

NORFOLK STATE UNIVERSITY
THE ETHELYN R. STRONG SCHOOL OF SOCIAL
WORK BACCALAUREATE PROGRAM



Fall 2023 – Spring 2024
BSW STUDENT HANDBOOK

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BSW STUDENT HANDBOOK

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SOCIAL WORK EDUCATION AT NORFOLK STATE UNIVERSITY

Introduction

This 2023-2024 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 mission of the Ethelyn R. Strong School of Social Work at Norfolk State University is to provide social work degrees at the BSW, MSW, and PhD levels, which prepare students with the competence to develop scholarly work and deliver services that strengthen and/or empower individuals, families, groups, organizations, and communities. The School and its programs 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

Rooted in the urban context, the Baccalaureate Social Work (BSW) Program at Norfolk State University (NSU) seeks to develop knowledgeable professionals capable of delivering evidence-based interventions as generalist practitioners within multi-level systems, such as government agencies, nonprofit organizations, and mental health facilities. Partnering with community and global leaders, the program emphasizes critical thinking; ethics; service; racial and economic justice; policy, scientific inquiry; social responsibility; human rights; dignity; and diversity.

The BSW Program

The Bachelor of 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 Bachelor of 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.

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

BSW Goal 1:

Prepare students as generalist practitioners who exemplify the nine CSWE core competencies in their ability to:

1. Demonstrate Ethical and Professional Behavior
2. Engage in diversity and difference in practice
3. Advance Human Rights and Social, Racial, Economic, and Environmental Justice
4. Engage in Practice-Informed Research and Research-Informed Practice

5. Engage in Policy Practice
6. Engage with Individuals, Families, Groups, Organizations, and Communities
7. Assess Individuals, Families, Groups, Organizations, and Communities
8. Intervene with Individuals, Families, Groups, Organizations, and Communities
9. Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

BSW Goal 2:

Prepare students for employability as professional social workers by engaging them with community and global leaders through a variety field experiences.

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 Registrar's office published deadline.

BSW CURRICULUM

BSW Courses and Descriptions

The purpose of the Bachelor of 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 & 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 life-long learner.

SWK 200 Three Credits INTRODUCTION TO SOCIAL WORK (EE)

This course exposes students to Social Work history, values and ethics, intervention methods, fields of practice and organizational settings. Special emphasis on the nature and functions of social work and the diversity of roles of the generalist practitioner.

SWK 207 Three Credits SOCIAL WELFARE POLICY I (EE)

PREREQUISITE SWK 200

COREQUISITE: SWK 220

This course introduces societal problems and social work's commitment to diversity, social and economic justice, racial oppression. Emphasis is on learning the historical background of society, and emergence of the social work profession.

SWK 220 Three Credits HUMAN BEHAVIOR AND SOCIAL ENVIRONMENT I (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 POLICY 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 GP: GROUP, ORGANIZATION, AND COMMUNITY (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

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 DEVELOPMENT -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 Bachelor of 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 Bachelor of 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)

Semester I	Course Title	Credit Hours	Grade
HED 100	Personal and Community Health (<i>Tier 1</i>)	2	
ENG 101***	Communication Skills (<i>Tier 1</i>)	3	
MTH 103	Contemporary Math (<i>Tier 1</i>)	3	
CSC 150***	Computer Literacy (<i>Tier 2</i>)	3	
PED 100	Fundamentals of Fitness for Life (<i>Tier 2</i>)	1	
HIS 100	History of World Societies I <i>or</i> HIS 101, History of World Societies II <i>or</i> HIS 102, US History to 1865 <i>or</i> HIS 103, US History: 1865 to Present (<i>Tier 2</i>)	3	
SEM 101	Spartan Seminar (<i>Tier 1</i>)	1	
	TOTAL	16	

Semester II	Course Title	Credit Hours	Grade
ENG 102***	Communication Skills	3	
SOC 101***	Introduction to Social Science (<i>Tier 2</i>)	3	
SWK 199	Professional Development: Leadership & Social Work Ethics – EFFECTIVE SPRING 2021	2	
PSY 210***	Introduction to Psychology	3	
BIO 105/105L	Human Biology and Human Biology Lab (<i>Tier 2</i>)	3	
SEM 102	Spartan Seminar II (<i>Tier 1</i>)	1	
	TOTAL	16	

SOPHOMORE YEAR (Pre-social work requirements)

