



COLLEGE OF ARTS AND SCIENCES
ANNE AND HENRY ZARROW
SCHOOL OF SOCIAL WORK
The UNIVERSITY of OKLAHOMA

2021-2022



Anne and Henry Zarrow Hall- Norman Oklahoma

BACHELOR OF ARTS IN SOCIAL WORK
PROGRAM HANDBOOK

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ADMINISTRATION

NORMAN CAMPUS INFORMATION

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TULSA CAMPUS INFORMATION

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OU SCHOOL OF SOCIAL WORK: A HISTORY OF SERVICE

BACKGROUND OF THE SOCIAL WORK PROGRAM

The profession of social work is devoted to the enhancement of human well-being and to the alleviation of poverty and oppression. These goals are accomplished through the promotion, restoration, maintenance, and enhancement of the social functioning of individuals, families, groups, organizations, and communities. The expansion of human service programs and areas of practice that utilize social work knowledge and skills create a demand for professionally educated social workers. Social work offers a challenging and exciting career for the individual who is motivated to help others and who has a personal commitment to the advancement of social justice. The Bachelor of Arts in Social Work at OU is accredited by the Council on Social Work Education, the accrediting body for educational programs in social work.

Social work education has been a part of the curriculum at the University of Oklahoma since 1917. A separate School of Social Work was established in 1935. The graduate program was fully accredited in 1957 and has maintained continuous accreditation. The school became the Anne and Henry School of Social Work in 2009 and moved into its state-of-the-art facility Anne and Henry Zarrow Hall in the fall of 2011. In 2019, the BASW program was expanded to the Tulsa campus.

MISSION AND GOALS

The school achieves its mission by preparing skilled social work practitioners who are committed to practice that includes services to the poor and oppressed, by improving and developing social service programs, and by promoting social work professionalism in Oklahoma. To this end, the school offers two-degree programs: an undergraduate major in social work leading to a Bachelor of Arts in social work and a graduate program leading to a Master of Social Work. The mission of the Bachelor's Program follows:

The Anne and Henry Zarrow School of Social Work Bachelor's Program advances high-quality knowledge and the values of social work practice in preparing social workers who can competently work with people, populations or communities that experience considerable vulnerability and injustice within Oklahoma and the broader society.

The University of Oklahoma Anne and Henry Zarrow School of Social Work Bachelor's Program aims to:

1. Develop social workers who apply critical thinking and sound professional judgment rooted in professional values and ethics of social work practice.
2. Prepare generalist social workers with the knowledge and competencies necessary for effective practice with diverse individuals, families, groups, organizations, and communities through high impact teaching practices, research, and community engaged scholarship.
3. Equip students to respond to the needs of historically oppressed individuals, groups and communities, as well as those who continue to be oppressed, to foster diversity and inclusion instilling an understanding of social justice and human rights issues in Oklahoma, the nation, and the globe.
4. Prepare students for professional practice and service delivery through field education as a signature pedagogy.

THE BACHELOR OF ARTS DEGREE IN SOCIAL WORK

DESCRIPTION OF THE PROGRAM

The Bachelor of Arts in Social Work is offered as a liberal arts degree within a professional school. The maintenance of the liberal arts degree supports the Council on Social Work Education's recommendation that the basis for a strong professional degree is a strong liberal arts foundation.

- Students must complete a minimum of 120 total hours, 49 hours to satisfy major requirements.
- Student must complete a minimum of 40 hours of general education approved coursework as outlined by

the College of Arts and Sciences and the University.

- Students must complete a minimum of 48 hours of upper division (3000-4000 level) course work.
- Oklahoma State Regents policy requires each student to complete a minimum of 60 hours at a senior (4 year) institution.

DEVELOPMENT OF A SOCIAL WORK PROFESSIONAL: COMPETENCIES AND BEHAVIORS

Social work students must demonstrate competency as practitioners through evidence of having acquired practice behaviors. The Council on Social Work Education, through its Educational Policy and Accreditation Standards, requires the following competencies and associated behaviors to be taught in a social work curriculum:

1. DEMONSTRATE ETHICAL AND PROFESSIONAL BEHAVIOR

Associated Behaviors:

- Make ethical decisions by applying NASW Code of Ethics, relevant laws and regulations, and ethical decision-making methods, ethical conduct of research
- Use reflection and self-regulation to manage personal values
- Demonstrate professionalism in behavior, appearance and communication
- Use technology ethically and appropriately to facilitate practice outcomes
- Use supervision and consultation to guide professional judgment and behavior

2. ENGAGE DIVERSITY AND DIFFERENCE IN PRACTICE

Associated Behaviors:

- Apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice
- Present as learners and engage clients as experts of their own experiences
- Apply self-awareness and self-regulation to manage personal biases and values

3. ADVANCE HUMAN RIGHTS AND SOCIAL, ECONOMIC, AND ENVIRONMENTAL JUSTICE

Associated Behaviors:

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

4. ENGAGE IN PRACTICE-INFORMED RESEARCH AND RESEARCH- INFORMED PRACTICE

Associated Behaviors:

- Use practice experience and theory to inform scientific inquiry and research
- Apply critical thinking to engage in analysis of research methods and findings
- Use research evidence to inform practice, policy, and service delivery

5. ENGAGE IN POLICY PRACTICE

Associated Behaviors:

- Identify social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services
- Apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice

