



UCF

UNIVERSITY OF CENTRAL FLORIDA

Social Work BSW Program Handbook

School of Social Work • College of Health Professions and Sciences

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Dear BSW Student,

Welcome to the Bachelor of Social Work (BSW) Program at the University of Central Florida! We are delighted that you have chosen social work as your profession and are excited to welcome you to our School of Social Work community.

Our School of Social Work has a long tradition of preparing ethical, compassionate, and competent professionals who make meaningful contributions to their communities. Throughout your time in the program, you will learn from experienced faculty and receive support from a dedicated team committed to your academic and professional success. Our curriculum is designed to provide you with the knowledge, skills, and values needed for effective, evidence-based, culturally responsive, and trauma-informed social work practice.

As a program, we are committed to supporting and encouraging you throughout your educational journey. In return, we ask that you approach your coursework, field education, and professional development with integrity, respect, curiosity, and a commitment to the ethical standards of the social work profession.

This handbook is an important resource that outlines the policies, procedures, and expectations of the BSW Program. We encourage you to become familiar with its contents and refer to it throughout your time in the program. If you have questions or need guidance, please do not hesitate to contact a member of the BSW Program team.

The journey ahead will be rewarding, challenging, and transformative. We are honored to be part of your educational experience and look forward to supporting you as you grow into a skilled, compassionate, and ethical social work professional.

Go Knights!



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Table of Contents

SECTION I: THE BSW PROGRAM OVERVIEW	5
HISTORY OF SOCIAL WORK AT UCF	5
PRINCIPLES AND PHILOSOPHY OF THE SCHOOL OF SOCIAL WORK	5
SCHOOL OF SOCIAL WORK MISSION STATEMENT	5
SCHOOL OF SOCIAL WORK VISION	6
BSW PROGRAM MISSION STATEMENT	6
BSW PROGRAM GOALS	6
SECTION II: ADMISSION AND DEGREE REQUIREMENTS, MINORS & CERTIFICATES	6
GENERAL ADMISSION REQUIREMENTS	6
CERTIFICATE PROGRAMS AND SOCIAL WORK MINORS	10
CERTIFICATE AND MINOR IN AGING STUDIES	10
NONPROFIT MANAGEMENT - MINOR	10
CHILDREN'S SERVICES CERTIFICATE	11
SPANISH FOR SOCIAL WORK CERTIFICATE	11
SOCIAL WORK & THE LAW CERTIFICATE	11
SECTION III: SCHEDULES OF STUDY & COURSES	11
ACADEMIC PLAN OF STUDY	11
FULL-TIME PROGRAM	11
PART-TIME PROGRAM	12
FIELD EDUCATION	14
BSW COURSE DESCRIPTIONS	14
SOCIAL WORK ELECTIVES	15
SECTION IV: PROGRAM ADVISING	16
FACULTY ADVISING	16
ACADEMIC ADVISING	17
GRADUATION VERIFICATION	17
SECTION V: PROGRAM & UNIVERSITY POLICIES	18
PROFESSIONALISM	18
BSW PROGRAM READMISSION PROCESS	19
POLICIES ON CLASS BEHAVIOR	20
ACADEMIC MISCONDUCT	21
DISRUPTIVE CONDUCT	23
CONFIDENTIALITY	23
CRIMINAL CHARGES BEFORE ACCEPTANCE & WHILE IN THE BSW PROGRAM	24
POLICY ON NON-DISCRIMINATION	25

POLICY ON HARASSMENT	26
POLICIES RELATED TO COURSE SUBSTITUTIONS, CHANGES, AND EXPECTATIONS.....	28
POLICY ON EXPECTATIONS FOR SOCIAL WORK STUDENTS: POPULATIONS SERVED AND MODES OF INTERVENTION	29
POLICY ON STUDENT GRIEVANCES	29
POLICY ON RETENTION, ADVANCEMENT AND TERMINATION	31
POLICY ON INDEPENDENT STUDY	35
SECTION VI: PROFESSIONAL DEVELOPMENT & RESOURCES.....	36
PROFESSIONAL DEVELOPMENT	36
CONTINUING EDUCATION.....	36
NATIONAL ASSOCIATION OF SOCIAL WORKERS	36
UCF CHPS ALUMNI ASSOCIATION	36
BSW STUDENT ASSOCIATION (BSWSA)	37
HONORS UNDERGRADUATE THESIS (HUT)	37
PHI ALPHA SOCIAL WORK HONOR SOCIETY/NU PI CHAPTER	37
PROFESSIONAL CREDENTIALS FOR BACCALAUREATE SOCIAL WORKERS	37
POST GRADUATE PLANNING	38
RESOURCES.....	38
FINANCIAL AID.....	38
ACADEMIC ENGAGEMENT	39
UCF CARES	39
STUDENT ACCESSIBILITY SERVICES	39
SAFETY ESCORT SERVICES.....	39
CAMPUS SAFETY STATEMENT.....	40
SERVICE ANIMALS	40

Section I: The BSW Program Overview

History of Social Work at UCF

Social Work first began as an undergraduate concentration in Social Welfare in the University's Department of Sociology and Anthropology in the late 1960s. In 1975, the concentration received its first accreditation by the Council on Social Work Education. In 1978, the concentration became a program and in 1982 the program was redesigned as the Department of Social Work. The Department joined the College of Health and Public Affairs in 1989. In 1995, the Board of Trustees approved the conversion of the Department of Social Work to the School of Social Work. This predestination from a Department to a School confers a status consistent with the expectations of professional colleagues and external constituencies. Effective July 2, 2018, the College of Health Professions & Sciences began. The new college includes the School of Social Work, Communications Sciences & Disorders, Physical Therapy, Athletic Training, Kinesiology & Department of Health Sciences. The BSW and MSW programs maintain accreditation through the Council on Social Work Education.

Principles and Philosophy of the School of Social Work

The School of Social Work is committed to the pursuit of excellence in teaching and the promotion of competent, ethical social work practice. The BSW Program is guided by five principles:

1. All people deserve to be treated in a manner that recognizes their individuality, dignity, and self-worth.
2. Social workers provide moral, passionate, and practical leadership in advocating for social and economic equality for those least powerful members of society.
3. Social workers, as citizens of a global village, recognize and appreciate that cultural diversity enriches us all.
4. Social work practice in the 21st century will require a mastery of theory and interventions that will impact the form and process of professional relationships.
5. Scientific inquiry and the pursuit of knowledge are an integral form of energy for the human spirit.

In the early 1960s, UCF adopted Pegasus, the winged horse of Greek mythology, to depict the contrast and connection between the old and the new, and between the humanities and the sciences. According to mythology, Pegasus carries hopes, aspirations, and poetry into the skies. This characterization of the winged horse appropriately describes how the School of Social Work has moved into the 21st century. Faculty, students, and alumni are spurred forward by a collective passion and public resolve which strives for: a society that seeks social justice and equality for all its members; a society in which all people can maximize their fullest potential; a society that values inclusion and embraces diversity and a society in which its members are responsive to all people and their concerns.

School of Social Work Mission Statement

The UCF School of Social Work's **mission** is to advance inclusive social work practice that promotes physical and behavioral health, social justice, and human rights through our high-impact research, education, and community engagement.

School of Social Work Vision

The UCF School of Social Work's vision is to enrich our diverse society with skilled social work professionals and innovative research that elevates the quality of health and well-being for individuals, groups, and communities throughout the life course.

BSW Program Mission Statement

The UCF School of Social Work BSW Program prepares social work students to become generalist helping professionals who promote optimal well-being, human rights, and social, environmental, economic, and racial justice. The School focuses on social change and culturally responsive practice from a regional, national, and global perspective with individuals, families, groups and communities in diverse practice settings through research informed practice.

BSW Program Goals

- Goal 1: Apply professional knowledge, skills, and values with diverse individuals, families, groups, and communities.
- Goal 2: Engage in ethical practice grounded in human rights and social, environmental, economic, and racial justice guided by the person-in-environment construct.
- Goal 3: Promote the optimal well-being of vulnerable, oppressed, and marginalized populations by building on their strengths and resilience through collaborative community partnerships.
- Goal 4: Integrate research informed practice in generalist settings.
- Goal 5: Advocate for policies and services that promote social change and the quality of professional social work practice.

The BSW Program within the School of Social Work is accredited by the Council on Social Work Education (CSWE). To maintain our accreditation status, we engage in ongoing curriculum assessment to demonstrate compliance with CSWE's Education Policies and Accreditation Standards (EPAS). Each competency describes the knowledge, values, skills, cognitive and affective processes that comprise the competency at the generalist level of practice, followed by a set of behaviors that integrate these components. These behaviors represent observable components of the competencies, while the preceding statements represent the underlying content and processes that inform the behaviors.

The competencies & behaviors can be found in each canvas course.

Section II: Admission and Degree Requirements, Minors & Certificates

General Admission Requirements

Students are admitted to the undergraduate program in the summer, fall, or spring terms. Students admitted in the spring semester may take 1-2 social work courses after discussing it with the program director or advisor. Acceptance to the University does not constitute admission to the upper division social work program.

To be considered for admission to the program, students must have:

- Admission to the University of Central Florida
- A 2.5 or above overall GPA

- General Education and program prerequisites completed (or close to being completed)

A separate application to the specialized access program must be submitted through SLATE at <https://futureknight.apply.ucf.edu/register/bsw>. Along with the social work application, please provide one letter of recommendation from a professor (preferably) and/or supervisor from a place of employment or volunteer work. All letters should be addressed to the BSW Director and be included with the application. Students must also submit a 2-to-4-page professional statement. Prior to completing the online application process, please have everything ready. The system does not allow students to leave the website and return. If that happens, the information provided will not be saved.

This specialized admission program is work intensive. Due to this, it is strongly recommended that students be at least one year post high school prior to applying to the program. Students with concerns or questions should contact the BSW Program Director or BSW Advisor to schedule an appointment.

Degree Requirements in Social Work

Educational standards for all social work programs are established by the Council on Social Work Education, the national accreditation body for professional social work education. Curriculum direction and content is regulated by the Council through its accreditation standards. An undergraduate degree in social work requires successful completion of the scheduled courses of study and a minimum of 120 credit hours to meet the University requirement to graduate. Students also must have an overall GPA of 2.5 in all social work courses. All students must complete 30 credit hours in social work at UCF to meet the university residency requirements. Students may not be in "transient" status the last semester prior to graduation.

As a social work student, you were accepted into the program under one of the following categories:

Regular: All the requirements for the program are met. You will be able to register for any of the undergraduate social work classes after completion of an academic degree plan and completion of the change of major process.

Conditional: The required prerequisite courses for the social work program are not completed. If this is the case, you are allowed to register for two (2) social work courses, SOW 3104 Human Behavior & Social Environment-I and SOW 3284 Social Work Perspectives on Social Justice and may be allowed to register for more classes upon meeting with the BSW Advisor or Director. Students who are accepted conditionally need to contact the BSW Advisor to discuss their situation, follow up on registration, and complete an academic plan of study. All program prerequisites must be completed within the first year of the program.

Provisional: The required admission GPA (2.5) for the program has not been met. The BSW Program can admit up to 10% of the number of undergraduate students who apply and do not meet the requirements.

The credit hours are divided among seven (7) areas: common program prerequisites, required academic courses, field education, electives, statistics, cultural studies, and foreign language.

