BSW Program
Student Handbook
2018-2019
Academic Year

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College of Health and Human Services Student Handbook:

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Welcome and Introduction

Welcome to the School of Social Work Baccalaureate of Social Work (BSW) Program! We are excited to celebrate our 30th year of providing the Baccalaureate Social Work degree at UNC Charlotte. It’s important to acknowledge our history in order to celebrate our accomplishments.
Social Work education at UNC Charlotte is a long-standing tradition. Social work courses were first offered as supplemental courses in the Sociology major in 1970. By 1989, a full BSW Degree program was established. The UNC Charlotte BSW major achieved national accreditation through the Council on Social Work Education (CSWE) in 1992, and the BSW Program has been nationally accredited ever since. Beginning in 2000, a Master of Social Work (MSW) Program was added to the Department. In the summer of 2006, the School began its Advanced Standing Program, allowing those possessing the BSW degree to obtain their MSW in one full calendar year (May to May). This is an exciting new opportunity for UNCC BSW students and for community members who already possess the BSW degree.

UNC Charlotte graduates are employed in areas such as family preservation, mental health, intellectual and developmental disabilities, gerontology, child protective services, substance use treatment facilities, hospitals, youth and children services, criminal justice, adoptions/foster care, hospice, and long term care. Our graduates work from the coast to the mountains of North Carolina as well as across the United States. As a graduate of the BSW Program at UNC Charlotte, you will join the ranks of influential professional social workers that make a difference in the lives of thousands of people. Welcome to the challenge!

There are 3 important manuals that you need to review as a BSW student: 1) BSW Program Manual; 2) Admission Handbook, and 3) Field Education Handbook. This Student Handbook contains information about the BSW major and the UNC Charlotte School of Social Work. School policies and procedures for entering the major, navigating the curriculum, and proceeding successfully toward graduation are included. Please read the handbook in its entirety; a bit of time spent now will greatly enhance your experience in the program.

BSW students must comply with University policies as well. They are not reproduced in this handbook, and you remain responsible for knowing about and complying with all University policies. You can access university based policies on the UNCC website located at www.uncc.edu.

Please note: The BSW Program requires students to use their UNCC e-mail accounts, and to check their accounts frequently. Members of the School are required to use the UNCC email system when communicating with you (and not personal email addresses). Checking and responding to email facilitates good communication between the School and students.

**UNC Charlotte Mission**

UNC Charlotte is North Carolina’s urban research university. It leverages its location in the state’s largest city to offer internationally competitive programs of research and creative activity, exemplary undergraduate, graduate, and professional programs, and a focused set of community engagement initiatives. UNC Charlotte maintains a particular commitment to addressing the cultural, economic, educational, environmental, health, and social needs of the greater Charlotte region.
UNC Charlotte Vision and Values

In fulfilling our mission, we envision a University that promises:

- An accessible and affordable quality education that equips students with intellectual and professional skills, ethical principles, and an international perspective.
- A strong foundation in liberal arts and opportunities for experiential education to enhance students’ personal and professional growth.
- A robust intellectual environment that values social and cultural diversity, free expression, collegiality, integrity, and mutual respect.
- A safe, diverse, team-oriented, ethically responsible, and respectful workplace environment that develops the professional capacities of our faculty and staff.

To achieve a leadership position in higher education, we will:

- Rigorously assess our progress toward our institutional, academic, and administrative plans using benchmarks appropriate to the goals articulated by our programs and in our plans.
- Serve as faithful stewards of the public and private resources entrusted to us and provide effective and efficient administrative services that exceed the expectations of our diverse constituencies.
- Create meaningful collaborations among university, business, and community leaders to address issues and opportunities of the region.
- Develop an infrastructure that makes learning accessible to those on campus and in our community and supports the scholarly activities of the faculty.
- Pursue opportunities to enhance personal wellness through artistic, athletic, or recreational activities.
- Operate an attractive, environmentally responsible and sustainable campus integrated with the retail and residential neighborhoods that surround us.

College of Health and Human Services at the University of North Carolina at Charlotte

The School of Social Work is located within the College of Health and Human Services (CHHS) at UNC Charlotte. CHHS is comprised of the following academic units: the Department of Kinesiology, The Department of Public Health Sciences, the School of Social Work, and the School of Nursing. Graduate and undergraduate degree programs are offered within our college and our programs are professionally recognized, accessible, nationally and globally relevant, and responsive to changing needs of health care and human services in the state and region. We also hosts the interdisciplinary Gerontology and Health Informatics programs.
The mission of CHHS is to achieve excellence through informed and effective teaching in its degree programs, community partnerships, professional activities and scholarship to create knowledge, advance science and inform ethical and culturally responsive practice in the health and human service professions. We aspire to grow our national and global relevance and to remain responsive to the changing health care and human service needs of our urban region and the state.

**School of Social Work at UNC Charlotte**

The social work graduate and undergraduate program was previously housed within a Department of Social Work. In 2015, with approval from the University, the department transitioned into a School of Social Work. This designation furthered opportunities for continued growth, expansion and development.

In 2016, the School of Social Work hired its inaugural Director, Dr. Schnavia Hatcher. In 2017, an Assistant Director of the School of Social Work, Professor Amy Peters, was hired to assist with administrative oversight and accreditation. Additionally, the School of Social Work implemented a Hybrid Part Time Master of Social Work (MSW) degree which is located primarily within the UNC Charlotte Center City location.

**Vision of the School of Social Work**
The vision of the School of Social Work is to foster optimal health and well-being, equal human rights, and a just society.

**Mission of the School of Social Work**
The mission of the School of Social Work is to prepare future social work professionals for leadership in culturally-informed, community-engaged practice, policy, and research, with a particular emphasis on persistent and emerging social problems in rapidly diversifying urban areas locally, nationally, and globally.

**Social Work as a Profession**

The UNC Charlotte School of Social Work philosophically aligns itself with the social work profession as depicted by the professional associations of the National Association of Social Workers (NASW) and the Council on Social Work Education (CSWE). According to the NASW Code of Ethics (National Association of Social Workers, 2008), the primary mission of the social work profession is to:

Enhance human well-being and help meet the basic human needs of all people, with particular attention to the needs and empowerment of people who are vulnerable, oppressed, and living in poverty. A historic and defining feature of social work is the profession’s focus on individual well-being in a social context and the well-being of society. Fundamental to social work is attention to the
environmental forces that create, contribute to, and address problems in living. (p. 1)

The social work profession is rooted in six core values including: 1) service; 2) social justice; 3) dignity and worth of the person; 4) importance of human relationships; 5) integrity; 6) competence. Additionally, we strongly adhere to the NASW Code of Ethics which is located at this link: https://www.socialworkers.org/about/ethics/code-of-ethics/code-of-ethics-english

The Council on Social Work Education (2015) identifies the purposes of social work as follows: To promote human and community well-being. Guided by a person-in-environment framework, a global perspective, respect for human diversity, and knowledge based on scientific inquiry, the purpose of social work is actualized through its quest for social and economic justice, the prevention of conditions that limit human rights, the elimination of poverty, and the enhancement of the quality of life for all persons, locally and globally. (p. 5)

**Social Work Education**

**Generalist Social Work Practice**

The BSW degree prepares graduates for generalist social work practice. Generalist practice relates to utilizing multiple types of intervention that would be useful for different types of social systems and client populations. Emphases are placed on the following:

- development of therapeutic working relationships with clients
- assessment of client systems from a diversity-affirming, ecological systems perspective
- establishment of accurate and appropriate problem definitions and goals for intervention
- utilization of varying intervention approaches, depending on the unique characteristics and needs of diverse client systems; linkage with resources
- empowerment through identifying client strengths and enhancing client problem-solving, coping, and developmental capacities
- application of baccalaureate-level research and evaluation methods

All of these emphases related to generalist practice are centered in professional social work values and ethics within an increasingly global environment and are designed to affirm the human rights of diverse groups of people, especially populations-at-risk and groups which have historically been oppressed due to race, ethnicity, socioeconomic status, gender, sexual orientation, age, and ability.

**BSW Program Mission, Goals, Competencies and Practice Behaviors**

**BSW Program Mission and Goals**

Consistent with the mission, vision and values of the University of North Carolina at Charlotte and the College of Health and Human Services, the BSW Program educates
generalist social work professionals to be able to: 1) promote community well-being by seeking social and economic justice; 2) pursue the elimination of poverty; 3) prevent conditions that limit human rights; and 4) seek to enhance the quality of life for all. A person and environment construct, a global perspective, respect for human diversity, and knowledge based on scientific inquiry drive the curriculum.

The curriculum of the BSW Program emphasizes effective social work practice in North Carolina's largest urban area, a rapidly growing multi-county setting where numerous vulnerable people, families and groups reside. The Charlotte region includes expansive healthcare systems as a feature of its unique historical, social, and cultural milieu. The educational program promotes a secure learning environment, accommodates a diverse student body including many first generation college students, and transfer students.

