

**Southeastern Louisiana University  
Social Work Program**

**SOCIAL WORK STUDENT HANDBOOK**

**College of Nursing and Health Sciences  
Department of Health and Human Sciences**

## TABLE OF CONTENTS

Preface .....	3
Faculty and Staff .....	4
Accreditation.....	4
Notice of Nondiscrimination.....	4
Sexual Harassment Policy.....	4
General Information.....	5
Southeastern-Brief Historical Overview .....	5
Social Work Program Overview .....	5
Mission.....	6
Social Work Program Mission Statement.....	6
Program Goals .....	6-8
Program Competencies .....	8
NASW Code of Ethics .....	9-10
University Services .....	10
University Counseling Center.....	10
Office of Career Services.....	10
Students with Disabilities .....	10
Disability Services Office .....	11
Equal Opportunity in Education .....	11
Equal Opportunity in Employment .....	11
Testing Office .....	11
Student Health Service.....	12
Linus A. Sims Memorial Library.....	12
Computer Center .....	12
Student Government Association .....	12
Center for Student Excellence .....	13
Academic Policies.....	13
Attendance Policy .....	13
Social Work Transfer Credit Policy.....	13
Initial Admission to Social Work Curriculum .....	13
Admission to Professional Standing in Social Work.....	14
Professional Standing Background Check.....	15-17
Field Internship and Background Check Information.....	17-20
Retention, Termination, and Grievance Policies and Procedures .....	20-22
Academic Dishonesty .....	22-24
Non-academic Grievance Policies and Procedures.....	24-26
Academic Advising Policies and Procedures.....	26-29
Students Rights and Responsibilities .....	29-30
Grants and Activities:	
Title IV E Child Welfare Grant .....	30-31
Social Work Club.....	31-32
Southeastern Louisiana University College of Nursing & Health Sciences:	
Employee & Student Drug Testing Policy .....	32-41
Appendix .....	42-56

## **Preface**

This handbook is intended to orient you to Southeastern Louisiana University's Social Work Program. It provides an overview of the program's policies and procedures, as well as general information that will help you to succeed in the program. Please read it thoroughly and refer to it as needed. Occasionally, the program's policies are modified to better meet the needs of students and faculty. Changes to the handbook will be posted to the social work program Moodle site as an addendum to the handbook.

As a social work student, you have input into the development, modifications and changes in the policies and procedures of the Social Work Program. The Social Work Club is a key vehicle for your involvement in the program, as well as a means to voice and your opinions on program development. We encourage you to participate in this club and bring your thoughts, ideas, perceptions and involvement to the meetings. The Social Work Program faculty and staff are also available to hear your suggestions for program improvement.

This Handbook was written and compiled by the faculty, staff and students of the Social Work Program. We appreciate the invaluable assistance from all contributors and welcome continued input from the Social Work Program faculty, students and staff.

The faculty and staff of the Social Work Program of Southeastern Louisiana University welcome you as a social work major. We believe that our Program provides you the opportunity to acquire the knowledge, values, and skills required for entry level professional social work practice. We are here to assist you and urge you to seek advice and assistance. Please keep in mind that the Social Work Handbook is a supplement to the University's general catalog. The general catalog is the roadmap for completion of the program and university degree. It is ultimately the student's responsibility to follow this roadmap and utilize the general catalog as well as the Social Work Student Handbook to assist you in successfully proceeding through your course of studies.

We wish you a productive and rewarding academic and professional educational experience.

## **FACULTY AND STAFF OF THE SOCIAL WORK PROGRAM**

Bonnie Ahn, PhD, LCSW, Associate Professor

Tonyalea Elam, LMSW, Instructor and Associate Coordinator of Title IV-E Child Welfare Program

Corie Hebert, PhD, LMSW, Associate Professor and Coordinator of Title IV-E Child Welfare Program

Heidi Kulkin, PhD, LCSW-BACS, Associate Professor

Jamie Magee, LCSW-BACS, Instructor and Coordinator of the Social Work Program

Angela Wood, PhD, LCSW-BACS Instructor and Coordinator of Field Internship

The Social Work Program has a reputation for excellent professional education in beginning generalist social work and of service to the professional community in which it is situated. The faculty is diverse in background, expertise, practice experience, teaching interests and research.

## **ACCREDITATION**

The Social Work Program is a member of the Council on Social Work Education and is accredited by the Council's Commission on Accreditation at the bachelor's level. Students graduating with a Bachelor of Arts Degree in Social Work obtain a degree from Southeastern Louisiana University which prepares them for beginning generalist social work practice in a variety of private and public social service agency settings. Many graduates from the program pursue a master's degree in social work (MSW) after graduation. Students graduating with the required grade point average and obtaining required scores on the Graduate Record Examination, may successfully meet admission requirements to similarly accredited graduate schools of social work.

## **NOTICE OF NONDISCRIMINATION**

Applications from all persons are welcomed. Women, minorities, disabled persons, and veterans are especially encouraged to apply. Southeastern Louisiana University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability or status as a disabled veteran in employment or in admission to or in the operation of its educational programs and activities as prescribed by the following: Titles VI and VII of The Civil Rights Act of 1964; Title IX of The Education Amendments of 1972; Executive Order 11246 as amended, The Rehabilitation Act of 1973; The Vietnam Era Veterans Readjustment Assistance Act of 1974; The Age Discrimination Acts of 1974-75; the Immigration Reform and Control Act of 1986; The Civil Rights Restoration Act of 1988 and 1991; and The Americans with Disabilities Act of 1992. Inquiries concerning the application of these regulations may be directed to the University Affirmative Action Officer or the Office for Civil Rights/Department of Education.

Situations may arise in which students believe they have not received fair treatment by a representative of the University. When a student has a concern about the performance, action, or inaction of a member of the staff or faculty, the student should approach the faculty or staff member first, if possible, in an attempt to resolve the matter. Unresolved concerns involving social work faculty should be taken to the Head of the Department of Health and Human Sciences and then to the Dean of the College of Nursing and Human Sciences, if the problem is not resolved at the department head level. Unresolved concerns involving non-faculty staff should be taken to the staff member's supervisor, the Head of the Department of Health and Human Sciences, and then to the next higher supervisor. In the event of a complaint alleging discrimination, the student may contact the Office of the Vice President for Student Affairs (985) 549-3792.

## **SEXUAL HARASSMENT POLICY**

It is the policy of Southeastern Louisiana University that all employees and students or users of University facilities be able to enjoy a campus environment free of all forms of discrimination, including sexual harassment. No employee or students, male or female, should be subjected to unsolicited and/or unwelcomed sexual overtures or conduct, either verbal or physical. Please review the in-depth Sexual Harassment Policy in the SOUTHEASTERN Student Handbook at: [https://southeastern.edu/admin/stu\\_affairs/handbook/assets/2017\\_2018\\_student\\_handbook\\_web.pdf](https://southeastern.edu/admin/stu_affairs/handbook/assets/2017_2018_student_handbook_web.pdf)

## **GENERAL INFORMATION**

### **Southeastern Louisiana University- Brief Historical Overview**

Southeastern is the outgrowth of the Hammond Junior College which was established in 1925 by the citizens of the southern half of Tangipahoa Parish. The first session began on September 14, 1925 with a president, four instructors and forty students. Both freshman and sophomore students were enrolled, and facilities of the Hammond High School were used. The main objectives of the junior college were to provide a two-year curriculum in teacher education and basic undergraduate work in arts and sciences. The curriculum was approved by the State Board of Education. The student body grew and by 1928, fifteen acres of the present campus were purchased. In 1930, a third year was added to the curriculum and in 1937 a fourth year was added. The first degrees were conferred in May, 1939. On March 3, 1946, Southeastern was formally approved and accepted to full membership in the Southern Association of Colleges and Schools as a four-year, degree granting institution. On June 16, 1970, the school's name was officially changed to Southeastern Louisiana University. The University has continued to grow and in the late 1990s was named "the fastest growing state university in America."

### **Southeastern Louisiana University- Social Work Program Overview**

The Social Work Program at Southeastern Louisiana University is committed to designing an educational program that is sensitive to the service needs and problems of poverty that are manifested in Louisiana and the Florida Parishes. Consistent with this commitment, the Program also supports the basic purpose of social work education. Specifically, the preparation of competent and effective generalist social work practitioners who are committed to practice with individuals and social systems that address services to the poor and oppressed, and who work to alleviate poverty, oppression and discrimination and the cross cutting issues that derive from these conditions, and who promote the positive value of diversity. This purpose also converges with the basic historic purposes of the social work profession, which are committed to the enhancement of human well-being and to the alleviation of poverty and oppression. The Social Work Program has embraced Southeastern Louisiana University's core values to anchor its purpose and mission. To repeat, those core values are:

- Caring
- Learning
- Community
- Diversity
- Excellence
- Scholarship
- Integrity

The mission of the Southeastern Social Work Program is derived from and consistent with the University's social and economic contexts. The Social Work Program's mission converges with the mission of Southeastern "to lead the educational, economic and cultural development of southeast Louisiana."

## **MISSION**

### **Social Work Program Mission Statement**

The mission of Southeastern Louisiana University's Social Work Program is to educationally prepare competent and effective (bachelor's level) generalist social work professionals for entry-level practice with diverse populations and populations at risk in rural and small communities. Our teaching, research and community service focus on promoting optimal social functioning in the environment with sensitivity to issues of social and economic justice, and an emphasis on the needs of rural communities in southeast Louisiana, as well as the global community. The social work program is committed to enhancing the well-being of the southeast region of the state of Louisiana. We strive to infuse new knowledge and technology in our efforts to best meet the explicit needs of our diverse student body and predominantly rural community.

According to the 2015 Educational Policy and Accreditation Standards (EPAS), the purpose of social work 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. Our program supports that purpose by addressing issues of human behavior and social functioning in the context of environment, social welfare policy and services and social and economic justice, thus preparing entry-level social work practitioners who are capable of culturally appropriate practice across diverse populations who promote social justice and who can ethically integrate social work values with social work practice. This foundation fosters the growth of practice wisdom and scientific inquiry with an overarching purpose of enhancing the quality of life for micro, mezzo, and macro systems in relation to their environment. Providing leadership in the development and improvement of service delivery systems addressing social problems within a rural context and their impact on individuals, groups, families, organizations and communities is an organizing structure for the curriculum.

We strive for excellence in imparting the profession's core values as set forth in the National Association of Social Workers Code of Ethics, to include: service, quest for social and economic justice, the dignity and worth of the person, respect for human diversity, the importance of human relationships, integrity, competence, human rights, and scientific inquiry. Instruction is directed toward integration of the ethics, values, knowledge, skills and research base of the profession, which translates into enhanced empowerment, advocacy and transformation for client systems.

Our program supports the institution's mission by addressing issues of the social problems associated with rural poverty that primarily impact Louisiana and its southeast region through teaching, research and professional service. It is the resolve of the Southeastern Louisiana University Social Work Program to strive for excellence in professional social work education to prepare generalist social work practitioners rooted in the history, politics, economy, and social, cultural, demographic, and global contexts. It has been our ongoing efforts in designing the curriculum, to promote service and leadership in the development, provision, and evaluation of social services in a variety of organizational settings and service delivery systems within a regional, national and global context. Classroom teaching, service learning and field instruction toward this mission are augmented and enhanced by professional and academic faculty advisement with attention to recruitment and retention of a diverse student body, which includes representation from minority, marginalized and non-traditional populations.

### **Program Goals**

In order to fulfill its mission, the Southeastern Social Work Program has adopted the following goals.

