



East Carolina University

SCHOOL OF SOCIAL WORK



**BSW PROGRAM  
STUDENT  
HANDBOOK**

Spring 2011

## TABLE OF CONTENTS

	<u>PAGE</u>
I. East Carolina University	2
II. The School's (BSW) Mission Statement	2
III. The BSW Undergraduate Program's Goal	2-4
BSW Program's Guiding Principle	4-6
IV. Advising	6
V. Admission and Retention Procedures	6-9
VI. Degree Requirements	10
VII. Undergraduate Social Work Program Courses	10-14
VIII. Social Work Field Instruction	14
IX. School Social Work Licensure	15
X. Special Interest to Students	15-18
1. Course Outlines	15
2. Faculty Office Hours	15
3. Posting of Grades	16
4. Grade Appeals	16
5. Privacy of Student Educational Records	16
6. Academic Integrity	16
7. Steps in Informal Grievance Procedure	17-18
8. Student Organizations	18

**I. East Carolina University:**

Since the passage of the Reorganization Act of 1971 by the General Assembly, North Carolina has one statewide university system consisting of sixteen (16) constituent institutions. The University is governed by the Board of Governors and the University President. Each constituent institution of the University of North Carolina has its own faculty and student body. The chief administrative officer of each institution is the Chancellor. Each constituent institution has a board of trustees composed of thirteen members.

East Carolina University has an enrollment of approximately 27,000 students. The School of Social Work is a distinct professional school within ECU's College of Human Ecology. The school offers both the BSW degree and the MSW degree in Social Work. The undergraduate program came into existence in the early 1970s and the graduate program began in 1984. Both programs are accredited by the Council on Social Work Education.

**II. The School of Social Work Mission Statement:**

In keeping with the University's commitment to service and the College of Human Ecology's focus on enriching lives and enhancing communities, the School of Social Work seeks a world in which the social, economic, and political conditions that marginalize and oppress people are eliminated, and all people are free to fulfill their potential. Our vision is grounded in a commitment to the principles of justice, the value and dignity of every person, progress through dialogue, and community transformation through collaboration.

To achieve the society we envision, the mission of the School of Social Work is to serve by educating students to become effective social worker practitioners; by contributing to the development and dissemination of knowledge; and by partnering with social work practitioners, other community members, and organizations to improve services and to reduce marginalization and oppression.

**III. BSW Program Goals:**

Provide a strong educational program capable of producing knowledgeable and effective beginning generalist practitioners.

Provide leadership in initiating and maintaining partnerships with social work and community organizations and with service recipients.

Take a lead role in promoting initiatives enhancing social justice and decreasing oppressive conditions affecting poor and otherwise oppressed people in the region and state.

**The curriculum includes nine areas of specific content/knowledge:**

- ◆ social work values and ethics
- ◆ diversity
- ◆ social welfare policy and services
- ◆ promotion of social and economic justice
- ◆ populations at risk
- ◆ field practicum
- ◆ human behavior and social environment
- ◆ practice
- ◆ research

**Social Work Program Objectives**

Our BSW program supports the concept that professional social work practitioners in human services must have a strong professional knowledge, skill and value base from which they offer services.

**BSW Program Objectives:**

1. Apply critical thinking skills by conceptualizing, applying knowledge, observing, and evaluating information to make logical inferences that are presented orally and in writing about professional practice situations (i.e., demonstrate critical thinking ability).
2. Specify the core values of the profession and the primary ethical standards and principles from the NASW Code of Ethics.
3. Promote practice in accordance with social work values and ethics.
4. Demonstrate an ability to reflect critically on one's own values and how they are related to those of the profession and other people with whom they may practice.
5. Practice in a manner that is non-discriminatory and reflects attempts to include populations at risk in the benefits of social participation while maintaining respect for human diversity.
6. Enhance the ability of its students to discuss the history of the social work profession, its contemporary structures, and issues.
7. Be able to state the basic roles and activities of each phase of a

generalist practice process that uses conceptual components of a strengths perspective.