1. **Common Program Prerequisites:** To be admitted to the School of Social Work as a social work major, a student must successfully complete the requirements listed below.

A. **Foundation Prerequisites:**

1. General Education Requirements of the University of Central Florida or Associate of Arts (AA) degree from a Florida Community or State College.

B. **Program Course Prerequisites:**

- | | |
|---|--------|
| 1. American National Government (POS 2041) | 3 hrs. |
| 2. Biological Principles (BSC 1005) or Anatomy & Physiology | 3 hrs. |
| 3. General Psychology (PSY 2012) | 3 hrs. |
| 4. Introduction to Sociology (SYG 2000) or Social Problems (SYG 2010) | 3 hrs. |

The deadline for completion of the program prerequisites is within the first year of the BSW program.

2. **Course Requirements:** The undergraduate curriculum structure is built upon the guidelines established by the Council on Social Work Education. Academic credit will not be awarded for life or work experience. Students are not eligible to "test out" of any social work class.

A. **Human Behavior**

- | | |
|--|--------|
| SOW 3104 Human Behavior & Social Environment I | 3 hrs. |
| SOW 3111 Human Behavior & Social Environment II | 3 hrs. |
| SOW 3620 Culturally Competent Social Work Practice | 3 hrs. |

B. **Social Welfare Policy and Services**

- | | |
|---|--------|
| SOW 3284 Social Work Perspectives on Social Justice | 3 hrs. |
| SOW 4232 Social Welfare Policies and Issues | 3 hrs. |

C. **Social Work Research**

- | | |
|---|--------|
| SOW 3401 Social Work Research (Methods) | 3 hrs. |
|---|--------|

D. **Social Work Practice**

- | | |
|--|--------|
| SOW 3300 Practice I: Understanding Generalist Practice | 3 hrs. |
| SOW 3352 Practice II: Interpersonal Skills | 3 hrs. |
| SOW 4341 Micro-level Roles and Interventions | 3 hrs. |
| SOW 4343 Macro-level Roles and Interventions | 3 hrs. |
| SOW 4730 Documentation in Social Work Practice | 3 hrs. |

- E. **Field Education** - In the final two semesters of the BSW Program, each student completes an internship in a social service agency identified by the field team in collaboration with the student. Students are supervised during their internship by a professional social worker who holds an MSW degree and has a minimum of two (2) years of post-MSW experience or a BSW degree and a minimum of five (5) years post-BSW work experience.

F. **Field Courses**

Fall

- | | |
|-------------------------------------|--------|
| SOW 4515 Field Education Seminar | 2 hrs. |
| SOW 4941 Field Education Internship | 4 hrs. |

Spring

SOW 4515	Field Education Seminar	1 hr.
SOW 4941	Field Education Internship	5 hrs.

Please note part-time and full-time students must register for SOW 4941 and SOW 4515 during both fall and spring semesters.

Students completing their internship on a full-time or part-time basis will be placed in an internship for fall and continue with the same agency in the spring semester. Please note that students must remain in their internship for the length of the semesters. While in the field, students are also enrolled in a Field Education Seminar which meets every other week or online. The Seminar facilitates the integration of field and classroom learning. Students will attend Field Education Seminar during fall and spring semesters.

To qualify for entry into the field, students must have completed all the required social work courses and have a 2.5 GPA in the major.

- Electives:** Each student must successfully complete at least **two (2) social work elective** courses. Students are encouraged to take as many social work electives as possible depending on interest and room in your schedule. Social work electives are courses that focus on practice with either a special population or in a specific practice setting. The School of Social Work offers one or more of the following per semester. Note: most social work electives are offered only once per year; some are only offered once every other year.

GEY 3001	Gerontology: An Interdisciplinary Overview	3 hrs.
SOW 3740	Social Work Practice with Loss & Life's Transitions	3 hrs.
SOW 3803	Mindfulness in Social Work Practice	3 hrs.
SOW 4148	Introduction to Military & Veterans Culture in SW	3 hrs.
SOW 4194	Relationship and Interpersonal Violence: Global Perspectives	3 hrs.
SOW 4283	Social Work and the Law	3 hrs.
SOW 4322	Social Work Practice with Groups	3 hrs.
SOW 4602	Social Work in Health Settings	3 hrs.
SOW 4645	Social Services for the Elderly	3 hrs.
SOW 4650	Child Abuse: Treatment and Prevention	3 hrs.
SOW 4654	Children's Services	3 hrs.
SOW 4673	Social Work Practice: The Lesbian, Gay, Bisexual, and Transgender (+) Experience	3 hrs.
SOW 4706	Social Work Practice in Addiction & Recovery	3 hrs.
SOW 4754	Forensic Social Work Theory and Practice	3 hrs.
SOW 4794	Social Work Practice with Immigrants and Refugees	3 hrs.

- Statistics:** Each student must complete a statistics course before or during the first two semesters of their major.
STA 2014 Principles of Statistics or **STA 2023** Statistical Methods I: 3 hrs.

- Cultural Studies for Social Work Degree:**
To develop awareness, sensitivity, understanding, appreciation, and respect for diversity, social work students are required to complete a minimum of **six (6) hours** in cultural studies that include content related to race, ethnicity, culture, religion, sexual orientation, gender identity, disability, etc. A student may complete

these courses in any semester. A list of courses may be found on the School of Social Work website.

Examples of Cultural Diversity Courses

For a list of courses that meet the diversity requirement for social work, visit <https://healthprofessions.ucf.edu/socialwork/bachelors/>

State Foreign Language Requirement: Students who have not met the University's foreign language admission requirements may not complete this requirement by taking courses in cultural studies. UCF's foreign language admission requirement includes the following:

- A. Two years of the same foreign language in high school, or one year of foreign language at the college level prior to graduation. If taken in high school, an official transcript must be provided to the Admissions Office.
- B. Two years of American Sign Language in high school or one year of American Sign Language (ASL) at the college level prior to graduation.

Certificate Programs and Social Work Minors

Prior to graduation, all students earning a certificate must submit a certificate completion form, available online. Upon graduation and verification of required courses, the certificate will be mailed to you. When filing your intent to graduate online the semester prior to your actual graduation, you must have declared the certificate and/or minor and complete a separate Intent to Graduate for both the Social Work major and any declared certificate. For more information on the certificate programs, please contact the BSW Director or BSW Program Advisor.

Certificate and Minor in Aging Studies

In recognition of the special needs of the older adults in Central Florida, the School offers a 15 credit (18 credits for the minor) interdisciplinary program open to all students in any major leading to a Certificate in Aging Studies. This certificate prepares students for careers in applied gerontology, research, public service or for graduate training. Courses focus on physiological, psychological, sociological, environmental, cultural, legal-ethical and public policy issues affecting older adults. Students majoring in health professions, biomedical science, criminal justice and legal studies, hospitality management, psychology, social work, nursing, sociology, business, exercise science, physical education, communication sciences and disorders or education find study of the aging process especially helpful. An internship, along with course options that include service-learning activities are required.

Certificate website:

<https://healthprofessions.ucf.edu/socialwork/degrees/#certificates>

Minor website:

<https://healthprofessions.ucf.edu/socialwork/degrees/#minors>

Nonprofit Management - Minor

The Nonprofit Management Minor at the University of Central Florida will provide interdisciplinary classroom experience and experiential learning opportunities for students planning a career as a nonprofit professional. For more information, contact: Dr. Stephanie Krick (stephanie.krick@ucf.edu), Director of Undergraduate Programs in the School of Public Administration.

<https://healthprofessions.ucf.edu/degrees/#minors>

Children's Services Certificate

This certificate is awarded only to students in the undergraduate social work program. The Children's Services Certificate is designed to help students learn about the various components of the child welfare system and how that system impacts children and families. Students are prepared to identify child welfare problems such as child abuse and neglect experienced by children and families and are taught basic skills in working with families and with the child welfare system. The certificate includes both classroom academic work and a specialized field internship. Website:

<https://healthprofessions.ucf.edu/socialwork/degrees/#certificates>

Spanish for Social Work Certificate

The Spanish for Social Work Certificate strives for providing students with a strong and solid academic formation through a series of high-quality courses related to social work, victim assistance, community development, gerontology, and services to the needy, with an interdisciplinary focus with the collaboration of two different colleges, the College of Arts and Humanities and the College of Health Profession and Sciences. The courses offered in the program prepare students to bridge their knowledge across the different areas of Spanish and the key concepts of social work, thus facilitating an easy transition from our academic program to the workforce once this certificate is successfully completed. Students must demonstrate fluency in the language to be accepted into this certificate program. Website:

<https://healthprofessions.ucf.edu/socialwork/degrees/#certificates>

Social Work & the Law Certificate

The Social Work & the Law Certificate's goal is to provide students with an understanding of the intersection between social work and the law to comprehend the connections between the disciplines as students work to assist individuals and society. This Certificate is appropriate for any student planning to attend law school or graduate studies in social work, and for those planning to work in the court system assisting at-risk populations such as children in the child welfare system, those marginal or disenfranchised individuals unaware of their rights and of services, the elderly, and other groups impacted by the legal system. Website:

<https://healthprofessions.ucf.edu/socialwork/degrees/#certificates>

Section III: Schedules of Study & Courses

Academic Plan of Study

Full-time Program

Points to Keep in Mind:

1. Courses are offered only during specified semesters.
2. Courses should be taken sequentially and only when prerequisites have been met.
3. All required social work courses must be completed either prior to the internship or concurrently (i.e., Field Education and Field Seminar) and have a 2.5 GPA in the major.
4. The Field Education and seminar courses are offered in the fall and spring semester.
5. Two electives must be social work electives: GEY 3001, SOW 3740, 4148, 4194, 4283, 4322, 4602, 4645, 4650, 4654, 4673, 4706, 4754, and 4794. Please contact the BSW Advisor to obtain more information on these courses.

Course

Credits

SUMMER SEMESTER ADMISSION – JUNIOR YEAR

SOW	3300	Practice I: Generalist Practice in Social Work	3 hrs.
		Social Work Elective OR	3 hrs.
		Cultural Diversity course (if needed)	3 hrs.
		Total Hours	3 - 9 hrs.

FALL SEMESTER - JUNIOR YEAR

SOW	3104	Human Behavior & Social Environment I	3 hrs.
SOW	3284	Social Work Perspectives on Social Justice	3 hrs.
SOW	3300	Practice I: Generalist Practice in Social Work	3 hrs.
STA	2014	Principles of Statistics	3 hrs.
		Social Work Elective (if needed)	3 hrs.
		Total Hours	12-15 hrs.

SPRING SEMESTER - JUNIOR YEAR

SOW	3111	Human Behavior & Social Environment II	3 hrs.
SOW	3352	Practice II: Interpersonal Skills in Social Work	3 hrs.
SOW	3401	Social Work Research Methods	3 hrs.
SOW	3620	Culturally Competent Social Work Practice	3 hrs.
		Social Work Elective (if needed)	3 hrs.
		Total Hours	12-15 hrs.

SUMMER SEMESTER

SOW	3620	Culturally Competent Social Work Practice	3 hrs.
SOW	4343	Macro Level Roles and Interventions	3 hrs.
SOW	4730	Documentation in Social Work Practice	3 hrs.
		Cultural Diversity course (if needed)	3 hrs.
		Total Hours	6-12 hrs.

