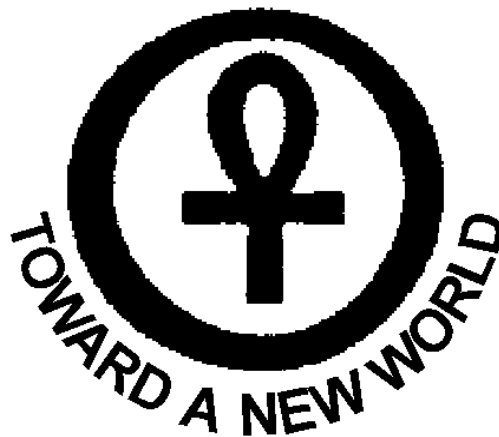


***SOUTHERN UNIVERSITY AT NEW ORLEANS***

***SCHOOL OF SOCIAL WORK***



***STUDENT HANDBOOK***

**REVISED FEBUARY, 2011**

**The School of Social Work does not grant academic credit for life or work experiences in lieu of Social Work courses or field content.**

**Dr. Beverly C. Favre, Dean**

**Volume III – E**

**This Student Handbook is periodically reviewed. Policies may change.**

## **PREFACE**

This handbook is intended to orient you to the School of Social Work and Southern University at New Orleans (SUNO). It provides information on those topics of most interest to students. This basic reference source is yours. We recommend that you read it thoroughly. As a student, you can have input into the development, modifications and changes in policies and procedures of the School. Your involvement in the student organization, (SOS), as described in this Handbook, is your primary mechanism for involvement.

The Handbook was written and compiled by the faculty and students of the School of Social Work. This Handbook is a supplement to the University Student Handbook, and it contains School of Social Work specific information. We appreciate the invaluable assistance from all contributors and welcome continued input from the School of Social Work faculty and students.

***The School of Social Work does not discriminate based on age, class, race, disability, ethnicity, family structure, gender, marital status, national origin, religion, sex, and sexual orientation.***

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Welcome:

We are pleased with your consideration of professional education that will open the door to a rewarding future. Social Work is a profession that seeks to improve the quality of people’s

lives and works toward a more humane society. As a social worker, you will work with individuals, families, groups, communities, and organizations. There will also be opportunities for research and policy making.

The School of Social Work at Southern University at New Orleans offers the Bachelor of Social Work (BSW) degree at the undergraduate level and the Master of Social Work (MSW) degree at the graduate level. Both degree programs are accredited by the Council on Social Work Education. The BSW program prepares students for generalist practice, which is the entry level of professional practice. BSW workers are prepared to work in direct service and in beginning macro practice positions. They find employment in the public service sector at local, state and federal levels and with private agencies as well. Many states have policies which provide preferential hiring of BSW graduates from accredited social work programs.

The Master of Social Work program prepares students for advanced practice in two areas of concentration: Children, Youth and Families and Health/Mental Health. Each concentration has two interventive methods: Direct Service (micro and mezzo level practice) and Administration/Planning/Organizing (macro level practice).

At SUNO's School of Social Work, emphasis is placed on the strengths of individuals. The program's themes of empowerment, advocacy, and transformation undergird and permeate the total curriculum. The curricula of both programs have an eco-systems focus which directs attention to problem identification, assessment and intervention strategies. You will also be exposed to the values of the profession of social work through your classes and through interaction with other students. Value orientation is an important part of your education and professional development.

We Welcome You Aboard! Join us for a very rewarding learning experience.

**Administration & Faculty**

**School of Social Work**

**THE SCHOOL OF SOCIAL WORK**

**A. History**

Southern University at New Orleans (SUNO) is a state supported commuter college established in 1959 as a branch of the Southern University System. SUNO is referred to as a historically Black institution (HBCU) that has a majority African American enrollment. Southern University at New Orleans is committed to serving all segments of the community and seeks to open a door to broader economic opportunities and other benefits that ensue.

The undergraduate social work program began in 1965 as a minor sequence within the Sociology Department. A social welfare department was created in 1972 to administer the newly established BSW program. The BSW program has been accredited since 1974. The outstanding reputation, demonstrated competence, and accredited status of the SUNO BSW program were influencing factors in the decision to develop the SUNO MSW program.

In 1974, the United States, through its attorney general, filed a suit alleging that Louisiana, among nine southern states, established and maintained a racially dual system of public higher education in violation of the Fourteenth Amendment and Title VI of the Civil Rights Act of 1954. It was further alleged that "the defendant had failed to develop and implement detailed plans which promised to realistically and promptly eliminate all vestiges of a dual system of higher education existing within the State of Louisiana. The suit was formally settled in 1981 with the signing of the Consent Decree by a three-judge panel of the United States District Court for the Eastern District of Louisiana. Under the Consent Decree, Southern University at New Orleans, as a part of the Southern University System, was to develop a master of social work program.

In July 1982, a School of Social Work was established by the Southern University Board of Supervisors to house the existing undergraduate and proposed graduate program, and the Dean of the School was appointed. The MSW program began in the Fall of 1983 with an enrollment of 24 students. In compliance with the intent of the Consent Decree to increase "other race" enrollment on each of the public university campuses, it was intended that the student body of the MSW program would be racially mixed.

The graduate social work program at SUNO is responsive to social service personnel needs in the public sector for BSW generalists and MSW social workers in specialized areas such as children, youth, family's services, health/mental health, and middle management positions. With the shift of responsibility for meeting social service needs from the federal to state and local

government, it is anticipated that graduates of this program will be able to avail themselves of expanded work opportunities within the state and municipal systems.

## **B. Educational Philosophy**

The Southern University at New Orleans (SUNO) School of Social Work is committed to a view of social work practice which is holistic and transcending in its approach. Emphasis is placed on the strengths and growth potential of people, individually and collectively. Drawing on this view, the School provides learning experiences which direct students to: 1) explore contemporary problems; 2) acquire knowledge and skills essential to restoring or improving social functioning; and 3) effect constructive social change.

Further, the School of Social Work is committed to advocacy, empowerment, and transformation, as both themes and methods, which promote the processes of social change and social and economic justice. Emphasis is placed individually and collectively upon the strengths and growth potential of people. The educational goals of the School of Social Work support the University's mission and goals.

Central to the School's view of social practice is the concept of "empowerment." Dr. Barbara Solomon refers to "empowerment" as a process and goal in social workers practice. It is defined in her book, Black Empowerment "as a process whereby the social worker engages in a set of activities with the client and client system that aim to reduce the powerlessness that has been created by negative valuations based on membership in a stigmatized group."

Advocacy activities are directed towards the realignment of power to effect change and achieve freedom from oppression--whatever the nature or source of that oppression. The School stresses that individuals and groups must be assisted to change the structure of systems and organizations that adversely affect their lives and inhibit their ability to achieve liberation. It is through the processes of empowerment and advocacy that transformation is achieved.

We have determined that we must go beyond the limits of our current realities in foresight and planning. It is the intention of this School to educate social activists to be social workers prepared to create a better future. We must educate people to be social activists, i.e., persons who "know and act" in contrast to being "acted upon."

### C. **MISSION and GOALS**

The mission of SUNO-SSW is to prepare competent and effective social workers committed to address strengths and challenges of a diverse client population in a changing and evolving global community. Quality educational experiences, undergirded by the Schools themes of advocacy, empowerment and transformation, prepare baccalaureate students for agency based generalist practice and master students for agency based advanced social work practice. Such practice is further guided by the School's dedication to critical practice knowledge and skills and the essential values of the profession: service, social and economic justice, the dignity and worth of the individual, and the importance of human relationships.

#### **Teaching**

1. To use learning approaches that prepare students to integrate the values, ethics, knowledge, and skill base of the social work profession with systems of all sizes and with respect for all people aimed toward social change and promotion of social and economic justice.
2. To anchor social work knowledge in our program's themes of advocacy, empowerment and transformation.

#### **Service**

1. To provide leadership to the university, the community, and the profession.
2. To serve the local, national and international areas by preparing students to fill the dynamic social welfare resource needs for generalist and advanced practitioners.
3. To foster the commitment of students and faculty to active involvement in improving the quality of life in the community in which they live.

#### **Scholarship**

1. To effectively assist the process of professional development among faculty and students.
2. To contribute to the knowledge base of the strengths of diverse client populations.



**COMPETENCIES: Upon completion, students will be able to:**

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

This mission embraces the mission and goals of Southern University at New Orleans, a historically Black university, which is to provide an environment conducive to learning and growth by preparing the student to demonstrate interest in and commitment to resolving civic and social community issues and problems. Such practice is guided by: the commitment of the School of Social Work toward the elimination of all forms of human oppression; and the mobilization for change (at the individual, group, family, organization, and community levels) for the equitable distribution of social resources and opportunities.

Social work education at both MSW and BSW levels is built upon a liberal arts perspective and includes the professional foundation. The BSW program has a generalist focus, whereas the MSW program requires that students select one concentration. In the master's program, the content relating to the professional foundation is directed toward preparing the student for

advanced practice. Students who graduate from the MSW program learn advanced analytic skills and practice in selected areas of mode of intervention and in selected practice concentrations. Additionally, graduates are grounded in skills sufficient for self-critical, accountable, and ultimately autonomous practice.

### **III. STUDENT ADVISEMENT**

All full-time faculty of the School of Social Work are required to participate in student advisement. The staff under direction of Dean has the responsibility for establishing and maintaining the advisory system. Advisors are automatically assigned advisees based on the alphabet of the student's last name. Students can change advisors. They notify the administrative staff of their new advisor. Advisors are responsible for acquainting the students with the requirements for graduation from the SUNO School of Social Work.

University policy requires all full-time faculty to maintain ten office hours each week as part of their faculty workload. These hours are available for advisement and consultation with students. Students enrolled in the part-time programs will be assured the same advisement opportunity as all other students. Faculty advisors are required to maintain an evening office schedule as well as a sufficient degree of flexibility to assure advisement accessibility.

#### **A. Responsibilities of Faculty Advisors**

Faculty advisors have the responsibility for (1) assisting the student to define and develop realistic educational goals; (2) identifying special needs; (3) planning an educational program of required and elective course selection consistent with the student's selected concentration; (4) determining, with the students, their individual aptitude and motivation to pursue a career in social work; (5) monitoring student academic progress toward educational/career goals at mid-semester and at the end of each semester; and (6) discussing linkages between academic preparation and professional social work practice.

Advisors may refer students to other social work faculty or other faculty at SUNO for supplementary advising. This may include chairpersons of the specializations, the director of field instruction, or others.

**B. Duties of Faculty Advisors**

Faculty advisors should meet with students (1) during pre-registration/registration; (2) prior to any change in class; (3) prior to a change in the elected specialization; (4) prior to a change in chosen curriculum plan; and (5) following any report or notification, by the Academic Progress and Retention Committee, of unsatisfactory class/field performance or class attendance.

Advisors schedule at least one individual conference with all advisees each semester and one group conference with all advisees once an academic year. Faculty gives mature professional advice and respect confidential personal information which may come to their attention as advisors. If during advisement, it appears that personal counseling is needed, the faculty advisor may discuss with the student appropriate counseling resources.

**Faculty advisors are not held responsible for any action taken by the student contrary to the recommendation of the advisor.**

**IV. Curriculum Structure**

SUNO's School of Social Work's curriculum is a structured curriculum. This means that social work courses are already identified for each program, BSW or MSW. Not following the respective curriculum plans may result in not graduating on time. The courses in the curriculum plan are sequentially arranged. Students must successfully complete Part one before enrolling in Part two of a course. Students cannot enroll in Part 2 if they failed Part 1 of a course, with the exception of a Field Course. Students cannot re-take an earned grade of "F" in a field course. This sequencing also means that most courses with the exception of SOWK 100 & SOWK 241 are offered only in designated semesters. Please refer to BSW program-Curriculum and/or Master Social Work-Grading System in this Handbook for further discussion on curriculum requirements.

**The School of Social Work has the right to change curriculum based on approval of faculty and approved requirements of the University and/or LA Board of Regents.**

**V. ACADEMIC PROGRESS**

Final semester grades of all students are reviewed by the Academic Progress and Retention Committee. The appropriate faculty advisor is notified when a BSW student receives an "I", C, or F grade in class or field practicum. The appropriate faculty advisor is notified when the BSW student receives an I, C, D or F in social work courses. A letter is sent to the student indicating the grades of concern. This letter is copied to the faculty advisor. The faculty advisor meets with the student in developing an educational plan to support the student's successful matriculation.

Students experiencing academic difficulty, problems related to the field practicum, or personal problems may be referred in writing by the faculty advisor to the Academic Progress and Retention Committee. The written referral delineates the specific problem, concern, and proposes a resolution. The Dean of the School of Social Work is responsible for final action. Copies of the approved plan are given to the student and faculty advisor and another copy is placed in the student's file. Students who disagree with the recommended educational plan have a right to grieve according to the School's grievance policy and procedures.

#### **VI. CRITERIA AND PROCEDURES FOR ACADEMIC TERMINATION**

- A. Transcripts are reviewed by Academic Affairs and Retention Committee
- B. Students are notified if they are on probation (BSW less than 2.0; MSW less than 3.0)
- C. Students must meet requirements to remove themselves from being on probation (one semester for BSW students; one semester for Full Time MSW students; two semesters for Part Time MSW students)
- D. If students do not meet the criteria to remove themselves from being on probation, students are terminated from the program

#### **VI. CRITERIA AND PROCEDURES FOR NON-ACADEMIC TERMINATION**

Students are bound by the NASW Code of Ethics as well as the SUNO Code of Conduct.

Failure to comply with these two codes of conduct may justify sanctions against the student, including, but not limited to, expulsion and or suspension. The definition of the sanctions are: Disciplinary Expulsion - the student is prohibited from ever attending the Social Work program and Disciplinary Suspension - the student is prohibited from attending the Social Work program for the duration of the sanction. This sanction shall not exceed a period of more than one academic year (including summer) following the effective date of suspension. The student must petition for re-enrollment.

The following behaviors result in dismissal from the program with sanctions of disciplinary suspension or disciplinary expulsion.

**Violation of the NASW Code of Ethics**

**Professional misrepresentation**

**Violent behavior and/or threats**

**Exploitation of relationships with clients for personal advantage**

**Unmanageable mental health issues**

**Cheating**

**Plagiarism** - The statement on plagiarism in the School of Social Work includes but is not limited to:

- A. Submitting a written assignment prepared for one class as original work for any other class without prior knowledge and permission of the instructor.
- B. Representing interactions of clients in written case materials that did not in fact happen or presenting any untrue statements in such materials.
- C. Submission of a written assignment that reflects either in whole or parts the thoughts or written expressions of someone other than the student. This includes verbatim writings from a textbook, journal, other published or unpublished work from an author and failure to give credit by an appropriate citation that accompanies the statement. This statement also applies to paraphrasing or summarizing the work of another author without giving credit to the source.

Students are given a statement to sign which attests to their knowledge of

plagiarism. Workshops are given by the library on plagiarism. Faculty utilizes this resource to educate students to this topic.

Through regular advisement, faculty advisors/classroom faculty/field faculty determines student aptitude, motivation and commitment as well as the student's physical and emotional ability to pursue a career in social work.

**A.** If a faculty member feels that a student lacks appropriate commitment and motivation or does not possess the physical and emotional stamina demanded by the profession, it is discussed with the student regarding his/her ability to pursue a professional social work career.

**B.** Students who repeatedly display behaviors that adversely affect class or field performance are counseled by the advisor or field director who also assesses the student's commitment to the values and ethics of the profession.

**C.** Students who cannot accept these values are counseled in an attempt to encourage them to voluntarily withdraw from the social work program.

**D.** If the faculty member is unable to assist the student resolve the conflict, a meeting is held with the student and the Academic Progress and Retention Committee for a formal resolution.

**E.** The student is provided a written statement outlining the reasons he/she is being considered for dismissal with a copy of the statement provided to the Committee. A recommendation from the Committee is given to the Dean.

**F.** The Dean writes a letter to the student and the Graduate Studies Dean for MSW students and the Vice-Chancellor of Academic Affairs for BSW students stating the recommended sanction and the reason for the sanction.

Students have the right to appeal their cases following the grievance procedures of the School of Social Work and the grievance procedures of the University. The Faculty's responsibility when reporting the above violations and when recommending appropriate sanctions include meeting with the student to discuss the violation and the possible sanctions; communicating in writing to the student identifying such violations and the related sanctions and reporting (in writing) the violations and the recommended sanction to the Dean or appropriate school authority.

## **VII. Grievance Procedures for Students**

### **A. Grievance Guidelines**

Students have the right to grieve according to the following guidelines.

1. When a student feels that his/her educational concerns have not been resolved through the advising process or conference with Instructor.
2. When a student identified what is believed by the student to be evidence of unwarranted biases, punishment, arbitrariness, capriciousness or incompetence on the part of a faculty member in any academic transaction when the perceived unfair treatment has not been resolved to the student's satisfaction through the conference with the Instructor.
3. When the student identifies what is believed by the student to be unwarranted acts or expressions of personal biases on the part of the faculty not necessarily related to educational concerns.
4. When the student feels that sanctions levied against him/her by faculty, staff or administration in the School of Social Work were not justified.

### **B. Steps in the Grievance Procedure are:**

1. Direct discussion with the faculty member, staff or administrator who is the subject of the aggrieved action or statement.
2. Discussion of aggrieved action or statement with the assigned advisor.
3. Complete and submit the School of Social Work grievance form to the School of Social Work Dean stating the details of the aggrieved action or statement.
4. Should the School of Social Work Dean determine that the written grievance falls within the guidelines cited above, the following procedure shall occur

### **C. The Grievance Procedures**

1. If the complaint falls within the areas defined as a grievance issue, the School of Social Work Dean shall refer the written grievance to the School of Social Work's Grievance Committee within five school days (Monday through Friday) of the Dean's receipt of such complaint.

2. The School of Social Work Grievance Committee then arranges a date for a meeting with the student to hear the complaint. A written notice of the date, time and place of the meeting shall be sent to the student and the subject of the complaint. The student may have others appear at the meeting in his or her behalf (e.g., SOS Officers, peers, or faculty).
3. If the student fails to appear at the scheduled meeting, the complaint is dismissed.
4. Otherwise, at the conclusion of the hearing, the Committee shall discuss and review evidence presented and submits a written report of its finding to the Dean.
5. The Dean shall then inform the student, in writing, of the Committee's findings in response to the complaint.
6. The student may appeal to the Vice Chancellor of Student Affairs and/or Vice Chancellor of Academic Affairs of Southern University at New Orleans.

**D. Time Table for Grievance Process:**

1. Should the School of Social Work Dean determine that the written grievance submitted by the student does not fall within any of the instances cited above, within five work days a letter is sent to the student stating this finding.
2. The School of Social Work Grievance Committee shall meet within seven school days (Monday through Friday) after the Dean has notified the student that his or her complaint is considered a grievance.
3. Upon receipt of a written statement from the Grievance Committee, the Dean shall notify the student in writing, within five school days (Monday through Friday) of the results of the Dean's review of the proceedings.
4. Students are encouraged to submit written grievances immediately after the incident. However, a student must submit the written grievance to the School of Social Work Dean by the end of the next semester following the semester in which the alleged act giving rise to the grievance occurred.

