



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

COLLEGE OF SOCIAL WORK

BSSW
Student
Handbook

2016-2017

Dear BSSW Student:

Welcome to the BSSW Program at the College of Social Work at the University of Tennessee, Knoxville.

On behalf of the College of Social Work, I want to thank you for your interest in our BSSW program. The BSSW program is fully accredited by the Council on Social Work Education (CSWE). Our BSSW curriculum, which includes field practice experiences, are geared toward preparing our students to become highly competent social workers who advance human rights, engage in practice-informed research and policy practice, engage diversity in practice, and effectively encounter and strategically work with individuals, families, groups, organizations and communities. Firmly rooted in our professional code of ethics, students work with faculty and field instructors who are connected with and committed to advancing social, economic, and environmental justice for all.

The BSSW program has a very active student body through the Bachelor's Social Work Organization (BSWO), who engage in many student led activities ranging from community service to advocacy to fundraising events throughout the academic year.

Please know you are welcome to visit me in my office (303 Henson Hall) to share your opinions "good or bad" about our program along with ideas for making your BSSW program experience better.

I sincerely wish you a stimulating and fulfilling experience in our BSSW Program. Go Vols!!

Cheers,

Robert M. Mindrup, PsyC, MSSW
Interim BSSW Program Director
Clinical Assistant Professor
rmindrup@utk.edu

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Students are responsible for adhering to all policies and procedures in the BSSW Handbook found at <http://www.csw.utk.edu/docs/BSSWHandbook.pdf>

BSSW FACULTY AND STAFF ROSTER

Dean

Karen Sowers, Beaman Professor and Dean, B.A., University of Central Florida; M.S.W., Ph.D., Florida State University.

Associate Dean

Sherry Cummings, Associate Dean and Professor, B.A., Villanova University; M.S.W., University of Maryland; Ph.D., University of Georgia.

Full-time Faculty Who Teach in the BSSW Program

Stan Bowie, Associate Professor, B.A. Social Work, Shippensburg University of Pennsylvania; M.S.W., Atlanta University; Ph.D., Barry University.

Sunha Choi, Assistant Professor, Hartford Geriatric Social Work Faculty Scholar, M.S.W., Ph.D., Washington University in St. Louis

Terri Combs-Orme, The Urban Child Institute Endowed Professor, B.A., Baylor University
M.S.S.W., University of Texas, Arlington; Ph.D., Washington University

David Dupper, Professor and Director, B.S.W., M.S.W., Ph.D., Florida State University

J. Camille Hall, Associate Professor, B.S.W., M.S.W., New Mexico State University; Ph.D., Smith College.

Mary Rogge, Associate Professor, B.A., Kansas State University; M.S.W., Ph.D., George Warren Brown

Support and Professional Staff

Susan Bryant, Coordinator, Student Recruitment and Student Affairs, B.S., Milligan College; M.S.S.W., The University of Tennessee

Sarah Curtis, Academic Advisor, BSSW Program, B.A., The University of Tennessee; M.S.S.W., The University of Tennessee

Kim Denton, Coordinator of Field Services (BSSW Program), B.A., East Tennessee State University; M.S.W., Virginia Commonwealth University.

Rebecca Jackson, Director, Field and International Education - Knoxville Campus, B.A., University of Virginia; M.S.S.W., University of Tennessee, Knoxville.

Gina Middleton, Program Resource Specialist, B.S., University of Tennessee

The University of Tennessee College of Social Work BSSW STUDENT HANDBOOK

THE UNIVERSITY OF TENNESSEE

The University of Tennessee, with over 200 years of academic tradition, is Tennessee's premier institution of higher learning. The University is committed to excellence in education and challenges its students and faculty to excel in scholarship, in research, and in contributions to economic, social, and cultural development.

THE COLLEGE OF SOCIAL WORK

College Mission

The College of Social Work is committed to advancing the mission of The University of Tennessee as the state's land-grant, flagship university, to provide a quality public education for the citizens of Tennessee through exemplary teaching, research, and service. The College of Social Work provides a professional social work education program that prepares undergraduate and graduate students for social work practice and doctoral level graduate students for social work research and academia.

The educational mission of the College is accomplished by faculty committed to the use of teaching methods that support critical thinking and life-long learning. The College's research mission embraces interdisciplinary collaboration and scholarship that seeks to increase knowledge for the benefit of individuals, families, organizations, and communities. Community outreach services are rendered by both faculty, staff, and students who seek to enhance the quality of life for people and human systems in Tennessee, with particular concern for improving life conditions and greater social justice for vulnerable populations.

The bachelor's degree is offered on the Knoxville campus. The master's degree is offered across the state on campuses in Knoxville, Memphis, and Nashville. Foundation courses for the doctoral program are offered in Knoxville; dissertation research may be completed on any of the three campuses. All three campuses have full-time faculty, library facilities, computer labs, and field practice resources.

The bachelor's and master's degree programs are accredited by the Council on Social Work Education. The Council does not accredit doctoral programs; however, the College's Ph.D. program consistently receives strong, positive reviews from the University and national recognition from the National Association of Social Workers (NASW).

A DIVERSE STUDENT BODY

The College of Social Work and The University of Tennessee actively seek students from different backgrounds and with different needs. The following services and programs are available to help meet the needs of these groups.

International Students

The University provides advanced educational opportunities for qualified students from many countries, as well as an active international organization and support service on the Knoxville campus.

Minority Students

The University Office of Minority Affairs is located in Knoxville at the Black Cultural Center. This office provides academic, educational, social and cultural programs to assist African American students.