**Goals**
Graduates of the UNC-Charlotte BSW Program will be able to:

a. Use a wide range of prevention and intervention methods in their practice with individuals, families, groups, organizations, and communities;

b. Apply ethical principles, critical thinking, and incorporate diversity in their practice;

c. Recognize, support, and build on the strengths and resiliency of all human beings; and

d. Engage in research informed practice, respond proactively to the impact of context on professional practice, and integrate all of the BSW Programs core competencies in practice.

e. Graduates of the UNC-Charlotte BSW Program will practice generalist social work in a manner that values service, social justice, the dignity and worth of the person, the importance of human relationships, integrity, competence, human rights, safety and scientific inquiry.

**Competencies and Practice Behaviors**

Graduates of the BSW Program will, at a minimum, leave with the competencies listed below. Competencies have been numbered in the same manner as they are numbered in the 2015 CSWE Educational Policy and Accreditation Standards.

**Competency 1: Demonstrate Ethical and Professional Behavior**
Social workers understand the value base of the profession and its ethical standards, as well as relevant laws and regulations that may impact practice at the micro, mezzo, and macro levels. Social workers understand frameworks of ethical decision-making and how to apply principles of critical thinking to those frameworks in practice, research, and policy arenas. Social workers recognize personal values and the distinction between personal and professional values. They also understand how their personal experiences and affective reactions influence their professional judgment and behavior. Social workers understand the profession’s history, its...

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1 The Council on Social Work Education mandates the competencies and associated practice behaviors. The Program must be able to demonstrate that graduates are able to perform the practice behaviors in order for the Program to maintain its accreditation.
mission, and the roles and responsibilities of the profession. Social Workers also understand the role of other professions when engaged in inter-professional teams. Social workers recognize the importance of lifelong learning and are committed to continually updating their skills to ensure they are relevant and effective. Social workers also understand emerging forms of technology and the ethical use of technology in social work practice. Social workers:

- Make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to context;
- use reflection and self-regulation to manage personal values and maintain professionalism in practice situations;
- demonstrate professional demeanor in behavior; appearance; and oral, written, and electronic communication;
- use technology ethically and appropriately to facilitate practice outcomes; and
- use supervision and consultation to guide professional judgment and behavior.

Competency 2: Engage Diversity and Difference in Practice
Social workers understand how diversity and difference characterize and shape the human experience and are critical to the formation of identity. The dimensions of diversity are understood as the intersectionality of multiple factors including but not limited to age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status. Social workers understand that, as a consequence of difference, a person’s life experiences may include oppression, poverty, marginalization, and alienation as well as privilege, power, and acclaim. Social workers also understand the forms and mechanisms of oppression and discrimination and recognize the extent to which a culture’s structures and values, including social, economic, political, and cultural exclusions, may oppress, marginalize, alienate, or create privilege and power. Social workers:

- apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels;
- present themselves as learners and engage clients and constituencies as experts of their own experiences; and
- apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies.

Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice
Social workers understand that every person regardless of position in society has fundamental human rights such as freedom, safety, privacy, an adequate standard of living, health care, and education. Social workers understand the global interconnections of oppression and human rights violations, and are knowledgeable about theories of human need and social justice and strategies to promote social and economic justice and human rights. Social workers understand strategies designed to eliminate oppressive structural barriers to ensure that social goods, rights, and responsibilities are distributed equitably and that civil, political, environmental, economic, social, and cultural human rights are protected. Social workers:

- Apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels; and
• engage in practices that advance social, economic, and environmental justice.

Competency 4: Engage in Practice-informed Research and Research-informed Practice
Social workers understand quantitative and qualitative research methods and their respective roles in advancing a science of social work and in evaluating their practice. Social workers know the principles of logic, scientific inquiry, and culturally informed and ethical approaches to building knowledge. Social workers understand that evidence that informs practice derives from multi-disciplinary sources and multiple ways of knowing. They also understand the processes for translating research findings into effective practice. Social workers:
• use practice experience and theory to inform scientific inquiry and research;
• apply critical thinking to engage in analysis of quantitative and qualitative research methods and research findings; and
• use and translate research evidence to inform and improve practice, policy, and service delivery.

Competency 5: Engage in Policy Practice
Social workers understand that human rights and social justice, as well as social welfare and services, are mediated by policy and its implementation at the federal, state, and local levels. Social workers understand the history and current structures of social policies and services, the role of policy in service delivery, and the role of practice in policy development. Social workers understand their role in policy development and implementation within their practice settings at the micro, mezzo, and macro levels and they actively engage in policy practice to effect change within those settings. Social workers recognize and understand the historical, social, cultural, economic, organizational, environmental, and global influences that affect social policy. They are also knowledgeable about policy formulation, analysis, implementation, and evaluation. Social workers:
• Identify social policy at the local, state, and federal level that impacts wellbeing, service delivery, and access to social services;
• assess how social welfare and economic policies impact the delivery of and access to social services;
• apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice.

Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities
Social workers understand that engagement is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers value the importance of human relationships. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to facilitate engagement with clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand strategies to engage diverse clients and constituencies to advance practice effectiveness. Social workers understand how their personal experiences and affective reactions may impact their ability to effectively engage with diverse clients and constituencies. Social
workers value principles of relationship-building and inter-professional collaboration to facilitate engagement with clients, constituencies, and other professionals as appropriate. Social workers:

- apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies; and
- use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies.

**Competency 7: Assess Individual, Families, Groups, Organizations, and Communities**
Social workers understand that assessment is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in the assessment of diverse clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand methods of assessment with diverse clients and constituencies to advance practice effectiveness. Social workers recognize the implications of the larger practice context in the assessment process and value the importance of inter-professional collaboration in this process. Social workers understand how their personal experiences and affective reactions may affect their assessment and decision-making. Social workers:

- collect and organize data, and apply critical thinking to interpret information from clients and constituencies;
- apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies;
- develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies; and
- select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies.

**Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities**
Social workers understand that intervention is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers are knowledgeable about evidence-informed interventions to achieve the goals of clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to effectively intervene with clients and constituencies. Social workers understand methods of identifying, analyzing and implementing evidence-informed interventions to achieve client and constituency goals. Social workers value the importance of interprofessional teamwork and communication in interventions, recognizing that beneficial outcomes may require interdisciplinary, interprofessional, and inter-organizational collaboration. Social workers:

- critically choose and implement interventions to achieve practice goals and enhance capabilities of clients and constituencies;
● apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies;
● use inter-professional collaboration as appropriate to achieve beneficial practice outcomes;
● negotiate, mediate, and advocate with and on behalf of diverse clients and constituencies; and
● facilitate effective transitions and endings that advance mutually agreed-on goals.

Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities
Social workers understand that evaluation is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations and communities. Social workers recognize the importance of evaluating processes and outcomes to advance practice, policy, and service delivery effectiveness. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in evaluating outcomes. Social workers understand qualitative and quantitative methods for evaluating outcomes and practice effectiveness. Social workers:
● select and use appropriate methods for evaluation of outcomes;
● apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes;
● critically analyze, monitor, and evaluate intervention and program processes and outcomes; and
● apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels.

BSW Degree Requirements
Admission to the BSW Program is a competitive process, and, unfortunately, we are unable to accommodate all interested students. The major in Social Work is based on a liberal arts foundation, augmented by social work and social work-related courses. In addition to completing all University general education requirements, the BSW major requires that students complete 76 credits made up of 50 credits in required SOWK courses and 23 credits in required courses from other disciplines. The core SOWK courses for the social work major are: SOWK 1101, 2182, 2183, 3120, 3181, 3182, 3184, 3201, 3202, 3482, 3484, 3683, 3685, 3900, and 3988. In addition, four courses on “vulnerable population groups must be taken. (See the appendix for a list of pre-approved “population courses”). Other required courses for the social work major are SOCY 1101, BIOL 1110, BIOL 1110L; PSYC 1101, POLS 1110, LBST 1100, 2101, 2102, and 2200. Students must acquire a minimum of 120 total credits in order to graduate from UNC Charlotte. At the lower division level, courses that integrate population and writing intensive courses, may count as credit for both requirements.
Students will need to complete the following prerequisite courses before beginning the Upper Division sequence: SOWK 1101, SOWK 2182, SOWK 2813, SOCY 1101, BIOL 1110 & Lab, MATH 1100, STAT 1222, POLS 1110, PSYC 1101, UWRT ____ (3 or 4 credits), Writing Intensive Course, Population Group courses (2), and Electives (3). Students must earn a C or better in courses in bold.

The following is a sample curriculum layout for a social work major. It is important to note that social work courses can only be used for the major if they have been obtained within the last five years. Social Work is a professional program, with changes in the field occurring frequently. Whether “older” courses are equivalent to those currently in the curriculum is determined by the Program Director. The same is true of courses taken at other institutions.