**E. Composition of the School's Grievance Committee**

The School of Social Work Grievance Committee will have seven members. The Grievance committee shall consist of: five full-time faculty members and one graduate and



one undergraduate student. The chair does not vote.

## **VIII. THE BACCALAUREATE SOCIAL WORK PROGRAM**

The baccalaureate social work (BSW) program established social work on the Southern University at New Orleans campus. During its rich history, the BSW program has awarded an estimated 1200 baccalaureate social work degrees. Graduates have served in a variety of positions at the city and state levels. With the establishment of the graduate social work program, some BSW alumni return to continue their professional education.

### **A. Entry to the Baccalaureate Social Work Program**

Southern University at New Orleans is a closed admissions university. Students must meet certain admission criteria to be admitted. Once admitted, the students declare their major.

1. Students enter the Pre BSW Program upon enrollment to the University when they declare Social Work as their major.
2. The first official course that denotes that a student is a social work major is SOWK 211 - Social Welfare Policy. During enrollment in SOWK 211, the formal entrance process is implemented. The procedures are as follows:
  - A. On enrollment in SOWK 211, all BSW majors are given a Professional Social Work admission packet that contains an application, personal interest statement instructions, demographic student survey, reference forms and a copy of the NASW Code of Ethics.
  - B. Each student is interviewed by a faculty member from the School of Social Work to facilitate clarification, to assess the student's readiness for social work education and to assess the student's academic readiness and the student's understanding of the Code of Ethics.
  - C. Students are notified if they have been accepted.
  - D. A special Seminar for Majors is provided for students accepted as Professional Social Work Majors.

### **B. The Curriculum Plan**

The Curriculum Plan shows that the majority of social work courses are offered in the

junior and senior years of matriculation. It is suggested that students meet regularly with their advisors in order to follow the plan closely for completing university requirements (especially the liberal arts) prior to enrolling in social work courses 211 and above. It is also important that students attempt to complete science and the foreign language requirements before the spring semester of the junior year. These courses usually pose time conflicts for social work majors, particularly for students attending in the evening.

**The School of Social Work has the right to change curriculum based on approval of faculty and approved requirements of the University and/or LA Board of Regents.**

**C. Grading System**

The Baccalaureate program follows the University letter system of grading which is:

- A = Exceptional
- B = Distinctly above average
- C = Average quality
- D = Barely Passing
- F = Failure
- W = Withdrew
  
- P = Used to indicate satisfactory completion of courses  
 graded on the pass-fail basis
  
- I = Incomplete may be given at the instructor's discretion but only when 1) a student is passing a particular course; and 2) because of circumstances beyond the student's control
  
- FX = Student has not attended class (FX is calculated as an F in the GPA)

BSW majors are required to earn "C" grades or better in all English and Social Work courses. Credit for any course in which a student has received a grade of "F" can be obtained only by repeating the course and earning a passing grade. Students must maintain an overall CGPA of 2.0 and a CGPAs 2.5 in social work courses.

**D. Student Conduct**

BSW social work majors are expected to adhere to the policies, rules, regulations, rights, responsibilities, sanctions, disciplinary, judicial, and appellate procedures established in this handbook. Policies, penalties, and sanctions have been established to protect the rights and interests of all University students and to adhere to the philosophy of due process.

A student admitted to Southern University accepts the responsibility to conform to all regulations that the University may require. Any student who fails to meet this obligation shall be subject to disciplinary sanction as may be provided for, including, but not limited to expulsion, suspension, probation, warning, or the imposition of reasonable fines. (Refer to SUNO Student handbook)

BSW majors are also expected to adhere to professional social work ethics established by the National Association of Social Workers (NASW) in all matters pertaining to practice. Copies of the NASW Code of Ethics are provided to all undergraduates in their first social work course (Introduction to Social Welfare) and in the Seminar for Majors.

BSW students can be dismissed from the Social Work program for academic failure and for non academic failure. Students with CGPA(s) below 2.0 can be suspended from the University and students can be terminated from the School of Social Work if they participate in the following behaviors: **Violation of the NASW Code of Ethics; Professional misrepresentation; Violent behavior and/or threats; Exploitation of relationships with clients for personal advantage; Unmanageable mental health issues; Cheating; Plagiarism (Refer to V. Criteria for academic termination and VI. Procedure for non academic termination in this handbook)**

## **IX. MASTER OF SOCIAL WORK PROGRAM**

### **A. Plans of study**

The graduate program offers three basic plans of study: advanced standing, full time, part time. School of Social Work does not grant academic credit for life or work experiences in lieu of Social Work courses or field content.

### **Advanced Standing**

Applicants seeking advanced standing status must have received a Bachelor of Social Work

Degree within the last six years prior to the completion of the application packet. This degree must be from a university/college with an undergraduate social work program that is accredited by the Council on Social Work Education.

Applicants considered for this course of study, in addition to meeting the general requirements for admission, must have achieved a minimum GPA of 3.0 ("B") and cannot have earned any "C" grades in core social work courses.. The advanced standing curriculum is structured so as to allow students to complete their course work and field practicum requirements in three semesters of study. Students may begin in the Spring or Summer.

### **Full-Time**

The full time plan of study can be completed in two years. It consists of a planned, structured curriculum over four semesters, beginning in the fall of an academic year. Students enrolling in this plan must register for a minimum of sixteen (16) credit hours of course work and sixteen to twenty-four (16-24) hours of field practicum.

### **Part-Time**

Students accepted into this course of study are required to follow a curriculum which offers a minimum of six to nine (6-9) credit hours during the first semester. The field practicum includes a minimum of ten hours (10) per week which starts the summer of the first year. During the final thirty hours of study, the students must increase their course and field practicum hours to meet full-time status. Part time plan is a 6 semester plus 2 summer sessions. Students must complete Part time Program in 4 years.

### **Transfer Students**

Applicants transferring from other universities must meet the general requirements for admission. Students with prior graduate education in the field of social work from an accredited program are allowed to request a transfer of credits, not to exceed twelve course hours. All students must earn a minimum of thirty (30) hours of course credit in the SUNO graduate program in order for the University to grant them a master of social work degree. Courses requested for transfer must have been taken within five (5) years prior to the application for enrollment. Only

courses with an earned grade of "B" or better will be considered.

**B. Curriculum**

Social Work education at the master level is built on a solid liberal arts base (see MSW applicant form in the Appendix). It includes professional foundation, and an advanced practice specialization. In the master's program, the content relating to the professional foundation is directed toward preparing the student for advanced specializations. The courses in the curriculum plan are sequentially arranged. This means that there are courses which must be completed before enrolling in a particular course. This sequencing also means that most courses are offered only in designated semesters. Refer to Section IV in the Handbook.

**C. Admissions Criteria**

1. An earned bachelor's degree from an accredited college or university. The degree must be awarded prior to semester of enrollment.
2. Nine (9) hours of liberal arts courses: Introduction to Psychology, Introduction to Sociology and an Introduction to Biology or General Biology. All core course prerequisites must be completed with a "C" Grade or better.
3. An overall undergraduate Grade Point Average of 2.5 on a 4.0 scale.
4. Evidence of writing skills comparable with a graduate level student- Personal Interest Statement 1) Significant Relationships: 2) Cultural, racial/ethnic, religious or other characteristics of diversity that is different from your own: 3) Personal Strengths; 4) Professional Readiness: 5) Professional Goals: 6) Ethical Considerations:
5. Written evidence of a congruent commitment to the social work profession's values and ethics and themes of the School of Social Work.

**D. Grading System**

The following system of grading is employed at the graduate level:

- A = Excellent
- B = Satisfactory
- C = Minimal Passing
- F = Failing
- I = Incomplete
- W = Withdrawal

FX = Student never attended class (calculated as a F)  
 P = Satisfactory completion of courses graded on the pass-fail basis

In addition:

1. A grade of "C" indicates a minimum passing quality of achievement in a graduate course (see policy on Academic Probation). A grade of "F" indicates failing and unacceptable work that carries no graduate credit.
2. Students must receive a grade of "B" or better in all field courses. Students may not move to an advanced field level prior to completing all prerequisite field courses with a grade of "B" or better. An earned grade of "F" in field course can be grounds for dismissal from the program.
3. Student cannot enroll in Part II if received an F in part I.
4. A student cannot graduate with more than two "C's" as final grades in course work.
5. A student may repeat only one grade of "F" over the entire graduate enrollment period.
6. Students must achieve at least an overall GPA of 3.0 in order to matriculate from first to second year and to graduate from the program.
7. All first year courses must be completed before progressing to second-year status.

**E. Academic Probation**

A graduate student with regular or part-time, status will be placed on probation if:

1. The student's entering undergraduate cumulative grade point average is below 2.5.
2. The student's cumulative grade point average falls below 3.0 at any point in MSW Program.

A student who receives a grade of "F" in a course must repeat the course. A student is allowed to receive and repeat only one "F" grade within his/her entire course of study for the MSW degree. The higher grade will be counted toward graduation. A student cannot

graduate with an "F" grade that has not been retaken on his/her transcript.

After admission, removal of academic probation occurs if the cumulative GPA is brought to 3.0 in the semester following placement on probation for full time students and two semesters for part time students. Students who do not fulfill probationary conditions will be recommended to the Dean for dismissal from the graduate program.

## **F**     **Academic Dismissal**

Refer to VI, VII in the handbook for information on this topic. At the end of each semester (summer included), the social work grades of all MSW students are reviewed by the SSW Academic Progress/Retention committee. MSW students who receive I, C, F in social work courses and CGPA is below 3.0 are sent a letter with that information and requesting them to meet with their advisor. **Approved at Faculty Meeting 1/30/09**

MSW students can only be placed on academic probation one time. They must meet the requirements to remove themselves from probation status. They can be suspended or expelled when they are placed on probation a second time. MSW students with cumulative GPA less than 2.0 can be expelled from the program. MSW students with 2 F(s) can be expelled from the program. The Academic Progress and Retention committee submits this information with its recommendation to the Dean. The Dean makes the final decision and submits this to the Graduate Dean. **Approved at Faculty Meeting 1/30/09**

## **G.**     **READMISSION**

1. Students who voluntarily withdraw from the graduate program in good standing (not on probation) and return no later than the following year to resume their study may re-enter under the same curriculum policy in force when they originally entered.
2. Students in good standing, who return more than one year later, must apply for readmission by submitting a new MSW application to Graduate Studies and a letter indicating interest in returning. The students are held to curriculum policies in force at the time of the latest application.
3. Students who voluntarily withdraw in good standing and seek re-admission following five

- (5) years of absence can be required to repeat previous coursework.
4. Students who voluntarily withdraw from the program not in good standing cannot return to the program.
  5. Students who are expelled from the program cannot return to the program.

## **X. STUDENT OPPORTUNITIES**

### **A. Student Organization**

There are two Students of Social Work (SOS) is the student organization of the School of Social Work. The membership of one is for BSW students and the other is for MSW students. .. Each organization, graduate and undergraduate, meets independently and is governed by the SOS Constitution (See Appendix). Decisions regarding overall organization are facilitated by an executive committee comprised of officers from the graduate and undergraduate chapters. One faculty sponsor coordinates activities of both organizations. Students are encouraged to become involved with the student organization and/or with the Student Government Association of SUNO. Students are encouraged to contact SOS officers and/or representatives as one of the informal grievance channels or for information/support.

Other organizations include Xi Phi chapter of Phi Alpha Honor Society, and Men of Social Work. School of Social Work faculty members serve as faculty advisors to each organization. The Xi Phi Chapter of Phi Alpha National Social Work Honor Society offers students who meet academic eligibility criteria an opportunity for membership in an organization recognizing their outstanding academic achievements in the School of Social Work. The Men of Social Work Association's mission places a special emphasis on community outreach to at-risk youth. The organizations are governed by constitutions and facilitated by officers elected from the general student body (see Appendix).

### **B. Student Participation in the Faculty Evaluation Process**

Students participate directly in the faculty evaluation process through a student evaluation of faculty teaching effectiveness. This evaluation is completed by the students at the end of each school semester. Students evaluate both classroom teaching and field instruction.



**C. Student Participation on School Committees**

At the beginning of each school year students are requested to select representatives to serve on School committees. The designated students are expected to attend and contribute ideas and suggestions from the student body on the issues discussed in these committees as well as bring information back to the student body. Students are represented on the following committees: Children, Youth and Families, Health/Mental Health, Curriculum Committee, BSW Program Committee, Academic Progress and Retention Committee, Direct Services, APO, Field, Research, Policy, HBSE, Admissions, Recruitment, Public Relations and other ADHOC Committees.

**D. Student Financial Assistance**

Based on federal grants, stipends in the two fields of practice areas may be available for both graduate and undergraduate students. When available, students must be enrolled on a full-time bases (12 hours undergraduate, 9 hours graduate). There may be paid field placements for part time students. Financial need and academic standing are two of the criteria considered in awarding all financial assistance. The Financial Aid Office at SUNO also provides assistance to graduate and undergraduate students, such as college work study and Guaranteed Student Loans (awarded through your designated bank). A student's field placement may serve as work study site. Inquiries regarding availability of assistance and application procedures should be made directly to SUNO-Financial Aid Office Building 23, phone 286-5263.

**E. Support Services**

Several campus support facilities are available to all social work majors. These include:

1. Writing Assistance (Writing Lab)
2. Computer Laboratories
3. Student Development Center
4. Library

# APPENDIX

BSW Curriculum  
 BSW Professional Application packet  
 BSW SOS By-Laws  
 CSWE Educational Policy and Accreditation Standards  
 Grievance Form  
 Independent Study Form  
 "I" Grade Request Form  
 Men of Social Work Association By-Laws  
 MSW Application  
 MSW Curriculum  
 MSW SOS By-Laws  
 NASW Code of Ethic  
 Xi Phi chapter of Phi Beta Honor Society By-Laws  
 Academic Progress and Retention letter to BSW students  
 Academic Progress and Retention letter to MSW students  
 Academic Dishonest Statement  
 EEO Guidelines

Revised 2/2010

**SOUTHERN UNIVERSITY AT NEW ORLEANS**  
**BACHELOR OF SOCIAL WORK DEGREE**

**Effective Fall, 2011**  
**Graduation Requirements for 2012**

**CURRICULUM GUIDELINE**

<b>FALL</b>	<b>FIRST YEAR</b>			<b>SPRING</b>	
ENGLISH	111	3	ENGLISH	112	3
MATHEMATICS (COLLEGE ALGEBRA)	151	3	MATHEMATICS (ELEMENTARY STATISTICS)	250	3
INTRODUCTION to BIOLOGY	105	3	BIOLOGY	106	3
ART or MUSIC	01	3	BIOLOGY LAB	106L	1
			HISTORY of CIVILIZATION SINCE 1500	104	3
FRESHMAN ASSEMBLY	111A	0	COMPUTER INFORMATION SYSTEMS or	164	3
COLLEGE SURVIVAL SKILLS	111	1	COMPUTER LITERACY EXAM		0

SEMINAR FOR MAJORS	200	0	SEMINAR FOR MAJORS	200	0
<b>TOTAL 13 HRS</b>			<b>TOTAL 16 HRS</b>		
<b>SECOND YEAR</b>					
SEMINAR FOR MAJORS	200	0	SEMINAR FOR MAJORS	200	0
INTRODUCTION to SOCIAL WELFARE	100	3	SOCIAL WORK RETREAT	NA	0
GENERAL PSYCHOLOGY	210	3	ECONOMICS	200 or 211	4
AMERICAN GOVERNMENT	110	3	AMERICAN HISTORY	220	3
SOCIOLOGY	210	3	CHEMISTRY or PHYSICAL SCIENCE or PHYSICS	101 103	3
PROFESSIONAL and TECHNICAL WRITING	260	3	COMMUNICATIONS	210	3
COMMUNITY SERVICE (60 HOURS) Contact Austin Badon's Office		0	ELEMENTARY SPANISH or AMERICAN SIGN LANGUAGE	101	3
<b>TOTAL 15 HRS</b>			<b>TOTAL 16 HRS</b>		
<b>THIRD YEAR</b>					
SEMINAR FOR MAJORS	200	0	SEMINAR FOR MAJORS	200	0
SOCIAL WELFARE POLICY and SERVICE I	211	3	SOCIAL WELFARE POLICY and SERVICE II	311	3
HUMAN BEHAVIOR and SOCIAL ENVIRONMENT I	341	3	DIVERSITY	?	3
DIRECT SERVICE I	350	3	DIRECT SERVICE II	351	3
RESEARCH and STATISTICS I	431	3	RESEARCH and STATISTICS II	432	3
COMMUNICATIONS SKILLS for SOCIAL WORKERS	241	3	HUMANITIES	311 OR 315	3
<b>TOTAL 15 HRS</b>			<b>TOTAL 15 HRS</b>		
<b>FOURTH YEAR</b>					
SEMINAR FOR MAJORS	200	0	SEMINAR FOR MAJORS	200	0
HUMAN BEHAVIOR and SOCIAL ENVIRONMENT III	343	3	PSYCHOLOGY or SOCIOLOGY ELECTIVE	--	3
SOCIAL WORK PRACTICE with ORGANIZATIONS & COMMUNITIES (APO I)	352	3	FIELD INSTRUCTION II	482H	4
FIELD INSTRUCTION I	481	4	FIELD SEMINAR II	4820	0
FIELD SEMINAR I	4810	0	SOCIAL WORK ELECTIVE	-	3
SOCIAL WORK ELECTIVE	--	3	SENIOR SEMINAR	492S	1
NON-SOCIAL WORK ELECTIVE	--	3	NON-SOCIAL WORK ELECTIVES	--	3
<b>TOTAL 16 HRS</b>			<b>TOTAL 14 HRS</b>		
<b>GRAND TOTAL 120 HOURS</b>			<b>REV.02/11</b>		
<b>****ONLY FOUR (4) SEMINAR FOR MAJORS NEEDED****</b>					

**SOUTHERN UNIVERSITY AT NEW ORLEANS**  
**SCHOOL OF SOCIAL WORK**  
 6801 Press Drive #33  
 New Orleans, LA 70126  
 (504) 286.5376

*Themes: Advocacy, Empowerment and Transformation*

Dear Prospective Professional BSW Student,

Now that you have completed the University required general education courses, and you are now ready to

continue your matriculation through the School of Work BSW Professional Program, please complete the attached application along with two references, your transcript, and a one page typed personal interest statement.

We have a very exciting program that will teach you how to work with individuals, families, groups, organizations, and communities within five social work units: policy, social work methods, and human behavior in the social environment, research, and field instruction. We also have outstanding internship opportunities in the Greater New Orleans area and beyond (within a one hundred mile radius) of the area. Internship sites include such settings as child and family services agencies, schools, mental health centers, hospitals, etc. Our director of field works very hard to match students to setting compatible with their interests. Classes are offered in the day, evenings, and some online.

Our faculty represents a variety of experiences, certifications, and training and are published, specializing in areas such as child welfare, policy, and health issues.