6. ENGAGE WITH INDIVIDUALS, FAMILIES, GROUPS, ORGANIZATIONS AND COMMUNITIES

Associated Behaviors:

- Apply knowledge of HBSE, person-in-environment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies
- Use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies

7. ASSESS WITH INDIVIDUALS, FAMILIES, GROUPS, ORGANIZATIONS AND COMMUNITIES

Associated Behaviors:

- Collect and organize data, apply critical thinking to interpret information
- Apply knowledge of HBSE, person-in-environment, and other multidisciplinary theoretical frameworks in the analysis of assessment data
- Develop and select mutually agreed-on intervention goals, objectives, and intervention strategies based on the assessment

8. INTERVENE WITH INDIVIDUALS, FAMILIES, GROUPS, ORGANIZATIONS AND COMMUNITIES

Associated Behaviors:

- Critically choose and implement interventions to achieve practice goals
- Apply knowledge of HBSE, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies
- Advocate with and on behalf of diverse clients and constituencies
- Facilitate effective transitions and endings that advance agreed-on goals

9. EVALUATE PRACTICE WITH INDIVIDUALS, FAMILIES, GROUPS, ORGANIZATIONS AND COMMUNITIES

Associated Behaviors:

- Select and use appropriate methods for evaluation of outcomes
- Apply knowledge of HBSE, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes
- Critically analyze, monitor, and evaluate intervention processes and outcomes
- Apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels

ADMISSION TO THE PROGRAM

INTRODUCTION

As a profession, social work is committed to serving individuals, families, groups, and communities representing the diversity found within our society. This diversity may be evidenced based on race, color, sex, sexual orientation, gender identity, age, religion, national origin, marital status, political belief, mental or physical ability, or any other preference or personal characteristic, condition or status. In the interest of best serving diverse populations, the Anne and Henry Zarrow School of Social Work strives to recruit students who value and reflect such diversity. To achieve this, the School encourages application from persons representative of diverse groups.

RECRUITMENT

The School collaborates with the University of Oklahoma, Office of Prospective Student Services to meet with high school and transfer students interested in a career in social work. Faculties are available to meet with these students to answer questions about the profession and the School. Faculty may also visit community colleges to meet with prospective students. Where possible, the School will establish collaborative relationships with such institutions to establish equivalent Introduction to Social Work courses within the curriculum of those institutions and to form relationships with community college faculty to facilitate the movement of students into the School's admission process.

PRE-PROGRAM SOCIAL WORK MAJOR

Once admitted to the University, students may associate themselves with the School by declaring themselves a "Pre-Program Social Work Major". Students who have less than 24 hours and/or are still in their first year of college are housed in University College. After this time students are housed in the College of Art and

Sciences. Students declaring as Pre-Program Social Work Majors benefit by having the School as their advisement home. This assists in planning for pre-requisite courses and admission to the School. Students may declare this status at any time, but it is best to do so by fall semester of their sophomore year.

Where do I declare Pre-Social Major?

Norman campus students should accomplish this through an appointment with a College of Arts and Sciences (CAS) academic advisor located at the Cal Hobson Advisement Center in Ellison Hall.

Tulsa campus students will work with Tulsa Social Work administration, ouswk-tulsa@ou.edu.

Transfer students should declare social work when they attend their transfer appointment with their academic advisor.

ADMISSION REQUIREMENTS

All Students Admitted to the Program must have:

- Applied and been accepted by the University of Oklahoma.
- Achieved junior status (~60 hours of successful coursework) by the end of the summer semester in which they are admitted.
- Successful completion, with a grade of C or better, the following courses or their equivalents by August 1st before the fall semester of admission: Introduction to Sociology; Introduction to Psychology; and either Introduction to Zoology, Concepts in Biology, or Introduction to Biology, or their equivalent for courses transferred from another institution.
- Achieved a minimum 2.50 Combined Retention Grade Point Average (GPA). Students with a Combined Retention GPA between 2.25 and 2.49 may be admitted on conditional status depending on space available in the admission cohort. Acceptance will depend upon an assessment by the AHZSSW coordinators on the likelihood the applicant can improve their GPA to the 2.50 needed for graduation.
- Conditionally admitted students are required to complete a check in during the semester advising period with their Program Coordinator until their GPA is up to a 2.5.

*Students in good standing who do not satisfy all the admission requirements may be considered for admission at the discretion of the Undergraduate Program Coordinator and/or school leadership.

COURSES TRANSFERRED TO THE SOCIAL WORK PROGRAM

Coursework equating to social work courses in the School may be accepted for transfer credit. Commonly, Introduction to Social Work and/or Introduction to Statistics are carried to the program from other institutions, typically community colleges. Such courses from institutions with which the School maintains a collaborative relationship are typically accepted without question. Gaining acceptance for other courses requires the student to submit a recent course syllabus to the School for review. Students should note S WK 2223: Statistics for Social Workers fulfills the University's General Education requirement for mathematics.

While some Universities may accept life experiences as course credit, these types of credits are not currently accepted by the BASW program at OU. Life experiences may include competency exams, work experience, trainings/seminars, professional licenses or credentials, military training, or volunteer work, among others. The BASW program acknowledges and values the extensive experience that many current and past students bring to the program. This experience contributes not only to their continued learning but also the learning of others.

APPLICATION

Information regarding the application process is posted on the School website at <http://www.ou.edu/cas/socialwork/>. Applicants are required to submit the following documents:

- A School application form.
- Current resume.