The College has a Minority Affairs Committee, comprised of faculty and students who organize programs and advise on minority issues. Each campus has a support group or mentoring group available to interested minority students.

ORGANIZATIONAL STRUCTURE

The College of Social Work serves the state of Tennessee as the only CSWE accredited M.S.S.W. program within the state. A description of the campuses located across the state follows.

Knoxville

The offices of the dean, associate dean, BSSW program director, MSSW program director, PhD program director, DSW program director, and the faculty and staff of the Knoxville campus are in Dunford Hall, at 915 Volunteer Boulevard, on The University of Tennessee campus. Also located in Knoxville are the Office of Social Work Research and Public Service and the Children's Mental Health Services Research Center. The BSSW, MSSW, PhD, and DSW programs are offered in Knoxville.

Nashville

The Nashville campus is located at 193 Polk Avenue, Suite E. In addition to its full-time faculty members, the campus draws upon the research and teaching resources of 16 universities and colleges within the Nashville-Davidson County area. In June 2008, the College of Social Work began offering a Distance Education M.S.S.W. program for students who are unable to come to campus for classes due to their physical location. The Distance Education program is designed specifically for students who live outside of a 25-mile radius of the Knoxville and Nashville campuses. The Distance Education program and the MSSW program are offered in Nashville.

PROGRAM MISSION

The BSSW program at the University of Tennessee exists to fulfill a need for disciplined, highly educated and trained generalist social workers to help people improve their social functioning in a technologically complex, culturally diverse, and rapidly changing world without borders. There is a focus on the reciprocal relationships between persons and their environments. Social workers are doers; they are problem-solvers who are able to intervene in multiple-level systems and perform various professional roles. Their actions are guided and informed by a broad knowledge-base, code of ethics, and professional values. Social workers are educated and trained to do things right as well as to do the right thing.

The mission of the BSSW Program is to develop generalist social workers who are strategic thinkers, life-long learners and opinion shapers. The knowledge-base, skills, and values necessary for generalist practice are taught in an environment that fosters professional development, critical thinking, and leadership and prepares students to take appropriate action guided by the best available scientific evidence. We are dedicated to preparing practitioners for the challenges of today's complex pluralistic world. Since the amount of knowledge doubles approximately every five years, what is taught today may soon be obsolete. Our challenge, therefore, lies in the on-going development and implementation of a curriculum that prepares and energizes students for generalist practice today and in the future.

PROGRAM GOALS

Provision of education and training that enable students to become generalist social work practitioners who:

1. are committed to advancing social and economic justice and the principles, values, and ethics that guide the social work profession;
2. are grounded in systems theory and operate within a person-in-the-environment framework;
3. use the problem-solving process to intervene in multiple client systems;
4. have an understanding of human diversity, special populations, and domestic and international challenges, that informs practice interventions;

5. use critical thinking, evaluative, research, and leadership skills to address the needs of a complex, changing global world;
6. are committed to continuous development of professional self; and
7. are committed to evidence-based practice.

PROFESSIONAL COMPETENCIES

The BSSW student is prepared to become an entry level generalist practitioner who is able to serve diverse populations in a variety of practice settings. Students are able to integrate the knowledge, values, and skills of social work into their practice and become competent entry level professionals. Upon completion of the BSSW program, students are expected to be able to:

1. Demonstrate Ethical and Professional Behavior
2. Engage Diversity and Difference in Practice
3. Advance Human Rights and Social, Economic, and Environmental Justice
4. Engage in Practice-informed Research and Research-informed Practice
5. Engage in Policy Practice
6. Engage with Individuals, Families, Groups, Organizations, and Communities
7. Assess Individuals, Families, Groups, Organizations, and Communities
8. Intervene with Individuals, Families, Groups, Organizations, and Communities
9. Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

COMMITMENT TO CULTURAL DIVERSITY AND SOCIAL JUSTICE

As stated in the NASW Code of Ethics and the CSWE Educational Policy and Accreditation Standards (EPAS) for BSSW Degree Programs in Social Work Education, The University of Tennessee College of Social Work faculty, staff, and students shall:

1. “Act to prevent and eliminate domination of, exploitation of, and discrimination against any person, group, or class on the basis of race, ethnicity, national origin [or ancestry], color, sex [gender], sexual orientation, age, marital status, political belief, religion [creed], mental or physical disability, or socio-economic status” (NASW Code of Ethics, 6.04(d).
2. Practice within the defining principles of “service, social and economic justice, dignity and worth of the person, importance of human relationships and integrity and competence” (CSWE, 1.0).
3. “. . . Enhance human well-being and alleviate poverty, oppression, and other forms of social injustice” (CSWE, 1.0).
4. “. . . Develop and apply practice in the context of diverse cultures” (CSWE, 1.0).

To this end, the BSSW curriculum shall provide content and learning experiences to prepare social workers “. . . to practice without discrimination, with respect, and with knowledge and skills related to clients’ age, class, color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation (and). . . to alleviate poverty, oppression, and other forms of social injustice (CSWE, 1.2).

ADMISSIONS

First-year students admitted to the University of Tennessee with an interest in social work meet with the BSSW director and BSSW Academic Advisor during Freshman Orientation. Discussion centers on vocational and professional interests, the BSSW curriculum, and college policies. During Freshman Orientation a student will complete an academic plan with the BSSW Academic Advisor.