8. Promote a generalist practice framework that uses a strengths perspective with individuals, families or other groups, organizations, and communities.
9. Enhance understanding of the role that social work research has for informing and improving practice.
10. Demonstrate communication skills that are effective across various client systems (i.e. client populations, communities, and organizations, etc.)
11. Promote practices and policies to reduce the effect of social and economic injustices.
12. The required curriculum, including the field practicum, has clearly articulated course objectives, outlines, and content, which incorporate diverse racial, ethnic, cultural and sexual perspectives. Students will also find clearly articulated content on the role and status of women through the curriculum.

### **BSW Program's Guiding Principle**

The BSW faculty has deliberately and intentionally selected a guiding principle that will aid in organizing social work practice principles, knowledge, values and skills. The principle will embrace the objectives, content, process and outcomes of the program and help to shape the practice of our social work graduates.

*The guiding principle is stated below and with some of the inclusive concepts:*

Teaching encourages---"**individual emancipation and societal transformation**"

- growth and change are inevitable qualities in all human processes
- self determination
- empowerment
- personal and self awareness by all
- acknowledging "different ways of knowing"; building trust is important in the development of good communication and kind relationships
- understanding individual and systemic transformation; how to facilitate that transformation is important
- encouraging students and others to "bring forth the best of themselves"
- reframing human situations and environments from a strengths perspective
- we must first "do no harm"

- creating the willingness to recognize; to honor; to respect the “language” of others

### **The Generalist Perspective**

**Purpose:** To ensure that the social worker will approach every client and situation in a manner open to the use of various models, theories, and techniques and will focus on several levels of intervention, from micro to macro. This perspective directs the worker to identify and consider several possible points and levels of intervention and then select the one or ones that are most appropriate and feasible.

**Description:** Social work practice has been described as inherently generalist (Landon and Feit, 1999). According to the *American Heritage Dictionary*, a **generalist** is "a person with broad general knowledge and skills in several disciplines, fields, or areas." Thus, the terms **generalist practice** and **generalist social worker** refer to a social work practitioner who has a broad range of knowledge and skills, who draws on several practice theories and models, and who can move with minimal difficulty from one field of practice to another. The social worker utilizing the generalist perspective is willing and able to focus on a variety of factors that may contribute to problems in social functioning. These include: injustice; oppression; racism; poverty and the lack of basic resources; misuse of power by those in authority; misguided or unworkable programs and policies; conflicts among values and beliefs; broken relationships; distortions of thinking; lack of knowledge and information; destructive individual and family patterns; alienation and loneliness.

The **generalist social worker** is prepared to work with a variety of client systems, including the following:

- face to face, one on one, with a single person
- a whole family
- a formed group such as treatment or support group
- committees or task groups
- a formal organization such as an agency or a network of agencies
- legislators and policymakers

### **Student Outcomes**

Upon completion of the BSW program it is expected that students:

1. Can demonstrate a synthesis of knowledge, values and skills from both social work and a liberal arts perspective, which support beginning professional social work practice.

2. Hold appropriate ethical stances, skills and knowledge bases in their work with individuals, organizations, groups and communities.
3. Discern the impacts of all forms of human oppression on human and community life.
4. Comprehend and respect the variations, strengths and challenges all humans bring to the helping process.
5. Link social policy directives and evaluation to all social work practice activities.
6. Assess their own practice and demonstrate a commitment to continuous professional learning.

#### **IV. *Advising:***

Students who intend to apply for admission to the Social Work major should ask the General College for academic advising from the College of Human Ecology. After students have informed the General College of their intent to major in Social Work, they will be assigned an advisor in the College of Human Ecology Student Services Center.

#### **V. *Admissions and Retention Procedures:***

The purpose of the application process is to assist the student in determining his/her academic and personal readiness for preparation and eventual practice as a beginning professional social worker. The application process allows students to examine his or her aptitude, emotional and social maturity as well as their knowledge and values that are an inherent part of professional social work practice. The School reserves the right to request a student's withdrawal from the program if the student does not demonstrate an ability to accept and incorporate the knowledge, values, and skills of the profession and the NASW Code of Ethics.