- A “Readiness for Social Work” statement.
 - The Undergraduate Admission Committee is interested in your life experience leading up to your decision to apply for admission to this program. As part of this application, you are to write a statement that addresses the areas listed below. The statement will be used both to assess your writing and critical thinking skills as well as to aid the Undergraduate Admissions Committee in deciding about your application. Please adhere to the following guidelines.
 - The statement should be FIVE double spaced typewritten pages.
 - Please address the following questions in your statement:
 - Discuss the major reasons for your interest in the profession of social work.
 - Describe some of the challenges AND successes you have experienced in your education, employment, and personal life.
 - Describe your experiences, voluntary or paid, working with people in a service capacity.
 - Describe your experiences working with individuals or groups who are different from you (i.e. religious, racial, ethnic, disability status, socio-economic, gender identity and sexual orientation).
 - What difficulties do you feel that you might have as an individual working with any of the groups listed above (please be specific)?
 - What is your plan to be successful in the BASW program?

Two (2) letters of reference. A least one letter from a recent course instructor is preferred; other recommenders can include work or volunteer supervisors. Letters should attest to students’ ability to perform in academic setting and uphold professional social work values. References from friends and family members will not be accepted.

- An unofficial transcript from the fall semester immediately prior to application, or one from the most recent semester attended.
- Failure to include all documents specified will delay the admission decision and may eventually result in a decision not to admit the applicant to the School. Applicants should understand that admission to the School cannot be gained until they have also been admitted to the University of Oklahoma.

ADMISSION DECISION.

Norman and Tulsa Campus: Priority consideration for fall admission is afforded to students who submit complete applications by February 1st. All applicants in this status will be notified by mid-March of the admission decision. Remaining applicants may be admitted on a space-available basis, but no student will be admitted for the fall semester after June 30th except under special circumstances. Applicants who do not meet criteria for admission will be denied.

Those admitted who are completing prerequisite courses or achieving junior status during the spring semester will be considered conditionally admitted pending successful completion of these requirements. Also, they must provide to the School evidence of successful completion of these requirements as soon as possible after the completion of the Spring semester. Applicants may be admitted who will complete these requirements in the summer session following the admission period. Those in this status must provide the School with documentary evidence of successful completion of these requirements by August 1st.

Tulsa Campus Only:

The Tulsa campus has additional admission periods for students who would like to start in the spring and summer semesters.

RANKING OF CANDIDATES

The School seeks mature individuals with a strong sense of personal responsibility and integrity. With this in mind, applicants are ranked by the AHZSSW faculty through an evaluation and weighing of all admission materials (i.e. application form, “Readiness for Social Work Statement”, resume, transcripts, and recommendation forms). In addition to academic performance (measured primarily by the Combined Retention GPA, as well as success in completing prerequisite course and junior standing requirements), the faculty consider other factors that contribute to the development of the professional social worker. Service learning, formal work experience, and volunteer service, particularly in settings that serve public social services clients enhance an application. As well, life experiences and opportunities for personal growth, leadership, communication, and interpersonal relationship skills; problem solving ability; the ability to work with and respect persons from diverse backgrounds; motivation for coursework and a career in social work; and commitment to issues of social, political, and economic justice all contribute toward a more positive view for admission.

As it makes admission decisions, the AHZSSW faculty seeks to build a student body composed of students from varied backgrounds with the potential and desire to work effectively with the diverse client groups that social work serves.

TRANSFER FROM ANOTHER SOCIAL WORK PROGRAM

Students may transfer to the School from another social work program accredited by the Council on Social Work Education through the School’s regular admission process. They must also:

- Secure a written reference from a director, coordinator, or faculty member responsible for managing the program from where the applicant transfers.
- Sign a release of information permitting direct contact between the School and the program from which the applicant transfers.

Social work courses to be transferred must be reviewed by the undergraduate program coordinator or another faculty member to determine if they equate to those offered by the School. It is the responsibility of the admitted student to provide syllabi and bulletin descriptions for these courses for review. Acceptance and transfer of each social work course is not guaranteed.

ADMISSION ADVISEMENT MEETING

Once notified, applicants admitted to the program should contact the School for an advisement appointment. This session will:

- Review the applicant academic record to assess the status of any Spring semester courses in which admitted students are currently enrolled that will be used to meet prerequisite course or junior standing requirements.
- Review the applicant academic record to assess progress toward completing General Education Requirements.
- Develop an advisement plan to address needs in any of these areas.
- Discuss professional social work goals.
- Discuss options for minors and double majors.
- Provide guidance on any other issue impacting matriculation into the School program.

Transfer Students:

Norman campus students should schedule a meeting with Jodi Hubbel, Senior Academic Counselor with the Arts and Sciences located at the Cal Hobson Advisement Center in Ellison Hall to confirm completion of General Education requirements.

Tulsa campus students will work with Tulsa Social Work administration, ouswk-tulsa@ou.edu to confirm completion of General Education requirements.

THE SOCIAL WORK STUDENT ACADEMIC EXPERIENCE

PREPARING FOR THE SOCIAL WORK PROGRAM

Balancing class, work, life and practicum obligations can be a challenge for students. While the OU School of Social Work strives to offer courses with some schedule flexibility, students will still face conflicts between their academic program and their work and personal life. Students are advised to consult enrollment schedules for future semesters as early as possible to construct a workable plan. Part-time schedule options are available for students unable to commit to the full-time hour requirements. Part-time schedules must be approved by the campus Undergraduate Coordinator.