1. Prepare competent and effective generalist social work practitioners to work effectively with diverse individuals, groups, families, organizations and small communities in rural areas and yet assure they be well versed in global and international ramifications of contemporary social and political realities.
2. To engage in on-going exploration and expansion of the social work knowledge base related to:
  - A. Competent and effective generalist social work service and leadership in the development, provision, and evaluation of social services in a variety of organizational settings and service delivery systems within a rural and global context.
  - B. Social functioning, social policy, social and economic justice and social problems associated with rural poverty.
  - C. Research-informed practice.
  - D. Responding to the impact of context on professional practice.
3. To provide leadership in the development of social services through:
  - A. Active interaction with area service delivery systems through the Southeastern Social Work Program Community Advisory Board Committee, the National Association of Social Work, the Social Services Council, and through participation on social service advisory boards and boards of directors, and continuing education initiatives.
  - B. Professional consultation, advisement, and/or research and evaluation for and with public and private social service agencies in a variety of organizational settings and service delivery systems.
4. To ground the social work education of competent and effective generalist social work practitioners in the history, values, purposes and philosophy of the social work profession by:
  - A. Preparing students to work with diverse at risk populations, be culturally competent, and to become and maintain awareness of the ramifications of social and economic injustice within rural and global contexts.
  - B. Infusing and affirming the professional history and philosophy of social work values, ethics, purpose and goals throughout the educational curriculum, affirming and promulgating the values, standards and principles as reflected in the National Association of Social Work Code of Ethics and the Louisiana Social Work Practice Act and the Louisiana Rules, Standards and Procedures and Practices whenever and wherever relevant throughout the curriculum.
  - C. Reaffirming the Social Work Program's commitment to the history and philosophy of the social work profession reflected in the Council on Social Work Education Educational Policy and Accreditation Standards through our thoughtful and responsive self-assessment, constructive change and documentation of these processes.
5. To base social work education of competent and effective generalist social work practitioners on a body of knowledge, values and skills by:
  - A. Promulgating a generalist problem solving and intervention curriculum model built upon a broad based liberal arts perspective for effective empowerment oriented social work practice with individuals, groups, families, organizations and communities.

B. Utilizing theoretical frameworks supported by empirical evidence to ensure students understanding of individual development and behavior across the life span and the interactions among individuals and between individuals and families, groups, organizations, and communities.

C. Preparing baccalaureate level generalist social workers to become critical thinkers and to understand and accept the responsibility to remain proficient in professional research based practice through lifelong acquisition and development of knowledge and skills toward client empowerment, strengths, advocacy and transformation.

D. Facilitating the recognition and support of the strengths and resiliency of all individuals, groups, families, organizations, communities, and societies.

6. To enable students in Southeastern's Social Work Program to integrate the knowledge, values and skills of the social work profession toward competent practice through:

A. Maintaining and advancing teaching excellence in Southeastern's Social Work Program.

B. Appropriate volunteer, service learning and through field internship practice experiences.

C. Active student interaction with area service delivery systems through participation in the Southeastern Social Work Club professional program and community services initiatives, on the Southeastern Social Work Program Community Advisory Board Committee, the National Association of Social Work, and continuing education initiatives.

### **PROGRAM COMPETENCIES**

Southeastern Louisiana University's Social Work Program provides an education grounded in the liberal arts. The curriculum provides a coherent, integrated professional foundation in social work. Graduates of our program demonstrate the capacity to be competent in the following areas:

- 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**

Adopted from the Council on Social Work Education's Educational Policy and Accreditation Standards (2015)

## NATIONAL ASSOCIATION OF SOCIAL WORKERS (NASW) CODE OF ETHICS

### Summary of Major Principles and Standards

#### **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.

The above constitutes a summary of the Code as approved by the 1996 NASW Delegate Assembly and revised by the 2017 NASW Delegate Assembly. The complete 2017 text, including preamble and expanded definition of principles may be found on the Internet at:

<https://www.socialworkers.org/About/Ethics/Code-of-Ethics>

## **UNIVERSITY SERVICES**

### **University Counseling Center (UCC)**

The UCC offers professional mental health and career counseling services to assist individual students with personal, vocational, social and academic concerns. The services are available to all students, faculty and staff. Personal Individual Counseling and Consultation are available. Testing and counseling are completely confidential and no information can be released to anyone within the University or to any other institution or individual without the student's written request. To schedule an appointment, call (985) 549-3894. The UCC is located at 303-A Virginia Ave. Hours are 7:30 am to 5 pm, Monday through Thursday and 7:30 am to 12:30 pm, Friday.

### **Office of Career Services**

The Office of Career Services offers Co-op Program, Career Counseling, seminars/workshops, on-campus interviews and a referral service. Seniors are encouraged to register in order to utilize the on-campus interview program and job notification and referral service for placement in full-time, permanent positions following graduation. All services remain available to Southeastern graduates free of charge. To call for information or make an appointment, call (985)549-2121; the Office of Career Services office is located in the Southeastern Student Union Room 2102.

### **Students with Disabilities**

Southeastern complies with the Americans with Disabilities Act and applicable state laws

providing for nondiscrimination against individuals with disabilities. Southeastern also provides reasonable accommodations for such individuals in accordance with these laws.

The Office of Student Life will work with students and other offices on campus to assist students with disabilities with adjustments to university life. Students with disabilities must self-identify by providing current documentation from a licensed professional, on official stationery, regarding the nature and extent of the disability and the recommended accommodation(s). The documentation must address the specific diagnosis, the tests used in making the diagnosis, and the individual/test score. This documentation must be provided to the Student Life Office located in room 1304 of the Student Union, phone (985)549-2247, Fax: (985)549-3482 or TDD (985)549-5040 no later than the second full week of classes to be eligible for that semester.

### **Disability Services Office**

Southeastern ensures equal opportunity for all qualified students with disabilities, without regard to disabilities, in the programs and services provided by the University in accordance with applicable law and University Policy. Students must self-identify through the Office of Disability Services in order to request course accommodations. Course accommodations include such things as extended test-taking time, being allowed to record lectures, etc. Medical documentation to substantiate the claim of a disability must be submitted as part of the self-identification process. Individual letters for instructors outlining the student's accommodations will be provided upon timely request from a student who has properly self-identified. Self-identify as soon as possible so that accommodations regarding time and resources may be arranged. It is the student's responsibility to self-identify with the Office of Disability Services and to request accommodations each semester.

### **Equal Opportunity in Education**

It is the policy of the University not to discriminate in its admission and recruitment of students. University policies affecting students will be administered in a non-discriminatory manner with regard to the following: admission, recruitment, housing, and other facilities, access to course offerings, counseling, financial assistance, employment assistance, health and insurance benefits and services, marital and parental status, athletics, and educational programs and activities. Should a student have a concern please follow the steps under Notice of Nondiscrimination on pages 4-5 of this handbook.

### **Equal Opportunity in Employment - Equal Employment Opportunity - EEO**

Southeastern provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or status as a Vietnam-era or special disabled veteran in accordance with applicable federal laws. In addition, Southeastern complies with applicable state and local laws governing nondiscrimination in employment in every location in which the University has facilities. The policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. To further the principle of equal employment opportunity for all, Southeastern has developed an Affirmative Action Plan. For more information on the Affirmative Action Plan contact the EEO/ADA Compliance Coordinator in Administration Building (Luther Dyson Hall), Room 126 – phone (985)549-5888.

Southeastern expressly prohibits any form of unlawful employee harassment based on race, color, religion, sex, national origin, age, disability, or status as a Vietnam-era or special disabled

veteran. Improper interference with the ability of Southeastern's employees to perform their expected job duties will not be tolerated. Any employee who believes that he/she has been a victim of discrimination may use the ADA Grievance Procedure, the Sexual Harassment Complaint Procedure, or the Grievance Procedure - whichever is applicable.

### **Testing Office**

The Testing Office is the assessment center for all student testing needs. All national and academic testing requirements are handled through this office. The Testing Office also plays a major role in the placement testing program during orientation. For information, or to make an appointment call (985)549-3897. The Testing Office is located on North Campus in the Main Building Room 172.

### **Student Health Service**

The Student Health Service provides an out-patient clinic and infirmary for the care of most minor illnesses and injuries involving students enrolled for 4 or more credit hours. Physicians are available for consultation during appointed clinic hours. Medications prescribed by the physician must be obtained from a drugstore at the student's expense. Any laboratory work, X-rays, and certain extraordinary services may be completed at a local hospital or doctor's office also to be paid by the student. The Health Center is opened from 7am to 7pm, Monday through Friday. All students must complete a Health History Form which will be filed in the Health Center. The information is completely confidential and is reviewed only by professional staff members. The phone number for the Health Center is (985)549-2241. The Health Center is located behind Linus A. Sims Memorial Library on Infirmary Road.

### **Linus A. Sims Memorial Library**

The University Library, named in memory of the institution's first president, is a modularly constructed building of approximately 138,000 square feet. The building, occupied in 1986, is near the center of the campus and is on four levels. In addition to traditional library services, the Sims Memorial Library houses an Audio-Visual department, Archives and a micro-computer laboratory for student use. For information call: (985)549-3860; or after 4:30 and on weekends (985)549-2027. As a freshman you will be enrolled in a 1 credit Library use course. Several of your required Social Work courses will include specialized training in the use of information technology and the Library itself. Another useful way to prepare yourself for library use is to explore the library's website which offers useful library services from any campus or home location.

### **Computer Center/Florida Parishes Social Science Research Center**

The Computer Center, located in McClimans Hall, serves the University as an administrative and instructional facility, provides computer support for students, faculty and staff and performs computer services as requested by the University. The Center provides terminals so that the students, faculty and staff can access computers. The Florida Parishes Social Science Research Center serves as a computer resource for the Social Work Program. The Center is accessible during its hours of operation, 7:45am-4:30pm M-W, and is located in Fayard Hall room 119. For information or to make an appointment call: (985)549-5120.

### **Student Government Association**

The Student Government Association (SGA) of Southeastern, of which each student is a member,

is the principal organization of the entire student body. The SGA is the student's body representative to the faculty, administration and the community. The SGA invites students to become involved in student government and maintain interest in campus activities. Involvement in student government affairs offers an excellent opportunity for Social Work majors to develop mezzo and macro practice expertise. The SGA office is in the Student Union. The phone number is (985)549-2296.

### **The Center for Student Excellence**

This program provides academic and self-enhancing assistance to students enrolled at Southeastern Louisiana University. Students are provided with academic, career, personal, graduate school counseling along with content and skills tutoring. Workshops are held throughout the semester on such topics as math anxiety, study skills, and other topics requested by students. In addition to a highly qualified staff, the Center houses a computer equipped learning lab, a career resource library with up-to-date software for occupational exploration, a space for small group tutoring, and Supplemental Instruction study sessions. The goal of the Center for Student Excellence is to increase retention and graduation rates. The office is located in Southeastern Hall. The phone number is (985)549-3981.

## **ACADEMIC POLICIES**

### **Attendance Policy**

Class attendance is regarded as an obligation as well as a privilege and all students are expected to attend regularly and punctually all classes in which they are enrolled. Failure to do so may jeopardize a student's scholastic standing and may lead to suspension from the university. Faculty members are required to state in writing and explain to the students their expectations in regard to class attendance via their syllabi and/or classroom contract document. Attendance is mandatory for the social work field internship.

### **Social Work Course Transfer Credit Policy**

Students transferring into Southeastern's Social Work Program with social work courses they have taken elsewhere will require evaluation of those social work courses by Social Work faculty, for comparable content before transfer credit will be approved. Students are notified in writing by the Social Work Program Coordinator regarding course transfer decisions. Transfer credit is only available for social work courses taken at a CSWE accredited social work program. In addition, social work practice level courses (SW304, SW305, and SW406) and field internship and seminar (SW497 and SW498) must be completed at Southeastern. Students must apply and be admitted into professional standing within the social work program before registering for practice level courses and before field placement can occur.

In terms of general course transfer policies, that is courses other than social work courses, please see the university general catalog at:

[https://www.southeastern.edu/admin/rec\\_reg/university\\_catalogue/assets/2018\\_2019\\_catalogue.pdf](https://www.southeastern.edu/admin/rec_reg/university_catalogue/assets/2018_2019_catalogue.pdf)

## **INITIAL ADMISSION TO SOCIAL WORK CURRICULUM**

The curriculum in social work has been designed to prepare students for generalist social work practice in rural and small communities. Social work courses that must be taken include: SW 101, SW 201, SW 202, SW 203, SW 204, SW 205, SW 303, SW 304, SW 305, SW 308, SW 360, SW 361, SW 402, SW 406, SW497, and SW 498.

Applicants for initial admission into the social work curriculum must meet the admission requirements for Southeastern Louisiana University and then declare themselves as social work majors. Applications for admission to Southeastern Louisiana University must be submitted to the Office of Admissions, North Campus Main Building – phone (985)549-5637.

### **ADMISSION TO PROFESSIONAL STANDING IN SOCIAL WORK**

The Council on Social Work Education and the social work profession has the responsibility to ensure that persons who graduate from its programs are capable of providing a high quality of service to clients and are capable of safeguarding and enhancing the welfare of society. Therefore, the faculty members of Southeastern's Social Work Program reserve the right to select and retain only those students who demonstrate that they have the requisite academic abilities, an ethical commitment, and emotional and behavioral qualifications for rendering professional social work services.