Transfer students, including internal University of Tennessee transfers, must meet the minimum requirements stated below to be considered for progression to upper-division status within the college. These minimum standards for consideration do not guarantee enrollment in SOWK 312 and progression to upper-division status within the college. The final decision for enrollment in SOWK 312 and progression to upper-division status resides with the department head or designee. Discussion

centers on vocational and professional interests, the BSSW curriculum, and college policies. During transfer orientation a student will complete an academic plan with the BSSW Academic Advisor.

BSSW CURRICULUM

The undergraduate social work program is accredited by the Council on Social Work Education (CSWE). Students in the program take requirements in arts and sciences, which are consistent with the CSWE accreditation standard that the BSSW degree has a strong liberal arts foundation. Building on the liberal arts base the social work curriculum includes classroom theory and agency-based field placements. The theoretical courses focus on social work practice, the nature of social work and social welfare, social work research, and the development and behavior of individuals, families, and organizations. Educationally directed field placements, which consist of 600 clock hours of supervised instruction in agency settings throughout greater Knoxville and surrounding area, provide opportunities for students to apply the lessons of the classroom to the problems of society.

As indicated in the BSSW curriculum (See Appendices), requirements for the BSSW degree include 60 credit hours in general education/arts and sciences, 45 credit hours in social work, and 15 credit hours of electives for a total of 120 semester credit hours. The University of Tennessee Undergraduate Catalog identifies prerequisites and corequisites for these classes.

The BSSW program offers opportunities for licensure and/or study in school social work and in child welfare. There are also opportunities to study social work and complete field placements in other countries. See your advisor for specific requirements.

PROGRESSION POLICY

Progression of students in the Bachelor of Science in Social Work (BSSW) Program is **competitive** and is **based on capacity**. Factors considered include **overall grade point average, performance in selected lower- division courses, and personal qualifications** deemed acceptable for entrance into the professional practice of social work. The minimum standards for consideration do not guarantee enrollment in SOWK 312 and progression to upper-division status within the college. The final decision for enrollment in SOWK 312 and progression to upper-division status resides with the department head or designee. Transfer students must meet the minimum requirements stated above to be considered for progression to upper-division status within the college.

*All students planning to enroll in SOWK 312 and other upper-division required social work courses in fall semester must complete and submit a BSSW Progression Application Packet no later than **February 1** of that calendar year.*

*All students planning to enroll in SOWK 312 and other upper-division required social work courses in spring semester must complete and submit a BSSW Progression Application Packet no later than **September 1** of that calendar year.*

HONORS PROGRAM

BSSW Honors Program

The BSSW Honors Program provides a small group of academically high-achieving social work majors with an enriching, engaging, and individualized undergraduate academic experience and an opportunity to earn both a BSSW and MSSW degree in five years. All declared social work majors with a cumulative grade point average of at least 3.5 are invited to apply for admission to the BSSW Honors Program.

To apply to the BSSW Honors Program students must:

1. Be a declared social work major
2. Complete the Progression Packet for upper division Social Work courses
3. Have a minimum overall GPA of 3.5

4. Complete a personal interview with the BSSW Program Director or designee

The BSSW Program Director or designee maintains responsibility for selecting the most qualified applicants for entry into the BSSW Honors Program. All students admitted into the BSSW Honors Program must earn a grade of B or above in all required social work courses and social work honors courses. To graduate from the BSSW Honors Program, students must complete twelve (12) hours of social work honors courses while maintaining at least a 3.5 cumulative GPA. Students with cumulative grade point averages that drop below a 3.5 will incur probationary status and will be given one semester to raise their average to a 3.5 or above. Failure to improve one's cumulative grade point average during the probationary semester will lead to dismissal from the BSSW Honors Program.

All students in the BSSW Honors Program are eligible, but not required, to apply to the Five-Year BSSW/MSSW Program Option during their junior/third year of undergraduate study. The requirements for the MSSW degree may be found in the Graduate Catalog in the College of Social Work section. BSSW Honors students who enroll in a 500-level course for undergraduate credit and applied to the BSSW degree, may not apply the course credit towards the MSSW degree. Students are ineligible for graduate assistantships until they satisfy all requirements for the BSSW degree. More information about the Five-Year BSSW/MSSW Program Option can be located on the BSSW Program website and in the BSSW Program Handbook.

Five-Year BSSW/MSSW Program Option

All students in the BSSW Honors Program are eligible, but not required, to apply for conditional admission to the Five-Year BSSW/MSSW Program Option during their junior/third year of undergraduate study.

To be conditionally admitted to the Five-Year BSSW/MSSW Program Option, students must:

1. Submit a successful a Five-Year BSSW/MSSW Program Application Packet by **April 1st** during the junior/third year of undergraduate study (application can be found at <http://www.csw.utk.edu/bssw/honors.htm>). As a part of the Five-Year BSSW/MSSW Application Packet, students will complete a professional statement along with three reference evaluations forms. One of the three required reference evaluation forms shall be completed by BSSW Program Director or designee. The BSSW Program Director or designee will notify students of their conditional admittance to the Five-Year BSSW/MSSW Program by the end of the spring semester of their junior/third year of undergraduate study.
2. Submit a successful application (and payment of graduate school application fee) to the Graduate School starting in **October** but **NO LATER** than **December 1st** of their senior/fourth year of undergraduate study (application can be found at <http://gradschool.utk.edu/admissions/applying-to-graduate-school/>).