FALL SEMESTER - SENIOR YEAR

SOW	4341	Micro Level Roles and Interventions	3 hrs.
SOW	4730	Documentation in Social Work Practice	3 hrs.
SOW	4515	Field Education Seminar	2 hrs.
SOW	4941	Field Education (Internship)	4 hrs.
		Total Hours	9-12 hrs.

SPRING SEMESTER - SENIOR YEAR

SOW	4232	Social Welfare Policies and Issues	3 hrs.
SOW	4343	Macro Level Roles and Interventions	3 hrs.
SOW	4515	Field Education Seminar	1 hr.
SOW	4941	Field Education (Internship)	5 hrs.
		Total Hours	9-12 hrs.

Students who need to change their plan of study during their academic journey and prior to field education from full-time to part-time status may do so however students may not change from part-time to full-time because of the sequential nature of the courses.

Part-time Program

Points to Keep in Mind:

1. Courses are offered only during specified semesters.
2. Courses should be taken sequentially and only when prerequisites have been met.

3. All required social work courses must be completed either prior to the internship or concurrently (i.e., Field Education and Field Seminar) and have a 2.5 GPA in the major.
4. The part-time Field Education and Field Education Seminar is offered in the fall and spring. Students will need to register for field education and field seminar again in both semesters.
5. Two electives must be social work electives GEY 3001, SOW 3740, 4148, 4283, 4322, 4602, 4645, 4654, 4673, 4706, 4754, and 4794. Please refer to the BSW Advisor to obtain more information on these courses.

Course			Credits
SUMMER ADMISSION			
SOW	3300	Practice I: Generalist Practice	3 hrs.
		Cultural Diversity class, if needed	3 hrs.
		Program prerequisite or general elective, if needed	3 hrs.
FALL SEMESTER - YEAR 1			
SOW	3104	Human Behavior & Social Environment I	3 hrs.
SOW	3300	Practice I: Generalist Practice in Social Work (if needed)	3 hrs.
STA	2014	Principles of Statistics OR	
	2023	Statistical Methods I (if needed)	3 hrs.
SPRING SEMESTER- YEAR 1			
SOW	3352	Practice II: Interpersonal Skills in Social Work	3 hrs.
SOW	3401	Social Work Research Methods	3 hrs.
		Social Work elective	3 hrs.
SUMMER SEMESTER- YEAR 1			
SOW	3620	Culturally Competent Social Work Practice	3 hrs.
		Cultural Diversity course (if needed)	3 hrs.
FALL SEMESTER- YEAR 2			
SOW	3284	Social Work Perspectives on Social Justice	3 hrs.
		Social Work elective	3 hrs.
SPRING SEMESTER- YEAR 2			
SOW	3111	Human Behavior & the Social Environment II	3 hrs.
		Social Work Elective	3 hrs.
SUMMER SEMESTER- YEAR 2			
SOW	4343	Macro-Level Roles and Intervention	3 hrs.
SOW	4730	Documentation in Social Work Practice	3 hrs.
FALL SEMESTER- YEAR 3			
SOW	4341	Micro-Level Roles and Interventions	3 hrs.
SOW	4515	Field Education Seminar	2 hrs.
SOW	4941	Internship	4 hrs.
SPRING SEMESTER- YEAR 3			
SOW	4232	Social Welfare Policies & Issues	3 hrs.
SOW	4515	Field Education Seminar	1 hr.
SOW	4941	Internship	5 hrs.

Field Education

Please refer to the BSW Field Manual posted in the Placement, Seminar, and Field Webcourses.

BSW Course Descriptions

SOW 2020 Careers in Creating Social Change. Introduces students to the field of social services, with emphasis on the social work profession and other careers that create social change.

SOW 3104 Human Behavior & the Social Environment I. Skill development in assessing "person-in-environment" throughout life cycle. Study interaction of bio-psycho-social, cultural, and systemic influences on human functioning. Open to non-majors and pending social work majors.

SOW 3111 Human Behavior & the Social Environment II. Development of knowledge and skills in understanding theoretical frameworks for human behavior as it relates to person and environment within families, groups, organizations, and communities.

SOW 3284 Social Work Perspectives on Social Justice. Examination of the social justice mission of the social work profession. Addresses professional values, the rights of populations served, and justice within practice fields. Open to non-majors and pending social work majors.

SOW 3300 Practice I: Generalist Practice in Social Work. Study of social work functions, knowledge, values, and skills. Development of ability to use a generalist model of practice. Open only to students admitted to the BSW program.

SOW 3352 Practice II: Interpersonal Skills in Social Work. Study and practice of interviewing, group leadership, written communication, and oral presentations, within the consensual and conflicting contexts of social work.

SOW 3401 Social Work Research. Study of quantitative and qualitative methods of building knowledge for social work and the ethical use of research in professional practice.

SOW 3620 Culturally Competent Social Work Practice. Social work intervention and skill development needed to serve historically oppressed groups for culturally competent social work practice with diverse under-represented groups.

SOW 4232 Social Welfare Policies and Issues. Development of skills needed to critically analyze social welfare goals, structures, and practices. Propose improvements in societal resource systems.

SOW 4341 Micro-Level Roles and Interventions in Social Work. Understand micro practice with individuals, groups, and families using various models of intervention, techniques used within each model, and how to apply in practice.

SOW 4343 Macro-Level Roles and Interventions in Social Work. Study and simulated practice of roles and tasks in systemic problem solving to obtain and improve social welfare resources within organizations and communities.

SOW 4730 Documentation in Social Work Practice. Development of documentation skills for the delivery of social work services in various agency settings.

SOW 4941 Internship. Supervised learning experiences in agencies that relate social work practice to theory, requiring 400 clock hours in the field. Students will enroll in 4 credits in the fall semester and 5 credits in the spring semester and must have a 2.5 GPA or better in the major to begin the internship as well as have a prerequisite/corequisite completion of all core classes.

SOW 4515 Field Education Seminar. Weekly seminar to examine the field experience and to relate theory with practice situations. Students will enroll in 2 credits in the fall and 1 credit in the spring and must have a 2.5 GPA or better in the major to begin the internship as well as have a prerequisite/corequisite completion of all core classes.

Social Work Electives

GEY 3001 Gerontology: An Interdisciplinary Overview. Study of aging from an interdisciplinary perspective. (web-based course)

SOW 3740 Social Work Practice with Loss & Life's Transition. A wide range of losses across the life span presented from a strength's perspective.

SOW 3803 Mindfulness in Social Work Practice - Study of applications of mindfulness in social work practice with an emphasis on the theoretical foundation and skill development in delivering mindfulness-based interventions

SOW 4148 Introduction to Military & Veteran Culture in Social Work Practice. An introduction to military life providing specific ways to better understand, communicate, and effectively interact with military, veterans, and their families.

SOW 4194 Relationship and Interpersonal Violence: Global Perspectives. An introduction to the types of relationships and interpersonal violence around the world. Social, political, and economic issues related to violence and violence intervention are reviewed.

SOW 4283 Social Work and The Law. An overview of the legal system focusing on roles social workers play within the courts and the legal processes pertaining to family law, mental health, and child welfare.

SOW 4322 Social Work Practice with Groups. Designed to provide the theories and skills of generalist social work practice with small groups in a wide range of social service agencies and with a diverse client population.

SOW 4602 Social Work in Health Settings. Study of social work roles, interventions, and issues related to helping clients in health settings.

SOW 4645 Social Services for the Elderly. Development of interventive skills for obtaining, providing, and improving social services on behalf of elderly persons and their families.

SOW 4650 Child Abuse: Treatment and Prevention. The social worker's role and interventions with survivors of child abuse, those who abuse and neglect children, and how the social services system intervenes.

SOW 4654 Children's Services. Study of societal responses to children's needs. Development of skills for preventing family breakdown, placing children in alternative care, and reuniting children with their families.

SOW 4673 Social Work Practice: The Lesbian, Gay, Bisexual, and Transgender (+) Experience: Sexual orientation, gender diversity and cultural diversity, policies and resources affecting LGBT (+) people, community based therapeutic and preventive interventions with LGBT (+) identifying clients.

SOW 4706 Social Work Practice in Addiction & Recovery. Strategies for working with persons who abuse alcohol, other drugs, and substances.

SOW 4754 Forensic Social Work Theory and Practice. The role of social workers within the courts and criminal justice system. (web-based course)

SOW 4794 Social Work Practice with Immigrants and Refugees. Social work practice with immigrants and refugees, specifically addressing social policies, programs and legal issues impacting this population from national and international perspectives.

Section IV: Program Advising

Faculty Advising

In a professional educational program, the relationship between faculty and a student is a critical component. In this relationship, the student may receive professional advising related to academic, career, and research goals. Faculty members can assist students with licensure and supervision questions. Students should refer to the School of Social Work website

<https://healthprofessions.ucf.edu/directory/social-work/> to identify faculty interest areas and contact faculty members for professional development.

Purpose of Professional Development Advising:

- Explain the personal and professional qualifications necessary for becoming a social worker.
- Prepare the student for field education.
- Advise the student concerning career opportunities and help the student identify career goals.
- Answer the students' questions about further social work education, including qualifications and opportunities.
- Contrast academic versus professional programs of education.
- Identify students who may be experiencing difficulties in learning and in professional development.

Ongoing Professional Advising:

- Students admitted to the BSW program will be introduced to faculty members who will provide professional advising regarding social work careers, social work education, research, and professional development.

- Prior to graduation students will be encouraged to seek professional advising from faculty members to explore relevant careers, the licensure process, or graduate school opportunities.

Faculty involved in research will serve as research mentors for students interested in completing the Honors Undergraduate Thesis program.

Academic Advising

In a professional educational program, the relationship between a social work program advisor and students is critical. In this relationship, students may work through academic, personal, and professional concerns. This advising process recognizes and permits the growth of professional rapport while the student is completing their BSW degree.

Purpose of Academic Advising:

- Explain the nature of advisement in a professional program.
- Explain the uses of the student handbook.
- Assist the student in meeting university, college, and program requirements.
- Ensure that each student completes social work courses in the appropriate sequence.
- Assist in the selection of university and social work electives relative to the social work student's goals.
- Review the student's academic degree audit to make sure that all requirements have been met prior to the field education experience.
- Assist the student experiencing academic or professional development difficulties through brief, supportive or facilitative counseling or by referral for needed services.
- Verify the student's completion of the requirements for graduation.

Academic Advising Process:

- A student's first advising contact with the BSW Program Advisor is usually following the admission to the program. The purpose of this contact is to help the student plan for completing the degree requirements and involves reviewing all BSW degree requirements and completion of an academic plan of study. This academic plan or plan of study will detail the specific courses and sequence of courses students will take to complete the BSW degree.
- It is highly recommended and encouraged for students to consult their BSW Program Advisor each semester before registration. This will assist students to ensure they remain on track and have enough credit hours for graduation. At the beginning of the student's senior year, a conference should occur to review the student's academic record to make sure that all degree requirements thus far have been achieved and to discuss the timeline and required tasks to graduate on time (see **Graduation Verification** for more information).

