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Social Work

Social work is a profession with an abundance of options, action, and satisfaction. If you enjoy helping people change their lives and improve their environments, social work may be a good choice for you.

Social workers work with families, the aging, in child protection and child welfare, in schools, in corrections, with the developmentally disabled in occupational assistance, in health care, public assistance, in mental health, in clinical counseling, in administration, research, policy planning and substance abuse treatment.

The social work profession has its own code of ethics, body of knowledge based in the social sciences, licensing and national educational accreditation.

The Department of Social Work at the University of Northern Iowa offers a Social Work major that is fully accredited by the Council on Social Work Education (CSWE), preparing graduates for beginning practice. A high quality doctoral-level faculty provides core courses and electives coupled with a semester or summer internship in a social service agency.

A typical course sequence

In addition to completing the University’s Liberal Arts Core Program, the Social Work major requires 53 credit hours including the internship typically taken in the student’s last term.

Students may apply to the major after the second semester of their freshman year. They must have and maintain a 2.4 cumulative grade point average.

Freshman year:
- Introduction to Sociology
- Introduction to Psychology
- Liberal Arts Core

Sophomore year:
- Social Welfare: A World View
- Life: Continuity & Change or a course in biology
- Social Services and Social Work
- Social Work Practice I
- Intro to Developmental Psychology or Human Growth & Development
- Liberal Arts Core or University Electives
Junior year:
- Statistics for Social Research
- Upper Division Social Work courses
- University electives

Senior year:
- Upper Division Social Work courses
- Field Instruction
- University electives

Common minors pursued

Students may select a minor or distribute their credits across a wide variety of courses.

Typical minors are psychology, sociology, women’s studies, criminology or related social sciences. Spanish is an excellent minor or joint major for Social Work.

Unique program features

- Social work majors may earn a Substance Abuse Counseling Certificate which prepares students for social work in the substance abuse treatment field.

- Doctoral-level faculty are accomplished classroom teachers and have established national-level research-and scholarship. Each has years of professional practice in social work to inform their teaching.

- The Social Work Student Organization is involved with a variety of service and social activities, and helps students orient to the major and the profession.

- The program has a wide variety of Field Instruction internship placement opportunities locally and in selected locations in Iowa and other states.

- A Certificate in Conflict Resolution may be obtained in the Department of Social Work.
Social Work Advising Notes

The University of Northern Iowa program will prepare students for beginning level professional social work practice or for graduate work.

The Social Work Department at the University of Northern Iowa is accredited by the Council on Social Work Education, Alexandria, VA.

The faculty reserve the right to deny admission to the major for factors related to potential as a social worker. A minimum cumulative grade point average for all college work of 2.40 and a 2.40 grade point average for all UNI courses taken is required for admission to the Social Work Major. A minimum University of Northern Iowa grade point average of 2.40 is required for graduation as a Social Work Major.

Students who graduate with a major in Social Work receive a Bachelor of Arts degree with a Social Work Certificate.

Social Work Major

Required:

School of Applied Sciences: FAM SERV 1055 or Psychology: PSYCH 2202......................... 3 hours
Social Work: SW 1041; SW 2042; SW 2091; SW 4144; SW 4163; SW 4164;
SW 3184*; SW 3185; SW 3192; SW 4193 or SW 4195; SW 4196......................... 41 hours
At least two of the following courses: SW 4121; SW 4142; SW 4143; SW 4171;
SW 4172; SW 4173; SW 4175; SW 4193**; SW 4194***;
SW 4195* ............................................................................................................ 6 hours
Social Work: SW 2080
OR
Sociology: SOC 2020****...................................................................................................... 3 hours

53 hours

*SW 3184 can also be taken for 4 additional credit hours on an elective basis.
**Course may be taken for elective credit if not taken to fulfill core course requirements.
***Course may be repeated once with a different topic.
****PSYCH 3003 or STAT 1772 may be substituted.