**BSW Major Curriculum Plan**

**First Year**
- UWRT 1101 Writing and Inquiry in Academic Contexts I (3)
- SOCY 1101 Introduction to Sociology (3)
- Mathematics Course (3) HAHS 1000 (1-3) or elective²
- PSYC 1101 General Psychology (3)

**First Year**
- UWRT 1102 Writing and Inquiry in Academic Contexts II (3)
- STAT 1222 Introduction to Statistics (3)
- BIOL 1101 Principles of Biology I (3)
- BIOL 1101L Principles of Biology I Laboratory (1)
- LBST 1100 Series Course (Arts and Society) (3)
- Elective (3)

**Second Year**
- SOWK 1101 The Field of Social Work (3)
- SOWK 2182 Human Behavior in the Social Environment I (3)
- LBST 2101 Western Culture and Historical Awareness (3)
- POLS 1110 American Politics (3)
- Population Group (3)
- Writing Intensive course outside Social Work (W) (3)

**Second Year**
- SOWK 2183 Human Behavior in the Social Environment II (3)
- LBST 2102 Series Global and Intercultural Connections (3)
- LBST 2210 Series
- Population Group (3)

² HAHS 1000 is a freshman course. Transfer students will need to substitute an elective in its place.
Elective (3)

**Third Year**
SOWK 3120 Diversity and Populations-at-Risk (3)
SOWK 3133 (3) Community Engagement and Outreach
SOWK 3201 Foundations of Social Welfare (3)
Population Group (3)

**Third Year**
SOWK 3181 Practice Methods I (3)
SOWK 3202 Social Welfare Policy (3) PSYC
PSYC 3151 Abnormal Psychology (3)
Population Group (3)

**Fourth Year**
SOWK 3182 Practice Methods II (3)
SOWK 3482 Field Placement I (5) Elective (3)
SOWK 3900 Social Work Research I (3)
Elective (3)

**Fourth Year**
SOWK 3184 Practice Methods III (3)
SOWK 3988 Research II (3)
SOWK 3484 Field Placement II (6) Elective (3)

The curriculum is designed so that students complete the liberal arts foundation courses during the first two years. Students begin taking lower division social work courses during the second year, including the Introductory course (SOWK 1101) and the Human Behavior and Social Environment (SOWK 2182, 2183). Students must complete all lower division social work course requirements prior to being admitted to the upper division program. From the beginning, introductory (second year) social work courses expose students to the Diversity, Populations-at-Risk and Social and Economic Justice, and Values and Ethics, which are either infused or integrated into the other courses. “Infused” refers to incorporating the Content Area in all courses, while “integrated” refers to incorporating the Content Area in many but not necessarily all of the courses.

It is possible for students enrolled in North Carolina’s community colleges to transfer to UNCC with most, if not all, of their General Education requirements met. In most cases, transfer students must attend the first summer session and take SOWK 1101 and 2182, which are required for admission to the Program. Students take SOWK 2183 in the second summer session, and it is during this time period when applications to the BSW Program are submitted.

The curriculum is integrated vertically as it builds from the second to third to final year. The HBSE courses, which are taken in the second year, provide a broad base of knowledge and
conceptual material that is utilized in the other Content Areas that follow. Examples include systems theory, theories relevant to various system levels, human diversity, life cycle theory, and social justice concerns. Other Content Areas (Diversity, Policy, Populations-at-Risk and Social and Economic Justice, and Research) are either introduced or elaborated upon during the third year emphasizing social welfare, policy, and social work electives. Field education (Practicum and Seminar) occurs in the final year when students integrate and apply learning from content areas to a field setting as a generalist social worker. In the field seminars, students are required to complete assignments that build upon learning in previous courses: case analyses, an agency analysis paper, a practice evaluation assignment, and an integrative journal.

**Advising**

**Lower Division Social Work majors** receive academic advising through the Office of Student Services (OSS) in the College of Health and Human Services (CHHS).

Here are some common reasons you may seek advising at the lower division level:
- You need academic advising for majors or minors in the CHHS
- You need help with university forms, policies and procedures
- You need to learn about the various academic and student support resources of the campus
- Or if you just have questions about being a student at UNC Charlotte and don't know where else to go for assistance, come see us!

Additional information about the advising office is located at the following link: [https://health.uncc.edu/student-advising-center/advising-center](https://health.uncc.edu/student-advising-center/advising-center)

**Upper Division Student Advising** is provided by faculty members in the School of Social Work. Upon entering Upper Division status, students will be assigned a member of the Social Work faculty as their academic advisor. Upper Division students are responsible for meeting as needed with their Upper Division advisor to assure they remain on track for completing all social work major requirements for the BSW Degree. We encourage students to contact their advisor early each semester and arrange a mutually agreeable time to meet. Students should continue to use the Office of Student Services in CHHS for advising on General Education course requirements and for overall curriculum review and checks prior to graduation.

Upper Division advisors may also become involved with students whenever formal concerns are raised about a student’s academic and professional/ethical performance in the Program (see the section on Review of Academic Performance). Upper Division advisors are also available to meet with students in the capacity of professional advising (i.e., helping students understand and explore the intricacies of being a professional social worker). Students’ advisors are one of the most important resources available to them in the Department; we encourage students to see their advisors frequently (by appointment, with most faculty preferring to be contacted via e-mail addresses, which are listed on the Department’s website). Resources available to assist students and advisors with Upper Division advising include this Student Handbook, the
University Undergraduate Catalog (available in hard copy at the University Bookstore and in electronic form on the University website), students’ Lower Division advising records, and the Office of Student Services.

Advisors utilize university programs to provide advising notes and recommendations. Advisors are encouraged to post notes after each advising session so that records are clear and concise. Additionally, some advisors may hold group advising sessions to provide disseminate information across an entire group.

**Student Advising Recommendations**

It is strongly recommended that students monitor their progress through the program to ensure timely graduation and completion of course requirements. The following recommendations are offered to students to assist with their progression through the program:

- Review your progression through the program at Degree Works. A quick reference guide for DegreeWorks is provided at this link: https://registrar.uncc.edu/sites/registrar.uncc.edu/files/media/DegreeWorks%20Quick%20Reference%20Guide_Undergraduate.pdf
- Meet with your advisor at least once in the fall semester and once in the spring semester.
- Be prepared for your advising meeting. Please write down some questions you have for your advisor.
- Ask them to document your session in Connect (Advising, Tutoring, and Support). If the information is documented, you can reference it a later date.
- Utilize the course planning map shared by the CHHS Advising Office. You can also view the course plan for students entering 2018-2019 academic year at this link: https://docs.google.com/spreadsheets/d/10vXWrDK00jN4wsNbmYaYCCf15im8A6zKRDs4PttEk/edit?usp=sharing

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**Social Work Course Descriptions**

**SOWK 1101. The Field of Social Work. (3)** Introduction to the social work profession, including its history, values, and areas of professional practice.

**SOWK 2182. Human Behavior in the Social Environment I. (3)** Human development within the biological, psychological, and social structure as it occurs throughout the lifespan.

**SOWK 2183. Human Behavior in the Social Environment II. (3)** The foundational framework for understanding human interaction between individuals, families, communities, and larger social systems.

**SOWK 3120. Diversity and Populations-at-Risk. (3)** Prerequisite: Upper Division standing. Analysis of issues of race, ethnicity, gender, sexual orientation, social class, age, and ability within social work practice.

**SOWK 3133. Community Engagement and Outreach. (3)** Prerequisite: Upper Division standing. Students engage in experiential learning in order to effectively prepare for social work
practice with vulnerable populations, and specifically to enhance their ability to build relationships and facilitate access.

SOWK 3181. Practice Methods I. (3) Prerequisite: Upper Division standing. Development of competencies within generalist social work practice methods with an emphasis on working with individuals.

SOWK 3182. Practice Methods II. (3) Prerequisites: Upper Division standing and SOWK 3181. Development of competencies within generalist social work practice methods with an emphasis on working with families and groups.

SOWK 3184. Practice Methods III. (3) Prerequisite: Upper Division standing, SOWK 3181. Development of competencies within generalist social work practice methods with an emphasis on working with communities and large systems.

SOWK 3199. Professional Behaviors, Ethics, and Communication. (3) Prerequisite: Upper Division standing. Issues related to professional values, professional identity, continual learning, and best practices for social workers in a variety of practice situations.

SOWK 3201. Foundations of Social Welfare. (3) (W) Prerequisite: Upper Division standing. History of and current trends in social welfare, and values and conflicts that influence social welfare programming.

SOWK 3202. Social Welfare Policy. (3) (W) Prerequisites: Upper Division standing and SOWK 3201. Critical analysis of social welfare policy, including policy development and reform processes and outcomes.

SOWK 3482. Field Practicum I. (5) (O) Prerequisites: Upper Division standing and SOWK 3181. Students complete an approved supervised field experience 16 hours per week. Students concurrently participate in a field seminar to reinforce and enhance their field experience.

SOWK 3484. Field Practicum II. (6) (O) Prerequisites: Upper Division standing, SOWK 3182, and SOWK 3482. Students complete an approved supervised field experience and concurrently participate in a field seminar to reinforce and enhance their field experiences.

SOWK 3900. Social Work Research I. (3) Prerequisite: Upper Division standing. Introduction to research methods and skills used in social work.

SOWK 3988. Social Work Research II. (3) Prerequisites: Upper Division standing and SOWK 3900. Corequisites: SOWK 3182 and SOWK 3482. Quantitative and qualitative research and the understanding of scientific and ethical approaches to building knowledge.

