Department of Social Work Mission

To promote and effect positive change through social work research, scholarship, education, and community partnerships.

Goals:
• To educate students to become highly skilled, culturally competent and ethical social workers who will provide leadership for the practice of social justice.

• To create and disseminate knowledge leading to social work and inter-disciplinary innovations.

• To engage in research and apply results that inform social work policy, practice, advocacy, education, and future research.

• To collaborate with community partners in promoting: evidence-informed practice, educational and research partnerships, and social and economic justice.
INTRODUCTION

Advising students and providing information about the program to a wide range of individuals and community groups are important tasks of the faculty and staff of an academic program such as the Undergraduate Social Work Program. This Student Handbook has been prepared to provide general information about the undergraduate major in social work at the University of Wisconsin-Milwaukee and to facilitate the process of advising.

This handbook is one of a series of resource materials that can be used to obtain information about the undergraduate major in social work. Other materials to be aware of are: University of Wisconsin-Milwaukee Undergraduate Catalog, Undergraduate Social Work Field Education Manual, and Helen Bader School of Social Welfare brochures.

Stan Stojkovic, Dean
Helen Bader School of Social Welfare

Peggy Maillet, MSW, Ph D.
Undergraduate Social Work Program Coordinator

Structure of the School

As of September 2012, the administration of the Helen Bader School of Social Welfare is as follows:

Stan Stojkovic, Dean, Enderis Hall 1095, 414-229-4400
Deborah Padgett, Chair, Department of Social Work, Enderis Hall 1077, 414-229-6036
Peggy Maillet, Coordinator, Undergraduate Social Work, Enderis Hall 1069, 414-229-5627
Ashlie Kohl Schaffner, Academic Advisor, Enderis Hall 1109, 414-229-2394
Kelby Spann, Director, Student Services, Enderis Hall 1197, 414-229-6042
Jeanne Wagner, Coordinator, Field Education, Enderis Hall 1072, 414-229-6036

Contents of this handbook are subject to change.
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GOALS AND COMPETENCIES OF THE UNDERGRADUATE SOCIAL WORK PROGRAM

Goals and Competencies

The primary educational goal of the undergraduate program in social work is to educate students to become highly skilled, culturally competent and ethical social workers and to provide leadership for the practice of social justice.

Four additional goals of the undergraduate and graduate programs include:

1. To engage in the development and/or dissemination of social work and/or interdisciplinary research and discourse that address (1) the prevention and/or amelioration of social and psychosocial problems, and/or (2) the promotion of positive development and functioning of individuals, families, groups, organizations, and/or communities;

2. To apply empirically supported methods to prevention and intervention strategies, including practice at all levels of systems

3. To address social and economic injustices by enhancing public understanding and applying research to policy and service delivery systems; and,

4. To advocate for the prevention and resolution of contemporary social problems, particularly for populations-at-risk.

BSW Competencies

Competencies are measurable practice behaviors that are comprised of knowledge, values, and skills. Each BSW student will demonstrate the ability to:

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

Students in the social work major are expected to conduct themselves in a manner consistent with the National Association of Social Workers’ Code of Ethics (www.naswdc.org).
Admission to the Social Work Major

Bachelor of Science Degree Requirements, Helen Bader School of Social Welfare

Eligibility

To be accepted to the major in social work, the following requirements must be completed at the time of application. A student must have:

- Completed English and math proficiencies (GER students)
- Be of junior standing (58+ credits)
- Have at least one full-time semester or equivalent at UWM
- Have a cumulative GPA of 2.5 or higher, including all transfer work
- Removed any high school math deficiencies, if applicable
- Completed 75 hours of approved and documented volunteer or paid work experience in the human services or related area

Volunteer/Employment Experience

Beginning in September 1998, social work students who apply for admission to the major must have completed a minimum of 75 hours of documented volunteer/employment experience in a human service agency. These hours must be completed at the time you submit your application for admission to the major. You must also provide documentation, in a format supplied by the School, of your 75 hours of human service volunteer/work experience, and attach those forms to your application for admission to the major.

This requirement will allow the student to be involved in dealing with people and understanding human nature. This experience will also provide an opportunity for the student to be an active participant in public service and will help clarify his or her choice of social work as a major.