THE COURSE OF STUDY

Norman Campus:		
Prior to Admission	General Education Plan to a Minimum of 60 Hours (Junior Status)	Introduction to Psychology Introduction to Sociology Introduction to Biology SWK 2113-Introduction to Social Work (can be completed after admission) SWK 2223-Statistics for Social Work** (can be completed after admission)
Program Year	Fall	Spring
Junior	SWK 2223-Statistics for Social Work S WK 3103-Generalist Practice I S WK 3113-Generalist Practice II S WK 3233-HBSE: Individual & Families S WK 3323-Human Diversity & Social Justice 12-15 hours minimum *for the full-time program	S WK 3003-Interviewing Skills for Generalist Practice S WK 3313-Social Welfare Policy: Analysis & Practice S WK 4083-Undergraduate Social Work Research I S WK 4103-Generalist Practice III 12 hours minimum *for the full-time program
Senior	S WK 4093- Undergraduate Social Work Research II S WK 4313-Practicum Seminar I S WK 4315-Practicum I 11 hours minimum *for the full-time program	S WK 4323-Practicum Seminar II (Capstone) S WK 4325-Practicum II (Capstone) 8 hours minimum *for the full-time program

*Note: Typically, students in these semesters take more than twelve hours to complete final General Education and/or minor requirements.

**Note: If SWK 2223 or an equivalent has not been completed before starting the BSW program, it will be required Junior year.

Tulsa Campus:		
Prior to Admission	General Education Plan to a Minimum of 60 Hours (Junior Status)	Introduction to Psychology Introduction to Sociology Introduction to Biology SWK 2113-Introduction to Social Work (can be completed after admission) SWK 2223-Statistics for Social Work** (can be completed after admission)
Program Year	Fall	Spring
Junior	SWK 2223-Statistics for Social Work** S WK 3103-Generalist Practice I S WK 3113-Generalist Practice II S WK 3233-HBSE: Individual & Families S WK 3323-Human Diversity & Social Justice 12-15 hours minimum *for the full-time program	S WK 3003-Interviewing Skills for Generalist Practice S WK 3313-Social Welfare Policy: Analysis & Practice S WK 4103-Generalist Practice III 12 hours minimum *for the full-time program
Senior	S WK 4083-Undergraduate Social Work Research I S WK 4313-Practicum Seminar I S WK 4315-Practicum I 11 hours minimum *for the full-time program	S WK 4093- Undergraduate Social Work Research II S WK 4323-Practicum Seminar II (Capstone) S WK 4325-Practicum II (Capstone) 11 hours minimum *for the full-time program

*Note: Typically, students in these semesters take more than twelve hours to complete final General Education and/or minor requirements.

**Note: If SWK 2223 or an equivalent has not been completed before starting the BSW program, it will be required Junior year.

COMMUNICATION WITH STUDENTS

E-mail is the **KEY** source for communication for the University of Oklahoma campuses. It is the main way important information is disseminated to students. It is the responsibility of each student to activate and check frequently their University of Oklahoma e-mail account. Not checking e-mail is not an acceptable excuse for missing a deadline or not receiving important information.

Additionally, students are encouraged to follow the AHZSSW Facebook page to connect with alumni and current students as well as see news and updates about the school.

ELECTIVES

Because the social work major requires 49 credit hours, the opportunity to add elective hours can be a challenge. However, students are encouraged to seek electives both within and outside the

School if their individual plan of study allows room to add them.

INDEPENDENT STUDY

Independent Study courses offer an opportunity to investigate in depth an area of study relevant to social work. Students are expected to demonstrate a higher level of academic performance than in courses that meet according to a typical semester schedule. Many School faculty offer Independent Study courses. Students interested in them should meet with a faculty member to discuss areas of mutual interest on which a program of study could be constructed.

DUAL MAJORS, MINORS, AND CERTIFICATE PROGRAMS

Social work students are encouraged to pursue whatever interests they may have in terms of other major, minor and certificate programs if they maintain their commitment to completion of the social work major. They should acknowledge that the 49-credit hour requirement in social work can create a challenge to adding other significant coursework beyond typical elective hours.

Students who seek to complete additional programs should plan early in their university career to work ahead in their General Education plan, or commit themselves to extra semester coursework, to insure they can complete both the social work major and any additional program desired.

Students may visit <http://www.ou.edu/content/cas/socialwork/academic-program.html> for more information.

HONORS PROGRAM

Social work students may pursue an Honors College program through courses offered by the School of Social Work. Students participating in the Honors Program should contact faculty about additional course requirements. Transfer students interested in the Honors Program may need to add an additional semester of coursework to the social work degree.

SOCIAL WORK FIELD EDUCATION: OUR “SIGNATURE PEDAGOGY

Field education is an integral part of professional education in social work and is offered in collaboration with selected agencies and programs throughout the state of Oklahoma. The student is placed in the social agency under an approved, degreed social worker and completes 480 hours of practicum experience in fall and spring of the senior year, divided into 240 hours each semester equating to approximately 16-18 hours each week.

The School makes every effort to place students in settings that are consistent with student career goals. Students are responsible for their own transportation to and from the practicum setting, as well as travel connected with the placement. The practicum courses are graded "S" for satisfactory or "U" for unsatisfactory performance. Students must make satisfactory progress in the practicum in order to continue in the degree program.

