



Social Work Student Handbook

2022

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CHAPTER 1: INTRODUCTION

Welcome to the Saint Elizabeth University Social Work program! As you enter the Social Work major, you will be participating in a dynamic course of study that provides academic rigor and intensive hands-on experience. This combination of academic rigor and hands-on experience will prepare you for a profession committed to service and social justice. Saint Elizabeth University, sponsored by the Sisters of Charity of New Jersey, has lived these values since its founding in 1899. The Sisters of Charity were inspired by Vincent De Paul, whom the *Encyclopedia of Social Work* recognizes as the patron saint of the poor and of social workers. All of us, whatever our religious background, continue this important legacy by meeting current societal needs.

As Vincent DePaul recognized more than 300 years ago, a desire to provide service is not sufficient. Motivation to serve must be inspired by a belief in the dignity of all individuals and a commitment to social justice. The goal of the Social Work program is to help you develop skills so that you can be effective in serving others and promoting social justice. As a Social Work major, you will learn how to apply knowledge, values, skills, and personal self-management so that you can empower individuals, families, groups, organizations, and communities. In your senior year, you must complete 450 hours of “fieldwork” where you will receive individual supervision/mentoring from an experienced social worker. The Social Work faculty will help you select a field placement related to your interests. Placement options may include social service agencies, hospitals, courts, shelters, and rehabilitation centers as well as community organizations.

This handbook describes your rights and responsibilities during your journey to earn a Bachelors in Social Work (BSW) degree. Chapter 2 explains how to become a major; Chapter 3 describes the Social Work program practices for advisement, the requirements for continuing in the major, and grounds for dismissal; and Chapter 4 describes how you can actively participate in the University and the Social Work program.

This handbook focuses on policies and procedures specific to the Social Work program. All University policies related to academics and student life apply to Social Work students. See [The University’s Academic Policies](#).

Even the most complete handbook cannot tell the whole story. After studying this information and reviewing the University’s academic and student life policies, please feel free to ask questions. The Social Work faculty are available to help you.

Mission and Values of Saint Elizabeth University

The mission and values of the University are directly aligned with the social work profession.

“The mission of Saint Elizabeth University, sponsored by the Sisters of Charity of Saint Elizabeth, is to be a community of learning in the Catholic liberal arts tradition for students of diverse ages, backgrounds, and cultures.

Through the vision and values of Elizabeth Ann Seton, Vincent de Paul, and Louise de Marillac, and rooted in Gospel values and in Catholic Social Teaching, Saint Elizabeth University affirms its solidarity with the poor and its commitment in service to the community.”

The Catholic liberal arts tradition values the integration of all knowledge and asserts that the pursuit of knowledge should serve to improve society. In the modern era, the Catholic liberal arts tradition has been the basis for the development of Catholic Social Teaching whose first principle is to honor the dignity of all human persons. (A copy of the seven principles of Catholic Social Teaching is in Appendix C.)

Elizabeth Ann Seton, the founder of the Sisters of Charity, was inspired by the work of Vincent DePaul and Louise de Marillac. The *Encyclopedia of Social Work* recognizes Vincent De Paul as the patron saint of the poor and of social workers. De Paul’s commitment was not only to provide direct service to the marginalized but also to advocate for systemic change to improve their living conditions. This dual focus of serving individuals in need and promoting social justice is the mission of the social work profession

In 2015, the University launched a five-year strategic plan that identifies four core values:

- Integrity
As a community, we are called to unite in honesty, trust and mutual respect and be transparent in our choices.
- Social Responsibility
As a community, we are required to support the just and ethical well-being of individuals and communities to promote justice, diversity, and sustainability.
- Leadership
As a community, we are inspired and empowered to move beyond our own boundaries to be accountable, to innovate and to transform for the common good.
- Excellence In Teaching And Learning
As a community, we are committed to creating a stimulating learning environment that promotes critical inquiry and the holistic development of the individual.