Social Work majors are required to complete a departmentally approved, 30 clock-hour service experience in a social service agency. This requirement will be fulfilled in conjunction with SW 2042 Social Services and Social Work.

In order to enroll in Social Work Practice II the following requirements must be present: Social Work major; minimum UNI grade point average of 2.4; and completion of SW 2091 Social Work Practice I with a minimum grade of C.

In order to enroll in Field Instruction the following requirements must be present: Social Work major; senior standing (90 or more credits); completion of SW 2091 and SW 3192 with a minimum grade of C in each course; SW 2042; SW 4164; and SW 3185; a Statistics course; and a minimum UNI grade point average of 2.4

Substance Abuse Counseling Certificate – For information on the Certificate, contact the Department of Social Work, 235 SAB.

Conflict Resolution Certificate - For information on the Certificate, contact the College of Social and Behavioral Sciences office, SAB 301; or the Department of Social Work, 235 SAB.
Department of Social Work Mission

The mission of the Department of Social Work is to prepare students for competent, ethical professional practice and leadership with respect to the diverse social, historical, economic, and cultural contexts of their clients. Critical thinking is a fundamental component of the program that encourages students to examine challenging or opposing concepts and students are provided opportunities to explore conflicting personal and professional values. This commitment is supported by the promotion of multicultural sensitivity, human rights, and social and economic justice within a framework of social work values and ethics.

BASW Program Goals

1. Provide an integrated curriculum that builds on a liberal arts foundation and addresses knowledge and skills essential for beginning generalist social work practice with individuals, families, groups, organizations, and communities.

2. Infuse social work values and ethics throughout students’ educational experience to serve as guides for practice in field placements and future professional social work practice settings;

3. Promote student understanding of diversity through curriculum that identifies the experiences and needs of vulnerable and oppressed groups while emphasizing resilience and strengths;

4. Increase students’ understanding of the types and processes of discrimination and oppression and enhance their ability to promote social and economic justice through advocacy and social reform;

5. Prepare students to critically assess and apply empirically-based knowledge, evaluate their own practice effectiveness, and participate in the evaluation of programs and policies.

Statement of Program Objectives: BASW

1. Apply critical thinking skills.
2. Practice social work values and ethics.
3. Practice without discrimination, with respect to a variety of differences.
4. Understand mechanisms of oppression and discrimination.
5. Apply strategies of advocacy and social change to advance social justice.
6. Interpret history and current issues of the profession.
7. Apply knowledge and skills of generalist practice with systems of all sizes.
8. Apply evidenced-based theoretical frameworks to understanding individual development and behavior across the life span, between individuals, families, groups, organizations, and communities.
9. Analyze, formulate, influence social policies.
10. Evaluate and apply research studies to practice.
11. Evaluate own practice.
13. Use supervision and consultation.
14. Function with organization and delivery systems.
15. Seek necessary organizational change.
Opportunities in Social Work Careers
Peterson's Graduate Programs in Business, Education, Health, Information Studies, Law & Social Work
Days in the Lives of Social Workers: 41 Professionals Tell “Real-Life” Stories from Social Work Practice
Mental Health and Social Work Career Directory
Summary Information on Master of Social Work Programs
Director of Colleges and Universities with Accredited Social Work Degree Programs

UNI Libraries

Use subject or keyword to search UNI libraries (ACS Library, Rod Library, etc.) for information on specific occupations. Enter the career field followed by the phrase “vocational guidance,” e.g. social work - vocational guidance or social service - vocational guidance. Other subject terms are “career development,” “occupations,” “professions,” “job descriptions.”

Search the Internet

Use search engines or subject directories (www.library.uni.edu/dbandcat/search.shtml) to search the Internet. Use keywords such as the name of the field plus careers or jobs - e.g., “careers in social work” or “careers in social services” or “social work jobs.” Use phrases such as “what can I do with a major in ...” with the name of the field of interest - e.g. “What can I do with a major in social work.” Look for categories such as “jobs” or “careers” in subject directories available on the Internet.

