



East Carolina University

School of Social Work

**MSW Student Handbook
2011-2012**



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Welcome!



Dear MSW Candidate,

Welcome to the School of Social Work at East Carolina University. The Department of School of Social Work was founded in 1969 and later became the School of Social Work in 1986 when the MSW degree was established. The School also houses the first accredited undergraduate social work program in the United States. The BSW and MSW programs are fully accredited by the **Council on Social Work Education**. You will become a part of our legacy of self-reflective and ethical social work practice with individuals, families, groups, organizations and communities as well as share our commitment to social and economic justice.

The MSW Student Handbook provides valuable information that will assist you with navigating your academic and professional journey in this program. The handbook provides information about our mission, goals, objectives, curricula, the expectations of and policies/procedures pertaining to students in the MSW program, the social work profession. You are responsible for reading the handbook to familiarize yourself with the program as well as your rights and responsibilities. We encourage you to keep it readily accessible as you progress through the program. If you have any questions, please do not hesitate to contact us.

Thank you for choosing East Carolina University School of Social Work as your professional school. We are committed to your success in the program by creating a learning environment that will equip you with the knowledge, values, and competencies needed for effective social work practice. Our MSW program is training you for practice in a changing and challenging world. Always remember that we have a great calling to assist people in need and to make society a better place. We wish you the best and look forward to building a partnership of excellence in education and service.

Sincerely,



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Professor and Director
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ALL STATEMENTS MADE IN THIS AND SIMILAR PUBLICATIONS DISTRIBUTED GENERALLY TO PROSPECTIVE OR ADMITTED STUDENTS SHALL BE FOR INFORMATIONAL PURPOSES ONLY AND SHOULD NOT BE INTERPRETED AS BEING CONTRACTUAL FOR ANY PURPOSE.

THE SCHOOL OF SOCIAL WORK

Mission of School of Social Work

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.

Mission of the MSW Program

The East Carolina University Master of Social Work Program (ECUMSW) is based on the concepts of a Clinical-Community practice model from a Relational perspective.

Clinical-Community Practice

The clinical-community practice model adopted by ECU MSW is, as the name implies, first and foremost a practice model. The program's emphasis is on giving graduates the knowledge and capacities to engage in professional social work practice in a number of fields of practice. Clinical social work is work conducted to help individuals, families and small groups change in identified ways. Community social work is work focused on change at the level of community. The clinical-community focus at ECUMSW is based on the observation that to engage in exceptional clinical social work a person must be able to understand and work with community factors. To be an outstanding community social worker a person must be able to work successfully with the individuals who represent community members and/or make decisions and exercise authority on the community level. As our aim is to prepare graduates for the highest level of professional practice possible, we insist that our students are knowledgeable in both of these arenas.

The Relational Perspective

One of the six core values embraced by the National Association of Social Workers and articulated in their Code of Ethics is the importance of human relationships. Our students learn to focus on how relationships or networks of people can contribute to as well as provide relief from problems in living. Our students assess the relative health of social networks and learn how to create, strengthen or change social networks to help individuals, families, and communities.

The ECUMSW program recognizes that the importance of human relationship extends to the centrality of the relationship between the client or client-system and the professional social worker. The program has a robust emphasis on teaching students how to conduct themselves as professionals who are responsible for creating a strong working alliance. The program also helps students understand that the way the professional relates to the individuals with whom s/he is working has important implications for the helping process.

MSW Program Goals

- 1) To prepare students for advanced professional clinical-community practice from a relational perspective based on a social work foundation.
- 2) To prepare professionals who apply critical thinking and innovation to leadership and service.
- 3) To prepare students whose practice demonstrates a commitment to economic and social justice, the advancement of human well being, and the celebration of human differences.
- 4) To prepare professional practitioners to use and develop knowledge relative to the Social Work profession.

The objectives of the MSW program are:

Foundation Objectives:

- Practice social work values and ethics
- Apply social work knowledge and skills
- Appropriately use supervision to improve practice skills and provide the best services to clients.
- Apply critical thinking skills in social work practice
- Assess, formulate, and advocate for social policies
- Understand roles and opportunities within and outside of practice settings and seek desired change
- Demonstrate non-discriminatory practice that respects human differences
- Understand and identify mechanisms of oppression and injustice
- Understand and critically analyze historic and current issues that affect our society and the social work profession.
- Critically analyze available evidence for evaluating social work theory and practice interventions
- Critically assess and apply research

Advanced Objectives:

- Articulate principles of clinical-community practice from a relational perspective
- Apply principles of clinical-community practice from a relational perspective
- Assess possibilities for innovation in policies, organization and systems.

- Critically examine Clinical Community Practice from a relational perspective
- Assess, formulate, and advocate for social policies from a relational perspective in the context of clinical-community practice
- Apply strategies of advocacy and social change to confront oppression and to mitigate the effects of social and economic injustice from local to global settings.
- Create or apply theory to social work practice
- Assess possibilities for creating or applying new theories and/or interventions in social work practice.

MSW CURRICULUM

The curriculum of the Master of Social Work program has been developed in accordance with the policies and guidelines provided by the Council on Social Work Education (CSWE). Due to the sequential nature of graduate professional education in social work, students follow a prescribed course of study according to a set timeline.

The School offers two curriculum options: **Regular Track and Advanced Standing.**

REGULAR TRACK CURRICULUM

The School of Social Work offers a 60-hour Master of Social Work degree. With the exception of advanced standing students, all students are required to successfully complete a sequenced set of foundation courses prior to selecting a specific area of specialization, which characterize the advanced year of study. Specialized areas of practice include Family and Child, Health and Aging, and Mental Health. Course sequencing is listed on the Check Sheets for Regular Track Fulltime and Regular Track Extended-time found on pages 64 and 66, respectively.

Foundation Year

The foundation year of the MSW program is built on a liberal arts perspective and is comprised of courses addressing four interrelated areas: practice, policy, research, and human behavior. In addition, students complete a field setting internship. Through this, students are provided with an opportunity to understand generalist practice and begin to integrate theory with their experiences in field education. Relational Perspective to the profession, critical thinking, and problem solving are emphasized throughout the first year. Students gain knowledge about policy perspectives needed to understand social justice.

Courses to be completed in the Foundation Year:

Number	Course Title	Credits
SOCW 5001	Human Behavior and Social Environment for the Human Service Professions	3
SOCW 5900	Foundations of Social Work and Social Welfare	3
SOCW 5910	Foundation Skills in Social Work Practice	3
SOCW 6110	Social Work Practice; Interpersonal Foundations	3
SOCW 6111	Social Work Practice; Community Foundations	3
SOCW 6701	Psychopathology: A Social Work Perspective	3
SOCW 6702	Social Work's Response to Human Differences	3
SOCW 6711	Critical Thinking in Social Work Research	3
SOCW 6940	Field Instruction I	6

The second year of the regular-track program generally referred to as the advanced year, builds upon the foundation year and provides more thorough knowledge of complex policies, practice skills, evaluation skills, human behavior and the social environment, and field education. While the foundation curriculum introduces Clinical-Community Social Work, the advanced curriculum enhances the students' understanding of the perspective and further develops their skills for practice. In addition to required courses students will complete 9 semester hours of electives.