Conditional admission to the Five-Year BSSW/MSSW Program does not guarantee admission into either the Graduate School or the Master's Program. Students will have the ability to specify their preference for program location (Knoxville or Nashville campus or Online) and whether the full-time or part-time (2 year) program is preferred when they complete the Five-Year BSSW/MSSW Program Application Packet. Students will also be asked identify their preference for either the Evidence-based Interpersonal Practice or Organizational Leadership concentration. Although the MSSW admission committee will do its best to match students with their preferences, there is no guarantee a student will receive their preference once fully admitted. Both the College of Social Work and the Graduate School must approve all admissions.

A student may be fully admitted into the Five-Year BSSW/MSSW Program if: a student has maintained a minimum overall GPA of 3.5; has met all the requirements of the BSSW Honors

Program and BSSW degree; submitted a successful Five-Year BSSW/MSSW Program Application Packet; and submitted a successful application to the Graduate School. The College of Social Work will notify students of their official admission into the Advanced Standing MSSW Program and Graduate School early in the spring semester of their senior/fourth year. Once admitted, students are required to complete the summer semester and concentration year (Fall and Spring semesters) of the Advanced Standing MSSW Program. Social Work Honors students who enroll in a 500-level course for undergraduate credit and applied to the BSSW degree, may not apply the course credit towards the MSSW degree. The requirements for the MSSW degree may be found in the Graduate Catalog in the College of Social Work section. Students are ineligible for graduate assistantships until they satisfy all requirements for the BSSW degree.

COURSE LOAD

The maximum credit hours per semester allowed for any student is 19. Special permission must be obtained from the BSSW director for any overload.

GRADING POLICY

The satisfactory/no credit option is not permitted in the major. The minimum acceptable grade for all social work courses is a C. Social work courses, other than field, in which a C- or lower is achieved may be repeated once. Field courses must be completed with a C or better, and may not be repeated. Academic credit for life experience and previous work experience is not given, in whole or in part, in lieu of the field practicum or of courses in the professional foundation areas.

A student receiving an incomplete (I) in any social work course must remove the incomplete before enrollment in subsequent field practice. If a grade of incomplete (I) is given to a student, the instructor of the course completes the “Incomplete Grade” Form (See Appendices). The form is placed in the student’s file. A copy of the completed form is given to the student. Refer to the Undergraduate Catalog for the policy regarding the grade of incomplete.

REPEATING COURSES

For the first three repeated lower-division courses (100-200 level), only the last grade earned in the repeated courses will be counted in computing the GPA. If the same course is repeated more than once, the additional repeats count as part of the three total. For all courses repeated after the first three, all grades will be included when computing the GPA. All grades for all courses remain on the transcript.

Unless it is otherwise specified in the course description, no course may be repeated more than twice and no course may be repeated in which a grade of C or better has been earned. Exceptions to the number of times a course may be repeated will be allowed only with prior written permission of the student’s college dean. Each course is counted only once in determining credit hours presented for graduation.

ADDING A CLOSED SOCIAL WORK CLASS

Social work majors who wish to add a closed social work course must contact the BSSW program office (865/974-3352) as soon as possible. Please refer to the “Timetable of Classes” for the specific date (Last day to add/drop without W).

ADDS, DROPS, AND WITHDRAWALS (from the Undergraduate Catalog)

Undergraduate students may add courses through the tenth calendar day counted from the beginning of classes fall and spring terms¹. Because of the nature of some courses, permission of the department head may be required to add a course after classes begin. Students may also, as departmental policies permit, change a section of a course through the add deadline.

Students may drop courses until the 10th calendar day from the start of classes with no notation on the academic record for full term courses in fall and spring.

From the 11th day until the 84th calendar day, students may drop courses and will receive the notation of W (Withdrawn) for full term courses in fall and spring. Following are additional regulations related to dropping classes after the 10th day:

- Students are allowed four drops during their academic career (until a bachelor's degree is earned).
- Students holding a bachelor's degree who return to pursue a second bachelor's degree are allowed four additional drops.
- Students pursuing more than one major or degree simultaneously are not allowed additional drops beyond the four available drops.
- After the 84th day, no drops are permitted. From the 85th day to the last day of classes, students still have the option of withdrawing from the university (dropping all courses).
- Withdrawing from the university (dropping all courses) does not impact a student's four allotted drops. More information on withdrawals is provided in the catalog section, Withdrawing from the University.
- The W grade is not computed in the grade point average.
- Courses may be dropped on the web (<https://myutk.utk.edu/>).

Failure to attend a course is not an official withdrawal and will result in the assignment of an F grade.

¹ *The periods for add, drop, change of grading for sessions within the full term, summer, and mini term are determined based on a percentage of the equivalent deadline for the full term. See Timetable of Classes each term for exact dates on the MyUTK website at <https://myutk.utk.edu/>. Deadline dates may be adjusted if the deadline falls on a holiday, weekend day or spring recess.*

ADVISING Academic advising is an integral part of each student's university experience. Each student is required to meet with an advisor each academic year and is encouraged to spend time with an advisor more frequently than that. Reviewing your academic program with your advisor each semester helps you keep your career at the college on track.

Advising is much more than simply a time to select courses for the next semester; it is an opportunity for you and your advisor to develop and evaluate the academic plans that will enable you to reach your academic goals. Achieving this mission requires a collaborative effort between students and advisors.

Academic Advising Syllabus

The purpose of academic advising within the College of Social Work is to support, guide, and assist undergraduate and prospective social work majors with admission and progression, academic planning, career exploration, licensure, and resource referrals both within and outside of the University community. The academic advising syllabus provides a full overview of the purpose and process of academic advising.

Advising Policy

Prior to enrolling for the first time at the university, all degree-seeking first-year students and transfer students are required to meet with an academic advisor. Readmitted students must also meet with an academic advisor prior to reenrolling.