Visit the practicum section of the School of Social Work website for additional information: <http://www.ou.edu/content/cas/socialwork/field-education.html>

PERSONAL CONDUCT AND PERFORMANCE

THE SOCIAL WORK PROFESSIONAL

Students admitted to the Anne and Henry Zarrow School of Social Work are expected comport themselves by the highest standards of conduct, both academically as well as professionally. The resources below are a starting point for understanding these expectations and students are strongly encouraged to become familiar with the content:

- *The University of Oklahoma – Student Handbook:*
<http://www.ou.edu/studentlife/studenthandbook>

- **Student Performance Policy – Anne and Henry Zarrow School of Social Work**
<http://www.ou.edu/content/cas/socialwork/current-students/policies-procedures.html>

Below are highlights and additional sources regarding professional comportment.

ETHICS

The School of Social Work fully subscribes to and is guided by the NASW Code of Ethics, <https://www.socialworkers.org/about/ethics>. Social work program students are expected to demonstrate professional behavior that reflects a commitment to the ethics of the social work profession as exemplified in the Code of Ethics. Behavior and statements contrary to these ethics may be cause for denial of the student's admission to or the student's continuance in the School of Social Work's programs. Examples of behavior which would warrant a review include, but are not limited to: derogatory oral, written, or electronically-based statements towards students, staff, faculty, agency representatives or clients. Derogatory statements concerning racial, ethnic or cultural background, handicap status, religion, socio-economic background, gender, sexual orientation or other status also may warrant review.

CRIMINAL OFFENSES

The University of Oklahoma requires students to disclose criminal history on the application. Failure to do so can result in denial of application. Though the school does not require that applicants submit to a background check for possible criminal offenses, applicants should realize that practicum agencies may require such a check. Further, applicants should realize that future employers may request a background check and that a criminal record may disqualify applicants from some social work positions. In addition, the school, as part of its application for admission as well as practicum placement process, asks students whether they have a misdemeanor or felony conviction (or non-contested charge) in their background.

ACADEMIC STANDARDS FOR STUDENTS

Social work majors must demonstrate a high degree of academic accomplishment and professional potential. Thus, students are evaluated in the areas of class performance, practicum experience and capstone assessment. Retention and graduation are dependent upon satisfactory performance in these components.

Academic performance may be evaluated by several methods, including but not limited to academic papers, class projects, exams, oral presentations, class participation, role-play and videotaped exercises. Within the requirements set by the University, individual faculty may have different expectations for individual courses regarding workload, grading procedures and other policies. Students bear the responsibility to adjust for success in each class.

At the undergraduate level, students must maintain a *combined retention* GPA of 2.50 in both major and overall coursework to graduate. Additionally, students must earn no grade lower than a "C" in all social work and pre-requisite courses. Students who do not meet these standards will be subject to a review of their performance according to the Level Review Procedures found in the **Academic and Professional Performance Policy** for the School. Failure to complete any remediation recommended through the Level Review Procedures may result in dismissal from the social work program.

STUDENT RIGHTS AND RESPONSIBILITIES

A student enrolling in the University of Oklahoma and the School of Social Work assumes an obligation to behave in a manner that is compatible with the institution and school as educational enterprises. It is the student's responsibility to know and abide by the OU code of conduct.

Students are encouraged to report academic misconduct to faculty/staff when it occurs even if the student does not have firsthand information about the incident. Only faculty or staff may take action to file a charge or impose an admonition for academic misconduct. A student also may be accused of academic misconduct. For more information about faculty and student rights under the

code, please refer to the following resource:

STUDENT GRIEVANCES OF FACULTY OR STAFF

The School of Anne and Henry Zarrow Social Work strives to be an institution that is responsive to the needs and concerns of the students.

- It is important that students attempt to resolve problems or concerns by first discussing their concern with the individual.
- If this is not possible, students are encouraged to consult their advisors.
- Students may also consult with the Office of Student Affairs for further assistance.
- The advisor may consult with or request that the student meet with the Director and/or Associate Director of the Anne and Henry School of Social Work.

Concerns with instruction, course scheduling and programmatic concerns should be addressed to the Director or Associate Director.

STUDENT IMPAIRMENT

If a person appears to be an immediate threat to themselves, or someone else or is incapable of caring for themselves, 911 will be called.

SCHOLARSHIPS AND FINANCIAL AID

Some employers provide financial aid for some of their employees to attend school. In particular, opportunities are available for DHS employees in the child welfare field through the CWPEP program (see below). Some Native American students obtain financial support from their tribes.

The Anne and Henry Zarrow School of Social Work administers a limited number of stipends through grant funds and university scholarships. Some practicum agencies award stipends to students placed in their agencies. The school may have a limited number of work-study positions. Occasionally, a limited number of practicum placements have offered work-study positions to practicum students. For financial aid specific to the BASW go to: <http://www.ou.edu/content/cas/socialwork/admissions/tuition-assistance.html>

Social Work students are eligible to apply for scholarships through the University of Oklahoma and the College of Arts and Sciences. Students will use the CASH system to apply for ALL scholarships. We highly encourage transfer students to complete their OU application early which will enable them to apply for OU scholarships through CASH. For other information on scholarships, stipends and loans, consult the University of Oklahoma, Office of Financial Aid Services, Buchanan Hall #216, 1000 Asp. Norman, OK 73019-4078, www.financialaid.ou.edu

Most University scholarships have a February deadline.