##### **Admission**

- A. All applicants for admissions must have a 2.5 GPA (overall) and have completed 32 s.h. of General Education courses.
- B. Applicants must also have successfully completed SOCW 1010 and SOCW 2010 and have a 2.5 GPA in these courses. Students not meeting the required GPA may apply for provisional acceptance to the major. The BSW Admissions Committee will review provisional admissions and submit recommendations to the program

coordinator.

- C. Students meeting the admissions requirement of "A" and "B" may submit their application to be a social work major.
- D. All Social Work courses above the 3000 level are major-only courses and cannot be taken by non-majors unless they have consent of the BSW Coordinator.
- E. The professors who teach SOCW 1010 and 2010 will submit a list of students who have successfully completed the social work entry courses to the chair of the Admissions Committee.
- F. The Admissions & Retention Committee will meet and review the applications for acceptance to the major.
- G. All students qualified for full admission into the Social Work program will be notified via letter, email or telephone. These students will be required to meet with the Coordinator of the BSW Program to receive final instructions in completing the admissions process.
- H. Courses will be sequenced and therefore, only offered once a year. First semester coursework will begin in the fall.
- I. The School does not approve academic credit for prior work or life experience.

### **Provisional Admission Status**

Students are provisionally admitted into major courses at pre-registration, only if they have 32 credit hours, are currently enrolled in an introductory social work course and/or have a high likelihood of achieving a 2.5 or higher GPA at the end of the semester. Failure to achieve the GPA or successfully complete SOCW 1010 or 2010 can result in non-admission to the major.

### **Conditional Admission Status**

After an interview with the student and careful review of admission documents, the Program Coordinator and/or Admissions and Retention Committee can place the student in one major course (Policy 1 or HBSE 1) if the following conditions are met: The student:

1. has an overall GPA between 2.45 to 2.49
2. has successfully completed SOCW 1010, 2010 with a 2.5 GPA
3. has completed all general education and cognate requirements

Conditional status requires an explicit understanding by the student that an overall GPA of 2.5 or higher must be achieved by the end of the semester and they must complete the course with a grade of “C” or better to remove conditional status. The student will receive a letter outlining the conditions for removal of this status.

## **Retention**

Social work is a self-regulatory profession, which is based on knowledge and guided by professional values and ethics. Its central focus is in the transaction between people and their environment. If at any time a student's behavior or academics seems to be in conflict with the basic standards of professional social work practice he/she may be advised out of the program.

### **A. Academic Probation Status**

If a student fails to maintain an overall 2.5 GPA once accepted into the major, the student will be placed on probation for one semester. Failure to achieve the 2.5 GPA after one semester can result in removal from the major. The Admissions and Retention Committee has the discretion to review each probationary situation.

### **B. Academic Dismissals**

- (1) Academic dismissals unlike disciplinary dismissals do not require a hearing before any decision-making body. Social work majors are expected to maintain the minimum 2.5 GPA they had when accepted as a major. If a student receives a “D” in a required major course, the course must be repeated for a grade of “C” or better. A letter of warning will be sent to students reminding them that the course must be repeated. If the course has not been repeated within two academic semesters the Admissions and Retentions Committee may ask the student to leave the major.
- (2) Students who have been sanctioned by the academic integrity board may be asked to change their major. The Admissions & Retention Committee and the Director of the School of Social Work shall jointly review the sanctions and take appropriate action.

### **C. Non-Academic Dismissals**

- (1) The "Policies & Regulations" section of the E.C.U. Student

Handbook clearly defines student rights and protections. It is the student's responsibility to read this section. Any student whose conduct is unsatisfactory as defined in the E.C.U. Student Handbook will be subject to appropriate disciplinary action. In the absence of exceptional circumstances, a student who is found guilty and has exhausted all appeals may be asked to leave the major.