Graduation Verification

Graduation advising involves reviewing and verifying the student's degree audit. Students will meet with the BSW Program Advisor during the fall of their senior year to review remaining degree requirements. CHPS-Student Academic Services provides verification of completion of all requirements. The semester prior to graduation, students must file their Intent to Graduate through the myUCF portal. Once completed, an advisor with CHPS-Student Academic Services will contact the student only if a problem exists and ask the student to schedule an appointment to verify requirements.

that have been met for graduation. If no potential problem is identified, students do not need to meet with the advisor.

NOTE: Throughout the program it is the student's responsibility to monitor credit hours to ensure earning the 120 hours to graduate from UCF. The BSW Program Director, BSW Program Advisor, and CHPS-Student Academic Services staff can assist.

Excess Credit Hour Surcharge: In 2009, the Florida Legislature implemented Section 1009.286, to encourage students to complete their baccalaureate degree as quickly and efficiently as possible and established an Excess Credit Hour Surcharge. The bill requires universities to add a surcharge to each credit hour taken in excess of the total number of credit hours required to complete the degree being pursued.

The surcharge percentage is **determined by your start date**. If you entered a state university for the first time as an undergraduate student between and including Fall 2009 and Summer 2011, the surcharge is 50% of the normal tuition rate. If you started in Fall 2011 or later, the surcharge is 100% of the normal tuition rate. Excess hours surcharge does not apply if you began college prior to 2009. For more information visit <http://registrar.ucf.edu/excess-hours>

Section V: Program & University Policies

Professionalism

Professionalism is a practice behavior that students are expected to demonstrate throughout this course and in the BSW Program. Being respectful is important. Students may not agree with what everyone states, however you are expected to listen and be respectful. Unprofessional behavior will not be tolerated; this includes rude or disrespectful comments via web course tools, interactions with classmates or the instructor; and/or biased or prejudiced language towards anyone including the populations served by social work. Should a student exhibit unprofessional behavior the instructor will request a meeting with the students involved. Should a disruption continue past the instructor addressing it the first time the student will be referred to the appropriate program director and the Office of Student Conduct.

Below are the **Standards of Professional Behavior** developed by the School of Social Work. Students are expected to follow these standards in classroom settings, online education, and in field education settings.

Field Education:

1. Relating well to clients and establishing sensitive and professional relationships with clients.
2. Demonstrating professional demeanor in behavior, appearance; & oral, written, & electronic communication. Being punctual and dependable.
3. Demonstrating maturity and a positive attitude.
4. Interacting effectively and consistently with faculty, staff, and clients.
5. Responding to feedback and constructive criticism with appropriate modification of behavior.
6. Demonstrating honesty, courtesy, and integrity in all aspects of interaction with faculty, staff, and clients (public and private) and including social media platforms.
7. Consistently taking responsibility for own learning and showing motivation for self-learning.
8. Consistently demonstrating flexibility and initiative.

9. Consistently presenting a professional demeanor and attitude for field education, classroom education and events.
10. Demonstrating knowledge of the NASW Code of Ethics and HIPAA policies.

Classroom and Online Education:

1. Attendance at regularly scheduled instruction.
2. Participating actively, respectfully, and consistently in classroom discussions and assignments.
3. Check your UCF email daily and respond to faculty, staff, and field personnel in a timely and professional manner.
4. Communicate professionally in written and verbal interactions, including emails, discussion boards, and virtual meetings.
5. Address faculty and staff respectfully. Faculty members who hold doctoral degrees (PhD) should be addressed as Dr. [Last Name] unless they indicate a different preference. Other faculty and staff should be addressed using their appropriate professional title (e.g., Professor, Ms., Mr., or their preferred title).
6. Maintain professional communication standards in all interactions. Communications should include appropriate greetings, respectful language, and a professional tone when interacting with faculty, staff, field personnel, and peers. Avoid overly casual communication (e.g., slang or text-style messaging).
7. Clear, concise writing with appropriate APA documentation, correct grammar, spelling, and utilization of accurate social work concepts and terminology.
8. Responding to feedback and constructive criticism with appropriate modification of behavior.
9. Demonstrating maturity and a positive attitude.
10. Consistently demonstrating flexibility and initiative.
11. Consistently taking responsibility for own learning and showing motivation for self-learning.
12. Interacting effectively and consistently with faculty, staff, and clients.
13. Demonstrating honesty, courtesy, and integrity in all aspects of interaction with faculty, staff, and clients both public and private and including social media platforms.
14. Being punctual and dependable.
15. Consistently presenting a professional demeanor and attitude for field, class, and events.
16. Demonstrating knowledge of the NASW Code of Ethics and HIPAA policies.
17. Demonstrating appropriate professional demeanor in behavior, appearance, and oral and written communication while in the classroom and participating in events sponsored by the School of Social Work.

BSW Program Readmission Process

Students who have been out of the social work program for two (2) consecutive semesters must re-apply for readmission to the Program. The process is below.

- I. The former student will prepare a written *request for readmission* to the BSW Program. The request for readmission will include:
 - a. A statement that summarizes the events leading to the student leaving the program (e.g., medical withdrawal, academic issues, or fit to practice issues).
 - b. A summary of actions taken by the student since leaving the BSW Program that address the issue(s) leading to the student exiting the program.

- c. A clear rationale for requesting readmission to the program that includes a discussion of the student's actions to address the reason for leaving.
- II. Upon receipt of the request for readmission the BSW Program Director will review the student's file.
 - a. Requests for readmission will be reviewed by the BSW Committee if there are concerns based on the student's submission for readmission.
 - b. Recommendations regarding whether to readmit the student to the BSW Program will be submitted to the BSW Program Director.
 - c. If no concerns are noted, the BSW Program Director will decide on the students' remission.
- III. Readmission Review Procedure
 - a. When the BSW Program Director in the School of Social Work receives a request for readmission to the BSW Program, the Director will review the information the student submitted and if needed, will convene the BSW Committee to review the request and discuss any concerns or issues related to the student.
 - b. Committee Procedure: The BSW Committee will review the documentation submitted if needed including the student's request for readmission to the BSW Program. Based on the documentation submitted, the committee members will deliberate regarding the nature of the events leading to the student exiting the program and implications regarding possible readmission. The BSW Advisor will keep notes of the discussion and the decision on whether to readmit the student to the BSW Program. If the committee is not needed to review the request, the BSW Program Director will make the decision.
 - c. If there are any concerns identified, the BSW Advisor or the BSW Program Director will meet with the student to address any questions or concerns.
 - d. Based on the input of all parties the BSW Program Director will decide to readmit or decline readmission of the student and will notify the student in writing of the decision and rationale for the decision regarding the student's readmission request. The BSW Program Director will notify the Director of the School of Social Work of the decision as needed.

Note: Depending on how long a student has been inactive, they may need to also apply for readmission to the University.

Policies on Class Behavior

1. ***Policy on Student Class Participation and Attendance:*** Regular class attendance and active participation are essential components of professional social work education. Students are expected to attend all scheduled class sessions and actively engage in course activities. Being present in class promotes professional behavior, collaboration, critical thinking, and the development of competencies necessary for effective social work practice. Attendance and participation may be considered as part of the course grade. Students may also receive grade deductions for excessive absences, tardiness, or lack of participation, as outlined in the course syllabus. Students

who have **more than three absences** may receive a **one-letter grade reduction** in their final course grade. Because mixed-mode (M), synchronous (S) and summer courses have fewer class meetings, they may require more consistent attendance, and instructors may enforce stricter attendance requirements, as specified in the course syllabus.

2. **Policy on Student Papers:** Effective written expression is essential for professional practitioners where records often decide a client's fate, as in court and medical cases. Thus, students are expected to always present their ideas clearly and properly. Grammar, punctuation, and spelling are to be correct in all papers submitted to professors and field instructors. When noted by the instructor, formal papers are typed, double-spaced, and conform to professional standards of writing using the **APA 7th edition**. Papers not conforming to these standards of style and exactness may be returned ungraded. Check with your instructor regarding specific guidelines.
3. **Policy on Academic Integrity/Plagiarism & Academic Misconduct**
Social workers must demonstrate high standards of integrity. Every student is expected to do his or her own work and all the work produced will be expected to be completed in its entirety by the student who turns it in. Cheating and plagiarism will not be tolerated. Students should familiarize themselves with UCF's Rules of Conduct at <https://scai.sswb.ucf.edu/> including academic misconduct.

Academic Misconduct

According to the Rules of Conduct the following defined and described actions include, but are not limited to, conduct for which disciplinary action may be taken at the University of Central Florida. Students are prohibited from engaging in:

- a. Academic misconduct is defined as any submitted work or behavior that obstructs the instructor of record's ability to accurately assess the student's understanding or completion of the course materials or degree requirements (e.g., assignment, quiz, and/or exam). Examples of academic misconduct include but are not limited to: plagiarism; unauthorized assistance to complete an academic exercise; unauthorized communication with others during an examination, course assignment, or project; falsifying or misrepresenting academic work; providing misleading information to create a personal advantage to complete course/degree requirements; or multiple submission(s) of academic work without permission of the instructor of record.
- b. Any student who knowingly helps another violate academic behavior standards is also in violation of the standards.
- c. Commercial Use of Academic Material. Selling of course material to another person and/or uploading course material to a third-party vendor without authorization or without the express written permission of the University and the instructor of record. Course materials include but are not limited to class notes, the instructor of record's slide deck, tests, quizzes, labs, instruction sheets, homework, study guides, and handouts.
- d. Soliciting assistance with academic coursework and/or degree requirements. The solicitation of assistance with an assignment, lab, quiz, test, paper, etc., without authorization of the instructor of record or designee is prohibited. This includes

but is not limited to asking for answers to a quiz, trading answers, or offering to pay another to complete an assignment. It is considered Academic Misconduct to solicit assistance with academic coursework and/or degree requirements, even if the solicitation did not yield actual assistance (for example, if there was no response to the solicitation.)

NOTE

There are many fraudulent websites claiming to offer study aids to students but are actually cheat sites. These websites encourage students to upload course materials, such as test questions, individual assignments, and examples of graded material. Such materials are the intellectual property of instructors, the University, or publishers and may not be distributed without prior authorization. Students may NOT share/post exam questions on any study website. Students who engage in such activity are in violation of academic conduct standards and will face penalties. If a student has knowledge that this type of material is on such website, they must notify the instructor.

1. **Plagiarism:** Using or appropriating another's work without any indication of the source, thereby attempting to convey the impression that such work is the student's own.

Paraphrasing is a skill that requires reading information and, using your own thoughts to summarize the information in a way that supports the topic discussed. While the paraphrase involves your own thoughts, it originates from a source and that source is cited. Quoting is a matter of taking words, verbatim, from another source and restating them without, or with minimal, manipulation. Quotations are placed in quotation marks (" ") or placed in a block format within the text (per APA style). Quoting does not involve analysis and synthesizing and, therefore, does not require critical thinking except when used appropriately to support (not substitute) an idea. Because of this, students are discouraged from using significant quotations as this limits your learning experience, and most writing assignments for this course will include a limit to the number of direct quotes you can use.

2. Multiple Submissions: Submitting the same academic work for credit more than once without the express written permission of the instructor.
3. Helping another violate academic behavior standards.