STUDENT RESOURCES

ADVISEMENT

The primary academic advisement resource for social work students is the O.U. College of Arts and Sciences Cal Hobson Advisement Center in Ellison Hall. Advisors there are the final authority on any academic programs for any social work student. Social work advisors defer to the College for final assessment regarding whether a student's program successfully fulfills all graduation requirements.

1. School of Social Work faculty will serve as professional advisors who can provide you with information about the profession of social work, career opportunities, selecting a minor, applying to graduate school, learning about research, etc. They can help you interpret SSW policies and advocate for you to facilitate your success.

2. School of Social Work Undergraduate Program Coordinator, Admission and Enrollment Specialist, and designated faculty and staff will provide your mandatory semester academic advisement. They will be available for advisement meetings during the Advisement Week*. You will sign up for an advisement appointment with one of them using the iAdvise system. They are the only people in the school who will lift your advising flag.

*Tulsa students should email ouswk-tulsa@ou.edu for advising appointments.

Students can receive advisement from the School before admission through the Pre-Program Social Work Major status. Norman campus students should accomplish this through an appointment with a College of Arts and Sciences (CAS) academic advisor located at the Cal Hobson Advisement Center in Ellison Hall. Tulsa students will work with Tulsa Social Work administration, ouswk-tulsa@ou.edu. With this status, the Undergraduate Program Coordinator or Admission and Enrollment Specialist will advise students through admission and up to graduation. The School is designated as an advisement unit within the *iAdvise* advisement management system, so students may schedule with their adviser online: <https://iadvice.ou.edu/>

UNIVERSITY OF OKLAHOMA - NORMAN CAMPUS STUDENT RESOURCES

OU-Norman provides a Writing Center to assist students with writing papers. The services include: helping students improve writing projects by providing resources and feedback in writing consultations, one on one consultation throughout the writing process and offering multiple ways to learn collaboratively with the staff. The Writing Center -Wagner Hall, Room 280- is reached at (405) 325-2936 or <http://www.ou.edu/writingcenter/>.

Students of OU-Norman who have paid the student health fee are eligible to have health care at Goddard Health Center. Students may have physical health visits, as well as counseling visits at reduced rates. Visit <http://www.ou.edu/healthservices/> for more information or call (405) 325- 4611. Counseling and Testing Services are also offered through Goddard. This program provides a variety of services to help students, faculty, and staff to grow personally, understand themselves, and develop mutually satisfying relationships with friends and family. In addition to short-term counseling and limited psychiatric consultation, the professional staff helps in exploring and assessing aptitudes, interests, and abilities that are important to career planning. Many standardized admissions and assessment tests are available through this office, such as the ACT, SAT, GRE, TOEFL, MCAT, LSAT and others. Counseling and Testing Services also offers an after- hours crisis and information service, Number Nyne (325-6963), which is staffed by trained student volunteers.

OU-TULSA STUDENT COUNSELING SERVICES

Students of OU-Tulsa and their family members can schedule appointments for counseling, consultation or evaluation at no cost to the student or family member. These visits are confidential. More information can be found at

<http://www.ou.edu/content/tulsastudentaffairs/resources/counseling.html>

VETERAN SERVICE ALLIANCE – GREEN ZONE

OU Green Zone is a network of faculty and staff who volunteer to take the extra step to provide assistance for those students who served our country. Students may access the Green Zone by visiting <http://www.ou.edu/content/veterans/green-zone/green-zone-resource.html>.

UNIVERSITY OF OKLAHOMA DISABILITY RESOURCE CENTER (DRC)

Students who wish to receive accommodations to enhance learning challenges resulting from disability may access the DRC. by visiting their website at <http://www.ou.edu/content/drc.html> or directly by email at drc@ou.edu. The Center will assist the student in determining if she/he is

eligible for accommodations, work with the student to design them, then contact instructors requesting they be implemented.

LANGUAGE LEARNING CENTER

The Language Learning Center at the University of Oklahoma provides technology, resources, and an engaging environment in which students, faculty, instructors, and visitors are supported in their language acquisition pursuits. The LLC creates opportunities for more meaningful contact with international languages through cultural programming, partnerships, technology, access to specialized resources, and modular, flexible, active learning spaces. Students may access the Language Learning Center by visiting <https://llc.ou.edu/>.

OU CARES

OU Cares is an initiative sponsored by the Graduation Office designed to assist students in overcoming barriers to their success at O.U. Students can receive assistance for issues such as choosing a major, improving GPA and student skills, homesickness, financial concerns, planning for graduation, and many others.

http://www.ou.edu/adminfinance/departments/graduation_office.html

SAFETY: UNIVERSITY OF OKLAHOMA -NORMAN CAMPUS

In Norman, information on campus safety is available at <http://www.ou.edu/oupd>. The website, called The Police Notebook, provides safety information and numbers to call for help. A service called OU Safewalk is available for all students from 8p.m. - 2a.m. For this free service, call (405) 325-9255. Someone will arrive within 10-15 minutes at any OU campus location and escort persons on foot to their campus destination.

Safety numbers for Norman Campus:

- OU Police Department, Non-emergency: (405) 325-9255
- Campus Crimestoppers: (405) 325-7867
- Number Nyne (Crisis Center): (405)325-6963
- OU has installed special telephones at various outdoor locations in academic and housing areas on campus that are connected directly to the OU Police. These phones are located by a blue light and sign with the word “Emergency.” Simply open the blue cabinet and lift the handset to talk to the police dispatcher.