Courses to be completed in the Advanced Year:

Number	Course Title	Credits
SOCW 6140	Advanced Practice: Individuals and Families	3
SOCW 6141	Advanced Practice: Community Partnerships	3
SOCW 6550	Integrative Seminar	3
SOCW 6950	Field Instruction II	6
SOCW 6960	Field Instruction III	6
SOCW ELEC	<i>Elective – See Graduate Catalog</i>	3
SOCW ELEC	<i>Elective – See Graduate Catalog</i>	3
SOCW ELEC	<i>Elective – See Graduate Catalog</i>	3

Electives Students will take three electives during their course of study. Typically the student will take one elective in the fall semester of the advanced year, and two electives during the spring semester of the advanced year. The electives may be taken as requirements for a certificate or to deepen students' knowledge in an area of interest. Classes taught outside of the ECUSSW may be taken to fulfill the elective requirement, with the consent of the instructor and the MSW program coordinator

ADVANCED STANDING

Persons with a Bachelor of Social Work (BSW) degree from a CSWE accredited program are eligible to apply for Advanced Standing. In order to qualify for Advanced Standing, an applicant must have received his or her Bachelor of Social Work degree no more than 7 academic years prior to enrollment in the MSW program. Candidates accepted into the Advanced Standing program will be granted credit for 18-semester hours of the regular 60-hour program. Such students are assumed to have mastered the fundamentals and have demonstrated the ability to engage in an accelerated learning program.

The Advanced Standing Program begins in early May. During the summer Advanced Standing Students attend two three-hour classes per day, Tuesdays Wednesdays and Thursdays. Students take the following courses during the summer:

Number	Course Title	Credits
SOCW 6100	Social Work Practice: Interpersonal Foundations	3
SOCW 6111	Social Work Practice: Community Foundations	3
SOCW 6701	Psychopathology	3
SOCW 6711	Critical Thinking in Social Work Research	3

These courses give the student content required for the advanced year as well as orient students to Clinical-Community Social Work from a Relational Perspective

OFF-CAMPUS/PART-TIME COHORTS

The off-campus/part-time cohorts are required to meet the same programmatic requirements as the on-campus/full-time students. The part-time option is usually completed over the course of three years. Courses meet on Saturdays from 9:00 a.m. to 4:00 p.m.

Summer 1st year

SOCW 5900 Foundations of Social Work and Social Welfare

SOCW 5001 Human Behavior & Social Environment for the Human Service Professions

Fall 1st year

SOCW 6702 Social Work's Response to Human Differences

SOCW 6711 Critical Thinking in Social Work Research

Spring 1st year

SOCW 6701 Psychopathology: A Social Work Perspective

SOCW 6110 Social Work Practice: Interpersonal Foundations

Summer 2nd year

SOCW 5910 Foundation Skills in Social Work Practice

SOCW 6111 Social Work Practice: Community Foundations

Fall 2nd year

SOCW 6140 Advanced Practice: Individuals and Families

SOCW 6940 Field Instruction I

Spring 2nd year

SOCW 6141 Advanced Practice: Community Partnerships

SOCW Elective

Summer 2nd year

SOCW Elective

Fall 3rd year

SOCW 6950 Field Instruction II

SOCW Elective

Spring 3rd year

SOCW 6960 Field Instruction III

SOCW 6550 Integrative Seminar

Once a student is admitted into a cohort the student is expected to complete all coursework in the sequence specified for that cohort. Moving between cohorts is not recommended. Taking a course in a different cohort requires prior approval of the course instructor, the academic advisor, and the program coordinator.

ACADEMIC POLICIES

Admissions

All faculty members who teach in the MSW program conduct the initial admission process. These faculty members will review admissions packets and make recommendations regarding whether or not the applicant should be offered admissions, and if so into which track. When there is disagreement regarding a packet, the Admissions and Retention (A&R) committee will make the final determination.

The A&R committee will also formulate admission guidelines on a yearly basis. These guidelines will be dependent upon the number of applicants and the needs of the school. The guidelines will be formed in order to ensure the best qualified applicants be offered admission.

Academic Advisement

Communication and information are necessary for successful ***Advisement*** progress towards earning the MSW. Advisers are responsible for academic advising, career development, monitoring a student's progress in the program, providing information regarding potential field practicum placements, and problem solving. Students should seek out their advisor each semester prior to registration or when they have questions or experience any problems. A student may change his or her advisor by obtaining written release from the assigned advisor and the desired advisor.

Academic Integrity

All students at East Carolina University have an inherent responsibility to uphold University principles of academic integrity and to support each other and the faculty in maintaining a classroom atmosphere that is conducive to orderly and honest conduct. Graduate students are subject to the academic integrity policy of the University. A copy of this policy is in the ECU Student Handbook and may be obtained from the Office of the Dean of Students. Registration at the University involves the student's acceptance of the published academic regulations and all other rules found in any official publication or announcement.

Academic Retention and Suspension

Students must not earn a grade of C in courses totaling more than 6 student credit hours while enrolled in the MSW program. Students who earn a grade of C in more than 6 student credit hours (i.e. a third course) are ineligible to continue in the MSW Program and will be terminated from the program.

A student who earns a grade of "F" is ineligible to continue in the MSW program and will be terminated from the program.

A student who is terminated by the School of Social Work and the Graduate School for academic reasons may apply for readmission after a period of one full academic year before the student may be readmitted to his or her degree program.

Course Sequencing

All foundation content must be taken before students take courses at the advanced level. There are three foundation level courses that are open to non-matriculated students. These are: SOCW 5900 (Introduction to Social Work and Social Welfare); SOCW 5001 (Human Behavior and the Social Environment) and SOCW 6711 (Critical Thinking in Social Work Research).

Social Work Transfer Students

A limited number of transfer students from other accredited MSW programs may be accepted each year. An applicant who wishes to transfer from another M.S.W. program must complete the same admissions process and meet the same admission requirements as other degree candidates. A formal written request for transfer must be made at the time of application for admission. A maximum of 12 semester hours of graduate credit may be transferred from other institutions accredited by the Council of Social Work Education. Acceptance of graduate transfer credit is determined by the school's admission and retention committee. A grade of less than "B" in any course will disqualify that course from consideration for transfer. The MSW Coordinator will inform the applicant of the specific courses accepted for transfer and their ECU Master of Social Work equivalents, in writing, prior to the student officially enrolling in the ECU degree program. This written notification will also inform the applicant of those courses he/she must complete in order to earn the MSW degree.

Transfer Credit from Non-degree Student Status

A maximum of nine-semester hours with grades of "B" or above may be transferred as possible elective credit. Graduate courses taken as part of a previously earned graduate degree are not accepted by the ECU School of Social Work for transfer credit. Students must request consideration of transfer credit after admission to the program. The MSW Program Coordinator will inform the student, in writing, of the final determination regarding acceptance of transfer credits. Requests for non-social work transfer credit are evaluated largely on relevance to the student's area of specialization, concentration, and general academic soundness.

Procedure for seeking non-social work transfer credit: After official admission into the MSW program, the person seeking transfer credit will be required to complete the necessary school documents, provide documentation (transcripts, course

descriptions/syllabi, bibliographies, catalogue descriptions, etc.) and submit his or her dossier to the School's Master of Social Work Program Coordinator. A maximum of nine non-social work transfer courses will be allowed for any student (the equivalent of the total 9 s. h. elective credits).

Test Out Procedures

Students with an accredited undergraduate degree in social work, who either choose to enter the Regular Track full-time or Regular Track extended-time program are eligible to test-out of selected Foundation Year courses. The test-out courses are SOCW 5001 (Human Behavior in the Social Environment, SOCW 5900 (Introduction to Social Work and Social Welfare Policy), and SOCW 6702 (Social Work's Response to Human Difference).