Responses to Academic Dishonesty, Plagiarism, or Cheating

Students should also familiarize themselves with the procedures for academic misconduct in UCF's student handbook, *The Golden Rule*:

<https://goldenrule.sdes.ucf.edu/> UCF faculty members have a responsibility for students' education and the value of a UCF degree, and so seek to prevent unethical behavior and when necessary respond to academic misconduct. Penalties can include a failing grade in an assignment or in the course, suspension, or expulsion from the university, and/or a "Z Designation" on a student's official transcript indicating academic dishonesty, where the final grade for this course will be preceded by the letter Z. For more information about the Z Designation, see <https://goldenrule.sdes.ucf.edu/zgrade/>.

Any acts of plagiarism, *including not acknowledging sources of information appropriately, cutting & pasting, not citing someone else's work correctly, citing an entire page and in accordance with APA guidelines*, may result in a failing grade in the course. School and University policies on academic integrity will be strictly enforced. Students who observe others violate this policy are expected to report this to the instructor.

Possessing and/or Providing False and Misleading Information and/or Falsification of University Records

- (a) Withholding related information or furnishing false or misleading information (oral or written) to university officials (faculty or staff) or law enforcement officers.
- (b) Possession, use or attempted use of any form of fraudulent identification, including the credentials or identification of another individual.
- (c) Forgery, alteration, or misuse of any University document, material, file, record, or instrument of identification.
- (d) Deliberately and purposefully providing false or misleading verbal or written information about another person.
- (e) Falsification, distortion, or misrepresentation of information during an investigation or the Student Conduct Review Process, including knowingly initiating a false complaint.
- (f) Fraud: Any act of deceit or misrepresentation for purposes of financial or personal gain.

Disruptive Conduct

- (a) Any act that impairs, interferes with, or obstructs the orderly conduct, processes, and functions of the University or any part thereof or the rights of one or more individuals.
- (b) Any act which deliberately impedes or interferes with the normal flow of pedestrian and vehicular traffic.
- (c) Any act which intentionally interferes with the election processes of any University registered student organization or sponsored student group.
- (d) Misuse of any University safety equipment, firefighting equipment, or fire alarms.
- (e) A false report of an explosive or incendiary device, which constitutes a threat or bomb scare.
- (f) Breach of peace: an act which aids, abets, or procures another person to breach the peace on the University premises or at university sponsored/related functions.
- (g) Failure to comply with oral or written instruction from duly authorized University officials (i.e., faculty, staff, administration, residence hall staff) acting within the scope of their job duties or law enforcement officers acting in the performance of their duties, including failure to produce identification to these persons when requested to do so.
- (h) Failure to produce identification upon request by a University official (i.e., faculty, staff, administration, residence hall staff), acting within the scope of their job duties or law enforcement officers acting in the performance of their duties.
- (i) Hindering, noncompliance, or interfering with the student conduct review process by failing to obey the notice from a university official to appear for a student conduct meeting or hearing; and/or attempting to discourage an individual's proper participation in, or use of, the student conduct review process.
- (j) Violation of any other University regulation or policy as described in the UCF Regulations, UCF Policies and Procedures, or University department publicized policy.
- (k) Failure to comply with applicable law and University regulations and procedures for solicitation and fundraising activities on campus.

Confidentiality

The General Counsel for UCF has instructed the School of Social Work as follows:

- a) All information contained in a student record is confidential and cannot be released to any agency or outside organization without a signed consent from the student.
- b) The University is not permitted to complete background clearance checks or driving record checks on students. If placement sites require this information, the student must have the checks performed at the students' expense.
- c) Field placement organizations should not assume that a student referred by the School of Social Work has a "cleared" background.
- d) The only exception to this policy is when the student is also an employee of the University. In this situation employee records can be released with permission.

Policy of Meeting Course Assignment Deadlines: All assignments must be submitted at the beginning of the class or online through web courses by the due date and time. No assignments will be accepted by email unless the instructor has given explicit prior approval. **Late assignments will receive grade deductions (up to the discretion of each instructor) for each day that they are late regardless of the reason unless the student gained prior approval from the instructor.** No assignment will be accepted after the last day of class. It is the student's responsibility to make arrangements with the instructor regarding late assignments. Check with your instructor regarding course guidelines.

Policy on Incomplete Work and "I" Grades: Incomplete grades are only granted by the instructor, when the student who has completed most of the course work, attended class regularly and submitted all prior assignments is faced with an exceptional circumstance that prevents the student from taking an exam, a quiz, or submitting the remaining assignments. In those exceptional circumstances (death in the family, student in a car accident, student hospitalization, etc.), the student or a member of the student's family should contact the instructor. Once able, the student will provide the necessary documentation per School and University policies and make arrangements with the instructor for the work to be completed to qualify for an incomplete grade. All work must be completed by the end of the following semester. Students who experience chronic medical or personal problems that prevent them from attending class regularly are encouraged to review policies relating to securing a leave of absence from their university studies. Students are expected to have completed at least 80% of the course and have attended most classes. Incomplete forms are completed online when the instructor submits final grades. Once this is done, the student will receive an e-mail from the Registrar's office asking to agree with the terms of the incomplete. It is recommended the instructor and student correspond through e-mail and have documentation of the assignment to be completed. The student should see the instructor to request an incomplete grade and make arrangements for completing course requirements by the deadline set by the instructor (usually by the end of the following semester). A student who does not complete required assignments may, at the discretion of the instructor, receive a failing grade (F) for the course. Under University Policy, the (I) will change to an (F) automatically after one (1) year or upon graduation, whichever occurs first.

Criminal Charges Before Acceptance & While in the BSW Program

Prior to entering the BSW Program students are asked to disclose information regarding criminal history including felony and misdemeanor offenses that include convictions, current charges or if an arrest occurred but ultimately dropped. Students must answer honestly and correctly and if there has been a charge or arrest, students are required to discuss it with the BSW Program Director. **If a student fails to**

acknowledge the arrest record on the BSW application and/or the UCF application, it will be grounds for dismissal from the program. This is considered falsification of a document.

While in the BSW Program students arrested for a misdemeanor or felony offense must notify the BSW Program Director immediately. Students who report an arrest will be referred to the Office of Student Conduct. Students may be asked to provide documentation from the legal system that outlines the offenses with which they have been charged. In addition, when appropriate students will provide supporting documentation (e.g., date of conviction, court mandated programs). While criminal action is pending against a student, the student will not be allowed to enter a field placement or continue in an existing placement if the nature of the offenses relates to their ability to practice social work. The BSW Program Director, Director of Field Education, and Director of the School of Social Work will meet to review the criminal action pending to determine if the student will be removed from the field placement site. Once the criminal action is resolved the BSW Program Director, in consultation with the Director of the School of Social Work, will determine the student's continuance in the BSW Program.

Upon disposition of the criminal action students will produce evidence from the court to the BSW Program Director. If a student is convicted of a crime, the BSW Director may recommend dismissal from the BSW Program to the Director of the School of Social Work. Each case will be reviewed individually to determine the severity of the crime and implications of the conviction that may affect the student's fitness to practice social work. If upon review of the relevant documentation, it appears that a student has misrepresented the status of pending charges, a prior conviction of a misdemeanor or felony offense to the BSW Program faculty or staff, the student will be referred to the Office of Student Conduct and may be dismissed from the BSW Program depending on the severity and nature of the pending charges or the prior conviction.

Policy on Non-Discrimination

Consistent with the University of Central Florida's policy regarding equal opportunity and affirmative action, the School of Social Work is committed to carrying out its program without regard to age, sex, race, national origin, religion, marital status, disability, or veteran status.

A gender-based harassment includes harassment based on gender, sexual orientation, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal or non-verbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature, when the conditions for Hostile Environment Harassment or Quid Pro Quo Harassment, as defined above are present. (Policy #2-4004. Nondiscrimination Policy <https://policies.ucf.edu>)

The School of Social Work supports the goals of affirmative action as identified in State and Federal statutes and Executive orders and within our Code of Ethics Standards (<http://compliance.ucf.edu/ethics/>) This means that the School strives to treat all students equally and fairly in all academic matters, regardless of age, race, sex, national origin, sexual orientation, religion, marital status, disability or veteran status applied to social service agencies used for field placement. In addition, placement agencies must be able to show evidence of policy commitments to Non-Discrimination in both service delivery and employment. (See BSW Field Education Manual) <https://www.oie.ucf.edu/>

Religious Observances

Students must notify their instructor in advance if they intend to miss class for a religious observance. For more information, see the UCF policy at:

<https://regulations.ucf.edu/docs/chapter-05/ucf-5-020/>

Military-Related Responsibilities

Students who are deployed active-duty military and/or National Guard personnel and require accommodation should contact their instructors as soon as possible after the semester begins and/or after they receive notification of deployment to make related arrangements.

Policy on Harassment

Among the principles which guide the School of Social Work is the belief that all people deserve to be treated in a manner that recognizes their individuality, dignity, and self-worth. In order to promote this principle, the sexual harassment of students, faculty, and/or staff is strictly prohibited.

Harassment: (Taken from Equal Opportunity/Affirmative Action - University of Central Florida) <https://letsbeclear.ucf.edu/more-information/fag/sexual-harassment-fags/>

Harassment consists of abusive behavior directed toward an individual or group because of race, color, sex, age, national origin, religion, disability, marital status, or veteran's status. Illegal harassment occurs when discriminatory intimidation, ridicule, and insult is so severe and pervasive as to alter the conditions of employment and create an abusive environment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly, a term or condition of an individual's employment, performance appraisal, or academic performance or a condition for a student's grade, or
2. Such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working/education environment. The University
 - a) strictly prohibits making submission to harassment either explicitly or implicitly a term or condition of an individual's employment, performance appraisal, or evaluation of academic performance; and
 - b) forbids harassment that has the purpose or effect of interfering with an individual's performance or creating an intimidating, hostile, or offensive environment. (Equal Opportunity/Affirmative Action - University of Central Florida.) <https://www.oie.ucf.edu/> **See the Nondiscrimination Policy above for more information.**

Title IX

Title IX is a federal civil rights law that prohibits discrimination based on the sex (including pregnancy, parental status, gender identity or expression, and sexual orientation) in educational institutions that receive federal financial assistance. Title IX's prohibition of sex discrimination includes prohibition of sexual harassment, gender-based harassment, sexual assault, domestic and dating violence (relationship violence), and stalking. If you or someone you know has been harassed or assaulted, you can find resources available to support the victim, including confidential resources

and information concerning reporting options at <https://letsbeclear.ucf.edu/title-ix-at-ucf/>

For more information on diversity and inclusion, Title IX, accessibility, or UCF's complaint processes contact:

- Title IX – EO/AA - <https://www.eeo.ucf.edu> & askanadvocate@ucf.edu
- Disability Accommodation – Student Accessibility Services - <http://sas.sdes.ucf.edu> & sas@ucf.edu
- Diversity and Inclusion Training and Events – <https://diversity.ucf.edu>
- Student Bias Grievances – Just Knights response team - <http://jkrt.sdes.ucf.edu>
- UCF Compliance and Ethics Office - <https://compliance.ucf.edu> & complianceandethics@ucf.edu
- Ombuds Office - <https://www.ombuds.ucf.edu>

Faculty-Student Relations: The NASW Code of Ethics is clear regarding professionalism. In keeping with the spirit of the Code of our profession and in recognition of the power faculty potentially have over the academic careers of students; intimate relations between faculty and social work students are unacceptable. Students who experience discomfort when observing or being subjected to a faculty member's (1) personally directed sexually oriented remarks in or outside of the classroom or (2) inappropriate behaviors of a sexual nature, (i.e., intimate touching, kissing, caressing) are experiencing sexual harassment.

