Mission Statement

The mission of the social work programs is to provide scholarly leadership for the profession of social work through teaching, research, and service. Reflecting the metropolitan mission of UWM and the Helen Bader School of Social Welfare, the Social Work Programs particularly focuses on metropolitan social problems with a commitment to social and economic justice, cultural diversity and the empowerment of individuals, families, groups, organizations, and communities to effect change.
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
Christine Lowery, Ph D., MSW
Undergraduate Social Work Program Coordinator

Structure of the School

As of September 2006, 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 1073, 414-229-6036
Christine Lowery, Coordinator, Undergraduate Social Work, Enderis Hall 1071, 414-229-4735
Diane Miller, Assistant Dean for Student Services, Enderis Hall 1193, 414-229-4852
Kelby Spann, Academic Advisor, 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.
OBJECTIVES OF THE UNDERGRADUATE SOCIAL WORK PROGRAM

Goals and Objectives

The primary educational goal of the undergraduate program in social work is to educate and train social work practitioners who demonstrate the values and ethics of the profession and practitioners who are competent for generalist social work practice at the BSW level.

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.

The student is expected to perform in a variety of social welfare and social work settings rather than receiving training for a specific area of practice.

A further elaboration of objectives for the baccalaureate program in social work translates into the following objectives for the BSSW program.

1) Each student will understand the issues of prejudice, discrimination, and oppression, and be able to apply strategies and skills to the advancement of social change and economic justice, as well as to client system empowerment, at the generalist practice BSW level.

2) Each student will understand and apply professional values and ethics at the generalist practice BSW level.

3) Each student will understand and be able to interpret the history of the profession and the impact of this history on the profession’s current structure and issues for practice at the generalist BSW level.

4) Each student will understand human diversity and principles related to multiculturalism including how culture affects individual, family, group,
organizational, and community behavior and degrees of empowerment, as well as diversity effects on generalist BSW level practice.

5) Each student will be able to use communication skills and interpersonal skills differentially with a variety of client populations, colleagues, and members of the community at the generalist BSW level of practice.

6) Each student will use supervision and consultation appropriately for generalist BSW practice.

7) Each student will develop critical thinking skills, and use them to synthesize and apply appropriate theories and knowledge to generalist BSW-level practice interactions.

8) Each student will demonstrate the ability to evaluate practice and the ability to evaluate programs to a degree commensurate with generalist BSW-level practice.

9) Each student will understand the influence of bio-psycho-social variables on human development and behavior and be able to apply theoretical frameworks to demonstrate, at a generalist BSW level, an understanding of the interaction and degree of empowerment among individuals and between individuals and social systems (families, groups, organizations, and communities).

10) Each student will understand quantitative/nomethetic and qualitative/ideographic methods of research and become a discerning consumer of the research literature at a generalist BSW level.

11) Each student will understand, at a generalist BSW level, policy formulation, policy implementation and policy analysis, and their impact on client systems, workers, agencies/organizations, and communities, as well as on client system empowerment.

12) Each student will demonstrate a generalist BSW-level understanding of factors related to risk and resilience in vulnerable populations, as well as the ability to draw on the “strengths” perspective in implementing appropriate prevention and empowerment strategies.

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.naswde.org).
Admission to the Social Work Major

Bachelor of Science Degree Requirements, Helen Bader School of Social Welfare, effective 9/1/72.

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 Office of the Assistant Dean for Student Services, Diane Miller, 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 105, 106, 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 Human Services
SW 206 (3 cr.) Society, Poverty, and Welfare Programs
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
Chart 1

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.

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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)
SQRreq.ipc/admfo.O
ABBREVIATED TABLE OF COURSES SATISFYING SOCIAL WORK CONTENT AREA REQUIREMENTS

FIELD EDUCATION SEQUENCE

General Description

Field education is an integral part of social work education. In agencies in the community, the student has the opportunity to link classroom education with supervised social work practice.

A total of 512 hours are required to complete the field education over a two-semester sequence. **Students may only start field in fall or spring; field placements do not begin in summer.**

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 to begin the field program, available on the Department website (www.uwm.edu/SSW/NewFieldWork/BSW/BSW-Program.htm)

Field Education for Social Work Majors (Required Sequence for Juniors and Seniors)

Two semesters of field education are required:

421, Field Education I. 5 crs. 256 hours in the field which averages 16 hours per week for 16 weeks. To be taken as a junior concurrent with 410, Social Work Methods II and 662, Research Methods.

422, Field Education II. 5 crs. 256 hours in the field which averages 16 hours per week for 16 weeks. To be taken as a first semester senior concurrently with 427, Social Work Methods III.

Students can enroll in 423, Field Education as an elective credit after completing the required field sequence. 5 crs., 256 hours in the field which averages 16 hours per week.

The two-semester field education sequence focuses on the development of social work skills (functional skills), professional identification, and the utilization of specific content, i.e., specific agency regulations for generalist learning from a generalist perspective. The end product of the field program should prepare the student with the ability to perform beginning social work practice. Examples of social work skills as they relate to various processes in helping people are:

- Process of communication (interviewing, nonverbal gestures, conscious use of language, observation, recording, group dynamics and interaction, social histories)
- Process of problem solving (problem, causes, intervention, evaluation)
- Process of decision-making (empowerment and counseling; analysis of strengths, cultural and research data, self-awareness and professional identification)

Ideally, the student learns an approach to the practice of problem solving that transcends specific role performance and setting. For example, the student is not trained as a child welfare, mental health or correctional worker who knows agency forms and regulations. Instead, the student is educated in a process of thinking and analysis which prospective employers can utilize.
Students are placed in an agency under the supervision of qualified social welfare and social work professionals. When the agency field instructor does not have a B.S.W. or an M.S.W. degree, a member of the social work faculty or field liaison staff may be available to assist in the supervisory process.