Procedure for students seeking to test out of a course: Student will notify the MSW Coordinator in writing of their desire to test out of a course within the first 2 weeks of the student's first Fall Semester. Tests will be administered no later than the 4th week of the student's first semester and will inform student of specific time and dates in writing. Students will be notified in writing of their test out results within one week from date of test. If a student takes any or all of the exams and scores a grade of 80% or higher, he or she will be awarded "credit by examination" and will not be required to enroll in the particular class for which credit was granted.

Field Instruction

Field instruction is a primary component of social work education. It provides opportunities for students to integrate knowledge and values through practice. Field placements are concurrent with the student's course-work. The field instruction sequence consists of three courses (SOCW 6940, SOCW 6950, SOCW 6960) for Regular Track students. Students are placed in field agencies (SOCW 6940) the second semester of the foundation year for three days a week. Students in the advanced year and the Advanced Standing program are placed in field agencies three days a week for two semesters (SOCW 6950 & SOCW 6960). These field classes include a mandatory field seminar that meets for two hours per week in addition to work in the field setting.

It should be noted that field instruction is a 6 credit course. Therefore, if a grade of "C" is earned, a student may be ineligible to continue in the program (refer to Academic Retention and Suspension Policy).

Students must submit an application for field practicum in accordance with specific deadlines announced by the field office. Securing the right field placement for each student is an exceptionally time consuming job. Therefore, working cooperatively and in a timely fashion with the Office of Field Education is essential. It is the responsibility of the field office, not the student, to negotiate placements with agencies. While the Office of Field Education tries to meet the student's needs in arranging placements,

student learning needs, agency needs, and other circumstances may make this impossible.

Although it is not encouraged, some students are able to meet their fieldwork obligation in the agency that employs them in a social work capacity. Before such a placement is approved, the Director of Field Education evaluates the agency's appropriateness as a field-learning center for graduate education. The agency must be willing to modify the conditions of employment to provide the proper learning experience. Again, students are counseled against simultaneous fulltime employment and fulltime enrollment in the graduate program as it tends to affect performance. Both supervision and job responsibilities must be different from the student's regular job. Supervision must be provided by a person with an MSW degree from an accredited school of social work. Under no condition will students be given credit for field instruction doing their regular job. Students are not given field education credit for life experiences.

All students are required to purchase liability insurance. Liability insurance must be purchased through the School of Social Work which has a group policy through the Risk Management Department of East Carolina University. Proof of insurance coverage is required by the Office of Field Education as a condition for field placement.

For further information regarding field education, refer to the Graduate Social Work – Field Education Manual.

Student Organizations

The **Graduate Association of Social Workers (GASW)** is a student organization that actively promotes professional and social activities among students. Membership is open to all graduate level social work students. The mission of GASW is to bring together MSW students at ECU for the purpose of enhancing their educational experience, participating in community action projects, and promoting social interaction among colleagues in both university and non-university settings. We hope that the GASW will give students an additional resource to further their educational experience at ECU, as well as give students opportunities to be social outside of classes. The organization serves as a link to the school's administration and faculty.

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 3.5 GPA and submit a comprehensive personal statement for application to this society. Applications are reviewed and inductees are chosen by a selection committee. For more information on admission to this national honor society contact Dr. Tracy Carpenter-Aeby, carpenteraeby@ecu.edu, or Dr. Mary S. Jackson, jacksonmar@ecu.edu

Enrollment

At the time of application, students select their enrollment status of either Regular Track or Advanced Standing and either fulltime or extended-time. The MSW program reserves the right to limit the number of students admitted each year in any one category. Students who wish to change their status prior to their initial enrollment must reapply to enter the MSW program. Once enrolled officially, students may secure a leave of absence from the MSW program for one year. Changes in student status must be recommended by the student's faculty advisor and approved by the Master of Social Work Program Coordinator.

Student Orientations

Once accepted into the MSW program, students are required to attend a mandatory orientation held on the last Saturday in April or the first Saturday in May depending on the academic calendar. Students are required to attend all sessions of the orientation.

Student orientations are scheduled throughout the MSW program to facilitate smooth progress from semester to semester, (i.e. from foundation content to advanced year content), and from coursework to field practicum. Attendance at student orientations is required.

The ECU Graduate School also facilitates a graduate information session the Saturday before classes begin. The program is designed to complement the School of Social Work's academic orientation program and ease the transition to graduate school and East Carolina University. Representatives from campus offices are present to provide important information and answer questions about Academic Regulations and Policies, ECU's electronic resources (e-mail, OneStop student portal, Banner System, etc.), the online registration process, payment of tuition and fees, financial aid and services available through the Division of Student Life. In addition, students have the opportunity to meet other graduate students and tour the campus. Lunch is normally provided and you are required to register at the following website or on the Graduate Schools webpage <http://www.ecu.edu/cs-acad/gradschool/orientation.cfm>

Incomplete Grades

The grade of "I" (Incomplete) is a conditional and temporary grade given when students are passing a course but, for reasons beyond their control, have not completed a relatively small part of all requirements. A grade of "I" must be removed during the next semester in which the student is enrolled in the university, or it automatically becomes an "F" (Failure). This is in distinction from the Graduate School policy, which allows one year to complete requirements for the removal of an incomplete. Requirements for removal of Incomplete must be submitted to the instructor at least three weeks prior to the end of the semester. Instructors submit a Removal of Incomplete form to the Office of the Registrar at least two weeks prior to the end of the semester. The instructor has the option to extend the period for

removal of the “I” grade one semester at a time, up to a total period of one year. This extension will be accomplished by filing the Change of Grade form. If the “I” is not removed within the appropriate amount of time, the grade automatically becomes an “F”. A student cannot graduate with an “I” on his or her transcript.

Grade Appeals

Grade appeals are conducted in accordance with the Graduate School policy, as outlined in the Graduate Catalog. Please refer to the catalog for a detailed description of the procedure. As outlined in the Graduate Catalog, grade appeals may be undertaken for a limited number of reasons: the Graduate Catalog states:

The goal of this grade appeal policy is to establish a clear, fair process by which graduate students can contest a course grade that they believe has been awarded in a manner inconsistent with university policies or that has resulted from calculation errors on the part of the instructor. Recognizing, however, that the evaluation of student performance is based upon the professional judgment of instructors, and notwithstanding the exceptions noted at the end of this policy, appeals will not be considered unless based upon one or more of the following factors:

- An error was made in grade computation.
- Standards different from those established in written department, school or college policies, if specific policies exist, were used in assigning the grade.
- The instructor departed substantially from his or her previously articulated, written standards, without notifying students, in determining the grade.

Only the final course grade may be appealed. The grade assigned by the instructor is assumed to be correct and the student appealing the grade must justify the need for a change of the grade assigned.

Time Limitations

In keeping with the accreditation policy of the Council on Social Work Education, all requirements of the MSW degree must be completed within no more than two years for fulltime programs and four years for extended-time programs, from the date of the student’s first enrollment. The MSW Program Coordinator may grant exceptions to this policy as determined necessary. The student is responsible for contacting the MSW Program Coordinator to request said extension.

NONACADEMIC POLICIES

Students are expected to observe all university regulations and policies regarding conduct. Similarly, it is assumed that students will behave with propriety and respect the rights and privileges of others. In addition, they are expected to behave in accordance with the Code of Ethics of the National Association of Social Workers (<http://www.socialworkers.org/pubs/code/code.asp>).