Upper Division Progression

In order to promote the progression of competent students through the Upper Division component of the social work major and eventually into the social work profession:
1. **Grade Point Average.** Students are considered to be in academic difficulty if their GPA drops below 2.0. Students will be advised to withdraw from the program if their grade point average falls below 2.0 overall or 2.25 in the Social Work major.

2. **Course Grades.** Students must receive a grade of C or better in every Upper Division SOWK course, including practicum. A Level II review will be called if a student earns a D or F in any required social work course. Students who receive two grades of D or F during matriculation in Upper Division will be dismissed from the major.

3. **Course Repeat.** Students who earn a grade of D or F are permitted one course repeat (i.e., students may pursue a course repeat on one occasion only during matriculation in Upper Division). Students who repeat a course and achieve a grade of C or higher may continue to progress in Upper Division. Students who receive a grade of D or F for a course repeat will be dismissed from the major.

4. **Field Repeat.** Students are permitted to apply to repeat a practicum course only once, with the permission of the Field Committee. The Field Committee will review the student’s application to repeat field, as well as their overall performance in the Program, and will decide whether the student will be permitted to repeat the field practicum course. Field Committee denial decisions for repeating practicum will result in a student’s dismissal from the major. In addition, a student who is permitted to repeat practicum and does not achieve a grade of C will be dismissed from the major.

**Transfer Credit**

The University Admissions Office initially determines which courses can be transferred from other colleges and universities. A minimum course grade of a “C” at the previous institution is a basic requirement for every transfer course. The BSW Program determines whether transferred courses may exempt students from taking courses required in the Social Work major. Social work courses are waived only when the Program Director determines that a transferred course is equivalent to a required course. All field courses must be taken at UNC Charlotte.

**Credit for Life and Work Experience**

The BSW Program does not give credit for previous work or life experiences.

**Residency Requirement**

In accordance with University policy, students must earn the last 25% (30 credits) of baccalaureate degree requirements at UNC Charlotte, including a minimum of the last 12 semester hours in the major.

**Grade of Incomplete**

In accordance with University policy, a grade of “I” (Incomplete) is assigned at the discretion of the instructor when a student who is otherwise passing has not, due to circumstances beyond his or her control completed all the work in the course. The missing work must be completed by the
deadline specified by the instructor or during the next semester (fall or spring) in residence, but no later than 12 months after the term in which the “I” was assigned, whichever comes first. If the “I” is not removed during the specified time, a grade of F, U, or N as appropriate is automatically assigned. The grade of “I” cannot be removed by enrolling again in the same course.

Faculty should notify the BSW Program Director of students receiving an incomplete in courses and the plan for credit completion. If a student receives an “I” in a course that is a prerequisite for the next course, they will not be able to continue with the next course sequence until the grade is updated from incomplete to a passing grade.

**North Carolina Child Welfare Education Collaborative**

The North Carolina Child Welfare Education Collaborative was established in 1999 to improve public child welfare services in North Carolina and is administered by the Jordan Institute for Families at UNC Chapel Hill. Schools participating in the Collaboration offer curricula that not only meet the state’s pre-service competency requirements, but also include specialized, in-depth training in child welfare best practices and theory.

The North Carolina Child Welfare Education Collaborative works in conjunction with its participating universities, North Carolina Division of Social Services, and North Carolina Association of County Directors of Social Services. The comprehensive curriculum for Collaborative participants is designed to thoroughly prepare students for careers in North Carolina public child welfare. A combination of classroom instruction and field education fine-tunes the correlation between curriculum and child welfare core competencies. Students are provided with the knowledge and skills needed to better serve children and families statewide.

The University of North Carolina at Charlotte School of Social Work began participating in the Collaborative during the fall 2002 as a “waiver” school. A “waiver school” is one that offers a specialized classroom and field curriculum in public child welfare to BSW and MSW students to prepare for practice in public child welfare. During the academic year of 2008-2009, UNC Charlotte became a Collaborative Scholar Program and will NOT continue this status during the 2016-2017 academic year due to lack of funding allotted by the NC State Legislature.

Upper Division BSW Social Work majors are eligible to apply to the Collaborative as a “waiver” student. The School of Social Work at the University of North Carolina at Charlotte requires that each Child Welfare Waiver student enroll and complete the UNC Charlotte Child Welfare Class, receive a final grade of a (B), and meet DSS compliance requirements for practicum placement in order to continue in the Child Welfare Collaborative Program. The final requirement is that the student must have a field practicum in a Department of Social Services Agency- Youth and Family Services for a full academic year and receive a grade of at least a (B) for the course.

Practice skills, knowledge and values related to Child Welfare are infused in the curriculum and all Child Welfare students must complete the Transfer of Learning Activities as a component of
their field work, review with their field instructor, and a copy is kept on file in the Child Welfare student file at UNC Charlotte. Upon successful completion of the Child Welfare course and Field Placement, along with the other required classes for their degree, waiver students receive a certificate indicating they have successfully completed the pre-service training competencies. Waiver students may be hired at a NC county DSS with six (6) months of experience. Waiver students are not obligated to work in a county DSS upon graduation.

For a better understanding of how the program works, take a look at the brochure at http://ssw.unc.edu/cwec/wp/wp-content/uploads/2016/01/brochure-1-20-2016.pdf. Please contact Dr. Ticola Ross for questions about the Child Welfare Collaborative.

**School Social Work**

Graduates of the Program may also qualify for licensure as a school social worker in the state of North Carolina. The School Social Work license is awarded by the North Carolina Department of Public Instruction. To be eligible for school social work licensure, BSW students must complete a two-semester field placement in a school setting, take SOWK School Social Work course, and take another course from a list of approved electives. The School of Social Work’s Field Education Director, Ticola Ross, has additional information about school social work licensure. She can be reached at tcaldw16@uncc.edu or 704-687-7932. Information is also available at [http://ncsswa.org](http://ncsswa.org). Students interested in school social work licensure should begin planning with their advisors and the MSW Field Education Director as early in the program as possible.

**BSW Program Standards for Social Work Education**

The UNC Charlotte School of Social Work Standards for Social Work Education set forth the policies that apply to students enrolled in the BSW major. Because of the nature of professional social work practice, the School of Social Work has different expectations of students than do non-professional programs. The standards are linked to students’ abilities to become effective social work professionals and are provided so that students and faculty can be clear about the expectations and procedures with which to address academic performance concerns. The ultimate goal of the Standards is to help students have a successful experience in the BSW Program.

Persons who teach and supervise students, along with the Program Director, will assess student academic performance and apply their professional judgment to determine if standards are being met during a student’s educational career. “Professional judgment” is the capacity to assess a situation by applying the values and knowledge of the social work profession as would be expected for a social work professional. It also represents the application of knowledge, values, and skills to making decisions in a helping process.
All social work students are expected to read and follow the School of Social Work’s Standards for Social Work Education. They are also expected to read and follow the National Association of Social Workers (NASW) Code of Ethics located at https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English

Policies and Procedures Governing Academic Performance and Student Conduct

Academic and professional standards are essential to the existence of and growth of an academic community. Maintaining academic and professional standards is ultimately the responsibility of the instructional faculty but is shared by all members of the academic community. The School of Social Work supports the University in its efforts to:

- maintain an environment that supports and enhances the educational purpose of the University;
- protect the health, safety, welfare, and property of all persons in the University community;
- encourage appropriate standards of individual and group responsibility to the University community; and
- foster the personal, social, and ethical development of members of the University community.

Students in the School of Social Work must comply with academic policies set by the University and the student conduct codes set forth by the School of Social Work.

When a concern arises around academic performance or student conduct, the School of Social Work follows University policies and procedures to reach a resolution. In absence of a related University policy, the School of Social Work follows its Multi-Step Resolution Process.

University Level Policies and Procedures

As indicated above, when a concern arises around academic performance or professional conduct, the School of Social Work reviews and follows University policies and procedures. A complete list of University policies can be found at: https://legal.uncc.edu/policies/university-policies.

Violations of the Code of Student Responsibility - Policy 406 and The Code of Student Academic Integrity warrant immediate action and are addressed through University procedures. Examples include, but are not limited to, egregious academic dishonesty (as defined by the instructor), sexual misconduct, acts of harm, illicit drug use, and theft. Acts of harm include harassment, intimidation, bullying, and injury. In such cases, the instructor will notify the Program Director immediately. University policies and procedures will be followed. The student’s standing in the program may be impacted by the resolution of the case. A temporary Compliance Plan may be developed until a resolution is reached at the university level.
School of Social Work Policies

BSW students are bound by three codes of student conduct as outlined below:
1. University’s regulations regarding student conduct (http://legal.uncc.edu/policies/ps104.pdf);
2. School of Social Work Standards for Social Work Education (see below); and

In addition, social work students must comply with course policies set by each course instructor. These policies should be presented in writing to the student in the course syllabus at the beginning of the semester. Instructors are given wide latitude to set their own course policies on topics such as late work, attendance, or use of social media in the classroom.

Multi-Step Resolution Process

To promote student success, the School of Social Work has the following multi-step process for resolving academic performance and conduct concerns that are not addressed through University procedures. See the Field Education Manual for details about resolution of issues pertaining to field placement.