Further, faculty is cautioned against behaviors that create the perception of sexual harassment. Under no circumstances is it acceptable for a faculty member to date a student of social work. It is the belief of the School of Social Work that amorous relationships between faculty and their students, due to the natural power imbalance between faculty and students, could be potentially damaging to the student. Just as social work practitioners should not date their clients, faculty should not date their students.

Field: While in Field placement, agency staff serve as Field Instructors, Placement Supervisors, and agency colleagues. As such, sexual harassment of a student by field agency staff is also strictly prohibited. Field agency staff are to conduct themselves in a professional manner in all their dealings with UCF School of Social Work students. Dating between field staff and students is not acceptable.

Allegations by students regarding sexual harassment by field staff should be reported to the student's Field Liaison, the Director of Field Education, and to the Director of the School of Social Work.

The *Code of Ethics by NASW* recommends social workers avoid dual relationships with clients whenever possible and states, "Dual or multiple relationships occurs when social workers relate to clients in more than one relationship, whether professional, social, or business. Dual or multiple relationships can occur simultaneously or consecutively." The *Code* also prohibits sexual relationships and sexual harassment between social worker and client (previous or current) and clients' family members. Therefore, non-professional relations between social work students and agency clients or family members are unacceptable.

Policy on Substitution of Common Program Prerequisite Courses

1. When a student wishes to substitute a course for one of the program prerequisite courses, the student must provide a copy of the description of that course from the catalog where the course was taken to the program director. A syllabus is required for each course provided by the student as supporting evidence of course comparability.
2. If approved, the BSW Director or BSW Program Advisor will complete a course exception form, attach the course description to the form if needed, and submit this material to the CHPS-Student Academic Services so the exception can be recorded on the student's degree audit.

Policies related to course substitutions, changes, and expectations

Policy on Substitution of Required Social Work Courses

1. The course to be substituted must have been taken in an accredited BSW program and the student must have received at least a grade of "C" in the course. The course must have been taken within six (6) years of initial enrollment or readmission to the BSW program. If approved, the BSW Program Director or BSW Program Advisor will complete a course exception form, attach the course description to the form if needed, and submit this material to the CHPS-Student Academic Services so the substitution can be recorded on the student's degree audit.
2. The course description should document the course being substituted contains content equivalent to the social work course. The student also needs to provide the course syllabus for verification of the content.

Policy on Obtaining Final Grades

Because of the need for confidentiality, grades, papers, and tests cannot be left out in the open in the School of Social Work's Central Office where other people might view them or provided via phone or email. For the purpose of confidentiality, grades will now be posted online. Students can access posted grades approximately one week after the end of the semester through myUCF.

Policy on Course Changes and Schedule Exceptions

1. **Course Changes:** The instructor reserves the right to make announced changes in course requirements, content, schedule, and assignments.
2. **Exceptions to Class Schedule:** Faculty of the School of Social Work will meet all classes as scheduled in the UCF academic calendar. Exceptions to the class schedule are to be avoided, but may be made under the following conditions:
 - a. Reasons consistent with the University's sick leave policy.
 - b. Presentations by the faculty member of an academic paper, workshop, seminar, etc., at a professional meeting.
 - c. Attendance by the faculty member at a professional conference or meeting.
 - d. Attendance at approved University, College, and school functions.
 - e. Field trips with students.
 - f. Release time given to students for alternative assignments that are to be completed outside of class hours (e.g., videotaping, group research, hands-on social work experiences in the community).
 - g. Other reasons as approved by the Director of the School.
3. **Final Exam Schedule:** Final exams will be given during exam week. If no exam is given, class will still meet.

Policy on Expectations for Social Work Students: Populations Served and

Modes of Intervention

Social workers intervene directly with and on behalf of diverse populations. These include adult men and women, persons of African American, Asian American, Hispanic, or multicultural decent, children, gay, lesbian, bisexual, transgender, gender neutral individuals, persons with disabilities, older adults, persons with HIV/AIDS or other physical and mental conditions and the economically disadvantaged. Additionally, social workers also provide services through a variety of helping strategies, including, but not limited to assessments; contracting; home visits; office interviews; individual, family, and group counseling referrals; case management; program and community evaluations; grant writing; advocacy; education; and follow-up.

Social work is not an easy profession; it requires disciplined delivery of services, set within a conceptual framework based on scientifically tested theories. Ethical professional practice is guided by complex social, behavioral, and practice theories. Social work is an art and a science.

Not all individuals are able to “do” social work. A student, who in the judgment of the faculty is unable to meet these expectations, may be denied admission or may not be eligible to complete the degree requirements. The student and their BSW Advisor will explore alternative educational and career options.

Policy on Student Grievances

Purpose: For the benefit of both faculty and students as well as for providing a formal communication channel for students who feel they have been unfairly treated, the School of Social Work has a formal procedure for student grievances.

Undergraduate student appeals of grades (typically limited to final grades) resulting from an instructor's: alleged deviation from the instructor's established and announced grading policy; alleged errors in application of grading procedures; and alleged lowering of grades as retaliation for non-academic matters, including discrimination. The following procedure should be followed when students are willing to resolve complaints against a social work faculty member at the school level. Grievances regarding other than social work faculty should be handled by college and/or university grievance committees.

This document pertains to all student-faculty grievances except for complaints about the professional judgment exercised by an instructor in assigning a grade. Refer to the Student Rule Student Handbook (The Golden Rule: A Handbook for Students <https://goldenrule.sdes.ucf.edu/>).

Procedures for Student Grievance: It is the School's policy to encourage the informal resolution of grievances directly between the student and faculty. If this cannot be accomplished, the student is encouraged to continue resolution by presenting the problem in writing or orally through appropriate procedures. The appropriate procedures for student grievances within the School require that any student or student representative having a complaint must:

1. Discuss the problem with the faculty involved unless the student perceives that this places the student in jeopardy. They may then seek advice from a faculty member of their choice, BSW Advisor, or BSW Program Director. At this stage, or at any other step in the grievance procedure, a student is free to consult any

- faculty for advice in resolving the problem and/or the Executive Committee of either the BSW or MSW Social Work Student Association.
2. If the grievance is not resolved in Step 1, the student should then make an appointment to see the BSW Program Director. (Should the BSW Program Director be the target of the grievance, another faculty will be elected by the Director of the School of Social Work to carry out the duties assigned to the Director regarding the grievance procedure). The grievance should be presented clearly, stating the facts of the case. All parties involved in the complaint must be clearly identified.
 3. If unresolved in Step 2, the student must put their grievance in writing and submit it to the BSW Program Director.
 4. The BSW Program Director and/or Director of the School of Social Work (if the Director is not the target of the grievance), and faculty member are to schedule a meeting to resolve the grievance.
 5. If the student grievance still has not been resolved at this meeting, the School Director should convene a review committee to hear the grievance. This committee will make every effort to meet no later than 15 school days from the date of the written complaint. This review committee should be composed of BSW Director and one faculty, an appointed member of the Advisory Council if available, and one to two students in their final year of the major. The students must be selected randomly from the list of second year students in the program. If the first student selected does not wish to serve, the selection process should continue in the same manner until a student in the major, willing to serve, has been selected. The review committee will, subsequently, hear the student's grievance.

The Review Committee Process

- 1) The student grievance must be stated as clearly and as detailed as possible in writing. Copies of the grievance must be distributed to all committee members by the School Director.
- 2) The committee is not to be officially convened to hear the grievance until the faculty involved has had an opportunity to review the written student charges. The faculty must respond in writing to the committee within seven school days after having received the charges. Copies of the faculty response must be distributed to all committee members by the School Director.
- 3) The committee will convene the meeting within ten school days after receiving the written student grievance and response from the faculty involved.
- 4) At the meeting, the committee shall designate a voting chair to conduct the proceedings.
- 5) The committee will question both the student and the faculty separately concerning the facts presented on both sides.
- 6) Upon completion of the questioning period, the complainant and respondent will be asked to leave the room. The committee will then discuss the case and assess whether or not the grievance has merit.
- 7) Based on their findings, the committee will recommend a plan of action for the student, for the faculty and if necessary, for the BSW Director, BSW Advisor, and the School Director.
- 8) The Committee Chair will formally document the committee findings and present them in writing to the School Director for distribution to all parties.
- 9) If either or both parties involved will not accept the judgment of the committee, she/he is free to pursue the matter outside the School of Social Work. For information regarding College and University grievance procedures, individuals

should see the most current edition of The Golden Rule: A Handbook for Students (<https://goldenrule.sdes.ucf.edu/>).

Policy on Retention, Advancement and Termination

The criteria for evaluating students' academic and professional performance are outlined in this BSW Handbook, course syllabi and in the Field Education Manual. These typically include evaluation of written work, participation and attendance, oral presentations, and a formalized evaluation for field agencies to complete. The students also participate in the field evaluation process. The field program has a clear set of criteria including competencies that address the goals of generalist social work practice. These are contained in the BSW Field Manual. All BSW students in the field have access to the BSW Field Manual online. A copy of the BSW Field Manual is also sent directly to the agency field supervisors.

Whenever a student is not making satisfactory progress toward their social work degree, as indicated by an end-of-the-semester social work GPA of 2.5, Unsatisfactory in Field Education, or an ethical violation the faculty will notify the BSW Program Director who will notify the student and BSW Program Advisor. A meeting will be held to develop a plan which specifies the actions the student will take to achieve the desired level of skill, knowledge, or competency and the time frame for completion. The plan is signed by all parties involved. If the student fails to comply with the documented plan, a recommendation will be made to the Director of the School of Social Work to dismiss the student. Policies and procedures for terminating a student will be discussed on the following pages.

The policies reflect not only the ability of students to demonstrate competence in the field of social work through academic coursework and assignments, but also the ability to establish effective relationships with client systems and other professionals, as well as the values of the social work profession as evidenced by standards identified by the following:

1. **Scholastic Standard:** Includes overall GPA, social work major GPA and maintaining a grade of "C" or above in the required social work courses.
2. **Professional Values and Ethics Standard:** Students demonstrate adherence to ethical, legal, and professional directives and expectations.
3. **Self-Awareness Standard:** Students demonstrate professional readiness through a commitment to the process of self-reflection and self-critique, assuming full responsibility for professional growth and for protecting clients, peers, supervisors, faculty, and other relevant parties from the adverse effects or personal performance problems and behaviors.
4. **Interpersonal Relationship Skills Standard:** Interactions with peers, clients, faculty, staff, advisors, supervisors, agency personnel, and field instructors reflect integrity, honesty, and cooperation, as well as a clear understanding of professional role and appropriate boundaries.
5. **Responsibility and Professional Readiness Standard:** Appropriate levels of responsibility and professional readiness are demonstrated over the course of the program of study.
6. **Critical Thinking and Problem-Solving Abilities Standard:** Individual reasoning reflects comprehensive analysis that distinguishes fact from inference; conclusions are grounded in relevant data, information, and evidence.
7. **Communication Skills Standard:** All verbal, nonverbal, and written communication exchanges are in accordance with professional standards and in APA format.

