NORFOLK STATE UNIVERSITY

THE ETHELYN R. STRONG SCHOOL OF SOCIAL WORK
BACCALAUREATE PROGRAM

Fall 2020 – Spring 2021
BSW STUDENT HANDBOOK

The Ethelyn R. Strong School of Social Work
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BSW STUDENT HANDBOOK

Program Director

Dr. Quincy Dinnerson, Field Director

Dr. Dungee- Anderson, Dean

Mrs. Waites, Associate Dean

The Baccalaureate Social Work Program at The Ethelyn R. Strong School of Social Work, Norfolk State University, is accredited by the Council on Social Work Education.
# THE ETHELYN R. STRONG SCHOOL OF SOCIAL WORK
## FACULTY

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<td>Dr. Dungee – Anderson, Interim Dean</td>
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<td>Mrs. Carrie Waites, Associate Dean</td>
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<td>Dr. Breshell Nevels, MSW Program Director</td>
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<td>Dr. Viola Vaughan-Eden, PhD. Program Director</td>
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<td>Dr. Shebby Neely-Goodwin, MSW Field Director</td>
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<td>Dr. Quincy Dinnerson, BSW Field Director</td>
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<td>Dr. Sharon Alston</td>
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<td>Dr. Insoo Chung</td>
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<td>Dr. Charles Birore</td>
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<td>Mrs. Roslyn Durham, Child Welfare Stipend Program Coordinator</td>
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<td>Dr. Kirsten Ericksen</td>
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<td>Dr. Liyun Wu</td>
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Ms. Linda Stubbs
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Non-Emergency: 757-823-8102
Emergency: 757-823-9000
Anonymous: 757-823-2148
<table>
<thead>
<tr>
<th>Contents</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Work Education at Norfolk State University</td>
<td>5</td>
</tr>
<tr>
<td>Mission Statements</td>
<td>6</td>
</tr>
<tr>
<td>Mission(s) – University, School, and BSW Program</td>
<td>6</td>
</tr>
<tr>
<td>BSW Program</td>
<td>7-9</td>
</tr>
<tr>
<td>Generalist Social Work Practice</td>
<td>7</td>
</tr>
<tr>
<td>CSWE EPAS 2015 Core Competencies</td>
<td>7</td>
</tr>
<tr>
<td>Program Goals</td>
<td>7-8</td>
</tr>
<tr>
<td>The Structure of the Program</td>
<td>8</td>
</tr>
<tr>
<td>Requirements for the BSW Social Work</td>
<td>8</td>
</tr>
<tr>
<td>BSW Curriculum</td>
<td>9-12</td>
</tr>
<tr>
<td>BSW Courses &amp; Descriptions</td>
<td>9-12</td>
</tr>
<tr>
<td>BSW Curriculum Sheet</td>
<td>14</td>
</tr>
<tr>
<td>BSW Curriculum Sheet – Honors</td>
<td>16</td>
</tr>
<tr>
<td>Child Welfare Stipend Program</td>
<td>19</td>
</tr>
<tr>
<td>Requirements for Admission to the Professional Program</td>
<td>20</td>
</tr>
<tr>
<td>BSW Professionalism Statement</td>
<td>20</td>
</tr>
<tr>
<td>Admission Procedures &amp; Application Process</td>
<td>21</td>
</tr>
<tr>
<td>Matriculation at the professional level</td>
<td>22</td>
</tr>
<tr>
<td>Re-application to the Professional Program &amp; Readmission Process</td>
<td>22</td>
</tr>
<tr>
<td>Transfer Students, Internal Transfer Students &amp; Credits for Life Experience</td>
<td>21</td>
</tr>
<tr>
<td>Requirements for Admission to BSW Field Program</td>
<td>23</td>
</tr>
<tr>
<td>Academic Expectations, Policies and Procedures</td>
<td>24</td>
</tr>
<tr>
<td>Student Rights and Responsibilities</td>
<td>25</td>
</tr>
<tr>
<td>Student Complaint and Academic Protocol</td>
<td>24</td>
</tr>
<tr>
<td>Code of Conduct</td>
<td>24</td>
</tr>
<tr>
<td>Title IX &amp; Equal Opportunity Policy</td>
<td>25</td>
</tr>
<tr>
<td>Academic Advisement</td>
<td>25</td>
</tr>
<tr>
<td>Grading Policy</td>
<td>26</td>
</tr>
<tr>
<td>Removal of “I” Grade</td>
<td>27</td>
</tr>
<tr>
<td>Class Attendance Policy &amp; Academic Honesty</td>
<td>27</td>
</tr>
<tr>
<td>Termination – Academic &amp; Non-Academic</td>
<td>27</td>
</tr>
<tr>
<td>Policies and Procedures for Academic &amp; Professional Standards</td>
<td>29</td>
</tr>
<tr>
<td>Termination for BSW Program</td>
<td>29</td>
</tr>
<tr>
<td>Behaviors meriting assessment &amp; Disciplinary Sanctions</td>
<td>29</td>
</tr>
<tr>
<td>Application for the BSW Degree</td>
<td>30</td>
</tr>
<tr>
<td>Student Organizations and Activities</td>
<td>32</td>
</tr>
<tr>
<td>Student Resources</td>
<td>32</td>
</tr>
<tr>
<td>School of Social Work</td>
<td>32-33</td>
</tr>
<tr>
<td>University Resources</td>
<td>34-35</td>
</tr>
<tr>
<td>American with Disabilities Act (ADA) Statement ) OASIS</td>
<td>36</td>
</tr>
<tr>
<td>The School of Social Work Advisory Board</td>
<td>36</td>
</tr>
<tr>
<td>APPENDIX A – Professional Behaviors</td>
<td>37</td>
</tr>
<tr>
<td>APPENDIX B– Professional and Ethical Expectations for Social Work Students</td>
<td>39</td>
</tr>
</tbody>
</table>
SOCIAL WORK EDUCATION AT NORFOLK STATE UNIVERSITY

Introduction

This 2018-2019 BSW Student Handbook provides information frequently requested. For additional information about University services and policies, please reference the Norfolk State University Catalogue and the Norfolk State University Handbook. These references are available in the campus library and the Baccalaureate Social Work (BSW) Program office.

Social work education began at the then Norfolk State College in February 1960. It was initiated as a pre-social welfare program offered by the Department of Sociology. In June 1969, the University received a grant for the further development of social work education. In July 1969, a separate Department of Social Work was established within the Division of Social Sciences. The Department of Social Work offered a curriculum leading to a Bachelor of Arts degree in Social Work. It was the only Council on Social Work Education approved undergraduate program in Virginia at that time.

In 1971, spear-headed by Dr. Ethelyn R. Strong, founding dean, investigation of the requirements and feasibility of developing a graduate program in social work commenced. The Virginia General Assembly passed legislation in 1972, authorizing Norfolk State University to grant graduate degrees. The School of Social Work was established in 1974 as the first master's program at the University. The first students entered in January 1975, completed the requirements for the MSW degree in December 1977, and were conferred with the degree May 1977.

In August 1977, the undergraduate Social Work Program became a part of the School of Social Work, offering a curriculum leading to the Bachelor of Social Work degree. The Council of Social Work Education accredits both programs. The School was renamed in 1988 as The Ethelyn R. Strong School of Social Work in honor of Dr. Ethelyn R. Strong, founding dean, and Dean Emeritus. It remains unique as the only School of Social Work at a state-supported historically Black college/university to have a BSW, MSW, and DSW program.

Under the leadership of Dean Moses Newsome, Jr., a proposal to establish a doctoral program in Social Work at Norfolk State was submitted to the Virginia State Council on Higher Education. This proposal was the product of considerable faculty research, program conceptualization, and demonstrated demand, based on alumni surveys. In January 1994, the State Council approved Norfolk State's proposal to move to a new level and to begin offering the first doctorate in Social Work in 1995. Then-Governor L. Douglas Wilder included one million dollars ($1,000,000) in his proposed 1994-96 budget to provide initial funding for the program. The Virginia General Assembly approved the degree-granting status change in their 1994 session. The Doctor of Social Work Program admitted its first matriculating students in January 1995. In 2005, the degree was re-classified as a Ph.D. in Social Work.
MISSION STATEMENTS

NORFOLK STATE UNIVERSITY MISSION STATEMENT
Norfolk State University, a comprehensive urban public institution, is committed to transforming students’ lives through exemplary teaching, research, and service. Offering a supportive academic and culturally diverse environment for all, the University empowers its students to turn their aspirations into reality and achieve their full potential as well rounded, resourceful citizens and leaders for the 21st century.

SCHOOL OF SOCIAL WORK MISSION STATEMENT
The Ethelyn R. Strong School of Social Work’s mission is to provide social work education programs that prepare students with competence to develop and deliver services that strengthen and empower individuals, families, groups, organizations, and communities. The School and its program emphasize the values of social justice, social responsibility, and respect for human rights, dignity, and diversity. The School is especially committed to addressing the strengths and challenges of an ethnically and culturally diverse client population in an evolving global community.