Semester I	Course Title	Credit Hours	Grade
SWK 200	Introduction to Social Work	3	
***POS 231	State and Local Govt. <i>or</i> POS 100, American National Government	3	
SCI 101	Intro. to Physical Science for Non-Science Majors or Equiv. (<i>Tier 2</i>)	3	
ECN 200	Basic Principles of Economics or Equivalent (<i>Tier 2</i>)	3	
HUM 210	Humanities – (ENG 207, Intro. to World Literature; FIA 201, Basic Art Appreciation; or MUS 301, Music Appreciation) – (<i>Tier 2</i>)	3	
SEM 201	Spartan Seminar III (<i>Tier 1</i>)	1	
	TOTAL	16	

Semester II	Course Title (<i>Apply to the professional program this semester</i>)	Credit Hours	Grade
SWK 207	Social Welfare Policies and Services I	3	
SCM 285	Principles of Speech (<i>Tier 1</i>)	3	
SWK 220	Human Behavior and the Social Environment I	3	
***PSY 280	Abnormal Psychology	3	
XXX XXX	Optional Elective	3	
	TOTAL	15	

* 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

Semester I	Course Title	Credit Hours	Grade
SWK 300	Social Welfare Policies and Services II	3	
SWK 309	Human Behavior and the Social Environment II	3	
SWK 312	Introduction to Generalist Practice	3	
SOC 331	Social Psychology or PSY 250, Social Psychology	3	
SWK 333	Methods of Social Work Research	3	
	TOTAL	15	

Semester II	Course Title (<i>apply to the field program</i>)	Credit Hours	Grade
Cultural Perspective	Cultural Perspective (<i>Social Sciences</i>) – HIS 335, Af-Amer. History to 1865; HIS 336, Af-Amer. History Since 1865; HIS 371, African History/Culture <i>or</i> HRP 320, Af-Amer. Health (<i>Tier 3</i>)	3	
SWK 313	Generalist Practice: Individuals and Families	3	
SWK 319	Human Behavior and the Social Environment III	3	
SWK 320	Human Diversity and Social Justice in Social Work – Effective Spring 2021	3	
***SOC 355	Elementary Social Statistics or POS 345, Statistics and Data Processing for Political Analysis	3	
	TOTAL	15	

SENIOR YEAR

Semester I	Course Title	Credit Hours	Grade
SWK 318	Generalist Practice: Groups, Communities, and Organizations	3	
SWK 490	Practicum Seminar I	1	
SWK 495	Practicum in Social Work I	5	
SWK 498A	BSW Field Practicum Orientation I	0	
SWK XXX	Social Work Elective (<i>Restricted- Advanced Policy</i>) -- SWK 411 , Contemporary Social Policy Issues <i>or</i> 497 , Macro/Micro Perspectives in International Social Work (Select one)	3	
Cultural Perspective	Cultural Perspective (<i>Humanities</i>) – ENG 383, Afro-American Literature <i>or</i> MUS 234, Afro-American Music (<i>Tier 3</i>)	3	
	TOTAL	15	

Semester II	Course Title	Credit Hours	Grade
SWK XXX	Social Work Elective	3	
SWK 416	Generalist Practice: Evaluation	3	
SWK 491	Practicum Seminar II	1	
SWK 496	Practicum in Social Work II	5	
SWK 498B	BSW Field Practicum Orientation	0	
	TOTAL	12	
	TOTAL CREDIT HOURS FOR GRADUATION	120	

Tier 1 - 18 credit hour; Tier 2 – 16 credit hours; Tier 3 – 6 credit hours

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 H HOURS, TO INCLUDE THE HONORS SEMINAR.

PRE-SOCIAL WORK REQUIREMENTS

FRESHMAN YEAR

Semester I	Course Title	Credit Hours	Grade
HED 100	Personal and Community Health (<i>Tier 1</i>)	2	
ENG 101H***	College English I (<i>Tier 1</i>)	3	
MTH 103	Contemporary Math (<i>Tier 1</i>)	3	
CSC 150H***	Computer Literacy (<i>Tier 2</i>)	3	
PED 100	Fundamentals of Fitness for Life (<i>Tier 1</i>)	1	
HIS 100	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 (<i>Tier 2</i>)	3	
SEM 101	Spartan Seminar (<i>Tier 1</i>)	1	
	TOTAL	16	