The student should look for work/volunteer experiences in which he or she is involved directly with people in a helping way. For example, tutoring children at an outreach center, assisting in volunteer activities in a nursing home, or working with community outreach groups in recreational programs for adults and children are acceptable experiences. Clerking in a store or observing and chaperoning youth activities is unacceptable.

Application Process

Applications for admission to the social work major are processed twice a year and applications are available September 1-October 1 and February 1-March 1. Applications are not accepted at any other time. To apply for admission, the following steps must be followed:

- Eligibility. Meet with a student advisor (Enderis Hall, 11th floor) to have an advising checklist completed and to insure you are eligible for admission to the major
- When available, carefully complete the application for admission
- If eligible, leave the completed application with a student advisor
- If admitted, a letter of notification is mailed. A copy of this letter may be attached to your application for field placement.
Advising

Each student, pre-major or major, is assigned a general advisor or faculty advisor within the Helen Bader School of Social Welfare. At minimum the student should have a conference with his or her advisor at least once a semester.

If a student is uncertain who his or her advisor is, he or she should contact the Reception Desk, Enderis Hall 1110, 414-229-4852. Professional advisors are available to assist students with course selection degree requirements and general advising concerns.

Students may request a change of advisor through the Director of Student Services, Kelby Spann, Enderis Hall 1193, 414-229-4852.
Bachelor of Science in Social Work Degree Requirements (As of 9/1/03)

I. Proficiencies

A. Proficiency requirements: **ENGLISH** demonstrated by
   - Earning a grade of C or higher in English 102 or equivalent course, or
   - Achieving a score of 637 or better on the English Placement Test (EPT)

B. Proficiency requirements: **MATH** demonstrated by
   - Achieving a placement code of at least 30 or
   - Earning at least 3 credits with a grade of C or higher in Mathematical Sciences 103, 105, 175 or equivalent courses

II. Liberal Arts

A. Arts (3 credits) in history, philosophy, theory or practice of the creative and interpretive arts

B. Foreign language. Completion of
   - at least two years of high school instruction in a foreign language
   - or a satisfactory completion of at least two semesters of a single foreign language
   - or approved demonstration of foreign language ability

C. Humanities (12 credits)
   - Communication 103 Public Speaking
   - Nine (9) additional credits of general education (GER) approved humanities courses

D. Natural Sciences (6 credits)
   - Six (6) credits of approved general education natural science courses including a lab or field course

E. U.S. History (6 credits)
   - History 151 and 152 or
   - One semester in U. S. history (400 level and over) and one course from this list of

   Economics 100 (3 cr.) Introduction to Economics
   Economics 103 (3 cr.) Principles of Economics
   Political Science 104 (3 cr.) American Politics: The National Scene
   Political Science 105 (3 cr.) State Politics
   Political Science 385 (3 cr.) American Political Thought
   Political Science 405 (3 cr.) State Government
   Political Science 411 (3 cr.) Constitutional Law: The Supreme Court & Political Process
   Political Science 412 (3 cr.) Constitutional Law: Individual Rights & Liberties
   Political Science 471 (3 cr.) Special Problems in Civil Liberties
   Sociology 200 (3 cr.) Contemporary American Society
III. Social Science (27 credits)

A. Area of concentration
   - 15 credits in a single area of concentration from: Anthropology, Economics, History (those approved as General Education courses), Political Science, Psychology or Sociology
   - Six credits in this area must be at the 300 level or above

B. Additional social science courses
   - 12 credits must be taken in at least two other social sciences (outside the area of concentration) from the list in A. Area of concentration

C. The student must have at least one course in each of the following content areas:
   - Social change
   - Social organization/institutions
   - Personality theory
   - Ethnic/minority content
   - Biological processes

IV. Social Work (SW) required courses  42 credits

NOTE: No academic credit for life experience and previous work experience is granted in lieu of field placement or for course work. All credit for required courses must have been earned within ten years of graduation.

