



August 2008

THE UNIVERSITY of  
**TENNESSEE** | **UT**  
College of Social Work

**BSSW**  
**Student**  
**Handbook**



August 2008

Dear BSSW Student:

As the interim director of the BSSW Program, it is my pleasure to welcome you into our Undergraduate Social Work program. The mission of the BSSW Program is to develop generalist social workers who are strategic thinkers, life-long learners, and opinion shapers. The program is fully accredited by the Council on Social Work Education. This is a particularly important time for the profession—a time for advocacy, creativity, political involvement, social commitment and accountability to address the challenges and needs of the twenty-first century. You will find the BSSW curriculum challenging and rewarding. The theory and skills you will learn are imbedded in the ethics, values, and philosophy of a profession committed to advancing social and economic justice. Your classroom studies in human behavior and the social environment, research, practice methods, and social welfare policy as well as field practice opportunities will prepare you for culturally responsive generalist practice. You will also have an excellent foundation for an advanced degree.

There is a steadfast resolve in the BSSW Program to educate and train students to be critical consumers and capable producers of research pertaining to social work practice. The curriculum addresses searching for valid, reliable evidence; questing and analyzing scholarly information through the process of critical thinking; formulating practice-related research questions; incorporating the profession's ethical principles in research efforts; and conducting, implementing, and presenting research. Seniors have the opportunity to present their research project at the University of Tennessee Exhibition of Undergraduate Research and Creative Achievement.

The BSSW Program is consciously focusing on leadership development. The program views leadership as a relational process—a process that is purposeful, collaborative, accepting of difference, ethically driven, and empowering of those involved. Leadership is essential if the profession is to advance social and economic justice and broaden its sphere of influence in assisting people to improve the conditions of their lives. The program is guided by the belief that to develop leaders you must provide opportunities and faculty support to foster and further enhance leadership development. Take full advantage of these leadership opportunities in and outside the classroom. Get involved with the student organizations in the College.

The faculty and staff look forward to working with you as you prepare to enter the profession of Social Work. If I can be of any personal assistance in your professional development, please feel free to contact me.

Sincerely,

Matthew Theriot, Ph.D.  
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Interim Director, BSSW Program  
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## **BSSW FACULTY AND STAFF ROSTER**

### **Dean**

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

### **Full-time Faculty**

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

**Sarah Craun**, Assistant Professor, B.A., University of Michigan; M.S.W., University of California, Los Angeles; Ph.D., University of California, Los Angeles.

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

**Gayle Lodato**, Coordinator of BSSW Field Services & Coordinator of International Education, B.A., Mount Union College; M.S.W. Marywood University.

**Matthew Theriot**, Interim BSSW Program Director and Assistant Professor. B.S.W., University of Texas at Austin; M.S.S.W., University of Texas at Austin; Ph.D., University of California, Berkeley.

### **Support Staff**

**Gina Cox**, 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 Memphis campus hosts the Black Student Association which promotes cultural and ethnic awareness on campus and provides a support network for 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. The College also hosts the UT chapter of the National Association of Black Social Workers (NABSW).

### **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 three campuses located across the state follows.

#### **Knoxville**

The offices of the dean, associate dean, B.S.S.W. program director, Ph.D. program director, and the faculty and staff of the Knoxville campus are in Henson Hall, at 1618 Cumberland Avenue, 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 B.S.S.W., M.S.S.W., and Ph.D. programs are offered in Knoxville.

#### **Memphis**

The Memphis campus is located at The University of Tennessee Health Science Center. The campus is composed of the Colleges of Allied Health Sciences, Biomedical Engineering, Dentistry, Graduate Health Sciences, Medicine, Nursing, and Pharmacy. It is near the downtown area of the city and is in the midst of the Memphis Medical Center, one of the largest medical complexes in the nation. The M.S.S.W. program is offered in Memphis.