Semester II	Course Title	Credit Hours	Grade
ENG 102H***	College English II (<i>Tier II</i>)	3	
SOC 101H***	Introduction to Social Science (<i>Tier 2</i>)	3	
*SOC 230H	Problem Solving Cluster – (Restricted Elective)	2	
PSY 210H***	Introduction to Psychology	3	
BIO 105/105L	Human Biology and Human Biology Lab (<i>Tier 2</i>)	4	
SEM 102	Spartan Seminar II (<i>Tier 1</i>)	1	
	TOTAL	16	

SOPHOMORE YEAR

Semester I	Course Title	Credit Hours	Grade
SWK 200	Introduction to Social Work	3	
POS 231 ***	State and Local Govt. <i>or</i> POS 100, American National Government	3	
SCI 101	Intro. to Physical Science for Non-Science Majors or Equiv. (<i>Tier 2</i>)	3	
ECN 211H	Basic Principles of Economics or Equivalent (<i>Tier 2</i>)	3	
HUM 210H	Humanities –(<i>Tier 2</i>) (HUM211H ; MUS 301H - Music Appreciation; ENG 2017H - Literature; FIA 201 Basic Art Appreciation)	3	
SEM 201	Spartan Seminar III (<i>Tier 1</i>)	1	
	TOTAL	16	

Semester II	Course Title (<i>Apply to Professional Program</i>)	Credit Hours	Grade
SWK 207H	Social Welfare Policies and Services I	3	
ENG 285H	Public Speaking (<i>Tier 1</i>)	3	
SWK 220H	Human Behavior and the Social Environment I	3	
PSY 280***	Abnormal Psychology	3	
XXX XXX	Optional Elective	3	
	TOTAL	15	

JUNIOR YEAR

Semester I	Course Title	Credit Hours	Grade
SWK 300H	Social Welfare Policies and Services II	3	
SWK 309	Human Behavior and the Social Environment II	3	
SWK 312	Introduction to Generalist Practice	3	
SOC 331H	Social Psychology or PSY 250, Social Psychology	3	
SWK 333	Methods of Social Work Research	3	
GST 345H/346H	Honors Seminar Course	3	
	TOTAL	18	

Semester II (Apply to Field)	Course Title	Credit Hours	Grade
Cultural Perspective	Cultural Perspective (<i>Social Sciences</i>) – 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 <i>or</i> HRP 320, Af-Amer. Health (<i>Tier 3</i>)	3	
SWK 313	Generalist Practice: Individuals and Families	3	
SWK 319	Human Behavior and the Social Environment III	3	
***SOC 355	Elementary Social Statistics <i>or</i> POS 345, Statistics and Data Processing for Political Analysis	3	
SWK 314H	Nature and Meaning of Child Welfare (<i>Elective</i>)	3	
GST 445H/446H	Honors Seminar Course (<i>Only need one Honors Seminar</i>)	3	
	TOTAL	18	

SENIOR YEAR

Semester I	Course Title	Credit Hours	Grade
SWK 318H	Generalist Practice: Groups, Communities, and Organizations	3	
SWK 490	Practicum Seminar I	1	
SWK 495	Practicum in Social Work I	5	
SWK 498A	BSW Field Practicum Orientation I	0	
SWK 411H	Social Work Elective (<i>Restricted- Advanced Policy</i>) -- SWK 411H, Contemporary Social Policy Issues <i>or</i> 497, Macro/Micro Perspectives in International Social Work (Select one-Mandatory)	3	
Cultural Perspective	Cultural Perspective (<i>Humanities</i>) – ENG 383H, Afro-American Literature, INT 411H Ideas, and their Influences, INT 412H Contemporary Globalization, <i>or</i> MUS 234, Afro-American Music (<i>Tier 3</i>)	3	
	TOTAL	15	

Semester II	Course Title	Credit Hours	Grade
SWK 315H	Social Work with Families; Trauma-Informed Practice with Children & Families (<i>Elective</i>)	3	
SWK 416H	Generalist Practice: Evaluation	3	
SWK 491	Practicum Seminar II	1	
SWK 496	Practicum in Social Work II	5	
SWK 498B	BSW Field Practicum Orientation II	0	
	TOTAL	12	
	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, 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
- Practicums 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 calendarer 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 Bachelor of 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 Bachelor of 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.

Policy: The BSW Program receives, reviews, and provides a decision for all students applying to the program.