SW 100 (3 cr.) Introduction to Social Work
SW 206 (3 cr.) Introduction to Social Welfare Policy
SW 250 (3 cr.) Human Behavior and the Social Environment
SW 310 (3 cr.) SW Methods I
SW 410 (3 cr.) SW Methods II  taken concurrently with  SW 421  Field Education I (5 cr.)
SW 427 (3 cr.) SW Methods III  taken concurrently with  SW 422  Field Education II (5 cr.)
SW 604 (3 cr.) Social Systems and Social Work Practice
SW 622 (3 cr.) Methods of Social Welfare Research
SW 665 (3 cr.) Cultural Diversity and Social Work (meets UWM cultural diversity requirement)
Electives (5 cr.) in either social work or criminal justice
A MODEL SEQUENCE OF COURSES FOR A SOCIAL WORK MAJOR
(Major as of September 2004)

This chart is only one model of selecting courses for a four year sequence to complete requirements. It is not intended to be a guide for the selection of specific courses, since there is the option of five different areas of social science concentration and a different distribution of courses.

<table>
<thead>
<tr>
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<th>Semester 2</th>
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<tr>
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<td>Biology 102 or 103</td>
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<td>Personality Theory</td>
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* Denotes courses that apply to humanities distribution.

** SW 665 Required for major.

CD Meets UWM Cultural diversity requirement.

Revised 2/2004
(2002-03 Catalog)
FIELD EDUCATION SEQUENCE

General Description

Field education is an integral part of social work education. During the practicum experience, the student has the opportunity to link classroom education with supervised social work practice within community social service agencies.

BSW students are required to complete two semesters of field education in a direct practice setting. A total of 512 hours are required to complete both semesters of the field education program. Both semesters must be taken consecutively and in one agency setting, with the exception of students approved for the rotational model of field in gerontology.

- √ Field Course SOC WRK 421 = a minimum of 256 hours (5 credits)
- √ Field Course SOC WRK 422 = a minimum of 256 hours (5 credits)
- √ Field Course SOC WRK 423 (Elective)= a minimum of 256 hours (5 credits)

All of the field hours required average 16 hours a week during the Fall/Spring Semester and 22 hours per week during the Summer Semester.

Students must be second semester students and admitted to the major to be eligible for field. Students must complete SW 310 with a B or better before their field placement. Once admitted to the major, students submit an application to the field program. The field application packet is located on the Field Education website (http://www4.uwm.edu/hbssw/social_work/field_work/index.cfm). The field application deadline for fall semester is May 15th and the deadline for spring semester is September 15th.

Detailed field education information is located on the HBSSW Field Education website.
TRANSFER OF CREDIT AND RESIDENCY REQUIREMENTS

Transfer Credit Within the Helen Bader School of Social Welfare

The Helen Bader School of Social Welfare has two undergraduate programs: Criminal Justice and Social Work. Courses taken in one area of the School may not transfer equally to other areas of the School. Consult an academic advisor, Enderis Hall 11th floor, 414-229-4852 for further information.

Transfer Credit Within UWM

UWM courses taken in fine arts, business, letters and science, education, etc., may count for selected credits within the Bachelor’s degree, the social science portion of the social work major or for general elective credit. A determination of acceptance and distribution of required and elective credits is made at the point of admission into the Helen Bader School of Social Welfare.

Transfer Credit Other UW System Schools and Other Wisconsin Schools and Colleges

Transfer of credit from other schools in Wisconsin is based on an evaluation of the specific courses; accreditation status of the transferring school, and accreditation standards of the Council on Social Work Education. Contact the Student Information Center, Enderis Hall 1112, 414-229-4852 for further information.

Wisconsin Vocational, Technical and Adult Education Schools

Some courses in noncollege parallel human service programs at the Vocational Technical Adult Education schools, in Milwaukee and Madison, will transfer to the UWM social work program on a selective basis. The transfer of these credits depends on the applicability of course work to the Social Work major, equivalency of the course work, whether courses are upper divisional or lower divisional, and meet the accreditation standards of the Council on Social Work Education.

Currently, transferability has been arranged with the Milwaukee Area Technical College and the Madison Area Technical College and their Human Service Programs. Other transfers may be appropriate. Consult with an advisor, Enderis Hall, 11th floor, 414-229-4852.