The application packet must be submitted to the BSW Program Director and will be reviewed by the BSW Admission Committee. **Deadline for submission is Fall semester before enrolling in SOWK 432, SOWK 311 and SOWK 351.**

You will be notified in writing of the committee's decision. Any student not admitted is encouraged to meet with their advisor to discuss options that might include:

1. Re-submission of an application with an explanation that clarifies the areas questioned during the admission process;
2. Selection of an alternative course of study consistent with a student's career goals; or
3. Development of strategies for improving the cumulative GPA or other unmet criteria.

Feb. '11

**SOUTHERN UNIVERSITY AT NEW ORLEANS**  
**School of Social Work**  
**Professional BSW Program Application**

**To complete the application process, students must meet the following requirements:**

1. Complete the Professional BSW Program Application form.
2. Submit a transcript from most recent institution. Cumulative GPA of 2.0 or higher required.
3. Provide a one page typed personal interest statement identifying the following:
  - a) Describing why you want to pursue a degree in social work.
  - b) What has happened in your life that has encouraged you to become a social worker?
  - c) How can you use the School of Social Work Themes, Advocacy, Empowerment, and Transformation to address teen crime in any city?
4. Provide one academic reference and one personal reference.
5. Participate in an interview with the BSW Admission Committee members.



and disclaim all my rights to have access to the Reference Statement described in this form.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

**For Evaluator Use Only:** Please complete and return to the above named applicant in a sealed envelope with your signature on the flap. Your candid assessment of the applicant will greatly assist the Admissions Committee. We encourage you to make comments which express, clarify and reinforce your opinions regarding the applicant's strengths as they relate to the profession of social work. Thank you for your assistance with this process.

In what capacity do you know this applicant?  Employee  Student  Volunteer  Other-  
specify \_\_\_\_\_ . How long have you known applicant \_\_\_\_\_.

**Using the chart below, please rate the applicant relative to other employees or students whom you have known.**

	Above Excellent	Average	Below Average	No Basis For Average	Judgment
Academic Performance	_____	_____	_____	_____	_____
Intellectual potential	_____	_____	_____	_____	_____
Ability to work with others	_____	_____	_____	_____	_____
Emotional stability	_____	_____	_____	_____	_____
Tolerance of Individual differences	_____	_____	_____	_____	_____
Responsibility	_____	_____	_____	_____	_____
Oral Communication Skills	_____	_____	_____	_____	_____
Written Communication Skills	_____	_____	_____	_____	_____
Motivation for study in social work	_____	_____	_____	_____	_____
Leadership skills	_____	_____	_____	_____	_____
Independence and initiative	_____	_____	_____	_____	_____

\*\*\*\*\*

**Please indicate overall recommendation:**  Highly recommend without reservation for admission

Recommend  Recommend with reservation  No, I do not recommend

Name of Evaluator (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

Feb. '11

**MSW Curriculum**

**New curriculum for students entering Spring 2011( PT) , Fall 2011(FT,PT) & following admits**

**FULL-TIME PLAN**

*students enter fall only*

**FALL**

SOWK 601 (HBSE I)	3 hrs
SOWK 501 (Policy I)	3 hrs
SOWK 604 (Direct Service I)	3 hrs
SOWK 603 (APO I)	3 hrs
SOWK 606B (Field Practicum I)	4 hrs
SOWK 6060 (Field Seminar I)	0 hrs
	16 cr hrs

**YEAR ONE**

**SPRING**

SOWK 602 (HBSE 2)	3 hrs
SOWK 605 Research	3 hrs
SOWK 610 Direct Service 2	3 hrs
SOWK 620 APO 2	3 hrs
SOWK 607D Field Practicum 2	4 hrs
SOWK 6070 Field Seminar 2	0 hrs
	16 cr hrs

**YEAR TWO**

**CYF Concentration SOWK 731, 735, 737**

SOWK 502 (Policy 2)	3 hrs	SOWK Open Elective	2 hrs
SOWK 700 (Research 2)	2 hrs	SOWK ??? Human Diversity	2 hrs
SOWK 702E (Field Practicum 3)	4 hrs	SOWK 703F Field Practicum 4	6 hrs
SOWK 7020 (Field Seminar 3)	0 hrs	SOWK 7030 Field Seminar 4	0 hrs
SOWK 731 (Practice Issues)	3 hrs	SOWK 712 DS4 or 724 APO 4	2 hrs
SOWK 735 (Empower Practice)	2 hrs	SOWK 737 Empower Practice 2	2 hrs
SOWK 710 DS3 or SOWK 720 APO 3	3 hrs		
	17 cr hrs		14 cr hrs

**H/MH Concentration SOWK 732, 751, 734, 750**

SOWK 502 Policy 2	3 hrs	SOWK Open Elective	2 hrs
SOWK 700 Research 2	2 hrs	SOWK ??? Human Diversity	2 hrs
SOWK 732 (Practice Issues)	3 hrs	SOWK 703F Field Practicum 4	6 hrs
SOWK 751 (Chemical Dependency)	2 hrs	SOWK 7030 Field Seminar 4	0 hrs
SOWK 710 DS3 or SOWK 720 APO 3	3 hrs	SOWK 734 Empow Prac H/MH	2 hrs
SOWK 702E Field Practicum 3	4 hrs	SOWK 750 Empow Prac MH	2 hrs
SOWK 7020 Field Seminar 3	0 hrs		
	17 cr hrs		14 cr hrs

**ADVANCED STANDING PLAN***students enter spring or summer*

effective spring &amp; summer 2012

**YEAR ONE**

<u>SPRING</u>	or	<u>SUMMER</u>
SOWK 620 APO 2		3 hrs
SOWK 610 DS 2		3 hrs
SOWK 605 Research		3 hrs

**YEAR TWO****CYF Concentration SOWK 731, 735, 737**

SOWK 710 DS3 or SOWK 720 APO 3	3 hrs	SOWK??? Open Elective	2 hrs
SOWK 700 (Research 2)	2 hrs	SOWK??? Human Diversity	2 hrs
SOWK 702E (Field Practicum 3)	4 hrs	SOWK 703F Field Practicum 4	6 hrs
SOWK 7020 (Field Seminar 3)	0 hrs	SOWK 7030 Field Seminar 4	0 hrs
SOWK 731 (Practice Issues)	3 hrs	SOWK 712 DS4 or 724 APO 4	2 hrs
SOWK 502 Policy 2	3 hrs	SOWK 737 Empower Practice 2	2 hrs
SOWK 735 (Empower Practice)	2 hrs		
	17 cr hrs		14 cr hrs

**H/MH Concentration SOWK 732, 751, 734, 750**

SOWK 710 DS3 or SOWK 720 APO 3	3 hrs	SOWK??? Open Elective	2 hrs
SOWK 700 Research 2	2 hrs	SOWK ??? Human Diversity	2 hrs
SOWK 732 (Practice Issues)	3 hrs	SOWK 703F Field Practicum 4	6 hrs
SOWK 751 (Chemical Dependency)	2 hrs	SOWK 7030 Field Seminar 4	0 hrs
SOWK 702E Field Practicum 3	4 hrs	SOWK 734 Empow Prac H/MH	2 hrs
SOWK 7020 Field Seminar 3	0 hrs	SOWK 750 Empow Prac MH	2 hrs
SOWK 502 Policy 2	3 hrs		
	17 cr hrs		14 cr hrs

**PART-TIME PLAN**

effective spring 2011 &amp; fall 2011

*students enter fall or spring***YEAR ONE**

<u>FALL</u>		<u>SPRING</u>		<u>SUMMER</u>	
SOWK 601 HBSE 1	3 hrs	SOWK 602 HBSE 2	3 hrs	SOWK 606A Field Prac1A	2 hrs
SOWK 501 Policy 1	3 hrs	SOWK 604 DS 1	3 hrs	SOWK 606N Field Sem 1A	0 hrs
				SOWK 610 DS 2	3 hrs
	6 cr hr		6 cr hr	SOWK7301 Ind Study	1 hrs
					6 cr hr

*students entering spring*

SOWK 601 HBSE 1	3 hrs	SOWK 606A Fld Prac 1A	2 hrs
SOWK 604 DS1	3 hrs	SOWK 606N Fld Sem 1A	0 hrs
SOWK 602 HBSE 2	3 hrs	SOWK 610 DS 2	3 hrs

9 cr hrs      SOWK 501 Policy 1      3 hrs  
8 cr hrs

\*\*\* Student MUST find a faculty member and complete an Independent Study agreement prior to registering for SOWK 7301 or 730\*\*\*

**YEAR TWO**

SOWK 502 Policy 2	3 hrs	SOWK 605 Research 1	3 hrs	SOWK ??? Diversity	2 hrs
SOWK 606B Fld Prac 1B	2 hrs	SOWK 607A Fld Prac 2A	2 hrs	SOWK 607B Fld Prac 2B	2 hrs
SOWK 606N Fld Sem 1B	0 hrs	SOWK 607N Fld Sem 2A	0 hrs	SOWK 607N Fld Sem 2B	0 hrs
SOWK 603 APO 1	3 hrs	SOWK??? Open Elective	2 hrs	SOWK 620 APO 2	3 hrs
	8 cr hrs		7 cr hrs		7 cr hrs

**YEAR THREE**

**CYF Concentration SOWK 731, 735, 737**

SOWK 710 DS3 or SOWK 720 APO 3	3 hrs	SOWK??? Open Elective	2 hrs
SOWK 700 (Research 2)	2 hrs	SOWK 703F Field Practicum 4	6 hrs
SOWK 702E (Field Practicum 3)	4 hrs	SOWK 7030 Field Seminar 4	0 hrs
SOWK 7020 (Field Seminar 3)	0 hrs	SOWK 712 DS4 or 724 APO 4	2 hrs
SOWK 731 (Practice Issues)	3 hrs	SOWK 737 Empower Practice 2	2 hrs
SOWK 735 (Empower Practice)	2 hrs		
	14 cr hrs		12 cr hrs

**H/MH Concentration SOWK 732, 751, 734, 750**

SOWK 710 DS3 or SOWK 720 APO 3	3 hrs	SOWK??? Open Elective	2 hrs
SOWK 700 Research 2	2 hrs	SOWK 703F Field Practicum 4	6 hrs
SOWK 732 (Practice Issues)	3 hrs	SOWK 7030 Field Seminar 4	0 hrs
SOWK 751 (Chemical Dependency)	2 hrs	SOWK 734 Empow Prac H/MH	2 hrs
SOWK 702E Field Practicum 3	4 hrs	SOWK 750 Empow Prac MH	2 hrs
SOWK 7020 Field Seminar 3	0 hrs		
	14 cr hrs		12 cr hrs

**New curriculum for students entering Spring 2011 (PT), Fall 2011 (FT) & following admits**

Total MSW credit hours=63

Total Advanced Standing credit hrs=37

approved  
Fall 2010

**Admission Information and Application Instructions**

**Southern University at New Orleans  
School of Social Work  
Master of Social Work Degree Program  
6801 Press Drive - New Orleans, Louisiana 70126  
(504) 286-5376 – FA X (504) 286-5387**

Dear Applicant:

We welcome your interest in pursuing a degree in the Southern University at New Orleans (SUNO) Master of Social Work Program. The SUNO School of Social Work student body is diverse and is composed of local, regional, international students as well as those from across the United States. For nearly three decades, the School's diverse and highly qualified faculty has



provided a transforming professional social work education to current students and graduates. Our graduates are widely recognized for their commitment to promoting the process of social change and social justice and are located in various professional social work settings throughout the United States. The MSW curriculum is challenging and requires evidence of values, ethics, and a commitment congruent with the social work profession. **The School of Social Work does not grant academic credit for life or work experiences in lieu of Social Work courses or field content.**

### THE M.S.W. CURRICULUM

**The School of Social Work program is NOT an on line program. There are sections of some courses offered on-line.** The School of Social Work is committed to advocacy, empowerment and transformation, as both themes and methods which promote the processes of social change and social justice. The themes impose on the curriculum the responsibility for producing graduates committed to the development and implementation of strategies that are directed towards the achievement of cultural action that is liberating and transforming. It is the intention of the curriculum to educate visionaries and social activists, i.e., persons who know and act in contrast to being acted upon. Because the School of Social Work perceives social action to be an essential function of social work, the curriculum focuses on activities and processes at the institutional level as a means of effecting change.

The School of Social Work offers a 63 semester hours for the M.S.W. degree including field practicum experiences. It begins with a generic curriculum drawing from a broad foundation of social science and behavioral theory, social policy planning, research, and evidence-based methodology which provides the necessary knowledge to meet the fundamental needs of individuals, families, small groups, organizations, and communities. The program is designed to build on this generic base of knowledge, allowing students to develop competency in an area of specialization which gives focus to the broader range of alternatives for intervention. Students are required to complete a sequenced set of foundation courses prior to selecting a specific field of practice and intervention mode. The curriculum provides the student with learning experiences to develop competencies organized around a field of concentration in: (1) Health/Mental Health (H/MH), or (2) Children, Youth and Families (CYF).

### ADMISSIONS

Policies and procedures for MSW Admissions criteria are developed by the Admissions committee and are submitted for approval by the faculty and the Dean. The Chair of the MSW Admissions Committee is responsible for the coordination of the Admissions process ensuring that written policies and procedures are clearly delineated and adhered to accordingly. **The School of Social Work reserves the right to change the content and format of its application and/or admission policies without prior notice.**

### ADMISSION DEADLINES AND CRITERIA

**The School of Social Work has a rolling deadline which ends July 1<sup>st</sup> for the fall semester admission and December 1<sup>st</sup> for the Spring Semester. Early review is given to applications received by February 15<sup>th</sup> for the fall semester (full and part time) and summer (Advanced Standing only) and received by September 15<sup>th</sup> for the spring semester (Advanced Standing and part time). Applications received after the deadlines will be considered as resources and space permit. Policy changes adopted by faculty Fall 2009.**

Admission decisions for the M.S.W. program are made by the Admissions Committee and are based on independent faculty evaluations of past academic performance, relevant work and /or volunteer experience, professional references, a personal narrative statement and, if needed, a personal interview. Preference is given to applicants who have received a B.S.W. degree or completed a major in the social sciences within the last six (6) years. Applicants are notified of the Admissions Committee's decision. Criteria for admission to the M.S.W. program are as follows:

**1. An earned bachelor's degree from an accredited college or university. The degree must be awarded prior to semester of**

**enrollment.**

- 2. Nine (9) hours of liberal arts courses: Introduction to Psychology, Introduction to Sociology and an Introduction to Biology or General Biology. All core course prerequisites must be completed with a “C” Grade or better.**
- 3. An overall undergraduate Grade Point Average of 2.5 on a 4.0 scale.**
- 4. Evidence of writing skills comparable with a graduate level student.**
- 5. Written evidence of a congruent commitment to the social work profession’s values and ethics.**

Applicants meeting each requirement are accepted into the program as identified on the application except those who apply and do not meet Advanced Standing Criteria. Applicants not meeting Advanced Standing requirements are notified and allowed to select another plan of study. Accepted applicants have 14 days to inform the committee of their intentions. Each accepted applicant is expected to attend or be excused from a mandatory MSW Informational Seminar prior to enrollment. Accepted applicants are also notified of the time and place of the MSW Informational Session. Applicants lacking pre-requisites are notified accordingly. Applicants wishing to change their plan of study prior to initial enrollment should provide a written request to the Admissions Committee. Once officially enrolled (i.e., tuition and fees are paid) students, in consultations with their advisors, must submit a written request to change their plan of study to the Dean, School of Social Work for consideration. Granting a request for a change is based on availability of space in the requested plan of study.

The School of Social Work limits the number of students admitted with a GPA less than 2.5. If admitted, these students are admitted as probationary students and must follow the specific plan to remain in the program.

Applicants who have graduate degrees must contact Admissions Chair.

Applicants must complete both the Graduate Studies and the School of Social Work applications. The applications’ instructions should be followed very carefully to avoid possible delays in processing. **It is the applicant’s responsibility to make sure that a complete application packet is sent to SUNO-Graduate Studies by the respective deadlines.** The items listed below should be Submitted to Graduate Studies:

- a. Completed Graduate Studies and the School of Social Work Applications.**
- b. \$25.00 nonrefundable application fee** (checks or money orders payable to Southern University at New Orleans, no cash). This fee covers both the Graduate Studies and the School of Social Work applications.
- c. THREE COMPLETED REFERENCE FORMS.** Two of the references must be from college instructors if graduated within the last three years, or a combination of Academic References and/or past or present supervisors from paid and or volunteer experiences. The Committee reserves the right to ask for additional information from the applicant in addition to the written explanation. Reference forms must be mailed directly to Graduate Studies with the signature of the recommender across the sealed flap.
- d. Personal Narrative Statement** requires a minimum of 3 double-spaced typewritten pages addressing the areas identified.
- e. Transcripts:** One official transcript from each undergraduate and graduate institution attended. Transcripts are only official when sent directly from the registrar of the institution to the SUNO, Graduate Studies.

A complete application packet and a \$25.00 application fee must be submitted to: Southern University at New Orleans.

**Graduate Studies – Administration Bldg., #309  
6400 Press Drive  
New Orleans, LA 70126**

**All documents provided for admission belong to the University and cannot be returned to the applicant.**

**PERSONAL STATEMENT**

**Instructions:** Each applicant **must** complete a of 3 to 4 page, double-spaced statement. This statement should be thoughtfully prepared as it is often used instead of a personal interview. **Please make sure your name is on each page of your statement.** Your type-written statement should follow the format below and specifically address the following areas:

- 1) **Significant Relationships:** Discuss the significant relationships with social workers or other persons and paid or voluntary experiences that have influenced your decision to seek a social work career.
- 2) **Cultural, racial/ethnic, religious or other characteristics of diversity that is different from your own:** Describe your experiences with diverse populations and groups and how these experiences have contributed to your interest in social work.
- 3) **Personal Strengths:** Discuss your strengths that will enhance your skills as a professional social worker and those areas that you would like to improve.
- 4) **Professional Readiness:** Discuss how your personal values and, knowledge of social issues prepare you to pursue an MSW degree at this time.
- 5) **Professional Goals:** Discuss your professional goals as they relate to your understanding of the social work profession.
- 6) **Ethical Considerations:**

Heinz's wife is dying. The druggist has invented a pill that can cure her. Heinz has tried to raise the money to buy it, but it is very expensive and the druggist won't lower the cost. Heinz breaks in and steals the medicine that will cure her. Was this an ethical, moral act? Why or why not?

## PLANS OF STUDY

The School of Social Work M.S.W. program is accredited by the Council on Social Work Education and offers three (3) plans of study: Full-time, Part-time, and Advanced Standing. Each plan has a structured curriculum which must be followed. The full-time plan begins in the **fall** only and the part-time plan begins in the **spring or fall semesters**. The advanced standing plan begins in the **spring or summer** semester. The School of Social Work does not grant academic credit for life or work experiences in lieu of Social Work courses or field content.

### ADVANCED STANDING

In addition to the minimum criteria for admission into the M.S.W. program, for the Advanced Standing program, an applicant must have graduated within the last 6 years from a Council on Social Work accredited undergraduate social work degree. program and have an overall 3.0 GPA on a 4.0 scale in all undergraduate work completed. The advanced standing plan is structured to allow students with an accredited undergraduate social work degree to complete their course work in three (3) semesters. It provides for the waiver of all but two (2) courses of the first semester of the foundation year. Advanced standing students begin their field practicum during the fall semester.