- (2) The NASW Code of Ethics is the standard of acceptable behavior for social work practice. The "Code of Ethics" is the conduct guide used by the BSW program to assess student behavior that is deemed inappropriate for social work majors. Student behavior not covered by the E.C.U. Student Handbook may be reported to the Admissions & Retentions Committee. The BSW Program Coordinator is the Chairperson of the Undergraduate Admission & Retention Committee. Official reports must be in writing and given to the Chair of the Committee. The committee will follow the following process:
1. The Admission & Retention Committee will review the report and decide if valid grounds for violation of the "code" exist.
  2. The student will meet with the Admission & Retention Committee to discuss relevant issues surrounding the report in an attempt to achieve a resolution of the problem reported.
  3. If no satisfactory resolution is achieved, a written summary of the conference is forwarded to the Dean.
  4. The Director and the Admission & Retention Chair review the summary within 10 class days and provide the student with an opportunity to meet with the Dean. The Dean shall have appellate jurisdiction in all cases of students being asked to leave the major.
  5. Within 10 class days the Director will approve, disapprove or nullify the committee recommendation. This will constitute the final decision.

## VI. Degree Requirements:

- A. All students must complete General Education requirements. (See ECU University Catalogue.) Some courses meet both General Education requirements and program requirements and it is to the students' advantage to enroll in these courses.
- B. A minimum of 124 semester hours are required for graduation.
- C. Transfer students must have completed a minimum of 30 semester hours in resident study at East Carolina University and a total of 62 semester hours from a senior college.
- D. Minimum degree requirement is **124 s.h.** of credit as follows:
  1. Foundations curriculum requirements (For information about courses that carry foundations curriculum credit see [\*Liberal Arts Foundations Curriculum\*](#)) including those listed below. including BIOL 1050, 1051, 1060; MATH 1065 or equivalent; PSYC 1000; SOCI 2110; POLS 1010, ECON 2113 **(42 s.h.)**
  2. Cognates: (Social and Behavioral Science Core) **(15 s.h.)**  
History: Choose one from HIST 1051, 3031, 3240, 3245.  
Psychology: PSYC 3300 or 4375;  
Choose one from PSYC 2201, 3206.  
Sociology: Choose two from SOCI 2111, 3289, 4347, 4350.  
Students may submit a written request for the consideration of a cognate substitution to the program coordinator.
  3. Social Work courses: SOCW 1010, 2010, 3101, 3201, 3202, 3301, 3305, 3401, 4102, 4203, 4305, 4990 **(45 s.h.)**
  4. Social work electives **(6 s.h.)**
  5. General electives: Students will be encouraged to choose electives that will strengthen their total program.

## VII. Undergraduate Social Work Program Courses:

Courses in the BSW program build on earlier courses and are to be taken sequentially. Students are expected to take the following courses concurrently: 1<sup>st</sup> semester – SOCW 3101; SOCW 3201, and SOCW 3301; 2<sup>nd</sup> semester – SOCW 3202, SOCW 3305 and SOCW 3401; 3<sup>rd</sup> semester – SOCW 4102, SOCW 4203 and SOCW 4303; 4<sup>th</sup> semester – SOCW 4990. Students may only take courses out of sequence with the permission of the BSW Coordinator.