Residency and Transfer Policy

Transfer students should be aware of UWM residency requirements: 21 credits of social work must be taken at UWM, including at least one field education course. The last 30 degree credits must be taken at UWM. A maximum of 72 credits may transfer from a 2-year school.

Course Substitution

Discuss the situation with an advisor. Write a letter to the Assistant Dean for Student Services explaining the rationale for the request. Kelby Spann, Director of Student Services, Enderis Hall 1193, 414-229-4852
STUDENT ORGANIZATIONS IN SOCIAL WORK

Alpha Delta Mu

In 1978 the School of Social Welfare organized the Upsilon Chapter of Alpha Delta Mu, a National Social Work Honor Society. Any social work major with a grade point average of 3.5 or above is eligible for membership. For further information contact Professor Susan Rose, Enderis Hall 1175, phone 414-229-6301.

National Association of Social Workers

The National Association of Social Workers (N.A.S.W.) is the professional practice organization responsible for keeping practitioners in the field abreast of new practice techniques and trends in the field. Student members have full professional benefits for lower fees. Yearly membership includes chapter and national newsletters; four issues of the *NASW Social Work* journal; access to free literature searches through the national library; free consultation on issues such as jobs, and employment; low cost professional liability insurance; access to the books and resources from the Chapter Lending Library; and free resume reviews.

N.A.S.W. has both a national office and state chapters. **NASW at UWM** is the student-run organization on campus. We are affiliated with the Wisconsin Chapter. Activities are posted on email each semester. Students joining NASW benefit from lower, transitional NASW membership dues for two years post-graduation.

Student Social Work Association

The Student Social Work Association holds monthly events that include social activities, volunteer opportunities, and informational sessions about topics in the field of social welfare. The purpose of the SSWA is to increase student's knowledge about the social work profession through connecting student with resources and networks in the professional field of social welfare, and to provide a social environment in which to volunteer and enrich the community. Any graduate or undergraduate student enrolled at UWM in the Helen Bader School of Social Welfare may join. Contact information: 
[sswa-chairs@uwm.edu](mailto:sswa-chairs@uwm.edu)

Representation on Committees

Faculty action by the Helen Bader School of Social Welfare allows undergraduate students to be represented on selected committees of the School and allows voting rights for the students.

Through the University of Wisconsin-Milwaukee Student Association, or the Undergraduate Social Work Organization, students have representation on the following committees:

Helen Bader School of Social Welfare Faculty Committee
Social Work Faculty Committee
Social Work Curriculum Committee
### SOCIAL WORK COURSE DESCRIPTIONS