BACCALAUREATE PROGRAM MISSION
The Baccalaureate Social Work Program develops students capable of delivering social work services at the professional level of practice using a generalist approach. The program emphasizes social justice and responsibility and respect for human rights, dignity, and diversity.

The Baccalaureate Social Work Program comprises two phases: Pre-Social Work Education and Professional Social Work Education. The professional social work phase begins in the junior year and combines academic coursework and field practicum. The Baccalaureate Social Work (BSW) degree is conferred to undergraduates who complete all the academic requirements of the program and Norfolk State University. This degree is recognized as the generalist level of Social Work practice. Specific criteria are, therefore, established for admission to and continued matriculation in the professional program.


The BSW Program

Definition of Generalist Social Work

Grounded in the liberal arts perspective, generalist social work is the application of critical thinking, research-informed practice, social work knowledge, skills, values, ethics as well as cognitive and affective processes that enhance human and social well-being in order to promote social, economic, and political justice with diverse systems of any size (micro, mezzo, and macro).

Social Work Competencies

The BSW program goals align with the Educational Policy and Accreditation Standards (EPAS) 2015 Core Competencies, as published by the Council on Social Work Education. Click here to view the standards: https://www.cswe.org/getattachment/Accreditation/Accreditation-Process/2015-EPAS/2015EPAS_Web_FINAL.pdf.aspx

The Core Competencies are listed below. Upon graduation from the BSW program, students are expected to master the following:

- Demonstrate Ethical and Professional Behavior
- Engage Diversity and Difference in Practice
- Advance Human Rights and Social, Economic, and Environmental Justice
- Engage In Practice-informed Research and Research-informed Practice
- Engage in Policy Practice
- Engage with Individuals, Families, Groups, Organizations, and Communities
- Assess Individuals, Families, Groups, Organizations, and Communities
- Intervene with Individuals, Families, Groups, Organizations, and Communities
- Evaluate Practice with Individuals, Families, Groups, Organizations, and Community

BSW Program goals

Goals for the BSW Program align with the social work competencies defined by the Council on Social Work Education’s 2015 Educational Policy and Accreditation Standards (EPAS). By the conclusion of the BSW program, students are prepared to:

GOAL #1

Practice as a beginning professional social work practitioner utilizing a generalist approach.

GOAL #2

Engage with diverse populations, with a particular commitment to the affirmation of the unique characteristics and needs of populations.

GOAL #3
Deliver and engage in direct services that strengthen and empower individuals, families, groups, organizations, and communities.

**GOAL #4**

Adhere to social work principles, values, and ethics in professional practice.

**THE STRUCTURE OF THE BACHELOR OF SOCIAL WORK DEGREE**

The Bachelor Social Work Program in the Ethelyn R Strong School of Social Work has two levels for the delivery of the undergraduate social work program. The first two years of the program are the "pre-social work" trajectory for majors. The last two years are the "professional social work program" track for majors.

The professional social work period begins in the third year and connects academic coursework and field practicum during the senior year. The Bachelor in Social Work (BSW) is granted to undergraduates who complete all the academic requirements of the program and Norfolk State University. The BSW degree is the initial professional level of social work practice. There are admission requirements for the BSW program to maintain in the professional program. These guidelines and processes are outlined in this handbook and the Norfolk State University Undergraduate Course Catalog, which all students have access to when admitted to the University.

**Please note that the trajectory described above may differ for transfer students.**

**REQUIREMENTS FOR THE BACHELOR OF SOCIAL WORK DEGREE**

1. The completion of 120 credit hours of prescribed courses offered by the School and the University and the School of Social Work.

2. Maintain a 2.00-grade point average on a 4-point scale for all academic courses taken.

3. Maintain a 2.5-grade point average on a 4-point scale for social work courses.

4. Demonstrate professionalism on and off-campus.

5. Meet the grade requirement (C or better) for all social work courses and other courses with a (***) designation noted on the BSW curriculum sheet.

6. **Graduation Applications** must be completed and submitted by the published deadline on the Registrar’s office.
BSW CURRICULUM

BSW Courses and Descriptions

The purpose of the baccalaureate curriculum is to prepare students for beginning professional generalist practice with individuals, families, groups, communities, organizations, and societal systems. The BSW curriculum aligns with the mission of the Norfolk State University and consistent with the Council on Social Work Education's Curriculum Policy Statement and Accreditation Standards for undergraduate social work programs. Below is a description of the courses.

SWK 199 Two Credits PROFESSIONAL DEVELOPMENT: LEADERSHIP & SOCIAL WORK ETHICS

This course will introduce students to the BSW curriculum and begin to prepare them for the professional track of the BSW program. The course will orient students to the generalist social work practice and deliver a definitive message of characteristics, skills, and acceptable workplace professional behaviors essential to be a social work and global leader. Students will be expected to understand and abide by the National Association of Social Workers code of ethics, fine-tune their critical thinking skills and epitomized ethical and professionalism in all courses and activities at Norfolk State University and in the field practicum. Lastly, it will focus on self-awareness and the importance of being a lifelong learner.

SWK 200 Three Credits INTRODUCTION TO SOCIAL WORK (EE)
Introduction to the profession of social work, which exposes students to social work history, values and ethics, intervention methods, fields of practice, and organizational settings. Particular emphasis on the nature and functions of social work and the diversity of roles for the generalist practitioner.

SWK 207 Three Credits SOCIAL WELFARE POLICIES AND SERVICES I (EE)
PREREQUISITE SWK 200
COREQUISITE: SWK 220
Study of social problems and social work commitment to diversity, social and economic justice, and populations-at-risk. Specific emphasis on the historical background of social welfare and the emergence of the social work profession.

SWK 220 Three Credits HUMAN BEHAVIOR AND SOCIAL ENVIRONMENT (EE)
PREREQUISITES PSY 210; SOC 110 or 101; HED 100; BIO 105
COREQUISITE: SWK 207
Examination of the dynamics of multi-level social systems, as they have an impact on the development and well-being of individuals from preconception through childhood. Study of the interaction between and among human biological, social, psychological, and cultural systems as they affect and are affected by human behavior. Emphasis on the functions of human behavior, social environment theory, and research as they inform social work practice.
SWK 300 Three Credits SOCIAL WELFARE POLICIES AND SERVICES II (EE)
PREREQUISITE: SWK 207
COREQUISITE: SWK 309 and SWK 312
Study of social problems and social work commitment to diversity, social and economic justice, and populations-at-risk. Emphasis on the institutional nature of social welfare, the relationship to other institutions, and social welfare policies implemented into social welfare programs.

SWK 309 Three Credits HUMAN BEHAVIOR AND SOCIAL ENVIRONMENT II (EE)
PREREQUISITES: SWK 220; PSY 210; BIO 105; HED 100; SOC 101
COREQUISITES: SWK 300 and SWK 312
Examination of the dynamics of multi-level/social systems, as they have an impact on the development of individuals from adolescence through dying and death. Study of interaction between and among human biological, social, psychological, and cultural systems as they affect and are affected by human behavior.

SWK 312 Three Credits INTRODUCTION TO GENERALIST PRACTICE (EE)
PREREQUISITE: SWK 220
COREQUISITES: SWK 300 and SWK 309
This course is the first of three required courses in the General Practice Sequence. This first course provides students the foundation knowledge, values, and skills that form the holistic conceptual framework of generalist social work practice.

SWK 313 Three Credits GENERALIST PRACTICE: INDIVIDUALS/FAMILIES (EE)
PREREQUISITE: SWK 309 and SWK 312
COREQUISITE: SWK 319
This course is the second in the Generalist Practice Sequence. The course is designed to teach B.S.W. students how to differentially apply the general method of social work practice with individuals and families from diverse populations.

SWK 314 Three Credits NATURE AND MEANING OF CHILD WELFARE (EE)
PREREQUISITE: SWK 300
This course is designed to present a broad knowledge of the principle child welfare services, programs, and policies that are aimed at strengthening and preserving the institution of the family and fostering the development and well-being of children.

SWK 315 Three Credits SOCIAL WORK WITH FAMILIES: TRAUMA INFORMED PRACTICE WITH CHILDREN AND FAMILIES
PREREQUISITE: SWK 312
Introduction to the knowledge of family dynamics and the intervention skills and techniques necessary to serve families efficiently and effectively, especially low-income families. Emphasis on family interventions based on systems concepts and eco-structural thinking.

SWK 318 Three Credits GENERALIST PRACTICE: GROUPS, ORGANIZATIONS, AND COMMUNITIES (EE)
PREREQUISITE: SWK 313
Examination of theories and methods of social work in macro and mezzo practice. Emphasis on the development of skills related to engagement, data collection, problem
identification/assessment, intervention, termination, and evaluation in working with groups, organizations, and communities.

**SWK 319 Three Credits  HUMAN BEHAVIOR AND THE SOCIAL ENVIRONMENT III**  
PREREQUISITE: SWK 313  
Examination of the dynamics of multilevel/social systems as they have an impact on the formation and development of the diverse contemporary American family. Emphasis on the interactions between and among family diversity, biological, social, psychological, and cultural systems as they relate to the family unit.