- SOCW 1010. Introduction to Social Welfare & Social Work (3)**  
Designed to present a historical and philosophical overview of the development of the social work profession and social welfare institutions.
- SOCW 2010. Introduction to Social Work Practice with Special Populations (3)**  
Designed to introduce the student to the dynamics of human diversity as it impacts, informs, and shapes social work practice; and to foster an awareness and appreciation for diverse and special populations.
- SOCW 2400. Introduction to Gerontology (3)**  
Same as CDFR 2400 and GERO 2400.  
May be used to satisfy the social science requirement for general education and may be counted as credit toward the sociology major or minor. A survey of current theory and research in the gerontology field presented from an interdisciplinary perspective.
- SOCW 3101. Human Behavior and the Social Environment I (3)**  
Majors or consent of Coordinator.  
Provides knowledge of concepts, theories and frameworks which guide understanding about human behavior in various social environments.
- SOCW 3201. Social Work Practice I (3)**  
Co-Requisite or Prerequisite: SOCW 3101.  
Majors or consent of Coordinator.  
Prepare students for generalist practice in social work with emphasis on the use of generic problem-solving process. Particular attention is given to the development of interviewing and intervention skills with individuals.
- SOCW 3202. Social Work Practice II (3)**  
Prerequisite: SOCW 3201.  
Majors or consent of Coordinator.  
The continuation of preparation for generalist Social Work practice and the problem-solving process. Particular attention is given to intervention with small groups and families. Case management skills are also introduced.
- SOCW 3301. Social Work Policy I (3)**  
Prerequisite: SOCW 1010, 2010.

Majors or consent of Coordinator.

Designed to provide knowledge of social welfare as a social system. Foci are on social welfare concepts, policy, and organization. Attention given to programming in relation to social needs, social problems, and social goals.

**SOCW 3305. Social Work Policy II (3) (Formerly SOCW 4303)**

Prerequisite: SOCW 3301.

Co-requisite: SOCW 3202 & 3401.

Majors or consent of Instructor or Coordinator.

The involvement of the social worker in the policy making process and the consequences on worker, service delivery and consumers. The impacts of administration and social policy on families, agencies, and professional organizations.

**SOCW 3401. Social Work Research & Statistics (3)**

Prerequisites: Majors or consent of Coordinator.

Introduces students to research methods and statistics used by social workers as a part of social work practice. Students will acquire the knowledge and skill to critically review the research of others and conduct basic statistical analysis.

**SOCW 4102. Human Behavior and the Social Environment II (3)**

Prerequisites: SOCW 3101.

Majors or consent of Coordinator.

(May not receive credit for this course and SOCW 5001).

Co-requisite: SOCW 4203.

Advanced theoretical knowledge for generalist social work practice. Sensitivity to human diversity and the need for self-awareness in the selection and application of theory in practice will be emphasized.

**SOCW 4203. Social Work Practice III (3)**

Prerequisite: SOCW 3202.

Majors or consent of Coordinator.

Co-requisite: SOCW 4102 & 4303.

Advanced use of problem-solving process for generalist social work practice. Students will focus on practice knowledge and skills in organizational, agency and community interventions.

- SOCW 4305. Social Work Policy III (3) (Formerly SOCW 3302)**  
Prerequisite: SOCW 3301, 3305.  
Co-requisite: SOCW 4102 & 4303.  
An analysis of selected social legislation which may determine policy for the general welfare. Pre-legislative and legislative development and major provisions of laws are considered. Interpretation of the laws will be examined from the perspective of significant court opinions related to the constitutional rights of such groups as children, welfare clients, mental patients, juvenile offenders, and persons charged with and convicted of crime.
- SOCW 4501. Crisis Intervention (3)**  
Prerequisite: Majors or consent of Coordinator.  
Designed to teach the student to recognize and intervene appropriately in crisis situations.
- SOCW 4503. Social Work Services in the Schools (3)**  
Prerequisite: Majors or consent of Coordinator.  
Provides an introduction and orientation to social work practice in school settings.
- SOCW 4505. Community Services for Children (3) (Formerly SOCW 5002)**  
Prerequisite: Majors or consent of Coordinator.  
A study of primary resources for children and their families. Emphasis is placed on the characteristics of families and children who may need help; adequacies and inadequacies of community resources; as well as families and communities as social systems.
- SOCW 4510. Selected Topics in Human Behavior and the Social Environment (2 or 3)**  
Prerequisite: Majors or consent of Coordinator.  
Provides students the opportunity to study new or advanced topics in (HB & SE).  
Topic and hours of credit may change. Course may be repeated with change of topic.
- SOCW 4520. Selected Topics in Social Work Practice (2 or 3)**  
Prerequisite: Majors or consent of Coordinator.  
Provides students the opportunity to study new or advanced topics in Social Work Practice. Topic and

hours of credit may change. Course may be repeated with change of topic.