In so doing, the program seeks to balance its responsibilities to the students and to potential clients and consumers. The program recognizes the special responsibility of social work in preparing students to work with vulnerable populations while respecting the rights of students within the framework of university procedures.

Student Advancement Policy:

To remain in the School of Social Work as a candidate for a bachelor's degree in social work, a student must:

- a. Earn a **grade of "C" or better in each required course** for the social work major. The student automatically advances and should consider themselves advanced unless informed otherwise.
- b. Maintain a 2.5 GPA and satisfactory in non-letter graded courses.
- c. If a student's social work GPA drops below 2.5, the student will be reverted to "provisional status" by the School of Social Work, and a new plan of study developed.
- d. If a student earns a "C-", "D" or "F" in a social work course, that course must be repeated. Students must successfully complete the course on the second attempt. If applicable, students may use grade forgiveness to substitute the initial grade.
- e. Comply with the standard of the **Code of Ethics** of the National Association of Social Workers (NASW).
- f. Demonstrate personal and professional qualifications: intelligence, initiative, social concern, appreciation for differences in others, self-awareness, problem solving ability, ease in relating with others, dependability, humanitarian interests in helping people and in improving human services. Adequate reading and writing skills and critical thinking skills are crucial to the social work professional.
- g. Students must demonstrate a willingness to work directly with and on behalf of diverse populations in a variety of human service agencies. These include people of differing races and ethnicities; adult men and women; children; persons with disabilities; older adults; gay, lesbian, and transgender individuals; persons with HIV/AIDS or other physical and/or mental health concerns; and economically disadvantaged individuals. The proclivity and skills to provide services through a variety of helping strategies including, but not limited to, assessments; contracting; home visits; office interviews; individual, family, and group counseling; referrals; case management, and community evaluations; grant writing; advocacy; education; and follow-up.
- h. Meet with BSW Program Advisor or Program Director prior to registration each term to review courses and progress.
- i. Meet with BSW Program Advisor or BSW Program Director at least once during the junior year and once during the senior year for additional professional advisement.
- j. Achieve a grade point average of 2.5 in the major to enter field education and to graduate.

Note: Students are expected to review their audits regularly for accuracies and credit hour requirement.

The advancement process assures that each student maintains adequate progress in gaining knowledge, skills, and competencies required for graduation and professional practice. Social work students are expected to behave in a manner that is consistent with the values, ethics, and conduct requirements of the profession of social work. The BSW Program developed academic performance standards and examples of essential behaviors to ensure clarity on expectations for student behavior and achievement and

to ensure that students from our program are well-suited for the professional demands and responsibilities of professional social workers. **The Policy on Advancement, Retention or Termination** in the BSW Program as outlined in the application materials and the BSW Handbook includes the following:

Scholastic Standard:

1. Students must achieve/maintain a GPA of 2.5 in required social work courses. If a student's GPA drops below 2.5, the student will be reverted to a "provisional status" by the School of Social Work.
2. Students must earn a grade of "C" or better in all required social work courses.
3. If a student earns a "D" or "F" in a social work course, that course may be repeated once. If applicable, students may use grade forgiveness to substitute the initial grade.

Professional Values and Ethics:

1. Judgment and conduct are consistent with the values and ethics of the profession as stated in the NASW Code of Ethics.
2. Demonstrates potential for adherence to ethical expectations and obligations in working with diverse client populations, validating the dignity and worth of all people.
3. Refrains from cheating and plagiarism (as defined in the Golden Rule) and demonstrates personal integrity in meeting the objectives of the social work program and in fulfilling all program requirements.
4. Demonstrates respect for the rights of others and upholds the ethical standards of client privacy and confidentiality in the classroom and in all other areas.

Self-Awareness:

1. Demonstrates awareness of self and its impact on interpersonal and professional relationships.
2. Addresses any conflicts between personal and professional values and demonstrates willingness to grow toward professionalism by reconciling those differences responsibly, in particular as personal biases relate to prejudice and discrimination.
3. Demonstrates the capacity to assess strengths, limitations, and suitability for professional practice through the program of study.
4. Acknowledges, seeks help to resolve and ultimately resolves personal problems, psychosocial distress, legal problems, substance abuse, or mental health difficulties that interfere with judgment, academic performance, and/or interactions with clients, peers, supervisors, faculty, and other relevant parties.
5. Demonstrates the ability to deal with life stressors through the use of appropriate coping mechanisms.

Interpersonal Relationships:

1. Relates interpersonally in a manner that is respectful, non-manipulative, non-disruptive, nondiscriminatory, and characterized by maturity.
2. Uses proper channels for conflict resolution.
3. Maintains appropriate boundaries in all relevant relationships and arenas.
4. Respond to evaluation and criticism with appropriate professional behavior in the classroom and in the internship environment.

Responsibility and Professional Readiness:

1. Demonstrates the ability to adhere to agency protocols and policies, dress codes, and documentation requirements. Demonstrates behaviors on campus, in the classroom, in the field placement, in the community, and with peers that follow

- program policies, institutional policies, and professional ethical standards.
2. Refrains from illegal drug use and demonstrates behavior that is consistent with UCF's Disciplinary Rules (Golden Rule) on drugs and alcohol as outlined in the UCF Code of Conduct.

Students are seen as violating the BSW Program's Academic Performance Standards when they:

- Fail to demonstrate personal integrity in meeting the objectives and goals of the social work program and in fulfilling all program requirements.
- Earn **below a "C"** in course work, unsatisfactory in field work, and have a social work GPA below the required 2.5.
- Breach the standards of conduct, including but not limited to plagiarism; the giving or falsifying of any academic documents or materials, cheating, and the giving or receiving of unauthorized aid in tests, examinations, or other assigned schoolwork. UCF's policy on academic integrity is defined in the UCF Catalogue, The Golden Rule and the BSW Handbook.
- Are excessively absent from class, as defined in the instructor's syllabus.
- Continue to refuse to accept social work values as they proceed through the program or who do not comply with the NASW Code of Ethics.
- Fail to behave in ethical behavior in the community.
- Are found to be in violation of UCF Student Disciplinary Rules, as determined by the UCF Golden Rules. (<https://goldenrule.sdes.ucf.edu>)
- Are under the influence of alcohol or drugs in the classroom or field settings, exhibit inappropriate behavior, or demonstrate negligence or unprofessional conduct, as defined in the NASW Code of Ethics.
- Interact inappropriately or ineffectively with faculty, staff, peers, field instructors, or in other collegial relationships.

Students seen as violating the above will be reviewed by the BSW Committee. The Committee will make recommendations to the Director for the proper course of action. All procedures relating to the performance review shall be carried out in a manner that will protect the student's right to privacy. Members of the BSW Committee are expected to observe the confidential nature of the information made available as well as any discussions.

Possible Outcomes of Review:

1. No action needed.
2. Mutually agreed upon counseling.
3. Mandatory participation in, and satisfactory completion of, an alcohol or drug rehabilitation program.
4. A written performance plan.
5. A departmental probationary period during which specified criteria must be met.
6. Referral to a University Disciplinary Committee.
7. Suspension or dismissal from the program.

The student has the right to appeal the committee's decision. The process is outlined in the BSW Handbook and the UCF Catalog. All faculty and students receive policies and procedures related to the University, College, and the School of Social Work during the School's orientation. Students are advised to view the BSW Student Handbook that is located in the School of Social Work website <https://healthprofessions.ucf.edu/socialwork/bachelors/>

Termination/Dismissal from the BSW Program

Students may be dismissed from the BSW program for academic or professional performance concerns as stated above. If students have violated the Golden Rules of

Conduct with the university and the BSW program (i.e., cheating, plagiarism, falsification of documents, harmful or disruptive behavior, etc.), students are referred to the Office of Student Rights & Responsibilities (OSRR, <https://osrr.sdes.ucf.edu/>). Students can be found not-in-violation or in-violation. If they are found in violation, the student may be placed on probation or suspended with educational sanctions given. Depending on the severity of the alleged violation, the student may also be dismissed from the BSW program. If a BSW student is dismissed due to scholastic concerns (GPA falls well below the required 2.5 GPA) the BSW Program Director decides on dismissal and notifies the BSW Committee. If there are other scholastic performance concerns, the BSW Program Director will ask the BSW Committee to meet and identify a recommendation. If dismissal is recommended, a meeting is held between the student and the BSW Program Director to identify the concerns and the reason for termination from the program. The BSW Program Director further discusses the dismissal with the Director of the School of Social Work. The conversation is followed by a letter of dismissal from the BSW Program Director sent by email and a certified letter identifying the reasons. If the student is not responding to emails or phone calls to schedule a meeting, a dismissal letter is sent through email and certified mail as well. A copy of the letter is placed in the student's file and a copy is given to the Director of the School of Social Work.

Policy on Student Reference Letters

A student's written request for an employment and/or graduate school reference letter should be received at least three (3) weeks (21 days) before the letter is needed. Submission of a resume is required. If a student requires more than one reference letter from the faculty of the School of Social Work, the student must directly initiate such requests to the faculty member(s) of their choice.

Policy on Independent Study

1. **Purpose:** Independent Study (IS) provides an opportunity for the student to explore in depth an area of interest. It may not be taken in lieu of, or as a substitute for, those courses which are specified in the curriculum as requirements. Rather, the IS serves to extend the student's knowledge in a subject which may not have been included or covered in depth within the content of scheduled courses.
Independent study may also be appropriately used when the School as well as the student derive benefit from a research study.
2. **Requirements:**
 - A. Independent Study may be requested by a social work student with a grade point average of 3.0 who has completed at least twelve hours of course work in social work.
 - B. The limit of IS course credit in the major is six hours, with a maximum of four hours permitted in any one semester.
 - C. Although an IS ordinarily is taken by one student with one or more faculty members, on occasion more than one student may be jointly participating in a study. When more than one student is involved in the project and more than one instructor, students and faculty should clarify arrangements for meetings and should be clear about the procedures to be followed with respect to grading.
 - D. No student may receive IS credit for content covered in required BSW courses.

- E. It is necessary that an Independent Study Contract (ISC) for the IS be developed by the student and the instructor. The ISC should include objectives, justification of study criteria, a brief content outline, references, frequency of student-faculty contact, expectations for a research paper or report (see Procedure #3), and the methods of evaluation.
- F. BSW students may obtain credit hours to meet Social Work requirements from an IS course taken in another department of the University. IS outside the School is acceptable if the study is related to the student's specific educational objectives. An IS outside the School cannot be substituted for any required Social Work courses. The same procedures must be followed by the student and the instructor as would apply if the student were taking the IS in the School of Social Work (see Procedures). It is the student's responsibility to see to it that the instructor in the other department is acquainted with these procedures.

3. **Procedures:**

- A. The formal procedure begins with the student seeking authorization from the BSW Program Director or faculty conducting the research who establishes the student's eligibility for the IS in accord with the policy established above.
- B. The student obtains an ISC from an instructor to earn the IS under that instructor's guidance.
- C. **To register for an IS course:** The BSW student registers for SOW 4906 Directed Independent Studies, or SOW 4912 Directed Independent Research, and presents the approved ISC at registration.
- D. At the completion of the IS, a statement is completed by the faculty member and kept in the student's file in the School office. This statement briefly summarizes what was accomplished in the IS.