Selected Web Sites

O*NET OnLine
www.onetonline.org/
Social Workers Online Career Center
www.socialworker.com/career.htm

Choices: Careers in Social Work
www.naswdc.org/pubs/choices/choices.htm
Council on Social Work Education
www.cswe.org

Student Information: Careers in Social Work
www.naswdc.org/students
National Board for Certified Counselors
www.nbcc.org/

Social Workers (Occupational Outlook Handbook)
www.bls.gov/oco/home.htm
American Assoc. For Marriage & Family Therapy
www.aamft.org/

Human Services Career Network
www.hscareers.com
Idealist
www.idealist.org/

HS People
www.hspeople.com
Newsletters and Periodicals from AACS
www.uni.edu/careerservices/

Commonly Used Action Verbs

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Compiled by Isabela Varela, Information Resources Specialist, UNI Academic Advising & Career Services (AACS)
102 Gilchrist Hall - (319) 273-6857 http://www.uni.edu/acs/careerservices/careerlibrary/
www.uni.edu/careerservices/
Standards and Expectations for Course Papers  
Fall 2013

The purpose of this information is to provide guidance in writing course papers in the Social Work program. In addition to these basic standards and expectations, each instructor may have additional requirements for papers.

**Format:**

The format should conform to the *Publication Manual of the American Psychological Association*, Sixth Edition, (2009) or later editions. This includes how to handle headings, references, page formatting, page set-up, the bibliography, and other topics. Rules for citations are particularly important. This is a great source for writing in general. A copy is available in the Departmental office. You may wish to consider purchasing a copy for yourself.

The typing, spelling, grammar, and punctuation influence perceptions of the quality of your papers and should be carefully checked and reviewed.

**Content:**

The content of all written work must be entirely in your own words except where you are directly quoting another source. Where you discuss or paraphrase ideas that are not your own, you must also cite the sources of those ideas. The rules regarding these procedures are also in the Manual.

Depending on the assignment, a literature review may be required. This should include relevant sources and follow a logical plan of development.

**Tips:**

Always read your paper aloud to someone else before submitting your final draft. Having someone read your paper aloud to you, will help clear up problem sentences and identify ideas that are not fully or clearly developed.

Authors often “sleep on” their final draft and read it with fresh eyes the next day. This helps ensure clarity and allows the addition of thoughts you may have omitted.
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Carole Singleton Henkin, Professor, A.B. and M.A., University of Alabama; Ph.D., University of Wisconsin-Madison; M.S.W., University of Iowa. Phone: 319/273-6248; e-mail: carole.henkin@uni.edu
Areas: Social Policy, Health Care Policy, Women and Aging

Cindy L. Juby, Associate Professor, Interim Head and MSW Director, B.A., M.S.W., Ph.D., University of Texas, Arlington. Phone: 319/273-5845; e-mail: cynthia.juby@uni.edu
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Laura E. Kaplan, Associate Professor, B.A. Richmond College, City University of New York; M.S.W., University of Kentucky, Lexington; Ph.D., University of Kentucky, Lexington. Phone: 319/273-7860; e-mail: laura.kaplan@uni.edu
Areas: Moral Reasoning, Moral Development and Ethics in Theory, Practice and Social Work Education; Theory and the Conceptualization of Social Work as a Profession; Mental Health; HIV/AIDS; Women; LGBT Community; and International Social Work

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Areas: Peace Studies, Mental Health, Social Work Practice, Economic Factors in Stress, Social Philosophy

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Steven Onken, Associate Professor, B.A., University of Iowa; MSW, University of Texas at Austin; Ph.D., University of Texas at Austin Phone: 319/273-6585; e-mail: steven.onken@uni.edu
Areas: Mental Health Recovery, Trauma

Laura Praglin, Associate Professor, B.A., Connecticut College; M.A., Yale University; M.A. Social Work, University of Chicago; Ph.D., University of Chicago. Phone: 319/273-3163; e-mail: Laura.Praglin@uni.edu