Step 1. Consultation with the Student
Instructors should work directly with the student to resolve academic performance and/or classroom conduct concerns using a problem-solving approach. A problem-solving approach means the instructor identifies a specific behavior of concern, communicates constructively and respectfully with the student about the specific concern, and, with the student’s input, develops a specific plan for resolving the concern. It is the instructor’s responsibility to document the concern, the details about the student meeting, and the proposed plan for resolving the concern. Faculty members are encouraged to inform students about available campus resources that can help them. Faculty members are also encouraged to inform students about the potential consequences of not resolving the concerns (i.e. - failing grade on an assignment or in the course).

Step 2. Consultation with the BSW Program Director
If the concern remains unresolved after Step 1, the instructor may forward documentation about the initial meeting with the student to the BSW Program Director. The Program Director will either suggest an alternative solution to the instructor to try out or schedule a meeting with the student to discuss the concern. In cases where an alternative solution is proposed, the instructor will communicate with the Program Director about the outcome and, if the suggestion did not resolve the concern, the Program Director will schedule a meeting with the student. The instructor is welcome to attend the meeting between the student and the Program Director. It is the Program Director’s responsibility to document the concern, the details about the meeting with the student, and the proposed plan for resolving the concern. The Program Director provides a copy of the written documentation to the instructor and the student within five (5) business days of the meeting with the student.
Step 3. Formal Review
If the student concern is still unresolved after Step 2, the concern may go to a Formal Review. In a Formal Review, the Program Director provides written documentation to the student and the School of Social Work Assistant Director about the concern and proposed resolutions. The Program Director meets with the student and School of Social Work Assistant Director to formulate a formal Compliance Plan, which sets specific expectations for student conduct, deadlines for compliance with these expectations, and consequences of noncompliance, which could include a recommendation to terminate the student’s enrollment in the program. The Program Director provides a written copy of the formal Compliance Plan to all parties within five (5) business days of the meeting with the student. If the student does not adhere to the agreed upon plan, then the consequences outlined in the plan may result.

Exceptions to the Multi-Step Resolution Process

As indicated above, University policies and procedures take precedence over the Multi-Step Resolution process. Violations of the University-level Code of Student Responsibility - Policy 406 and The Code of Student Academic Integrity warrant immediate action and are addressed through University procedures. In addition, there may be some other student conduct issues that warrant immediate action (skipping Steps 1 and 2). It is within the purview of the BSW Program Director to proceed to an immediate Formal Review (Step 3) in such cases.

Special Note about Academic Dishonesty

Academic dishonesty includes cheating, fabrication, multiple submission, plagiarism, and complicity in academic dishonesty. Refer to the The Code of Student Academic Integrity for definitions of these terms. Course instructors determine whether they believe academic dishonesty has occurred. When the instructor believes academic dishonesty has occurred, University procedures are followed. However, the instructor might believe the student violated the policy on academic integrity unintentionally. In a case where a violation appears to be unintentional, the instructor can attempt to coach the student on how to avoid the problem in the future, rather than immediately reporting the violation. As part of the coaching process, the instructor can offer the student an opportunity to remedy the concern such as re-submitting work for a reduced grade. If the issue is not resolved through the coaching process, a pattern persists, or if the instructor believes the student intentionally committed academic dishonesty, then the instructor will follow the procedures outlined in University Policy #407 - http://legal.uncc.edu/policies/up-407.

Procedures for Student Concerns about Instructors

Students might experience concerns related to a course instructor. In this case, students should follow University’s Policy and Procedures for Student Grievances using the link provided in the next section below.

Student Academic Grievance Procedures
Students enrolled in the BSW Program have the right to redress grievances related to academic and other matters. Students are assured freedom from reprisals for bringing a grievance. The School of Social Work follows all University grievance procedures. The University’s Policy and Procedures for Student Grievances can be found at: https://legal.uncc.edu/policies/up-411.

University Policy 411 applies to alleged discrimination on the basis of race, color, religion, sex (including sexual orientation and gender identity and expression), age, national origin, or disability as well as problems arising in the relationship between a student and the University that are not governed by other specific grievance procedures (such as University Policy 406, Code of Student Responsibility, Chapter 8, Sexual Misconduct Complaint Procedures, University Policy 502, Sexual Harassment Policy and Grievance Procedures, and University Policy 410, Policy and Procedures for Student Appeals of Final Course Grades). Upon request from any student, the Office of the Dean of Students will provide guidance about the appropriate system for redress of a particular complaint.

A student may pursue a grievance if they believe that a member of the University community has violated his or her rights. (See University Policy 403, Student Appeals and Grievances.)

**Special Note about Sexual Harassment**

All students are required to abide by the UNC Charlotte Sexual Harassment Policy (https://legal.uncc.edu/policies/up-502), including the policy on Responsible Use of University Computing and Electronic Communication Resources (http://www.legal.uncc.edu/policies/ps66.html). Sexual harassment, as defined in the UNC Charlotte Sexual Harassment Policy, is prohibited, even when carried out through computers or other electronic communications systems, including course-based chat rooms or message boards. Please see the university policy on reporting sexual harassment and sexual misconduct at http://unccdso.uncc.edu/org/officeofstudentconduct/Sexual_Misconduct

Students who allege sexual harassment and sexual misconduct by their an instructor, students, faculty, or staff are not bound by Steps 1 through 4 above. They are free to report and address this conduct through the various reporting methods available at the link provided above.

**BSW Student Professionalism Standards**

The BSW Program has a set of professional behaviors that students are assessed on. These behaviors are expected for social workers and align with the professionalism standards of the social work field. Students will not receive a grade on these standards but will engage in self assessment, peer assessment and instructor assessment. These standards are utilized to enhance professional behaviors prior to working within the field. Please see the standards in Appendix B.

**Cohort Use of Social Media Sites**

Historically, BSW student cohorts have developed social media pages to stay abreast of volunteer opportunities, student organization updates, and events. These sites are solely maintained and created by students. The School of Social Work does not provide any oversight of these sites. If students decide to utilize these sites to maintain communication within their
cohort, they are advised to ensure that the content of the site adheres to the NASW Code of Ethics and professionalism standards. Please do not utilize these sites to belittle students, speak negatively about instructors, or for any negative purposes.

**Policies and Procedures for Review of Academic Performance**

Three levels of review can occur at the School of Social Work in reviewing student's academic performance. The level of review depends upon the potential severity of the concern.

Information disclosed during student meetings with faculty, program coordinators, or school administrators will not be kept confidential if the information raises concerns about professional performance. Faculty and/or program coordinators will share pertinent information with each other for the professional purpose of identifying student issues and enhancing problem solving about the concerns. They will follow University procedures related to student performance issues. The School of Social Work will adhere to the three levels of review when a concern is not fully addressed by a university policy.

- Faculty will notify the student and the College of Health and Human Services, Associate Dean of Academic Affairs of this decision in writing. The student may invoke the *University Policy 411, Student Grievance Procedure* within seven days of the receipt of the written notice from the School of Social Work. The notice can be found at [https://legal.uncc.edu/policies/up-411](https://legal.uncc.edu/policies/up-411) Otherwise, the student’s termination from the program is final.

**Other Important University and School of Social Work Policies**

**Accommodations for Disabilities**

No otherwise qualified student shall, on the basis of disability, be subjected to discrimination or excluded from participation in the School of Social Work. A student with a disability may be protected by the Americans with Disabilities Act (ADA) and be eligible for a reasonable accommodation to provide equal opportunity to meet academic criteria for professional behavior and scholastic performance. Any otherwise qualified student with a protected disability who requests a reasonable accommodation must notify the UNC Charlotte Office of Disability Services and provide documentation as needed. The Office of Disability Services will work with the faculty member(s) on how to accommodate the student. Contact information and resources for the Office of Disability Services is listed below:

- Disability Services website: [https://ds.uncc.edu/](https://ds.uncc.edu/)
- DS phone number: 704-687-0040

**University Code of Student Responsibility**
The purpose of the Code of Student Responsibility (the Code) is to protect the campus community and to maintain an environment conducive to learning (Introductory statement from the UNC Charlotte brochure about the Code of Student Responsibility). The entire document may be found at https://legal.uncc.edu/policies/up-406

Academic Integrity

All students are required to read and abide by the Code of Student Academic Integrity. Violations of the Code of Student Academic Integrity, including plagiarism, will result in disciplinary action. Students are expected to submit their own work, either as individuals or contributors to a group assignment. Definitions and examples of plagiarism are provided in the Code book, which is available online at: http://www.legal.uncc.edu/policies/ps-105.html

Note: Faculty may ask students to produce identification at examinations and may require students to demonstrate that graded assignments completed outside of class are their own work. Faculty are strongly encouraged to adhere to the academic integrity policy when there are suspected incidents of plagiarism. Students may wish to seek additional information about the academic integrity policy should an issue or concern arise.

English as a Second Language

If the student speaks English as a second language, the student should inform course instructors as soon as possible.

Nondiscrimination Policy

The University of North Carolina at Charlotte affirms that its educational and employment decisions must be based on the abilities and qualifications of individuals and may not be based on irrelevant factors, including personal characteristics, that have no connection with academic abilities or job performance. Therefore, the University prohibits discrimination and harassment in its educational and employment decisions and provides equal opportunities for all members of the University community and for all those seeking to join the University community.