### FULL-TIME

The full-time plan consists of a planned, structured curriculum which extends over four semesters. Students enrolled in this plan begin their field internship (16 hrs per week) during the first semester in the program. Field internship hours increase the last year. Semester hours for full time students vary from 14 – 17 credit hours per semester. Total semester hours = 63.

### PART-TIME

The part-time plan consists of a structured curriculum which permits students to complete their academic requirements in 3 years (six (6) semesters plus two (2) summers or a maximum of 4 calendar year). The foundation year is divided into four (4) semesters plus two (2) summers. During the first two years, students enrolled in this plan register for a minimum of six (6) to nine (9) semester hours which includes afield practicum with a minimum of ten (10) hours per week. The field practicum begins during the summer of the first year. During the third year (specialization year), students must increase their course load and field practicum hours to meet full -time status. Total semester hours = 63.

## OTHER MODES OF ADMISSIONS

### TRANSFER APPLICANTS

Transfer applicants are governed by the same application process and submission deadlines as other applicants. The official enrollment period for transfer applicant is based on the availability of certain course they have not taken. Transfer applicants with prior graduate education in the field of social work are allowed to request a transfer of credits, not to exceed twelve (12) semester hours. Only courses completed at a M.S.W. program accredited by the Council on Social Work Education with a B grade or better will be evaluated. Courses requested for transfer must have been completed within five (5) years prior to the semester for which the applicant is requesting enrollment. In addition to the usual application material, course syllabi, course descriptions and a Statement of Good Standing from the Dean or Program Director must be submitted on the enclosed form.

### RE-ENTRY APPLICANTS

Applications are held for one year for those applicants admitted to the School of Social Work. If student is out for one semester, a letter should be sent to the Admissions chair stating the applicant's interest in returning the following semester. Applicants in good standing who return later than one academic year must re-apply to both Graduate Studies and the School of Social and pay the appropriate fees.

#### **International Applicants: See Graduate Studies Requirements**

We appreciate your interest in our Master of Social Work Program. If you have any questions, please call (504) 286-5376 and /or visit our office located on the North Campus Building 33A.

The Admissions Committee

### SOUTHERN UNIVERSITY AT NEW ORLEANS SCHOOL OF SOCIAL WORK MASTER OF SOCIAL WORK ADMISSION APPLICATION

The School of Social Work has a rolling deadline. Early review is given to applications received by February 15<sup>th</sup> for the fall semester (full and part time) and summer (Advanced Standing only) and received by September 15<sup>th</sup> for the spring semester (Advanced Standing and part time). Applications received after the deadlines will be considered as resources and space permit. All applications must be received by July 1<sup>st</sup> for the fall semester and December 1<sup>st</sup> for the Spring Semester for consideration.

**(If the above dates fall on a week-end, the deadline changes to 5:00 p.m. the next work day)**

**The School of Social Work MSW program is NOT an on-line program. We have sections of some courses that are on line. The School of Social Work does not grant academic credit for life or work experiences in lieu of Social Work courses or field content.**

**PLEASE TYPE OR PRINT IN INK**

Applicants must enroll and follow one of three structured plans. Please indicate the plan for which you are applying:

Full-Time  Part-Time  Advanced Standing

Name \_\_\_\_\_  
Last First Middle

Re-entry Student: Last year attended SUNO School of Social Work Program: Semester \_\_\_\_\_ Year \_\_\_\_\_

Name used when last attended: \_\_\_\_\_  
Last First Middle

Social Security Number (last 4 only) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Telephone ( ) \_\_\_\_\_ Work Telephone ( ) \_\_\_\_\_

Cell ( ) \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Person to contact in case of emergency \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

Are there any special Accommodations? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please contact the University's Disabled Students Organization (DSO). \_\_\_\_\_

Which of the Social Work Practice areas are you tentatively interested in pursuing?

- Direct Practice with Children, Youth and Families
- Administration, Planning and Organizing with Children, Youth and Families
- Direct Practice in Health/Mental Health
- Administration, Planning and Organizing in Health/Mental Health
- Undecided

**EDUCATION** (Please type or print)

List in chronological order all universities and colleges attended. List your name as recorded on each transcript.

Name of School	Dates of Attendance	Date of Degree	Name on Transcript

**TRANSFER CREDIT(s):** Complete the following for an evaluation of up to 12 hours of transfer credits. Course descriptions, syllabi and Letter of Good Standing from Dean or Program Director required. Only courses completed 5



Describe Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Organization \_\_\_\_\_  
Name Address

Job Title: \_\_\_\_\_ Length of Employment \_\_\_\_\_ From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Describe Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Volunteer Experience (Please use additional paper if needed):

1. Organization \_\_\_\_\_

Name Address

Number of hours per week \_\_\_\_\_ Length of Volunteer Experience \_\_\_\_\_ From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Describe Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

General Employment (Other than Social Work):

1. Organization \_\_\_\_\_

Name Address

Job Title: \_\_\_\_\_ Length of Employment \_\_\_\_\_ From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Describe Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Organization \_\_\_\_\_

Name Address

Job Title: \_\_\_\_\_ Length of Employment \_\_\_\_\_ From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Describe Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Military/Veteran Status: Are you a veteran? \_\_\_\_\_Yes \_\_\_\_\_No

The following information is optional and is used for identifying and reporting admission trends.

AGE		GENDER	CITIZENSHIP
<input type="checkbox"/> 25 yrs & under	<input type="checkbox"/> 31 - 40 yrs	<input type="checkbox"/> Male	Citizen of the U.S. Yes___ No ___
<input type="checkbox"/> 26 - 30 yrs	<input type="checkbox"/> 41 yrs & over	<input type="checkbox"/> Female	If no, Citizen of _____
_____			

**ETHNICITY**

<input type="checkbox"/> African American/Other Black	<input type="checkbox"/> White (non-Hispanic)	<input type="checkbox"/> Chicano/Mexican American
<input type="checkbox"/> Puerto Rican	<input type="checkbox"/> Other Latino/Hispanic	<input type="checkbox"/> American Indian/Native American
<input type="checkbox"/> Asian American/Other Asian	<input type="checkbox"/> Pacific Islander	<input type="checkbox"/> Other
<input type="checkbox"/> Multiple Race/Ethnicity		

I certify that the answers I have given to each and all of the foregoing questions are true to the best of my knowledge. I know that falsification of any information on this form will subject me to dismissal from the School of Social Work. I further certify that I have read and understand the instructions for the completion of this application.

Date \_\_\_\_\_

Signature\_\_\_\_\_

**A NON-REFUNDABLE Application Fee of \$25.00 should accompany the application.  
Checks or Money Orders (NO CASH)**

**Return your complete application and application fee:**

**Southern University at New Orleans  
Graduate Studies – Administration Bldg. #309**



6400 Press Drive  
New Orleans, Louisiana 70126

**PLEASE NOTE: The Southern University Board of Supervisors in compliance with Title VI of the Civil Rights Act of 1964 of the Education Act of 1972 reaffirms its present policy that all Southern University at New Orleans admissions criteria, services, programs and employment under the legal control of Board shall be maintained on a non-discriminatory basis, without regard to sex, race, color, creed, disability or ethnic background at all times.**

Revised: 4/10

**SOUTHERN UNIVERSITY AT NEW ORLEANS  
SCHOOL OF SOCIAL WORK  
REFERENCE FORM (3 are required, please duplicate)**

**Applicant Name (please print)** \_\_\_\_\_

***To the Applicant:***

**This recommendation will be used only for admission consideration. In compliance with the 1974 Family Educational Rights and Privacy Act, only if you are admitted to the Master of Social Work program will you be accorded access to its contents unless you voluntarily waive your right of access. Please check one of the boxes and sign the statement below.**

**I have read the information above and I hereby waive { }, do not waive my { } right of access to this document should I be admitted to the Master of Social Work program.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

***To the Recommender:***

**The above-named person is applying for admission to our Master of Social Work Program. This involves not only an intensive program of graduate study, but commitment to a professional career of serious ethical responsibility. The ability to think**

clearly and to communicate effectively are vital qualifications. Motivation to enter the field of social work should include an awareness of social justice and equality for people in general and oppressed and vulnerable populations in particular. In addition, adaptability, sound judgment, insight, creativity, maturity and integrity are important personal and professional qualities. We ask you to be candid in your answers to the questions on both sides of the form. Your information will be helpful to us in evaluating this applicant's qualifications and readiness to enter a professional program. **SEND THE SIGNED COMPLETED FORM TO SUNO, THE GRADUATE STUDIES PROGRAM, ADMINISTRATION BUILDING, ROOM 309., 6400 PRESS DRIVE, NEW ORLEANS, LA 70126. PLEASE SIGN ACROSS THE SEALED FLAP OF THE ENVELOP.** Thank you for your time and assistance in this important process.

1. How long have you known this applicant? \_\_\_\_\_

2. In what capacity have you known the applicant? \_\_\_\_\_

3. Please give your impressions of the applicant in the following areas.

	4 Out- standing	3 Above Average	2 Average	1 Below Average	0 Unable to Judge
a) Ability to conceptualize and organize ideas in writing .....					
b) Ability to express ideas and feelings verbally.....					
c) Concern about social injustice and its resolution...					
d) Honesty and Integrity.....					
e) Intellectual capacity.....					
f) Judgment in decision making.....					
g) Level of maturity.....					
h) Performance under stress.....					
i) Quality of relationships with people.....					
j) Respect for differences among people.....					

	4 Out- standing	3 Above Average	2 Average	1 Below Average	0 Unable to Judge
k) Sensitivity to needs and feelings of others.....					
l) Dependability.....					
m) Self-Motivation.....					
n) Professional Readiness.....					
o) Ability to Think Critically.....					
p) Adaptability.....					

4. What do you consider as the applicant's major strengths as a candidate for professional social work education?

5. Do you have any reservations regarding the applicant's ability to successfully complete a professional social work education? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, please discuss.

6. Additional Comments:

Overall Evaluation:

- \_\_\_\_\_ Highly recommend this applicant for admission without reservation
- \_\_\_\_\_ Recommend this applicant for admission
- \_\_\_\_\_ Recommend this applicant for admission with reservations as indicated above
- \_\_\_\_\_ Do Not Recommend this applicant for admission

Signature of Recommender \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Name (please print) \_\_\_\_\_

Title \_\_\_\_\_ Employer \_\_\_\_\_

Business Address & Phone \_\_\_\_\_

**PLEASE SIGN ACROSS THE SEALED ENVELOPE FLAP AND RETURN TO: SUNO - GRADUATE STUDIES  
ADMINISTRATION BUILDING, ROOM 309, 6400 PRESS DRIVE, NEW ORLEANS, LA 70126.**

Revised: 3/10

## **Code of Ethics** ***of the National Association of Social Workers***

Approved by the 1996 NASW Delegate Assembly and revised by the 2008 NASW Delegate Assembly

### **Preamble**

The primary mission of the social work profession is to enhance human wellbeing 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 wellbeing in a social context and the wellbeing of society. Fundamental to social work is attention to the environmental forces that create, contribute to, and address problems in living.

Social workers promote social justice and social change with and on behalf of clients. "Clients" is used inclusively to refer to individuals, families, groups, organizations, and communities. Social workers are sensitive to cultural and ethnic diversity and strive to end discrimination, oppression, poverty, and other forms of social injustice. These activities may be in the form of direct practice, community organizing, supervision, consultation administration, advocacy, social and political action, policy development and implementation, education, and research and evaluation. Social workers seek to enhance the capacity of people to address their own needs. Social workers also seek to promote the responsiveness of organizations, communities, and other social institutions to individuals' needs and social problems.

The mission of the social work profession is rooted in a set of core values. These core values, embraced by social workers throughout the profession's history, are the foundation of social work's unique purpose and perspective:

- service
- social justice
- dignity and worth of the person
- importance of human relationships
- integrity
- competence.

This constellation of core values reflects what is unique to the social work profession. Core values, and the principles that flow from them, must be balanced within the context and complexity of the human experience.

## Purpose of the NASW Code of Ethics

Professional ethics are at the core of social work. The profession has an obligation to articulate its basic values, ethical principles, and ethical standards. The *NASW Code of Ethics* sets forth these values, principles, and standards to guide social workers' conduct. The *Code* is relevant to all social workers and social work students, regardless of their professional functions, the settings in which they work, or the populations they serve.

The *NASW Code of Ethics* serves six purposes:

1. The *Code* identifies core values on which social work's mission is based.
2. The *Code* summarizes broad ethical principles that reflect the profession's core values and establishes a set of specific ethical standards that should be used to guide social work practice.
3. The *Code* is designed to help social workers identify relevant considerations when professional obligations conflict or ethical uncertainties arise.
4. The *Code* provides ethical standards to which the general public can hold the social work profession accountable.
5. The *Code* socializes practitioners new to the field to social work's mission, values, ethical principles, and ethical standards.
6. The *Code* articulates standards that the social work profession itself can use to assess whether social workers have engaged in unethical conduct. NASW has formal procedures to adjudicate ethics complaints filed against its members.\* In subscribing to this *Code*, social workers are required to cooperate in its implementation, participate in NASW adjudication proceedings, and abide by any NASW disciplinary rulings or sanctions based on it.

The *Code* offers a set of values, principles, and standards to guide decision making and conduct when ethical issues arise. It does not provide a set of rules that prescribe how social workers should act in all situations. Specific applications of the *Code* must take into account the context in which it is being considered and the possibility of conflicts among the *Code*'s values, principles, and standards. Ethical responsibilities flow from all human relationships, from the personal and familial to the social and professional.

Further, the *NASW Code of Ethics* does not specify which values, principles, and standards are most important and ought to outweigh others in instances when they conflict. Reasonable differences of opinion can and do exist among social workers with respect to the ways in which values, ethical principles, and ethical standards should be rank ordered when they conflict. Ethical decision making in a given situation must apply the informed judgment of the individual social worker and should also consider how the issues would be judged in a peer review process where the ethical standards of the profession would be applied.

Ethical decision making is a process. There are many instances in social work where simple answers are not available to resolve complex ethical issues. Social workers should take into consideration all the values, principles, and standards in this *Code* that are relevant to any situation in which ethical judgment is warranted. Social workers' decisions and actions should be consistent with the spirit as well as the letter of this *Code*.

In addition to this *Code*, there are many other sources of information about ethical thinking that may be useful. Social workers should consider ethical theory and principles generally, social work theory and research, laws, regulations, agency policies, and other relevant codes of ethics, recognizing that among codes of ethics social workers should consider the *NASW Code of Ethics* as their primary source. Social workers also should be aware of the impact on ethical decision making of their clients' and their own personal values and cultural and religious beliefs and practices. They should be aware of any conflicts between personal and professional values and deal with them responsibly. For additional guidance social workers should consult the relevant literature on professional ethics and ethical decision making and seek appropriate consultation when faced with ethical dilemmas. This may involve consultation with an agency-based or social work organization's ethics committee, a regulatory body, knowledgeable colleagues, supervisors, or legal counsel.

Instances may arise when social workers' ethical obligations conflict with agency policies or relevant laws or regulations. When such conflicts occur, social workers must make a responsible effort to resolve the conflict in a manner that is consistent with the values, principles, and standards expressed in this *Code*. If a reasonable resolution of the conflict does not appear possible, social workers should seek proper consultation before making a decision.

The *NASW Code of Ethics* is to be used by NASW and by individuals, agencies, organizations, and bodies (such as licensing and regulatory boards, professional liability insurance providers, courts of law, agency boards of directors, government agencies, and other professional groups) that choose to adopt it or use it as a frame of reference. Violation of standards in this *Code* does not automatically imply legal liability or violation of the law. Such determination can only be made in the context of legal and judicial proceedings. Alleged violations of the *Code* would be subject to a peer review process. Such processes are generally separate from legal or administrative procedures and insulated from legal review or proceedings to allow the profession to counsel and discipline its own members.

A code of ethics cannot guarantee ethical behavior. Moreover, a code of ethics cannot resolve all ethical issues or disputes or capture the richness and complexity involved in striving to make responsible choices within a moral community. Rather, a code of ethics sets forth values, ethical principles, and ethical standards to which professionals aspire and by which their actions can be judged. Social workers' ethical behavior should result from their personal commitment to engage in ethical practice. The *NASW Code of Ethics* reflects the commitment of all social workers to uphold the profession's values and to act ethically. Principles and standards must be applied by individuals of good character who discern moral questions and, in good faith, seek to make reliable ethical judgments.

## Ethical Principles

The following broad ethical principles are based on social work's core values of service, social justice, dignity and worth of the person, importance of human relationships, integrity, and competence. These principles set forth ideals to which all social workers should aspire.

**Value:** *Service*

**Ethical Principle:** *Social workers' primary goal is to help people in need and to address social problems.*

Social workers elevate service to others above self-interest. Social workers draw on their knowledge, values, and skills to help people in need and to address social problems. Social workers are encouraged to volunteer some portion of their professional skills with no expectation of significant financial return (*pro bono* service).

**Value:** *Social Justice*

**Ethical Principle:** *Social workers challenge social injustice.*

Social workers pursue social change, particularly with and on behalf of vulnerable and oppressed individuals and groups of people. Social workers' social change efforts are focused primarily on issues of poverty, unemployment, discrimination, and other forms of social injustice. These activities seek to promote sensitivity to and knowledge about oppression and cultural and ethnic diversity. Social workers strive to ensure access to needed information, services, and resources; equality of opportunity; and meaningful participation in decision making for all people.

**Value:** *Dignity and Worth of the Person*

**Ethical Principle:** *Social workers respect the inherent dignity and worth of the person.*

Social workers treat each person in a caring and respectful fashion, mindful of individual differences and cultural and ethnic diversity. Social workers promote clients' socially responsible self-determination. Social workers seek to enhance clients' capacity and opportunity to change and to address their own needs. Social workers are cognizant of their dual responsibility to clients and to the broader society. They seek to resolve conflicts between clients' interests and the broader society's interests in a socially responsible manner consistent with the values, ethical principles, and ethical standards of the profession.

**Value:** *Importance of Human Relationships*

**Ethical Principle:** *Social workers recognize the central importance of human relationships.*

Social workers understand that relationships between and among people are an important vehicle for change. Social workers engage people as partners in the helping process. Social workers seek to strengthen relationships among people in a purposeful effort to promote, restore, maintain, and enhance the wellbeing of individuals, families, social groups, organizations, and communities.

**Value:** *Integrity*

**Ethical Principle:** *Social workers behave in a trustworthy manner.*

Social workers are continually aware of the profession's mission, values, ethical principles, and ethical standards and practice in a manner consistent with them. Social workers act honestly and responsibly and promote ethical practices on the part of the organizations with which they are affiliated.

**Value:** *Competence*

**Ethical Principle:** *Social workers practice within their areas of competence and develop and enhance their professional expertise.*

Social workers continually strive to increase their professional knowledge and skills and to apply them in practice. Social workers should aspire to contribute to the knowledge base of the profession.