These four values align with the core values of the National Association of Social Workers (NASW) (See <https://www.socialworkers.org/About/Ethics/Code-of-Ethics>)

The Social Work program has identified six broad goals:

1. Provide experiences to strengthen students' ability to think critically, use logical reasoning, and consider multiple perspectives to problem solve consistent with what is required for generalist social work practice.
2. Use ethical reasoning, informed by the NASW Code of Ethics, to make decisions affecting clients and client systems.
3. Communicate effectively both orally and in writing across various modalities (e.g., in-person, via mediated technology such as Skype, email and narrative recordings).
4. Equip students with the knowledge, values and skills to engage in generalist social work practice with diverse groups of people, with emphasis on the strengths-based perspective.
5. Prepare students to address systemic injustice by evaluating research evidence and using research-informed practice and self-reflection so they can discern effective ways to advocate at the micro, mezzo, and macro levels.
6. Encourage students to evaluate their practice by using appropriate research methods and self-reflection so they can recognize areas where they should pursue further professional development.

Generalist social work practice means that you can work not only with individuals, families and groups but also with organizations and communities. Your course work will provide you with knowledge and an opportunity to reflect on your own values and those of the social work profession. Some course work will also include simulation or role play, but social work education emphasizes hands-on practical experience with clients and client systems. The 450 hours of field practicum during your senior year will provide many opportunities to apply what you have learned in class as you serve individuals, families, groups, organizations, and communities.

As a BSW graduate, you may apply to the New Jersey State Board of Social Work Examiners for a social work license. This credential allows you to identify yourself as a Certified Social Worker (CSW). The CSW is available to graduates of a BSW program that has achieved candidacy status from the Council on Social Work Education (CSWE).

Another advantage of earning a BSW degree from a CSWE-accredited program is that you can apply for Advanced Standing in a Masters in Social Work (MSW) program. With Advanced Standing, you can earn your MSW degree in one year, rather than two years, of full-time study.

Expectations of Social Work Majors

The Social Work program is committed to being transparent by telling students what is expected of them. After you are accepted into the major, the faculty will explain the program's expectations for academic achievement and professional behavior.

With regard to academic achievement, all course syllabi specify the attendance policies, class schedule, and course assignments. For each graded assignment, you will receive a Grading Rubric that details what is expected to earn an honor grade. You must earn at least a C in all courses required for the major, in keeping with University policy.

With regard to professional performance, the faculty will discuss expectations for punctual attendance for all classes in the major during your junior and senior years. In addition, the Social Work faculty will explain that you are expected to submit all assignments on time; if you anticipate being unable to submit an assignment on time, you must contact the faculty member at least three business days before the assignment is due to develop a plan for completing the work. By meeting these expectations for professional behavior, the faculty have evidence that you can meet the obligations of your 450 hours of field work during your senior year.

In the beginning of your junior year, Social Work faculty will review academic achievement and professional performance requirements for the major during class. You will be provided the "Professional Behaviors Required for Admission to Field Placement" (see Appendix D) form that you and program faculty sign which outlines the above academic and professional performance requirements. As described in the Field Manual that you will receive in the second semester of your junior year, your Student Learning Agreement will specify the expectations for what you need to do to earn passing grades for your field placement (the two semesters of fieldwork are graded on a Pass/Fail basis).

If you do not meet expectations for academic achievement and/or professional behavior, the faculty will meet with you and discuss your circumstances. In most instances, you will be asked to sign a "Notice of Probationary Status in the Social Work Major." This document specifies reasons for probationary status and sets a time frame for demonstrating academic achievement/professional behavior.

All of your course assignments and field work evaluation are organized to assess nine competencies. The Council on Social Work Education (CSWE), which accredits collegiate social work programs, has identified nine competencies that are essential for effective social work practice. Each of these nine competencies describes the knowledge, values, skills, and cognitive and affective processes that are essential for competent social work practice and you will be assessed on these four dimensions of each competency.