The following factors may not form the basis for educational or employment-related decisions: race; color; religion, including belief and non-belief; sex, including but not limited to pregnancy, childbirth, or related medical condition, and parenting; sexual orientation; actual or perceived gender identity, including but not limited to gender expression, transition status (including but not limited to physical transition), transgender status, and gender nonconformity; age; national origin; physical or mental disability; political affiliation; veteran status; and genetic information.

In March 2016, the North Carolina General Assembly and Governor Pat McCrory enacted the Public Facilities Privacy and Security Act, also known as House Bill 2. This law replaces local nondiscrimination policies with a statewide policy. The University and the School of Social Work appreciate the serious concerns many have regarding this law. We want to assure every
current and future member of our community that UNC Charlotte recognizes and values the inherent dignity and worth of each individual student, employee, and visitor.

**Gender-Neutral Bathrooms**

One of the requirements of the Public Facilities Privacy and Security Act is that persons must use the bathroom that reflects the gender on their birth certificate rather than their gender identity. UNC Charlotte will continue to label multiple-occupancy restrooms and changing facilities for single-sex use with appropriate signage. However, in 2014, UNC Charlotte undertook an initiative to provide single-occupancy, gender-neutral restrooms across campus to make selecting a restroom easier for all students, faculty, staff, and visitors, including transgender individuals, families, and individuals with disabilities who may have an attendant. A list of gender-neutral restrooms, along with maps to those restrooms and a list of additional planned restrooms, can be found at the link here. [http://legal.uncc.edu/restrooms](http://legal.uncc.edu/restrooms)

**Sexual Harassment**

All students are required to abide by the UNC Charlotte Sexual Harassment Policy ([https://legal.uncc.edu/policies/up-502](https://legal.uncc.edu/policies/up-502)), including the policy on Responsible Use of University Computing and Electronic Communication Resources ([https://legal.uncc.edu/policies/up-307](https://legal.uncc.edu/policies/up-307)). Sexual harassment, as defined in the UNC Charlotte Sexual Harassment Policy, is prohibited, even when carried out through computers or other electronic communications systems, including course-based chat rooms or message boards.

**Religious Accommodation**

It is the obligation of students to provide faculty with reasonable notice of the dates of religious observances on which they will be absent by submitting a [Request for Religious Accommodation Form](https://legal.uncc.edu/policies/up-409) to their instructor prior to the census date for enrollment for a given semester [https://legal.uncc.edu/policies/up-409](https://legal.uncc.edu/policies/up-409). The census date for each semester (typically the tenth day of instruction) can be found in UNC Charlotte’s Academic Calendar ([https://registrar.uncc.edu/printable-calendar](https://registrar.uncc.edu/printable-calendar)).

**Student Organizations**

**BSW Club**

The UNC Charlotte BSW Club is open to all Social Work majors at both the Lower Division and Upper Division levels and all non majors. The purpose of the Association is to bring together students sharing a common interest in Social Work. The Association is comprised of student leaders supported by a designated faculty advisor. The Association elects officers annually from its membership. Student appointees from the Association are eligible to participate on a range of School Committees (e.g., BSW Committee, Student Services Committee, Curriculum Committee, Field Committee, Field Advisory Board, Community
Advisory Board, etc.). Meetings are held monthly. Speakers are invited to present information on topics of interest and the Association also sponsors community service projects.

**Phi Alpha**

Phi Alpha is the academic honor society for BSW students of excellence. Its purpose is to recognize and advance academic excellence and scholarship in social work practice. Membership eligibility is open only to Upper Division social work majors and is based on academic excellence (3.4 GPA or higher), leadership ability, and a high standard of personal behavior and dedication to the social work profession. Students who meet the above criteria will be sent a letter of invitation to join Phi Alpha. A recognition ceremony is held each spring.

**Honors, Awards, and Scholarships**

There are a number of honors and awards available for BSW students of excellence.

**Honors**

Students may apply for admission to the Undergraduate Social Work Honors Program (USWH) during the application to the Upper Division Social Work program. The undergraduate admissions committee will determine consideration for the USWH program.

Admission criteria is as follows:

1. Overall GPA of 3.50
2. Submit a typed statement addressing the following areas (maximum length 500 words):
   - What are your academic/career goals specifically related to social work?
   - How is the USWH relevant to your academic and/or career goals? How will participation in the USWH help achieve these goals?
   - Have you identified a faculty member whose research area interests you?
   - Briefly discuss a project or potential project that you will participate in and complete as a thesis to fulfill USWH requirements.
3. Upon acceptance, the student must sign the Honors College Student Code form.

Students who are accepted into our Honors program receive the following additional benefits:
1) Early enrollment into classes
2) Access to University Honors resources and scholarships
3) Consideration for residence in University Honors Housing
4) Social Work Professional Development Opportunities
5) Enrollment in 2 social work classes delegated specifically for BSW Honors students

**Dean’s List**

The Dean’s List recognizes full-time undergraduate students who, during the fall or spring semester, earn a grade point average of at least 3.4 and not more than 3.79 in 12 or more semester hours of credit graded A, B, or C, with no grade less than C. A part-time student must earn a combined fall and spring grade point average of at least 3.4 and not more than 3.79 in 12 or more semester hours of credit graded A, B, or C, with no grade less than C.
Chancellor’s List
The Chancellor’s List recognizes full-time undergraduate students who, during the fall or spring semester, earn a grade point average of at least 3.8 in 12 or more semester hours of credit graded A, B, or C, with no grade less than C. A part-time student must earn a combined fall and spring grade point average of at least 3.8 in 12 or more semester hours of credit graded A, B, or C, with no grade less than C.

Commencement Marshals
At each commencement ceremony, the University honors the juniors with the highest grade point averages by inviting them to serve as the marshals who lead the processions of graduates, faculty members, and the platform party. To select students for this honor, the University considers juniors who have completed 75 hours of degree work, have been enrolled full-time (12 or more hours per semester) during the two most recent semesters, and are able to attend the ceremony.

Graduation with Distinction
Graduating students whose grade point average is 4.0 will be awarded their degree *Summa Cum Laude*. Those graduating with a grade point average of at least 3.8 but less than 4.0 will be awarded their degree *Magna Cum Laude*. And, students graduating with a grade point average of at least 3.4 but less than 3.8 will be awarded their degree *Cum Laude*. To be eligible to graduate with distinction, a student must have a grade point average computed on at least 48 semester hours of credit completed in residence at UNC Charlotte.

Outstanding Field Student Award
The Outstanding Field Student Award recognizes the most outstanding field student of the year. Recipients must demonstrate excellent social work practice skills and outstanding ethics and professional demeanor in working with clients, field instructors, School faculty, and agency staff. This award is made annually by an appointed committee of the Social Work Field Advisory Board.

Outstanding BSW Field Student of the Year
All field instructors may nominate their student for the “Outstanding BSW Field Student Award. One student will be selected for each academic year and the students will be recognized at the Annual Field Education Conference and Event during the spring semester. The nomination form is posted on the Field Education website.

BSW Field Instructor of the Year
Any BSW student in field placement may nominate their field instructor for the “Outstanding Field Instructor of the Year. One BSW Field Instructor will be recognized at the Annual Field Education Conference and Event during the spring semester. The nomination form is posted on the Field Education website.

BSW Program Awards
Each year the BSW Program Committee decides on awards to present to high achieving, impactful students in our program. These awards are announced at end of year programs. Students will have an opportunity to nominate peers or self-nominate for these awards. The BSW Program Committee decides on winners of the awards.

**Scholarships**
General Scholarships: There are some scholarships available through the University, College of Health and Human Services, and School of Social Work. For more information, visit the UNC Scholarship portal at: [http://scholarships.uncc.edu/](http://scholarships.uncc.edu/)

**Appendices**

Appendix B - BSW Program - Professional Behavior
Appendix A - BSW Approved Population Group Courses

Students admitted into the Social Work lower and upper division major are required to take approved population courses on vulnerable group populations before graduating from the program. The table below identifies the approved population courses and a brief description of each course. Other courses not listed on this form, will not be accepted as population courses. However, all social work elective courses will be accepted even if they are not listed on this population course form.

A cross-listed course is a single course which is simultaneously listed in the schedule of course offerings by two or more academic departments. They share the same meeting times, room, instructor(s), and curriculum. Students may only receive credit for the single section of the cross-listed course for which they are registered. Credit will not be awarded for a course where credit has been awarded for a cross-listed course.