SAFETY: UNIVERSITY OF OKLAHOMA -TULSA CAMPUS

In Tulsa, the campus safety information is found on the OU-Tulsa Police Department website: <http://www.ou.edu/content/tulsa/police.html> This site provides information regarding safety on and around the campus, as well as emergency and non-emergency numbers.

The following are safety services the OU-Tulsa Police Department provides:

- Escorts - Security will provide police escorts upon request.
- Vehicle Assists - Security provides vehicle assistance to students, faculty and staff.
- Office/Room Door Unlocks - Proper identification is required.
- First Responders for Medical, Fire and Disturbances
- Lost and Found - items located at the Schusterman Center Security Desk

Safety numbers for Tulsa campus:

- Non-Emergency Security: (918) 660-3900
- Emergency Security: (918) 660-3333 or 911

SCHOOL STUDENT ORGANIZATIONS AND PARTICIPATION IN GOVERNANCE

Social Work Student Association: Students may join and participate in the Social Work Student

Association. This group offers opportunities to serve both on campus and in the community. Officers are elected at the beginning of the spring semester.

Student Advisory Councils and Committee Memberships: Students are encouraged to become members of the School's Student Advisory Council. This body meets with the Director and/or Associate Director bi-annually to provide insight into the student experience. Additionally, these meetings are open to the full student body.

Additionally, students are recruited to serve on one or more of several School committees that manage the governance of the School, such as the ARREA (Advising, Recruitment, Retention, Enrollment) Committee, Curriculum Committee, Undergraduate Curriculum Committee, Field Education Committee and others. This opportunity provides the School with student input into how the school is governed.

Phi Alpha Social Work Honor Society: Students may join this social work honor society. Phi Alpha recognizes student academic achievement within the School and also provides avenues for service to the community

CHILD WELFARE PROFESSIONAL ENHANCEMENT PROGRAM (CWPEP)

The Child Welfare Professional Enhancement Program provides stipends to selected students who make a commitment to work in public child welfare. The CWPEP in partnership with the Oklahoma Department of Human Services offers students the opportunity to make a commitment to serve Oklahoma families and children at risk of abuse or neglect. Undergraduate students apply their Junior Year for a CWPEP spot during their senior year at both the Norman and Tulsa programs.

The CWPEP also is available to current OKDHS/Child Welfare employees and to employees of the tribes that have Title IVE agreements with OKDHS and work in the tribe's Indian Child Welfare program. CWPEP provides financial assistance to eligible applicants who are accepted into the program and agree to the terms of the legal contract. CWPEP works with the students in practicum placements within OKDHS/CW or the tribe's ICW program. Applicants must be citizens of the United States and have criminal background and driving records checks. Upon graduation with a BSW or MSW degree, social workers are employed by OKDHS as CW specialists or return to the tribe in ICW. Students who do not fulfill the terms of the contract are required to repay all the funds provided or expended in their behalf. CWPEP graduates are given priority hiring status by OKDHS upon passing the required State Merit Exam. CWPEP is a wonderful opportunity for those students seeking a career in public child welfare and interested in experiencing the challenge of CW social work.

For more information contact:

Norman: Linda Smith at (405) 325-7174/linda.smith@ou.edu.

Tulsa: Amy White at (918) 660-3351 /amy.white@ou.edu

Also, visit their web address at <http://www.ou.edu/content/cas/socialwork/centers-programs/cwpep.html>.

FACULTY

<http://www.ou.edu/content/cas/socialwork/faculty-staff/faculty-contact.html>

APPENDICES

APPENDIX A: UNDERGRADUATE SOCIAL WORK COURSE LISTING

S WK 2113 – Introduction to Social Work, Prerequisite: SOC 1113 or concurrent enrollment; sophomore or junior standing. Defines the profession of social work and describes its historical development. Provides foundation knowledge in social work values, professional ethics, and the history of social welfare and social services policy in the United States.

S WK 3013 – Professions in Social Work (Tulsa), Prerequisite: Junior Status. Overviews social work as a profession, including central concepts and theories, values and ethics and career pathways. The professions historical development is included along with a focus on poverty and economic disparity, human rights and social justice, and human diversity. Provides an introduction to the generalist practice model across system levels.

S WK 2233 – Statistics for Social Work, Prerequisite: DMAT 0123, MATH 0123 or math placement exam. Introduction to statistics and data analysis in social work and the helping professions. Covers descriptive statistics (univariate and bivariate), inferential statistics (estimation and significance tests) and data interpretation (causality and generalizability)

S WK 3003 – Interviewing Skills for Generalist Practice, Prerequisite: S WK 3103, S WK 3233; majors only. Introduction to basic interviewing and communication skills utilized in culturally sensitive, generalist social work practice. Emphasis on the development of self-awareness and skill development, and on providing both didactic and experiential learning.

S WK 3103 – Generalist Practice with Individuals & Families, Prerequisite: majors only; Co-requisite: S WK 3113, S WK 3233. First of three generalist social work practice courses explicates a generalist perspective that focuses on the knowledge, values, skills, and techniques appropriate for engagement, assessment, intervention and evaluation with individuals and families.

S WK 3113 – Generalist Practice - Families & Groups, Prerequisite: majors only; co-requisite: S WK 3103. The second of three generalist social work practice courses; explicates a generalist perspective that focuses on the knowledge, values, skills and techniques appropriate for engagement, assessment, intervention, and evaluation with families and small groups.