Each of your Social Work courses will include an assessment of a few of these competencies, and your field work will include an assessment of all nine competencies. The Social Work program commits to assessing all students on all nine competencies in the depth required by the Council of Social Work Education.

In brief, the nine competencies are:

1. Demonstrate Ethical and Professional Behavior
2. Engage Diversity and Difference in Practice
3. Advance Human Rights and Social, Economic, and Environmental Justice
4. Engage In Practice-informed Research and Research-informed Practice
5. Engage in Policy Practice
6. Engage with Individuals, Families, Groups, Organizations, and Communities
7. Assess Individuals, Families, Groups, Organizations, and Communities
8. Intervene with Individuals, Families, Groups, Organizations, and Communities
9. Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

Overview of Courses for the Social Work Major

The plan of study for Social Work majors is as follows:

	Fall	Spring
Year 1 and 2	Students continue to take General Education courses and the introductory course in Psychology and Sociology. SW207/SOC207 - Introduction to Social Work and Social Welfare. This course is offered in both the fall and spring semesters. 4 credits	
Year 3	SW301/SOC301 - Research Methods 4 credits SW305 - Social Welfare Policies, Programs and Issues 4 credits SW307 - Methods in Social Work 1: Individuals and Families 4 credits	SW 303 - Human Behavior and Social Environment 1 4 credits SW331/SOC 331 - Race, Class and Gender 4 credits SW407 - Methods in Social Work 2: Groups, Organizations, and Communities 4 credits
Year 4	SW489 - Field Experience I 6 credits SW403 - Human Behavior and Social Environment 2 (also PSY403 Social Psychology) 4 credits	SW491 - Field Experience II 6 credits

Course titles that are in bold are taught by Social Work faculty.

During your first two years at the University, you will take courses that provide you with a strong foundation. These courses will include two semesters where you will do extensive writing because all social workers must be able to express themselves clearly in writing. You will also take introductory courses in Psychology and Sociology along with other humanities courses. In addition, you will take an introductory course in social work so that you can have a better understanding of the knowledge, skills, and values of the social work profession. All of these courses will provide an excellent foundation for the Social Work courses you will take in your junior and senior years.

CHAPTER 2: ACCEPTANCE INTO THE SOCIAL WORK MAJOR

During your first two years, you will take courses aligned to social work along with your General Education courses. It is important to realize that all of the courses you take during the first and second years are grounded in the liberal arts; and the Council on Social Work Education (CSWE), which accredits the Social Work program, recognizes that liberal arts is essential for the development of social workers.

During your first two years at the University, you must take SW207/SOC207 *Introduction to Social Work and Social Welfare*. Your experience in this course will help you decide whether the Social Work program is the right fit for you. The prerequisite course emphasizes the values of the social work profession and standards for ethical behavior presented in the National Association of Social Workers (NASW) Code of Ethics. An understanding of the NASW Code of Ethics is essential in making the decision to declare a Social Work major.

(See <https://www.socialworkers.org/About/Ethics/Code-of-Ethics> for a copy of the NASW code of Ethics.)

If you want to become a Social Work major, you must apply in the second semester of your sophomore year, which is typically the spring semester. In the case of transfer students, the Social Work program will accept applications to the major throughout the year. Regardless of when you apply to become a social work major, the same criteria and processes apply.

Criteria for Acceptance into the Social Work Major

Because the practice of social work requires the ability to think critically and to act ethically, the Social Work program considers both of these qualities in accepting students. For this reason, the Social Work program considers students' academic performance and evidence of their commitment to service and the promotion of social justice. Students' previous experiences in community service demonstrate a commitment to service and the promotion of social justice.

The specific requirements for acceptance into the Social Work major are:

1. A cumulative GPA of 2.0.
2. At least a C in SW207/SOC207 - Introduction to Social Welfare and Social Work.
3. Demonstration of a commitment to social work values by submitting a letter to the program chair that describes the reasons for choosing the Social Work major and the student's commitment to applying the Code of Ethics of the National Association of Social Workers (NASW).