Non-academic Capacities

In accordance with the ECU policy on disruptive behavior and the Council on Social Work Education's competencies, the MSW program recognizes the special capacities required of social workers in order to successfully engage in helping relationships. The ECU disruptive behavior policy states that . . .

Disruptive academic behavior is any behavior likely to substantially or repeatedly interfere with the normal conduct of instructional activities, including meetings with instructors outside of class. Examples of such behavior include, but are not limited to, making loud or distracting noises; using cell phones and other electronic devices without prior approval; repeatedly speaking without being recognized; frequently arriving late or leaving early from class; and making threats or personal insults.

The Council on Social Work Education also recognizes the need for certain specific professional behaviors in their core competencies:

2.1.1 Identify as a professional social worker and conduct oneself accordingly.
Operational Practice Behaviors:

- a. Social workers practice personal reflection and self-correction to assure continual professional development
- b. Social workers attend to professional roles and boundaries
- c. Social workers demonstrate professional demeanor in behavior, appearance, and communication

2.1.2 Apply social work ethical principles to guide professional practice.
Operational Practice Behaviors:

- a. social workers recognize and manage personal values in a way that allows professional values to guide practice
- b. social workers make ethical decisions by applying standards of the National Association of Social Workers' Code of Ethics and, as applicable, of the International Federation of Social Workers/International Association of Schools of Social Work Ethics in Social Work, Statement of Principles
- c. social workers apply strategies of ethical reasoning to arrive at principled decisions.

In addition, the ECUSSW MSW Program requires that students be able to demonstrate specific capacities that are often subsumed under the term "use of self." These include, but are not limited to the ability to:

- Identify emotions of others
- Identify emotions of self
- Identify the effect of one's presentation on the other
- Modify one's presentation of self to influence other

We also require specific professional behaviors, including but not limited to:

- Appropriate relations with colleagues (fellow students, instructors, supervisors, co-workers and other professionals), including written communication and face to face interactions (verbal and non-verbal communication).
- Appropriate relations with clients, including boundaries, respect, care and non-discrimination

Examples of Excluded Behaviors:

- Inappropriate/aggressive physical or verbal behavior
- Repeated tardiness or unexcused absences
- Misrepresentation of self, qualifications, and/or competencies
- Criminal charges

- Disrespectful behavior, which includes impugning the character or professional qualifications of another without clear evidence to support the complaint.
- See also the ECU policy on disruptive behavior, above.

Admissions and Retention Committee

The MSW Admissions and Retention Committee (A&R) is an important resource for faculty and students. The committee can be convened at students' or faculty's request for clarification of academic concerns or suggestions for improved performance. This includes elucidation of non-academic competencies expected of students as well as providing support for students to be able to demonstrate those competencies. When a faculty member identifies a concern regarding a student, s/he is encouraged to bring this concern to MSW Committee meetings and/or share that concern via email with the program coordinator. The program committee coordinator will convene the A&R committee in close cooperation with faculty members if there is a shared faculty concern regarding a student's competence to perform as an ethical, professional, knowledgeable social worker.

The A&R committee will be comprised of the following people:

- The MSW program coordinator
- 2 elected faculty members
- a representative of the field office
- others as determined by the above members.

The MSW A&R committee is first and foremost charged with helping a student determine a remedial course of action to ensure successful completion of the program. Students are expected to be thoughtful and professional in interactions with others. The A&R committee can counsel a student out of the program for non-academic reasons. If the committee has previously recommended that a student take a specific course of action or achieve specified standards for continuation in the program, the committee has the authority to determine if those standards were met, and may terminate a student from the program if they were not.

The A&R committee does not have any authority over the assignment or change in a student's final grade for a course. See graduate school catalog for appropriate policy.

Non-Discrimination and Affirmative Action

East Carolina University is an Affirmative Action/Equal Opportunity institution, and consequently its policy of non-discrimination includes recruitment and employment, admissions and access, retention and promotion of the most qualified students, faculty and staff, regardless of an individual's race, sex, color, religion, national/ethnic origin, age, citizenship, marital status, sexual orientation, handicap or veteran status. ECU does not discriminate in its provision of services and benefits, or in its treatment of students, clients and employees. Inquiries regarding this policy should be referred to the East Carolina University Office of Equal Opportunity and Equity located in the Old Cafeteria Building Suite G406 or you may schedule an appointment by calling 252.328.6804

Course Scheduling

The graduate program maintains a diverse student body with many students being employed, having childcare responsibilities, and active non-academic lives. We regret that we are unable to assure our students of a fully convenient schedule of courses. We cannot guarantee that the program can be completed only at night or only during the day. Although we are aware of numerous demands placed on students' time, the MSW program is structured and must be completed in sequence. We strongly recommend that students plan carefully to ensure successful completion of the program. We advise against simultaneous fulltime employment and fulltime enrollment in the graduate program. Based on the experiences of others, this creates problems in punctuality, class attendance, participation, completion of assignments, and significant difficulties in completion of field education.

Prior Felony Convictions

The School does not require that applicants submit to a background check for possible criminal offenses. Applicants should realize, however, that practicum agencies may require such a check. Applicants should be aware that having a prior felony conviction or prior sanctions for unprofessional conduct may impact future potential for obtaining field placements, and social work employment and licensure. In addition, the School, as part of its process of practicum assignments, asks students whether they have a felony conviction (or non-contested felony) in their background. Students may be automatically denied admission, or if enrolled, terminated from the program, if they have not been truthful or have provided inaccurate information in the application concerning felony convictions.

COURSE DESCRIPTIONS

5001. Human Behavior and Social Environment for the Human Service Professions (3) May receive credit for one of SOCW 4800, 5001. P: Graduate standing in SOCW or consent MSW program coordinator and graduate standing. Development of social systems concept of bio-psycho-social elements of man's being. Emphasis on deeper self-awareness of one's own behavior, attitudes, beliefs, and values as related to professional practice.

5900. Foundations of Social Work and Social Welfare (3) P: Graduate standing in SOCW or consent of MSW program coordinator and graduate standing. Introduces social work profession and social welfare, policy, and services.

5910. Foundation Skills in Social Work Practice (3) P: Graduate standing in SOCW. Basic practice skills. Foundation for internship preparation.

6110. Social Work Practice: Interpersonal Foundations (3) Concepts, theories and methods of clinical-community social work practice with an emphasis upon the relational nature of individual and family development and functioning.

6111. Social Work Practice: Community Foundations (3) Concepts, theories and methods of clinical-community social work practice.

6140. Advanced Practice: Individuals and Families (3) P: SOCW 6110, SOCW 6111 or equivalent. Advanced concepts, theories and methods of clinical-community social work practice with an emphasis on individuals and families within the context of their development and functioning.

6141. Advanced Practice: Community Partnerships (3) P: SOCW 6110, SOCW 6111 or equivalent. Advanced concepts, theories and methods of clinical-community social work practice emphasizing social justice.

6550. Integrative Seminar (3) P/C: SOCW 6960. Integrates and synthesizes knowledge from all components of the MSW curriculum.

6701. Psychopathology: A Social Work Perspective (3) Bio-psycho-social theoretical and social work perspective on psychopathology.

6702. Social Work's Response to Human Differences (3) P: Graduate standing in SOCW. Incorporates knowledge of human difference and variation into strategies for social work practice. Integrates knowledge of cultures, race, gender, class, rural living, ethnicity, disabilities, human variation, and sexual orientation.