**SWK 320 Three Credits  HUMAN DIVERSITY AND SOCIAL JUSTICE IN SOCIAL WORK**  
Prerequisites: SWK 200, SWK 207 & SWK 220  
This undergraduate social work course examines the impact of discrimination and oppression on members of particular groups, i.e., ethnic minorities, women, elderly, disabled, gay, lesbian, and transgender, while considering the effects of diversity on human behavior and attitudes.

It will review how historical and contemporary policies and events affect how these populations exist and how social workers attend to systemic issues. The course examines the psychosocial and cultural dynamics within the context of the social work profession’s mission and values, to understand the experiences and needs of oppressed groups to implement strategies to empower and engage in effective change. Lastly, students will look at the role, function, and intersections of oppression and power in society as it relates to social, racial and economic justice.

**SWK 326 Three Credits  TECHNIQUES OF COUNSELING (SS) - ELECTIVE**  
PREREQUISITE: SWK 312  
This course presents an overview of the major theories of counseling and psychotherapy. It provides an in-depth study of the underlying theoretical assumptions and concepts of counseling individuals and families.

**SWK 327 Three Credits  INTERVIEWING TECHNIQUES (EE) - ELECTIVE**  
PREREQUISITE: Students should be at the junior and senior levels  
Study of the general principles and techniques of interviewing and recording, which may be applied not only in social work but also in other occupations.

**SWK 329 Three Credits  COMMUNITY AND NEIGHBORHOOD DEVELOPMENT: SOCIAL ENTREPRENEURSHIP - ELECTIVE**  
PREREQUISITES: Open to Social Work Juniors and Seniors  
This course is designed for the second year and above Bachelor of Social Work students, but available to students from various disciplines to take as a credit-awarding elective. An individual completing this course will have a beginning level ability to conceptualize community and neighborhood empowerment from social work, community practice, community development, and a business and economic development perspective.

**SWK 333 Three Credit  METHODS OF SOCIAL WORK RESEARCH**  
PREREQUISITE: Students should be at the junior status  
This course introduces social work students to the fundamental concepts of research principles, statistical analysis, and methodologies used in the Social Work profession. Students will gain an
understanding of the role research plays in evidence-based practice. This course emphasizes the importance of Social Work ethics concerning research, and the use of research to empower clients, alleviate oppression, and promote social justice. Social work students will acquire the techniques to analyze published research articles and utilize research findings to inform their practice.

**SWK 411 Three Credits CONTEMPORARY SOCIAL POLICY ISSUES (SO)**
PREREQUISITE: Open to senior Social Work majors
Contemporary Social Policy issues is an advanced elective policy course for the baccalaureate social work student. This course, generally taken in the junior/senior year, builds on students’ liberal arts perspective, foundation policy classes, as well as the knowledge, values, and skills gained in the Generalist Practice, Human Behavior, and Research sequences.

**SWK 416 Three Credits GENERALIST PRACTICE: EVALUATION (EE)**
PREREQUISITES: SWK 333
Focus on understanding and refining skills in the application of the techniques for evaluation of generalist practice. Emphasis on understanding and refining practice skills that center on an evaluation of social work practice. Research procedures and designs studied as a means of objectively assessing the efficiency and efficacy of social work practice intervention. Ethical issues of practice and evaluation practices are addressed relative to oppressed populations.

**SWK 490, 491 One Credit Each PRACTICUM SEMINAR I and II (EE)**
PREREQUISITES: All previously required courses and concurrent enrollment in practicum
Opportunity to integrate theory with field practice. It also assists in evaluating practice performance while exploring personal and professional values and ethics.

**SWK 492 Three Credits INDEPENDENT STUDY IN SOCIAL WORK (EE)**
PREREQUISITE: Open to senior Social Work majors
Opportunities to engage in student and faculty-initiated special projects which explore some dimension of social work practice and/or theory.

**SWK 495, 496 Ten Credits PRACTICUM IN SOCIAL WORK I and II (EE)**
PREREQUISITES: All previously required courses and concurrent enrollment in the seminar internship in a social welfare agency. 225 hours per semester while engaged in a supervised practice experience where generalist skills are utilized/required.

**SWK 497 Three Credits MACRO AND MICRO PERSPECTIVES ON INTERNATIONAL SOCIAL WELFARE (FO)**
PREREQUISITE: Open to senior Social Work majors
This course is an advanced level social policy course designed primarily for the baccalaureate student interested in exploring the interplay among macro social systems in selected western and non-western societies as they relate to general social welfare.

**SWK 498A/499B Zero Credits – REQUIRED FIELD PRACTICUM ORIENTATION I AND II**
PREREQUISITE: All previously required courses and concurrent enrollment in BSW Field Practicum
This is an orientation course designed to provide the undergraduate social work field practicum student with the knowledge, values, and skills necessary to prepare and navigate a prosperous and advanced field education experience. The purpose of this course is to help students understand their role, function, and responsibilities as practicum students. Also, this course will outline the relationship of the practicum agency to the field experience and explore the importance of ethical and professional behavior.
# BACHELOR OF SOCIAL WORK DEGREE (BSW) – Curriculum Sheet

## FRESHMAN YEAR (Pre-social work requirements)

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<td>ENG 101*** - Communication Skills (Tier 1)</td>
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<td>MTH 103 - Contemporary Math (Tier 1)</td>
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<td>CSC 150*** - Computer Literacy (Tier 2)</td>
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<td>PED 100 - Fundamentals of Fitness for Life (Tier 2)</td>
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<td>HIS 100 - History of World Societies I or HIS 101, History of World Societies II or HIS 102, US History to 1865 or HIS 103, US History: 1865 to Present (Tier 2)</td>
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<tbody>
<tr>
<td></td>
<td>ENG 102*** - Communication Skills</td>
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<td>SOC 101*** - Introduction to Social Science (Tier 2)</td>
<td>3</td>
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<td>SWK 199 - Professional Development: Leadership &amp; Social Work Ethics – EFFECTIVE SPRING 2021</td>
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<td>PSY 210*** - Introduction to Psychology</td>
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<td>BIO 105/105L - Human Biology and Human Biology Lab (Tier 2)</td>
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<td>SEM 102 - Spartan Seminar II (Tier 1)</td>
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## SOPHOMORE YEAR (Pre-social work requirements)

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td></td>
<td>SWK 200 - Introduction to Social Work</td>
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<td></td>
<td>***POS 231 - State and Local Govt. or POS 100, American National Government</td>
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<td></td>
<td>SCI 101 - Intro. to Physical Science for Non-Science Majors or Equiv. (Tier 2)</td>
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<td></td>
<td>ECN 200 - Basic Principles of Economics or Equivalent (Tier 2)</td>
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<td></td>
<td>HUM 210 - Humanities – (ENG 207, Intro. to World Literature; FIA 201, Basic Art Appreciation; or MUS 301, Music Appreciation) – (Tier 2)</td>
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<td>SEM 201 - Spartan Seminar III (Tier 1)</td>
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<tr>
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<th>Grade</th>
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<tbody>
<tr>
<td></td>
<td>SWK 207 - Social Welfare Policies and Services I</td>
<td>3</td>
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<td>SCM 285 - Principles of Speech (Tier 1)</td>
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<td>SWK 220 - Human Behavior and the Social Environment I</td>
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<td>***PSY 280 - Abnormal Psychology</td>
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<td></td>
<td>XXX XXX - Optional Elective</td>
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<td><strong>TOTAL</strong></td>
<td><strong>15</strong></td>
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</table>

* 1) Logic, Philosophy, Problem Solving Cluster (i.e., SOC 230, Social Problems)
*** 2) Minimum grade of C is required in all Social Work courses and those with **** beside them
3) It is the students’ responsibility to meet with their advisor every semester to schedule classes.
4) It is the students’ responsibility to follow the BSW curriculum sheet in the sequence detailed above
5) **APPLY TO THE PROFESSIONAL PROGRAM** - The application is in the Social Work Dept. – Brown Hall Suite 335 and on the Social Work Website – It is due at the end of the second semester sophomore year. Please see the due dates on the application.

---

Professional Social Work Requirements
1) Only students who are formally accepted into the professional program can take courses in the professional social work program.