## Ethical Standards

The following ethical standards are relevant to the professional activities of all social workers. These standards concern (1) social workers' ethical responsibilities to clients, (2) social workers' ethical responsibilities to colleagues, (3) social workers' ethical responsibilities in practice settings, (4) social workers' ethical responsibilities as professionals, (5) social workers' ethical responsibilities to the social work profession, and (6) social workers' ethical responsibilities to the broader society.

Some of the standards that follow are enforceable guidelines for professional conduct, and some are aspirational. The extent to which each standard is enforceable is a matter of professional judgment to be exercised by those responsible for reviewing alleged violations of ethical standards.

### 1. SOCIAL WORKERS' ETHICAL RESPONSIBILITIES TO CLIENTS

### 1.01 Commitment to Clients

Social workers' primary responsibility is to promote the wellbeing of clients. In general, clients' interests are primary. However, social workers' responsibility to the larger society or specific legal obligations may on limited occasions supersede the loyalty owed clients, and clients should be so advised. (Examples include when a social worker is required by law to report that a client has abused a child or has threatened to harm self or others.)

### 1.02 Self-Determination

Social workers respect and promote the right of clients to self-determination and assist clients in their efforts to identify and clarify their goals. Social workers may limit clients' right to self-determination when, in the social workers' professional judgment, clients' actions or potential actions pose a serious, foreseeable, and imminent risk to themselves or others.

### 1.03 Informed Consent

(a) Social workers should provide services to clients only in the context of a professional relationship based, when appropriate, on valid informed consent. Social workers should use clear and understandable language to inform clients of the purpose of the services, risks related to the services, limits to services because of the requirements of a thirdparty payer, relevant costs, reasonable alternatives, clients' right to refuse or withdraw consent, and the time frame covered by the consent. Social workers should provide clients with an opportunity to ask questions.

(b) In instances when clients are not literate or have difficulty understanding the primary language used in the practice setting, social workers should take steps to ensure clients' comprehension. This may include providing clients with a detailed verbal explanation or arranging for a qualified interpreter or translator whenever possible.

(c) In instances when clients lack the capacity to provide informed consent, social workers should protect clients' interests by seeking permission from an appropriate third party, informing clients consistent with the clients' level of understanding. In such instances social workers should seek to ensure that the third party acts in a manner consistent with clients' wishes and interests. Social workers should take reasonable steps to enhance such clients' ability to give informed consent.

(d) In instances when clients are receiving services involuntarily, social workers should provide information about the nature and extent of services and about the extent of clients' right to refuse service.

(e) Social workers who provide services via electronic media (such as computer, telephone, radio, and television) should inform recipients of the limitations and risks associated with such services.

(f) Social workers should obtain clients' informed consent before audio-taping or videotaping clients or permitting observation of services to clients by a third party.

### 1.04 Competence

(a) Social workers should provide services and represent themselves as competent only within the boundaries of their education, training, license, certification, consultation received, supervised experience, or other relevant professional experience.

(b) Social workers should provide services in substantive areas or use intervention techniques or approaches that are new to them only after engaging in appropriate study, training, consultation, and supervision from people who are competent in those interventions or techniques.

(c) When generally recognized standards do not exist with respect to an emerging area of practice, social workers should exercise careful judgment and take responsible steps (including appropriate education, research, training, consultation, and supervision) to ensure the competence of their work and to protect clients from harm.



### **1.05 Cultural Competence and Social Diversity**

- (a) Social workers should understand culture and its function in human behavior and society, recognizing the strengths that exist in all cultures.
- (b) Social workers should have a knowledge base of their clients' cultures and be able to demonstrate competence in the provision of services that are sensitive to clients' cultures and to differences among people and cultural groups.
- (c) Social workers should obtain education about and seek to understand the nature of social diversity and oppression with respect to race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, and mental or physical disability.

### **1.06 Conflicts of Interest**

- (a) Social workers should be alert to and avoid conflicts of interest that interfere with the exercise of professional discretion and impartial judgment. Social workers should inform clients when a real or potential conflict of interest arises and take reasonable steps to resolve the issue in a manner that makes the clients' interests primary and protects clients' interests to the greatest extent possible. In some cases, protecting clients' interests may require termination of the professional relationship with proper referral of the client.
- (b) Social workers should not take unfair advantage of any professional relationship or exploit others to further their personal, religious, political, or business interests.
- (c) Social workers should not engage in dual or multiple relationships with clients or former clients in which there is a risk of exploitation or potential harm to the client. In instances when dual or multiple relationships are unavoidable, social workers should take steps to protect clients and are responsible for setting clear, appropriate, and culturally sensitive boundaries. (Dual or multiple relationships occur when social workers relate to clients in more than one relationship, whether professional, social, or business. Dual or multiple relationships can occur simultaneously or consecutively.)
- (d) When social workers provide services to two or more people who have a relationship with each other (for example, couples, family members), social workers should clarify with all parties which individuals will be considered clients and the nature of social workers' professional obligations to the various individuals who are receiving services. Social workers who anticipate a conflict of interest among the individuals receiving services or who anticipate having to perform in potentially conflicting roles (for example, when a social worker is asked to testify in a child custody dispute or divorce proceedings involving clients) should clarify their role with the parties involved and take appropriate action to minimize any conflict of interest.

### **1.07 Privacy and Confidentiality**

- (a) Social workers should respect clients' right to privacy. Social workers should not solicit private information from clients unless it is essential to providing services or conducting social work evaluation or research. Once private information is shared, standards of confidentiality apply.
- (b) Social workers may disclose confidential information when appropriate with valid consent from a client or a person legally authorized to consent on behalf of a client.
- (c) Social workers should protect the confidentiality of all information obtained in the course of professional service, except for compelling professional reasons. The general expectation that social workers will keep information confidential does not apply when disclosure is necessary to prevent serious, foreseeable, and imminent harm to a client or other identifiable person. In all instances, social workers should disclose the least amount of confidential information necessary to achieve the desired purpose; only information that is directly relevant to the purpose for which the disclosure is made should be revealed.

- (d) Social workers should inform clients, to the extent possible, about the disclosure of confidential information and the potential consequences, when feasible before the disclosure is made. This applies whether social workers disclose confidential information on the basis of a legal requirement or client consent.
- (e) Social workers should discuss with clients and other interested parties the nature of confidentiality and limitations of clients' right to confidentiality. Social workers should review with clients circumstances where confidential information may be requested and where disclosure of confidential information may be legally required. This discussion should occur as soon as possible in the social worker client relationship and as needed throughout the course of the relationship.
- (f) When social workers provide counseling services to families, couples, or groups, social workers should seek agreement among the parties involved concerning each individual's right to confidentiality and obligation to preserve the confidentiality of information shared by others. Social workers should inform participants in family, couples, or group counseling that social workers cannot guarantee that all participants will honor such agreements.
- (g) Social workers should inform clients involved in family, couples, marital, or group counseling of the social worker's, employer's, and agency's policy concerning the social worker's disclosure of confidential information among the parties involved in the counseling.
- (h) Social workers should not disclose confidential information to third-party payers unless clients have authorized such disclosure.
- (i) Social workers should not discuss confidential information in any setting unless privacy can be ensured. Social workers should not discuss confidential information in public or semipublic areas such as hallways, waiting rooms, elevators, and restaurants.
- (j) Social workers should protect the confidentiality of clients during legal proceedings to the extent permitted by law. When a court of law or other legally authorized body orders social workers to disclose confidential or privileged information without a client's consent and such disclosure could cause harm to the client, social workers should request that the court withdraw the order or limit the order as narrowly as possible or maintain the records under seal, unavailable for public inspection.
- (k) Social workers should protect the confidentiality of clients when responding to requests from members of the media.
- (l) Social workers should protect the confidentiality of clients' written and electronic records and other sensitive information. Social workers should take reasonable steps to ensure that clients' records are stored in a secure location and that clients' records are not available to others who are not authorized to have access.
- (m) Social workers should take precautions to ensure and maintain the confidentiality of information transmitted to other parties through the use of computers, electronic mail, facsimile machines, telephones and telephone answering machines, and other electronic or computer technology. Disclosure of identifying information should be avoided whenever possible.
- (n) Social workers should transfer or dispose of clients' records in a manner that protects clients' confidentiality and is consistent with state statutes governing records and social work licensure.
- (o) Social workers should take reasonable precautions to protect client confidentiality in the event of the social worker's termination of practice, incapacitation, or death.
- (p) Social workers should not disclose identifying information when discussing clients for teaching or training purposes unless the client has consented to disclosure of confidential information.
- (q) Social workers should not disclose identifying information when discussing clients with consultants unless the client has consented to disclosure of confidential information or there is a compelling need for such disclosure.
- (r) Social workers should protect the confidentiality of deceased clients consistent with the preceding standards.

### **1.08 Access to Records**

(a) Social workers should provide clients with reasonable access to records concerning the clients. Social workers who are concerned that clients' access to their records could cause serious misunderstanding or harm to the client should provide assistance in interpreting the records and consultation with the client regarding the records. Social workers should limit clients' access to their records, or portions of their records, only in exceptional circumstances when there is compelling evidence that such access would cause serious harm to the client. Both clients' requests and the rationale for withholding some or all of the record should be documented in clients' files.

(b) When providing clients with access to their records, social workers should take steps to protect the confidentiality of other individuals identified or discussed in such records.

### **1.09 Sexual Relationships**

(a) Social workers should under no circumstances engage in sexual activities or sexual contact with current clients, whether such contact is consensual or forced.

(b) Social workers should not engage in sexual activities or sexual contact with clients' relatives or other individuals with whom clients maintain a close personal relationship when there is a risk of exploitation or potential harm to the client. Sexual activity or sexual contact with clients' relatives or other individuals with whom clients maintain a personal relationship has the potential to be harmful to the client and may make it difficult for the social worker and client to maintain appropriate professional boundaries. Social workers—not their clients, their clients' relatives, or other individuals with whom the client maintains a personal relationship—assume the full burden for setting clear, appropriate, and culturally sensitive boundaries.

(c) Social workers should not engage in sexual activities or sexual contact with former clients because of the potential for harm to the client. If social workers engage in conduct contrary to this prohibition or claim that an exception to this prohibition is warranted because of extraordinary circumstances, it is social workers—not their clients—who assume the full burden of demonstrating that the former client has not been exploited, coerced, or manipulated, intentionally or unintentionally.

(d) Social workers should not provide clinical services to individuals with whom they have had a prior sexual relationship. Providing clinical services to a former sexual partner has the potential to be harmful to the individual and is likely to make it difficult for the social worker and individual to maintain appropriate professional boundaries.

### **1.10 Physical Contact**

Social workers should not engage in physical contact with clients when there is a possibility of psychological harm to the client as a result of the contact (such as cradling or caressing clients). Social workers who engage in appropriate physical contact with clients are responsible for setting clear, appropriate, and culturally sensitive boundaries that govern such physical contact.

### **1.11 Sexual Harassment**

Social workers should not sexually harass clients. Sexual harassment includes sexual advances, sexual solicitation, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

### **1.12 Derogatory Language**

Social workers should not use derogatory language in their written or verbal communications to or about clients. Social workers should use accurate and respectful language in all communications to and about clients.

### **1.13 Payment for Services**

(a) When setting fees, social workers should ensure that the fees are fair, reasonable, and commensurate with the services performed. Consideration should be given to clients' ability to pay.

(b) Social workers should avoid accepting goods or services from clients as payment for professional services. Bartering arrangements, particularly involving services, create the potential for conflicts of interest, exploitation, and inappropriate boundaries in social workers' relationships with clients. Social workers should explore and may participate in bartering only in very limited circumstances when it can be demonstrated that such arrangements are an accepted practice among professionals in the local community, considered to be essential for the provision of services, negotiated without coercion, and entered into at the client's initiative and with the client's informed consent. Social workers who accept goods or services from clients as payment for professional services assume the full burden of demonstrating that this arrangement will not be detrimental to the client or the professional relationship.

(c) Social workers should not solicit a private fee or other remuneration for providing services to clients who are entitled to such available services through the social workers' employer or agency.

### **1.14 Clients Who Lack Decision Making Capacity**

When social workers act on behalf of clients who lack the capacity to make informed decisions, social workers should take reasonable steps to safeguard the interests and rights of those clients.

### **1.15 Interruption of Services**

Social workers should make reasonable efforts to ensure continuity of services in the event that services are interrupted by factors such as unavailability, relocation, illness, disability, or death.

### **1.16 Termination of Services**

(a) Social workers should terminate services to clients and professional relationships with them when such services and relationships are no longer required or no longer serve the clients' needs or interests.

(b) Social workers should take reasonable steps to avoid abandoning clients who are still in need of services. Social workers should withdraw services precipitously only under unusual circumstances, giving careful consideration to all factors in the situation and taking care to minimize possible adverse effects. Social workers should assist in making appropriate arrangements for continuation of services when necessary.

(c) Social workers in fee-for-service settings may terminate services to clients who are not paying an overdue balance if the financial contractual arrangements have been made clear to the client, if the client does not pose an imminent danger to self or others, and if the clinical and other consequences of the current nonpayment have been addressed and discussed with the client.

(d) Social workers should not terminate services to pursue a social, financial, or sexual relationship with a client.

(e) Social workers who anticipate the termination or interruption of services to clients should notify clients promptly and seek the transfer, referral, or continuation of services in relation to the clients' needs and preferences.

(f) Social workers who are leaving an employment setting should inform clients of appropriate options for the continuation of services and of the benefits and risks of the options.

## **2. SOCIAL WORKERS' ETHICAL RESPONSIBILITIES TO COLLEAGUES**

### **2.01 Respect**

(a) Social workers should treat colleagues with respect and should represent accurately and fairly the qualifications, views, and

obligations of colleagues.

(b) Social workers should avoid unwarranted negative criticism of colleagues in communications with clients or with other professionals. Unwarranted negative criticism may include demeaning comments that refer to colleagues' level of competence or to individuals' attributes such as race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, and mental or physical disability.

(c) Social workers should cooperate with social work colleagues and with colleagues of other professions when such cooperation serves the wellbeing of clients.

## **2.02 Confidentiality**

Social workers should respect confidential information shared by colleagues in the course of their professional relationships and transactions. Social workers should ensure that such colleagues understand social workers' obligation to respect confidentiality and any exceptions related to it.

## **2.03 Interdisciplinary Collaboration**

(a) Social workers who are members of an interdisciplinary team should participate in and contribute to decisions that affect the wellbeing of clients by drawing on the perspectives, values, and experiences of the social work profession. Professional and ethical obligations of the interdisciplinary team as a whole and of its individual members should be clearly established.

(b) Social workers for whom a team decision raises ethical concerns should attempt to resolve the disagreement through appropriate channels. If the disagreement cannot be resolved, social workers should pursue other avenues to address their concerns consistent with client wellbeing.

## **2.04 Disputes Involving Colleagues**

(a) Social workers should not take advantage of a dispute between a colleague and an employer to obtain a position or otherwise advance the social workers' own interests.

(b) Social workers should not exploit clients in disputes with colleagues or engage clients in any inappropriate discussion of conflicts between social workers and their colleagues.

## **2.05 Consultation**

(a) Social workers should seek the advice and counsel of colleagues whenever such consultation is in the best interests of clients.

(b) Social workers should keep themselves informed about colleagues' areas of expertise and competencies. Social workers should seek consultation only from colleagues who have demonstrated knowledge, expertise, and competence related to the subject of the consultation.

(c) When consulting with colleagues about clients, social workers should disclose the least amount of information necessary to achieve the purposes of the consultation.

## **2.06 Referral for Services**

(a) Social workers should refer clients to other professionals when the other professionals' specialized knowledge or expertise is needed to serve clients fully or when social workers believe that they are not being effective or making reasonable progress with clients and that additional service is required.

(b) Social workers who refer clients to other professionals should take appropriate steps to facilitate an orderly transfer of responsibility. Social workers who refer clients to other professionals should disclose, with clients' consent, all pertinent

information to the new service providers.

(c) Social workers are prohibited from giving or receiving payment for a referral when no professional service is provided by the referring social worker.

## **2.07 Sexual Relationships**

(a) Social workers who function as supervisors or educators should not engage in sexual activities or contact with supervisees, students, trainees, or other colleagues over whom they exercise professional authority.

(b) Social workers should avoid engaging in sexual relationships with colleagues when there is potential for a conflict of interest. Social workers who become involved in, or anticipate becoming involved in, a sexual relationship with a colleague have a duty to transfer professional responsibilities, when necessary, to avoid a conflict of interest.

## **2.08 Sexual Harassment**

Social workers should not sexually harass supervisees, students, trainees, or colleagues. Sexual harassment includes sexual advances, sexual solicitation, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

## **2.09 Impairment of Colleagues**

(a) Social workers who have direct knowledge of a social work colleague's impairment that is due to personal problems, psychosocial distress, substance abuse, or mental health difficulties and that interferes with practice effectiveness should consult with that colleague when feasible and assist the colleague in taking remedial action.

(b) Social workers who believe that a social work colleague's impairment interferes with practice effectiveness and that the colleague has not taken adequate steps to address the impairment should take action through appropriate channels established by employers, agencies, NASW, licensing and regulatory bodies, and other professional organizations.

## **2.10 Incompetence of Colleagues**

(a) Social workers who have direct knowledge of a social work colleague's incompetence should consult with that colleague when feasible and assist the colleague in taking remedial action.

(b) Social workers who believe that a social work colleague is incompetent and has not taken adequate steps to address the incompetence should take action through appropriate channels established by employers, agencies, NASW, licensing and regulatory bodies, and other professional organizations.

## **2.11 Unethical Conduct of Colleagues**

(a) Social workers should take adequate measures to discourage, prevent, expose, and correct the unethical conduct of colleagues.

(b) Social workers should be knowledgeable about established policies and procedures for handling concerns about colleagues' unethical behavior. Social workers should be familiar with national, state, and local procedures for handling ethics complaints. These include policies and procedures created by NASW, licensing and regulatory bodies, employers, agencies, and other professional organizations.

(c) Social workers who believe that a colleague has acted unethically should seek resolution by discussing their concerns with the colleague when feasible and when such discussion is likely to be productive.

(d) When necessary, social workers who believe that a colleague has acted unethically should take action through appropriate

formal channels (such as contacting a state licensing board or regulatory body, an NASW committee on inquiry, or other professional ethics committees).

(e) Social workers should defend and assist colleagues who are unjustly charged with unethical conduct.

### **3. SOCIAL WORKERS' ETHICAL RESPONSIBILITIES IN PRACTICE SETTINGS**

#### **3.01 Supervision and Consultation**

(a) Social workers who provide supervision or consultation should have the necessary knowledge and skill to supervise or consult appropriately and should do so only within their areas of knowledge and competence.

(b) Social workers who provide supervision or consultation are responsible for setting clear, appropriate, and culturally sensitive boundaries.

(c) Social workers should not engage in any dual or multiple relationships with supervisees in which there is a risk of exploitation or potential harm to the supervisee.

(d) Social workers who provide supervision should evaluate supervisees' performance in a manner that is fair and respectful.

#### **3.02 Education and Training**

(a) Social workers who function as educators, field instructors for students, or trainers should provide instruction only within their areas of knowledge and competence and should provide instruction based on the most current information and knowledge available in the profession.

(b) Social workers who function as educators or field instructors for students should evaluate students' performance in a manner that is fair and respectful.