Section VI: Professional Development & Resources

Professional Development

Continuing Education

The School of Social Work offers continuing education for individuals employed in human services, supports local service delivery systems through faculty and student involvement in community and professional activities, and provides a suitable educational base for students who wish to pursue a graduate degree in social work.

National Association of Social Workers

The National Association of Social Workers (NASW) is the largest professional membership social work organization in the world. Social work students at UCF are eligible for NASW membership and are strongly encouraged to join. Students who join NASW can take advantage of reduced membership dues while in college. Special transitional dues are available for the first two years following graduation. Membership in NASW provides an opportunity to network with social workers around the world, receive the monthly NASW News, reduced rates on various NASW journals, books, periodicals, and the state conference, voting privileges in national and local association elections, hold office on the National Board and local committees, and may be nominated for NASW local and Florida "Student Social Worker of the Year". Application forms for NASW membership are available in the Social Work office or online at www.naswfl.org.

UCF CHPS Alumni Association

All graduates of the BSW and MSW programs are members of the UCF Alumni Association. The purpose of the chapter is to serve the professional networking,

fellowship, and continuing education needs of the department's alumni as well as to provide multiple levels of support for the department and its current students. The association puts on an annual CEU event, raises money for the SSW scholarships, and collaborates with the social work student organizations on other projects and events. Check out the Social Work Alumni Association at <https://healthprofessions.ucf.edu/alumni-giving/> and find us on Facebook: UCF Social Work Alumni Association.

BSW Student Association (BSWSA)

The School of Social Work BSWSA is committed to assisting students enhance their learning, networking in the community and providing community service to human service agencies. We have a strong student association that meets regularly to schedule the programs requested and participate in community service projects. Previous activities included educational programs and community service projects like the Gift Giving Tree during the holidays and our food drive. Students also enjoy having social events, participating in planning, and attending Legislative, Education, and Advocacy Day (L.E.A.D.) and the end of year graduation/celebration ceremony. We invite you to join and participate in the association. Applications for membership are in HS-1 room 204 and located in the canvas course for all students.

Honors Undergraduate Thesis (HUT)

Burnett Honors College coordinates the Undergraduate Honors Program that includes the Honors Undergraduate Thesis (HUT) program. The program is designed to encourage the best juniors and seniors to undertake original and independent work in their major field. Working closely with a faculty committee, students design an honors thesis or project. The committee consists of a faculty mentor from the student's major program or department who serves as the Thesis Committee Chair, a second faculty from the student's major program or department, and a third faculty from another program or department for a total of three committee members. Additional committee members may be added in consultation with the Thesis Committee Chair. (Honors College Handbook)

Website: <https://honors.ucf.edu/hut/about/>

Phi Alpha Social Work Honor Society/Nu Pi Chapter

Founded in 1962, there are 480 Phi Alpha chapters in 50 states, Canada, and Puerto Rico. The Nu Pi Chapter was established at UCF in the fall of 2006. The purpose of Phi Alpha Honor Society is to provide a closer bond among students of social work and promote humanitarian goals and ideals. Phi Alpha fosters high standards of education for social workers and invites into membership those who have attained excellence in scholarship and achievement in social work. Membership in the honor society recognizes those who have distinguished themselves academically among their peers and is open to those who are in the top 35% of students in the program, who have completed at least 9 credit hours in Social Work and 37.5% of the required coursework toward the degree, with a minimum 3.5 GPA. Membership carries the expectation of participation in service events and meetings monthly throughout the academic year and provides opportunities for networking and career mentorship. There are annual dues for membership (\$50, subject to change), although financial hardship should not be a barrier to membership. Students are invited into membership in the fall and spring.

Members in good standing may wear the Phi Alpha medallion with graduation regalia: phialphapresident@gmail.com

Professional Credentials for Baccalaureate Social Workers

Social Work Licensure: Although the State of Florida does not license at the BSW level, over thirty states now legally regulate baccalaureate social workers to practice social work. State regulation requires minimum competency to protect the public and

regulates the use of the social work title and may be mandatory in a state where you might become employed. In some states, certain employment settings are exempt from licensure, but it is good professional practice to obtain your license regardless of setting.

In most cases, residency and/or employment is not required for licensing. Usually, state social work licensing boards require candidates to pass the basic level social work licensing examination given in each state by the Association of State Social Work Boards (ASSWB) through a professional testing firm. To obtain more information about licensing and the license examination, call the Florida Department of Business & Professional Regulation at 850.487-1395.

Website: <http://www.myfloridalicense.com/dbpr/>

Many states that do license at the bachelor level may require criminal background checks as part of their licensing process. Please be informed that conviction of a serious Misdemeanor or a Felony may impede your ability to obtain a social work license in those states.

Post Graduate Planning

Graduate School: If you are planning to pursue a graduate degree in social work you may wish to review the UCF MSW graduate program or graduate programs elsewhere in Florida and other states.

Advanced Standing: Applicants with a baccalaureate degree in social work from an accredited Council on Social Work Education program may be considered for the Advanced Standing Program. These courses must have been completed within five (5) years of initial enrollment in the MSW program. The UCF Advanced Standing Program requirements include: research writing sample that is 5-10 pages containing APA citations, three letters of recommendation, a resume, and a professional statement are all required to be accepted in the UCF Advanced Standing MSW program.

Students who desire entrance into the UCF Advanced Standing MSW program need to earn a "C" or better in any undergraduate social work course. Only one earned "C" grade in a social work course is allowed for admission into the UCF MSW Advanced Standing Program in addition to a social work GPA of a 3.3 (the last 60 credit hours). If more than one "C" grade is earned in a social work course for the BSW degree, the course must be repeated for admission into the UCF MSW Advanced Standing Program. For more admissions information on UCF MSW Advanced Standing program visit the following website:

<https://healthprofessions.ucf.edu/socialwork/master/>

Resources

Financial Aid

There are several sources of financial assistance available to students. Many types of assistance require separate applications for each semester, while others allow for the application for both semesters to be submitted at the same time. Information can be obtained from the Office of Student Financial Assistance located in Millican Hall. You may contact them by phone (844) 376-9160 or on their website:

<https://www.ucf.edu/financial-aid/>. Scholarships are available to aid students earn their social work degree. The deadline for many is in spring semester. For additional information please visit: <https://www.ucf.edu/financial-aid/types/scholarships/>.

Academic Engagement

UCF must comply with the Federal Student Financial Aid regulation that states that to receive federal aid, students must be actively academically engaged (according to a federal definition) in each course in which they are enrolled. All faculty are required to document students' academic activity at the beginning of each course. To document that you have begun this course, a discussion post/assignment is included and/or attendance will be taken during each class (depending on if this is a mixed-mode, face-to-face, or online class). **Failure to complete the discussion posting or sign in to show you have engaged in this course may result in a delay in the disbursement of your financial aid.**

For the first disbursement of financial aid, we are required to gather this information no later than Friday by 5:00 pm of the first week of each new semester.

UCF Cares

During your UCF career, you may experience challenges including struggles with academics, finances, or your personal well-being. UCF has a multitude of resources available to all students. Please visit <https://cares.sdes.ucf.edu> if you are seeking resources and support, or if you are worried about a friend or classmate. Free services and information are included for a variety of student concerns, including but not limited to alcohol use, bias incidents, mental health concerns, and financial challenges. You can also e-mail ucfcares@ucf.edu with questions or for additional assistance. You can reach a UCF Cares staff member between 8 a.m. and 5 p.m. by calling 407-823-5607. If you are in immediate distress, please call Counseling and Psychological Services to speak directly with a counselor 24/7 at 407-823-2811, or please call 911.

Student Accessibility Services

The University of Central Florida is committed to providing equal access to all students with disabilities (ADHD, learning disabilities, Autism, chronic medical conditions, physical disabilities, etc.). To receive consideration for reasonable disability-related course accommodations, disabled students must contact Student Accessibility Services (SAS) and complete the steps required for SAS to review accommodation requests. More information can be found on the UCF [Student Accessibility Services](#) website under the Start Here tab or by contacting SAS directly (Ferrell Commons 185; sas@ucf.edu; Phone - 407-823-2371).

Approved accommodations are shared with course instructors via the SAS Course Accessibility Letter. Implementing certain accommodations may require discussion about specific considerations of the course design, course learning objectives, and the individual academic and course challenges experienced by the student. While students with disabilities or chronic health needs are also encouraged to discuss any course concerns with professors in addition to contacting SAS, professors are not required to facilitate disability-related adjustments to the course unless the professor has received a Course Accessibility Letter from SAS that outlines approved accommodations.

Safety Escort Services

The UCF Police Department offers a walking escort to all UCF students. UCF Police representatives are available to provide a walking escort for students, faculty, and staff members. The UCF Community can simply call 407/823-5555 to request a walking escort anywhere on campus, and a UCF Police staff member or officer will escort them to their destination. At UCF Downtown, you can also call 407/235-3800 to request an in-person security escort.

You can find out more here: <https://police.ucf.edu/knightride>.

Campus Safety Statement

At UCF Public Safety and Police, safety is the top priority. Emergencies on campus are rare, but if one should arise, it's important to be familiar with some basic safety and security concepts.

- In an emergency, always dial 911.
- Every UCF classroom has an **Emergency Procedure Guide** posted on a wall near the door, which will show you how to respond to a variety of situations. This guide can also be found online.
- In the event of an active threat, remember **AVOID, DENY, DEFEND**. Choose the best course of action and act immediately. Watch the video [here](#) to learn more.
 - **AVOID.** Pay attention to your surroundings and have an exit plan. Get as much distance and as many barriers between you and the threat as quickly as possible.
 - **DENY.** When avoiding is difficult or impossible, deny the threat access to you and your space. Lockdown by creating barriers, turning the lights off and remaining quiet and out of sight. Make sure your cell phone is silenced, but do not turn it off.
 - **DEFEND.** When you are unable to put distance between yourself and the threat, be prepared to protect yourself. Commit to your actions, be aggressive and do not fight fairly. Do whatever it takes to survive.
- For emergencies on campus, UCF will utilize the UCF Alert system. All UCF students, faculty and staff are automatically enrolled to receive these email and text alerts, however, it's a good idea to frequently ensure your contact information is up to date.
- To learn about how to manage an active-shooter situation on campus or elsewhere, consider viewing this video <https://youtu.be/NIKYajEx4pk>.

Service Animals

In accordance with the Americans with Disabilities Act (ADA), the University of Central Florida is committed to reasonably accommodating qualified students and individuals with disabilities. This policy explains the difference between Service Animals and Emotional Support Animals and sets out the rules for each.

Individuals who seek to bring a Service Animal to public areas on campus do not need prior permission and may be asked only for limited information (see section III(A) on the website), but are encouraged to contact the Student Accessibility Services (SAS) office or the Office of Institutional Equity (OIE) so that the university knows why the animal is on campus and so that it can ensure that the Handler understands Service Animal policies (see section III below). Students who wish to bring a Service Animal into their student housing should inform Housing and Residence Life prior to bringing the animal into housing for safety and health reasons (see section III(b) on the website). Students who wish to bring Emotional Support Animals into student housing must have prior permission from Housing and Residence Life (see section V on the website). Students may not bring Emotional Support Animals to class or into other University buildings. Employees who wish to bring either a Service Animal or an

Emotional Support Animal into their non-public workspaces must have prior approval through the reasonable accommodation.