Procedures: Applications are reviewed and scored by a panel composed of faculty members using the BSW Professional Program Application Scoring Rubric for the narrative personal statement. Overall GPA and social work courses GPA are assessed once all semester grades have been submitted. The panel makes a recommendation to the Program Director regarding the status of the

applicants. The policy for and procedures for evaluating admissions application can be found in the BSW Student Handbook.

Policy: The BSW Program, after a decision is rendered, provides notification of admission decision. Decisions are as follows: admit, admitted with provisions, or denied.

Procedures: BSW Professional Program applicants receive notification after final grades for the semester have been submitted for the final review of the application. Students are notified by email. The policy for and procedures for notifying applicants can be found in the BSW Student Handbook.

Policy: The BSW Program makes students aware, via email, of any contingent conditions associated with admissions.

Procedures: Applications are reviewed and scored by a panel composed of faculty members using the BSW Professional Program Application Scoring Rubric. The panel makes a recommendation to the Program Director regarding the status of the applicants. Applicants may be admitted, admitted with provisions, or denied. If students are admitted provisionally or denied, they are instructed to contact their advisors for advisement which includes the development of a plan of action. Applicants are notified of the decision by email and a copy of the applications and the decision letter is kept in a secure file.

Applications are reviewed and scored by a panel composed of faculty members. The panel makes a recommendation to the Program Director regarding the status of the applicants. Applicants may be admitted, admitted with provisions, or denied. If students are admitted provisionally or denied, they are instructed to contact their advisors for advisement which includes the development of a plan of action. Applicants are notified of the decision by mail and a copy of the applications, and the decision letter is kept in a secure student file.

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

Policy: Transfer credit is acceptable for coursework with a grade of “C” or better from regionally accredited institutions of higher learning. Courses taken on a pass/fail basis may be considered for transfer credit if the official college or university transcript or official attachments indicate that a passing grade is equivalent to a grade of “C” or better. No more than 30 pass/fail semester credit hours may be considered for transfer credit.

Procedures: Two copies of the Certificate of Advanced Standing (CAS) will be generated for all accepted transfer students. The CAS must be submitted to the academic advisor for review and approval during the transfer orientation session. Academic departments will make the final determination of credits accepted toward the chosen curriculum.

Students from other colleges and universities who aspire to transfer to Norfolk State University and matriculate into the BSW Program normally apply through the University Admissions Office and the Office of Transfer Admissions and Services which coordinates with the BSW Program Director. The Office of Admissions evaluates courses taken at other regionally accredited institutions. All transfer credits are evaluated at time of admission. A Certificate of Advanced Standing listing all transfer credits accepted by the University will be sent to the student’s department and sent directly to the student. The BSW Program ensures students do not repeat content by a careful review and audit of the certificate of advanced standing. Students are advised of the appropriate course of study plan which includes sequential courses required and a graduation projection date.

Transfer students must apply to the Professional Program after successfully completing the first three semesters of pre-social work courses and be currently enrolled in the fourth semester courses. The Field Practicum is not transferable. Transfer students are to complete 12 credit hours of field education. The field education policies and requirements for the practicum are explicated in the BSW Program Field Education Manual.

Credit for Military Service: Honorably discharged veterans of the United States Armed Forces may be granted credit for military science and certain courses in health and physical education upon presentation of the Report of Transfer or Discharge (DD 214) to the Admissions Office. These forms should be submitted prior to the first day of enrollment.

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

It is the position of the BSW Program at Norfolk State University that no credit is granted for life experience or previous work experience. This written policy which states the program does not grant credit for life experience and/or work experience is found on the BSW website, BSW Student Handbook, and the Field Manual.

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 Bachelor of 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.

EXPECTATIONS, POLICIES & PROCEDURES

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 worker 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:

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 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 resolved) 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/student-affairs/dean-of-students/student-complaints> Students Office: Student Services Center, Suite 307; Email: deanofstudents@nsu.edu; Phone: (757) 823-2152

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>

Equal Opportunity Policy

It is the policy of **Norfolk State University** ([link](#)) 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 statutes 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.

Advisement

Academic Advising

Policy: The BSW Program takes the position that all students receive primary academic advising from a Professional Academic Advisor housed under the Patricia Stith Student Success Center’s Academic Intervention Measures (AIM) under the Office of Academic Engagement Student Success.

The University-Wide Academic Advising Program is a comprehensive, multi-faceted program to facilitate student retention and success. Recently, the University has moved to a 2- 2 advising model where students are advised through the student success center during their first two years. After reaching 60 credit hours, the student is advised by a Professional Academic Advisor located within the department/school. This advising program incorporates face- to- face as well as virtual advising appointments—the advisor contacts advisees to discuss academic progress and 5th& 10-week grades through Student Planning.