As specified in the Letter of Application to the Social Work Major, students who do not meet the requirements stated in points 1-2 above may include a discussion of any special circumstances for the Social Work program to consider.

Special Considerations for Transfer Students

The Social Work program recognizes that transfer students may have special circumstances, and the following policies apply:

1. University policy states that undergraduates may transfer up to 90 credits if they have earned a “C” or better for the course. If the prior coursework does not meet the University’s General Education requirements, transfers must take General Education courses. Transfer students must complete at least half of the credits for their major at the University, and they must complete the last 30 credits of their degree at the University. <https://www.steu.edu/admissions/transfer>. It is also important to note that all transfer students must complete General Education CSE 300 Faith, Spirituality, and Ethics.
2. Since the BSW program is 44 credits, the program will accept up to 22 transfer credits towards the major as long as these credits are from a CSWE-accredited institution.
3. For students who have an associate’s degree from a New Jersey Community College, the program follows the State’s Full Faith and Credit Transfer Policy. The Social Work faculty evaluates each student’s transcript and awards social work credit for those courses whose Student Learning Outcomes align with Student Learning Outcomes of one of the University’s Social Work courses. As stated below, there are limitations on the transferability of credit for life/work experience as explained in point 5 below.
4. For transfer students who are not covered by the State’s Full Faith and Credit Transfer Policy, the Social Work faculty evaluates each student’s transcript and awards Social Work credit for Social Work courses taken at other institutions when those courses align with Student Learning Outcomes of one of the University’s Social Work courses. The Division of Academic Affairs determines what courses outside the major can be applied towards the degree.
5. Under no circumstances will credit be awarded for life/work experiences in lieu of any Social Work course (those with an SW prefix) per the accreditation standards of the Council on Social Work Education.

Steps for Applying to the Social Work Major

1. By the mid-term of the second semester of your sophomore year, send an application letter via email to socialworkchair@steu.edu.
 - a. Make the subject line of the email “Application for Social Work Major from [Your Name].”
 - b. Use the template in Appendix A for this letter.
 - i. It is not necessary to provide evidence of your grades. The Social Work program will obtain this information from the Registrar.
 - c. In reviewing your Letter of Application, the Social Work faculty will look for

evidence of a commitment to service and commitment to applying the NASW Code of Ethics.

2. Upon receipt of your application, a full-time faculty member will schedule a meeting with you to review your application. Along with giving you a copy of the Social Work Student Handbook, the faculty member will discuss the following topics for discussion with you:
 - a. Your reasons for choosing the major, including relevant experience;
 - b. Your understanding of the National Association of Social Workers (NASW) Code of Ethics;
 - c. Expectations for academic achievement and professional behavior;
 - d. Description of the Social Work courses you will take during the junior and senior year, including a preliminary discussion of field placement options;
 - e. An overview of the *Social Work Student Handbook* with particular attention to the chapters on advisement, retention, dismissal, and student participation;
 - f. Exploration of field placements that would be of interest.

3. Within two weeks of your meeting with a full-time faculty member, the chair will notify you of the program's decision via email.
 - a. Students accepted into the major will receive:
 - i. The schedule of required Social Work courses that you will take during your junior and senior years;
 - ii. An invitation to a second meeting to plan your elective courses. Before you finish your sophomore year, you should register for all of the courses for the first semester of your junior year;
 - iii. An electronic copy of the Social Work Student Handbook with a reply receipt that verifies that you have received and understand the information or would like further clarification;
 - iv. Details about the University-wide "Induction into the Major" ceremony;
 - v. If necessary, the acceptance will specify any conditions that must be met for continuation in the major.
 - b. If you are rejected from the Social Work major, the faculty will provide a brief explanation of the factors influencing this decision. If you want to appeal, complete the template "Letter of Appeal for Rejection into the Social Work Major" in Appendix A and send this letter as an attachment to the socialworkchair@stev.edu.