(c) Social workers who function as educators or field instructors for students should take reasonable steps to ensure that clients are routinely informed when services are being provided by students.

(d) Social workers who function as educators or field instructors for students should not engage in any dual or multiple relationships with students in which there is a risk of exploitation or potential harm to the student. Social work educators and field instructors are responsible for setting clear, appropriate, and culturally sensitive boundaries.

#### **3.03 Performance Evaluation**

Social workers who have responsibility for evaluating the performance of others should fulfill such responsibility in a fair and considerate manner and on the basis of clearly stated criteria.

#### **3.04 Client Records**

(a) Social workers should take reasonable steps to ensure that documentation in records is accurate and reflects the services provided.

(b) Social workers should include sufficient and timely documentation in records to facilitate the delivery of services and to ensure continuity of services provided to clients in the future.

(c) Social workers' documentation should protect clients' privacy to the extent that is possible and appropriate and should include only information that is directly relevant to the delivery of services.

(d) Social workers should store records following the termination of services to ensure reasonable future access. Records should be maintained for the number of years required by state statutes or relevant contracts.

### **3.05 Billing**

Social workers should establish and maintain billing practices that accurately reflect the nature and extent of services provided and that identify who provided the service in the practice setting.

### **3.06 Client Transfer**

(a) When an individual who is receiving services from another agency or colleague contacts a social worker for services, the social worker should carefully consider the client's needs before agreeing to provide services. To minimize possible confusion and conflict, social workers should discuss with potential clients the nature of the clients' current relationship with other service providers and the implications, including possible benefits or risks, of entering into a relationship with a new service provider.

(b) If a new client has been served by another agency or colleague, social workers should discuss with the client whether consultation with the previous service provider is in the client's best interest.

### **3.07 Administration**

(a) Social work administrators should advocate within and outside their agencies for adequate resources to meet clients' needs.

(b) Social workers should advocate for resource allocation procedures that are open and fair. When not all clients' needs can be met, an allocation procedure should be developed that is nondiscriminatory and based on appropriate and consistently applied principles.

(c) Social workers who are administrators should take reasonable steps to ensure that adequate agency or organizational resources are available to provide appropriate staff supervision.

(d) Social work administrators should take reasonable steps to ensure that the working environment for which they are responsible is consistent with and encourages compliance with the *NASW Code of Ethics*. Social work administrators should take reasonable steps to eliminate any conditions in their organizations that violate, interfere with, or discourage compliance with the *Code*.

### **3.08 Continuing Education and Staff Development**

Social work administrators and supervisors should take reasonable steps to provide or arrange for continuing education and staff development for all staff for whom they are responsible. Continuing education and staff development should address current knowledge and emerging developments related to social work practice and ethics.

### **3.09 Commitments to Employers**

(a) Social workers generally should adhere to commitments made to employers and employing organizations.

(b) Social workers should work to improve employing agencies' policies and procedures and the efficiency and effectiveness of their services.

(c) Social workers should take reasonable steps to ensure that employers are aware of social workers' ethical obligations as set forth in the *NASW Code of Ethics* and of the implications of those obligations for social work practice.

(d) Social workers should not allow an employing organization's policies, procedures, regulations, or administrative orders to interfere with their ethical practice of social work. Social workers should take reasonable steps to ensure that their employing organizations' practices are consistent with the *NASW Code of Ethics*.



- (e) Social workers should act to prevent and eliminate discrimination in the employing organization's work assignments and in its employment policies and practices.
- (f) Social workers should accept employment or arrange student field placements only in organizations that exercise fair personnel practices.
- (g) Social workers should be diligent stewards of the resources of their employing organizations, wisely conserving funds where appropriate and never misappropriating funds or using them for unintended purposes.

### **3.10 Labor-Management Disputes**

- (a) Social workers may engage in organized action, including the formation of and participation in labor unions, to improve services to clients and working conditions.
- (b) The actions of social workers who are involved in labor-management disputes, job actions, or labor strikes should be guided by the profession's values, ethical principles, and ethical standards. Reasonable differences of opinion exist among social workers concerning their primary obligation as professionals during an actual or threatened labor strike or job action. Social workers should carefully examine relevant issues and their possible impact on clients before deciding on a course of action.

## **4. SOCIAL WORKERS' ETHICAL RESPONSIBILITIES AS PROFESSIONALS**

### **4.01 Competence**

- (a) Social workers should accept responsibility or employment only on the basis of existing competence or the intention to acquire the necessary competence.
- (b) Social workers should strive to become and remain proficient in professional practice and the performance of professional functions. Social workers should critically examine and keep current with emerging knowledge relevant to social work. Social workers should routinely review the professional literature and participate in continuing education relevant to social work practice and social work ethics.
- (c) Social workers should base practice on recognized knowledge, including empirically based knowledge, relevant to social work and social work ethics.

### **4.02 Discrimination**

Social workers should not practice, condone, facilitate, or collaborate with any form of discrimination on the basis of race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, or mental or physical disability.

### **4.03 Private Conduct**

Social workers should not permit their private conduct to interfere with their ability to fulfill their professional responsibilities.

### **4.04 Dishonesty, Fraud, and Deception**

Social workers should not participate in, condone, or be associated with dishonesty, fraud, or deception.

### **4.05 Impairment**

- (a) Social workers should not allow their own personal problems, psychosocial distress, legal problems, substance abuse, or mental health difficulties to interfere with their professional judgment and performance or to jeopardize the best interests of people

for whom they have a professional responsibility.

(b) Social workers whose personal problems, psychosocial distress, legal problems, substance abuse, or mental health difficulties interfere with their professional judgment and performance should immediately seek consultation and take appropriate remedial action by seeking professional help, making adjustments in workload, terminating practice, or taking any other steps necessary to protect clients and others.

#### **4.06 Misrepresentation**

(a) Social workers should make clear distinctions between statements made and actions engaged in as a private individual and as a representative of the social work profession, a professional social work organization, or the social worker's employing agency.

(b) Social workers who speak on behalf of professional social work organizations should accurately represent the official and authorized positions of the organizations.

(c) Social workers should ensure that their representations to clients, agencies, and the public of professional qualifications, credentials, education, competence, affiliations, services provided, or results to be achieved are accurate. Social workers should claim only those relevant professional credentials they actually possess and take steps to correct any inaccuracies or misrepresentations of their credentials by others.

#### **4.07 Solicitations**

(a) Social workers should not engage in uninvited solicitation of potential clients who, because of their circumstances, are vulnerable to undue influence, manipulation, or coercion.

(b) Social workers should not engage in solicitation of testimonial endorsements (including solicitation of consent to use a client's prior statement as a testimonial endorsement) from current clients or from other people who, because of their particular circumstances, are vulnerable to undue influence.

#### **4.08 Acknowledging Credit**

(a) Social workers should take responsibility and credit, including authorship credit, only for work they have actually performed and to which they have contributed.

(b) Social workers should honestly acknowledge the work of and the contributions made by others.

### **5. SOCIAL WORKERS' ETHICAL RESPONSIBILITIES TO THE SOCIAL WORK PROFESSION**

#### **5.01 Integrity of the Profession**

(a) Social workers should work toward the maintenance and promotion of high standards of practice.

(b) Social workers should uphold and advance the values, ethics, knowledge, and mission of the profession. Social workers should protect, enhance, and improve the integrity of the profession through appropriate study and research, active discussion, and responsible criticism of the profession.

(c) Social workers should contribute time and professional expertise to activities that promote respect for the value, integrity, and competence of the social work profession. These activities may include teaching, research, consultation, service, legislative testimony, presentations in the community, and participation in their professional organizations.

(d) Social workers should contribute to the knowledge base of social work and share with colleagues their knowledge related to practice, research, and ethics. Social workers should seek to contribute to the profession's literature and to share their knowledge

at professional meetings and conferences.

(e) Social workers should act to prevent the unauthorized and unqualified practice of social work.

## **5.02 Evaluation and Research**

(a) Social workers should monitor and evaluate policies, the implementation of programs, and practice interventions.

(b) Social workers should promote and facilitate evaluation and research to contribute to the development of knowledge.

(c) Social workers should critically examine and keep current with emerging knowledge relevant to social work and fully use evaluation and research evidence in their professional practice.

(d) Social workers engaged in evaluation or research should carefully consider possible consequences and should follow guidelines developed for the protection of evaluation and research participants. Appropriate institutional review boards should be consulted.

(e) Social workers engaged in evaluation or research should obtain voluntary and written informed consent from participants, when appropriate, without any implied or actual deprivation or penalty for refusal to participate; without undue inducement to participate; and with due regard for participants' wellbeing, privacy, and dignity. Informed consent should include information about the nature, extent, and duration of the participation requested and disclosure of the risks and benefits of participation in the research.

(f) When evaluation or research participants are incapable of giving informed consent, social workers should provide an appropriate explanation to the participants, obtain the participants' assent to the extent they are able, and obtain written consent from an appropriate proxy.

(g) Social workers should never design or conduct evaluation or research that does not use consent procedures, such as certain forms of naturalistic observation and archival research, unless rigorous and responsible review of the research has found it to be justified because of its prospective scientific, educational, or applied value and unless equally effective alternative procedures that do not involve waiver of consent are not feasible.

(h) Social workers should inform participants of their right to withdraw from evaluation and research at any time without penalty.

(i) Social workers should take appropriate steps to ensure that participants in evaluation and research have access to appropriate supportive services.

(j) Social workers engaged in evaluation or research should protect participants from unwarranted physical or mental distress, harm, danger, or deprivation.

(k) Social workers engaged in the evaluation of services should discuss collected information only for professional purposes and only with people professionally concerned with this information.

(l) Social workers engaged in evaluation or research should ensure the anonymity or confidentiality of participants and of the data obtained from them. Social workers should inform participants of any limits of confidentiality, the measures that will be taken to ensure confidentiality, and when any records containing research data will be destroyed.

(m) Social workers who report evaluation and research results should protect participants' confidentiality by omitting identifying information unless proper consent has been obtained authorizing disclosure.

(n) Social workers should report evaluation and research findings accurately. They should not fabricate or falsify results and should take steps to correct any errors later found in published data using standard publication methods.

(o) Social workers engaged in evaluation or research should be alert to and avoid conflicts of interest and dual relationships with participants, should inform participants when a real or potential conflict of interest arises, and should take steps to resolve the issue in a manner that makes participants' interests primary.

(p) Social workers should educate themselves, their students, and their colleagues about responsible research practices.

## **6. SOCIAL WORKERS' ETHICAL RESPONSIBILITIES TO THE BROADER SOCIETY**

### **6.01 Social Welfare**

Social workers should promote the general welfare of society, from local to global levels, and the development of people, their communities, and their environments. Social workers should advocate for living conditions conducive to the fulfillment of basic human needs and should promote social, economic, political, and cultural values and institutions that are compatible with the realization of social justice.

### **6.02 Public Participation**

Social workers should facilitate informed participation by the public in shaping social policies and institutions.

### **6.03 Public Emergencies**

Social workers should provide appropriate professional services in public emergencies to the greatest extent possible.

### **6.04 Social and Political Action**

(a) Social workers should engage in social and political action that seeks to ensure that all people have equal access to the resources, employment, services, and opportunities they require to meet their basic human needs and to develop fully. Social workers should be aware of the impact of the political arena on practice and should advocate for changes in policy and legislation to improve social conditions in order to meet basic human needs and promote social justice.

(b) Social workers should act to expand choice and opportunity for all people, with special regard for vulnerable, disadvantaged, oppressed, and exploited people and groups.

(c) Social workers should promote conditions that encourage respect for cultural and social diversity within the United States and globally. Social workers should promote policies and practices that demonstrate respect for difference, support the expansion of cultural knowledge and resources, advocate for programs and institutions that demonstrate cultural competence, and promote policies that safeguard the rights of and confirm equity and social justice for all people.

(d) Social workers should act to prevent and eliminate domination of, exploitation of, and discrimination against any person, group, or class on the basis of race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, or mental or physical disability

Southern University at New Orleans  
School of Social Work  
**GRIEVANCE FORM**  
Please submit the following to the Dean

\_\_\_\_\_ BSW Student \_\_\_\_\_ MSW Student

Name of person filing the grievance \_\_\_\_\_

Phone \_\_\_\_\_ E-mail address \_\_\_\_\_

Name of person grievance is against \_\_\_\_\_

1. Grievance Statement (provide a clear, ordered statement giving details and significant dates)

2. Provide supportive documentation (briefly describe each document and/or evidence and state the purpose for inclusion)

3. Identify attempts at resolution (provide details and significant dates)

\_\_\_\_\_  
Signature and Date

Disposition \_\_\_\_\_ Submit to Grievance Committee \_\_\_\_\_ Return to Complainant \_\_\_\_\_ Date

cc: Advisor, file

Southern University at New Orleans  
School of Social Work  
**“I” GRADE REQUEST**  
Initiated by student

**I. Completed by student**

\_\_\_\_\_ BSW Student \_\_\_\_\_ MSW Student

Name \_\_\_\_\_ Semester and Year \_\_\_\_\_

Phone \_\_\_\_\_ E-mail address \_\_\_\_\_

Course Name and Number \_\_\_\_\_

Reason for “I” grade:

**II. Completed by Faculty**

Disposition: Agree to submit an “I” grade \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, identify

a. What course work must be completed to remove the “I”

b. Date course work must be completed. \_\_\_\_\_

c. What the grade will be if student does not complete the identified course work by the identified date.

\_\_\_\_\_

Signature of Student	Date	Signature of Faculty	Date
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Cc: Advisor  
File

Southern University at New Orleans  
School of Social Work

**Independent Study Course Agreement Form**

(please check) \_\_\_\_\_ SOWK 430    \_\_\_\_\_ SOWK 730    \_\_\_\_\_ SOWK 7301

Student's Name \_\_\_\_\_ SUNO ID# \_\_\_\_\_

Student's Email Address \_\_\_\_\_ Phone \_\_\_\_\_

Instructor's Name \_\_\_\_\_

Is this course substituting for an Open Elective? \_\_\_\_\_ Yes \_\_\_\_\_ No

I. Topic of Interest: \_\_\_\_\_

II. Overview of course content:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

III. Evaluation Criteria (Assignments, papers, Exams, etc.); Due date; & Percentage towards the final grade: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

IV. Meeting Arrangements: \_\_\_\_\_

V. Comments: \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Cc: Student's file

BSW Director or Associate Dean

rev: 6/10

**SOUTHERN UNIVERSITY AT NEW ORLEANS**  
**STUDENTS OF SOCIAL WORK ASSOCIATION**  
**BSW BY-LAWS**

**I. The name of the organization shall be:**

STUDENTS OF SOCIAL WORK ASSOCIATION, S.O.S.

**II. Purpose**

S.O.S. is a self-determining organization of undergraduate social work students, with the following purposes:

1. To provide an opportunity for student participation in the School of Social Work and its operation.
2. To provide a forum for addressing social issues of interest and concern to social work students.
3. To provide a broader theoretical and practical view of social work than can be acquired in classroom settings.
4. To constitute a vehicle for student involvement in advocacy, empowerment, and transformation in programs and services that cannot be acquired in classroom settings.



5. To provide a structure through which social work students can discuss and take action on matters of mutual concern in the school and in the community.
6. To encourage and facilitate student involvement in educational, professional, and practical standards at the national, regional and local levels.

### III. Membership

Any person who adheres to the constitution and by-laws of the organization may become a member. Such persons must be students of social work and/or social work education.

### IV. Financial Responsibilities

1. Donations shall be collected each per semester

### V. Officers

1. President
2. Vice-President
3. Recording Secretary
4. Financial Secretary
5. Treasurer
6. Sergeant-at-Arms/Parliamentarian
7. Representatives-at-Large  
(2-Day Reps. & 2 – Evening Reps.)
8. Public Relations Limited to six (6)
9. Chaplain (appointed)

### Duties

1. The **President** shall be the official representative of S.O.S. She/he shall preside of all meetings of the organization and all meetings of the Executive Committee. She/he shall delegate other responsibilities as designated by the organization. She/he shall be available for consultation on all major policies. She/he shall make all appointments that are not otherwise specified in the constitution. She/he shall approve or reject the budget and/or disbursement of various budget requests and/or general fund allocation.
2. The **Vice-President** shall be responsible for the functioning of all standing committees. She/he shall serve as co-chair of the Emergency Relief Fund. She/he shall recommend approval or rejection of the various budget requests. She/he shall fulfill the duties of the President in case of absence or disability.

3. The **Recording Secretary** shall be responsible for recording and compiling all minutes of proceeding of the organization, Executive Committee meetings, and any general membership meetings.
4. The **Financial Secretary** shall be responsible for recording all funds received and issuing receipts for such funds. She/he shall be responsible for maintaining records of all financial transactions. She/he shall assist in the development of budgets.
5. The **Treasurer** shall be responsible and accountable for the receipts, deposits, withdrawals, and disbursement of all funds in conjunction with the President and Financial Secretary.
6. The **Sergeant-at-Arms/Parliamentarian** – As Sergeant-at-Arms, He/she shall bring to order and maintain order throughout the duration of all organization, Executive Committee and general membership meetings. As Parliamentarian he/she shall advise the presiding officer on questions of procedure in transacting the business of the assembly legally, efficiently and impartially. He/she is there to state ruling or give his/her interpretation of it. (He/she does not make decision). He/she is charged with maintaining the current state of the Constitution by amending, modifying, and/clarifying the document as set forth by the rulings of the Executive Committee.
7. The **Representative-at-Large** (2-evening and 2-day students) shall be responsible for talking to the social work students in their school attendance times to bring to surface their problems and concern. They are the “mouthpiece” for students who are unable to attend the meetings.
8. The **Public Relations** persons are responsible for assuring that any S.O.S. sponsored function is adequately advertised to the student body (flyer, posters, and passing out flyers). The chairperson for public relations will be responsible that any and all pertinent S.O.S. information be submitted in the form of typewritten press release to the SUNO public relations office. Also, these persons must share the important responsibility of assuring all paperwork necessary for S.O.S. function is complete. (Refer to student affairs office for details.) The chairperson shall also act as Editor-in-Chief of the S.O.S. newsletter and shall delegate duties as she/he deems necessary. While all Executive Officers are to actively seek sponsorships to the S.O.S. newsletter, the P.R. staff is to actively solicit, co-ordinate, and accept or reject printed advertisements. The size of the staff is limited to six (6).
9. The **Chaplain** is to serve as Spiritual Counsel to S.O.S. This is an appointed position so as to maintain continuity with leadership.

## VI. Election of Officers

- a. Election of Officers shall be held during the spring semester Seminar for Majors.
- b. Elected Office shall be held for one calendar year, (from June to May).
- c. Elected officers may run for re-election to one additional term, limited to two terms for their respective office. Elected Officers may however run for any other office with the same two-term limitation for each.

## VII. Removal of Officers

Any member of the body may submit in writing a formal statement of charges to the investigating committee which will report its findings to the entire body within a period of thirty days and in a regular or special meeting. Final action shall be determined by the body; and 2/3 of the members present shall be deemed necessary for the removal of a person from office. At least nine S.O.S. members must be present.