**SOCW 4530. Selected Topics in Social Work Policy (2 or 3)**

Prerequisite: Majors or consent of Coordinator.

Provides students the opportunity to study new or advanced topics in Social Work Policy. Topics and hours of credit may change. Course may be repeated with change of topic.

**SOCW 4540. Selected Topics in Social Work Research (2 or 3)**

Prerequisite: Majors or consent of Coordinator.

Provides students the opportunity to study new or advanced topics in Social Work Research. Topics and hours of credit may change. Course may be repeated with change of topic.

**SOCW 4990. Field Education and Seminar (12)**

Two seminar hours per week; four days directed field education per week. Application for admissions to this course must be received one semester in advance of placement.

Prerequisites: Majors only with a minimum GPA of 2.5 and approval of the Field Education office.

(All required SOCW courses must be completed).

Field education represents the culmination of the student's undergraduate preparation for professional practice. Students are placed in approved agencies and provided supervised educational experience. The weekly seminar serves to help integrate theory and practice.

### **VIII. Social Work Field Instruction:**

Field Instruction is the culmination of the BSW program. Field Instruction is a four-day internship plus a seminar. This course usually takes place in the student's final semester before graduation. Application for admissions to this course must be received one semester in advance of placement. Deadline dates for filing application are posted by the Field Education Office. After students have submitted a complete application, students will participate in a field office pre-placement interview.

Field placement provides educationally directed practice experience with individuals, families, groups, communities and organizations. BSW field placements provide generalist practice opportunities for students. Most

settings are within a 60 mile radius of the student's residence. An employment based placement for field education may be considered. It is recommended that students who are interested in a field placement at a school complete the school social work certification curriculum. Every field placement is approved by the Field Office. The BSW program coordinator assigns the faculty liaison and/or seminar instructor. The student is NOT to take other courses along with the field internship. However, with special permission from the coordinator, a student may take a social work elective. A change in field placement will not be considered after students begin their placement. An exception may be made if there are issues in the field setting that cannot be resolved. The Director and Assistant Director of the Field Office are available to answer questions and work with students regarding their placements. The field placement process will begin during the SOCW 3201 course.

NOTE: Refer to the Field Education Manual for more detailed information.

### ***IX. School Social Work Licensure:***

The social work major deciding to seek licensure as a school social worker must be accepted into the upper division of teacher education. This should be done during the sophomore year and prior to or at the point the student is accepted as a social work major. The School of Education and the School of Social Work Studies will maintain a record to help track the student's completion of licensure requirements. Upon completion of the appropriate social work courses and education courses (SOCW 4503, SOCW 4990, EDUC 3200 and SPED 2000), the School of Social Work and the School of Education will recommend licensure to the State Department of Public Instruction. If you have an interest in this licensure, please contact the social work office for further information.

### ***X. Special Interest to Students:***

#### **(1) Course Syllabi:**

Every course offered by the School of Social Work is described in the faculty member's "Course Syllabi." The course syllabi is to be given to students at the beginning of each course. The course syllabi will state the text and any supplementary books needed for the course; course content to be covered during the semester as well as student assignments; and how students will be evaluated (tests, class attendance, grading system, papers).

#### **(2) Faculty Office Hours:**

Faculty post their office hours on their office doors and in course syllabi. If faculty office hours conflict with student classes, students may request a specific appointment time. Students may meet with faculty to discuss academic and non-academic issues that may affect their academic performance.

(3) **Posting of Grades:**

As soon as they are determined at the end of each semester or summer term, grades are posted electronically. Questions about final examination grades should be directed to the instructor who determined the grade.

(4) **Grade Appeals**

A student wishing to contest a course grade should first attempt to resolve the matter with the instructor who determined the grade. The student may appeal the instructor's decision by submitting a written appeal to the instructor's departmental chairperson, school/ program director, or college dean not later than the Friday of the second full week of classes of the next regular semester. The instructor's chairperson, director, or dean, as appropriate, shall review the student's request with the faculty member and either concurs with the grade or request that the faculty member reassess the grade. The final decision shall rest with the faculty member responsible for the course grade.