#### Undergraduate


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<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Type</th>
<th>Prerequisites</th>
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<tbody>
<tr>
<td>100</td>
<td>Introduction to Social Work</td>
<td>3 cr.</td>
<td>U</td>
<td>(SP) A survey course focusing on the development of human service institutions and occupations. Prereq: none.</td>
</tr>
<tr>
<td>105</td>
<td>Orientation for Social Welfare Students</td>
<td>1 cr.</td>
<td>U</td>
<td>(SP) Prepares students to participate in UWM’s educational process and to explore career choices in social welfare. Counts as repeat of SW 088. Jointly offered with, &amp; counts as repeat of CJ 105. Prereq: none.</td>
</tr>
<tr>
<td>206</td>
<td>Introduction to Social Welfare Policy</td>
<td>3 cr.</td>
<td>U</td>
<td>(SP) An analysis of the relationships between poverty, welfare programs, and the society that creates and sustains them; the origins, structures, and goals of welfare programs. Prereq: soph st.</td>
</tr>
<tr>
<td>250</td>
<td>Human Development and the Social Environment</td>
<td>3 cr.</td>
<td>U</td>
<td>(T) A survey course in normative development from conception through aging. Focus on the interaction between biological, psychological, social, and cultural forces. Prereq: soph st; Soc Work 100 or 206; Psy 101.</td>
</tr>
<tr>
<td>291</td>
<td>Current Issues in Social Welfare and Social Work</td>
<td>1-3 cr.</td>
<td>U</td>
<td>Selected education on current issues in social welfare and social work. May be retaken with change in topic to max of 6 credits. Prereq: none.</td>
</tr>
<tr>
<td>297</td>
<td>Study Abroad. (Subtitled)</td>
<td>1-12 cr.</td>
<td>U</td>
<td>Designed to enroll Students in UWM-sponsored program before coursework level, content and credits are determined and/or in specially prepared program coursework. May be retaken with change in topic. Preq: Acceptance for study program abroad.</td>
</tr>
<tr>
<td>310</td>
<td>Social Work Methods I</td>
<td>3 cr.</td>
<td>U</td>
<td>(M) Introduction to generic social work practice methods. Course also provides experiential exercises designed to provide students with basic interviewing skills. Prereq: jr st; PSW or SW; Soc Wk 100, 206, and 250; English Competency.</td>
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<tr>
<td>410</td>
<td>Social Work Methods II</td>
<td>3 cr.</td>
<td>U</td>
<td>(M) Introduction to social work methods as applied to small groups. Provides experiential exercises in group interactions, needs, and leadership roles. Prereq: jr st; declaration of social work major; Soc Wk 100, 206, 250, 310; conc reg 421, 662.</td>
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<tr>
<td>421</td>
<td>Field Education I.</td>
<td>5 cr.</td>
<td>U</td>
<td>(FE) (First of a two semester required sequence.) Placement in a social welfare setting to develop social work skills and to provide awareness of professional behavior. Minimum of 16 hours per week for a total of 256 hours. Prereq: jr st; declaration of social work major; Soc Wk 100, 206, 250, 310; conc reg 410, 662c.</td>
</tr>
<tr>
<td>422</td>
<td>Field Education II.</td>
<td>5 cr.</td>
<td>U</td>
<td>(FE) (Second of two semester required sequence). Continuation of 421. Prereq: sr st; declaration of social work major; Soc Wrk 100(p), 206(p), 250(p), 310(p), 410(p), 421(p); conc reg. 427(p).</td>
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<tr>
<td>423</td>
<td>Field Education III.</td>
<td>3 cr.</td>
<td>U</td>
<td>(FE) (Elective field course.) Continuation of 421, 422. Prereq: sr st; declaration of social work major; Soc Wrk 100(p), 206(p), 250(p), 310(p), 410(p), 421(p), 422(p), 427(p), 662(p). Approval of Field Office.</td>
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<tr>
<td>427</td>
<td>Social Work Methods III</td>
<td>3 cr.</td>
<td>U</td>
<td>(M) Introduction to Social Work methods as applied to community problems. Lab provides experiential exercises in community organization and other</td>
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techniques of social change. Prereq: sr st; declaration of social work major; Soc Wk 100(p), 206(p), 250(p), 310(p), 410(p), 421(p); conc reg 422.

**497 Study Abroad** (Subtitled) 1-6 cr. U/G. Variable content (subtitle area of concentration). Designed to enroll Students in UWM-sponsored program before coursework level, content and credits are determined and/or in specially prepared program coursework. May be retaken with change in topic to max of 9 cr. Preq: Acceptance for study program abroad.

**591 Special Topics: Social Welfare and Social Work (Variable Content)**. 1-3 cr. U (SP) Selected topics in social welfare and social work. May be retaken with change of topic to max of 6 credits. Prereq: jr. st.; English Competency; one prior course in social work advisable.

**599 Independent Reading**. 1-2 cr. U Intensive readings in fields related to student's preparation and training, under the supervision of a faculty member. Students shall not take more than 6 cr. total between courses Soc Wk 592 and 599. Prereq: Sr St; English 102 or equivalent; GPA of 2.5; written consent of instructor and Director of Social Work Programs.

**Undergraduate/Graduate**

The following 400-699 courses are dual-level courses, approved by the Graduate School for this department to offer for graduate as well as undergraduate credit. Junior standing is a minimum prerequisite for 400-699 level courses carrying graduate credit.

**562 Child and Family Services**. 2 cr. U/G (SP) Introduction to child and family welfare services, including methods for assessing needs, existing treatment techniques, and institutional support systems. Prereq: jr. st. or Gr.St.