### JUNIOR YEAR

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Grade</th>
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<tbody>
<tr>
<td>SWK 300</td>
<td>Social Welfare Policies and Services II</td>
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<tr>
<td>SWK 309</td>
<td>Human Behavior and the Social Environment II</td>
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<tr>
<td>SWK 312</td>
<td>Introduction to Generalist Practice</td>
<td>3</td>
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<tr>
<td>SOC 331</td>
<td>Social Psychology or PSY 250, Social Psychology</td>
<td>3</td>
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<tr>
<td><strong>SWK 333</strong></td>
<td>Methods of Social Work Research</td>
<td>3</td>
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<thead>
<tr>
<th>Semester II</th>
<th>Course Title (apply to the field program)</th>
<th>Credit Hours</th>
<th>Grade</th>
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<tbody>
<tr>
<td>Cultural Perspective</td>
<td>Cultural Perspective (Social Sciences) – HIS 335, Af-Amer. History to 1865; HIS 336, Af-Amer. History Since 1865; HIS 371, African History/Culture or HRP 320, Af-Amer. Health (Tier 3)</td>
<td>3</td>
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<tr>
<td>SWK 313</td>
<td>Generalist Practice: Individuals and Families</td>
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<td>SWK 319</td>
<td>Human Behavior and the Social Environment III</td>
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<td><strong>SWK 320</strong></td>
<td>Human Diversity and Social Justice in Social Work – Effective Spring 2021</td>
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<td>***SOC 355</td>
<td>Elementary Social Statistics or POS 345, Statistics and Data Processing for Political Analysis</td>
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<tr>
<td><strong>TOTAL</strong></td>
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### SENIOR YEAR

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<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>SWK 318</td>
<td>Generalist Practice: Groups, Communities, and Organizations</td>
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<td>SWK 490</td>
<td>Practicum Seminar I</td>
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<td>SWK 495</td>
<td>Practicum in Social Work I</td>
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<td>SWK 498A</td>
<td>BSW Field Practicum Orientation I</td>
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<tr>
<td>SWK XXX</td>
<td>Social Work Elective (Restricted-Advanced Policy) – SWK 411, Contemporary Social Policy Issues or 497, Macro/Micro Perspectives in International Social Work (Select one)</td>
<td>3</td>
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<tr>
<td>Cultural Perspective</td>
<td>Cultural Perspective (Humanities) – ENG 383, Afro-American Literature or MUS 234, Afro-American Music (Tier 3)</td>
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<th>Course Title</th>
<th>Credit Hours</th>
<th>Grade</th>
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<tr>
<td>SWK XXX</td>
<td>Social Work Elective</td>
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<td>SWK 416</td>
<td>Generalist Practice: Evaluation</td>
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<td>SWK 491</td>
<td>Practicum Seminar II</td>
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<td>Practicum in Social Work II</td>
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<td>SWK 498B</td>
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<td><strong>TOTAL</strong></td>
<td><strong>12</strong></td>
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</table>

**TOTAL CREDIT HOURS FOR GRADUATION** 120

**6)** Minimum of grade C is required in all Social Work courses and those with *** beside them.

7) Students must maintain a minimum grade point average of 2.5 in the social work courses and an overall 2.0-grade point average.

**Electives** (these courses not offered every semester) **SWK 314** Nature and Meaning of Child Welfare; **SWK 315** Social Work with Families: Trauma-Informed Practice with Children and Families; **SWK 326** Techniques of Counseling; **SWK 327** Interviewing Techniques; **SWK 328** HIV/AIDS in the African American Community; **SWK 329** Community and Neighborhood Development: Social Entrepreneurship, **SWK 497** International Perspectives/International Social Work.
**REQUIREMENTS FOR THE BACHELOR OF SOCIAL WORK DEGREE (HONORS)**

**DIPLOMA:** 30 H Credit Hours (including capstone) are necessary for an Honors College Diploma. Possible H courses are marked in red.

**DSHP STUDENTS TAKE 18 H COURSES IN GEN ED AND 12 IN MAJOR (ONE OF THEM THE CAPSTONE). PARSONS STUDENTS TAKE ANY 30 HOURS, TO INCLUDE THE HONORS SEMINAR.**

**PRE-SOCIAL WORK REQUIREMENTS**

**FRESHMAN YEAR**

<table>
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<tr>
<th>Semester I</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Grade</th>
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<tbody>
<tr>
<td>HED 100</td>
<td>Personal and Community Health <em>(Tier 1)</em></td>
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<tr>
<td>ENG 101H***</td>
<td>College English I <em>(Tier 1)</em></td>
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<tr>
<td>MTH 103</td>
<td>Contemporary Math <em>(Tier 1)</em></td>
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<tr>
<td>CSC 150H***</td>
<td>Computer Literacy <em>(Tier 2)</em></td>
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<tr>
<td>PED 100</td>
<td>Fundamentals of Fitness for Life <em>(Tier 1)</em></td>
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<tr>
<td>HIS 100</td>
<td>History of World Societies I or HIS 101H, History of World Societies II or HIS 102, US History to 1865 or HIS 103, US History: 1865 to Present <em>(Tier 2)</em></td>
<td>3</td>
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<tr>
<td>SEM 101</td>
<td>Spartan Seminar <em>(Tier 1)</em></td>
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<td><strong>TOTAL</strong></td>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENG 102H***</td>
<td>College English II <em>(Tier II)</em></td>
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<td>SOC 101H***</td>
<td>Introduction to Social Science <em>(Tier 2)</em></td>
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<td>SOC 230H</td>
<td>Problem Solving Cluster – (Restricted Elective)</td>
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<td>PSY 210H***</td>
<td>Introduction to Psychology</td>
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<td>BIO 105/105L</td>
<td>Human Biology and Human Biology Lab <em>(Tier 2)</em></td>
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<td>SEM 102</td>
<td>Spartan Seminar II <em>(Tier 1)</em></td>
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**SOPHOMORE YEAR**

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<th>Course Title</th>
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<tbody>
<tr>
<td>SWK 200</td>
<td>Introduction to Social Work</td>
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<td>POS 231***</td>
<td>State and Local Gov't. or POS 100, American National Government</td>
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<td>SCI 101</td>
<td>Intro. to Physical Science for Non-Science Majors or Equiv. <em>(Tier 2)</em></td>
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<td>ECN 211H</td>
<td>Basic Principles of Economics or Equivalent <em>(Tier 2)</em></td>
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<tr>
<td>HUM 210H</td>
<td>Humanities <em>(Tier 2)</em> (HUM211H; MUS 301H--Music Appreciation; ENG 201H--Literature; FIA 201 Basic Art Appreciation)</td>
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<tr>
<td>SEM 201</td>
<td>Spartan Seminar III <em>(Tier 1)</em></td>
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<thead>
<tr>
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<th>Course Title <em>(Apply to Professional Program)</em></th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>SWK 207H</td>
<td>Social Welfare Policies and Services I</td>
<td>3</td>
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<tr>
<td>ENG 285H</td>
<td>Public Speaking <em>(Tier 1)</em></td>
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<tr>
<td>SWK 220H</td>
<td>Human Behavior and the Social Environment I</td>
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<td>PSY 280***</td>
<td>Abnormal Psychology</td>
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<td>XXX XXX***</td>
<td>Optional Elective</td>
<td>3</td>
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**JUNIOR YEAR**
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<tr>
<td>SWK 300H</td>
<td>Social Welfare Policies and Services II</td>
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<td>SWK 309</td>
<td>Human Behavior and the Social Environment II</td>
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<td>SWK 312</td>
<td>Introduction to Generalist Practice</td>
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<tr>
<td>SOC 331H</td>
<td>Social Psychology or PSY 250, Social Psychology</td>
<td>3</td>
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<td>SWK 333</td>
<td>Methods of Social Work Research</td>
<td>3</td>
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<tr>
<td>GST 345H/346H</td>
<td>Honors Seminar Course</td>
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<thead>
<tr>
<th>Semester II (Apply to Field)</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Grade</th>
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<tbody>
<tr>
<td>Cultural Perspective</td>
<td>Cultural Perspective (Social Sciences) – POS 315H – Blacks in the American Political Process HIS 335H, Af-Amer. History to 1865; HIS 336H, Af-Amer. History Since 1865; HIS 371, African History/Culture or HRP 320, Af-Amer. Health (Tier 3)</td>
<td>3</td>
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<tr>
<td>SWK 313</td>
<td>Generalist Practice: Individuals and Families</td>
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<td>SWK 319</td>
<td>Human Behavior and the Social Environment III</td>
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<tr>
<td>***SOC 355</td>
<td>Elementary Social Statistics or POS 345, Statistics and Data Processing for Political Analysis</td>
<td>3</td>
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<tr>
<td>SWK 314H</td>
<td>Nature and Meaning of Child Welfare (Elective)</td>
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<tr>
<td>GST 445H/446H</td>
<td>Honors Seminar Course (Only need one Honors Seminar)</td>
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**SENIOR YEAR**

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<tr>
<td>SWK 318H</td>
<td>Generalist Practice: Groups, Communities, and Organizations</td>
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<td>SWK 490</td>
<td>Practicum Seminar I</td>
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<td>SWK 498A</td>
<td>BSW Field Practicum Orientation I</td>
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<tr>
<td>SWK 411H</td>
<td>Social Work Elective (Restricted-Advanced Policy) – SWK 411H, Contemporary Social Policy Issues or 497, Macro/Micro Perspectives in International Social Work (Select one-Mandatory)</td>
<td>3</td>
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<tr>
<td>Cultural Perspective</td>
<td>Cultural Perspective (Humanities) – ENG 383H, Afro-American Literature, INT 411H Ideas, and their Influences, INT 412H Contemporary Globalization, or MUS 234, Afro-American Music (Tier 3)</td>
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<th>Credit Hours</th>
<th>Grade</th>
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<tbody>
<tr>
<td>SWK 315H</td>
<td>Social Work with Families; Trauma-Informed Practice with Children &amp; Families (Elective)</td>
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<td>SWK 416H</td>
<td>Generalist Practice: Evaluation</td>
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<tr>
<td>SWK 491</td>
<td>Practicum Seminar II</td>
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<tr>
<td>SWK 496</td>
<td>Practicum in Social Work II</td>
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<tr>
<td>SWK 498B</td>
<td>BSW Field Practicum Orientation II</td>
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<td><strong>TOTAL</strong></td>
<td><strong>12</strong></td>
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</table>