6711. Critical Thinking in Social Work Research(3) P: Graduate standing in SOCW or consent of MSW program coordinator and graduate standing. Introduces scientific, analytic approach to building knowledge for social work practice with specific reference to principles and methods of evaluative research as applied to critical examination of evaluative research studies.

6940. Field Instruction I (6) Apply social work knowledge and skills to foundation social work practice for three days per week under social work supervision.

6950. Field Instruction II (6) Apply social work knowledge and skills to advanced social work practice for three days per week under social work supervision.

6960. Field Instruction III (6) Apply social work knowledge and skills to advanced social work practice for three days per week under social work supervision.

Certificates and Licensure

Students pursuing the MSW degree also can participate in certain specified certificate, licensure, and grant programs. These programs, which are in addition to the required degree curriculum, require students to engage in focused study to meet the particular requirements of the particular certificate, license, or grant. Students should note that they may not be able to complete all required courses while enrolled in the MSW program, but will need to complete their certificate, license, or grant during summer sessions, or through non-degree study.

Graduate Certificate Substance Abuse Studies*

The certificate in substance abuse will equip select social work graduate students with specific skills and knowledge in the area of alcohol, tobacco, and other drugs. The goal of the certificate program is to increase the number of social work graduate students with the required knowledge and skills to work with clients who are drug users and/or abusers or who may also be charged with drug-related offenses. In addition, this certificate will allow graduate students an opportunity to become more sensitive to the laws governing drug abuse and drug-related offenses. Students will also learn efficient methods to design and implement effective substance abuse intervention strategies for this population.

Unlike many substance abuse certificate and degree programs which only provide course work for those interested in the SA field, ECU school of social work is committed to the development of its' graduates by providing ongoing clinical supervision. The clinical supervision offered ensures that our students meet the requirements of the NCSAPPB leading to full licensure. In addition to providing ongoing supervision, we place great emphasis on preparing participants to pass state test required to obtain licensure.

Applicants seeking admission can be graduate students or professionals holding a masters degree working in the field of social work and other related human service areas. Admission is based on completion of the certification application and approval by the program coordinator. Students enrolled in the certificate program must adhere to the program standards of the School of Social Work. Certificate recipients will receive 180 contact hours (12s.h.) of substance abuse specific credit approved by the North Carolina Substance Abuse Professional Practice Certification Board.

Final certification at the LCAS level requires the completion of a master's degree. Students are required to complete the following courses:

SOCW 6808 (3 s.h.) Introduction to Social Work Practice in Substance Abuse Treatment
SOCW 6804 (3 s.h.) Advanced Clinical Community Social work Practice with Substance Abusing Clients
SOCW 6701 (3 s.h) Psychopathology: A Social Work Perspective
SOCW 6140 (3 s.h.) Advanced Clinical Community Social Work Practice
SOCW 6950/6960 (6 s.h.) each Field Instruction II and III

** This description includes recent modification that require approval of the Graduate Curriculum Committee*

Graduate Certificate in Gerontology

The graduate certificate in gerontology is a program of advanced study that is either free-standing or used to augment or focus a plan of study in several graduate degrees. The program coordinator is Dr. Carol Jenkins, Center on Aging, Associate Director for Educational Programs and Associate Professor of Social Work, 328 Rivers West Building.

The School of Social Work in the College of Human Ecology offers graduate certification in gerontology (aging studies). The certificate requires completion of 15 s.h. of course work* including:

- 1) GERO/SOCW/CDFR 5400,
- 2) one elective course from Aging and Social/Behavioral Science (SOC 5600 or PSYC 5400), Aging and Health (GERO/SOCI/MPH 6100), and Practice or Intervention in Aging (ADED 6453, ADED 6454, CDFR 5411, EXSS 5800, GERO6222, or GERO/NURS 6022), and
- 3) GERO 6600. Those with significant work experience with an organization serving older adults may, with permission from the Center on Aging Associate Director for Educational Programs, substitute a course selected from those included in #2 above for GERO 6600. Up to 6 s.h. of coursework may consist of NC Gerontology Consortium distance education courses, provided that each course is consistent with the categories described in #2 above and that no more than one course is completed in each category.

*Course requirements are subject to modification. Please contact Dr. Carol Jenkins for most recent requirements.

School Social Work License

Through a collaborative agreement with the ECU College of Education and accreditation by the NC Department of Public Instruction, MSW students may pursue licensure in school social work. Candidates for licensure must hold a graduate social work degree from a CSWE accredited program and have complete the following course matrix:

SOCW 6004 Social Work Services in Schools (3sh)

AND

SPED 5101 Introduction to Exceptional Children (3sh)

OR

SPED 6002 Addressing Differences in Human Learning in Schools (3sh)

In addition, candidates are required to complete a two semester (720 hour) field placement in a school setting under the supervision of a licensed school social worker who holds a graduate social work degree from a CSWE accredited program.

Upon completion of the MSW and the additional course requirements, candidates may apply to the Department of Public Instruction for a school social work licensure. Once a student has completed the requirements for School Social Work Licensure, he or she may contact Dr. Lena Carawan at carawanl@ecu.edu or Ms. A. Virginia Parker at parkeran@ecu.edu.

North Carolina Child Welfare Education Collaborative (NC-CWEC)

The North Carolina Child Welfare Education Collaborative (NC-CWEC) is a unique, statewide partnership focused on improving child welfare services in North Carolina. Established in 1999, the Collaborative is administered by the *Jordan Institute for Families* and is a joint effort of the *NC Division of Social Services*, the *North Carolina Association of County Directors of Social Services*, the North Carolina Chapter of the *National Association of Social Workers*, and social work education programs across the state. As it aims to counter high attrition rates, the Collaborative promotes excellence and leadership in child welfare through education, research and curriculum development.

Emphasizing public child welfare practice, the Collaborative provides educational opportunities and financial support to social work students who commit to employment in a North Carolina county department of social service. The specific amount of financial support offered is based on the student's degree program, part-time or full-time status, and several other factors. If you have questions about the North Carolina Child Welfare Education Collaborative, please contact The NC-CWEC Central Office listed below.

North Carolina Child Welfare Education Collaborative Central Office
The University of North Carolina at Chapel Hill
Jordan Institute for Families
School of Social Work
325 Pittsboro St., CB 3550
Chapel Hill, NC 27599-2550
T 919.962.6450
F 919.843.6398
NCCWEC@unc.edu

GRADUATION INFORMATION

Graduation/Certification

The final responsibility for meeting all academic requirements for the degree rests with the student. Each student will need to:

- Review the required courses left for degree/certificate completion.

The Graduation Application

One semester before completion of the degree, each student will need to complete a graduation application and return to the *Graduation Services* office, located in room 108 of the Whichard Building. The form is linked here for your convenience: <http://www.ecu.edu/cs-acad/DEOrientation/upload/GradApp.pdf>.

- Graduate graduation application should be taken to Whichard 108
- Graduate graduation application may be faxed to (252) 328-4232
- Graduate graduation application may be mailed to: Office of the Registrar, East Carolina University, Whichard Building, Greenville, NC 27858

This form can also be completed on line by downloading the “**Graduate Graduation Application**” from the drop down menu located at <http://www.ecu.edu/cs-acad/registrar/FRF.cfm> and emailed to the Registrar’s Office at regis@ecu.edu

The Graduate-Certificate Graduation Application

If you are completing a certificate program (such as Substance Abuse), you need to complete the Graduate-Certificate Graduation Application that can found on the drop down menu on this link: <http://www.ecu.edu/cs-acad/registrar/FRF.cfm>

Each student will need to complete the **Exit Survey** on [OneStop](#). If you have questions, about graduation, please e-mail graduationservices@ecu.edu.

