SCHOOL OF SOCIAL WORK

STUDENT HANDBOOK
Bachelor of Social Work (BSW) Program

Fall 2015
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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 28,000 students. The School of Social Work is a distinct professional school within ECU’s College of Health and Human Performance. 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 and Goals:

The mission of the School of Social Work is to prepare professional social work practitioners who

Recognize the importance of human relationships by valuing differences, sustaining dignity, and fostering self-worth.

Provide ethical and effective social work services to individuals, families, groups, organizations, and communities;

Engage with stakeholders and colleagues in the development of practices that reduce marginalization and oppression and solve problems;

Collaborate with stakeholders, colleagues, community members, and organizations to enhance overall health, wellness, and quality of life; and

Advocate for social and economic justice.

Learning takes place in a student-centered environment which promotes the success of all students, including first-generation, non-traditional, military, minority scholars, and caregivers of children and older adults. The School contributes to the development and dissemination of knowledge and develops tomorrow’s leaders by preparing graduates with the knowledge, skills, and values necessary to inspire positive change and to succeed in a global, multicultural society. Our signature pedagogy is field education.

Based upon the mission, the ECU School of Social Work has the following goals:
• **Goal 1.** Prepare graduates to engage in culturally competent, effective, ethical, social work practice with individuals, groups, families, and communities.

• **Goal 2.** Create a supportive learning community that recognizes, supports, and honors diversity and difference, especially for students from historically marginalized and oppressed groups.

• **Goal 3.** Prepare graduates to be leaders who will collaborate with stakeholders to promote social and economic justice, to reduce marginalization and oppression, and to improve health and well-being for the people of eastern North Carolina and beyond.

• **Goal 4.** Conduct and disseminate community-engaged scholarship which contributes to the knowledge base of the profession and promotes effective social work practice.

### 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.

### A. BSW 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.
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Thus, the BSW program ensures our graduates to master the following 10 competencies:

1. Identify as a professional social worker and conduct one’s self accordingly.
2. Apply social work ethical principles to guide professional practice.
3. Apply critical thinking to inform and communicate professional judgments.
4. Engage diversity and difference in practice.
5. Advance human rights and social and economic justice.
7. Apply knowledge of human behavior and the social environment (HBSE).
8. Engage in policy practice to advance social and economic well-being and to deliver effective social work services.
9. Respond to contexts that shape practice.
10. Engage, assess, intervene, and evaluate with individuals, families, groups, organizations, and communities.

B. 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

C. 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 & 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.

D. Student Outcomes

Upon completion of the BSW program it is expected that students are able to perform the following:

1. Advocate for client access to the services of social work
2. Practice personal reflection and self-correction to assure continual development
3. Attend to professional roles and boundaries
4. Demonstrate professional demeanor in behavior, appearance, and communication
5. Social workers engage in career-long learning
6. Use supervision and consultation
7. Recognize and manage personal values in a way that allows professional values to guide practice
8. 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
9. Tolerate ambiguity in resolving ethical conflict
10. Apply strategies of ethical reasoning to arrive at principled decisions
11. Distinguish, appraise and integrate multiple sources of knowledge, including research-based knowledge, and practice wisdom
12. Analyze models of assessment, prevention, intervention, and evaluation
13. Demonstrate effective oral and written communication in working with individuals, families, groups, organizations, communities, and colleagues
14. Recognize the extent to which a culture’s structures and values oppress, marginalize, alienate, or create or enhance privilege and power
15. Gain sufficient self-awareness to eliminate the influence of personal biases and values in working with diverse groups
16. Recognize and communicate their understanding of the importance of difference in shaping life experiences
17. View themselves as learners and engage those with whom they work as informants
18. Understand the forms and mechanisms of oppression and discrimination
19. Advocate for human rights and social and economic justice
20. Engage in practices that advance social and economic justice and human rights for clients/consumers and communities
21. Use practice experience to inform scientific inquiry
22. Use research evidence to inform practice
23. Utilize conceptual frameworks to guide the process of assessment, intervention, and evaluation
24. Critique and apply knowledge to understand person and environment
25. Analyze, formulate and advocate for policies that advance social well-being
26. Collaborate with colleagues and clients for effective policy action.
27. Continuously discover, appraise, and attend to changing locales, populations, scientific and technological developments, and emerging societal trends to provide relevant services
28. Provide leadership in promoting sustainable changes in service delivery and practice to improve the quality of social services
29. Substantively and effectively prepare for action with individuals, families, groups, organizations and communities
30. Use empathy and other interpersonal skills
31. Develop a mutually agreed-on focus of work and desired outcomes
32. Collect, organize, and interpret client data
33. Assess client strengths and limitations
34. Develop mutually agreed-on intervention goals and objectives
35. Select appropriate intervention strategies
36. Initiate actions to achieve organizational goals
37. Implement prevention interventions that enhance client capacities
38. Help clients resolve problems
39. Negotiate, mediate, and advocate for clients
40. Facilitate transitions and endings
41. Critically analyze, monitor, and evaluate interventions.