### **Grounds for the Removal of an Officer**

1. Has not attended at least 60% of all called S.O.S. meetings (submitted, written excuses that are deemed reasonable are considered) at semester end.
2. Mis-management of S.O.S. resources.
3. Deliberately giving false information at a S.O.S. meeting.
4. Violating the trust and confidentiality of any member requesting financial assistance.
5. Committing an act that reflects negatively on S.O.S. and the School of Social Work (must be evident).

### **VIII. The Executive Committee**

The Executive Committee shall consist of the officers and chairperson of standing committees and two (2) elected representatives of the evening division. The Executive Committee may exercise such powers of the organization that may be necessary between meetings. The Executive Committee may exercise its powers with 2/3 of the committee present. The President may take votes over the phone if needed, but these votes must be written and verified at a subsequent S.O.S. meeting.

### **IX. Replacement of Officers**

Upon the creating of a vacancy of the office of President, the Vice-President shall fill the position; all other vacancies with remaining terms shall be filled by the President.

### **X. Standing Committee**

1. Program
2. Nomination
3. Membership
4. Fund Raising
5. Relief

### **XI. Meetings**

1. Meetings shall be held 3 – 5 times per semester.
2. The President shall exercise the authority to call special meetings.
3. Notification of all regular meetings shall be given at least 7 days in advance.

- Special meetings can be held with at least 24 hrs notice.
4. A quorum shall consist of 2/3 of the elected officers of the organization.

## **XII. Amendments**

Rules can be amended at any regular meeting of the organization by a 2/3 vote of the members present, provided that no less than 2/3 of the elected officers are present and provided the amendment was submitted in writing at the previous meeting. No amendment to the constitution or bylaws shall be permitted without at least equal notice and a 2/3 vote.

## **XV. S.O.S. Role in Student Grievances**

S.O.S. is an appropriate vehicle by which any member student may file a grievance against a faculty member, institutional policy or procedure. The purpose of S.O.S.'s involvement in the grievance process.

### **SOUTHERN UNIVERSITY AT NEW ORLEANS**

### **STUDENTS OF SOCIAL WORK ASSOCIATION**

### **MSW BY-LAWS**

#### **I. Purpose**

S.O.S. is a self-determining organization of graduate students with the following major purposes:

1. To promote the growth and development of graduate students while attending the School of Social Work at SUNO.
2. To provide an opportunity for student participation in the School of Social Work and its operation.
3. To provide a forum for addressing social issues of interest and concern to social work students.
4. To provide a broader theoretical and practical view of social work than can be acquired in classroom settings.
5. To constitute a vehicle for student involvement in advocacy, empowerment, and transformation in programs and services that cannot be acquired in classroom settings.
6. To provide a structure through which social work students can discuss and take action on matters of mutual concern in the school and in the community.

7. To encourage and facilitate student involvement in educational, professional, and practical standards at the national, regional and local levels.

## II. Membership

Any person who adheres to the constitution and by-laws of the organization who is an enrolled students in the School of Social at SUNO may become a member.

## III. Financial Responsibilities

1. Donations shall be collected each semester.

## IV. Officers

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Liaison/Alumni Association
6. Representatives-at-Large  
(2<sup>nd</sup> Year Representative & 1<sup>st</sup> Year Representative)
7. Part-Time Representative  
Faculty Committee Appointments

## V. Officer Duties

**NOTE: Students serving as active officers must remain in good academic standing (no more than 2 C's and no grade of F).**

1. The **President** shall be the official representative of S.O.S. She/he shall preside over meetings of the organization and all meetings of the Executive Committee. She/he will work with the Director of Student Affairs in the School of Social Work to coordinate meetings and to support linkages to the Faculty, Staff and undergraduate students. She/he shall make all appointments as needed.
2. The **Vice-President** shall fulfill the duties of the president in case of absence or other reason. The **Vice-President** shall also serve as a Liaison to the undergraduate student organization.
3. The **Secretary** shall be responsible for recording and compiling all minutes of proceeding of the organization, and other functions of the organization. The **Secretary** will also assist the **President** with financial reports.
4. The **Treasurer** shall be responsible and accountable for the receipts, deposits, withdrawals, and disbursement of all funds in cooperation with the **President** and with the assistant of the Director of Student Affairs.

5. The **Liaison Alumni Association** will work closely with the Director of Student Affairs to develop and plan for alumni association activities. As much as possible this person will meet the officers of the alumni association and will provide linkage back to the organization and also to undergraduate SOS.
6. The **2<sup>nd</sup> Year Representative** will be an 2<sup>nd</sup> year student. This person shall be responsible for talking to 2<sup>nd</sup> year social work students to bring to surface problems, concerns and issues for discussion.
7. The **1<sup>st</sup> Year Representative** will be a 1<sup>st</sup> year student. This person shall be responsible for talking to 1<sup>st</sup> year social work students to bring to surface problems, concerns and issues for discussion.
8. The **Part-time Representative**

## **VI. Election of Officers**

Officers shall be elected in the Spring semester for service during the following year.

## **VII. Removal of Officers**

Any member of the body may submit in writing a formal statement of charges to the investigating committee which will report its findings to the entire body within a period of thirty days and in a regular or special meeting. Final action shall be determined by the body; and 2/3 of the members present shall be deemed necessary for the removal of a person from office. At least nine S.O.S. members must be present.

### **Grounds for the Removal of an Officer**

1. Has not attended at least 60% of all called S.O.S. meetings (submitted, written excuses that are deemed reasonable are considered) at semester end.
2. Mis-management of S.O.S. resources.
3. Deliberately giving false information at a S.O.S. meeting.
4. Violating the trust and confidentiality of any member requesting financial assistance.
5. Committing an act that reflects negatively on S.O.S. and the School of Social Work (must be evident).

## **VIII. Standing Committee**

1. Membership
2. Fund Raising

**IX. Meetings**

There will be 3-5 meetings per semester.

**XV. S.O.S. Role in Student Grievances**

S.O.S. is an appropriate vehicle by which any member student may file a grievance against a faculty member, institutional policy or procedure. The purpose of S.O.S.'s involvement in the grievance process.

**ADOPTED: 8/18/04**

**SOUTHERN UNIVERSITY AT NEW ORLEANS**

**CONSTITUTION AND BY LAWS**

**MEN OF SOCIAL WORK ASSOCIATION**

**Committed to supporting the values and commitment of the Social Work  
Profession through Program Development, Volunteer Work and to  
Provide new linkages to the community of Social Work in the New Orleans  
Metropolitan Area**

## **MEN OF SOCIAL WORK ASSOCIATION**

### **CONSTITUTION AND BY-LAWS**

#### **I. The name of the organization shall be:**

MEN OF SOCIAL WORK ASSOCIATION (M.O.S.W.A.)

#### **II. Purpose**

M.O.S.W.A. a self-determining organization of both graduate and undergraduate male social work students and faculty, whose primary purpose is to support the values and commitment of the Social Work Profession through Program Development, Volunteer Work and to provide new linkages to the community of social work in the New Orleans Standard Metropolitan Statistical Area (SMSA). Our goals are:

1. Reduce the number of at-risk male youths from becoming chemically addicted high school dropouts, gang members, and subsequently falling into a delinquent lifestyle, which will progressively lead to other self-destructive behaviors.
2. Develop an outreach program to educate at-risk youth about the benefits of education, socially acceptable behaviors, stress management, drug and alcohol abuse and the importance of developing critical thinking skills, setting life goals and achieving positive results.
3. Provide a forum for addressing social issues of interest and concern to social work students.
4. Provide a broader theoretical and practical view of social work than can be acquired in classroom settings.



5. Constitute a vehicle for student involvement in advocacy, empowerment, and transformation in programs and services that cannot be acquired in classroom settings.
6. Provide a structure through which social work students can discuss and take action on matters of mutual concern in the school and in the community.
7. Encourage and facilitate student involvement in educational, professional, and practical standards at the national, regional and local levels.

### III. Membership

Any graduate/undergraduate male student and/or faculty member interested in social work who adheres to the constitution and by-laws of the organizations may become a member.

### IV. Financial Responsibilities

1. Dues shall be \$5.00 per semester
2. All dues are payable no later than the end of the student's first month of enrollment.

### V. Officers

1. Faculty Advisors (2)
2. President
3. Vice-President
4. 2<sup>nd</sup> Vice-President
5. Secretary
6. Treasurer
7. Public Relations Officer
8. Chaplain (appointed)
9. Sergeant-at-Arms

### Duties

1. The **Faculty Advisors** shall serve as facilitators, mentors, and developers of all M.O.S.W.A. A. program activities. They along with the **President** shall preside over all meetings of the organization and all meetings of the Executive Committee.
2. The **President** shall be the official representative of M.O.S.W.A. In addition to working as a co-facilitator at all meetings, he shall work directly with **Faculty Advisors** in the development and implementation of policy. He shall delegate other responsibilities as designated by the organization. He shall be available for consultation on all major policies. He shall make all appointments that are not otherwise specified in the constitution.

3. The **Vice-President** shall be responsible for the functioning of all standing committees. He shall work directly with **Faculty Advisors** and the **President** in the development and implementation of policy. He shall fulfill the duties of the President in case of absence or disability.
4. The **2<sup>nd</sup> Vice-President** shall advise the presiding officer on questions of procedure in transacting the business of the assembly legally, efficiently and impartially. He is there to state ruling or give his/her interpretation of it. He is charged with maintaining the current state of the Constitution by amending, modifying, and/clarifying the document as set forth by the rulings of the Executive Committee. He shall fulfill the duties of the President and/or Vice-President in case of absence or disability.
5. The **Secretary** shall be responsible for recording and compiling all minutes of proceeding of the organization, Executive Committee meetings, and any general membership meetings.
6. The **Treasurer** shall be responsible for recording all funds received and issuing receipts for such funds. He shall be responsible for maintaining records of all financial transactions. He shall be responsible and accountable for the receipts, deposits, withdrawals, and disbursement of all funds in conjunction with the President and Secretary.
7. The **Public Relations Officer** is responsible for assuring that any M.O.S.W.A. sponsored function is adequately advertised to the student body (flyers, posters, and passing out flyers). He will be responsible to see that any and all pertinent M.O.S.W.A. information be submitted in the form of typewritten press release to the SUNO student activity and public relations office. Also, this person must share the important responsibility of assuring all paperwork necessary for M.O.S.W.A. functions be complete.
8. The **Chaplain** is to serve as Spiritual Counsel to M.O.S.W.A. This is an appointed position so as to maintain continuity with leadership.
9. The **Sergeant-at-Arms** shall bring to order and maintain order throughout the duration of all organization, Executive Committee and general membership meetings.

## VI. Election of Officers

- a. Election of Officers shall be held in the spring during the month of March.
- b. Elected Office shall be held for one calendar year. (From June to May).
- c. Elected Officers may run for re-election to one additional term, limited to two terms for their respective office. Elected Officers may however run for any other office with the same two-term limitation for each.

## VII. Removal of Officers

Any member of the body may submit in writing a formal statement of charges to the investigating committee, which will report its findings to the entire body within a period of

thirty days, and a regular or special meeting. The body shall determine final action; and  
 2/3 of the members present shall be deemed necessary for the removal of a person from  
 office. At least six (6) M.O.S.W.A. members must be present.

### **Grounds for the Removal of an Officer**

1. Has not attended at least 60% of all called M.O.S.W.A. meetings (submitted, written excuses that are deemed reasonable are considered) at semester end.
2. Mismanagement of M.O.S.W.A. resources.
3. Deliberately giving false information at M.O.S.W.A. meeting.
4. Violating the trust and/or confidentiality of any client and/or their respective agency.
5. Committing an act, action or series of actions that reflects negatively on M.O.S.W.A. and/or the School of Social Work (must be evident).

### **VIII. The Executive Committee**

The Executive Committee shall consist of the President, Vice-President, 2<sup>nd</sup> Vice- President, Public Relations Officer, and the two (2) faculty advisors. The Executive Committee may exercise such powers of the organization that may be necessary between meetings. The Executive Committee may exercise its powers with 2/3 of the committee present. The President may take votes over the phone if needed, but these votes must be written and verified at a subsequent M.O.S.W.A. meeting.

### **IX. Replacement of Officers**

Upon the creating of a vacancy of the office of President, the Vice-President shall fill the position; all other vacancies with remaining terms shall be filled by the President.

### **X. Standing Committee**

1. Program
2. Nomination
3. Membership

### **XI. Meetings**

1. Meetings shall be held every month (temporarily in Building #12 on the North Campus) or other designated location.
2. The President shall exercise the authority to call special meetings.
3. Notification of all regular meetings shall be given at least 7 days in advance. Special meetings can be held with at least 24 hrs notices.
4. A quorum shall consist of 2/3 of the elected officers of the organization.

### **XII. Amendments**

Rules can be amended at any regular meeting of the organization by a 2/3 vote of the members present, provided that no less than 2/3 of the elected officers are present and provided the amendment was submitted in writing at the previous meeting. No amendment to the constitution or bylaws shall be permitted without at least equal notice and a 2/3 vote.

### **By-Laws**

November, 2006

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**Phi Alpha Honor Society  
Xi Phi Chapter  
Southern University at New Orleans  
6801 Press Dr.,  
New Orleans, LA. 70126**

### **CHAPTER 1**

#### **Officers of the Executive Committee**

- Section 1. The officers of the organization shall consist of a President, Vice-President and Secretary-Treasurer to be elected by a majority vote of the membership.
- Section 2. The President shall preside at meetings of the chapter; appoint such committees as may be provided for by Chapter Constitution or By-Laws or by vote of the chapter; call special meetings of the chapter; be responsible for all Chapters reports; perform the duties or ritual chair at initiation ceremonies, and promote the welfare of the Society and Chapter.
- Section 3. The Vice-President shall perform all duties of the President in the latter's absence or disability and any other duties assigned by the President.
- Section 4. The duties of the Secretary-Treasurer shall be as follows:
- a. To forward to the Treasurer of the Executive Council the following the national initiation fee for each student and faculty initiate prior to his or her acceptance into membership.
  - b. Fulfill such additional duties as may be required by the Executive Committee or by the Chapter Constitution, the By-Laws, resolutions, or vote of the Chapter membership.
- Section 5. A faculty member in the undergraduate or graduate social work program shall serve as the faculty advisor.

## CHAPTER II

### Organization and Procedures

- Section 1. The Executive Committee shall consist of the President, Vice President, and Secretary-Treasurer.
- Section 2. The Chapter shall meet in official sessions at least twice each year.
- Section 3. Standing Committee may be appointed by the President with the approval of the Executive Committee.
- Section 4. Special committee may be appointed by the President.
- Section 5. The Chapter year shall begin on July 1 and end on June 30.
- Section 6. The Chapter shall maintain adequate and accurate records of its membership activities and finances. Such records shall be kept in such a way as to serve as a permanent and historical record.
- Section 7. Qualified persons may be inducted into membership anytime of the year.
- Section 8. Election of officers shall be held once each year and at other times when a vacancy occurs.

## CHAPTER III

### Membership

- Section 1. An undergraduate student is eligible for active membership after achieving the following National minimum requirements and meeting local Chapter requirements:
- a. Declared social work as a major.
  - b. Achieved sophomore status.
  - c. Completed 8 semester hours or 12 quarter hours of required social work courses.
  - d. Achieved an overall grade point average of 3.0 on a 4.0 scale.
  - e. Achieved a 3.25 grade point average in required social work courses.
  - f. Local chapter may establish higher eligibility requirements.
- Section 2. A graduate student is eligible for active membership after achieving:
- a. A minimum of one term of course work.
  - b. A grade point average of 3.5 on a 4.0 scale.
  - c. Local Chapters may establish higher eligibility requirements.  
 Amendment 1: (October, 2008): Eligible students must agree to and participate in, a volunteer community service activity, engage in on-campus and off-campus chapter activities;  
 Revision to Amendment 1: (November, 2010): Each applicant must submit documentation (on official stationary) of prior community volunteer activities from a community organization, group, or agency along with the letter of intent, transcript, and application.
- Section 3. A faculty member may be granted membership by invitation of the Executive Committee and approval of the Chapter membership.

- Section 4. The Executive Committee with the approval of the membership, may grant Honorary Membership to a maximum of two individuals per year who have made outstanding contributions to the field of social work. Honorary members shall not be assessed membership dues.
- Section 5. The method of granting membership shall be in accordance with procedures established by the local chapter.
- Section 6. Any member may be expelled from membership for reasons of academic or personal conduct unbecoming a student of social work, by a three-fourths vote of the chapter, after a thorough investigation has been made by the Executive Committee, and the members so charged has been granted an impartial hearing before the Executive Committee. Dismissal from the Social Work program or College/University is cause for automatic recommendation for expulsion.

## **CHAPTER IV**

### **Dues**

- Section 1. The initiation fee shall be of sufficient amount to include the following:
- a. The initiation fee required by the National Society.
  - b. The initiation fee required by the local chapter.
- Section 2. Annual chapter dues shall be established in accordance with chapter needs by action of the Executive Committee and a three-fourths vote of the chapter membership present.
- Section 3. Special fees may be levied by the Executive Committee with a three-fourths vote of the chapter membership present.

## **CHAPTER V**

### **Amendments**

These By-Laws may be amended by a majority vote of the Executive Committee and upon ratification by a three-fourths vote of the membership.

## **AFFIRMATIVE ACTION STATEMENT**

Membership shall be available to all eligible persons without regard to age, gender, color, race, creed, ethnic or national origin, political or sexual orientation, or disability.



COUNCIL ON SOCIAL WORK EDUCATION

### **Educational Policy and Accreditation Standards**

#### **Purpose: Social Work Practice, Education, and Educational Policy and Accreditation Standards**

The purpose of the social work profession is to promote human and community well-being. Guided by a person and environment construct, a global perspective, respect for human diversity, and knowledge based on scientific inquiry, social work's purpose 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.

Social work educators serve the profession through their teaching, scholarship, and service. Social work education—at the baccalaureate, master's, and doctoral levels—shapes the profession's future through the education of competent professionals, the generation of knowledge, and the exercise of leadership within the professional community.

The Council on Social Work Education (CSWE) uses the Educational Policy and Accreditation Standards (EPAS) to accredit baccalaureate- and master's-level social work programs. EPAS supports academic excellence by establishing

thresholds for professional competence. It permits programs to use traditional and emerging models of curriculum design by balancing requirements that promote comparability across programs with a level of flexibility that encourages programs to differentiate.

EPAS describe four features of an integrated curriculum design: (1) program mission and goals; (2) explicit curriculum; (3) implicit curriculum; and (4) assessment. The Educational Policy and Accreditation Standards are conceptually linked. Educational Policy describes each curriculum feature. Accreditation Standards (*in italics*) are derived from the Educational Policy and specify the requirements used to develop and maintain an accredited social work program at the baccalaureate (B) or master's (M) level.

## **2. Explicit Curriculum**

### **Educational Policy 2.0—The Social Work Curriculum and Professional Practice**

The explicit curriculum constitutes the program's formal educational structure and includes the courses and the curriculum. Social work education is grounded in the liberal arts, which provide the intellectual basis for the professional curriculum and inform its design. The explicit curriculum achieves the program's competencies through an intentional design that includes the foundation offered at the baccalaureate and master's levels and the advanced curriculum offered at the master's level. The BSW curriculum prepares its graduates for generalist practice through mastery of the core competencies. The MSW curriculum prepares its graduates for advanced practice through mastery of the core competencies augmented by knowledge and practice behaviors specific to a concentration.