The following groups of students are required to meet with an advisor during each tracking semester (both fall and spring):

- All students with fewer than 30 hours at UT Knoxville.
- Students identified as "off track" by uTrack.
- Students on Academic Probation.

All other students are required to have a face to face meeting with their assigned advisor at least once during each academic year and are encouraged to meet with their assigned advisor each fall and spring semester. All students are strongly encouraged to consult with their advisors at any

time. The student, not the advisor, bears the ultimate responsibility for educational planning, selecting courses, meeting course prerequisites and adhering to policies and procedures.

Who is my advisor?

Sarah Curtis, LMSW is the BSSW Academic Advisor in the College of Social Work. You can make an appointment with your assigned advisor in MyUTK via GradesFirst. You may also contact the BSSW Program Office to schedule an appointment.

UNIVERSAL TRACKING (uTrack)

Universal Tracking (uTrack) is an academic monitoring system designed to help students stay on track for timely graduation. uTrack requirements only affect full-time, degree-seeking students who first entered Fall 2013 or later. uTrack does not apply to transfer students who enter prior to Fall 2015.

1. Students must declare a major or exploratory track at the time they are admitted to the university. Some majors have a competitive admission process.
2. All first-time, first-year UT Knoxville students must transition out of exploratory tracks into a major no later than the end of the fourth tracking semester at UT Knoxville.
3. Students who are off track must develop an advisor-approved plan for getting back on track before they will be allowed to register for future tracking semesters.
4. Students who are off track for two consecutive semesters will be placed on hold and required to select a new major that is better aligned with their abilities.

Exploratory Tracks

- Students who are deciding among one or more majors that are all offered by the same college follow an exploratory track for that college (e.g., Arts and Sciences Exploratory, Business Exploratory, etc.)
- Students who have no clear idea of which major to pursue and/or those who are trying to decide among majors that are not in a single college follow the University Exploratory track.

Milestones

- In order to remain on track for a major or exploratory area, students must complete minimum requirements for each tracking semester known as milestones. Milestones may include successful completion of specified courses and/or attainment of a minimum GPA.

Tracking Semesters

- Only fall and spring semesters are tracking semesters. Mini and summer semesters are not; they provide an opportunity for students to catch up on unmet milestones. Study abroad and co-op semesters are not tracking semesters. Students participating in study abroad and co-op are not required to complete milestones while they are away from campus.

Tracking Audit

- Tracking audits help students identify their milestone progress; audits are tied to a catalog year. Tracking audits are used to notify students when they are off track.

Off Track Status

- Students who are off track at the end of a tracking semester must meet with an advisor as soon as possible, but no later than the end of the next tracking semester to develop a plan for getting back on track. Students who do not have an advisor-approved plan for getting back on track will not be allowed to register for future tracking semesters.
- Students who are off track for two consecutive semesters will have a hold placed on their registration and must meet with a new advisor in one of the advising centers no later than the end of the "add" period of the next tracking term to select a new major that is better aligned with the student's abilities.

PLAGIARISM

Plagiarism is using the intellectual property or product of someone else without giving proper credit. The undocumented use of someone else's words or ideas in any medium of communication (unless such information is recognized as common knowledge) is a serious offense, subject to disciplinary action that may include failure in a course and/or dismissal from the university. Specific examples of plagiarism include, but are not limited to:

- a. Using without proper documentation (quotation marks and a citation) written or spoken words, phrases, or sentences from any source;
- b. Summarizing without proper documentation (usually a citation) ideas from another source (unless such information is recognized as common knowledge);
- c. Borrowing facts, statistics, graphs, pictorial representations, or phrases without acknowledging the source (unless such information is recognized as common knowledge);
- d. Collaborating on a graded assignment without the instructor's approval; and
- e. Submitting work, either in whole or in part, created by a professional service and used without attribution (e.g., paper, speech, bibliography, or photograph).

More information about what plagiarism is and how to avoid it can be found at <http://libguides.utk.edu/style> and <http://youtu.be/ugCEPRFN2Xw>

UT COLLEGE OF SOCIAL WORK STANDARDS OF PROFESSIONAL CONDUCT

CSW students are responsible for adhering to the University of Tennessee's Standards of Conduct, which are published in Hilltopics, the University's student handbook. The Standards of Conduct include a prohibition on cheating, plagiarism, or any other act of academic dishonesty, including, but not limited to, an act in violation of the Honor Statement. A copy of the Honor Statement and a more detailed description of the procedures that are followed in cases of alleged academic dishonesty also can be found in [Hilltopics](#).

The Office of Student Judicial Affairs is responsible for determining whether to initiate a disciplinary charge against a student for violating the Standards of Conduct. Potential penalties imposed through the Office of Student Judicial Affairs for violations of the Standards of Conduct include suspension and permanent dismissal from the University. In addition, the CSW may take independent action regarding the student's status in the CSW if the student's conduct violates the CSW's standards of professional conduct, as described below.

CSW STANDARDS OF PROFESSIONAL CONDUCT

There are certain cognitive, emotional and character requirements that students must possess that provide the College of Social Work (CSW) with reasonable assurance that students can complete the entire course of study and participate fully in all aspects of social work education and the

professional practice of social work. Students in the CSW are expected to possess the following abilities and attributes at a level appropriate to their year in the program. They are expected to meet these standards in the classroom as well as in their practicum.