#### **Professional Standing Applications:**

Students are required to submit an application (Please see the appendix pp. 45-56) for admission to professional standing in social work. This application must be favorably acted upon by the faculty members and by the Coordinator of the Social Work Program. Applications will be reviewed by the faculty members and the Coordinator when a student has successfully completed English 101, English 102 with a grade of C or better, Sociology 101 and 212, psychology 101, Biology 106 and 107 or more rigorous substitutes thereof, Social Work 101, 201, 202, 203, 204, and 205. Applicants are required to have an overall Grade Point Average or at least a 2.0 Cumulative Grade Point Average and a Degree Grade Point Average and a Residency Degree Point Average on all completed work of 2.5 and a grade of C or better in all social work courses. Only students who began their academic studies in Social Work at Southeastern under catalogs requiring less than an overall or Degree GPA of 2.5 will be considered with a lesser GPA. Along with the completed type-written application, students are required to submit a certified copy of their academic transcript(s) current at the time of application.

Application forms for admission into professional standing in the social work major may be downloaded from the social work Moodle web site. Completed application forms are to be submitted to the administrative assistant of the Social Work Program. Students must keep a copy of their application and transcripts.

Students will be notified in writing as to their admission, conditional admission or non-admission. Applicants not admitted will not be allowed to schedule Social Work 304, 305, 308, 402, 406, 497, or 498. Likewise, students conditionally admitted must satisfy all conditions of their admission prior to being allowed to take the professional courses noted above. Should a student enroll in SW304, 305, 308, 402, 406, 497, or 498 without admittance into Professional Standing – that student will be administratively withdrawn from the course, interviewed by the social work faculty, and/or dismissed from the social work program.

Applicants who are not admitted due to reasons other than unfavorable background check results may:

- Have their applications carefully reviewed by the social work faculty members.
- Submit additional information before such review.
- Ask or be asked to be interviewed by the social work faculty members.

### **Professional Standing Background Check:**

As one element of good moral character, all students who apply for professional standing (effective January 2015) must complete a background check pursuant to state statute, applicable federal law, and the Louisiana State Board of Social Work Examiners. All good moral character (which is defined by the Louisiana State Board of Social Work Examiners) information, including the information obtained through the background check and the Professional Standing application completed by the student, shall be considered in Professional Standing application decisions to the extent permissible by all applicable laws. Also, certain arrests or convictions which could jeopardize the emotional well-being as well as health of a potential client may render students ineligible for Professional Standing status.

If a student has been arrested or has legal convictions including, but not limited to, misdemeanors, felonies, sexual offender convictions or governmental sanctions, the student is required to provide written documentation to the Professional Standing Committee, detailing the allegations/convictions and possibly meet with the Professional Standing Committee to further address the outcome of the background check. Ultimately, the Professional Standing Committee of the Social Work Program has the authority to deny a student's Professional Standing application based on the outcome of the background check.

The student is also financially responsible for any fees that are incurred as a result of the background check.

### **Disclosure of Legal Convictions, Arrests, and Impairment Policy**

Once a student has been accepted into Professional Standing in the Southeastern Social Work program, he/she is required to continue to exhibit good moral character, which is in alignment with the Louisiana State Board of Social Work Examiners and the National Association of Social Workers' *Code of Ethics*. Therefore a student in Professional Standing must report in writing any arrests or legal convictions including, but not limited to, misdemeanors, felonies, sexual offender convictions or governmental sanctions to the Social Work Program Coordinator and Department Head of Health and Human Sciences within 24 hours of such actions. Failure to report arrests or legal convictions within 24 hours may result in revoking of Professional Standing status and/or termination from the Social Work program.

### **Background Check Procedures**

Individuals to whom this policy applies must sign a **Certified Background Release Form (See form in Appendix 1 of this document)**. **Please complete the form and give it to Ruby in White Hall room 206.**

#### **Go to:**

Certified Background.com

#### **Click on:**

Place order

#### **Submit package code:**

EO71

Cost: approximately \$80.00

All Social Work Professional Standing students will have a Level I and Level II background

investigation as described below:

### **Level I**

Country Criminal Search, Current, Maiden & Alias Names

- ❖ Nationwide Healthcare Fraud & Abuse Scan (OIG/GSA/HHS/EPLS)
- ❖ Nationwide Criminal Database with Sex Offender Index Search
- ❖ US Patriot Act (OFAC/SDN)
- ❖ 3 Employment Verifications (covers 7 years)
- ❖ Education Verification
- ❖ Social Security Alert
- ❖ Residence History Trace

### **Level II**

- ❖ Education Verification (highest level)
- ❖ Professional License Verification
- ❖ Certification & Designations Check
- ❖ Professional Disciplinary Action Search
- ❖ Department of Motor Vehicle Driving history
- ❖ Consumer Credit Report

If the criminal background check has no findings of concern, the student will be allowed to attain Professional Standing Status provided all other Professional Standing requirements are met. Individuals who refuse to submit to a background check may be terminated from the program. Also, falsification of any information, including omission of relevant information, will result in a sanction and/or termination from the program.

### **Designated Recipient of the Criminal Background Check Results**

A designated person in the departmental office will retrieve the search results. The results will be housed in the departmental office. Access to the records will be restricted to authorized personnel.

### **Unfavorable Results and Challenges to Unfavorable Results**

If the background check report reveals information of concern which the Social Work Program may deem unfavorable, the student will be given the opportunity to provide a detailed written description and explanation of the information contained in the report along with appropriate documentation. This information must be returned to the Social Work Program Coordinator within 10 calendar days of the date the communication is sent to the student. The Social Work Program may also independently seek to obtain additional information, such as a copy of the original criminal charge, in order to corroborate the individual's explanation.

Once information is received from the student, Social Work Professional Standing Committee has 10 days to review all available information and determine whether a student will be allowed to attain Professional Standing Status or be terminated from the social work program. The Social Work Program Coordinator will inform the student of the Committee's decision.

Once information is received from the student, the Social Work Field Professional Standing Committee has 10 days to review all available information and determine whether a student will be allowed to enroll in the field internship or be dismissed from the social work program. The Social Work Field Internship Coordinator will inform the student of the Committee's decision. If a student wishes to file a grievance concerning the matter the following steps should be executed:

1. **STEP ONE:** Students with a grievance concerning Professional Standing (denied Professional Standing, student placed under probation within Professional Standing, field internship issues, student terminated from the program, etc.) can request a meeting with the Social Work Program Coordinator. The student will not disrupt his/her class schedule or that of the Coordinator to present a grievance. They shall arrange a meeting at a time which is mutually convenient.
2. **STEP TWO:** If the issue is not resolved, the student can make a request in writing to the Social Work Program Coordinator for a faculty review. The faculty and student shall meet within two weeks of the written request.
3. **STEP THREE:** Within ten days of faculty review the student will be notified in writing by the Social Work Program Coordinator of the faculty's decision. The faculty's decision is final.

Criminal background check reports will be maintained securely, confidentially and separately from an admission file or a student's academic file in the respective Department Head's office. Criminal background check reports must be maintained for a period of at least five years after the student, faculty member graduates, terminates enrollment, or terminates employment, respectively.

### **Field Internship and Background Check Information**

The signature pedagogy, as outlined by the accrediting body in social work (the Council on Social Work Education - CSWE), is field practice. Field practice socializes students to the profession of social work. Additionally, field facilitates the integration of theory gleaned in the classroom setting by utilizing a hands-on approach to practice. Upon successful completion of all required coursework in the social work curriculum students are permitted to enter into field internships (SW498 and SW497). (\*Enrollment in SW498 and SW497: SW498 and SW497 must be taken concurrently. SW497 course work is based on work performed in SW498; thus, students must take the two courses concurrently.) The prerequisites for field include:

1. A "C" or better in all social work courses,
2. A "C" or better in Eng 102,
3. The successful completion of all coursework in the social work curriculum except SW498 and SW497,
4. A cumulative GPA of 2.0 or higher,
5. A degree GPA of 2.5 or higher,
6. A residency degree GPA of 2.5 or higher,
7. Professional Standing status, and
8. Successful completion of a background check.

Field internship is a block placement where students engage in 430 hours of social work practice in agency settings. As indicated by the Social Work Program mission statement, the focus of education in the Social Work Program is based on practice in rural settings; thus, students are required to engage in

internships in rural settings and/or work in agencies that service rural areas. The semester prior to field, students meet with the field coordinator to choose an agency placement from the list of viable sites located in the Social Work Program Moodle website (other rural agency placements not on the list are at the discretion of the field coordinator). During the semester prior to field, students are required to complete the necessary paperwork and tasks associated with securing internship placements. Additionally, students are required to attend a field internship orientation the week prior to the start of the semester that they enter field.

### **Field Background Check:**

As one element of good moral character, all students who will be engaging in field work (SW497 & SW498) must complete a background check pursuant to state statute, applicable federal law, and the Louisiana State Board of Social Work Examiners.

If a student has been arrested or has legal convictions including, but not limited to, misdemeanors, felonies, sexual offender convictions or governmental sanctions, the student is required to provide written documentation to the Professional Standing Committee, detailing the allegations/convictions and possibly meet with the Professional Standing Committee to further address the outcome of the background check. Ultimately, the Professional Standing Committee of the Social Work Program has the authority to deny a student's engagement in field based on the outcome of the background check.

The student is also financially responsible for any fees that are incurred as a result of the background check.

### **Criminal Background Check Policy**

This policy establishes procedures for conducting background checks for students completing their field internship in the Social Work Program. An electronic criminal background check will be conducted on all students submitting an application to complete their field internship with the Social Work Program. A criminal background check is a condition of the approval to complete the field internship (SW498). Additionally, the student will be responsible for directly paying the agency for the criminal background check(s) including domestic and international searches, as appropriate.

### **Procedures**

The University acknowledges that placement of each student at the Site may be contingent upon provision of a background check information dated less than two years prior to the commencement of the clinical education placement. The University uses Certified Background Checks ([www.certifiedbackground.com](http://www.certifiedbackground.com)) as the vendor that provides the background checks. This may be subject to change. The background check consists of the following screens: (a) U.S. County Criminal, (b) Residency History, (c) Social Security Verification: (a) U.S. County Criminal, (b) Residency History, (c) Social Security Verification, (d) Nationwide Sexual Offender Index, (e) Nationwide Healthcare Fraud and Abuse Scan and (f) U.S. Patriot Act.

Individuals to whom this policy applies must sign a **Certified Background Release Form** and an **Application for Placement for Clinical Training or Education at an outside Institution or Clinical Facility** authorizing the School to have a criminal background check performed by an approved agency to conduct such checks. Such individuals must also sign an **Applicant Statement of Authorization and Release** for the School to disclose the results of the background check to the field internship agency where the individual will participate in his/her field internship (The bolded documents are found in the Social Work Program Moodle website under Field - **Please complete the forms and give them to Ruby in White Hall room 206**). All Social

Work field internship students and will have a Level I and Level II background investigation as described below:

### **Level I**

Country Criminal Search, Current, Maiden & Alias Names

- ❖ Nationwide Healthcare Fraud & Abuse Scan (OIG/GSA/HHS/EPLS)
- ❖ Nationwide Criminal Database with Sex Offender Index Search
- ❖ US Patriot Act (OFAC/SDN)
- ❖ 3 Employment Verifications (covers 7 years)
- ❖ Education Verification
- ❖ Social Security Alert
- ❖ Residence History Trace (see Appendix A<sub>1</sub>)

### **Level II – Level I and**

- ❖ Education Verification (highest level)
- ❖ Professional License Verification
- ❖ Certification & Designations Check
- ❖ Professional Disciplinary Action Search
- ❖ Department of Motor Vehicle Driving history
- ❖ Consumer Credit Report

### **Go to:**

Certified Background.com

### **Click on:**

Place order

### **Submit package code:**

EO71

Cost: approximately \$80.00

If the criminal background check has no findings of concern, the student will be allowed to enroll and participate in her/his social work internship provided all other program requirements are met. Individuals who refuse to submit to a background check may be dismissed from the program. Also, falsification of any information, including omission of relevant information, will result in a sanction and/or dismissal from the program.

### **Designated Recipient of the Criminal Background Check Results**

A designated person in each department will retrieve the search results, and the results will be housed in each department. Access to the records will be restricted to authorized personnel.