Commencement /Graduation/Recognition

1. **University Commencement** is held in Spring and in Fall. Information about graduation dates can be found here: <http://www.ecu.edu/commencement/> Visit OneStop to reserve your seat for graduation. You are required to wear academic Regalia.
2. The College of Human Ecology holds a **Spring and a Fall Recognition Ceremony** for CHE graduates which includes the School of Social Work. Dates and times for the ceremony can be found on the college web link: www.ecu.edu/che . You are required to wear academic Regalia.
3. The School of Social Work holds a **Spring Award and Student Celebration** that is usually scheduled the evening after University Commencement. All graduates and their family members are encouraged to attend. You are not required to wear academic Regalia.

Academic Regalia – For information on regalia, please visit the following website: <http://www.ecu.edu/cs-acad/commencement/regalia.cfm>

APPENDICES

APPENDIX A: Course Sequence Guides

COURSE SEQUENCE GUIDE

REGULAR TRACK

Fall Semester:

- SOCW 5001 Human Behavior in the Social Environment for the Human Service Professions (3)
- SOCW 5900 Foundation of Social Work and Social Welfare (3)
- SOCW 5910 Foundation Skills in Social Work Practice (3)
- SOCW 6110 Social Work Practice: Interpersonal Foundations (3)
- SOCW 6702 Social Work's response to Human Difference (3)

Spring Semester:

- SOCW 6111 Social Work Practice: Community Foundations (3)
- SOCW 6701 Psychopathology: A Social Work Perspective (3)
- SOCW 6711 Critical Thinking in Social Work Research(3)
- SOCW 6940 Field Instruction I (6)

Fall Semester:

- SOCW Elective (3)
- SOCW 6140 Advanced Practice: Individuals and Families (3)
- SOCW 6141 Advanced Practice: Community Partnerships (3)
- SOCW 6950 Field Instruction II (6)

Spring Semester:

- SOCW Elective (3)
- SOCW Elective (3)
- SOCW 6550 Integrative Seminar (3)
- SOCW 6960 Field Instruction III (6)

ADVANCED STANDING CURRICULUM

Summer Semester:

- SOCW 6110 Social Work Practice: Interpersonal Foundations (3)
- SOCW 6111 Social Work Practice: Community Foundations (3)
- SOCW 6701 Psychopathology: A Social Work Perspective (3)
- SOCW 6711 Introduction to Evaluation Research (3)

Fall Semester:

- SOCW Elective (3)
- SOCW 6140 Advanced Practice: Individuals and Families (3)
- SOCW 6141 Advanced Practice: Community Partnerships (3)
- SOCW 6950 Field Instruction II (6)

Spring Semester:

- SOCW Elective (3)
- SOCW Elective (3)
- SOCW 6550 Integrative Seminar (3)
- SOCW 6960 Field Instruction III (6)

OFF Campus Cohorts

Summer 1st year:

SOCW 5900 Foundations of Social Work and Social Welfare
SOCW 5001 Human Behavior and Social Environment for the Human Service Professions

Fall 1st year:

SOCW 6702 Social Work's Response to Human Differences
SOCW 6711 Critical Thinking in Social Work Research

Spring 1st year:

SOCW 6701 Psychopathology: A Social Work Perspective
SOCW 6110 Social Work Practice: Interpersonal Foundations

Summer 2nd year:

SOCW 5910 Foundation Skills in Social Work Practice
SOCW 6111 Social Work Practice: Community Foundations

Fall 2nd year:

SOCW 6140 Advanced Practice: Individuals and Families
SOCW 6940 Field Instruction I

Spring 2nd year:

SOCW 6141 Advanced Practice: Community Partnerships
SOCW Elective

Summer 2nd year:

SOCW Elective

Fall 3rd year:

SOCW 6950 Field Instruction II
SOCW Elective

Spring 3rd year:

SOCW 6960 Field Instruction III
SOCW 6550 Integrative Seminar

Appendix B: Policy and Procedure for Independent Study

Policy and Procedure for Independent Study

Directed individual study (Independent Study) is designed for advanced study. The procedure for initiating a directed individual study is as follows:

1. Prior to registration, the student and faculty member reach an agreement on:
 - a. The topic that will be pursued
 - b. The specific learning objectives and measurable learning outcomes for the study (Learning objectives) must be linked to MSW program objectives and are subject to review by the Curriculum Committee and/or the MSW Program Coordinator.
 - c. The readings (or areas of literature to be reviewed).
 - d. The assignments to be completed to achieve learning outcomes.
 - e. How the selected topic relates to the student's educational plan of study.
 - f. The procedure that will be employed for reviewing progress and measurable student achievement of outcomes.
 - g. The number of credits to be associated with the study.
2. The student will completely fill out the independent study form(see form below); obtain the signature of the faculty member directing the study as well as the signature of the student's advisor.
3. The student will submit the proposal to the MSW Coordinator
4. The MSW Coordinator will review the plan and will notify the student, their faculty mentor, and advisor in writing of the proposal's approval or disapproval.

**EAST CAROLINA UNIVERSITY
SCHOOL OF SOCIAL WORK**

Proposal for Independent Study

Student's Name: _____

Supervising Instructor: _____

Credit Hours: _____ Semester: _____ Year: _____

Topic (Title):

Study Description (overview)

Learning Objectives

Learning Outcomes

Content (attach proposed readings list)

Assignments:

Evaluation Plan (procedure for reviewing progress)

Supervising instructor's signature: _____

Advisor's signature and indication of approval:

_____ Approved

_____ Not Approved (please attach a brief explanation for disapproval of study)

(Signature and date)

MSW Coordinator review

_____ Approval

_____ Not Approved

(Signature)

Comments:

APPENDIX C: East Carolina University's Notice of Nondiscrimination

East Carolina University is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, gender, sexual orientation, age, or disability.

East Carolina University supports the protections available to members of its community under all applicable federal laws, including Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 799A and 845 of the Public Health Service Act; the Equal Pay Act; the Age Discrimination Act of 1975; the Rehabilitation Act of 1973, as amended by the Rehabilitation Act Amendments of 1974; the Vietnam Era Veteran's Readjustment Assistance Act of 1974; the Americans with Disabilities Act of 1992; and Executive Order 11246 as amended by Executive Order 11375.

In compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1992, accommodations of the disabled extend to student programs, employment practices, elimination of physical barriers, and special assistance to disabled students and employees within the university.

This nondiscrimination policy covers admission, readmission, access to, and treatment and employment in university programs and activities, including, but not limited to, academic admissions, financial aid, any services, and employment.

Any student who has a complaint or grievance in regard to his or her rights under Title IX may register an informal grievance with the Office of the Dean of Students. Any member of the university community desiring information or having a complaint or grievance in regard to these provisions should contact Mrs. Taffye Benson Clayton, Office of Equal Opportunity and Equity, East Carolina University, Suite G406 Old Cafeteria Building, telephone 252-328-6804.