IV. Advising:

To assist students in their academic programs, the university has established in each college, school, and department a system of academic advising, whereby the student is assigned to a faculty member or a professional advisor who serves as his or her advisor. The advisor helps to plan the student’s academic program, particularly during registration periods; keeps a record of his or her progress; and is available throughout the year for additional advising. To obtain the name of advisors, students should go to www.ecu.edu/advising/advisors.cfm
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 minimum average of 2.5 from both courses. Students not meeting the required GPA may apply for provisional acceptance to the major. The BSW Admission Committee will review provisional admissions and submit recommendations to the program director.

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 Program Director.

E. The Admission and Retention Committee will meet and review the applications for acceptance to the major.

F. All students qualified for full or provisional admission into the Social Work program will be notified via letter, email, or telephone. These students will be required to attend the BSW Program Orientation to complete the admission process. If necessary, the BSW Program Director may request an interview with an applicant or further documents related to admission requirements.

G. Courses will be sequenced and, therefore, only offered once a year. First semester coursework will begin in the fall.

H. The School does not approve academic credit for prior work or life experience.

Provisional Admission

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
have a high likelihood of achieving a 2.5 or higher GPA at the end of the semester. Failure to achieve the GPA of 2.5 or being unable to earn 2.0 (C) or higher in a required BSW major course prevents students from continuing in the program and can result in non-admission to the major.

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 academic performance 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, including a summer semester, can result in removal from the major. The Admission 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 grade lower than a 2.0 (C) in a required major course, the course must be repeated for a 2.0 (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 during the next academic year when the course is offered, the Admission 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 Admission and 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 Admission and Retention Committee. The BSW Program Director is the Chairperson of the Undergraduate Admission and Retention Committee. The concerned faculty member(s) will submit a written request for a meeting to the Chair of the committee. The committee will use the following process:

   a. The Chairperson of the Committee will review the request and determine if a meeting is warranted.

   b. The student will meet with the Admission and Retention Committee to discuss relevant issues surrounding the report in an attempt to achieve a resolution of the problem reported.

   c. If no satisfactory resolution is achieved, the student may appeal to the Director of the School of Social Work.

   d. The Director of the School of Social Work will review the appeal and consult with the Chair if additional information is required prior to meeting with the student. The Director may meet with student and the Chair of the committee and make a recommendation. If a recommendation is made, a copy of the recommendation will be sent to the student, chair, and the academic advisor.

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. 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, or 3245.
   Psychology: PSYC 3300 or 3375; PSYC 3206.
   Sociology: Choose two from SOCI 2111, 3289, 4347, and 4350. Students may submit a written request for the consideration of a cognate substitution.


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: 1st semester – SOCW 3101, SOCW 3201, and SOCW 3301; 2nd semester – SOCW 3202, SOCW 3305, and SOCW 3401; 3rd semester – SOCW 4102, SOCW 4203, and SOCW 4303; 4th semester – SOCW 4990. Students may take courses out of sequence only with the permission of the BSW Program Director.

**SOCW 1010. Introduction to Social Welfare & Social Work (3)**

Historical and philosophical overview of development of social work profession and social welfare institutions.

**SOCW 2010. Introduction to Social Work Practice with Special Populations (3)**

Dynamics of human diversity as it affects, informs, and shapes social work practice and fosters 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)
Prerequisite: SOCW 1010, SOCW 2010
Co-Requisite: SOCW 3201, SOCW 3301
Majors or consent of BSW Program Director.
Concepts, theories, and frameworks which guide understanding of human behavior in various social environments.

SOCW 3201. Social Work Practice I (3)
Prerequisite: SOCW 1010, SOCW 2010
Co-Requisite: SOCW 3101, SOCW 3301
Majors or consent of BSW Program Director.
Preparation for generalist practice in social work. Emphasis on generalist problem-solving process and development of interviewing and intervention skills with individuals.