Procedures: The University's Student Planning tool is an educational platform to assist students and advisors with registration. This platform is designed to make the registration process more straightforward and allow for a smooth process. One of the main focuses of Student Planning is to allow greater student involvement.

Student Planning allows the students to track their progress as they matriculate through their courses. The curriculum is uploaded into Student Planning, allowing the student to see all the courses required for the program. It displays the remaining courses for the student to complete and the courses they have successfully passed.

Student Planning has improved the registration process and encouraged students to take an active role in selecting classes and sections. Student planning empowers the student to select the course's sections that best fit their schedule and require advisor approval before completing the registration

process. With this approval process in place, the advisor can ensure students follow the correct sequence according to the curriculum.

The new platform, Student Planning, has offered an additional communication method between advisee and advisor. Both parties can leave notes with questions or course suggestions or request meetings. After the note is left, the receiving party will receive an email notification stating a message is waiting. Advisors will log into the platform and the specific advisee's account to retrieve the note.

Academic plans can be created within the student planning tool. As the platform continues to be developed, advisees can create academic plans for the year. During advising appointments, advisors and advisees currently develop an academic plan for the remainder of the advisee's program. This plan is emailed to the student, and a copy is placed in the advisee's file. The agreed-upon academic plan is to add to the notes for future review by the advisee.

The Student Success Center provides advisement, tutorial services, a computer lab, and other support services for students. The department also provides training and an advisement manual for faculty. Services may be accessed by referral from faculty members or students may self-refer.

Professional Academic Advisors primary purposes are listed below:

- To assist students in identifying academic goals and developing meaningful educational plans compatible with career and academic aspirations.
- To provide adequate educational support and encouragement for students to take advantage of both in-and out-of-class educational experiences.
- Increase proficiency and use of technology to better serve students and faculty and more efficiently use resources
- To provide the information and educational support necessary to ensure student retention and progress toward graduation.

The BSW program uses the Patricia Stith Student Success Center's Academic Intervention Measures (AIM) when there is a concern about a student's academic progress. The advisor makes the referral by completing the procedure online. A referral is made when there are the following concerns. The student:

- Is frequently tardy to class;
- Has been absent three or more times;
- Has not been submitting assignments;
- Has not been participating in class or appears to be uninterested;
- Has received a "D" or "F" at mid semester report;
- Is on academic probation and has shown no signs of improvement;
- Shows some unusual behavior or attitude.

Professional Advising

Policy: It is the position of the BSW Program that BSW Program faculty will engage and serve as professional mentors for all students. Faculty will serve as professional mentors guiding the profession, networking, and career exploration.

Procedures: Faculty take on a professional mentor role to assist students with career exploration, networking opportunities, and professional development. Faculty are assigned a student mentee that they meet with 1-2 times each semester individually or in student groups to discuss various professional opportunities (i.e., state licensure, employment options, professional development). The faculty mentors document their meetings annually.

Faculty Professional Mentors (BSW Faculty) primary purposes are listed below:

- To assist students, navigate their professional goals, and provide supportive guidance on how to accomplish their goals
- To provide networking opportunities with their connections and the community
- To guide students during their professional development
- To assist students in the potential exploration of graduate school endeavors

Academic Performance

Policy: It is the position of the BSW Program at Norfolk State University that students receive timely, written feedback regarding academic performance.

Procedures: For the most part, student academic work is evaluated using the grading system below; in addition, student final grades in courses are calculated using this grading system. The Grading System is found in each syllabus and in the Student Handbook.

THE GRADING SYSTEM

The grade (quality) point system based upon completed hours at Norfolk State University is used to calculate student scholarship as follows:

Grade	Quality Points	Description
A	4.0000	
A-	3.7000	
B+	3.3000	
B	3.0000	
B-	2.7000	
C+	2.3000	
C	2.0000	
C-	1.7000	
D+	1.3000	
D	1.0000	
D-	0.7000	
F	0.0000	
P ¹	None	n/a
AU ²	None	Audit
I	None	Incomplete Official
W	None	Withdrawal
NG	None	No Grade Reported
S	None	Satisfactory

#	None	Forgiven
Grading Systems		

The grade point average is obtained by dividing the total number of quality points earned by the total number of completed semester hours.