CHAPTER 3: ADVISEMENT, RETENTION, AND TERMINATION

Advisement

University practice is that until undergraduates are formally accepted into a major, your advisor will be a specially designated faculty or staff member who will help you select courses and discuss their academic progress. Once you have been inducted into the Social Work major, your advisor will be a full-time faculty member of the Social Work faculty.

1. Your Social Work faculty advisor will schedule at least one formal meeting each semester to review your progress and discuss career planning. With regard to career planning, an important topic for discussion during your junior year will be consideration of options for your senior year field placement.
2. All courses within the Social Work program have at least one formal, graded assignment by the middle of each semester, and your advisor will have access to these mid-term grades. If any of your midterm grades are below a C, your advisor will request a meeting to discuss the circumstances and help you develop a plan for improving your grade(s).

In addition to academic advising, your Social Work advisor will meet with you regarding professional career opportunities, including job options and graduate school plans and preparations. We strive to maintain a close and professional relationship with our students that extends beyond your academic time at Saint Elizabeth University.

Retention in the Social Work Major

As students at Saint Elizabeth University, Social Work students must adhere to all policies related to satisfactory academic progress and standards for student conduct. This handbook focuses on the criteria specific to Social Work majors.

Since the practice of social work requires both critical thinking and ethical behavior, students must maintain satisfactory academic progress and act in a manner that is consistent with the Code of Ethics of the National Association of Social Workers (NASW). The importance of adherence to the NASW Code of Ethics is most relevant when students are engaged in their fieldwork placement during the senior year.

1. Academic Requirements for Continuing in the Major
 - a. Overall GPA of 2.0 in keeping with University policy;
 - b. A GPA of 2.0 in courses required for the Social Work major in keeping with University policy.

All courses in the Social Work program include rubrics explaining the criteria for evaluating assignments. Final grades are compiled as follows:

Grade	Grade Point Value
A	4.0 (93 – 100%)
A-	3.7 (90 – 92%)
B+	3.3 (87 – 89%)
B	3.0 (83 – 86%)
B-	2.7 (80 – 82%)
C+	2.3 (77 – 79%)
C	2.0 (73 – 76%)
C-	1.7 (70 – 72%)
D	1.0 (60 – 69%)
F	0 (below 60%)

Per University policy, all course syllabi define what constitutes plagiarism for the course, and the University has also defined a set of consequences for students who demonstrate plagiarism [See Academic Integrity](#).

The University policy for appealing a grade applies to Social Work students. <http://steu.smartcatalogiq.com/en/2020-2021/academic-catalog/academic-policies>

A student who fails to earn at least a C in any required Social Work course may be placed on probationary status within the major. See the form titled “Notice of Probationary Status in the Social Work Major” in Appendix D below.

2. Requirements for Student Conduct/Professional Behavior

At Saint Elizabeth University, all students must adhere to the University Code of Conduct. Please see [The University’s Academic Policies](#).

Social Work majors are expected to attend all classes on time and submit all assignments on time. At the beginning of your junior year, you will be asked to sign a form titled “Professional Behavior Required for Admission to Field Placement” so that you can be clear about the expectations. By demonstrating these professional behaviors during your

junior year, the faculty have evidence that you have the potential to be successful in your field placement during your senior year. (See Appendix C for a copy of this form)

If you fail to demonstrate these professional behaviors, you may be placed on probationary status within the major. See the form titled “Notice of Probationary Status in the Social Work Major” in Appendix D below.

If a student is placed on probationary status in the social work major, the Social Work Program faculty will meet to reevaluate a student’s progress after the conclusion of the term. If the student has made satisfactory progress, they will be removed from probationary status. If the student has not made satisfactory progress, they can remain on probationary status or may be terminated from the major.

All Social Work majors must adhere to the NASW Code of Ethics while engaged in their field placement. The Social Work program will address complaints of students conducting ethical violations while in the field on a case-by-case basis that is consistent with the University’s practices for redress and appeal as stated in [Saint Elizabeth University Academic Policies](#).