**TOTAL CREDIT HOURS FOR GRADUATION 120**

* Tier 1- 18 credit hours; Tier 2 – 16 credit hours; Tier 3 – 6 credit hours
** 1) Logic, Philosophy, Problem Solving Cluster (i.e., SOC 230, Social Problems)
** 2) Minimum grade of C is required in all Social Work courses and those with **** beside them
** 3) It is the students’ responsibility to meet with their advisor every semester to schedule classes.
** 4) It is the students’ responsibility to follow the BSW curriculum sheet in the sequence detailed.
** 5) APPLY TO THE PROFESSIONAL PROGRAM- The application is in the School of Social Work – Brown Hall,S Suite 335
** 6) Minimum of grade C is required in all Social Work courses and those with **** beside them and on the Social Work Website – It is due at the end of the second semester sophomore year. Please see the due dates on the application.

PROFESSIONAL SOCIAL WORK REQUIREMENTS
1) The following Social Work (SWK) courses are reserved for students accepted into the BSW Professional Program. Some electives are open to non-majors.

2) Students should apply for the field practicum (internship) during the second semester of the junior year and must meet all pre-requisite requirements for field practicum.

Electives (these courses are not offered every semester) SWK 314H Nature and Meaning of Child Welfare; SWK 315H Social Work with Families: Trauma-Informed Practice with Children and Families; SWK 326 Techniques of Counseling; SWK 327 Interviewing Techniques; SWK 328 HIV/AIDS in the African American Community; and SWK 329 Community and Neighborhood Development: Social Entrepreneurship.
THE ETHELYN R. STRONG SCHOOL OF SOCIAL WORK

CHILD WELFARE STIPEND PROGRAM

TOP TEN REASONS TO CONSIDER THE CHILD WELFARE STIPEND PROGRAM

- $10,000 stipend (tuition) per academic year
- Specialized training in child Welfare
- Practicum at a Local Department of Social Services
- Eligible BSW, MSW and Advance Standing full-time students can participate
- New Worker Training is provided
- Training focused on how to utilize a trauma informed approach with family engagement and assessment
- Learn best practices in Child Welfare Services
- Learn how to be advocates for vulnerable children and families
- Complete a field practicum at a Foster Care or Adoption unit at an agency
- Only a one year commitment (employment) to a Local Department of Social Services for one calendar year after the stipend is awarded.

Child Welfare Agency Placements:
- Chesapeake Social Services
- Hampton Social Services
- Isle of Wight Social Services
- Norfolk Social Services
- Portsmouth Social Services
- Suffolk Social Services
- Virginia Beach Social Services
- Williamsburg Social Services

For more information, contact:
Mrs. Roslyn L. Durham, MSW
rdurham@nsu.edu or 757-823-2678

REQUIREMENTS FOR ADMISSION TO THE PROFESSIONAL PROGRAM
BSW Statement of Professionalism

Social work students should incorporate the following in their academic and professional development, according to the Council on Social Work Education, Educational Policies, and Accrediting Standards. There are competencies of the educational policies and accrediting standards that each student should master. Competency 1 informs the social work student of how professionalism is demonstrated, based on their academic knowledge and expertise. The practice behaviors articulated form the basis for the professional and ethical development of the BSW graduate.

Competency 1— Demonstrate Ethical and Professional Behavior.
Social workers serve as representatives of the profession, its mission, and its core values. They know the profession’s history. Social workers commit themselves to the profession’s enhancement and to their own professional conduct and growth. Social workers:

- make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws, and regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to context;
- use reflection and self-regulation to manage personal values and maintain professionalism in practice situations;
- demonstrate professional demeanor in behavior; appearance; and oral, written, and electronic communication;
- use technology ethically and appropriately to facilitate practice outcomes; and
- use supervision and consultation to guide professional judgment and behavior.

(CSWE EPAS, 2015)
**Admission Procedures and Application Process**

Applicants must meet University requirements for admission. After completing the first two years of pre-social work course requirements, students may apply for admission to the Professional Program for the BSW degree. Professional Program application requirements are:

1. **Students must have completed the first two years of basic core requirements and pre-social work requirements.** The student must have a minimum cumulative grade point average of 2.0 on the 4.0 scale (an overall average of "C" or better). The student must have a minimum grade of C in all Social Work courses and designated general education courses, i.e., ENG 101-102, CSC 150, SOC 101, PSY 210, POS 231 or POS 100.

2. **Students must complete and submit all Professional Program application materials to the Director of the Baccalaureate Social Work Program.** The application packet must include the following format: a completed admission application, professional program application checklist – signed, professional, and ethical expectations of social work students– signed, professional character form (from an employer, volunteer/service learning supervisor, minister, etc.) and personal statement.

3. **Students must not have repeated the required social work course more than twice.**

4. **Credits are not granted for life and work experience.**

5. **Admission into the professional program does not guarantee admission into the field BSW program.** Students must apply for the Field BSW program during their junior year.

**Matriculation at the professional level of the Baccalaureate Program requires that the students:**

- Maintain an overall GPA of 2.0 or better.
- Maintain an average of 2.5 G.P.A. in social work courses.
- Adhere to Practicum requirements in accordance with the **BSW Field Manual.**
- Demonstrate professionalism on and off-campus.
- Meet with their faculty advisor in person at least once a semester.
- Adhere to Norfolk State University student code of conduct.
Re-application to the professional social work program
There are four classifications of students who will need to reapply to the School of Social work for acceptance into professional course study:

1. Students who have not attended Norfolk State University for one or more spring or fall terms.
2. Students terminated due to poor academic performance;
3. Students terminated for non-academic reasons.
4. Students denied admittance into the professional program.

Readmission Process

Students terminated from the university must apply for readmission. Readmission to the University requires students to follow the readmission procedures outlined in the University Catalog. Readmission applications are available in the Registrar’s Office.

In addition to the University process, students must complete a readmission application for the Professional Program in the School of Social Work. Applications are available in the BSW Program Office. Students who have been absent for five or more years may be required to refresh social work courses and reapply to the Professional Program.

Transfer Students

Students from other colleges and universities who desire to transfer to the Norfolk State University Baccalaureate Social Work Program should apply through the University's Admissions Office and coordinate these activities with the Baccalaureate Social Work Program Director. Transfer students are required to submit a Professional Program application while enrolled in SWK 207 – Social Welfare Policies Services I and SWK 220 – Human Behavior and the Social Environment.

Internal Transfer Students

Student who are students at Norfolk State University and want to switch their major to Social Work must have a 2.0 overall GPA and set up an appointment with the BSW Program Director to discuss the academic and professional requirements of the program.

Credits for Life Experiences

No credit is given for life experience or previous work experience. Transfer students may only receive credit for approved social work courses from an accredited School of Social Work; however, it is not guaranteed. The courses will be reviewed by the BSW program director and or Associate Dean to determine if the courses from an accredited social work program will be applied to the NSU social work program.
REQUIREMENTS FOR ADMISSION TO BSW FIELD PROGRAM

An essential component of the social work major is the Field Practicum in which students apply the social work knowledge, values, and skills from their coursework. Field placements are based upon the objectives of the educational program and the learning needs of each student. Careful attention is given to the requirements for entry into the baccalaureate field practicum. For the School to assure that students meet minimum requirements, and for it to assess their learning needs and to provide an orderly systematic review and acceptance process, several steps (highlighted in the BSW field manual) are to be followed by all applicants. The BSW program provides supervision for students while in Field Practicum. Students are required to complete a minimum of 450 hours (225 per semester) in their particular placement site.

To qualify to begin the practicum experience, the Social work student must:

1. Qualify for official standing as a “candidate” for the BSW degree, as verified by the completed Professional Program Form.
2. Have a minimum grade point average of 2.5 in all social work courses.
3. Have an overall grade point average of at least 2.0.
4. Have successfully completed all 1st, 2nd, and 3rd year required courses as outlined in the BSW Program Catalogue and Curriculum Sheet with no more than 30 hours remaining to complete graduation requirements. (Note: A further stipulation is that all incomplete “I” grades must be eliminated, and a grade of C or better is earned for each social work course. Grades of D, F or I will preclude admission to Practicum);
5. Have a schedule that allows for 15 hours per week for the practicum. Each student must be able to commit to a minimum of 5 hours per day in the practicum agency. ** Please note that the BSW program cannot accommodate evening and weekend placements. Students must make arrangements to complete the required hours during the day.
6. Have a reliable means of transportation. The school of social work does not provide funding for transportation.