Professional Performance

Policy: It is the position of the BSW Program at Norfolk State University that students receive timely, written feedback regarding professional performance, when needed.

Procedures: The procedures for evaluating student professional performance is as follows:

Given the ethical responsibilities of professional social work practice to promote and protect the well-being of the clients and communities we serve, the BSW Program at Norfolk State University has established Technical Standards for students that not only focus on academic performance but that also emphasize the abilities and attributes essential for the profession. This document describes the Technical Standards each student must satisfy, with or without reasonable accommodations, to enroll in, fully participate in, progress through, and graduate from the BSW program. These requirements apply in the classroom, in field placements, in our school, in the university, and in the broader community and societal context. The Professional Performance is found the BSW Student Handbook and BSW Field Manual.

1. Communication Skills:

- Communicate effectively, responsibly, and respectfully in a timely manner in interactions with other students, faculty, field instructors, staff, clients and client systems, and other professionals with whom they might come in contact within their student role.
- Demonstrate the capacity to use effective verbal and nonverbal communication skills, including the ability to actively listen, self-reflect and interpret nonverbal communication of others and self.
- Communicate clearly through verbal and written products at a level appropriate for their stage of education.

2. Intellectual and Cognitive Ability:

- Ability to recall and retain information, think critically, and apply problem solving skills in an efficient and timely manner.
- Ability to plan, calculate, reason, analyze, integrate and synthesize information in a timely manner.
- Demonstrate a continual effort to reflect on their own values, attitudes, beliefs, emotions, biases, current and past experiences, and make efforts to be inclusive of different cultures and populations.
- Manage time effectively in order to observe deadlines, and conscientiously arrange and keep appointments.
- Ability to navigate transportation to meet field and classroom requirements.
- Ability to acquire knowledge, process experiences and incorporate new information from peers, teachers, and literature in formulating interventions and treatment

plans.

- Evaluate and integrate into practice constructive feedback received in both the classroom and field settings.

3. Emotional and Behavioral Professionalism:

- Seek appropriate help to ensure that personal issues do not interfere with professional and academic performance.
- Demonstrate the ability to tolerate demanding workloads, adapt to changing environments and situations.
- Maintain respectful and appropriate relationships and boundaries with peers, faculty, field instructors, staff, clients and client systems, and other professionals.
- Be punctual and dependable, prioritize responsibilities, manage time, and attend and actively participate in class and field in accordance with relevant policy.
- Demonstrate behavior and decisions reflecting the highest standards of honesty and personal, academic, and professional integrity.
- Take responsibility for their own actions and quality of work and consider the impact of these on others.
- Show the capacity to successfully complete required field practicum hours and demonstrate positive progress in the required social work competencies. The 2015 Educational Policy and Accreditation Standards, can be accessed at <https://www.cswe.org/accreditation/accreditation-process/>) in the field and classroom settings.

4. Skills with Technology:

- Ability to use computers for searching, recording, storing, and retrieving information.
- Navigate and utilize technologies, such as learning platforms, videoconferencing, library systems, and various software necessary to complete classroom and various assignments.
- Use required field agency technology to fulfill the work duties at their field placement site. This technology could include, but is not limited to, the use of computers, telephones, and agency databases.
- Comply with the Standards for Technology in Social Work Practice.

These standards are congruent with the ethical values and standards laid down by the NASW Code of Ethics, which all students must abide by. In addition, students are expected to review and abide by all Norfolk State University Policies and Practices. A student can participate in our social work programs so long as they are able to meet these standards, with or without reasonable accommodations. Students who would like to request reasonable accommodations to assist them in meeting these standards should contact: Office of Accessibility Services/International Student Services OASIS at 757-823-8325 or oasis@nsu.edu.

Improvement Plan

It is the desire of the BSW Program at Norfolk State University to provide support and guidance to students who may present with academic and/or professional performance issues. The Academic and Professional Enhancement Plan is initiated by the faculty and/or Professional Academic Advisor when a student consistently falls below stated standards (grades and technical standards for professional performance). The plan alerts the students of their progress and sets forth guidelines for improvement in academic and/or professional performance. The student also can

articulate personal challenges/concerns related to their performance. The plan also outlines consequences of progress and conditions.