- **Professional Behavior**. The social work student behaves professionally by knowing and practicing within the scope of social work, adhering to the National Association of Social Workers Code of Ethics and the Tennessee Board of Social Worker Standards of Conduct (1365-01-.10) as found in the Tennessee Board of Social Work Certification and Licensure General Rules and Regulations, <http://www.state.tn.us/sos/rules/1365/1365-01.20100729.pdf>
- **Interpersonal Skills**. The social work student communicates and interacts with other students, faculty, staff, clients and professionals in a professional manner, and demonstrates respect for and consideration of other students, faculty, staff, clients and professionals in spoken, written and electronic form. The social work student expresses her/his ideas and feelings clearly and demonstrates a willingness and ability to listen to others.
- **Self-awareness**. The social work student is willing to examine and change his/her behavior when it interferes with her/his working with clients and other professionals, and is able to work effectively with others in subordinate positions as well as with those in authority.
- **Professional Commitment**. The social work student has a strong commitment to the essential values of social work (the dignity and worth of every individual and her/his right to a just share of the society's resources). The social work student is knowledgeable about and adheres to the National Association of Social Workers Code of Ethics and the Rules of the Tennessee Board of Social Worker Certification.
- **Self-care**. The social work student recognizes the signs of stress, develops appropriate means of self-care, and seeks supportive resources if necessary.
- **Valuing Diversity**. The social work student appreciates the value of human diversity. Social work students do not impose their own personal, religious, sexual, and/or cultural values on other students, faculty, staff, clients or professionals. Social work students are willing to serve in an appropriate manner all persons in need of assistance, regardless of the person's age, class, race, religious affiliation (or lack of), gender, disability, sexual orientation and/or value system.

The following list provides examples, but is not exhaustive, of professional misconduct :

- Misuse, alteration or falsification of documents
- Unauthorized or improper use of University equipment, services and facilities
- Harassing, coercing and intimidating behavior
- Obstruction or disruption of teaching
- Criminal activity
- Failure to comply with an order from a legitimate university authority and failure to attend required meetings called by university faculty or administration such as Academic Committee Meetings and Field Evaluation Meetings
- Threatening behavior and verbal abuse
- Inappropriate relationships
- Inability to secure, sustain, or perform satisfactorily in a field placement
- Other behaviors determined to be unprofessional conduct towards colleagues, faculty, staff and/or clients

CSW Professional Standards Committee

Except for alleged academic dishonesty, which shall be addressed through the procedures set forth in [Hilltopics](#), the following procedures are used to address a faculty member's concern that a social work student has failed to meet or maintain the CSW's professional standards:

1. The faculty member/academic advisor should discuss the concern(s) with the student and seek agreement with the student on the question of the student's failure to meet or maintain professional standards. If a plan of remediation is recommended by the faculty member and agreed upon by the student, the faculty member should document the plan of remediation. The documentation should include a description of the student's conduct, the plan of remediation, and an indication that the student has agreed to the plan of remediation. Copies should be provided to the student, the student's record, the student's academic advisor, and the BSSW Program Director.
2. If the faculty member believes dismissal from the CSW is appropriate, or the faculty member believes that the student should be given an opportunity to remedy his/her failure to meet or maintain a standard but the faculty member and the student cannot agree on a plan for remediation, the faculty member shall notify the BSSW Program Director. The BSSW Program Director shall call a meeting with the faculty and student involved in an attempt to resolve the matter. If the matter cannot be resolved, the BSSW Program Director, in consultation with the Associate Dean, shall convene a hearing of the Professional Standards Committee as soon as practicable.
3. A Professional Standards Committee will be constituted each year. The Associate Dean will select a faculty chairperson and 3 faculty members from the full-time faculty to serve on this Committee. The term of office is one year and can be renewed. The Professional Standards Committee meets on an as needed basis. Faculty members of the Professional Standards Committee having direct prior involvement with a case shall recuse themselves. In such a circumstance, the Associate Dean will appoint an alternative faculty for consideration of that case.
4. The student shall be provided with written notice (e-mail is sufficient) of the time and place of the hearing of the Committee at least 48 hours in advance of the hearing.
5. The faculty member's prior written documentation of the student's conduct and proposed plan for remediation will be submitted along with any other germane supporting documents. Prior to the hearing, the student may also submit written materials to the Committee. Copies of materials submitted to the Committee must be provided to the opposing party.
6. At the hearing, the Committee will hear orderly presentations from the student and the faculty member(s) who raised the concern(s). Each party will be allowed to present witnesses in support of her/his position, ask questions to opposing witnesses, and rebut the presentation of the opposing party. However, a hearing of the Committee is not a legal proceeding and legal representation of the parties is not permitted in the hearing.
7. The Committee will deliberate in private and make a decision on the appropriate course of action, which may include, but is not limited to: no action against a student; placement of a student on probationary status; changing the student's field placement; putting the student on a leave of absence; or dismissing the student from the CSW.