(5) **Privacy of Student Educational Records:**

Personally identifiable information contained in student educational records will not be disclosed to persons outside the University without prior written consent of the student. (A form is available in the Undergraduate Social Work Office.) Each student has a right to see his or her educational file. The files for students who are declared majors are kept in the School of Social Work Office Rivers 224. Intended Social Work majors files are kept in the CHE Student Services Center Rivers 140.

(6) **Academic Integrity:**

Academic Integrity is expected of every ECU student. Violations of academic integrity consist of the following:

1. Cheating. Unauthorized aid or assistance or the giving or receiving of unfair advantage on any form of academic work.
2. Plagiarism. Copying the language, structure, ideas, and/or thoughts of another and adopting same as one's own original work.
3. Falsification. Statement of any untruth, either spoken or written, regarding any circumstances relative to academic work.
4. Attempts. Attempting any act that if completed would constitute an academic integrity violation as defined herein. [http://www.ecu.edu/cs-studentlife/policyhub/academic\\_integrity.cfm](http://www.ecu.edu/cs-studentlife/policyhub/academic_integrity.cfm)

The school expects all students to follow the honor code of the University and is aggressive concerning violations. The School of Social Work will follow the process found in the *E.C.U. Student Handbook*, <http://www.ecu.edu/studenthandbook/> .

The School of Social Work recognizes that students may have a grievance that does not require a formal procedure. Therefore, students may seek resolution of his or her grievance in accordance with the Informal Grievance Procedure that follows:

**(7) Steps in Informal Grievance Procedure:**

- A. Discussion with the Program Coordinator of the BSW Program
  - (1) If a student alleges a grievance based on curriculum, pre-requisites, grade policy or other academic concerns, an immediate appointment should be made with the BSW Program Coordinator.
  - (2) At the time of making the appointment, the student should state expressly the subject or grievance concern in writing.
  - (3) The Program Coordinator will set an appointment date and discuss the grievance with the student as soon as possible but, in any event, within 5 school days after the request.
  - (4) The grievance should be discussed freely and in an informal and relaxed manner. Witnesses or other

individuals who may assist in resolving the grievance should be consulted at the request of the student or the Program Coordinator.

- (5) The student will be advised if the corrective action and/or decision of the Program Coordinator within 5 school days subsequent to the date of conference.

B. Appeal to the Director of the School of Social Work

- (1) If the grievance is not resolved to the satisfaction of the student, the student has the right to appeal to the Director.
- (2) The Director will review the case in its entirety and within 5 school days render his or her opinion. The decision of the Director will be final and will terminate the students' rights pursuant to the informal grievance procedure.

(8) **Student Organizations:**

**BSWSA**

Baccalaureate of Social Work Student Association is the undergraduate student organization. Membership is open to all intended and declared Social Work majors. It provides students with the opportunity to organize on their own behalf, participate in community volunteer projects and advocacy, to give input to program development, and to plan activities of interest to students. The faculty advisor for BSWSA is Dr. Kelley Reinsmith Jones, [reinsmithjonesk@ecu.edu](mailto:reinsmithjonesk@ecu.edu).

**PHI ALPHA HONOR SOCIETY - (CHI ZETA CHAPTER)**

Phi Alpha fosters high standards of training and leadership for social workers and invites into membership those who have attained excellence in scholarship and achievement in social work. Members must have a minimum 3.4 GPA and submit a comprehensive personal statement for application to this society. Applications are reviewed and eventual Inductees are chosen by a selection committee. For more information on admission to this national honor society contact Dr. Mary S. Jackson, [jacksonmar@ecu.edu](mailto:jacksonmar@ecu.edu) or Dr. Tracy Carpenter-Aeby, [carpenteraeby@ecu.edu](mailto:carpenteraeby@ecu.edu).