Criminal background check reports will be maintained securely, confidentially and separately from an admission file or a student's academic file in the respective Department Head's office. Criminal background check reports must be maintained for a period of at least five years after the student graduates or terminates enrollments.

### **Unfavorable Results and Challenges to Unfavorable Results**

If the background check report reveals information of concern which the Social Work Program may deem unfavorable, the student will be given the opportunity to provide a detailed written description and explanation of the information contained in the report along with appropriate documentation. This information must be returned to the Field Internship Coordinator within 10 calendar days of the date the communication is sent to the student. The Social Work Program may also independently seek to obtain additional information, such as a copy of the original criminal charge, in order to corroborate the individual's explanation. Information gained by criminal background check will be shared with health care facility as deemed necessary by an affiliation agreement and as necessary in clinical placement of students.

Once information is received from the student, Social Work Field Professional Standing Committee has 10 days to review all available information and determine whether a student will be allowed to enroll in the field internship or be dismissed from the social work program. The Social Work Field Internship Coordinator will inform the student of the Committee's decision. If a student wishes to file a grievance concerning the matter the following steps should be executed:

1. **STEP ONE:** Students with a grievance concerning Professional Standing (denied Professional Standing, student placed under probation within Professional Standing, field internship issues, student terminated from the program, etc.) can request a meeting with the Social Work Program Coordinator. The student will not disrupt his/her class schedule or that of the Coordinator to present a grievance. They shall arrange a meeting at a time which is mutually convenient.
2. **STEP TWO:** If the issue is not resolved, the student can make a request in writing to the Social Work Program Coordinator for a faculty review. The faculty and student shall meet within two weeks of the written request.
3. **STEP THREE:** Within ten days of faculty review the student will be notified in writing by the Social Work Program Coordinator of the faculty's decision. The faculty's decision is final.

### **RETENTION, TERMINATION, and GRIEVANCE POLICIES and PROCEDURES**

The Social Work faculty has the authority to determine whether or not a student should continue in the Social Work Program, and, if so, under what condition(s). A student may be brought to review when his/her performance raises questions regarding continuation in the Program for academic or professional performance issues.

**\*\*Please keep in mind that it is of great importance that social work students uphold the NASW Code of Ethics. It sets the tone for how you will conduct yourself as a social work practitioner in the real world. Upon graduation from the social work program you will be working with people and affecting their lives. Our job as educators in the social work program is train social work students to uphold the NASW Code of Ethics and hold students accountable for their actions.\*\***

The Social Work Faculty will review the status of students formally admitted to the program and take proper action (e.g., termination from the program, Professional Standing probation, etc.) in the following instances:

- When advisors or other faculty members request the Faculty to review the continued eligibility of a student.

- When grades of a student warrant such review.
- When a faculty member reports that the behavior of a student indicates the need for review (e.g., cheating/plagiarism, unsatisfactory progress in a course, academic violations of the Southeastern Student Code of Conduct, violations of the Southeastern Academic Integrity policy, etc.).
- When the field supervisor, agency director, or the coordinator of field work indicates unsatisfactory progress in the field.

Non academic reasons for termination in the Southeastern Social Work Program include:

- Violations of the NASW Code of Ethics.
- Behavior that is detrimental to the student and/or a client system being served.
- Violating agency policy in the student's field practicum agency.
- Conviction of a felony offense since entering the Program.
- Non-academic violation of the Southeastern Student Code of Conduct.  
[https://www.southeastern.edu/admin/osaa/know\\_the\\_code/handbook.pdf](https://www.southeastern.edu/admin/osaa/know_the_code/handbook.pdf)

### **Social Work Program Review Procedures:**

1. If a student is brought for review: The student is notified in writing of the decision to bring him/her to review, with the specific reasons for the review and meeting with a detailed letter by the Social Work Program Coordinator or faculty member. A copy of the Retention and Termination Policy and/or the Student Code of Conduct policy/Academic Integrity policy/NASW Code of Ethics are included in the letter.
2. Notification is given at least ten days in advance of the Review.
3. In the review meeting the Social Work Program Coordinator presents the facts of the situation.
4. The Social Work faculty members are given an opportunity to express their concerns.
5. The student is invited to make comments, answer questions, ask questions, and is then excused.
6. The Social Work faculty members discuss the facts and reach a decision whether to terminate or retain the student.
7. The Social Work Program Coordinator meets with the student to advise him/her of the decision of the faculty.
8. The student is informed in writing of the decision and of his/her right to appeal through activation of the grievance procedure (See Academic Grievance Policies below).

### **Social Work Program/Professional Standing Grievance:**

1. STEP ONE: Students with a grievance concerning Professional Standing (denied Professional Standing, student placed under probation within Professional Standing, and/or student terminated from the program) can request a meeting with the Social Work Program Coordinator. The student will not disrupt his/her class schedule or that of the Coordinator to present a grievance. They shall arrange a meeting at a time which is mutually convenient.
2. STEP TWO: If the issue is not resolved, the student can make a request in writing to the Social Work Program Coordinator for a faculty review. The faculty and student shall meet within two weeks of the written request.
3. STEP THREE: Within ten days of faculty review the student will be notified in writing by the Social Work Program Coordinator of the faculty's decision. The faculty's decision is final.

### **Grade Requirements for Retention:**

If a grade of D or F is earned in any required social work course the student will be allowed to retake the required social work course only once. If a grade of C or better is not earned, in the retake of the course, the student will be terminated from the Social Work Program.

### **ACADEMIC DISHONESTY - CHEATING AND/OR PLAGIARISM**

Students who cheat and /or plagiarize in a course will be sanctioned. (e.g., assigned a grade of “F” on an assignment or assigned a grade of “F” for the course, termination from the social work program, and/or expulsion from the university, etc.)

The Social work Program follows the Southeastern Student Code of Conduct and Academic Integrity Policy in terms of definitions of what constitutes cheating and/or plagiarism. Here is the information outlined in those policies:

Southeastern Student Code of Conduct (in the Southeastern Student Handbook):

[https://www.southeastern.edu/admin/osaa/know\\_the\\_code/handbook.pdf](https://www.southeastern.edu/admin/osaa/know_the_code/handbook.pdf)

#### ARTICLE II: DEFINITIONS

V. The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic materials belonging to a member of the University faculty or staff; (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion; (5) and/or other violations as defined by University policies.

W. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes stealing and passing off the ideas and/or words of another as one’s own; using a created production without crediting the source; the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; and/or other violations as defined by University policies.

Academic Integrity Policy (in the University General Catalogue):

[http://www.southeastern.edu/admin/rec\\_reg/university\\_catalogue/assets/2018\\_2019\\_catalogue.pdf](http://www.southeastern.edu/admin/rec_reg/university_catalogue/assets/2018_2019_catalogue.pdf)

#### ACADEMIC INTEGRITY

The academic community relies upon a high standard of integrity in the relations among its members. To the extent that this standard is not maintained, the good of the community suffers, and injustice (sometimes serious injustice) may be done. One of the most important aspects of academic integrity concerns the just measure of each student’s academic accomplishments. These are ordinarily evaluated through written examination or submitted work. For such modes of assessment to operate fairly, it is essential that the instructor be assured that the work used to evaluate the student’s performance is

genuinely the student's own. It is also the responsibility of the student to uphold the academic integrity of the University. The use of unauthorized material, communication with fellow students during an examination, attempting to benefit from the work of another student and similar behavior that defeats the intent of an examination or other class work is unacceptable. Cheating on examinations, plagiarism, improper acknowledgment of sources in essays and the use of a single essay or paper in more than one course without permission are considered very serious offenses and shall be grounds for disciplinary action.

If a faculty member suspects that a violation of academic integrity has occurred, the procedure below will be followed:

Academic Action - Within ten (10) working days of discovering the alleged violation the faculty member will notify the student in writing of the alleged charges and the right of appeal (see current catalogue under "Appeal and Change of Grade"). No penalty will be imposed until the student has been informed of the charge and has been given ten (10) working days to respond and present a defense. The student must be given an opportunity to personally meet with the faculty member. In the event the faculty member is not available, the department head of the course may serve as proxy and work with the student to resolve the issue.

A. Agreement between the student and the faculty member that a violation has occurred, or no response from the student, will result in the assignment of a lower grade or an F to the test or assignment, or in the case of a serious violation, a lower grade or F for the course. This will be at the discretion of the instructor. A written report of the action taken must be filed with the Department Head and Dean of the course involved. In addition, the Dean of the course involved will provide a copy of the report to the Dean and Department Head of the student's major and the Office of Student Conduct.

B. If no agreement is reached between the faculty member and the student, the student may then appeal the decision to the Department Head of the course involved. The student has ten (10) working days to file such an appeal. The Department Head has ten (10) working days to render a decision.

C. If the student or faculty member chooses to appeal the Department Head's decision, the appeal is then submitted to the Dean who has administrative authority over the course. The student or faculty member has ten (10) working days to file such an appeal. The Dean has ten (10) working days to render a decision.

D. The appeal must be based on one or more of the following criteria:

- 1) The facts of the alleged violation were in error.
- 2) The sanction imposed was inappropriate.

E. If all appeals are denied, the original sanctions will be imposed and a written report of the action(s) taken will be filed with the Office of Student Conduct by the Dean who has administrative authority over the course. The Department Head and Dean of the student's major also will be provided a copy of the final report. In the event that a case cannot be resolved before the final grades are due in the Records and Registration Office, the grade of "I" will be assigned to the student for the course until the appropriate grade can be determined.

Judicial Sanctions - In addition to the academic actions described previously, if an act of academic dishonesty is particularly egregious or repeated, judicial sanctions may be imposed. If the faculty member, department head, or dean believes that a particular violation of academic integrity warrants disciplinary sanctions such as probation, suspension, or expulsion, the academic dean who has administrative authority over the course may file a written complaint with the Chief Student Conduct Officer for disposition of the matter through the procedures outlined in the Code of Student Conduct. If there have been repeated acts of academic dishonesty by the student, the dean of the student's major or the Chief Judicial Officer may initiate judicial procedures as outlined in the Code of Student Conduct.

## **Appeal and Change of Grade**

After a final course grade is recorded in the Records and Registration Office, a change of grade must be approved in sequence by the instructor, the instructor's department head, and the academic dean of the college in which the course is offered. The Change of Grade Form is available to the instructor in the Records and Registration Office. No student is ever to be in possession of a Change of Grade Form. In the event of a contested final course grade, a student's written appeal of the grade must be submitted to the instructor within thirty (30) calendar days of final grades for the term being due, as reported in the current catalogue. A letter of appeal and all materials to be considered should be provided to the instructor. The instructor will render a decision in writing within ten (10) working days or as soon thereafter as practical. If the appeal is not resolved with the instructor, within ten (10) working days, the student may submit a written appeal of the problem to the faculty member's department head, with a copy of all materials previously submitted to the instructor, with the instructor's decision. Likewise, if the department head's decision is in favor of the student, the faculty member may submit a written appeal to the department's academic dean within ten (10) working days. The department head will render a decision within ten (10) working days or as soon thereafter as practical. If the appeal is not resolved with the department head, within ten (10) working days, the student may appeal to the department's academic dean by submitting a written appeal and copies of materials previously submitted to the department head. The dean's decision will be rendered within 10 working days or as soon thereafter as practical. The academic dean's decision is final. (In the event the instructor is not available, the Department Head of the course may serve as proxy and work with the student to resolve the appeal.)

## **Non-Academic Grievance Policies and Procedures**

### **Sexual Harassment**

Any University employee, student, or other member of the University community who believes he or she has been a victim of sexual harassment while working at the University or in class or in any other setting (whether by subordinates, peers, superiors, or other persons), should bring this matter to the immediate attention of any of the following: his or her supervisor, Human Resource Director at (985)549-2056, Equal Employment Opportunity Compliance Officer at (985)549-5888, Director of Student Health Center at (985)549-2241, "Department Head", call information (985) 549-2000 for specific phone numbers ([https://southeastern.edu/admin/stu\\_affairs/handbook/assets/2017\\_2018\\_student\\_handbook\\_web.pdf](https://southeastern.edu/admin/stu_affairs/handbook/assets/2017_2018_student_handbook_web.pdf)) . Any official receiving a complaint should notify the EEO Coordinator to make certain that follow-up action is coordinated. The EEO Coordinator will serve as a clearinghouse for all related actions. If satisfaction is not adequate at initial levels, any affected individual should feel free to bring the matter to the attention of the Vice Presidents, the Provost, or the President. Confidential assistance is also available through the University Counseling Center.