A student may appeal the decision of the Committee by sending a written appeal to the Associate Dean within 14 days, who then shall make a decision on the student's appeal and communicate that decision to the student in writing. A student may appeal a decision of the Associate Dean to

the Dean of the CSW by sending a written appeal to the Dean within 14 days of receiving the appeal of the Associate Dean, who then shall make a decision on the student's appeal and communicate that decision to the student in writing. To appeal the decision of the Dean of the College of Social Work, a student shall file a written appeal in accordance with the Undergraduate Council Appeal Procedure. The Undergraduate Council considers student appeals only after they have been duly processed through the College of Social Work. A complete statement of the Undergraduate Council Appeal Procedure is available from the Office of the Dean of Students at <http://dos.utk.edu/publications/hilltopics/index.html>

Academic Standards of Conduct

All social work majors are expected to abide by the University Honor Statement. In social work classes, violations of the honor statement include cheating, plagiarism, collaborating on a graded assignment without the instructor's approval, providing or receiving unauthorized information during an examination or possession and/or use of unauthorized materials during an examination, submitting the same assignment for credit in more than one course, forging the signature of another or allowing forgery by another on a class attendance sheet, or other infractions listed in "Hilltopics". These violations are serious offenses, subject to disciplinary action that may include failure in a course and/or dismissal from the University. The instructor has full authority to suspend a student from his/her class, to assign an "F" for an assignment or examination or to assign an "F" in the course. See "[Hilltopics](#)" for more detailed information.

STUDENT GRIEVANCES

If the grievance concerns a grade the student must follow the appeal procedures found in the Undergraduate Catalog at <http://catalog.utk.edu/content.php?catoid=20&navoid=2292>

The Undergraduate Council hears appeals concerning grades only after grievances have been duly processed, without resolution, through appropriate procedures at the department and college levels (See Appeals Procedure at link above). The council does not review grievances concerning allegations of misconduct or academic dishonesty. Procedures for consideration of such matters are published in Hilltopics under "Student Rights and Responsibilities." Students should begin the appeal process as soon as possible. No appeal may be filed later than 90 days after the final grade has been issued.

Procedures for the adjudication of student grievances are found in *Hilltopics*, a general student handbook distributed each term during registration. The typical procedure for students to discuss and resolve issues and grievances is the following in the order presented:

- meet with the person involved;
- consult your advisor;
- meet with the director of the BSSW program;
- meet with the Dean of the College; and
- take the unresolved matter to the designated university official.

Grounds for Appeal (from *Hilltopics*)

Students may appeal grades on the basis of one or more of four allowable grounds.

1. A clearly unfair decision (such as lack of consideration of circumstances clearly beyond the control of the student, e.g., a death in the family, illness or accident).
2. Unacceptable instruction/evaluation procedures (such as deviation from stated policies on grading criteria, incompletes, late paper, examinations, or class attendance).
3. Inability of instructor to deal with course responsibilities.
4. An exam setting which makes concentration extremely difficult.

ACADEMIC COMMITTEE

An academic committee may be convened for consideration of misconduct and/or a remediation plan upon the request of the student, instructor, advisor, or the field liaison.

1. The committee is comprised of the instructor, the student's academic advisor, and the director of the BSSW program. The committee may participate in determining if there was misconduct; developing the remediation plan and/or considering whether additional disciplinary action should be taken. Academic committee involvement is required in instances where disciplinary action, including dismissal from the program, may result.
2. The Dean of the College of Social Work is notified in writing of the committee's decision.

BSSW Student Appeals Process

1. A student who wishes to appeal the decision of the academic committee should initiate the procedure through a letter to the Dean of the College of Social Work.
2. If the matter is not resolved at the college level, the student may then appeal in writing to the University of Tennessee Dean of Students with copies of the letter to the Dean of the College of Social Work and the Director of the BSSW program.

STUDENT ORGANIZATIONS

Bachelor's Social Work Organization (BSWO)

Students interested in social work and those majoring in social work are eligible for membership in the Bachelor's Social Work Organization (BSWO). The organization meets for one hour and 15 minutes each week (Tuesday, 11:10 a.m. – 12:25 p.m.) during the fall and spring semester. During these meetings the students and their elected officers discuss academic issues, organize professional development activities and community projects, identify fund raising opportunities, and plan social events. Two members of BSWO are elected by their peers to the Baccalaureate Program Committee to further ensure student participation in the curriculum. As the Baccalaureate Program Committee description indicates (See Appendices) these elected student representatives also serve on the curriculum subcommittee and the admissions and advising subcommittee. A member from BSWO is also elected to attend and participate in the Knoxville campus faculty meetings.

PHI ALPHA HONOR SOCIETY

The Epsilon Iota Chapter of Phi Alpha was founded at UT in 1995. Undergraduate social work students who have attained academic excellence, not only in social work education but also in all other academic areas, and have demonstrated a commitment to the standards, ethics, and goals of the social work profession are candidates for membership. The specific qualifications for membership as set forth in the chapter's by-laws are:

- completion of progression into the BSSW program - College of Social Work;
- achieved junior status;
- completion of 12 credit hours of required social work courses;
- achieved an overall grade point average of 3.25 (4.0 scale);
- achieved a 3.50 grade point average in required social work courses;
- completion of two pre-approved service projects

E-MAIL

BSSW students must have a UT e-mail address. See the BSSW program assistant (301 Henson Hall) for help to obtain an address. Only University of Tennessee e-mail addresses will be used for all official University and College of Social Work communication with students. Per the University policy, students will be held accountable for information contained in official University and College mailings to their UT e-mail accounts.

The University of Tennessee provides free e-mail accounts to students for the entire time of their enrollment in the University. A UT e-mail account is easy to access from any computer with an Internet

connection and requires no special software to install or configurations to be made. By using a UT account, students then have one electronic inbox where all College and University related information is delivered. It also makes possible ready communication with faculty members, staff, College administration, and other students (e.g., for class projects).

In accordance with The University of Tennessee's e-mail policy effective Fall 2003, the preferred method of communication from The University of Tennessee and the College to students enrolled in our programs is via e-mail. Becoming proficient in the use of e-mail prepares students for a social work practice environment that is increasingly technologically oriented.