#### **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. The M.S.S.W. program is offered in Nashville.

### **BSSW 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.

### **PROGRAM OBJECTIVES**

- assess the relationship between people and social institutions based on gathered information, including existing research findings
- develop a goal-oriented plan that empowers people to address problems identified in the assessment
- enhance the problem-solving, coping and developmental capacities of people in the context of their unique, diverse environments through appropriate interpersonal skills, utilization of best practice evidence, and professional use of self
- accurately link people to available services that provide resources and opportunities
- recognizing the historical mission of social work and the importance of human diversity, use a multicultural perspective to respond to vulnerable populations that have experienced discrimination and limited opportunities
- advocate for effective and humane resource systems and work with others to change those systems that are unjust, inequitable, and unresponsive to people
- using research methods, evaluate the extent to which the goals of the change process have been met
- critically assess one's skill-level, knowledge-base, and use of self in the professional role and consult with and seek the guidance and feedback in a non-defensive manner from one's supervisor
- identify and analyze policies impacting service delivery systems that affect clients' well-being
- address both the person and the environment through an awareness of bio-psycho-social functioning of people, a theoretical understanding of the relationship between people and social systems, and an understanding of diversity and at-risk populations
- adhere to the NASW Code of Ethics in one's practice and extend professional knowledge through participating in professional development activities as well as by sharing one's expertise

### **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 or appointed faculty member during Freshman Orientation. Discussion centers on vocational and professional interests, the BSSW curriculum, and college policies. An academic plan is completed and the student is assigned a major adviser.

Transfer students from other UT majors, junior/community colleges, and other four year colleges/universities make an appointment through the BSSW Program Office with the BSSW director. At this conference a student's academic history is reviewed and possible course substitutions are identified. This meeting includes a discussion concerning the student's interest in social work and a review of the BSSW curriculum and college policies. Also an academic plan is completed and a major adviser is assigned.

A prior conviction for any criminal offense, other than a minor traffic violation will not necessarily prevent admission to the BSSW program. However, it may prevent placement in some field practice agencies and/or licensure in certain states.

### **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 (page 10), 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 and the College of Social Work Bulletin identify prerequisites and corequisites for these classes.

The BSSW program offers opportunities for certification in school social work, gerontology, 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**

Prior to enrolling in upper-division social work courses, students in the college must successfully complete Social Work 200 and 250 with a grade of C or better, be in good academic standing, and have fulfilled most lower-division and General Education course requirements.

Students in the college are encouraged to participate in community service and/or volunteer activities at a social service agency in advance of upper-division social work course-work. Students are advised that several field placement agencies and licensing boards require successfully passing a criminal background check.

### **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 "I" Grade Form (page 12). The form is placed in the student's file. A copy of the completed form is given to the student. Refer to the University of Tennessee 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 director as soon as possible. Please refer to the "Timetable of Classes" for the specific date (Last day to add/drop without W).

## **LATE DROP AND ADD**

Students may drop a course via the registration system by the “Drop with a W” deadline. See the academic calendar in the “Timetable of Classes” for the specific date. After this deadline, students must bring a completed “Undergraduate Drop Form (WP/WF grading)” to 209 Student Services Building to be processed. This form must be signed by the instructor of the course. The Office of Registration Services will not accept the completed form after 5:00 p.m. on the 84<sup>th</sup> calendar day of the term. See the academic calendar in the “Timetable of Classes” for the specific date. No drops are permitted after day 84. If a student stops attending a course and does not drop it, the student will receive a grade of F.

Students who drop a course between the 43<sup>rd</sup> and the 84<sup>th</sup> calendar days of the term will receive a grade of either WP or WF. WP is withdraw passing. WF is withdraw failing. The instructor will assign this grade. A WP or WF grade does not affect the GPA.

To add a course after the official add deadline (see the academic calendar in the “Timetable of Classes” for the specific date), the Undergraduate Change of Registration form must be completed by the student and signed by the instructor of the new class. The form must also be signed by the student’s advisor and the BSSW director. The student is responsible for bringing the complete form to the Office of Registration Services, 209 Student Services Building.

Both forms (Drop Form and Change of Registration Form) are available in the BSSW Program office or online at <http://registrar.tennessee.edu/forms>

## **ADVISING**

Prior to advanced registration, all students who have earned fewer than 30 hours at UT Knoxville or are on Academic Review are required to meet with an advisor during each main term of the academic year (i.e., during fall and spring). All other students are required to consult with an advisor for a substantial conference during a designated term each year. Students whose ID numbers end in an even digit are required to meet with an advisor during fall semester. Students whose ID numbers end in an odd digit are required to meet with an advisor during spring semester. This policy does not place a limit on advising for students. Students are encouraged to consult with a college or major advisor at any point during a term or academic year.

In addition to mandatory advising the College has initiated a special advising program for social work students whose cumulative or semester grade point average falls below 2.0 or whose semester grade point average falls below 2.0 for two successive terms. Academically troubled students meet with advisers to assess problems, locate resources, and determine an appropriate course of action. The details of the academic review policy are found on page 13.