### **Racial Harassment**

Any University employee, student or other member of the University community who believes he or she has been a victim of racial harassment while working at the University or in class or any other setting (whether by subordinates, peers, superiors, or other persons) should bring this matter to the immediate attention of any of the following: his or her supervisor, Human Resource Director, Equal Employment Opportunity Coordinator, department head, or academic dean ([https://southeastern.edu/admin/stu\\_affairs/handbook/assets/2017\\_2018\\_student\\_handbook\\_web.pdf](https://southeastern.edu/admin/stu_affairs/handbook/assets/2017_2018_student_handbook_web.pdf)). Any official receiving a complaint should notify the EEO Coordinator to make certain that follow-up action is coordinated. The EEO Coordinator will serve as a clearinghouse for all related actions. If satisfaction is not adequate at initial levels, any affected individual should feel free to bring the matter to the attention of the Vice Presidents, the Provost, or the President. Confidential assistance also is available

through the University Counseling Center. Action will be taken to examine impartially and resolve promptly any complaint. Confidentiality of all parties will be respected to the greatest extent possible, and employees, students and others will not be subjected to retaliation of any kind for reporting incidents of racial harassment.

### **Gender Discrimination**

In compliance with Title IX, the University has developed the following grievance procedure for students in cases of sex discrimination. If a student believes that he/she has been discriminated against on the basis of sex, the student has the right to use this Grievance Procedure without fear of reprisal because of his/her action. It is incumbent upon each budget unit head to provide students with an opportunity to be heard in accordance with the following procedures

([https://southeastern.edu/admin/stu\\_affairs/handbook/assets/2017\\_2018\\_student\\_handbook\\_web.pdf](https://southeastern.edu/admin/stu_affairs/handbook/assets/2017_2018_student_handbook_web.pdf)):

1. **STEP ONE:** The student may present the grievance to the department or budget unit head of the area in which the complaint originates within five days after the incident caused him/her to be aggrieved.

The department or budget unit head will give the student an answer within three working days thereafter.

The student will not disrupt his/her class schedule or that of the department to present a grievance. They shall arrange a meeting at a time which is mutually convenient.

2. **STEP TWO:** If the student is not satisfied with the decision of the department head, he/she may, within five days of receipt of such a decision, submit the grievance in writing to the dean of the academic college to which the department is assigned.

The academic dean will discuss the grievance with the students within five working days and will render a decision in writing within five working days thereafter.

3. **STEP THREE:** If the student is not satisfied with the decision of the academic dean, he/she may, within five days of such written decision, submit the grievance in writing to the Provost. The Provost shall conduct a hearing within five working days and will render a decision in writing within five working days of the hearing.

4. **STEP FOUR:** If the student is not satisfied with the decision of the Provost, he/she may, within ten working days, submit his/her grievance in writing to the President of the University for a final decision. The President will meet with the Student within ten working days of the receipt of the student's grievance and will render a decision within five working days thereafter.

Southeastern Louisiana University complies with the provisions of Title VI and of the Civil Rights Act of 1964, as amended, and Title IX of the Education Amendments of 1972, which designates that no person in the United States shall, on the basis of color, sex, creed or national origin, be excluded from participating in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal assistance. University policies affecting students will be administered in a non-discriminatory manner. Students will not be subjected to discrimination on the basis of gender with regard to admission; recruitment; housing and other facilities; access to course offerings; counseling and use of appraisal and counseling materials; financial assistance; employment assistance; health and insurance benefits and services; marital and parental status; athletics; and education programs and activities.

Students who have exhausted the internal administrative remedies of the University may choose to file a complaint alleging discrimination with the Office of Civil Rights:

Dallas Office  
U. S. Department of Education  
1999 Bryan Street, Suite 2600  
Dallas, Texas 75201  
Telephone: 214-880-2459  
FAX: 214-880-3082; TDD: 214-880-2456  
Email: OCR\_Dallas@ed.gov

## **ACADEMIC ADVISING POLICIES AND PROCEDURES**

### **Advisement Philosophy**

Advising is a multifaceted process designed to assist students in realizing the maximum benefits from their educational experience. As an essential educational service, advising offers guidance to students involved in the complex decisions and activities of academic and professional planning.

Advising is a developmental process which assists students in the clarification of their life/career goals and in the development of educational plans for the realization of these goals. It is a decision-making process by which students realize their maximum educational potential through communication with an academic advisor. Advising is an ongoing, interactive process which is the responsibility of both the student and advisor. The purpose of academic advisement is to direct students down a direct and clear path towards graduation. We encourage students to grow in the ability to identify realistic academic and career goals, and help them to outline a program of study to achieve them.

The ability to effectively advise students is based on the faculty member's sensitivity to diverse needs, acquired skills and knowledge, and appropriate attitudes and behavior towards learners. Advisement includes guidance by a faculty member who is able to provide accurate information on academic policies and procedures and curricular requirements. Pursuing a college degree is considered an individualized endeavor in which students are ultimately responsible for satisfying all requirements as set forth by the University. However, the advisement process is provided in an effort to offer both advice and direction toward the realization of the student's personal goals and also enhance the overall college experience.

### **Social Work Program Advisement Policy**

The Social Work Program Coordinator is responsible for the coordination of the advisory program at Southeastern Louisiana University. All social work faculty are involved in advising students. An important aspect of advisement consists of assisting students in their selection of courses. Every social work faculty has the responsibility of being familiar with the Council on Social Work Education's (CSWE) approved curriculum and curriculum sequence. Faculty should also be familiar with the requirements for graduation and assist students in developing a plan to complete the program in a timely manner.

The policies and procedures of advising are intended to assure quality advising within the Southeastern Social Work Program while protecting the rights and responsibilities of both students and faculty. The role of the academic advisor is consultative in nature and is not one of granting or denying administrative approval. Administrative approval when necessary and appropriate may be granted by the student's department head or college dean. Final decisions relative to course scheduling and program planning are

the student's and they must assume responsibility for such decisions, particularly when these decisions are inconsistent with the requirements of the chosen major and college.

Components of advisement:

1. Conveying the purposes of the University and the Social Work Program, Including: advice and consultation regarding the mission, philosophy and aims of the institution and program; the meaning of higher education; the aims of disciplinary and interdisciplinary study; the reasons for academic requirements; the expected standards of achievement; and the spirit and satisfaction of scholarly work.
2. Information giving, including: advice and consultation about registration, course offerings, areas of faculty interest and expertise, educational opportunities, degree programs, educational policies, and administrative procedures.
3. Short-range program planning, including: advice and consultation on semester planning, selection of specific courses, adjustments in course loads, and pre-priority registration.
4. Long-range planning, including: advice and consultation about educational and professional objectives suited to the student's demonstrated abilities and interests, as well as identification of the relationship between courses, programs, and occupations.

### **CSWE Curriculum Sequencing and Policies**

Each faculty advisor will be responsible for assuring the integrity of the CSWE social work curriculum.

All faculty advisors will be responsible for evaluating the course sequence of their social work advisees. All prerequisites along with social work course progression and integration shall be in strict compliance with CSWE Accreditation Standards.

Each student will be responsible for following the course sequence of the Social Work Program. Each student is responsible for satisfying prerequisites to courses and following course progression in strict compliance with CSWE Accreditation Standards.

In compliance with CSWE Accreditation Standard 3.1.5, the social work program at Southeastern does not grant social work course credit for life experience or previous work experience.

### **Social Work Program Faculty Advising Responsibilities**

Faculty advisors will make a conscientious effort to be available during regular posted office hours and for special appointments, including allotted times during the week before priority registration and priority registration week. A faculty advisor holds the following responsibilities in regards to advisement: (1) help the student define and develop realistic goals, (2) identify special needs, (3) match the student to available resources, (4) assist the student to plan a program consistent with his/her abilities and interests, (5) monitor progress toward educational/career goals, and (6) discuss linkage between academic preparation and the world of work. Advisors may refer students to other university staff if necessary. Social Work faculty advisors adhere to the NASW Code of Ethics in their interactions with students during advisement.

The advisor is responsible for approving the student's proposed course schedule and reviewing a complete up-to-date file on each advisee. However, it is the student's responsibility to be certain that all degree requirements are met. Attention to proper planning is strongly suggested.

## **Advisement Process**

The Social Work Program places a high value on the advising process. All social work faculty has advising responsibilities as part of their assignments. In addition to helping students monitor their progress toward the fulfillment of University and Program graduation requirements, advisors can provide valuable information related to the major and to career opportunities. Students are strongly encouraged to see their advisors when they experience difficulties in adjusting to the University system or when they are confused about University or Program policies and procedures.

Students are assigned an academic advisor by the Social Work Program Coordinator. Students are encouraged to work with their assigned advisor. If the advising need is urgent, he or she may seek advisement from another faculty member during their posted office hours. Students may request reassignment of academic advisor by discussing the matter with the assigned advisor and the coordinator of the social work program. Academic advisors are available to the students throughout the course of study.

## **Priority Registration Advisement**

*Priority Registration* includes the first opportunity to schedule classes for the next academic semester. According to the University's General Catalog this time period is usually a one week period during the semester prior to the registration semester. The University only allows students in good financial standing with the University to participate in priority registration.

During this time period, academic advisement is available to all social work majors. Students will receive an email notifying them of advisement dates. Advising faculty will post sign-up sheets on their office doors for the scheduling of individual advising appointments. Phone and or on-line advisement are available on a limited basis, as the social work faculty values advising time to establish a personal relationship with their students. Social work students must receive advisement from a social work program faculty member, who then signs off on an advisement form so the student's advising block may be lifted. Students who receive phone or on-line advisement should come to the social work office the next time they are on campus to sign the advisement form.

## **Open Registration Advisement**

*Open Registration* is the period following Priority Registration and lasting until the Early Fee Payments Deadline, according to the University General Catalogue. All eligible students who did not register during priority registration should register at this time. Academic advisement is available to all social work students who were not advised during priority registration. The student is advised to make an appointment with his or her assigned advisor. Phone and or on-line advisement are available on a limited basis, as the social work faculty values advising time to establish a personal relationship with their students. Social work students must receive advisement from a social work program faculty member, who then signs off on an advisement form so the student's advising block may be lifted. Students who receive phone or on-line advisement should come to the social work office the next time they are on campus to sign the advisement form.

*Final Registration* is the final period when students are able to register for classes, make schedule changes, or cancel enrollment. This period lasts from priority registration until classes begin. Once classes begin, schedule changes must be approved by the student's academic dean.

The student is referred to the University's General Catalogue for more information on registration.

### **Legal Issues Surrounding Advising**

In academic affairs, a contractual relationship exists between the student and the institution. The basic provisions of the college catalog, recruiting brochures, various bulletins, and the student handbook become part of the contract. The institution sets forth certain requirements for passing courses and for successful completion of programs and subsequent graduation. If students fail to meet the required standards, they can be penalized through such action as dismissal, suspension, or failure to graduate on schedule; if the institution fails to respect its own regulations, then the student may seek judicial relief. However, the ultimate responsibility for knowing degree requirements rests with the student.

### **STUDENTS' RIGHTS AND RESPONSIBILITIES**

#### **Student Rights:**

1. Freedom of Inquiry and Expression: Individual social work students and the Social Work Club are free to examine and discuss all questions of interests and express opinions publicly and privately.
2. Freedom to Learn: In addition to the basic constitutional rights enjoyed by all citizens, students at Southeastern Louisiana University have specific rights related to academic freedom as students.
3. Freedom of Association: Students shall be free to organize and join organizations to promote their common and lawful interests, subject to institutional policies or regulations.
4. Student-Sponsored Forums: Students shall have the right to assemble, select speakers, and discuss issues of their choice.
5. Student Policies: The policies of the Social Work Program regarding student expectation, rights, and responsibilities shall be readily accessible to students.
6. Academic Evaluation: Student academic performance shall be evaluated on the basis of academic standards, including any requirements that are noted in the University General catalog, course syllabus, or student handbook.
7. Student Participation: The right to have representation and participation on standing committees of the program. Students have the right to provide input regarding Social Work Program policies and procedures.

Adapted from the Joint Statement on Rights and Freedoms of Students from the AAUP at: <http://www.aaup.org/AAUP/pubsres/policydocs/contents/stud-rights.htm> and Minnesota State University Moorhead Student Handbook (<http://www.mnstate.edu/socialwork/Microsoft%20Word%20-%20SWstudenthandbookFall08.PDF>).