**564 Social Services for the Aging**. 2 cr. U/G (SP) Individual and societal implications of the aging process, with an emphasis upon current resources and programs for the elderly. Prereq: jr. st.

**580 An Overview of Child/Youth Care**. 3 cr. U/G (SP) A survey of approaches toward child/youth care for behaviorally and physically disabled individuals in alternative treatment and/or educational settings. Prereq: jr st and consent of instructor.

**581 Youth Work Practice**. 2 cr. U/G (T) Applies the skills, theories and approaches of the youth work field to settings such as schools, community centers, and residential programs. Jointly offered with, & counts as repeat of, EXCEDUC 581. Prereq: jr st.; Soc Wrk 580(P) or OccThpy 580(P); or cons instr.

**604 Social Systems and Social Work Practice**. 3 cr. U/G (T) Analysis of organizations, community and social institutions and the impact they have on human behavior and how they provide the social context of social work practice. Prereq: jr st and English ; declaration of social work major; Soc Wrk 250 or grad st.

**630 Families and Poverty**. 2-3 cr. U/G (SP) Description of women in poverty and analysis of historical and contemporary national and state policies aimed at reducing poverty. Prereq: jr. st.; one prior course in Soc Wrk recommended.

**650 Social Welfare and the Law**. 2 cr. U/G (SP) Principles of collaboration between social work and the legal profession. Selected concepts and principles relating to legal and social provision for the protection of the family, children, and adults. Prereq: jr st.; English Competency, or prior course in SW, recom; or grad st.
662 Methods of Social Welfare Research. 3 cr. U/G (R) Analysis of methods used in social welfare research and problems in project design and programming. Distinctive characteristics of investigations directed to planning, administrative, and scientific objectives. Prereq: jr st and math competency; declaration of social work major; conc. reg. Soc Wrk 421; or grad st.

665 Cultural Diversity and Social Work. 3 cr. U/G (T) Emphasis on culture, race and ethnicity, theories of prejudice and racial minority groups, and the politics of human services in multicultural society. Prereq: jr st; admission to SW Major, satisfy English Comp., 100(p), 206(p), 250, 350(p)

691 Practice Methods in Social Work: (Subtitled). 1-3 cr. U/G. Topics focused on Social Work practice methods. Specific topics and credits to be announced in Timetable. May be retaken with change in topic to max of 6 cr. Prereq: jr st
SELECTED POLICIES AND PROCEDURES

Expectations for Student Performance

Students in the Social Work Programs are expected to maintain the standards established by the Department of Social Work, the University, and the Social Work profession. These standards reference Academic and Non-academic performance along with expectations around Academic Integrity.

I. Academic Performance

Students in the Department of Social Work are expected to successfully complete all required courses and maintain a minimum GPA of 2.0 for undergraduate students and a 3.0 for graduate students.

Students must achieve no less than a B in field and methods courses.

II. Non-academic Performance

Because social work is a professional degree, meeting standards for Academic Performance is necessary but not sufficient to ensure continuation in our social work programs. Students are additionally expected to demonstrate professional behavior that reflects adherence to professional standards around conduct and the values/ethics of the profession.

III. Academic Integrity

Students in the Department of Social Work are expected to comply with UWM's policy on Academic Integrity. Violations of Academic Integrity constitute academic misconduct, most frequently plagiarism and cheating. Sanctions may include, but are not limited to, failure on an assignment, failure in a course, and/or dismissal from the program.

UWM defines academic misconduct as follows:

Academic misconduct is an act in which a student seeks to claim credit for the work or efforts of another without authorization or citation, uses unauthorized materials or fabricated data in any academic exercise, forges or falsifies academic documents or records, intentionally impedes or damages the academic work of others, engages in conduct aimed at making false representation of a student's academic performance, or assists other students in any of these acts.