S WK 3233 – Human Behavior: Individuals and Families, Prerequisite: majors only; Co-requisite: 3113, 3103. Within a social systems framework and biopsychosocial perspective, students learn empirically-based theories which deal with life-span development and family dynamics. This course provides a theoretical foundation for micro level generalist practice.

S WK 3313 – Social Welfare Policy: Analysis and Practice, Prerequisite: majors only; S WK 2113, S WK 3323. An undergraduate level historical and descriptive review of federal and state social welfare programming, introduction to social welfare policy analysis, and the role of the social work profession in affecting change in social welfare policy.

S WK 3323 – Human Diversity and Social Justice, Prerequisite: majors only, or permission of instructor; SOC 1113; and junior standing. Provides undergraduate students with social work knowledge of human diversity from a social justice perspective. Knowledge of diverse groups' norms/values, differential power, societal oppressions, and transactions between and within social groups are emphasized.

S WK 3960 – Honors Reading, Prerequisite: Admission to Honors Program, may be repeated;

maximum credit six hours. Honors reading will consist of topics designated by the instructor in keeping with the student's major program. The topics will cover materials not usually presented in the regular course work. **S WK 3970 – Honors Seminar**, 1 to 3 hours. Prerequisite: Admission to Honors Program. May be repeated; Maximum credit six hours. The projects covered in this course will vary. The content will deal with concepts not usually presented in regular course work. (not applicable for all students)

S WK 3980 – Honors Research, Prerequisite: Admission to Honors Program. May be repeated; Maximum credit six hours. The course will provide an opportunity for the gifted honors candidate to work at a special project in the student's field. (not applicable for all students)

S WK 4083 – Undergraduate Social Work Research I, I Prerequisite: senior standing; S WK 2223 or equivalent, and S WK 3113. Introduction to the design and implementation of quantitative and qualitative research methods appropriate to social work practice evaluation and program evaluation.

S WK 4093 – Undergraduate Social Work Research II, Prerequisite: S WK 4083. Introduction to applied data analysis methods appropriate to research in social work practice evaluation and human services program evaluation.

S WK 4103 – Generalist Practice with Organizations & Communities Prerequisite: S WK 3113; Corequisite: S WK 4311, S WK 4315. Third of three methods courses in the social work practice sequence using a generalist practice model focusing on knowledge, values, and skills of professional social work practice with various client systems. Course emphasizes development of knowledge and skills specific for assessment and intervention with organizations and communities.

S WK 4170 – Special Topics in Social Work. Prerequisite: upper-division standing or permission of director. May be repeated up to three times with change of content; maximum credit nine hours. Focus is on issues significant to social work or social welfare.

S WK 4313 – Practicum Seminar I: Prerequisite: senior standing; Co-requisite: S WK 4315. Integration of knowledge, values and skills derived in social work courses with practicum situations.

S WK 4315 – Practicum I: Prerequisite: senior standing; Co-requisite: S WK 4313. A structured, educationally directed experience in social work practice, provided under the supervision of a qualified social worker as practicum instructor.

S WK 4325 – Practicum II: Prerequisite: S WK 4313, S WK 4315; Co-requisite: S WK 4323. A continuation of the educational experience in S WK 4315. In combination with SWK 4323, this course comprises the General Education Capstone experience in Social Work.

S WK 4323 – Practicum Seminar II Prerequisite: S WK 4313, S WK 4315; Co-requisite: S WK 4325. A continuation of the educational experience in 4313. In combination with 4325, this course comprises the General Education capstone experience in social work. Focus is on the integration of theories, principles, and skills for evaluating generalist practice competency.

S WK 4990 – Independent Study, Prerequisite: Three courses in general area to be covered; permission of instructor, advisor, and undergraduate program coordinator. May be repeated; maximum credit six hours. Contracted independent study for topics not currently offered in regularly scheduled courses. Independent study may include library and/or laboratory research and field practicum projects.

APPENDIX B: SOCIAL WORK PRACTICE AND EDUCATION RESOURCES

NATIONAL ASSOCIATION OF SOCIAL WORKERS-WASHINGTON D.C.

<http://www.naswdc.org>

This is the website for the National Association of Social Workers, which is the largest social work membership organization in the United States. The link page on this website is a gateway to a diverse array of websites pertaining to every area of interest and concern in social work practice.

NATIONAL ASSOCIATION OF SOCIAL WORKERS-OKLAHOMA

<http://www.naswok.org/>

This is the website for the Oklahoma Chapter of NASW. This website will provide you with local social work information and links.

COUNCIL ON SOCIAL WORK EDUCATION

<https://www.cswe.org/>

The CSWE website will provide you with links to all other graduate and undergraduate social work programs in the United States. Also, you are encouraged to review the Curriculum Policy Statement for Baccalaureate Degree Programs in Social Work Education under the Accreditation link on the main page.

ASSOCIATION OF BACCALAUREATE SOCIAL WORK PROGRAM DIRECTORS

<http://www.bpdonline.org>

The BPD website provides information of interest to all individuals who are interested in undergraduate social work education.

ASSOCIATION OF SOCIAL WORK BOARDS

<http://www.aswb.org/>

This is the primary website that will provide basic information and links to the social work state licensing boards in all of the 50 states. These links will provide you with the contact information necessary to apply for licensing in the varying states.

OKLAHOMA STATE BOARD OF LICENSED SOCIAL WORKERS

<https://www.ok.gov/socialworkers/>

This website will provide you with all the rules and regulations regarding social work licensure in the state of Oklahoma.