#### **Student Responsibilities**

Southeastern Louisiana University has a duty to set standards of scholarship and conduct. Thus, the guiding principles of the Social Work Program are to promote accountability and responsibility. The following is a copy of the classroom contract that is utilized in each class taught in the Social Work Program. This contract outlines students' responsibilities. Students are asked to sign this document for each class at the beginning of each semester and return to their instructor.

1. I have received, read, and I understand the general syllabus for the course, including the attendance policy.

2. I understand that a failure to sign the attendance sheet at the appropriate time may result in my being marked absent.
3. I verify that my professor has requested that I meet with him/her first should there be concerns about the conduct of this course. If that meeting does not resolve the issue my professor will recommend I meet with the department head of Counseling and Human Development.
4. I understand that my professor expects respect from everyone in the classroom – this includes rules about sleeping, inappropriate talking, rudeness, doing homework, cell phones, any disruptive behavior, etc.
5. I understand that it is my responsibility to complete all assignments on time and that there will be penalties associated with late assignments (if allowed) at each professor's discretion.
6. I agree that if I don't understand an assignment, it is my responsibility to ask questions before that assignment is due.
7. I understand my professor's policy about being tardy and the consequences regarding this policy.
8. I understand that it is my responsibility to remain in attendance for the duration of the entire class meeting.
9. I understand that should I miss a class it is my responsibility to get any handouts or other items associated with that missed class.
10. I understand that it is my responsibility to check my Southeastern Louisiana University e-mail daily or weekly, depending on the professor's guidelines.
11. I understand that plagiarism of any kind will not be tolerated and may result in a (0) for the assignment, an "F" for the course, or academic suspension from the university.
12. I understand that **cell phones must be turned off** during class and that a professor may, at his/her discretion, enforce a consequence for any cell phone calls or messaging during class.
13. Internet classes (assisted or 100%): I understand if I have any problems, technical or otherwise, that it is my responsibility to notify my professors immediately, either by email (from another computer) or by calling their offices and leaving a message. I further understand that notifying professors after the fact will not guarantee that I will receive credit for whatever I have missed.
14. Internet classes (assisted or 100%): I understand the rules of conduct for participating in the discussion board, e-mail content, and speaking style requirements – depending on the professor's guidelines.
15. I understand that it is my responsibility to address my instructors by their appropriate titles (Ms., Mr., Dr., etc.).
16. I understand that it is my responsibility to follow the guidelines set forth by the NASW Code of Ethics.
17. I understand that each professor may add additional guidelines to this document.

## **GRANTS AND ACTIVITIES**

### **Title IV-E Child Welfare Grant**

Southeastern Louisiana University is one of seven universities in the state of Louisiana to receive grant funding through the Federal Title IV-E Child Welfare Training Program. The Title IV-E child welfare training program was created as part of the Child Welfare and Adoption Assistance Act of 1980 (P.L. 96-272) to support training in the area of foster care services. The Social Work Program originally developed its Child Welfare program in 1995 and has maintained funding since that time.

The goal of the program is to recruit and prepare undergraduate social work students for work in public child welfare, primarily foster care services. The program also provides in-service training to practitioners in public child welfare agencies as well as foster and adoptive families.

The child welfare program is a competitive program in which students are interviewed and selected for the program. Students who are selected receive a stipend of \$6,500 their senior year. They also have the

opportunity to attend child welfare conferences both in and out of the state. As a recipient of the child welfare stipend, students commit to employment with the Department of Children and Family Services in the foster care division for one year following graduation. These students also complete their field practicum at one of the Department of Children and Family Services Offices in the Florida Parishes region. During their field practicum, they receive training and supervision in foster care services, but also spend a portion of the internship in each division of Child and Family Services, to include: child protection investigations, family services, foster care and adoptions.

Southeastern's child welfare program is part of the state's Child Welfare Agency/University Partnership known as the Louisiana Universities Child Welfare Workforce Alliance. This alliance is comprised of the seven universities in the state which receive Title IV-E funding in order to recruit and train social work students for work in public child welfare. The goal of the Alliance is to both regulate and improve the training child welfare students receive throughout the state of Louisiana.

Students who are interested in the child welfare program should apply the year before they plan to graduate. Applications are available on the Social Work Program Blackboard site and are accepted from January to February each year. Contact Dr. Corie Hebert at [corie.hebert@selu.edu](mailto:corie.hebert@selu.edu) for more information about the program.

### **Social Work Club**

The Social Work Club is open to all students who have been admitted to the program, to all Southeastern students who take social work elective courses, and all Southeastern students who share the values, ethics and service concerns of the social work profession. The membership fee is \$10.00, which serves to facilitate fundraising events for the community. The social work club is primarily student driven. The social work club officers plan monthly meetings. These meetings keep participants informed on programmatic news and policy issues, professional opportunities, accreditation initiatives, registration procedures following graduation, field placement options, graduate school preparation and application, and many other important topics of concern to professional social work students. On alternate months student members carry out a service event. These events include Easter, Halloween and Christmas parties for the club's adoptive Title I school as well as an annual Valentine's party and bingo game for the day program participants at the Hammond Council on Aging. Notice of day, date and time of program meetings and events are posted on the Social Work Program bulletin board in White hall and announced by faculty in all classes. Both meetings and events are scheduled for maximum attendance.

Ms. Jamie Magee ([jamie.baker-3@selu.edu](mailto:jamie.baker-3@selu.edu)) is faculty advisor for the club. She can furnish you with a list of current officers and program planners.

Come and join the learning, service and fun! Consider a leadership role as an officer or program planner! The Student Handbook was written and compiled by the faculty, staff and students of the Social Work Program. We appreciate the invaluable assistance from all contributors and welcome continued input from the Social Work Program faculty, students and staff.

This handbook fully acquaints students with their rights and responsibilities as they relate to accreditation; following CSWE course sequencing; notice of nondiscrimination; racial and sexual harassment policy; counseling and career development services; services for persons with disabilities; testing services; health services; equal opportunity in employment regulations; attendance policy and policy relating to academic dishonesty. Responsibilities regarding attendance, performance and academic honesty are also covered in each class syllabus.

The student handbook acquaints students with their rights and responsibilities as they relate to the

National Association of Social Workers Code of Ethics and these rights and responsibilities are covered in virtually every class offered in the program. Rights and responsibilities associated with the Social Work Examiners of the State of Louisiana concerning registration of bachelor level social workers and licensing of master level social workers are covered in field integrative seminar.

## **SOUTHEASTERN LOUISIANA UNIVERSITY COLLEGE OF NURSING AND HEALTH SCIENCES EMPLOYEE AND STUDENT DRUG TESTING POLICY**

### ***INTRODUCTION***

The **College of Nursing and Health Sciences** of Southeastern Louisiana University, in response to clinical agency protocol and in support of a drug-free workplace, has initiated a drug-testing program.

### **OVERVIEW**

#### **I. PURPOSE**

**Drug testing in the College of Nursing and Health Sciences is being done pursuant to La. R.S. 49:1015 as Nursing and Health Sciences faculty and students occupy both safety and security sensitive positions. In addition, Nursing and Health Science professionals deal with patient/client care situations where critical thinking and judgment making must occur in a split second and where human life can be in jeopardy. Individuals practicing in a clinical setting who are impaired by drugs and/or alcohol may be placing themselves, as well as, the public at risk.**

Southeastern Louisiana University's College of Nursing and Health Sciences is committed to providing a safe, productive, and healthy environment for the public, patients, clients, and employees. Southeastern Louisiana University's College of Nursing and Health Sciences is committed to creating and maintaining a drug-free workplace pursuant to the federal Drug-Free Workplace Act of 1988, the Louisiana Drug Testing Act of 1990, the Drug-Free Public Housing Act of 1988 and the Drug-Free Schools and Communities Act of 1986.

#### **II. SCOPE OF TESTING**

- A. All new clinical faculty hired after an offer has been made and as a condition of employment before starting work.
- B. Any student completing a clinical, senior level practicum, senior internship, or any field experience course may be subjected to participating in a drug-testing program. If an agency requires drug testing of their employees, students in that facility will be required to comply with all applicable sections of this policy. Documentation of an exemption for drug screening will be required of all programs.

- C. After reasonable suspicion of substance abuse by a current clinical faculty or student in clinical, senior level practicum, senior internship, or any field experience course (also known as "for cause").
- D. Post-accident for current clinical faculty or students.
- E. Randomly in the Fall, Spring, and Summer semesters of each academic year for current clinical faculty/students.
- F. Once contacted for a baseline or random drug test, individuals will have 36 hours to complete their drug test.
- G. Individuals sent for drug testing for cause will be required to complete the test immediately.

**III. WHO IS AFFECTED BY POLICY?**

Any person, paid or unpaid, in the service of the employer (Southeastern Louisiana University) in accordance with and pursuant to La. Statute# R.S. 49:1001.

- A. All W-2 employees of the college of Nursing and Health Sciences in a clinical faculty capacity (clinical internship, practicum, or field experience).
- B. Students in the College of Nursing and Health Sciences enrolled in clinical, senior level practicum, senior level internship or any field experience course.

**IV. WHAT SUBSTANCES ARE TO BE TESTED FOR?**

- A. Amphetamines, barbiturates, benzodiazepines, cocaine, marijuana, Methadone, opiates, phencyclidine, and propoxyphene (9) nine panel screen.
- B. Alcohol may be added at the discretion of the University.

**V. WHAT IS THE TESTING METHODOLOGY?**

- A. Urine testing.
- B. Blood testing, hair testing, or any other alternative testing.

**VI. WHO PERFORMS THE TESTING?**

An independent certified toxicology laboratory.

## **VII. WHO RECEIVES THE TEST RESULTS?**

All results will be reported to a MRO within (72) seventy-two hours, who will then follow approved protocol.

## **VIII. WHAT IS THE CONSEQUENCE OF A CONFIRMED POSITIVE?**

- A. New hires who have a confirmed positive will have their employment offer rescinded.
- B. Students who have a confirmed positive drug test will have their acceptance to the clinical component rescinded or those enrolled in practicum; internships and field experience classes will be dropped or withdrawn from the course.
- C. Currently employed faculty/enrolled students, having a confirmed positive drug test, will be removed from the practicum, internship or field experience site for the remainder of the affected semester and referred to the Comprehensive Counseling Center for a drug and alcohol assessment. Once assessed the faculty/student will be required to complete the recommended course of treatment.
- D. Faculty/students may apply for reassignment/reenrollment after the first confirmed negative drug test subsequent to completion of an approved treatment program.
- E. Confirmed positives in two separate incidents will be grounds for disciplinary action up to and including termination as provided for in university policy for faculty and disciplinary action up to and including permanent termination of enrollment in the clinical component of the program for students.

## **IX. FINANCIAL**

- A. The cost of drug testing will be covered by general operating funds for faculty and student lab fees for students.
- B. A second testing (split-testing and/or alternative testing) after a confirmed positive may be at the applicant's/employee's/student's expense.

### **DRUG-FREE WORKPLACE POLICY**

#### **I. POLICY**

Drug testing in the College of Nursing and Health Sciences is being done pursuant to La. R.S. 49:1015 as Nursing and Health Sciences faculty and students occupy both safety and security sensitive positions. In addition, Nursing and Health Science professionals deal

with patient/client care situations where critical thinking and judgment making must occur in a split second and where human life can be in jeopardy. Individuals practicing in a clinical setting who are impaired by drugs and/or alcohol may be placing themselves, as well as, the public at risk.

The use of illegal drugs and/or the abuse of legal drugs [or alcohol] by our employees (faculty/students) is incompatible with our goal of delivering the highest quality patient /client care. It is the policy of Southeastern Louisiana University's College of Nursing and Health Sciences to provide an environment that is free from the adverse effects of these substances. Such an environment benefits all providers and recipients of our service.

We are committed to taking the steps necessary to provide this type of surrounding for our university and clinical communities. The University will provide literature and in-services concerning the dangers of these substances, counseling and referrals, and conduct testing for drugs and alcohol. Drug testing will include the following drugs: marijuana, opioids, cocaine, amphetamines, phencyclidine, barbiturates, benzodiazepines, methadone and propoxyphene.

Alcohol may be added at the discretion of the University.

## **II. SCOPE**

This policy applies to all applicants for faculty positions that involve clinical teaching, clinical students, as well as any student enrolled in clinical education, internship or practicum course, faculty supervising senior internships and practicums and clinical faculty of Southeastern Louisiana University's College of Nursing and Health Sciences.