While the University allows students to forward vols.utk.edu mail to non-utk.edu addresses, the College of Social Work strongly discourages that practice due to past problems students have had when forwarding their vols.utk.edu mail to non-utk addresses. The College cannot be held responsible for any mail or attachments that are lost or misdirected as a result of forwarding. However, students will be held responsible for not acting on or following the instructions given in an e-mail that is lost or misdirected due to forwarding.

Normally, a vols.utk.edu e-mail address will appear in The University of Tennessee People Search Directory (<http://directory.utk.edu>) shortly after the fall semester begins. If students wish to remove their e-mail addresses from the People Search Directory, they must contact the University Registrar, 212 Student Services Building, to request privacy for directory information.

DISABILITY SERVICES

The University Office of Disability Services organizes and provides essential support services for students, faculty, and staff with temporary or permanent disabilities. The College of Social Work itself has successfully accommodated the needs of students with a wide range of disabilities and is flexible in actively seeking adequate support for these students.

If you need course adaptations or accommodations because of a documented disability or if you have emergency information to share, please contact the Office of Disability Services at 100 Dunford Hall at (865) 974-6087. This will ensure that you are properly registered for services.

EXAMINATION IN GENERAL EDUCATION

All BSSW seniors are required to take the California Critical Thinking Skills Test (CCTST). This 34-item multiple-choice test evaluates students' ability to analyze, infer, explain, evaluate and interpret. This test is given in SW 460 and 467 (Integrative Seminar). If you have any questions, please call The Office of Institutional Research and Assessment (865-974-4373) or contact the director of the BSSW program.

CAPSTONE EXPERIENCE - PORTFOLIO

The College has developed an assessment process which addresses knowledge and skill attainment. This assessment requires students to submit a portfolio which provides evidence of accomplishment in identified competencies. The completion of the portfolio is a requirement for graduation. Specific guidelines and instructions for the portfolio assignment will be distributed in SW 460 and 467.

To develop the portfolio, it is essential for students to retain copies of all classroom and field assignments, tests, and evaluations throughout the curriculum. Scores obtained by students are used as a partial determinant of their course grade in SW 460 and 467 and as an indication of program quality.

APPLICATION FOR GRADUATION

Applications for graduation are processed through the MyUTK system. Application deadlines and instructions are available on the registrar's web site:

<http://registrar.tennessee.edu/graduation.shtml> .

TRANSFERRING FROM THE COLLEGE

Students must alert their advisors if they plan to transfer to another UT college. The receiving college completes the change through the MyUTK system.

READMISSION

Former students interested in returning to the University must reapply to the University. The application can be found at <http://admissions.utk.edu/>. Specific dates and policies governing readmission are provided in the course timetable, the Undergraduate Catalog, and by the Office of Admissions.

FINANCIAL INFORMATION

Tuition and Fees

University fees are determined by the Board of Trustees and are subject to change without notice. A schedule of current fees may be obtained from the Office of the Bursar.

Students who do not pay their fees on time will have their class schedules canceled. Fees for courses being audited are the same as for courses being taken for credit.

Students must officially register in order to attend classes. See the Schedule of Classes for the semester of proposed enrollment for instructions on registration and payment of fees.

Financial Assistance

Three types of financial aid are available: scholarships and grants, loans, and part-time employment. Graduate students and applicants who wish to be considered for financial aid from the University should request the *Free Application for Federal Student Aid (FAFSA)* from the UT Office of Financial Aid and Scholarships, which administers such funds including all loan programs and the Federal Work Study Program. The web site for this office provides additional information, including deadlines, forms, mailing addresses, etc. Information about graduate fellowships is available at the Graduate Student Services web site. Applicants should apply for financial aid even if they have not yet been notified of their acceptance into the College of Social Work.

The College of Social Work administers a limited number of scholarships and graduate assistantships. Academic achievement and/or financial need is considered in the selection of recipients. The criteria depend on the individual award. Further information is provided to applicants upon admission to the College.

HOUSING INFORMATION

University housing is available to single and married students at reasonable costs. An off-campus housing service is available for students who do not wish to live in University housing. Additional information is located at the housing website: <http://uthousing.utk.edu/tnliving/index.php>

CONTACT INFORMATION

THE COLLEGE OF SOCIAL WORK

UT CSW BSSW Admissions Office

Mailing address:

301 Henson Hall
1618 Cumberland Avenue
Knoxville, TN 37996

(865) 974-3352 FAX (865) 974-4803
<http://www.csw.utk.edu/students/bssw/index.htm>
gcox@utk.edu

UT CSW Office of MSSW Admissions & Student Records

Mailing Address:

401 Henson Hall
1618 Cumberland Avenue
Knoxville, TN 37996

(865) 974-6697 FAX (865) 946-4803
<http://www.csw.utk.edu/students/mssw/index.html>
jenscag@utk.edu

Knoxville Campus:

UT College of Social Work

Mailing address:

Henson Hall
1618 Cumberland Avenue
Knoxville, TN 37996-3333

(865) 974-3351 FAX (865) 974-4803
<http://www.csw.utk.edu>

UT STUDENTS SERVICES

UT Office of the Dean of Students

413 Student Services Building
Knoxville, TN 37996
(865) 974-3179 FAX (865) 974-0088
<http://web.utk.edu/~homepage/>

UT FINANCIAL AID, FEES, AND REGISTRATION

One Stop Express Student Services

Hodges Library Ground Floor
1015 Volunteer Boulevard
Knoxville, TN 37996
(865) 974-1111 FAX (865) 946-3223
onestop@utk.edu