Katherine van Wormer, Professor, B.A., University of North Carolina; M.Ed., Queen’s University, Northern Ireland; M.A., Western Kentucky; Ph.D., University of Georgia; M.S.S.W., University of Tennessee. Phone: 319/273-6379; e-mail: katherine.vanwormer@uni.edu
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CODE OF ETHICS

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 well-being 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.
ENROLLMENT IN FIELD INSTRUCTION PROCESS

Students should consult their current catalog and departmental advisor to determine eligibility for Field Instruction. Students must have the permission of the Field Director to register for Field Instruction. In order to enroll in Field Instruction the following requirements must be met:

1. Acceptance as a Social Work major.
2. A minimum 2.4 UNI grade point average must be maintained to remain a Social Work Major. A minimum UNI grade point average of 2.4 is required for graduation as a Social Work Major. For students entering UNI in or after Fall, 2002, a minimum UNI G.P.A. of 2.4 is required in order to register for Field Instruction.
3. Senior standing (90 or more credit hours completed).
4. Completion of Social Work Practice I and II with a minimum grade of C in each course.
5. Completion of Social Services and Social Work.
7. Completion of Social Work Research.

Students sign-up for Field Instruction during the semester they are taking Social Work Practice II. They indicate when they plan to take Field Instruction and are advised to start thinking of the kind of Field Experience they want. They are encouraged to arrange informational interviews at agencies to clarify the reality of their expectations; these interviews are not placement interviews.

Students are required to attend orientation session(s) during the semester prior to starting Field Instruction. At the first orientation session students will receive written information about all requirements for establishing a field placement agency.

As presented in the Orientation, students must attend a meeting with staff from Career Services.

Students complete an autobiographical sketch (approximately two typewritten page, double-spaced), a resume, and a statement which answers the following questions: (1) What do you intend to learn from your field placement and (2) What are your intended career and professional goals? Students are responsible to have all of these written materials proofread and typed in final form for the first appointment with the Field Director. (Assistance for resume writing is available in the Placement Office and from private businesses.)

After the above assignments are completed, the student needs to meet with his or her Advisor to discuss his or her readiness for field placement and possible options for type of placement.
Each student then meets individually with the Field Director to discuss plans for agency visits. The written materials will be submitted to the Field Director at this meeting and will be given to the agency instructors for the agency interview(s).

Students visit agencies for placement interviews only with the prior approval of the Field Director. Student and agency will be matched based on agency resources and student's needs. Agencies are not required to accept every student who applies.

Agencies are requested to contact the Field Director following the student interview to finalize the placement. Field Director is responsible for sending appropriate materials (i.e., manual).

If the student fails to attend the mandatory orientation session(s), fails to complete the required activities (workshops, resume reviewed, mock interview) provided by the Office of Placement and Career Services, fails to meet with the Advisor and the Field Director as stated above, or does not submit the required written materials (autobiographical sketch, statement of placement and professional goals, and resume), the Field Director has the option to delay placement of the student for one semester.
GEOGRAPHICAL LOCATION OF AGENCY FOR FIELD INSTRUCTION

1. Students may complete their field practicum in any setting that meets the criteria set forth in Criteria for Selecting a Field Setting in the Field Instruction Manual.

2. Location of field placements which meet established criteria and are within the state of Iowa will be routinely approved.

3. Field placement requests that are not within the state of Iowa will be considered. The decision concerning such a request will be subject to the conditions and requirements listed below:
   a. Students will submit their requests in writing to the Field Director in a timely manner.
   b. A faculty member from an accredited CSWE program must conduct at least one on-site assessment.
   c. The Field Director, where appropriate, is exclusively responsible for contacting an accredited CSWE program to ascertain if a faculty member will conduct one on-site assessment. If at least one on-site assessment cannot be completed by a faculty member, then that location cannot be chosen.
   d. The UNI Faculty Liaison will inform the student of his/her seminar requirements.
   e. The Field Director and student will work together to identify an appropriate agency. However, the student must provide the Field Director with the names of potential out-of-state agencies to consider, as well as the contact information (i.e., agency address, phone number, e-mail address).
   f. The student will submit written assignments to his or her UNI faculty liaison.
UNI Undergraduate Social Work Field Instruction Checklist

This checklist is provided to help you insure that you have completed the requirements and procedures for Field Instruction prior to your individual appointment with the Field Director. It is your responsibility to insure each item is complete. Unless each item is complete, you cannot register for Field Instruction and your placement cannot be guaranteed.