- A. Clinical faculty and students enrolled in the designated internship/clinical courses may be required to provide a urine sample to screen for drug use. Drug testing may occur prior to the semester as a condition of enrollment, during the semester as part of a randomized process, for reasonable suspicion, post-accident/incident, and/or periodic/after care. Specific procedures are established by the academic program.
- B. Clinical Faculty/Students - Drug testing as defined above, will occur in the following situations:
  - I. Reasonable Suspicion:  
Drug testing may be made only on the basis of a reasonable suspicion, based on specific objective facts and reasonable inferences drawn from those facts in light of experience that the clinical faculty/student is then under the influence of drugs or alcohol or that the clinical faculty/student has used a controlled substance within the twenty-four hour period prior to the required test. Southeastern Louisiana University's - College of Nursing and Health Sciences reserves the right to require a drug test of any clinical faculty/student who is

reasonably suspected by a supervisor of being under the influence of an illegal drug or is impaired on the job because of use/consumption of legal or illegal drugs and alcohol. When a faculty/student is reasonably suspected by one or more supervisors of violating this policy and on the express authority of the highest officer present in the institution, the faculty/student will be directed to cooperate in testing. The reasons for the testing will immediately be made known to the faculty/student.

2. **Post-Accident/Incident:**  
Any clinical faculty/student involved in either a job-related accident or a job-related incident involving safety or patient care will be subject to drug testing.
3. **Periodic/After-care:**  
Upon return from any absence for outpatient or inpatient treatment for substance abuse, whether it was at the recommendation of the University or voluntary on the part of the clinical faculty/student, she/he will be required to submit to periodic and/or random testing and close performance monitoring by supervisors as part of a monitoring program established by the employer to assure compliance with a treatment protocol agreement. The clinical faculty/student may also be tested in accordance with established guidelines.
4. **Random Testing:**  
Clinical faculty/students will be selected for drug testing pursuant to a scientifically valid random number program.
5. **Second Test -** A second test may be conducted after the initial test indicates a positive drug screen. The second test must be equal to or of greater sensitivity for the drug in question as was the initial test. A copy of the second test must be submitted to the MRO before the applicant can be reconsidered for employment/enrollment.

A faculty's/student's refusal to submit to a drug test will be grounds for disciplinary action up to and including termination as provided for in university policy for faculty or removal from a clinical, senior level practicum, senior internship, or any field experience course for students. Faculty/students that tamper with the testing process will be subject to re-testing and/or appropriate disciplinary action up to and including termination as provided for in university policy for faculty or dismissal for students.

### **III. STATEMENT OF CONFIDENTIALITY**

All drug testing under this policy will be done in strict confidence. Qualitative information regarding results, such as the identification of a substance, will be provided only to the designated MRO pursuant to current law who will report final results to the appropriate university official. Results of the test will be released to appropriate licensing agencies (i.e., Louisiana State Board of Medical Examiners) on a need to know basis. All drug test results will be maintained in separate health files with restricted access.

IV. **CONSEQUENCES OF NON-COMPLIANCE/CONFIRMED POSITIVE TEST RESULTS**

A. In the event of a positive or inclusive test result, the university may require follow-up testing which may include a split test, a 2<sup>nd</sup> test, or an alternative form of testing. Confirmed positive test results or refusal to undergo post-offer drug screening will result in non- consideration for immediate employment/enrollment or withdrawal of any existing job/enrollment offer. Following completion of the required treatment protocol, the student will be eligible to reenroll/reapply for the clinical position (internship, practicum, or field training experience) required by their respective degree plan.

B. Reasonable Suspicion/Post Accident:

1. **Faculty:**

Faculty will be sent on administrative leave, pending the result of the drug screening.

If the results are confirmed positive, corrective action will be taken in accordance with the aforementioned policies and University policy. Faculty will be removed from the clinical component of the curriculum, and continued employment may be offered to faculty that have completed their probationary employment period, contingent upon entry into and successful completion of a specified treatment protocol and/or EAP program approved by the University or licensing agency.

Evidence of non-compliance with treatment guidelines, incomplete treatment, and subsequent drug related misconduct, a subsequent confirmed positive test result, refusal to test or failure to abide by any part of a Return to Work Agreement between employee and employer will be grounds for disciplinary action up to and including termination as provided for in university policy.

2. **Students:**

Students will not be allowed to return to a clinical, senior level practicum, senior internship, or any field experience course until results of the drug test are available. Students will be allowed to make up work missed if results are negative. If the results are confirmed positive, corrective action will be initiated. Following completion of the required treatment protocol, the student will be eligible to reenroll/reapply for the clinical portion (internship, practicum, or field experience) required by their respective degree plan.

A second incident of a confirmed positive drug test will result in disciplinary action up to and including permanent termination of enrollment in the clinical component of the program.

**C. Random Testing/Periodic Aftercare**

1. Faculty:

If the results are confirmed positive, corrective action will be taken in accordance with the aforementioned policies and University policy. Faculty will be removed from the clinical component of the curriculum, and continued employment may be offered to faculty who has completed their probationary employment period, contingent upon a complete assessment and successful completion of the recommendations set forth in the assessment and/or EAP program approved by the University or licensing agency.

Evidence of non-compliance with treatment guidelines, incomplete treatment, subsequent drug related misconduct, a subsequent confirmed positive test result, refusal to test or failure to abide by any part of a Return to Work Agreement between employee and employer will be grounds for disciplinary action up to and including termination as provided for in university policy.

Second Test - The second test must be equal to or of greater sensitivity for the drug in question as was the initial test. A copy of the second test result must be submitted to the MRO before the applicant can be reconsidered for employment/enrollment.

Action taken by the employer as the result of a positive drug test such as removal from performing a safety-sensitive function is not stayed pending the result of the second test.

If the result of the second test is negative, the MRO shall cancel the positive results of the first test.

If the results of the second test are negative, the faculty member will be paid for the scheduled work time lost.

2. Students:

If the results are confirmed positive, corrective action up to and including dismissal from the clinical, senior level practicum, senior internship, or any field experience course of the curriculum will be initiated. A student will be removed from their current clinical assignment and must complete the necessary treatment protocol.

Following completion of the required treatment protocol, the student will be eligible to reenroll/reapply for the clinical portion (internship, practicum, or field experience) in clinical, senior level practicum, senior internship, or any field experience course required by their respective degree plan.

A secondary incident of a confirmed positive drug test will result in disciplinary action up to and including permanent termination of enrollment in the clinical component of the program.

Second Test - The second test must be equal to or of greater sensitivity for the drug in question as was the initial test. A copy of the second test must be submitted to the MRO before the applicant can be reconsidered for employment/enrollment.

## V. **CHALLENGING A POSITIVE TEST**

### A. Entering Students/New Faculty:

In the event of a confirmed positive test result in the post-offer drug test, the employee (clinical faculty/student applicant) will not be considered for immediate employment/enrollment. He/she will be notified of the test results and informed that she/he will no longer be considered for immediate employment/enrollment. The applicant may reapply only after (12) twelve months have expired.

All applicants with a confirmed positive drug test will be allowed to challenge the results of the test within (7) seven working days of notification and in the following manner(s):

If the individual wishes to challenge the test results, it is his/her responsibility to notify the MRO in writing.

A written request for such is submitted to the MRO within (7) seven working days. (Students who are on legally prescribed and obtained medication for a documented illness, injury or ailment may be considered for continued enrollment only upon receiving clearance from the MRO.)

Split Test - If the test of the first bottle is confirmed positive, and a split sample is collected, the faculty/student may request that the MRO direct that the second bottle be tested, at the faculty's/student's own expense, in a SAMHSA-certified or CAP-FUDT-certified laboratory (or one which meets current state/federal certification requirements as outlined by appropriate laws) for presence of the drug(s) for which a positive result was obtained in the test of the first bottle. The result of this test is transmitted to the MRO without regard to the cutoff values as listed in the SAMHSA guidelines. The MRO shall honor such a request if made within (72) seventy-two hours (excluding weekends and holidays) of the faculty's/ student's having actual notice that he or she tested positive.

### B. Current Faculty:

If the faculty wishes to challenge a confirmed positive test result he/she may do so in writing within (7) seven working days of notification and with the understanding that he/she will be placed on leave until the challenge is resolved.

All faculty with a confirmed positive drug test may contest the results in the following manner:

A written request for such is submitted to MRO (7) seven working days. (Faculty who are on legally prescribed and obtained medication for a documented illness, injury or ailment may be considered for continued employment only upon receiving clearance from the MRO.)

Split Test - If the test of the first bottle is confirmed positive, and a split sample is collected, the faculty may request that the MRO direct that the second bottle be tested, at the faculty's own expense, in a SAMHSA-certified or CAP-FUDT-certified laboratory (or one which meets current state/federal certification requirements as outlined by appropriate laws) for presence of the drug(s) for which a positive result was obtained in the test of the first bottle. The result of this test is transmitted to the MRO without regard to the cutoff values as listed in the SAMHSA guidelines. The MRO shall honor such a request if made within (72) seventy-two hours of the faculty's having actual notice that he or she tested positive.

C. Current Students:

In the event of a confirmed positive test result once a student is enrolled, he/she will be removed from the clinical/internship site and withdrawn from the course for the remainder of the semester. Upon successful completion of the recommended treatment protocol, the student may apply for re-admission to the program or course.

If the student wishes to challenge the test results he/she may do so within (7) seven working days of notification and with the understanding that he/she will be removed from clinical until the challenge is resolved.

All students with confirmed positive test may contest the results in the following manner.

A written request for such is submitted to the MRO within (7) seven working days. (Students who are on legally prescribed and obtained medication for a documented illness, injury or ailment may be considered for continued enrollment only upon receiving clearance from the MRO.)

Split Test - If the test of the first bottle is confirmed positive, and a split sample is collected, the student may request that the MRO direct that the second bottle be tested, at the student's own expense, in a SAMHSA-certified or CAP-FUDT-certified laboratory (or one which meets current state/federal certification requirements as outlined by appropriate laws) for presence of the drug(s) for which

a positive result was obtained in the test of the first bottle. The result of this test is transmitted to the MRO without regard to the cutoff values as listed in the SAMHSA guidelines. MRO shall honor such a request if made within (72) seventy-two hours of the student's having actual notice that he or she tested positive.

## Appendix

**APPLICATION CONSENT FORM**

Applicant Name: \_\_\_\_\_ W#: \_\_\_\_\_

Applicant Consent

I, \_\_\_\_\_ authorize the collection of urine [and/or blood and hair) to screen for drug and/or alcohol use as part of my enrollment/employment. I understand that drug and alcohol screening will be performed according to the College of Nursing and Health Sciences and Agency policy. I understand failure to remain drug and alcohol free while functioning as student intern or student nurse will result in disciplinary action and/or dismissal from my academic program. I hereby verify that I am drug free and understand I must remain so as a student while a student in the School of Nursing and/or completing my student internship, practicum, or clinical placement.

\_\_\_\_\_  
Signature of Student/Employee      Date      Witness Signature      Date



CertifiedBackground.com

**Certified Background Release Form**

I hereby authorize all individuals, educational institutions and organizations named or referred to in my application and any law enforcement organization to release all information relative to such verification. Furthermore I hereby release such individuals, organizations and Castle Branch, Inc. from any and all liability for any claim or damage resulting therefrom. I, my heirs, assigns and legal representatives, hereby release and fully discharge Castle Branch, Inc., and affiliated companies and any division of Castle Branch, Inc. and the respective officers, directors, shareholders, employees, agents of each, including subcontractors, from any and all claims, monetary or otherwise, that I may have against The Company, its parent, affiliates or subcontractors, arising out of the making, or use of, either a consumer report and/or investigative report, including any errors or omissions contained or omitted from such reports or investigations.

**PLEASE PRINT CLEARLY IN INK. ILLEGIBLE FORMS WILL DELAY YOUR RESULTS.**

Full Name: \_\_\_\_\_

School/Institution: \_\_\_\_\_

Department: \_\_\_\_\_

Package Code (REQUIRED): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Fax to (910) 343-9731

All reports will be kept strictly confidential. The Organization agrees to comply with any applicable state requirements and agrees to hold Castle Branch, Inc. harmless from and against any expense or damages resulting from the publishing of reports.