The other prerequisites for practicum establish minimum conditions for eligibility, consideration, acceptance, and placement. However, students are expected to exceed minimum standards, especially concerning such non-academic variables as conduct, decorum, attitude, maturity, conviction, skills, etc. These attributes will be assessed and weighed in personal interviews to be scheduled, announced, and posted by the BSW Field Education Office. Questions regarding any of the requirements or preconditions for practicum referred to herein should be raised and discussed with individual Faculty Advisors or with the BSW Field Director. Please see the field manual on the Ethelyn R. Strong School of social work website for further details.
ACADEMIC EXPECTATIONS, POLICIES & PROCEDURES

Students Rights and Responsibilities

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Norfolk State University and the School of Social Work fully subscribe to this premise and embrace the transmission of knowledge and the pursuit of truth as broad goals out of which should emerge the development of more effective professional social workers.

Free inquiry and free expression are indispensable to the attainment of these goals. As consumers of the School, the students are encouraged to develop the capacity to apply sound judgment and to engage in a sustained and independent search for truth. Students are encouraged to participate in open discussion, inquiry, and rational expression.

Students are responsible for learning the content of any courses they enroll in and for maintaining standards for academic performance established for each course enrolled. They are protected, through orderly procedures, against prejudices or capricious academic evaluation. The following protocol below is published in the University Catalog and BSW Student Handbook and is used to ensure impartial academic evaluation:

Student Complaints and Academic Protocol

Students can visit http://www.nsu.edu/Academics/Academic-Programs/Online-Learning/Services-and-Support/Student-Complaint-Process to view the process related to academic complaints.

Students should abide by the following procedures for academic complaints: Student complaint should be sent to the professor (if not resolved) submit to the BSW program director (if not resolve) submit to the Associate Dean (if not resolved) submit to the Dean (if not resolved) submit to Office of the Provost (if not resolved) submit the President’s office (if not resolved) submit to the Council of Higher Education of VA Student Complaint Process

Code of Student Conduct

Each member of the University community shares in the responsibility for their personal conduct and, in some cases, may assume reasonable responsibility for the behavior of others. Students and student organizations are required to engage in responsible conduct that positively reflects the University community. When members of the community violate the rules and standards below, student conduct proceedings are used to uphold the Code of Student Conduct. Please visit NSU to review the Code of Student Conduct: https://www.nsu.edu/Assets/websites/policy-library/policies/03/Administrative-Policy-27-02-Code-of-Student-Conduct.pdf  nDean of Students Office: Student Services Center, Suite 307; Email: deanofstudents@nsu.edu; Phone: (757) 823-2152

Code of Student Conduct
**Title IX policy statement**

In order to provide a safe and non-discriminatory learning, living, and working environment, Norfolk State University (“NSU”) prohibits discrimination and harassment on the basis of age, color, disability, marital status, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, gender identity, veteran status or family medical or genetic information in NSU academics, employment, or in its programs or activities (together, “Prohibited Discriminatory Conduct”). [https://www.nsu.edu/titleix/handbook](https://www.nsu.edu/titleix/handbook)

**Equal Opportunity Policy**

It is the policy of Norfolk State University to provide equal employment and educational opportunities for all persons regardless of race, color, religion, national origin, age, veteran status, gender, disability, political affiliation, or sexual orientation. The University is cognizant of all statues and regulations mandating requirements of equal opportunity and affirmative action and the University, its employees and agents adhere to practices and procedures to ensure equal opportunity for all.

**Academic Advisement**

Academic Advising is designed to meet the various needs of students at the University. Academic advising is a developmental process which assists students in the clarification of their career goals and the development of educational plans for the realization of these goals. Academic advising in the BSW Program is consistent with university expectations. Responsibilities for advisors and advisees are the following:

Academic advisors are the key mentors in the BSW Program in that they maintain on-going contact with advisees. The advisor is a mentor who provides the student with a window to all support services at the University. They have direct responsibility for conducting active advisor/advisee sessions and maintaining required documentation by program policy.

Students (advisees) are responsible for making every effort to obtain adequate academic advising. To benefit most from this service, students should have some idea of the academic/career goals they wish to pursue. In addition to goal setting, students are responsible for the following:

- Submitting appropriate documents to the University promptly, e.g., transfer credits, medicals, and scholarships.
- Being knowledgeable about University procedures and requirements as specified in the NSU Student Handbook, College Catalog, and other relevant documents.
- Attending classes regularly, taking care of financial obligations to the University, and meeting course and graduation requirements.

Academic advising services exist to assist and guide students through the educational process. Diligent utilization of these services will enhance the quality of life and improve academic performance. On the other hand, students failing to keep advising appointments and to
adhere to other advisement related responsibilities as ascertained by the department will receive an advisement warning indicating that successful completion of degree requirements are seriously jeopardized. Continued disregard of advisement responsibilities will result in a matriculation status review by the student's major department.

**GRADING POLICY**

An overall grade point average of 2.00 (on a 4.00 scale) in academic courses in the BSW curriculum is required to maintain good academic standing as a BSW student. Also, a grade point average of 2.5 on a 4.00 scale must be maintained in social work courses to continue in the BSW Program. Students not meeting the above G.P.A. requirement will not be admitted to Practicum I or Practicum II. The Baccalaureate Social Work Program adheres to the following scale. Please note that the BSW benchmark grade for mastery in social work courses/competencies is 74%. Students who earn 73% or below did not successfully pass the social work course.

| 100 – 94 | A           |
| 93 – 90  | A-          |
| 89 – 87  | B+          |
| 86 – 84  | B           |
| 83 – 80  | B-          |
| 79 – 77  | C+          |
| 76 – 74  | C           |
| 73- 70   | C- *73% and below – failing grades for social work majors |
| 69-67    | D+          |
| 64-66    | D           |
| 60-63    | D-          |
| 59 and below | F |

*** Also, a grade below "C" is not acceptable for passing any social work course. Also, a "C" must be attained in the following courses:

ENG 101, ENG 102, CSC 150, SOC 110 or SOC 101, PSY 210, POS 231, PSY 280
SOC 344, SOC 355, and POS 345.

Any student who receives below a "C" in the above course may repeat the course. However, the repeated course must be taken at Norfolk State University. The credit and quality points for the highest grade earned will be used to calculate the student’s G.P.A. Social work courses may not be repeated more than two times.
REMOVAL OF INCOMPLETE GRADE

The "I" (incomplete symbol) is used by the instructor when the course requirements have not been met because of illness or some other reason, beyond the control of the student, and is accepted by the instructor. It is the responsibility of the individual receiving the "I" (incomplete) to make arrangements with the instructor for the removal of the "I." I’s in pre-requisite courses must be removed before enrolling in the next level course.

CLASS ATTENDANCE POLICY

The University expects students to attend all classes and required meetings involving coursework. While unnecessary absences are discouraged, the University recognizes that, on occasion, students may have legitimate reasons for being absent from class, such as representing the University in official activities, illness, or personal emergencies.

Each student has the responsibility to confer with his/her instructors regarding all absences or intended absences. Make-up work for assignments, examinations, tests, etc. missing during the absence will be permitted only at the discretion of the instructor. For more information, please visit Norfolk State University’s attendance policy http://www.nsu.edu/policy/admin-30-06.aspx

ACADEMIC HONESTY

The University seeks to prepare its students to be knowledgeable, forthright, and honest. It expects and requires academic honesty from all members of the University community. Academic honesty includes adherence to guidelines established by the University, its schools, and their facilities for the use of its libraries, its computers, and other facilities.

"Academic or academically related misconduct" includes, but is not limited to, unauthorized collaboration or use of external information during examinations; plagiarizing or representing another's ideas as one's own; furnishing false academic information to the University; falsely obtaining, distributing, using or receiving test materials; obtaining or gaining unauthorized access to examinations or academic research materials; soliciting or offering unauthorized academic information or materials; improperly altering or inducing another to improperly alter any academic record; or engaging in any conduct which is intended or reasonably likely to confer upon one's self or another an unfair advantage or unfair benefit respecting an academic matter. The substantiation of the violation of Academic Honesty will automatically result in dismissal from the program (with the due process completed).

TERMINATION FOR ACADEMIC REASONS

When a student's performance in coursework and or field practicum is below the required standards, the student is subject to the University's policies as outlined in the University's undergraduate catalog. The undergraduate catalog is available at http://www.nsu.edu/Academics/Academic-Resources/NSU-Catalog/files/undergraduate/Undergraduate-Catalog-2016-2018.aspx
TERMINATION FOR NON-ACADEMIC REASONS

Students who experience the privilege of admission to The Ethelyn R. Strong School of Social Work, Norfolk State University, become members of the school's academic community while still retaining their status as citizens. Students are entitled to the same fundamental rights, privileges, and immunities that are guaranteed to every citizen of the United States and the Commonwealth of Virginia. The due process with The Ethelyn R. Strong School of Social Work and Norfolk State University does not preclude adjudication of offenses by local, state, and federal agencies when appropriate. In addition to these inherent rights and privileges, students voluntarily assume the obligation to fulfill the obligations behavior required by The Ethelyn R. Strong School of Social Work about its lawful mission programs and functions. When a student is dismissed from the program because of non-academic violations, the student will be formally notified by the BSW Program Director.
POLICIES & PROCEDURES FOR ACADEMIC AND PROFESSIONAL STANDARDS FOR STUDENTS IN THE ETHelyn R. STRONG SCHOOL OF SOCIAL WORK

Student termination from the BSW program – Non-Academic reasons

The goal of the BSW program is to make sure that Norfolk State University School of Social Work students maintain high standards of professional and ethical behavior consistent with the expectations of the social work profession.