____ 1. Declared Social Work major with Senior Standing.

____ 2. For students entering UNI in or after Fall 2002, a minimum UNI GPA of 2.4 is required in order to register for Field Instruction.

____ 3. Completion of all the prerequisite courses. (SW 2091 and SW 3192 Social Work Practice I and II; SW 2042 Social Services and Social Work; SW 4164 Human Behavior and the Social Environment; SW 3185 Social Work Research and a Statistics course.)

____ 4. Completion of Social Work Practice I and II with a minimum grade of C.

____ 5. Attendance at the Orientation meeting with the Field Director.

____ 6. Autobiographical sketch (two pages, proof-read, typed, double-spaced). (2 COPIES REQUIRED)

____ 7. Resume (proof-read, typed). List of references. (Assistance from the Career Center). (2 COPIES REQUIRED)

____ 8. Goals’ Statement (½ page, proof-read, typed, double-spaced) answering the following questions: (2 COPIES REQUIRED)
   1. What do I intend to learn from Field Placement?
   2. What are my career and professional goals?

____ 9. Completion of required activities offered by the UNI Career Center. (Career Center personnel must sign on the appropriate sheet indicating each activity was completed.)

____ 10. Meet with your faculty advisor to discuss field placement timing, completion of all prerequisites, and your readiness for field. Bring a hard copy (printed copy) of your most recent grades. [To get your grades on-line, go to www.uni.edu and click on My Universe. Enter your User Name and Password. Log In. Go under Student Center (drop down menu and click on Grades. Print Out.] You must have your advisor’s initials on this item indicating discussion took place.

____ 11. Appointment scheduled with the Field Director, Carol Cook, according to their scheduling procedure.

____ 12. Individual assessment with the Director of Field Instruction, Carol Cook. Bring this Checklist, the signed UNI Career Center Pre-Field Activities Sheet, and the completed items (#7, 8, 9 and 10) with you to your appointment with the Field Director. This 20-minute appointment will be exclusively devoted to identifying agencies for your placement.

Note: Your conscientious and independent completion of these requirements is one indicator of your readiness for Field Placement.

_________________________________________________________                 _______________________
(Signature of Student)                                                    (Date)
STUDENT SOCIAL WORK ASSOCIATION (SSWA)

The Social Work program at the University of Northern Iowa is the largest in the state of Iowa and currently consists of over 200 Social Work and pre-Social Work majors.

Speakers from local human services agencies discuss their agency’s services at Student Social Work Association meetings. Meetings are held regularly to coordinate activities and provide students with information of upcoming Association activities as well as campus and community events of interest.

As a member, you have an opportunity to become aware and involved in current issues that affect the social work profession, get acquainted with other Social Work students, explore Social Work careers and graduate schools, and have a greater impact on the development of the UNI Social Work program. In addition, you have the opportunity to participate in a variety of activities.

Typical Activities:

Community Service Projects:

■ Sponsored a needy family at Thanksgiving
■ Co-sponsored Battered Women’s Shelter Benefit
■ Visited and worked with juveniles at Youth Shelter
■ Collected toys for children at Christmas time
■ Volunteered at Catholic Worker House
■ Relay for Life
■ Adopt a Family - Salvation Army

Fund Raisers:

■ Bake Sales
■ Popcorn Sales
■ T-Shirt and Sweatshirt Sales
■ Raffle
■ Hotdog and Pop Stand

Workshops and Conventions:

■ Grad School - trip to Iowa Grad School, visit from University of Nebraska Grad School
■ National Association of Social Workers Convention
■ Various conferences that come up throughout the year

Recreation and Recognition:

■ Student/Faculty Picnic
■ Association Christmas Party
■ Social Work Department Banquet - recognition of Student Social Worker of the Year
■ Monthly SSWA Get-togethers for fun activities

Join the Student Social Work Association now and become an active member of a growing group!! For more information, please contact the Social Work office or call 273-6249.
POLICIES AND PROCEDURES REGARDING STUDENT ADVISING

The purposes of the following policies and procedures are to provide faculty and students with understanding of the advising in the Department of Social Work. These policies and procedures are in addition to those in effect for the University.

1. Each full-time faculty member in the Department of Social Work will advise students and be assigned a number of advisees. All such faculty will have a Masters Degree in Social Work or a Baccalaureate Degree in Social Work plus a Social Work Doctorate. Faculty advisors will keep themselves fully knowledgeable about the Baccalaureate program, its requirements, and other information necessary to carry out their advising responsibilities.

2. Faculty Advisors will post office hours and will make themselves available on an appointment basis as well.

3. Students will be assigned a Social Work advisor upon their admission to the Social Work major. This assignment will be communicated by means of their letter of acceptance and will include the advisor’s name, office hours, office address, phone, and e-mail address.

4. Freshmen and other students interested in Social Work but not yet majors will be provided with a Social Work advisor at their request or by assignment on the part of the University.

5. Advising in the Department of Social Work will include, but not be limited to, orienting students to the department and the major, assisting students in assessing their aptitude and motivation for a Social Work career, providing early and periodic evaluation of their advisees performance, making appropriate referrals, guiding their advisees in selecting course work, and working out their schedules. At the appropriate time, advisors will assess with their advisees their readiness for field placement, the field settings that meet their educational and career goals, and approve those students who are ready and have met the prerequisites for field placement to proceed to meeting with the Field Coordinator in completing these field related advising processes.

6. Faculty Advisors will participate in Special Advising processes when required for their advisees.

7. Students have a responsibility to seek out their advisors concerning questions they have regarding their curriculum and other major related questions.

8. Students may change their advisor by making the request for such change in the Department office.

9. It is the Department’s expectation that Social Work majors, preparing to become Social Work practitioners, will be responsible for fulfilling the requirements of the major for graduation. Consequently, insuring that the requirements for graduation in a Social Work major and other University requirements are fulfilled is the responsibility of the student not the responsibility of the student’s advisor.
Policies and Procedures Regarding Transfer of Courses

The purposes of the following policies and procedures are to avoid the necessity of students repeating courses that they have had and to preserve the integrity of the Social Work major.

1. Students transferring from accredited undergraduate social work programs may seek substitution of courses taken in those programs for corresponding courses in the social work program at the University of Northern Iowa.

Students should consult with their social work faculty advisor regarding courses they wish to substitute under these circumstances. The faculty advisor will assess the courses regarding their course syllabi objectives, content, learning activities, theoretical frames of reference, bibliographies, text, and instructor qualifications. With the advisor’s approval, the Department Head, and the Academic Dean will review the requests and, if appropriate, provide approval. This process is carried out through use of the Student Request Form.

If the requested substitutions are approved, the Student Request Form is attached to the student’s transcript and a copy is placed in the Department’s advising file.

2. Students seeking to substitute courses that are not being transferred from an accredited social work program must follow the same procedure as indicated in #1. However, only those courses meeting or exceeding the standards of the courses within the program, including qualifications of the instructors will be approved. Credit for Social Work Practice I will only be provided when the course has been taught by an MSW Social Worker with two years of post-MSW experience.

3. Under no circumstances will Social Work Practice II or Field Instruction, whole or in part, be replaced with a substitute from another program.

4. Academic credit for life experience and previous work experience will not be given in whole or in part for required courses or field practicum in the Social Work major.