SOCW 3202. Social Work Practice II (3)
Prerequisite: SOCW 3201
Co-Requisite: SOCW 3305, SOCW 3401
Majors or consent of BSW Program Director.
Continuation of preparation for generalist social work practice and problem-solving process. Emphasis on intervention with small groups and families. Introduces case management skills.

SOCW 3301. Social Work Policy I (3)
Prerequisite: SOCW 1010, SOCW 2010
Co-Requisite: SOCW 3101, SOCW 3201
Majors or consent of BSW Program Director.
Social welfare as social system. Social welfare concepts, policy, and organization. Emphasis on programming in relation to social needs, social problems, and social goals.

SOCW 3305. Social Work Policy II (3) (Formerly SOCW 4303)
Prerequisite: SOCW 3301
Prerequisite: SOCW 1010, SOCW 2010
Co-Requisite: SOCW 3202, SOCW 3401
Majors or consent of BSW Program Director.
Study of social welfare policy-making process and analysis.

SOCW 3401. Social Work Research & Statistics (3)
Co-Requisite: SOCW 3202, SOCW 3305
Majors or consent of BSW Program Director.
Research methods and statistics used by social workers as part of social work practice. Knowledge and skills necessary for critical review of research of others and basic statistical analysis.

SOCW 4102. Human Behavior and the Social Environment II (3)
Prerequisite: SOCW 3101
Co-Requisite: SOCW 4203, SOCW 4305
Majors or consent of BSW Program Director
Advanced theoretical knowledge for generalist social work practice. Sensitivity to human diversity and need for self awareness in selection and application of theory in practice.

SOCW 4203. Social Work Practice III (3)
Prerequisite: SOCW 3202
Co-Requisite: SOCW 4102, SOCW 4305
Majors or consent of BSW Program Director
Advanced use of problem-solving process for generalist social work practice. Knowledge and skills used in organizational, agency, and community interventions.

SOCW 4305. Social Work Policy III (3) (Formerly SOCW 3302)
Prerequisite: SOCW 3301, SOCW 3305
Co-Requisite: SOCW 4102, SOCW 4303
Majors or consent of BSW Program Director
Legislation and court decisions for social and economic justice, including client rights and the well-being of social work constituency groups.

SOCW 4501. Crisis Intervention (3)
Prerequisite: Majors or consent of Director.
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 of School Social Work Licensure.
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 Director.
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 4506. Theory and Practice in Child Welfare (3)
Prerequisite: Majors or consent of Coordinator of Child Welfare Education Collaborative.
Emphasis on knowledge and skills as related to practice in the field of child welfare services.
SOCW 4510. Selected Topics in Human Behavior and the Social Environment (2 or 3)
Prerequisite: Majors or consent of Director.
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 Director.
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 Director.
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 Director.
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) (WI) (F, S)
2 seminar hours per week; 4 days directed field education per week.
Prerequisite: SOCW major with minimum 2.5 GPA and approval of field education office; completion of all required SOCW courses.
This course is a culmination of student’s undergraduate preparation for professional practice. Placement in approved agency provides supervised educational experience. Weekly seminar integrates 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 student is NOT to take other courses along with the field internship. However, with special permission from the BSW Program Director, 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 at www.ecu.edu/cs-hhp/socw/field-education.cfm.

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 Dr. Lena Carawan at carawanl@ecu.edu for further information.

X. North Carolina Child Welfare Education Collaborative:

The North Carolina Child Welfare Education Collaborative (NC-CWEC) is a unique, statewide partnership focused on improving public child welfare services in North Carolina. Established in 1999, the Collaborative is administered by the Jordan Institute for Families through a contract with the NC Department of Health and Human Services, Division of Social Services. The NC-CWEC seeks to strengthen public child welfare services in the North Carolina by increasing the number and diversity of well-trained and highly-committed BSWs and MSWs employed in local Department of Social Services (DSS). Currently available in 15 social work education programs across the state, these programs offer educational and training opportunities emphasizing public child welfare practice for students interested in working in public child welfare in North Carolina upon graduation. For more information, please visit the NC Child Welfare Education Collaborative homepage at http://ssw.unc.edu/cwec/.