The process of becoming a social work professional involves adopting and conforming to the values and ethics of the profession as per the NASW code of ethics. Concerns or grievances related to students’ incapability to proceed acceptably in the professionalization process must be reviewed. This review is essential to determine if a student will be allowed to stay in the social work program. The review will be completed by the social work faculty and lead by the Associate Dean.

Behaviors Meriting Assessment:
Failure to meet any of the Professional & Academic Standards for social work students may result in a review of academic and professional misconduct.

Disciplinary Sanctions:
The following (in no specific order) are the disciplinary sanctions that may be imposed for academic and professional transgressions:

- Warning (verbal or written) by a faculty member or program director
- A formal meeting with the faculty in the school of social work and review of the BSW disposition form
- Formation of formal conditions for continuation in the BSW program, including. In addition to violations of professional social work standards, students who violate University policies may also be referred to the Dean of Students for further action
- Removal (or withdrawal) of the student from course(s) in progress
- Disciplinary probation from the program – written
- Suspension/expulsion from the program

Students enrolled in The Ethelyn R. Strong School of Social Work are expected to assume full responsibility for and be held liable for individual actions related to professionalism on and off-campus.

The National Association of Social Work (NASW) Code of Ethics shall apply as a referent for determining acceptable and unacceptable nonacademic behaviors. The NASW Code offers a set of values, principles, and standards to guide decision making and conduct when ethical issues arise. Here is the link to the NASW Code of Ethics https://www.socialworkers.org/about/ethics/code-of-ethics/code-of-ethics-english

The NASW Code of Ethics applies to all students enrolled in the School of Social Work's Bachelor of Social Work Program; this includes both full-time and extended-time enrolled students. The Code articulates standards used to assess the conduct of social workers and is relevant to all social workers
and social work students. The National Association of Social Workers Code of Ethics serves as a
guide to the everyday professional conduct of social workers.

Upon admission to The Ethelyn R. Strong School of Social Work, each student will have access to a
copy of the NASW Code of Ethics. The Code of Ethics will be reviewed with students during the first
semester of their enrollment in social work courses. Failure to abide by the NASW Code of Ethics
can be grounds for disciplinary action, as noted above. **The due process procedures provided for
by both The Ethelyn R. Strong School of Social Work and Norfolk State University shall apply**
The Norfolk State University due process procedures are spelled out in the Norfolk State University
Student Handbook, and on the Dean of Students website: http://www.nsu.edu/Academics/Academic-
Programs/Online-Learning/Services-and-Support/Student-Complaint-Process

**APPLICATION FOR THE BSW DEGREE**

The student is expected to develop early, in consultation with his/her academic advisor, a plan for
his/her total program of study. **The BSW program director or a faculty member** will meet with the
student prior to the due date of the graduation and facilitate an exit interview to discuss the process
and the students’ plans after graduation – this process is mandatory. It is the students’ responsibility
to review their course evaluation/transcript to ensure they have met the requirements for the BSW
degree. The program director and faculty members do not take full responsibility for the students’
academic progress.

**Prospective graduates** should see the University Calendar for the deadline for applying for
graduation. Applications must be filed in the BSW Program Office. The application for graduation
form will initiate clearance toward graduation. The student is asked to pay the graduation fee at the
time that he/she files the application, and subsequently submitted to the Registrar’s Office for
Clearance.

**Social Work exit opinion poll:** In an effort to obtain feedback from students about their
experiences as social work majors, the BSW program developed a student exit survey. This
survey is to be completed by each graduating student as part of the exit process.
STUDENT ORGANIZATIONS/ACTIVITIES

The following organizations are open to all Social Work majors:

**Alpha Delta Mu**

Alpha Delta Mu (ΑΔΜ) is a national social work honor society. It was founded by Dr. J. Lawrence Feagins at Morgan State University in the fall of 1976. The colors are Black, and Silver and the motto is Advocate of the People. Membership is offered in the spring of the junior year, and members are active in their senior year. There are required membership dues.

**Whitney Young Social Work Society**

The society is named after Whitney Young Jr., who is recognized as the coauthor of President Lyndon B. Johnson’s War on Poverty, and an American civil rights pioneer and social worker who spent much of his life working to end employment discrimination and transforming the National Urban League into a leader in the civil rights movement. The society is a student-led organization. Its purposes are: to engage social work students with social and academic activities outside of the classroom that is aligned with the social work mission. Some activities include guest lecturers on contemporary social justice topics, social work month, participation in local, state, and national social work conferences for professional enhancement, and community service projects.

**National Association of Social Workers (NASW)**

Students are encouraged to join and become active in our profession’s primary association, NASW. Membership applications are available from the Department of Social Work. Not only do students enjoy a substantially reduced dues rate, but they also become eligible for a reduced transition dues rate upon graduation.

Benefits of membership in NASW include:

- Reasonably priced liability insurance;
- NASW News, a monthly, national newspaper;
- Social Work, a bimonthly professional journal;
- Reduced rates on other NASW journals;
- Access to conferences and continuing education programs; and
- Opportunities for professional development locally and at the state level.
National Association of Black Social Workers (NABSW)

The National Association of Black Social Workers, Inc., comprised of people of African ancestry, is committed to enhancing the quality of life and empowering people of African ancestry through advocacy, human services delivery, and research. The local chapter, the Association of Black Social Workers of Hampton Roads (ABSW-HR), was chartered in 2000. Students may join the local chapter at a student rate. Benefits of membership in NABSW include:

- NABSW electronic monthly newsletter
- Access to policy publications and position statement
- ABSW-HR email announcements and notification of local conferences and events about the profession
- Opportunities for professional development locally and at the national level, with other organizations devoted to alleviating the conditions of the African American community
- Access to the National Student Affairs Office

New Student Orientation (Transfer students) & Reception

This activity is to welcome new students and to provide an overview of the BSW Program. New students are introduced to the School's faculty and have an opportunity to ask questions about the program.

Rally in the Valley Student Conference

This activity is held each fall and sponsored by the Virginia Chapter of NASW and the Consortium of Virginia Schools of Social Work. The Rally is held at Massanetta Springs, VA, and brings together students from all Social Work programs in Virginia. It is an opportunity for professional growth and development. The BSW program director will inform BSW students about the opportunity at the beginning of the fall semester. The student is responsible for paying the conference registration fees.
SCHOOL OF SOCIAL WORK RESOURCES

BSW Program Director
Location: G.W.C. Brown Memorial Hall. Suite 335

Services:  
Authorization to Enroll in Closed Classes  
Withdrawal from the University  
Certification for Graduation  
Transfer Credits  
Advisement  
Consultation  
Registration  
Referral

BSW Program Office
Location: G.W.C. Brown Memorial Hall. Suite 335

Services:  
Information regarding:  
BSW Program Materials  
Social Work Career Brochures  
NASW Brochures – available on-line  
Add/Drop Forms  
Petition to Change Major Forms  
Cross Registration Applications  
Code of Ethics – available on-line  
Academic Profile (EVAL) – contact Academic Advisor  
Registration Material  
Professional Program Applications  
BSW Student Handbook Distribution – Online  
Graduation Applications

BSW Field Education Office
Location: G.W.C. Brown Memorial Hall. Suite 335

Services:  
Information about BSW Field Education  
BSW Field Handbook  
BSW Field Faculty Assignments  
BSW Field Calendar  
BSW Evaluation Forms  
Learning Contract Format & other forms  
Field Placement Activities  
Professional Advisement
UNIVERSITY RESOURCES

The Lyman Beecher Brooks Library
The Lyman Beecher Brooks Library is the center of Norfolk State University's campus. They provide support for academic teaching, learning, and research. Phone: (757) 823-2418

Counseling Center
The Counseling Center offers services to university students who want assistance in coping with, and successfully resolving problems they face in everyday life. Individual and group counseling is available for those who can benefit from short-term counseling.

Counseling Center
312 Student Services Center
Phone: (757) 823-8173
Fax: (757) 823-2237
Hours: 8 a.m.–5 p.m.

Typical concerns of students include academic difficulties, financial problems, relationship breakups, and career uncertainties. If a student's situation requires more intense and long-term counseling, a referral to an appropriate off-campus source will be made. Counseling staff personnel provides classroom presentations that address students’ concerns. Special group programs are provided by counseling staff personnel. Special group programs can be arranged upon request for student and community organizations.