The field instructor's role is to plan, supervise, and instruct students in various professional tasks. This instructional process includes planning a semester's program, conducting routine conferences to discuss with students their progress and/or problems, and evaluating students at the end of the semester.

Field education placements are located throughout the metropolitan area which includes Milwaukee, Waukesha, Ozaukee, and Washington counties; however, most placements are located within the Milwaukee urban area which has a mixed socioeconomic, minority, and ethnic populations. Many students are placed in agencies that have a diverse population as their clientele such as African Americans, American Indians, Asians (Hmong, Laotian, Vietnamese, etc.), Hispanics, gays, lesbians, transsexuals, bisexuals and women. The agencies used for field education focus on clients with a variety of problems such as child and family welfare, poverty, political apathy, delinquency and runaway youth, psychological insecurity, aging, medical care, employment retraining, etc.

Field placements for students are established on the basis of

- The agency's interest and competence in providing student instruction;
- The agency's ability to make its resources available for student instructional purposes, and,
- Student interest in regard to career lines, class schedules, prior experience, and accessibility for placement.

For further details the student should consult the Undergraduate Social Work Program Field Manual which is located online at HBSW website www.uwm.edu/Dept/SSW.
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. Diane Miller, Assistant Dean for 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.

Undergraduate Social Work Club

The Undergraduate Social Work Club is open to all undergraduate students interested in social work. One of its purposes is to bring students together to exchange information and to further social change and community involvement.

Another purpose of the Club is to secure for students a voice and influence in curriculum matters through student representation on committees of the School of Social Welfare. The Club also serves as a liaison between students, faculty members, community interest groups, and service agencies for the purpose of facilitating communication and joint action.

For information contact the Office of the Undergraduate Social Work Organization, Enderis Hall 1056, 414-229-6008.

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

100 Introduction to Human Services. 3 cr. U (SP) A survey course focusing on the development of human service institutions and occupations. Prereq: none.

105 Orientation for Social Welfare Students. 1 cr. U (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, & counts as repeat of CJ 105. Prereq: none.

206 Society, Poverty and Welfare Programs. 3 cr. U (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.

250 Human Development and the Social Environment 3 cr. U (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.


297 Study Abroad. (Subtitled) 1-12 cr.U. 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.

310 Social Work Methods I. 3 cr. U (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.

410 Social Work Methods II. 3 cr. U (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.

421 Field Education I. 5 cr. U (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.

422 Field Education II. 5 cr. U (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).
423 Field Education III. 3 cr. U (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.

427 Social Work Methods III. 3 cr. U (M) Introduction to Social Work methods as applied to community problems. Lab provides experiential exercises in community organization and other 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.

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

Academic Misconduct
Students may be sanctioned by instructors for academic misconduct (most commonly, cheating or plagiarism). UWM Academic Misconduct, Guide for Instructors defines academic misconduct as follows:

“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.”

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. Christine Lowery), the Department Chair (Dr. Deborah Padgett), the Assistant Dean (Diane Miller), or the UWM Sexual Harassment Grievance Committee at Chapman Hall 310 (414-229-5923).

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.

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.naswdc.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 of more agencies related to their appropriateness or readiness for field; 5) general performance viewed as nonprofessional. Policies for the Faculty Review Panel are available from the Department Chair or the Undergraduate Coordinator.
Student Resources

UWM Campus Support Services
- Academic Opportunity Center
- African American Student Academic Services
- American Indian Student Services
- Multicultural Student 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.
EMPLOYMENT OPPORTUNITIES IN SOCIAL WELFARE AND SOCIAL WORK

Organizational Level of Employment

Federal level: The United States government hires social workers in civil service for a variety of practice settings including corrections, Indian Affairs, Veterans Administration and anti-poverty programs. For information, contact the Equal Employment Opportunity Office, 310 W. Madison Avenue, Milwaukee, 414-291-1111 or the Office of Personnel Management, 230 S. Dearborn Street, Chicago, IL 60604, 1-800-872-3362.

State level: The State of Wisconsin hires social workers in a variety of practice settings including corrections, mental health, geriatrics, income maintenance, child welfare services, etc. For more information contact either the Department of Industry, Labor and Human Relations, 819 N. 6th Street, Milwaukee, 414-227-4233 or the Department of Employment Relations, 137 W. Wilson Street, Madison, 1-608-266-1731.

County level: Most Wisconsin counties hire social workers in their child welfare, income maintenance programs and for juvenile court work. For information on Milwaukee County contact the Milwaukee Civil Service Commission located in the Courthouse, 901 N. 9th Street, 414-278-4143. For other counties contact either the State Department of Health and Social Services at the State Office Building in Milwaukee or the Department of Employment Relations, 137 W. Wilson Street, Madison, 1-608-266-1731.

Private (voluntary) agencies: The private sector of social service agencies is rather extensive in the United States. Some of these agencies are operated by religious organizations such as Catholic Social Services, Lutheran Social Services, others are nondenominational such as the YMCA and YWCA, and others are private organizations such as family therapy clinics, etc. The range of services offered through the private sector include all types of social services ranging from individual and group counseling to institutions for the elderly.

Private enterprise: Social workers have obtained employment in industry and business as personnel counselors, research assistants, and staff supervisors such as the Wisconsin Gas Company.

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).