<table>
<thead>
<tr>
<th>Department</th>
<th>Course</th>
<th>Description</th>
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<table>
<thead>
<tr>
<th>African Studies</th>
<th>AFRS 1100</th>
<th>Introduction to Africana Studies. (3) Interdisciplinary survey of key issues in the life and history of peoples of African descent and their interaction with other peoples and world cultures; introduction to theoretical foundations in the field of Africana Studies. (Fall, Spring)</th>
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<tr>
<td>African Studies</td>
<td>AFRS 2120</td>
<td>African American Women. (3) Explores how cultural, political, historical and economic factors shape African American women’s positions and opportunities in society today. (On demand)</td>
</tr>
<tr>
<td>African Studies</td>
<td>AFRS 2215</td>
<td>Black Families in the US. (3) Examination of the problems and challenges of educating African Americans. Topics include: conceptual approaches to education; historical and contemporary overview of education for African Americans; the impact of race and discrimination; analysis of existing curricula; and suggested models for a multi-racial and multicultural education.</td>
</tr>
<tr>
<td>Anthropology</td>
<td>ANTH 1101</td>
<td>Introduction to Anthropology. (3) Biological and cultural evolution; archaeology; language and culture; comparative study of human social institutions such as kinship, subsistence patterns, religion, politics; methods and theories. (Fall, Spring, Summer) (Evenings)</td>
</tr>
<tr>
<td>Anthropology</td>
<td>ANTH 2117</td>
<td>Cultures of the Caribbean. (3) Cross listed as LTAM 2117. An introduction to society and culture in the Caribbean region. Areas of investigation include ethnicity, nationalism, family and community structure, economy, religion, and politics. (Yearly)</td>
</tr>
<tr>
<td>Anthropology</td>
<td>ANTH 2122</td>
<td>Beliefs, Symbols, and Rituals. (3) Structure and content of systems of belief and ritual; role in social life; analysis of religion, myth, magic, witchcraft, symbol systems, cult movements, and religious change. (Yearly)</td>
</tr>
<tr>
<td>Anthropology</td>
<td>ANTH 2123</td>
<td>Women in Cross-Cultural Perspective. (3) A cross-cultural survey of the lives of women and the dynamics of gender throughout the world. Uses anthropological research to examine how gender influences evolution, social stratification, work, kinship, and perceptions of the body. (Alternate years)</td>
</tr>
<tr>
<td>Department</td>
<td>Course Code</td>
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<tr>
<td>Criminal</td>
<td>CJUS 2350</td>
<td>Introduction to Corrections. (3) An overview of community and institutional</td>
</tr>
<tr>
<td>Justice</td>
<td>CJUS 2361</td>
<td>Juvenile Justice. (3) Intensive analysis of the administration of juvenile</td>
</tr>
<tr>
<td>Gerontology</td>
<td>GRNT 2100</td>
<td>Aging and the Life course. (3) Cross-listed with SOCY 2100. An introduction</td>
</tr>
<tr>
<td>Gerontology</td>
<td>GRNT 2124</td>
<td>Psychology of Adult Development and Aging. (3) Psychological development</td>
</tr>
<tr>
<td>Gerontology</td>
<td>GRNT 3115</td>
<td>Health and the Aging Process. (3) Examination of the physiologic processes</td>
</tr>
<tr>
<td>Gerontology</td>
<td>GRNT 3267</td>
<td>Death, Dying and Bereavement. (3) Examines the social construction of death</td>
</tr>
<tr>
<td>Gerontology</td>
<td>GRNT 4110</td>
<td>Sociology of Aging. (3) Cross-listed with SOCY 4110. Study of the changing</td>
</tr>
<tr>
<td>Gerontology</td>
<td>GRNT 4134</td>
<td>Families and Aging. (3) Cross listed with SOCY 4134 and SOCY 5134. Theories</td>
</tr>
<tr>
<td>Department</td>
<td>Course Code</td>
<td>Course Title</td>
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<tr>
<td>Gerontology</td>
<td>GRNT 4250</td>
<td>Aging Programs and Services. (3) Examination of federal, state and local framework of services and programs for the aging.</td>
</tr>
<tr>
<td>Latin American Studies</td>
<td>LTAM 1100</td>
<td>Introduction to Latin America. (3) (O) An introductory, interdisciplinary survey of the field of Latin American Studies. Course will focus on the culture, economy, geography, history, politics, and society of Latin America, as well as on the diverse ways in which scholars have studied the region.</td>
</tr>
<tr>
<td>Latin American Studies</td>
<td>LTAM 2116</td>
<td>Contemporary Latin America. (3) A survey of the people and cultures of Mexico, Central America, South America, and the Caribbean. Areas of investigation include religion, race, ethnicity, gender, kinship, social inequality, and economic development.</td>
</tr>
<tr>
<td>Psychological Science</td>
<td>PSCY 2120</td>
<td>Child Psychology. (3) Psychological development in infancy and childhood, including such topics as biological change, learning, thought, language, social relations, intelligence, and morality.</td>
</tr>
<tr>
<td>Psychological Science</td>
<td>PSCY 2121</td>
<td>Adolescent Psychology. (3) Developmental and psychological characteristics of adolescents, with emphasis on the developmental transitions, social contexts, and problems of adolescence.</td>
</tr>
<tr>
<td>Psychological Science</td>
<td>PSYC 2124</td>
<td>Psychology of Adult Development and Aging. (3) Psychological development through adulthood and old age. Emphasis on processes underlying continuity and change in adulthood, including personality and socialization, cognitive development, and the psychophysiology of aging.</td>
</tr>
<tr>
<td>Psychological Science</td>
<td>PSYC 2126</td>
<td>Psychology of Women and Gender. (3) Application of research in developmental, experimental, and clinical psychology to issues regarding women and gender. Topics include: gender-role development, gender differences in cognitive abilities and performance, psychological perspectives on women's physical and mental health, and violence toward women.</td>
</tr>
<tr>
<td>Religious Studies</td>
<td>RELS 1200</td>
<td>World Religions. (3) A study of the historical origins, central teachings, and devotional practices of the major religious traditions - Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam - alongside those of smaller and newer religious movements.</td>
</tr>
<tr>
<td>Religious Studies</td>
<td>RELS 2101</td>
<td>Introduction to Western Religions. (3) An introduction to Judaism, Christianity, Islam and other selected religions. Emphasis on the myths, stories, symbols, rituals, ideas, and</td>
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<td>Course Title</td>
<td>Course Code</td>
<td>Description</td>
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<tr>
<td>Religious Studies</td>
<td>RELS 2102</td>
<td>Introduction to Asian Religions. (3) An introduction to Hinduism, Buddhism, and other selected religions such as Confucianism, Daoism, and Islam. Emphasis on the myths, stories, symbols, rituals, ideas, and ethical practices of these religions in their classical formulations and in their contemporary practices. Fulfills the [H] or [T] requirement.</td>
</tr>
<tr>
<td>Religious Studies</td>
<td>RELS 2107</td>
<td>Introduction to Native American Religions. (3) An introduction to various dimensions of the religious experience of North American First Peoples, including other-than human and human persons; myth and orality, sacred space, time and objects; lifeways and ceremonies; tradition and change. Special emphasis is placed on past and present imaginings of Native American religions. Fulfills the [C] or [H] requirement.</td>
</tr>
<tr>
<td>Religious Studies</td>
<td>RELS 2108</td>
<td>Religion in American Culture. (3) The role of religion in the shaping of American culture. Fulfills the [C] or [H] requirement. (On demand)</td>
</tr>
<tr>
<td>Religious Studies</td>
<td>RELS 2131</td>
<td>Islam. (3) The development of the traditions in Islam with emphasis on Islamic culture, literature, and mysticism. Fulfills the [H] or [T] requirement. (On demand)</td>
</tr>
<tr>
<td>Religious Studies</td>
<td>RELS 3137</td>
<td>Religion in the African-American Experience. (3) An introduction to the evolution of black religious thought and culture in America during the 20th century. Emphasizes the rise of the Black Church and its expanding role within black urban communities in America. Also addresses the emergence of other religious belief systems in contemporary Black culture such as Voodoo, Santeria, Spiritist churches, the Nation of Islam and even Black Judaism. Issues of race, class, gender, identity, and violence will be points of discussion in light of black religious life. Fulfills the [C] or [H] requirement. (On demand)</td>
</tr>
<tr>
<td>Social Work</td>
<td>SOWK 3090</td>
<td>Specialized Topics in Social Work. (3)</td>
</tr>
<tr>
<td>Social Work</td>
<td>SOWK 4101</td>
<td>Social Work Practice with Older Adults. (3) Social work practice with older adults with an emphasis on assessment, intervention planning, and implementation.</td>
</tr>
<tr>
<td>Social Work</td>
<td>SOWK 4102</td>
<td>School Social Work. (3). Provides a foundation for preparation as a school social worker. For students who are</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Description</td>
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<tr>
<td>SOWK 4103</td>
<td>Child Welfare</td>
<td>Examination of the history, purpose, and goals of child welfare services in North Carolina and in the United States. Course information is provided from the context of the child- and family-centered model that guides child welfare services.</td>
</tr>
<tr>
<td>SOWK 4105</td>
<td>Mental Health and Substance Use</td>
<td>Increases awareness of mental health and substance abuse issues with both macro and micro practices being highlighted. Students are empowered to engage as agents of change for those vulnerable populations affected by mental illness and/or substance use disorders.</td>
</tr>
<tr>
<td>SOWK 4125</td>
<td>Social Development in Malawi</td>
<td>Students actively participate in several pre-departure class lectures and work sessions. They travel to Malawi for 11 days and engage in service-learning activities aligned with social development in rural Malawi. Experiential projects are designed and implemented by students using funds they raise. Sustainability and anti-oppressive approaches to social development are highlighted.</td>
</tr>
<tr>
<td>SOWK 4106</td>
<td>Social Work Practice with Latino Communities</td>
<td>Enhances knowledge, values, and skills with regard to social work practice with Latino communities. Integrates an experiential education component, including a combination of class, community, and independent work.</td>
</tr>
<tr>
<td>SOWK 4107</td>
<td>Social Work Practice with African Americans in Urban Environments</td>
<td>Enhances knowledge, values, and skills with regard to social work practice with African American clients who live in urban communities. Provides an overarching framework for understanding and practicing urban social work, including definitions and theories that have critical implications for working with people in such communities. Focuses on the theory, practice, and policy aspects of urban social work, and examine specific subsets of the urban African American population, including children, adults, families, and older adults. Topics include: the challenges of urban social work in relation to public health, health, and mental health; substance abuse; criminal justice; and violence prevention.</td>
</tr>
</tbody>
</table>
| SOWK 4108   | Social Work Psychosocial Treatment | The frameworks for treatment, therapeutic modalities, and specialized clinical
<table>
<thead>
<tr>
<th>Program</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Work</td>
<td>SOWK 4109</td>
<td>Systems of Care for Vulnerable Populations. (3) Focuses on engaging diversity and difference in practice in relation to social work skills with individuals, families, and groups.</td>
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</tr>
<tr>
<td>Sociology</td>
<td>SOCY 2100</td>
<td>SOCY 2100. Aging and the Life course. (3) (SL) Cross-listed as GRNT 2100. An interdisciplinary course that examines the phenomenon of aging and its consequences for society from a variety of perspectives. Students participate in lectures, discussions and service learning projects designed to give them a broad overview of the field of gerontology. Emphasis on the wide variation in the aging process and approaches to meeting the needs of the aging population. (Yearly)</td>
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<tr>
<td>Sociology</td>
<td>SOCY 3110</td>
<td>American Minority Groups. (3) Prerequisite: SOCY 1101. Relations between dominant and minority groups; the establishment, maintenance, and decline of dominance involving racial, ethnic, and religious minorities.</td>
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<tr>
<td>Sociology</td>
<td>SOCY 3261</td>
<td>Human Sexuality. (3) Prerequisite: SOCY 1101 or permission of instructor. Human sexuality research; teenage pregnancy; birth control; sex education; sexual fantasy; pornography; homosexuality and bisexuality; sexual communication; and heterosexual alternatives. (Fall, Spring, Summer)</td>
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<tr>
<td>Sociology</td>
<td>SOCY 4165</td>
<td>Sociology of Women. (3) Examines how the social world of women is influenced by their race, ethnicity, and class. Attention is given to changing roles of women in public and private spheres and to the role conflict that arises as women attempt to meet obligation in families, communities, and the workplace.</td>
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<tr>
<td>Sociology</td>
<td>SOCY 4168</td>
<td>Sociology of Mental Health and Illness. (3) (W) Prerequisite: SOCY 1101 or permission of instructor. Mental health and illness in its social context; relationship between social structures and mental health/disorder. How social factors affect the definition and treatment of mental disorders; the effects of demographic variables on mental health and illness; the role of social support and stress; the organization, delivery and evaluation of mental health care services; and considerations of mental health policy. (On demand)</td>
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</tr>
<tr>
<td>Women and Gender Studies</td>
<td>WGST 1101</td>
<td>Introduction to Women’s Studies. (3) Introduction to values associated with gender and basic issues confronting women in society, from a variety of cultural and feminist perspectives.</td>
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<tr>
<td>Women and Gender Studies</td>
<td>WGST 2120</td>
<td>African American Women. (3) Explores how cultural, political, historical and economic factors shape African American women's positions and opportunities in society today.</td>
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<tr>
<td>Women and Gender Studies</td>
<td>WGST 2130</td>
<td>Masculinity and Manhood. (3) This course examines the construction of masculinity in sports, family, work and other social relationships, showing how it shapes and is shaped by people, institutions and society.</td>
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<tr>
<td>Women and Gender Studies</td>
<td>WGST 2160</td>
<td>Introduction to Lesbian and Gay Studies. (3) Provides an overview of historical, sociopolitical, and psychological influences on the development of current day lesbian and gay social movements and cultures.</td>
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</tr>
<tr>
<td>Women and Gender Studies</td>
<td>WGST 3050</td>
<td>Topics in Women’s Studies. (3) Special topics in Women's Studies.</td>
<td></td>
</tr>
<tr>
<td>Women and Gender Studies</td>
<td>WGST 3140</td>
<td>Domestic Violence. (3) A survey of domestic violence in the US focusing on female experience as both victim and survivor of partner abuse. We will evaluate theories of partner violence, examine types of abuse across diverse female lifespans, and discuss multicultural and gender expectations, treatment, modalities, and social policy implications.</td>
<td></td>
</tr>
<tr>
<td>Women and Gender Studies</td>
<td>WGST 3152</td>
<td>Modern Gay America. (3) Focuses on the emergence of the LGBT community in 20th century American Culture. Interdisciplinary methods and topics examine intersections of science, religion, popular culture, politics, geography, and other factors as they affect LGBT people in their heterogeneity. This course is designed to be an introduction to the study of LGBT culture, and students at all levels are invited to participate in the discussion of where this community has been and where it will go in the 21st century.</td>
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</table>
## Appendix B - BSW Program - Professional Behavior