NORFOLK STATE UNIVERSITY

Ethelyn R. Strong

SCHOOL OF SOCIAL WORK

SOCIAL WORK PROGRAM

ACADEMIC and PROFESSIONAL ENHANCEMENT PLAN

Student : Date :

Student # : Advisor :

1. Area(s) of Concern:
2. Student's Response to Concern(s):
3. Intervention Strategy:
4. Progress Assessment/Conditions:

Student Signature

Faculty/Advisor Signature

Program Chair

GRIEVENCE

Grievance for Academic Performance

Grade Appeal

The instructor has the responsibility for evaluating coursework and determining grades; however, the student has the right to appeal a grade believed to be in error. The appeal process may involve the following steps and may be resolved at any level:

- The student confers with the instructor involved.
- The student and instructor (preferably together) confer with the chairperson of the department offering the course.
- The student and instructor (preferably together) confer with the dean of the school in which the department is housed.

When the above steps do not resolve the issue, the student may initiate a formal written appeal through the Faculty/Student Grievance Committee to the Provost for its review and recommendation. Appeals should not be taken lightly by either the student or the instructor.

The student is responsible for verifying the accuracy of his or her academic records. Grade appeals should be made immediately after the grade in question is received. No appeals will be considered after one year has elapsed or after graduation, whichever is earlier.

Grievance for Professional Performance

The BSW Program uses Norfolk State University's Student Grievance Process for Grievance for Professional Performance.

Process:

1. Student must submit in writing a complaint to the Department Director regarding professional performance.
2. If there is no resolution and the concern still exists, then the complaint will escalate to the Associate Dean of the School of Social Work.
3. If there is no resolution and the concern still exists, then the complaint will escalate to the Dean of the School of Social Work.
4. If there is no resolution and the concern still exists, then the complaint will escalate to the Office of the Provost.
5. If there is no resolution and the concern still exists, then the complaint will escalate to the Office of the President.

For formal complaints, the following tracking form is used in the School of Social Work:
STUDENT COMPLAINT FORM (nsu.edu)

The BSW Program at Norfolk State University informs students of the program's criteria for evaluating their academic and professional performance and its policies and procedures can be found in the student handbook; in the field manual; we review during student orientation; and it is reviewed during Town Hall Meetings with students.

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

Academic Termination

Policy: It is the position of the BSW Program to maintain high academic standards. When a student consistently fails to maintain high academic standards, the student may be dismissed from the program.

A student is terminated from the BSW Program for the following reasons:

- The student fails a major course after repeating it more than one time.
- The student is terminated by the University.

University grading policies are printed in the University Catalog. Course syllabi include the criteria for grading as well. Field evaluation criteria are also printed on the field evaluation forms and in the BSW Program Field Education Manual.

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

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 free discussion, inquiry, and rational expression.

Professional Termination

The BSW program reserves the right to terminate enrollment of any student at any time for what the faculty and administration may believe to be a good and sufficient reason(s), such as cheating, plagiarism, misuse of university property, criminal convictions, or unprofessional conduct.

A student may be removed or dismissed from the program, field practicum site and the Field Education Program at any time by the Program Director, Associate Dean, Field Instructor and/or the field agency for documented unprofessional conduct. Unprofessional conduct may include but is not limited to behavior that may be hazardous, unethical, illegal, unprofessional to the client, agency or faculty system, or commitment of a breach in confidentiality.

- When a student's performance is evaluated as deficient, the Program Director, Field Director, Field Instructor, Task Supervisor (if applicable), with the student determines what, if any, course of action could bring the student's performance into compliance with the program's professional standards.
- The action plan (Academic and Professional Enhancement Plan) outlines the problems to be solved, actions to be taken to solve said problems, and the timeline for completion of corrective actions regarding the student's performance.

- If the student does not self-correct based on the correction action plan timeline the student is terminated from the BSW Program.
- Students can re-apply for re-instatement to the BSW Program.
- Re-instatement into the BSW program is not automatic and requires a review by the BSW faculty on a case-by-case situation. The BSW faculty is responsible for acting as the gatekeeper of the social work profession. When a student is experiencing serious academic and professional difficulties, the BSW Program Director addresses the issues directly with the student, after extensive consultation with the faculty members who are working with the MSW student that semester. In this interaction, the student is asked to discuss perceived barriers to academic and professional success. They then mutually build a strategic plan to help ensure future success.

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 (ADM) 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 Jr. 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 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 Academic Advisor

Location: Patricia Stith Student Success Center, NGE Suite 109

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

BSW Program Director

Location: G.W.C. Brown Memorial Hall. Suite 335

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