Termination/Dismissal

In keeping with its commitment to the strengths-based perspective, the Social Work program will take every effort to prevent the need to consider dismissing a student.

1. Students who are at risk for failure to achieve the academic requirements stated above may use the University process to appeal grades. If such appeals are granted and the adjusted GPA meets the program’s criteria, the student may continue. If appeals are denied and the student’s GPA is below the requirement, the student will be dismissed.
2. As described in the Field Education Manual, the Director of Field Education will meet with you and your field placement supervisor at least once every semester. This regular contact is intended to proactively address any problems about meeting the field placement agency’s expectations about professional conduct.
3. If students present problematic behavior that cannot be resolved with the Field Instructor, the Director of Field Education will attempt to resolve the situation. If transferring the student to another field placement is a viable option, the Director of Field Education will seek to find another placement. These efforts notwithstanding, the Social Work program reserves the right to dismiss students who commit egregious behavior.

CHAPTER 4: STUDENT PARTICIPATION

The Social Work program is deeply committed to promoting student participation in campus life, the Social Work program, and academic and professional interests in the broader community.

1. Part of each advisory meeting will include an exploration of how you can become involved in campus life by encouraging you to consider joining student clubs and applying for leadership positions described in the [University's Academic Policies](#).
2. The Social Work faculty are deeply committed to seeking student input about improving the Social Work program. For this reason, the faculty will ask students to provide feedback about orientation of new majors, proposed curriculum changes, and admissions criteria.

Orientation of New Majors

Policy:

The program recognizes that current students have an important perspective about the kinds of information that is most important for future majors. For this reason, the program makes intentional efforts to encourage students to participate in the development of the new majors' orientation.

Another benefit of encouraging Social Work majors to participate in designing the orientation of new majors is that they can develop skills in mezzo practice by working as a task/small work group.

Procedures:

1. In the second half of the spring semester, faculty teaching the senior-level Field Experience and junior-level SW 407 Social Work Methods 2: Groups, Organizations, and Communities will brainstorm with students about how to design an effective orientation, and elect a student representative to attend the orientation.
2. Each class will develop recommendations and share their recommendations with the other class and the faculty.
3. Junior and senior students will elect a student representative to attend the orientation.
4. The faculty will make a formal response to both sets of recommendations. As appropriate, the faculty will convene a meeting to discuss any differences between the two sets of recommendations, and together, as a group, the program will reach a consensus about the design of the orientation.

Proposed Curriculum Changes

Policy:

For the purposes of this policy, proposed curriculum changes are defined as: 1) adding a required course; 2) dropping a required course; and/or 3) changing at least 25% of a course's content. In these instances, the program will seek formal input from students, so the program faculty can obtain the student perspective about how the proposed change may affect their professional development and competitiveness for employment/graduate school admission.

By providing students an opportunity to participate in curriculum change, the program seeks to provide students additional opportunities to engage policy.

Procedures:

1. Whenever the program seeks to add, drop, or modify more than 25% of a course's content, the program will convene a meeting to discuss the change with all junior and senior majors.
2. After the meeting, the program will administer an anonymous survey to collect student feedback from all junior and senior majors.
3. The program will consider all student feedback and develop a formal response about the rationale for how the program used all student feedback.

Admissions Criteria

Policy:

The program recognizes that graduating students have a valuable perspective about the qualifications necessary to earn a BSW degree. For this reason, the program seeks feedback about admission criteria from graduating seniors. In eliciting graduating seniors' feedback, the program also attempts to provide students with an opportunity to engage policy.

Procedures:

1. During the second semester of Field Experience, students will discuss the validity of the current admissions criteria.
2. As a class, students will write a formal memo to the chair about any recommended changes. Alternatively, students will communicate that they think the current criteria are adequate and explain their rationale.

APPENDIX A: Template for Letter of Application for the Social Work Major

Send an email to the Social Work Program Chair at lbusfield@steu.edu

Make the subject line of the email “Application for Social Work major from [Your Name].”