Self-Assessment / Peer-Assessment / Instructor-Assessment Tool – (Circle One)

For each core value listed, a definition is provided along with a set of behavior indicators. For each set of behaviors, check one that represents the frequency at which you display the behavior.

1=Never, 2=Rarely, 3=Occasionally, 4=Frequently, 5=Always

<table>
<thead>
<tr>
<th>Core Value</th>
<th>Definition</th>
<th>Behavior Indicators</th>
<th>Assessment</th>
</tr>
</thead>
</table>
| **Integrity**    | Students are expected to demonstrate integrity. Integrity includes being honest, doing your best and ethical behavior. Students are expected to provide high quality work that reflects their best effort; shows positive, proactive ethical behavior; is always honest; always adheres to class, college, and university academic honesty policies. | 1. Provides work that show quality effort and appropriate time spent.  
2. Displays positive, honest proactive behavior.  
3. Adheres to all academic policies  
4. Practices in a manner consistent with the NASW Code of Ethics. | 1 2 3 4 5 |

| **Time Management** | Time management is important to the development of competent social work practice. Students are expected to demonstrate good time management skills and adhere to class attendance policies; takes responsibility for class work; and does not seek or rely on exceptions from class/college or university policies except institutional excuses. | 1. Rarely to never misses class.  
2. On time to class and field agency.  
3. Turn in assignments on time or before due date; no deadlines missed.  
4. Takes responsibility for material and work missed. | 1 2 3 4 |
### Respect

Respect is one of the foundational principles for the social work profession. Students are expected to honor the dignity and worth of their clients, peers, mentors, instructors, including those from diverse backgrounds. Student are expected to maintain a professional demeanor and exhibits behaviors that is respectful of others and is courteous, helpful, fair and kind towards peers, faculty, agency staff and the learning environment.

1. Even when stressed; not verbally hostile, abusive, dismissive or inappropriately angry.
   - 1 2 3 4 5

2. Careful not to distract others (socializing, sleeping, leaving early or during class, reading unrelated material, doing homework for another class or wearing inappropriate attire).
   - 1 2 3 4 5

3. Never uses unapproved electronic devices in class.
   - 1 2 3 4 5

4. Respectful towards peers, adults, and the learning environment both in and out of class.
   - 1 2 3 4 5

### Professional Interaction

The social work profession is built on the idea of helping others, and establishing and maintaining professional relationships. This requires self-awareness, balance, self-directed behaviors, and maturity. Students are expected to assume these behaviors and complete professional responsibilities conscientiously, present oneself professionally on social media, and maintain appropriate boundaries in accordance with professional ethical guidelines.

1. Regularly and respectfully participates in class discussions.
   - 1 2 3 4 5

2. Contributions to class discussion and assignments reflect good preparation, self-reflection and critical thinking skills.
   - 1 2 3 4 5

3. Assumes and completes all assignments and professional responsibilities conscientiously.
   - 1 2 3 4 5

4. Responsibly presents oneself on social networking sites, maintaining appropriate boundaries in accordance with professional ethical guidelines.
   - 1 2 3 4 5

5. 3. Self-monitors interactions, communications and behaviors to be consistent with NASW Code of
<table>
<thead>
<tr>
<th>Communication</th>
<th>Use of language to meet the expectations for the interaction with staff, faculty, colleagues, and clients is a key component of professionalism. Students are expected to employ appropriate communication methods, appropriately endeavor to resolve conflict with others (student, colleague, professor, staff etc.).</th>
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</thead>
<tbody>
<tr>
<td>Ethics.</td>
<td>1. Respectfully and effectively communicates with students, faculty, field agency staff, both verbally and in writing.</td>
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<tr>
<td></td>
<td>2. Uses professional language in communication and documentation.</td>
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<td></td>
<td>3. Works to resolve conflicts by addressing the issue directly with the person first, rather than gossiping or complaining unproductively.</td>
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<td>1 2 3 4 5</td>
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<td>1 2 3 4 5</td>
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