**SOUTHEASTERN LOUISIANA UNIVERISTY  
SOCIAL WORK PROGRAM  
PROFESSIONAL STANDING APPLICATION**

**APPLICATION FOR ADMISSION TO  
PROFESSIONAL STANDING IN THE SOCIAL WORK PROGRAM**

**Applicant Section:**

Name: \_\_\_\_\_ W# \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_ Degree GPA: \_\_\_\_\_

Residency Degree GPA: \_\_\_\_\_ Catalog Year: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

By my signature, I am attesting that the information contained in this application is true to the best of my knowledge. I am also attesting that the responses to the questions in this application are my own and reflect my knowledge and experience. I also understand that, if for any reason the information on this application is found to be false or untrue, this will be ground for suspension from professional standing.

Should I fall below the required 2.5 Degree/Residency Degree GPA or requirements for professional standing, I understand that I will no longer be in professional standing. (See under Initial Admission, Professional Standing and Retention in Social Work Policies and Procedures in the General Catalogue and Social Work Student Handbook).

Signature: \_\_\_\_\_  
Date \_\_\_\_\_

**Southeastern Louisiana University  
Social Work Program Student Code of Ethics**

I \_\_\_\_\_, (print student name here) as a student in the Social Work Program at Southeastern Louisiana University, preparing myself for full entry into the profession of social work, do subscribe to this Code of Student Ethics governing my conduct while in pursuit of my professional education.

I. I support the principle that professional practice requires professional education.

II. I will regard as my primary obligation the pursuit of knowledge and skills which will best prepare me for responsible entry into the profession.

III. I will conduct myself with honesty and integrity in all areas of my educational preparation.

IV. I will be in violation of the basic principles of this Student Code of Ethics if I do give or receive unauthorized aid during any examination, or any work for which academic credit is to be received, or do by intention fail to abide by written or oral instructions given by individual professors for the preparation of any assignment in class or field instruction.

V. I will respect the personal rights and human dignity of all persons to whom I render professional service.

VI. I will not violate the confidentiality of the professional relationship by irresponsible or unprofessional use of information gained in this relationship.

VII. I will regard as part of my educational preparation, the working toward the elimination or the improvement of social conditions which adversely affect the wellbeing of people, and will contribute my knowledge, skills, and support to programs of human welfare.

VIII. I stand ready to give appropriate professional service to public emergencies.

IX. I recognize my professional responsibility to add my ideas and findings to the body of social work knowledge and practice.

X. I will distinguish clearly, in public, between my statements and actions as an individual and as a representative of an organization.

XI. I accept responsibility for working toward the creation and maintenance of conditions within the Southeastern Social Work Program which will enable students to conduct themselves in keeping with this Code.

XII. I understand and will abide by the University policy concerning drug screening.

XIII. I will maintain a respectful attitude toward my fellow peers and professors at all times. Utilizing a respectful manner is expected to be demonstrated inside and outside of the classroom setting, including social media venues.

XIV. I will demonstrate professionalism inside and outside of the classroom setting, including in and on social media venues.

(This Code of Student Ethics acknowledges the incorporation of certain statements, ideas, and principles from the NASW Code of Professional Ethics as first adopted by the Delegate Assembly of the National Association of Social Workers 13 October 1960 and most recently amended in 1999, and the School of Social Work at Tulane University.)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*By signing this form students acknowledge that they've read, understood, and will abide by the policies outlined in the Student Code of Ethics. Additionally, students agree to abide by the policies set forth by the Social Work Program.

Part: I

Attach your sealed official transcript to the back of this application. Official transcripts are obtained through the Office of Records and registration on North campus.

Part: II

Fill in the semester and year completed and the grade achieved in the appropriate column. You should have either completed or be presently taking the following list of courses (if you are currently enrolled in a course type the word “enrolled” in the space provided):

Course	Grade	Sem/Yr
Engl. 101	_____	_____
Engl. 102	_____	_____
Soc. 101	_____	_____
Soc. 212	_____	_____
Psyc. 101	_____	_____
Bio 106/152 <sup>1</sup>	_____	_____
Bio 107/154 <sup>1</sup>	_____	_____
Soc. Work 101	_____	_____
Soc. Work 201	_____	_____
Soc. Work 202	_____	_____
Soc. Work 203	_____	_____
Soc. Work 204	_____	_____
Soc. Work 205	_____	_____

\*\*Application may be made while you are taking one or more of the above requirements; however, acceptance into Professional Standing is based upon successful completion of these courses so you will not be admitted unconditionally until grades are posted for that course.\*\*

<sup>1</sup>If you are in the 2002-2003 catalog or below, you should have taken either Zoology 102/104 and Zoo 241 or Biology 151 and 153 [course portion of requirement] to complete the required sciences. If you are in a catalog between 2003 and 2007 you may have taken Biology labs 109 and 110 to complete the required sciences [lab portion of requirement].

### Part III : Self-Assessment

Your responses on this are a guide in assessing your readiness to move into upper level social work courses. It will be returned with comments and suggestions.

This assessment is presented in four parts: Values, Professional Commitment, Knowledge, and Personal Development Goals. (\*Please type your answers on the computer\*\*\*)

#### A. VALUES

1. List your five most important personal values.

a.

b.

c.

d.

e.

2. For each, describe how it will influence your social work practice.

a.

b.

c.

d.

e.

3. Identify the problem issues or populations with which you anticipate having the most difficulty as a social worker? How will you improve your ability to serve them? \*\*\*\*\*Please be thorough in your discussion of how you will improve your ability to serve them (what is your plan of action?)\*\*\*\*\*

a.

b.

c.

## B. PROFESSIONAL COMMITMENT

1. How many classes did you miss last semester?
2. Were all your assignments ready on time, including assigned readings last semester?
3. How many times were you late to class last semester?
4. On average, how many times per class did you ask a question or offer a comment last semester?
5. On average, how many hours did you spend each week doing reading for your classes last semester?
6. Did you proofread assigned papers before they were handed in last semester?
7. Did you attend any meetings of the social work club on campus? \_\_\_\_
8. Did you participate in any activities of the social work club outside of meetings? \_\_\_\_  
If so, what? \_\_\_\_ (\*Please type your answer on the computer.)
9. Did you make any other special effort last semester to promote your growth as a professional social worker? \_\_\_\_ If so, what did you do?
10. Did you follow through on suggestions made to you last semester regarding your specific learning needs, e.g. use of tutoring? \_\_\_\_ If so, what did you do?
11. Did you take initial steps and responsibility for addressing concerns and resolving problems with your instructors or class members? \_\_\_\_ If so, what did you do?
12. Have you sought out resources to address personal issues of concern or personal self-improvement? \_\_\_\_

## C. KNOWLEDGE

Answer the following questions yes or no.

1. Can you describe generalist social work practice? \_\_\_\_
2. Can you discuss the impact of oppression on at least one group? \_\_\_\_
3. Can you discuss the types of support systems that humans utilize? \_\_\_\_

**4. Can you identify the value base of the social work profession? \_\_\_\_\_**

**5. Can you describe in some detail the various client systems social workers interact with? \_\_\_\_\_**

## D.GOALS FOR PERSONAL DEVELOPMENT INVENTORY

This part is designed to stimulate your thinking about your interpersonal relationship skills. It is intended to facilitate your setting your own goals for development.

1. Read through the list of activities and decide which ones you are doing an adequate amount of (OK), which ones you should do more of, and which ones you should do less of. Please note OK, do more, or do less next to each item.
2. Some goals that are not listed may be more important to you than those listed. Write these goals on the blank lines.
3. Go back over the entire list and circle the numbers of the three or four activities at which you would like to improve most at this time.

### Communication Skills

- 1.Initiating talk:
- 2.Being brief and concise:
- 3.Being assertive:
- 4.Drawing others out:
- 5.Listening alertly:
- 6.Thinking before I talk:
- 7.Keeping my remarks on topic:
8. \_\_\_\_\_:

### Observation Skills

- 9.Noting guardedness in others:
- 10.Noting non-verbal communication:
- 11.Noting interest level of individual:
- 12.Sensing feelings of individuals:
13. Noting who is being "left out":
- 14.Noting others' reactions to my comments:
- 15.Noting when people avoid a topic:
16. \_\_\_\_\_:

### Problem-Solving Skills

- 17.Stating problems or goals:
- 18.Asking for ideas, opinions:
- 19.Giving ideas:
- 20.Evaluating ideas critically:
- 21.Taking action:
- 22.Evaluating actions taken:
23. \_\_\_\_\_:

### Morale-Building Skills

- 24.Showing interest:
25. Working to keep people from being ignored:

- 26. Harmonizing, helping people reach agreement:
- 27. Reducing tension:
- 28. Upholding rights of individuals:
- 29. Expressing praise or appreciation:
- 30. \_\_\_\_\_:

#### Emotional Expressiveness

- 31. Telling others what I feel:
- 32. Hiding my emotions:
- 33. Disagreeing openly:
- 34. Expressing warm feelings:
- 35. Expressing gratitude:
- 36. Being sarcastic:
- 37. \_\_\_\_\_:

#### Facing and Accepting Emotional Situations

- 38. Facing conflict and anger:
- 39. Facing closeness and affection:
- 40. Withstanding silence:
- 41. Facing disappointment:
- 42. Withstanding tension:
- 43. \_\_\_\_\_:

#### Social Relations

- 44. Competing to outdo others:
- 45. Acting dominant:
- 46. Trusting others:
- 47. Being helpful:
- 48. Being protective:
- 49. Calling attention to myself:
- 50. Standing up for myself:
- 51. \_\_\_\_\_:

#### General

- 52. Understanding why I do what I do (insight):
- 53. Encouraging comments on my own behavior (soliciting feedback):
- 54. Accepting help willingly:
- 55. Being helpful:
- 56. Criticizing myself:
- 57. Waiting patiently:
- 58. Adequate care of self:
- 59. \_\_\_\_\_:

**V. SUMMARY (\*Please type your answers.)**

**On the basis of your answers to the questions in Part III (A. Values, B. Professional Commitment, C. Knowledge, and D. Goals for Personal Development), summarize your strengths and challenges as you prepare to enter Professional Standing. (Please be sure that your thorough discussion outlines your strengths and challenges as related to Part III (A., B., C., and D.) of the application. Your summary should be at least 2 pages in length.)**

Summarize your strengths and challenges in relation to your:

**A. VALUES**

**B. PROFESSIONAL COMMITMENT**

**C. KNOWLEDGE**

**D.GOALS FOR PERSONAL DEVELOPMENT**



Part V: Recommendation Form

**This form should be given to a social work faculty member who can attest to your ability, potential and readiness for entrance into Professional Standing. This means the form should be given to a faculty member who has had you in class for a complete semester. Please be sure that faculty member has had you in class.**

**Student Name:** \_\_\_\_\_

**Faculty Member Name:** \_\_\_\_\_

**Faculty Member Signature:** \_\_\_\_\_

**How long and in what capacity have you known the student?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

	Below Average	Average	Above Average	Cannot rate
Knowledge	1 2 3	4 5 6	7 8 9	0
Intelligence	1 2 3	4 5 6	7 8 9	0
Academic Abilities	1 2 3	4 5 6	7 8 9	0
Carries Out Assignments	1 2 3	4 5 6	7 8 9	0
Social Awareness	1 2 3	4 5 6	7 8 9	0
Professional Commitment	1 2 3	4 5 6	7 8 9	0
Maturity	1 2 3	4 5 6	7 8 9	0
Stability	1 2 3	4 5 6	7 8 9	0
Motivation	1 2 3	4 5 6	7 8 9	0
Initiative	1 2 3	4 5 6	7 8 9	0
Leadership	1 2 3	4 5 6	7 8 9	0
Interpersonal Skills	1 2 3	4 5 6	7 8 9	0
Openness	1 2 3	4 5 6	7 8 9	0
Empathy	1 2 3	4 5 6	7 8 9	0
Judgment	1 2 3	4 5 6	7 8 9	0
Communication Skills	1 2 3	4 5 6	7 8 9	0
Creativity	1 2 3	4 5 6	7 8 9	0
Resourcefulness	1 2 3	4 5 6	7 8 9	0
Integrity	1 2 3	4 5 6	7 8 9	0
Potential to Succeed	1 2 3	4 5 6	7 8 9	0

Mean Score =

Please provide any additional comments on the back of this sheet.

Instructions to Recommenders: Please place this form in a sealed envelope, sign it across the seal, and turn the form in to the departmental office before the due date.

\*\*\* Students must attain a mean score of 5 to be considered for Professional Standing.\*\*\*