considering incomplete grades (I) and withdrawal grades (W) must receive instructor’s approval and present sound reasons based on difficulties beyond the student’s control. Students considering these actions must inform their academic adviser of their decisions. Students who do not satisfactorily complete required course work for the course in which the incomplete grade was granted may not be able to continue in the next level of course sequencing because prerequisites would not be completed. An incomplete grade at the end of a course is reserved for those students whose work is passing but who, for good reason, have assignments or examinations to complete. The rating of “I” is changed to “F” by the Office of the Registrar if not removed within six weeks after the next semester begins.

Withdrawal from a course must be made officially in the Office of the Registrar by the student one week after the midterm period. The date is published each year in the course registration book. Grades of students who do not complete a course and who have not withdrawn officially will be listed as “F” or “I” according to the instructor’s judgment.

WRITTEN CLASS ASSIGNMENTS

Students are expected to communicate effectively orally and in writing. These skills are essential to the social work profession. All written assignments must be in proper English and conform to accepted rules of and conventions of good writing.

The quality of written assignment is compromised when a student’s writing skills are poor. A student’s performance suffers when a written assignment contains errors in grammar, misspelled words, improper documentation, and, in general, when a manuscript is poorly prepared. Quality writing skills are required by professional social workers who constantly communicate in writing through case documentation, reports and letters to agency personnel, clients, community members, legislators, funding sources.

Each instructor may establish guidelines for written assignments, but in general, the following rules must be observed:
1. All written assignments, including term papers and reports, must be typed, double-spaced all on one side of white, 8 ½ x 11” paper. All margins should be one inch.

1. Papers should identify a title, include proper documentation, and when required, a bibliography.

2. Prior to submission, written assignments should be proofread for misspellings, errors in grammar and punctuation, coherence. Facts should be checked and documented properly.

3. *The Publication Manual of the American Psychological Association, most recent edition*, has been adopted by the Social work department as the style manual to be used for all written assignments. When other styles should be used, the student will be so advised by the instructor or field agency.

**PLAGIARISM AND CRITICAL THINKING**

Plagiarism is a commission of an act of academic dishonesty and leads to severe penalties in higher education. Forms of plagiarism include copying another student’s work, submitting someone else’s work as your own, and taking ideas from classes or readings and putting them on without acknowledgment, citations or references. Ideas, including paraphrased ones, must be given credit by showing the source with an appropriate citation or reference. Intentional or Unintentional plagiarism threatens the integrity of the student and the University.

Critical thinking is a purposeful mental activity that can be used when writing papers and reports. Critical thinking is more than reading and it allows students to produce and evaluate ideas. Students will not only possess a body of information but will also be able to apply it to academic study and the Social Work profession and demonstrate it to instructors.

**ACADEMIC INTEGRITY**

Carlow students are expected to perform their educational tasks with a high regard for moral and ethical conduct. As an educational institution dedicated to the teaching of values as well as skills, Carlow expects students to assume personal responsibility for their actions. Specific written guidelines defining ethical behavior and the procedures that apply to those guidelines are available to all students in the Carlow University Student Handbook.

**SOCIAL WORK STUDENT ORGANIZATION**

The voice and vehicle for student involvement is the Social Work Association (SWA). In addition, SWA serves as an outlet for service and educational programming that enhances the formal educational experience, assists students in attending social work conferences and workshops, and provides fellowship and support for those pursuing common goals, both as persons and as aspiring social workers.

The Association has its own officers and Constitution. A representative will be identified to meet regularly with department faculty. Membership is open to all students and faculty in the Social work department or who have an interest in social, educational and service programs.
The Association will plan educational and social events. All majors are encouraged to attend at least two meetings a year.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

Always inform the Social Work and HUB Offices of a change of local address or telephone number. A current address and phone number is important, especially when it becomes necessary to contact you in an official capacity to advise of course changes, cancellation of classes, when questions arise about course changes, cancellation of classes, questions that affect your academic status, and to send information from the Social Work Department.

INFORMATION BOARD AND MAIL BOXES

An information board outside Antonian 501 has announcements of meetings and lectures, graduate school opportunities, and other matters of general interest. NASW applications can be found online at NASW.ORG. Meetings and informal gatherings may be scheduled in Antonian 502 through the School for Social Change administrative assistant. Students may also use the lounge area in Antonian 501. Each social work major has an assigned mailbox in Antonian 501. All students are encouraged to check their mailbox regularly for mail and announcements.

STUDENT ORIENTATION

Each fall an orientation meeting is conducted for new students. In addition, during the Theories and Methods of Practice course, an informal orientation session is held for new and returning students each year. The purpose of this meeting is for students to receive information and have a discussion about Program requirements and procedures. This course was chosen to provide program information to all students due to its placement in the curriculum.

Working together we can help you to achieve your goals!