APPENDIX D: Sexual Harassment, Discrimination, and Conflicts of Interest Policies and Procedures of East Carolina University
Sexual Harassment, Discrimination, and Conflict of Interest Policies

Section I. Rationale

Well-publicized policies and procedures such as these will help to create an atmosphere in which individuals who believe that they are the victims of sexual harassment or discrimination are assured that their grievances will be dealt with fairly and effectively. It is more important still to create an atmosphere in which instances of sexual harassment or discrimination are discouraged. Toward this end, all members of the university community should understand that sexual harassment, sexual discrimination, and sexual exploitation of professional relationships violates the university's policy and will not be tolerated. Members of the university community are encouraged to express freely, responsibly, and in an orderly way their opinions and feelings about any problem or complaint of harassment or discrimination prohibited under these policies. East Carolina University will take every step to resolve grievances promptly and confidentially. Any act by the university's employees or students of reprisal, interference, restraint, penalty, discrimination, coercion, or harassment against a student or an employee for using these policies responsibly interferes with free expression and openness and violates this policy. Accordingly, members of the university community are prohibited from acts of reprisal against individuals who bring charges or are involved as witnesses or otherwise try to use these policies responsibly.

Section II. Policy on Sexual Harassment, Discrimination, and Conflicts of Interest

A. Introduction. Sexual harassment and discrimination are illegal and endanger the environment of tolerance, civility, and mutual respect that must prevail if the university is to fulfill its mission. East Carolina University is committed to providing and promoting an atmosphere in which employees can engage fully in the learning process. Further, amorous relations between a student and a university employee who is responsible for supervising or evaluating the student, or between an employee and the person supervising that employee, may derogate the merit principle of supervision and evaluation. This policy is the university's statement of its intent to prohibit sexual harassment and discrimination, and to prohibit amorous relations between the university's employees and students, and employees and supervisors when these relations create a risk of favoritism.

B. Definitions

B-1. Sexual harassment. The following constitute sexual harassment:

- a. Making verbal remarks or committing physical actions that propose to people of either sex that they engage in or tolerate activities of a sexual nature in order to avoid some punishment or to receive some reward
- b. Singling out people of either sex and creating or attempting to create a hostile university or working environment or otherwise attempting to harm or harming people because of their sex
- c. Continuing verbal or physical conduct of a sexual nature when the person or persons the conduct is directed toward has indicated clearly, by word or action, that this conduct is unwanted

B-2. Sexual Discrimination. Sexual discrimination consists of actions that subject employees or students to unequal treatment on the basis of their sex.

B-3. Conflicts of Interests. Consensual amorous relationships in which one person is responsible for supervising or evaluating the other create conflicts of interest because they impair or reasonably can be expected to impair the professional judgment of the supervisor.

C. Policy. It is the responsibility of members of the university community to strive to create an environment free of sexual harassment and discrimination and free of unprofessional bias in the supervision and evaluation of students and employees.

C-1. It is against the policies of East Carolina University for its employees or students to propose to other employees or students that they engage in or tolerate activities of a sexual nature in order to avoid some punishment or to receive some reward.

C-2. It is against the policies of East Carolina University for its employees or students to create a hostile university or work place environment for an individual or group because of the individual's or the group's sex.

C-3. It is against the policies of East Carolina University for its employees or students to subject other employees or students to unequal treatment on the basis of their sex.

C-4. It is against the policies of East Carolina University for its employees or students to continue verbal or physical conduct of a sexual nature when the employees or students of the university toward whom such conduct is directed indicate clearly, by word or action, that such conduct is unwanted.

C-5. It is against the policies of East Carolina University for any employee of the university to engage in consensual amorous relationships with students or other university employees whom the employee is or will be supervising or evaluating. (This policy does not apply in cases where both the amorous relationship and the supervising or evaluating relationship were initiated before the policy's adoption date).

Section III. Grievances Against East Carolina University Students

Complaints brought against East Carolina University students by East Carolina University students, faculty, staff, administrators, or visitors are governed by the grievance procedures presented in the Clue Book.

Section IV. Grievances Against East Carolina University Staff

Complaints brought against East Carolina University staff by East Carolina University students, faculty, staff, administrators, or visitors are governed by the grievance procedures stated in the East Carolina University Business Manual, Volume 2, Section VIII. The Business Manual is available on the World Wide Web at www.ecu.edu/business_manual/.

Section V. Grievance Against East Carolina University Faculty Members or Administrators Holding Faculty Status

Complaints brought against East Carolina University faculty members or administrators holding faculty status by East Carolina University students, faculty, staff, administrators, or visitors ordinarily are governed by the grievance procedures stated in the East Carolina University Faculty Manual, Appendix X.

Section VI. Education of Students, Staff, and Faculty

The Committee on the Status of Women or its successor will develop educational materials to be distributed to students, faculty, and staff. These materials will publicize the policies and procedures and help create a proper academic atmosphere that is free of sexual discrimination and harassment. Each year the Committee on the Status of Women will review the effectiveness of the educational materials and procedures and make any necessary revisions. All materials will be reviewed by the campus attorney before they are distributed.

Unlawful Workplace Harassment Prevention Plan of East Carolina University

For detailed information concerning the Unlawful Workplace Harassment Prevention Plan, contact the EEO officer at 328-6804.

North Carolina Sex Offenders Database: The North Carolina Department of Crime Control and Public Safety maintains a database of sex offenders registered in North Carolina. This database is available for public viewing through the following web address: <http://sbi.jus.state.nc.us/DOJHAHT/SOR/Default.htm>

APPENDIX E: East Carolina University Policy On Substance Abuse

Policy On Drug Abuse

East Carolina University is dedicated to the pursuit and dissemination of knowledge and as such, expects members of the academic community to behave in a manner conducive to that end. The highest standards of personal and professional conduct must be maintained by faculty, staff, and students. Illegal or abusive use of drugs by members of the university community adversely affects the mission of the university and is prohibited.

Accordingly, the East Carolina University Board of Trustees adopts the following policy consistent with the UNC Board of Governors' Policy on Illegal Drugs. The policy is intended to accomplish the following:

1. Prevent drug abuse through a strong educational effort
2. Encourage and facilitate the use of counseling services and rehabilitation programs by those members of the academic community who require their assistance in stopping drug abuse
3. Discipline appropriately those members of the academic community who engage in illegal drug-related activities

Education Efforts to Prevent Drug Abuse. In keeping with its primary mission of education, East Carolina University will conduct a strong educational program aimed at preventing drug abuse and illegal drug use. Educational efforts shall be directed toward all members of the academic community and will include information about the incompatibility of the use or sale of illegal drugs with the goals of East Carolina University; the health hazards associated with illegal drug use; the incompatibility of drug abuse with the maximum achievement of educational, career, and other personal goals; and the potential legal consequences of involvement with drugs. For students who may experience an alcohol or drug problem while at the university, a substance abuse counseling program is available. You may call the Center for Counseling and Student Development at 328-6661.

Counseling and Rehabilitation Services to Prevent Drug Abuse. Those faculty, staff, or students who seek assistance with a drug-related problem shall be provided with information about drug counseling and rehabilitation services available through East Carolina University and also through community organizations. Those who voluntarily avail themselves of university services shall be assured that applicable standards of confidentiality will be observed.

Disciplinary Actions to Prevent Drug Abuse. Students, faculty members, administrators, and other employees are responsible, as citizens, for knowing about and complying with the provisions of North Carolina law that make it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as "controlled substances" in Article 5 of Chapter 90 of the North Carolina General Statutes. Any member of the university community who violates that law is subject both to prosecution and punishment by the civil authorities and to disciplinary proceedings by the university.

It is not "double jeopardy" for both the civil authorities and the university to proceed against and punish a person for the same specified conduct. The university will initiate its own disciplinary proceedings against a student, faculty member, administrator, or other employee when the alleged conduct is deemed to affect the interests of the university.