Prohibited conduct includes cheating on an examination; collaborating with others in work to be presented, contrary to the stated rules of the course; submitting a paper or assignment as one's own work when a part or all of the paper or assignment is the work of another; submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas; stealing examinations or course materials; submitting, if contrary to the rules of a course, work previously presented in another course; tampering with the laboratory experiment or computer program of another student; knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

Performance Review

Any student who fails to meet the expectations of the social work program will be subject to review. In general, the intent of such a review is to identify possible corrective actions that would facilitate successful completion of the program.
The types of issues that would warrant a request for a student review by a faculty member could include, but are not limited to:

- Conduct that is not congruent with the values and ethics of the social work profession.
- Failure to adhere to UWM policies, agency policies, or professional standards
- Failure to communicate effectively, both verbally and in written form
- Inadequate academic performance
- Unprofessional interactions or relationships with faculty, staff, students, peers, and field agency staff and clients.
- Consistent pattern of unprofessional behavior.
- Behavior that interferes with the functioning of others in academic and professional settings.

**Discontinuance**
A student may be discontinued from the Undergraduate Social Work Program for academic or professional concerns. It is expected that social work majors adhere to the expectations outlined in the NASW Code of Ethics (www.nasw.org). Additionally, students may be discontinued for any one of the following reasons:
1) GPA below 2.0;
2) unsatisfactory performance in field and/or less than a “B” in field placement;
3) less than a “B” in methods courses;
4) rejected for placement by three or more agencies related to their appropriateness or readiness for field;
5) general performance viewed as nonprofessional.

**Student Appeals and Grievances**
The Helen Bader School of Social Welfare has an Appeals and Grievance Committee for addressing student concerns about academic (e.g., grades) and non-academic issues within the School. Appeals procedures are available on the Department website (http://www.uwm.edu/Dept/SSW/info/index.html). Please talk with your academic advisor, a faculty member, or the Undergraduate Coordinator if you have questions.

**Sexual Harassment**
Sexual harassment will not be tolerated at the University of Wisconsin-Milwaukee. If you feel you are being sexually harassed, there are multiple people available to help. Please feel free to talk with: a faculty member, your academic advisor, the Dean (Dr. Stan Stojkovic), the Undergraduate Coordinator (Dr. Peggy Maillet), the Department Chair (Dr. Deborah Padgett), the Director of Student Services (Kelby Spann), or the UWM Sexual Harassment Grievance Committee at Chapman Hall 310 (414-229-5923).
Student Resources

UWM Campus Support Services
- Academic Opportunity Center
- African American Student Academic Services
- American Indian Student Academic Services
- Black Cultural Center
- Roberto Hernandez Center
- Southeast Asian Student Academic Services

Peer Mentoring Center
The Peer Mentoring program is run by students for students. They offer a variety of services aimed at assisting students during their program at UWM.

Tutoring and Academic Resource Center
This program exists to help undergraduates achieve academic success. They offer a variety of services and resources for students.

Student Accessibility Center
The Student Accessibility Center is available for university students with disabilities, working with students, faculty and staff to facilitate student success on the basis of ability, not disability.

Writing Center
The Writing Center is available to help with writing projects at any stage. One-on-one sessions are available with peer mentors to work with you on your writing.

Campus Computers
Campus computer labs (CCLs) are available throughout campus, including Enderis 1024, for use by students, faculty, and staff. Additionally, PROWLnet allows access to UWM wireless network at multiple sites across campus.
Fields of Interest and Practice Areas of Employment

No matter what the political climate or the nature of personal and social problems, there will always be jobs for social workers because there will always be people in need of assistance. Only a sampling of the wide variety of career opportunities are listed here.

Child Welfare: Social workers in child welfare strive to improve the physical and emotional well-being of deprived or troubled children in homes or in institutions. They also advise parents on child care and arrange for educational, medical or day care services. A main thrust of social work today is in the area of child abuse and neglect. The social worker investigates physical, sexual or emotional abuse of children, intervenes to provide for the child's protection and sometimes initiates legal action. When parents and children must be separated, the social worker arranges temporary foster care or more permanent adoption.

Criminal Justice: Both public and private agencies hire social workers as well as other majors, in various positions in law enforcement, courts and corrections.

Income Maintenance: Developing sound public policies and implementing programs and services for those who need support are traditional and critical areas of social work employment. These professionals work in local, state or federal agencies and their jobs range from client assistance to top administrative posts. With growing emphasis on W2 and related programs, some of these positions are going to private agencies. Social workers in many settings help to develop legislative strategies, organize communities and lobby in the hope of influencing and improving the public welfare.