In your email, respond to each of the two questions below.

1. Why are you interested in the Social Work major? In your response, mention any life experiences, volunteer activities, and/or paid employment that have influenced your interest in social work.
2. Are you willing to commit to living up to the National Association of Social Workers Code of Ethics? In your response, discuss how you might apply one or two of the provisions in the code from Chapter 1: Social Workers’ Ethical Responsibilities to Clients.

APPENDIX B: Template for Appeal of a Rejection into the Social Work Major

Send an email to socialworkchair@steu.edu.

Make the subject line of the email “Appeal of a Rejection into the Social Work major from [Your Name].”

In your email, respond to each of the two questions below.

1. What do you think the Social Work faculty overlooked/misunderstood in your application to the Social Work major?
2. Please include any additional information that you would like the Social Work faculty to consider in reviewing your appeal.

Appendix C: Professional Behavior Required for Admission to Field Placement
Saint Elizabeth University Social Work Program
2022-2023

Attend all classes on time:

Due to the nature of the content of Social Work courses, regular attendance is required. Experiential learning is a cornerstone of Social Work education, and continued or frequent absences will result in decreased student learning. Social Work classes are held in-person in alignment with our CSWE accreditation. The format is small lecture and discussion, which requires that students be thoughtfully engaged with their instructors and classmates in order to demonstrate understanding and potential application of course material. Additionally, class discussions allow students to articulate and regulate their thoughts and opinions in a peer-to-peer environment, preparing them for work in the future with clients and colleagues in a professional setting.

It is the expectation of the Social Work Program at Saint Elizabeth University that students attend and participate in courses. Students who reach three (3) unexcused absences in a single course are expected to set up a time to meet with the instructor of that course to discuss next steps and make-up work. If a student exceeds three (3) unexcused absences, they are in danger of failing the course.

If students have accessibility concerns that will impact their class attendance, they need to work with Student Accessibility Services to determine what reasonable accommodations would look like, and then bring their accommodations form to the instructor of the course. The instructor will ensure that every effort is made to accommodate students.

Submit assignments via Moodle by the due date:

If students anticipate having difficulty completing assignments in the designated time frame, they must meet with Social Work Faculty before the due date. If students fail to complete assignments on-time consistently, students are at risk of receiving a formal warning of probationary status.

Obtain at least a C for all course:

Per University policy, for all courses in the major students must earn a C or above.

As part of the Social Work program at Saint Elizabeth University, I agree to uphold these professional behavior policies.

Student's Name

Student's Signature

Date

Social Work Program Faculty Signature

Date

APPENDIX D: Notice of Probationary Status in the Social Work Major

Notice of Probationary Status in the Social Work Major

_____ is on probationary status for the following reasons:

- Missing more than three classes
- Indicating a pattern of late attendance
- Submitting late assignments
- GPA has fallen below 2.0
- Earned a C- or less in any Social Work class

In order to have probationary status lifted, _____ must do the following from now up through April:

1. Attend all classes on time. If a student submits documentation from a University official of extraordinary circumstances that made it impossible to attend classes on time, the Social Work program will consider making an exception. In these circumstances, the student is responsible for meeting with the Social Work faculty to develop a learning contract to make up missed classes.
2. Submit all assignments for Social Work classes via Moodle by the due date. If student submits documentation from a University official of extraordinary circumstances before the assignment is due, the Social Work faculty will work with the student to develop a plan for submitting late work.

At this time, the student is not displaying professional behaviors in fulfilling course responsibilities. As a result, the Social Work faculty does not have evidence that the student is prepared for a field placement. In April, Social Work Program will determine whether junior level majors are eligible for field placements during their senior year. The Social Work Faculty will provide an interim report by December 15 to students regarding their status in the program.

I have read the above and received a copy:

Student's Name

Student's Signature

Date

Social Work Program Faculty Signature

Date

Social Work Program Faculty Signature

Date