Penalties will be imposed by the university in accordance with procedural safeguards applicable to disciplinary actions against students, faculty members, administrators, and other employees, as required by Sections V and VI of Appendix D of the East Carolina University Faculty Manual and by the UNC Board of Governors' policies applicable to other employees exempt from the State Personnel Act. The penalties to be imposed by the university may range from written warnings with probationary status to expulsions from enrollment and discharges from employment. However, the following minimum penalties shall be imposed for the particular offenses described.

1. Trafficking in Illegal Drugs

- a. For the illegal manufacture, sale, delivery, or possession with intent to manufacture, sell, or deliver, of any controlled substance identified in Schedule I, N.C. General Statutes 90-89, or Schedule II, N.C. General Statutes 90-90 (including, but not limited to, heroin, mescaline, lysergic acid diethylamide, opium,

cocaine, amphetamine, methaqualone), any student shall be expelled, and any faculty member, administrator, or other employee shall be discharged.

b. For a first offense involving the illegal manufacture, sale, delivery, or possession with intent to manufacture, sell, or deliver, of any controlled substance identified in Schedules III through VI, N.C. General Statutes 90-91 through 90-94 (including, but not limited to, marijuana, phenobarbital, codeine), the minimum penalty shall be suspension from enrollment or from employment for a period of at least one semester or its equivalent. For a second offense, any student shall be expelled, and any faculty member, administrator, or other employee shall be discharged.

2. Illegal Possession of Drugs

a. For a first offense involving the illegal possession of any controlled substance identified in Schedule I, N.C. General Statutes 90-89, or Schedule II, N.C. General Statutes 90-90, the minimum penalty shall be suspension from enrollment or from employment for a period of at least one semester or its equivalent. Note: State personnel policy provides that employees subject to the State Personnel Act may not be suspended from employment for punitive reasons for more than three days. Whenever this policy mandates "suspension" of an employee subject to the State Personnel Act as a minimum penalty, that employee must instead be terminated in accordance with the state personnel policy.

b. For a first offense involving the illegal possession of any controlled substance identified in Schedules III through VI, N.C. General Statutes 90-91 through 90-94, the minimum penalty shall be probation for a period to be determined on a case-by-case basis. A person on probation must agree to participate in a drug education and counseling program, consent to regular drug testing, and accept such other conditions and restrictions, including a program of community service, as the chancellor or the chancellor's designee deems appropriate. Refusal or failure to abide by the terms of probation shall result in suspension from enrollment or from employment for any unexpired balance of the prescribed period of probation.

c. For second or other subsequent offenses involving the illegal possession of controlled substances, progressively more severe penalties shall be imposed, including expulsion of student and discharge of faculty members, administrators, or other employees.

When a student, faculty member, administrator, or other employee has been charged by the university with a violation of policies concerning illegal drugs, he or she may be suspended from enrollment or employment before initiation or completion of regular disciplinary proceedings if, assuming the truth of the charges, the chancellor or, in the chancellor's absence, the chancellor's designee concludes that the person's continued presence within the university community would constitute a clear and immediate danger to the health or welfare of other members of the university community; provided that if such a suspension is imposed, an appropriate hearing of the charges against the suspended person shall be held as promptly as possible thereafter.

In the case of employees, anyone convicted of a criminal drug statute violation occurring in the workplace shall notify the university no later than five days after such conviction. The university will commence disciplinary action against such an individual within thirty days of notice of conviction.

Responsibilities Under This Policy

Authority to implement the policy shall reside in the chancellor. The chancellor shall designate a coordinator of drug education who shall, acting under the authority of the chancellor, be responsible for overseeing all actions and programs relating to this policy. All employees and students shall be responsible for abiding by the provisions of this policy. In the case of employees, adherence with the provisions of the policy shall be a condition of employment. The chancellor will render an annual report to the board of trustees on the effectiveness of this policy.

Dissemination of This Policy

A copy of this policy shall be given annually to each employee and to all new employees at the beginning of their employment.

Each student residing in university housing shall receive a copy of this policy. The vice chancellor for student life shall designate several locations on campus where students can obtain copies of this policy.

The policy shall be printed in appropriate student documents and posted on official bulletin boards of the university.

Appendix F: Additional Policies

ADA STATEMENT

East Carolina University seeks to fully comply with the Americans with Disabilities Act. Students requesting accommodations based on a covered disability must go to the Department of Disability Services, located in 138 Slay, to verify the disability before any accommodations can occur. The telephone number is 252-328-6799. [<http://www.ecu.edu/cs-studentlife/dss/>]

ACADEMIC INTEGRITY STATEMENT

Academic integrity is expected of every East Carolina University student. Academic honor is the responsibility of the students and faculty of East Carolina University. Consult the ECU website for questions, guidelines, appeals, and other information:

http://www.ecu.edu/cs-studentlife/policyhub/academic_integrity.cfm

Academically violating the ECU Student Honor Code consists 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 (Example: Cutting and pasting any internet passage into a paper or exam)
 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.
-

POLICY ON DISRUPTIVE BEHAVIOR

East Carolina University is committed to providing each student with a rich, distinctive educational experience. To this end, students who do not follow reasonable standards of behavior in the classroom or other academic setting may be removed from the course by the instructor following appropriate notice. Students removed from a course under this policy will receive a grade of "drop" according to university policy and are eligible for tuition refund as specified in the current tuition refund policy.

FINAL EXAM STATEMENT

Final examinations will be held at the close of each term in all courses. There will be no departure from the printed schedule of examinations. Changes for individual emergencies of a serious nature will be made only with the approval of the instructor, the student's major chairperson, director, or dean. The departmental chairperson, school director, or the college dean will, if a serious emergency is believed to exist, forward a written request to the Office of the Registrar, setting forth the nature of the emergency. A student who is absent from an examination without an excuse may be given a grade of "F" in the course. The instructor may issue an incomplete (I) in the case of a student absent from the final examination who has presented a satisfactory excuse or an official university excuse from the Dean of Students or his/her designee. [<http://www.ecu.edu/cs-acad/uqcat/regulations.cfm>]

OBSERVANCE OF RELIGIOUS HOLIDAYS STATEMENT

Students will not be penalized for missing a class or examination due to the observance of a religious holiday. A written statement must be submitted to the instructor prior to the end of the second class meeting if any schedule conflicts exist.

CONTINUITY OF INSTRUCTION STATEMENT

In the event that ECU classes are suspended due to a pandemic, inclement weather conditions, or other catastrophe, I will strive to continue to provide instruction to those who are able to participate. In the case of suspension of face-to-face classes, you will receive an email from me as well as a Blackboard Announcement that details how we will communicate, where you can locate course information, and what you can expect during this time period. I realize that some of you who are directly affected by the event will not be able to participate, but I will continue to provide instruction to those who are able to receive information via the Internet. [<http://www.ecu.edu/cs-acad/eai/continuity.cfm>]

**Appendix G: SCHOOL OF SOCIAL WORK
FACULTY AND STAFF
Directory**

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Student Affirmation

I affirm that I have read the MSW Student Handbook and agree to abide by all policies and guidelines. I recognize that I am subject to the actions outlined in this document if I fail to abide by these guidelines. My signature below affirms that I understand and agree to observe all policies and guidelines in this handbook and all ECU policies.

Printed name

Signature

Date

Failure to return this signed form during the first semester of instruction will result in a hold on registration for the following semester.