5. Proficiency exams will not substitute for required social work courses.
PROCEDURES FOR WITHDRAWING FROM THE SOCIAL WORK MAJOR

In most cases students withdraw from the social work major for academic and nonacademic reasons through the normal institutional mechanisms, including consultation with their social work faculty advisor. Accordingly, social work faculty should take concerns about a student to the student’s social work faculty advisor. In some rare instances, a student’s social work faculty advisor may ask the Department of Social Work Admissions and Retention Committee to convene and consider the student’s case. The Committee will notify the student in writing about the purpose of the meeting and invite him or her to attend, allowing opportunity to respond and provide information. It may meet with the advisor and other social work professionals directly involved with the student’s situation in its deliberations.

Academic reasons for withdrawing a student from the social work major would be that the student’s U.N.I. GPA is below the stipulated minimums for graduation as a social work major as well as for entry into Social Work Practice II or Field Instruction. Under current rules, when a student’s grades fall below the minimum requirements, the student is not automatically withdrawn from the major. However, he or she cannot progress in the major–either into Social Work Practice II or Field instruction–without correcting the deficient grades.

When a student’s GPA falls below the minimum, their social work faculty advisor is informed by the Department office. If the advisor has not already met with the student, the advisor informs the student in writing that they are below the minimum U.N.I. GPA and asks to meet with the student. Students may need to retake courses to restore their U.N.I. GPA to the required minimum, or they may elect to withdraw or change to another major. In keeping with university policy, students are bound by the GPA minimums and policies regarding the major stipulated in the University of Northern Iowa catalog when they are accepted into the social work major.

Non-academic reasons for withdrawing a student from the major may include inadequacies in his or her ability to demonstrate professional conduct, relationship skills or behavior consistent with the values and ethics of the social work profession as set forth in the current National Association of Social Workers Code of Ethics summarized in the Social Work Student Handbook, provided on admission to the major, and available in the department office. Inadequacies in professional conduct include inadequacy of professional integrity or emotional stability requisite for professional practice, inappropriate or disruptive behavior toward colleagues, faculty, staff, or clients, or failure to demonstrate effective interpersonal skills necessary for forming professional helping relationships.

The Committee will share its decisions in writing with the advisor and the student and place a copy in the student’s departmental advising file. In those cases where the decision is to withdraw the student from the major, the department head is advised. The student may appeal the committee’s decisions in accordance with the institutional appeal procedures as set forth in the current University of Northern Iowa Catalog.

Nothing in this policy is intended to contradict or abridge the Student Rights and Responsibilities or other similar policies or procedures promulgated by the University of Northern Iowa.
DISCRIMINATION AND HARASSMENT POLICY

Policy Statement: It is the policy of the University of Northern Iowa that there will be equal employment and educational opportunity without regard to age, color, creed, disability, gender identity, national origin, race, religion, sex, sexual orientation, veteran status, or any other basis protected by federal and/or state law. This includes the provision of a campus environment that is free from illegal discrimination and harassment. The University will not tolerate any form of illegal discrimination or harassment and will not condone any actions or words that constitute such.

1. All members of the University community are accountable for compliance with this policy. The University is committed to eliminating illegal discrimination and harassment, wherever they occur in the University community, by taking corrective action as a result of violations of this policy. Violations may lead to disciplinary action up to and including separation from the University.

http://www.uni.edu/policies/1302

EQUAL OPPORTUNITY & NON-DISCRIMINATION STATEMENT

1. No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment, any educational program, or any activity of the University, on the basis of age, color, creed, disability, gender identity, national origin, race, religion, sex, sexual orientation, veteran status, or on any other basis protected by federal and/or state law.

The University of Northern Iowa prohibits discrimination and promotes affirmative action in its educational and employment policies and practices as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964 and other applicable laws and University policies. The University of Northern Iowa prohibits sexual harassment, including sexual violence.