### **Educational Policy 2.1—Core Competencies**

Competency-based education is an outcome performance approach to curriculum design. Competencies are measurable practice behaviors that are comprised of knowledge, values, and skills. The goal of the outcome approach is to demonstrate the integration and application of the competencies in practice with individuals, families, groups, organizations, and communities. The ten core competencies are listed below [EP 2.1.1–EP 2.1.10(d)], followed by a description of characteristic knowledge, values, skills, and the resulting practice behaviors that may be used to operationalize the curriculum and assessment methods. Programs may add competencies consistent with their missions and goals.

#### **Educational Policy 2.1.1—Identify as a professional social worker and conduct oneself accordingly.**



Social workers serve as representatives of the profession, its mission, and its core values. They know the profession's history. Social workers commit themselves to the profession's enhancement and to their own professional conduct and growth. Social workers

- advocate for client access to the services of social work;
- practice personal reflection and self-correction to assure continual professional development;
- attend to professional roles and boundaries;
- demonstrate professional demeanor in behavior, appearance, and communication;
- engage in career-long learning; and
- use supervision and consultation.

**Educational Policy 2.1.2—Apply social work ethical principles to guide professional practice.**

Social workers have an obligation to conduct themselves ethically and to engage in ethical decision-making. Social workers are knowledgeable about the value base of the profession, its ethical standards, and relevant law. Social workers

- recognize and manage personal values in a way that allows professional values to guide practice;
- make ethical decisions by applying standards of the National Association of Social Workers Code of Ethics<sup>2</sup> and, as applicable, of the International Federation of Social Workers/International Association of Schools of Social Work Ethics in Social Work, Statement of Principles;<sup>3</sup>
- tolerate ambiguity in resolving ethical conflicts; and
- apply strategies of ethical reasoning to arrive at principled decisions.

**Educational Policy 2.1.3—Apply critical thinking to inform and communicate professional judgments.**

Social workers are knowledgeable about the principles of logic, scientific inquiry, and reasoned discernment. They use critical thinking augmented by creativity and curiosity. Critical thinking also requires the synthesis and communication of relevant information. Social workers

- distinguish, appraise, and integrate multiple sources of knowledge, including research-based knowledge, and practice wisdom;
- analyze models of assessment, prevention, intervention, and evaluation; and

- demonstrate effective oral and written communication in working with individuals, families, groups, organizations, communities, and colleagues.

#### **Educational Policy 2.1.4—Engage diversity and difference in practice.**

Social workers understand how diversity characterizes and shapes the human experience and is critical to the formation of identity. The dimensions of diversity are understood as the intersectionality of multiple

<sup>2</sup>National Association of Social Workers (approved 1996, revised 1999). *Code of Ethics for Social Workers*. Washington, DC: NASW.

<sup>3</sup>International Federation of Social Workers and International Association of Schools of Social Work. (2004). *Ethics in Social Work, Statement of Principles*. Retrieved January 2, 2008 from <http://www.ifsw.org>

factors including age, class, color, culture, disability, ethnicity, gender, gender identity and expression, immigration status, political ideology, race, religion, sex, and sexual orientation. Social workers appreciate 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

- recognize the extent to which a culture's structures and values may oppress, marginalize, alienate, or create or enhance privilege and power;
- gain sufficient self-awareness to eliminate the influence of personal biases and values in working with diverse groups;
- recognize and communicate their understanding of the importance of difference in shaping life experiences; and
- view themselves as learners and engage those with whom they work as informants.

#### **Educational Policy 2.1.5—Advance human rights and social and economic justice.**

Each person, regardless of position in society, has basic human rights, such as freedom, safety, privacy, an adequate standard of living, health care, and education. Social workers recognize the global interconnections of oppression and are knowledgeable about theories of justice and strategies to promote human and civil rights. Social work incorporates social justice practices in organizations, institutions, and society to ensure that these basic human rights are distributed equitably and without prejudice. Social workers

- understand the forms and mechanisms of oppression and discrimination;
- advocate for human rights and social and economic justice; and
- engage in practices that advance social and economic justice.

**Educational Policy 2.1.6—Engage in research-informed practice and practice-informed research.**

Social workers use practice experience to inform research, employ evidence-based interventions, evaluate their own practice, and use research findings to improve practice, policy, and social service delivery. Social workers comprehend quantitative and qualitative research and understand scientific and ethical approaches to building knowledge. Social workers

- use practice experience to inform scientific inquiry and
- use research evidence to inform practice.

**Educational Policy 2.1.7—Apply knowledge of human behavior and the social environment.**

Social workers are knowledgeable about human behavior across the life course; the range of social systems in which people live; and the ways social systems promote or deter people in maintaining or achieving health and well-being. Social workers apply theories and knowledge from the liberal arts to understand biological, social, cultural, psychological, and spiritual development. Social workers

- utilize conceptual frameworks to guide the processes of assessment, intervention, and evaluation; and
- critique and apply knowledge to understand person and environment.

**Educational Policy 2.1.8—Engage in policy practice to advance social and economic well-being and to deliver effective social work services.**

Social work practitioners understand that policy affects service delivery, and they actively engage in policy practice. Social workers know 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

- analyze, formulate, and advocate for policies that advance social well-being; and
- collaborate with colleagues and clients for effective policy action.

**Educational Policy 2.1.9—Respond to contexts that shape practice.**

Social workers are informed, resourceful, and proactive in responding to evolving organizational, community, and societal contexts at all levels of practice. Social workers recognize that the context of practice is dynamic, and use knowledge and skill to respond proactively. Social workers

- continuously discover, appraise, and attend to changing locales, populations, scientific and technological developments, and emerging societal trends to provide relevant services; and
- provide leadership in promoting sustainable changes in service delivery and practice to improve the quality of social services.

**Educational Policy 2.1.10(a)–(d)—Engage, assess, intervene, and evaluate with individuals, families, groups, organizations, and communities.**

Professional practice involves the dynamic and interactive processes of engagement, assessment, intervention, and evaluation at multiple levels. Social workers have the knowledge and skills to practice with individuals, families, groups, organizations, and communities. Practice knowledge includes identifying, analyzing, and implementing evidence-based interventions designed to achieve client goals; using research and technological advances; evaluating program outcomes and practice effectiveness; developing, analyzing, advocating, and providing leadership for policies and services; and promoting social and economic justice.

**Educational Policy 2.1.10(a)—Engagement**

Social workers

- substantively and affectively prepare for action with individuals, families, groups, organizations, and communities;
- use empathy and other interpersonal skills; and
- develop a mutually agreed-on focus of work and desired outcomes.

**Educational Policy 2.1.10(b)—Assessment**

Social workers

- collect, organize, and interpret client data;
- assess client strengths and limitations;
- develop mutually agreed-on intervention goals and objectives; and
- select appropriate intervention strategies.

**Educational Policy 2.1.10(c)—Intervention**

Social workers

- initiate actions to achieve organizational goals;
- implement prevention interventions that enhance client capacities;
- help clients resolve problems;
- negotiate, mediate, and advocate for clients; and

- facilitate transitions and endings.

#### **Educational Policy 2.1.10(d)—Evaluation**

Social workers critically analyze, monitor, and evaluate interventions.

### **Policy Regarding Academic Dishonesty**

#### **Policy-Definitions- Procedures**

##### **CHEATING**

Academic dishonesty may take a variety of forms. The most common are cheating on tests or examinations, and plagiarism. However, the accessibility of technology may raise questions about others or whether using a media element constitutes cheating (Seneca, 2009). Students are strongly encouraged to obtain and read The SUNO Student Handbook which is available on the SUNO website.

Cheating involves behaviors and activities which are deceptive and sometimes fraudulent. Below are examples of cheating in four areas: tests and examinations, essays and assignments, laboratory and field assignments, and a general category of aiding and abetting cheating. The School of Social Work has identified these examples to firmly establish those areas that constitute cheating (many of which are also covered in the SUNO Handbook).

##### Tests and Examinations

- Taking a test or examination for another student or permitting a student to take a test or examination for you.
- Copying from another student
- Giving students answers to exam questions during the exam or while exiting the examination room.
- Using unauthorized material during a test or exam. Including “cheat sheets”, notes, electronic devices (including cell phones) or other devices inappropriate to proscribed test conditions.
- After taking an exam, informing other students in a later section of the questions that appear on the exam.
- Discussion of answers, responses, ideas related to an exam/quiz unless discussion is authorized by instructor.
- Obtaining unauthorized materials, i.e., copy of an examination before it is given

### Essays and Assignments

- Submitting as your own any material prepared by another student or from uncited sources, including texts, reference and internet sources.
- Allowing your essay or assignment to be copied by another student.
- Copying an essay or assignment.
- Buying or selling of essays or assignments.

### Laboratories, Fieldwork and Computer Files

- Fabricating information, i.e., data from a lab report or data for an empirical study. \*\*\*\* check with research teachers for ideas
- Indicating field placement hours which have not actually been completed with the assigned agency. ( Here we may want to find out if Bonnie has thoughts/needs/ideas)\*\*\*\*
- Copying a laboratory or field report as your own.
- Allowing students to copy your report.
- Allowing another student to do the laboratory or field work for you.
- Misrepresenting assignments or attendance carried out in field placement.
- Copying a student's work from a disk or hard copy.
- Providing a student with your disk or hard copy.
- Using information or devices that are not allowed by the faculty, i.e., using formulas or unauthorized data; using cell phones and/or hand-held computers with stored information to answer test questions

### Aiding or Abetting Others

- Knowingly helping another student to commit an act of cheating or plagiarism.
- Communicating with another student or students during online examinations.
- Allowing a student to copy your answers during an exam.
- Giving your essay or assignment to another student to copy.
- Taking a student's place in an exam.
- Leaking test information to other students.
- Letting a student use your work as their own.

(Seneca, 2008)

Students should avoid any appearance of cheating by sitting apart from one another in examinations. Students should also be prepared to remain in the testing site once the exam has begun.

Although we have strived to be comprehensive, there may be situations which have not been detailed in this writing. To avoid any appearance or act of cheating students are encouraged to read the tips below.

## **PLAGIARISM**

Writing someone else's words and claiming them as your own is plagiarism. Plagiarism, a Code Three offense under the Southern University at New Orleans Code of student conduct, is defined in the Southern University at New Orleans Student Handbook as follows:

“Plagiarism includes, but is not limited to:

- Directly quoting from a source without using quotation marks;
- Presenting or paraphrasing information without identifying the source; or
- Submitting reports essays, term papers, test, etc., of another person as if it were the work of the presenter.”

*Code Three offenses* are major violations subject to a maximum sanction of expulsion from the university.

(SUNO Student Handbook,2008)

### ➤ **TIPS TO AVOID CHEATING OR PLAGIARISM**

- Familiarize yourself with the SUNO "Cheating and Plagiarism Policy". (See above)
- Prepare thoroughly for examinations and assignments.
- Take the initiative to prevent other students from copying exams or assignments; for example, shield answer sheets from other students during examinations, and do not loan completed assignments to other students.
- Check your subject outlines dealing with cheating/plagiarism for the subject. Ask the faculty member what his or her expectations are, particularly concerning collaboration and citation.
- Do not look in the direction of other students' papers during examinations.
- Utilize a recognized handbook for instruction on citing source materials in papers. Consult with faculty or academic departments when in doubt. (The School of Social Work Recommends the APA Writing Manual). Cite the source of all ideas of another person in your written work using the style of citing source material the course instructor directs you to use. The American Psychological Association (APA) style and Modern Language Association (MLA) style are frequently used styles.
- Discourage dishonesty among students.
- Refuse to assist students who cheat.
- Inform the faculty if you are aware of other students cheating.

### ➤ **Tips to help you protect your work:**

- Never loan or show your assignments to other students for any reason.

- Do not work on assignments together, unless indicated to do so by the instructor; particular assignments are group focused;
- Do not loan or show your assignment to other students "just to show them how it works", which may lead to plagiarism. All students involved in a plagiarism incident will be held equally responsible, regardless of who claims to have created the work or who admits to plagiarism.
- Do not get involved in detailed assistance to another student on an assignment. If a student is having trouble with an assignment, encourage them to see their instructor. When you try to help them, you may do more harm than good - you may inadvertently provide them with your solution, and your instructor will not know which students need extra help.
- Ask your instructor for help on an assignment, don't ask another student.  
Do not discard printouts of your work without destroying them first. Shred copies of work before discarding them.
- If you are working on a SUNO computer, make sure that you logout as appropriate and delete your personal files from that computer. Do not leave your portable/ micro drives behind and do not loan drives containing assignments to other students.
- Change the permissions on any SUNO accounts that will contain any part of your assignments so that members of the same group as you do not have access to your files and directories. Only grant read and execute permission to 'other' when it is necessary for web-based work.
- When submitting an assignment via the web, make sure that it is password-protected. Submit online through Bb and or the designated site specified by the professor.
- Make sure your course account passwords are secure, and never share them with other students.

(Excerpts from Seneca, CSULB, and SUNO Website Handbooks)

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**References:** *(Parts of this document was abstracted and or modified from the following sources):*

CSULB: [http://www.csulb.edu/divisions/aa/catalog/2008-2009/academic information/cheating plagiarism.html](http://www.csulb.edu/divisions/aa/catalog/2008-2009/academic%20information/cheating%20plagiarism.html)

Seneca: [cs.senecac.on.ca/bullets/cheating.html](http://cs.senecac.on.ca/bullets/cheating.html)

SUNO Student Handbook 2008, pgs 71-72

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**Acknowledgement of review and understanding of the policy, standards, definitions, and consequences associated with academic dishonesty with particular attention to Cheating and Plagiarism:**

I \_\_\_\_\_ have read the above information relative to academic dishonesty and have been allowed to ask questions pertaining to the information presented. I fully understand the policy, standards, definitions, and consequences associated with academic dishonesty with particular attention to Cheating and Plagiarism.

---



Student Signature

Date

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

09.17.09            JSM    LGF    HAR



### SOUTHERN UNIVERSITY AT NEW ORLEANS

NORTH CAMPUS  
6801 PRESS DRIVE BUILDING 33  
New Orleans, LA 70126  
Phone: (504) 286-5376  
Fax: (504) 286-5387

School of Social Work  
"Empowerment – Advocacy – Transformation"

TO:

FROM:

SUBJECT:    Academic Status

DATE:

The School of Social Work has several policies which pertain to the academic progress of MSW students. Those policies can be found in the School of Social Work Student Handbook and include the following:

1.    MSW students must maintain a cumulative GPA of 3.0
2.    MSW students are place on probation if GPA falls below 3.0
3.    MSW students cannot graduate with more than 2 C's on their transcript.
4.    MSW students cannot graduate with a grade of F on their transcript and may repeat only one F grade.

Our records indicate that:

\_\_\_\_\_ you are now on academic probation because your cumulative GPA is less than 3.0.

\_\_\_\_\_ you received a grade of C in \_\_\_\_\_.

\_\_\_\_\_ you received a grade of F in \_\_\_\_\_.

\_\_\_\_\_ you received no grade or an I in \_\_\_\_\_.

You should contact your advisor in order to develop an educational plan. If any of the above information is incorrect, bring a copy of your most current transcript to your advisor and to the Academic Progress Committee.

Cc: Advisor  
File



“An Equal Educational Opportunity Institution”

**SOUTHERN UNIVERSITY AT NEW ORLEANS**

NORTH CAMPUS  
6801 PRESS DRIVE BUILDING 33  
New Orleans, LA 70126  
Phone: (504) 286-5376  
Fax: (504) 286-5387

School of Social Work  
“Empowerment – Advocacy – Transformation”

---

TO:  
FROM:  
SUBJECT: Academic Status  
DATE:

The School of Social Work has several policies which pertain to the academic progress of MSW students. Those policies can be found in the School of Social Work Student Handbook and include the following:

1. BSW students must earn a “C” or better in all Social Work courses.
2. BSW students must earn a “C” or better in all English courses.
3. BSW students must meet with the BSW Director before enrolling in BSW courses if cumulative GPA is less than 2.0.
4. BSW students must have a cumulative GPA of 2.0 in all courses and a cumulative 2.5 in Social Work courses to register for BSW field..

Our records indicate that:

\_\_\_\_\_ Your GPA is less than 2.0 \_\_\_\_\_.

\_\_\_\_\_ You received a grade of “C” in \_\_\_\_\_.

\_\_\_\_\_ You received a grade of F in \_\_\_\_\_.

\_\_\_\_\_ You received a grade of “D” in \_\_\_\_\_.

\_\_\_\_\_ You received no grade in \_\_\_\_\_.

You should contact your advisor in order to develop an educational plan. If any of the above information is incorrect, bring a copy of your most current transcript to your advisor and to the Academic Progress and Retention Committee. Our goal is retention

Cc: Advisor  
BSW Director  
File

“An Equal Educational Opportunity Institution”

## Professional Value Statement

Southern University at New Orleans  
School of Social Work

The School of Social Work prepares students to be ethical decision makers. The School as does the university maintains high standards of ethical conduct that students are expected to maintain throughout their careers. As a part of this preparation, the school of Social Work has adopted the NASW "Social Work Core Values" as the guiding principles for its' expectations of student values and ethical conduct.

### Social Work Core Values:

**Service:** Social Workers are committed to helping people in need and addressing social problems.

**Social Justice:** Social Workers challenge social injustice of all forms.

**Dignity and Worth:** Social Workers value and respect every person, no matter their differences.

**Relationships:** Social Workers recognize the central importance of relationships in human well-being.

**Integrity:** Social Workers value and protect the trust they earn with clients and communities.

**Competence:** Social Workers practice within their abilities and work to enhance their professional expertise.

Source: NASW Code of Ethics. [www.socialworkers.org/pubs/code](http://www.socialworkers.org/pubs/code)

### Acknowledgement of receipt and review of the SUNO School of Social Work Professional Value Statement:

I \_\_\_\_\_ have read the above information relative to the SUNO School of Social Work Professional Value Statement and have been allowed to ask questions pertaining to the information presented. I fully understand and agree to uphold these values.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

9/10/09

Exhibit 1



**SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM**

J.S. CLARK ADMINISTRATION BUILDING  
BATON ROUGE, LOUISIANA 70813

Office of the President  
(225) 771-4680

Fax Number:  
(225) 771-5322

March 16, 2009

**TO WHOM IT MAY CONCERN:**

The Southern University System declares and reaffirms that its institutions subscribe to a policy of equal educational/employment opportunity and nondiscrimination in the provision of educational and other services to the public.

The Southern University System will make all decisions regarding recruitment, hiring, promotion and all other terms and conditions of admission and employment without discrimination on the grounds of race, color, creed or religion, sex, national origin, age, physical or mental disability or other factors which cannot lawfully be the basis for such decisions.

The Southern University System is an Equal Opportunity/Affirmative Action Employer.

Sincerely,

A handwritten signature in black ink, appearing to read "Ralph Slaughter".

Ralph Slaughter, Ph.D., CPA  
President  
Southern University System

RS/LAP/ss