International Student Program

The purpose of the International Student Program is to provide assistance to international students enrolled at Norfolk State University. The program provides such assistance as personal counseling, academic advising, travel information, interpreting and explaining immigration laws, and serving as a link between the University and the U.S. governmental agencies, foreign embassies, and foreign governments. The office is located in the Student Services Center, Suite 110, and the telephone number is 757-823-8462.

Writing Center

Located on the first floor of the Lyman Beecher Brooks Library, the New Writing Center will provide individualized writing assistance to students across all disciplines. The Writing Center will review areas of concern and target techniques to ensure quality writing projects. Tutors will not merely edit or proofread student papers, but assist students in learning to proofread their own work, explore the writing process, organize information, support sound evidence, and develop better writing practices. Walk-ins are welcome; however, those who have scheduled appointments will be serviced first. To schedule an appointment, call the NSU Writing Center at (757) 823-2271.
Norfolk State University Police Department

The Norfolk State University Police Department continues to be responsible for the safety and security of all members of the University community. As the department continues to serve and protect, please note that Norfolk State University is a public institution located within the City of Norfolk, Virginia. CONTACT CAMPUS POLICE Incidents may be reported in person or anonymous by dialing the following phone numbers
Non-Emergency: 757-823-8102
Emergency: 757-823-9000
Anonymous: 757-823-2148

Career Center
This service assists students with career counseling and linkage with prospective employers. The Center's hours are from 8:30 a.m. to 4:30 p.m., located in the Student Services Center Suite 318. The office can be reached at (757) 823-8462 to schedule an appointment.

NSU Computer Labs
Computer labs locations and hours are listed on the NSU website: www.nsu.edu/oit/pdf/NSUComputerLabListing.pdf

Student Success Center
The Dr. Patricia Lynch Stith Student Success Center supports Norfolk State University's mission of transforming lives and communities. They have a team of professional advisors, tutors, and mentors partner with faculty, staff, and students across campus to empower a culturally diverse student population. With their focus on freshmen and sophomores, they help NSU students build a foundation of knowledge and skills that help them plan for and pursue academic success. Contact: ssc@nsu.edu or call 757-823-8507. Located in the Nursing and General Education Building on the first floor.

Health Services
The Spartan Health Center is conveniently located in the Spartan Station on the Campus of Norfolk State University. The Center is staffed with a Medical Doctor, Nurse Practitioner, Licensed Practical Nurse, and an Administrative Assistant. Hours of Operation: 8am 5p.m., Monday – Friday ((Emergency “on-call services available by telephone) Walk-In Hours- 8am – 10am; Summer Hours- 8am – 12pm; Phone: 757-278-3360

The Dean of Students Office
The Dean of Students office advocates for and empowers students to achieve their goals by providing exemplary services that educate our students on their rights and responsibilities as a member of the University community. Dean of Students Office, Student Services Center, Suite 307; Email: deanofstudents@nsu.edu; Phone: (757) 823-2152
Housing and Residence Life

The Office of Housing and Residence Life is committed to providing a safe, inclusive, and well-maintained residential community that promotes student empowerment, academic success, and transformational development. Location: New Residential Complex, Suite 100; Phone: (757) 823-840/Toll-free: (866) 378-7747; Email: housing@nsu.edu

Student Activities & Leadership

The Office of Student Activities & Leadership's mission, in collaboration with faculty and staff, is to enhance the out-of-classroom experience and learning for an ethnically and culturally diverse NSU student population by providing a comprehensive educationally purposeful Student Activities program to include intellectual, cultural, social, and leadership; management and advisement of student publications and organizations. Location: Student Center, Suite 323; Phone: 757-823-8200

Office of Accessibility Services (O.A.S.I.S.) and International Student Services

In accordance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act (ADA) of 1990, we ask if you have a disability or think you have a disability, please contact the

The mission of O.A.S.I.S. (Office of Accessibility Services/International Student Services) is to promote the academic success of students with disabilities and international students through high-quality educational assistance, leveling the playing field, and providing services and accommodations. The O.A.S.I.S. serves persons eligible for assistance under Section 504 of the Rehabilitation Act of 1973, as well as persons with temporary disabilities acquired as a result of illness or injury. Written documentation from a qualified professional is required before accommodations are implemented. Location: James A. Bowser Building, Suite 121; Contact Person: Mrs. Doral Jackson, Coordinator; Telephone Number: 757-823-2014; Email Address: dmjackson@nsu.edu

THE SCHOOL OF SOCIAL WORK ADVISORY BOARD

The School of Social Work Advisory Council serves as a significant link and as a resource for ongoing interactions among the Ethelyn R. Strong School of Social Work, social work professionals, and the broader social services community. Council membership consists of representatives from the Hampton Roads area in social service agencies, community activists, and alumni. The Council has regularly scheduled meetings at least twice during the academic year
APPENDIX A

PROFESSIONAL BEHAVIORS:
Professional Behavior

The students exhibit behaviors that are in compliance with program policies, institutional policies, professional, ethical standards, and societal laws in the classroom, field, and community. Appearance, dress, and general demeanor reflect a professional manner. Shows potential for responsible and accountable behavior by knowing and practicing within the scope of social work, respecting others, being punctual and dependable, prioritizing responsibilities, attending class regularly, observing deadlines, completing assignments on time, keeping appointments or making appropriate arrangements, and accepting supervision and criticism in a positive manner. The student works effectively with others, regardless of the level of authority. Advocates for him/herself in an appropriate and responsible manner and uses proper channels for conflict resolution. Shows a willingness to receive and accept feedback and supervision in a positive manner, as well as use such feedback to enhance professional development. Attends class and participates in class.

Self-Awareness

The student exhibits knowledge of how one's values, attitudes, beliefs, emotions, and past experiences affect thinking, behavior, and relationships. Accurately assesses one's own strengths, limitations, and suitability for professional practice. Shows awareness of self and how one is perceived by others. Reflects on one's own limitations as they relate to professional capacities. The student is willing to examine and change behavior when it interferes in working with clients and other professionals.

Communication Skills

Demonstrates sufficient written and oral skills to comprehend information & communicate ideas & feelings.

a) Written: Writes clearly, uses correct grammar and spelling, and applies appropriate writing style, including the American Psychological Association (APA) referencing, appropriate source citation, and documentation. Demonstrates sufficient skills in written English to understand the content presented in the program and to complete all written assignments adequately, as specified by faculty.

b) Oral: Communicates effectively and sensitively with other students, faculty, staff, clients, and professionals. Expresses ideas and feelings clearly and demonstrates a willingness and an ability to listen to others. Demonstrates sufficient skills in spoken English to understand the content presented in the program, to complete all oral assignments adequately, and to meet the objectives of field placement experiences, as specified by faculty.

Interpersonal Skills:

Demonstrates the interpersonal skills needed to relate effectively to other students, faculty, staff, clients, and professionals and to fulfill the ethical obligations of the profession. These include compassion, empathy, altruism, integrity, and demonstration of respect for and consideration of others. Takes appropriate responsibility for their own actions and considers the impact of these actions on others.
APPENDIX B
Professional and Ethical Expectations for Social Work Students

The Ethelyn R. Strong School of Social Work is required by the Council on Social Work Education (CSWE) to cultivate and assess the professional behaviors of all students in the social work program. We are committed to producing generalist practitioners who demonstrate social work knowledge, values, and skills. Students are expected to abide by the NASW Code of Ethics, NSU student code of conduct, and the professional behaviors outlined in the BSW handbooks. All social work students are required to display the following professional behaviors.

**Honesty:**
Practice honesty with yourself, your peers, and your instructors.
No plagiarism
Abide by NSU student code of conduct

**Responsibility:**
Attend class and arrive on time
Maintain the required GPA
Participate in group activities and assignments.
Complete work on time and according to directions provided and present quality academic papers, tests, and assignments.
Meet deadlines: Prepare for class, with readings and other assigned work completed.
Come to class prepared with textbooks, syllabus, and writing tools.
Pursue appropriate academic supports to achieve course conditions.
Practice self-awareness of personal matters that may hinder your effectiveness in your courses and at your internship and identify personal areas of development as needed.

**Reverence and Privacy**
Treat all your peers, professors, instructors, supervisors, clients, and staff with dignity and respect.
Manage conflict with peers, professors, and staff in a supportive and mature manner.
Use positive and nonjudgmental language and operate from a strengths perspective.
Respect differences and avoid any form of discrimination
Maintain your peers’ information that is revealed in class or the field internship setting.
By no means, use names of clients or disclose other pinpointing information

**Communication:**
Demonstrate respectful interpersonal communication with peers, professors, clients’ supervisors, and staff.
Construct appropriate email communication that includes a salutation and a clear message.
Develop a conscious awareness of non-verbal communication, body language, language, empathy, and attending skills.

The School of Social Work may dismiss a student’s participation in the BSW program if faculty determines that a student’s behavior has proven a substantial violation(s) of the NASW Code of Ethics and or the BSW program handbook(s). I have read and understood the Professional Expectations of Students’ Ethical and Professional Behavior

__________________________________________  
Signature

__________________________________________  
Date