The following person has been designated to handle inquiries regarding the non-discrimination policies and serves as the University Title IX Officer: Leah Gutknecht, Assistant to the President for Compliance and Equity Management, Office of Compliance and Equity Management, 117 Gilchrist Hall, UNI, Cedar Falls, IA 50614-0028, 319-273-2846, leah.gutknecht@uni.edu

All major publications of the University will include this non-discrimination policy statement in compliance with Title IX and other non-discrimination regulations.

See policy - http://www.uni.edu/policies/1303

AMERICANS WITH DISABILITIES ACT

Policy Statement:

1. No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the University, or be subjected to unlawful discrimination by the University. This policy applies to all aspects of campus activities including employment, education, student programming, and services provided to the community at-large.
2. Students: In order to receive assistance with requests for accommodations, a student with a disability must contact Student Disability Services.

If an employee or student feels his/her rights under the Rehabilitation Act, the ADA, and/or the ADAAA have been violated, s/he may consult with the Office of Compliance and Equity Management and/or utilize the procedures outlined in the Discrimination and Harassment Policy. The Assistant to the President for Compliance and Equity Management is the designated ADA Compliance Officer.

For additional information, visit http://www.uni.edu/disability or contact the Office of Compliance and Equity Management, 117 Gilchrist, University of Northern Iowa, Cedar Falls, IA 50614-0028, (319) 273-2846, equity@uni.edu, http://www.uni.edu/equity/

See policy – http://www.uni.edu/policies/1315

**STUDENTS WITH GRIEVANCES OR APPEALS**

A process for the redress of academic grievances must be available to students within the framework of academic freedom, the integrity of the course, and the prerogative of the faculty to assign grades. In recognition of this, the University of Northern Iowa hereby establishes the following procedures. These procedures shall be the sole and exclusive means for the redress of an academic grievance, including the change of a student's grade. Grievances involving alleged acts of discrimination based on protected classes, including sexual harassment, are subject to Affirmative Action procedures.

Detailed procedures available at http://www.uni.edu/policies/1201
Certificate in Substance Abuse Counseling

The UNI Certificate program is designed to prepare Social Work majors for the field of substance abuse treatment. Education and training received partially fulfills State certificate requirements. To receive a UNI certificate, a student must complete the requirements for the Social Work major (including graduation with the B.A.) and the specific course work and field instruction experiences as indicated.

SOCIAL WORK MAJOR COURSES

FAM SERV 1055 Human Growth & Develop.

or

PSYCH 2202 Developmental Psychology
SW 1041 Social Welfare: A World View
SW 2042 Social Services & Social Work
SW 2091 Social Work Practice I
SW 4144 Social Policies and Issues
SW 4163 Minority Group Relations
SW 4164 Human Behavior & the Social Environment
SW 3184 Field Instruction (11-15 credits)
SW 3185 Social Work Research
SW 3192 Social Work Practice II
SW 4193 Therapeutic Communication

or

SW 4195 Family and Group Practice
SW 4196 Community & Org. Practice
SOC 2020 Statistics for Social Research

TOTAL 47-51 credit hours

CERTIFICATE ADDITIONAL COURSES

Required:

SW 4171 Addictions Treatment

and 3* of the following:

PSYCH 3102 Drugs & Individual Behavior
SW 4121 Mental Deviance & Mental Health Institutions
SW 4142 Working with Racial & Ethnic Minorities
SW 4143 Stress & Stress Management in the Helping Professions
SW 4175 Child Welfare Policy and Practice

TOTAL 12 credit hours

(*Course substitutions possible - please see Certificate Coordinator).
FIELD INSTRUCTION

Students will spend a total of 440 hours in an inpatient or outpatient treatment program. To secure a field placement site you may need to travel out of town. Experience with individuals, families and groups will be required. This internship also fulfills the requirement of SW 3184 Field Instruction for the Social Work Major.

IF INTERESTED, CONTACT:

Katherine van Wormer, Coordinator
Substance Abuse Certificate Program
Department of Social Work
SAB 247
University of Northern Iowa
Cedar Falls, IA  50614-0405
Phone: (319) 273-6379 or (319) 273-6249