As one of three universities participating in the NC-CWEC since 1999, the School of Social Work at ECU takes great pride in our BSW and MSW Collaborative graduates.
ECU Collaborative graduates are working to ensure safe, permanent, and nurturing families for North Carolina’s children across the state and are employed at all levels of child welfare service provision in departments in social services and include the positions of child welfare social worker, social work supervisor, social work program manager, program administrator, assistant director, deputy director, and director. Although financial support for students participating in the Collaborative was terminated by the state in 2015, students may continue to participate as “Waiver Students” at both the BSW and MSW level.

BSW Waiver Requirements:
• Successfully complete SOCW 4506 Theory and Practice in Child Welfare prior to their field placement. (Successful completion is demonstrated by a final grade of B- or higher in the course.)
• Complete a semester-long field placement in a NC county department of social services in a child welfare services unit providing CPS or Foster Care services.
• Complete NC Transfer of Learning Activities as a part of their child welfare field placement.

In exchange for completing these requirements, upon graduation Child Welfare Waiver students receive their NC Child Welfare Pre-Service Training Certificate.

Current BSW students interested in participating in the NC-CWEC at ECU are asked to contact Beth W. Osborne, ECU NC-CWEC Liaison, at osbornee@ecu.edu to obtain additional information on the application process and requirements.

XI. Gerontology Minor:

The gerontology minor augments major fields of study with an overview of issues confronting elderly people and their service providers. In recognition that aging can be viewed from a variety of perspectives, courses from several academic programs are available. Special topics courses with aging as their primary content may be counted toward the program. The minor requires 24 s.h. of credit. A maximum of 6 s. h. may count toward foundations curriculum requirements and the gerontology minor.

A. Core - 6 s. h.

• CDFR/GERO/SOCW 2400 - Introduction to Gerontology
• GERO/SOCW 5400 - Seminar in Aging Studies

B. Core electives (Choose a minimum of 3) - 9-15 s. h.

• GERO 5903 - Readings in Aging Studies or
• SOCW 5903 - Readings in Aging Studies
• EXSS 5800 - Physical Activity and Aging
• PSYC 5400 - Advanced Gerontology
• SOCI 5600 - Seminar in Aging

C. General Electives (Choose a maximum of three) 6-9 s. h.

• MRCH 2239 - Fashion and Culture
• HIST 3920 - Social History of American Medicine
• HLTH 3020 - Health Disparities
• PHIL 3281 - Introduction to Philosophical Ethics in the Health Care Professions
• POLS 3242 - Municipal Policy and Administration
• POLS 3255 - Domestic Public Policy
• SOCI 3327 - Introductory Medical Sociology
• SOCI 4325 - Marriage and the Family
• SOCI 5200 - Seminar in the Sociology of Health

If you are interested in getting the gerontology minor, contact Dr. Carol Jenkins (jenkinsc@ecu.edu) for additional information on the application process and requirements.

XII. Special Interest to Students:

A. Course Syllabi:

Every course offered by the School of Social Work is described in the faculty member's "Course Syllabi." The course syllabus 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).

B. 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.

C. 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.

D. 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 concur 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.

E. 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 College of Health and Human Performance (CHHP) Rivers Advising Center, Rivers 140. Intended Social Work majors files are also kept in the CHHP Rivers Advising Center (279-A).

F. 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/](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:

G. Steps in Informal Grievance Procedure:

1. Discussion with the Director of the BSW Program
   a. 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 Director.
   b. At the time of making the appointment, the student should state expressly the subject or grievance concern in writing.
   c. The Program Director 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.
   d. 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 Director.
   e. The student will be advised of the corrective action and/or decision of the Program Director within 10 school days subsequent to the date of conference.

2. Appeal to the Director of the School of Social Work
   a. If the grievance is not resolved to the satisfaction of the student, the student has the right to appeal to the Director.
   b. The Director will review the case in its entirety and within 10 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, to participate in community volunteer projects and advocacy, to give input to program development, and to plan activities of interest to students. The faculty co-advisors for BSWSA are Dr. Kelley Reinsmith-Jones (reinsmithjonesk@ecu.edu) and Dr. Brenda Eastman (eastmanbr@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 or
Dr. Tracy Carpenter-Aeby, carpenteraeby@ecu.edu.

TO WRITE LOVE ON HER ARMS - (TWLOHA)
To Write Love on Her Arms is a non-profit movement dedicated to presenting hope and finding help for people struggling with depression, addiction, self-injury, and suicide. TWLOHA exists to encourage, inform, inspire, and also to invest directly into treatment and recovery. For more information, contact:
Dr. Kelley Reinsmith-Jones (reinsmithjonesk@ecu.edu).
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