Drug and Alcohol Abuse: Industry, hospitals, community group homes, clinics and prisons are just a few settings where social workers help those with drug or alcohol addictions. Through individual and group counseling and community education, social workers provide the necessary support and assistance.

Mental Health: Half of all mental health treatment in the U.S. is given by professional social workers. They are found in psychiatric hospitals and mental health centers and clinics, helping patients and their families get the needed assistance and then planning for their speedy return to the community. Social workers also give direct mental health counseling services to individuals, families and groups in private settings, and serve as administrators of large mental health agencies, both public and nonprofit. Social workers frequently help people who are undergoing stressful situations but who are not in any way mentally ill.

Health Care: Social workers are a vital part of the health care team, along with doctors and nurses, as it becomes increasingly recognized that patient problems go beyond physical ailments. Hospital social workers advocate for patients’ rights and plan for discharge and re-entry into the community. The social worker can also arrange for home care for patients and continued access to services as needed. Social workers in public health—in rural health departments, on American Indian reservations, in public agencies and inner city clinics—work with the entire community to prevent disease and avoid health risks. Health care offers social workers a rapidly expanding area for practice. Approximately one third of all social workers are employed in health settings.

Family Practice: Social workers are unique among the helping professionals in the way they regard the individual and his problem in the context of the total family and the social environment. By counseling individuals, families and groups, and by linking the family with critical community resources, social workers in community service agencies as well as in private practice help families cope with marital problems, unemployment, drug abuse, alcoholism, mental illness or emotional stress.
Developmental Disabilities: Physically or mentally disabled persons are increasingly finding their place in the mainstream of society, and social workers help them do this by providing counseling, referral and education in daily living skills. The social worker plays a critical role in helping families with disabled children locate educational or other special services. The social worker also works closely with people suddenly disabled by accidents or critical illness to help them adjust to their disability and live as independently as possible.

Industry, Business and Labor: Occupational social work is a growing area for professional social workers as their worth is realized in assisting employees with individual problems that affect their work performance. Many social workers in occupational settings work directly with employees and their families to solve such problems as alcoholism, marital discord or work-related stress. Social work skills are also increasingly recognized as valuable in assisting a corporation with its social and community responsibility. In addition, major international trade unions employ social workers to deliver services to their members and their families as well as to develop educational, recreational and service programs for their active and retired members.

Schools and Youth: Many schools employ social workers to detect problems among children and to investigate and, if possible, resolve difficulties in the children's families. School social workers often teach child-rearing techniques to families, work with teachers on behavior management problems and counsel children in groups and individually. One of the major challenges faced by school social workers is encouraging parents to become more involved in their children's education. Social workers interested in teenagers also work in runaway houses, recreational centers, storefront clinics and correctional institutions. Catching and assisting with problems early in life helps turn a troubled young person into a contributing member of adult society.

Services to the Aged: The fastest growing segment of the population are the elderly, and here social workers can find some of the greatest job opportunities of all. Social workers have vast new opportunities in helping the aged and their families obtain vital services, find meaningful activities and relationships and adapt to the aging process. Social workers are also involved in developing innovative projects for older persons such as shared housing and job placements.

Employment Aids

Resume Writing: An important part of obtaining employment is presenting oneself in the most positive manner. The manner in which a person writes about past experience may be the difference in obtaining or not obtaining a position. Guides to writing resumes and how to obtain employment are found in the UWM Career Development Center, Mellencamp Hall, Room 128, 414-229-4486.

Employment Resources: One should become familiar with centralized employment lists such as federal, state, and county civil service lists; the National Association of Social Workers Newsletter, the National Council on Crime and Delinquency and the UWM Career Development Center (Mellencamp 128),( 414)229-4486.

Wisconsin Certification: Beginning May 1, 1993 to use the title "Social Worker," "Advanced Practice Social Worker," "Independent Social Worker," or "Licensed Clinical Social Worker," an individual must be certified by the Wisconsin Department of Regulation and Licensing. For further information contact the Dept. of Regulation and Licensing at drl.wi.gov/index.html (Note: no www).

September 2012