## **PROFESSIONAL CONDUCT**

Students enrolled in the UT College of Social Work program must conduct themselves in a professionally ethical manner toward clients, students, faculty, and staff. Professional conduct is expected at all times. The NASW Code of Ethics and the University of Tennessee Standards of Conduct serve as guidelines and standards for professional conduct both on- and off-campus. Full text of the NASW Code of Ethics is available on the College’s Home Page at <http://www.csw.utk.edu>. Any act that would constitute unethical practice, professional misconduct, or violations of law, whether committed in College-related activities or not is grounds for disciplinary action, including dismissal from the program.

The University of Tennessee College of Social Work, through its various faculties and appropriate committees, reserves the discretionary right to dismiss any student from the College for failure to maintain appropriate personal conduct or professional standards and ethics.

### **Identification of Professional Conduct Issues**

The mission of the BSSW program focuses on the education and training of students for entry-level generalist practice. There is the expectation that students in the program uphold the core values and ethical standards of the social work profession. These values and ethical principles are identified and discussed in the NASW Code of Ethics. As part of the requirement for entry into the major, a student is asked to read and sign a code of conduct derived from the NASW Code of Ethics. The code of conduct is found on page 14. Also prior to entry into field practice a student is asked to read and sign a code of conduct specifically relating to major standards for practice in the field. The social work field placement code of conduct is found on page 15.

### **Guidelines**

The following guidelines are provided to assist students and faculty in identifying, evaluating, and addressing situations that may be considered professional misconduct. Should questions arise regarding a student's professional conduct, the appropriate faculty member (instructor, advisor, or field consultant) should engage student participation in the following process:

1. The faculty member will discuss the incident(s) with the student and seek agreement with the student on the question of breach of professional standards. Discussion should include consideration of the specific behavior involved and surrounding circumstances. If appropriate, a plan for remediation should be developed and agreed upon.
2. In the event that a plan of remediation is recommended, the faculty member will provide written documentation to include description of the incident and the plan. Copies are provided to the student, student's record, and the student's advisor.
3. Further action may be necessary if agreement regarding the nature of the incident or the plan for remediation is not forthcoming.

### **Further Action**

The student, instructor, advisor, or field consultant may initiate involvement of an academic committee in consideration of the question of misconduct and/or remediation plan.

1. The committee is composed of the instructor, the student's 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 Appeal Process**

1. A student who wishes to appeal the decision of the 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 director of the BSSW program.

## **STUDENT ORGANIZATIONS**

### **BSSW-SWO**

Students interested in social work (freshmen and sophomores) and those majoring in social work (juniors and seniors) are eligible for membership in the BSSW Student Social Work Organization (BSSW-SWO). 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. The constitution of the organization is found on page 16. Two members of the BSSW–SWO 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 (page 20) these elected student representatives also serve on the curriculum subcommittee and the admissions and advising subcommittee. A member from the BSSW–SWO is also elected to attend and participate in the Knoxville campus faculty meetings.

## **NATIONAL ASSOCIATION OF BLACK SOCIAL WORKERS**

### **Purpose of NABSW-UT**

- To provide a structure and forum through which Black social workers and workers in related fields of social services can exchange ideas, offer services, and develop programs in the interest of the Black community and the community at large.
- To work in cooperation with, or to support, develop or sponsor community welfare projects and programs which will serve the interest of the Black community and the community at large.
- To advocate for and engage in activities of social planning and social welfare interest of individuals, agencies and groups in or serving the Black community.
- To promote unity among Black students, faculty, and staff in social service related fields.

### **Membership**

Membership is open to all students, and faculty/staff members where appropriate, regardless of race, gender, disability, religion, or national origin. All prospective members are required to complete a membership application and be approved by a majority of the active members. Prospective members will be required to make an oral presentation to the full organization body at a regularly scheduled meeting. The presentation will explain why the applicant wants to join the NABSW-UT, and how they will contribute to the mission, goals, and objectives of the NABSW and the University of Tennessee chapter. The members will vote by secret ballot on the application, and the applicant will be notified in writing about the outcome within 10 (ten) days of the vote.

### **Dues**

Dues are payable within the first three member meetings of the year at the cost of \$40.00 per year, of which \$10.00 per year is sent to pay national dues. Remaining \$30 annual dues are used to pay for NABSW-UT events and operating costs.

## **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:

- completed initial progression into the BSSW program;
- achieved junior status;
- completed 12 semester hours of required social work courses;
- achieved an overall grade point average of 3.25 (4.0 scale); and

- achieved a 3.50 grade point average in required social work courses.

## **E-MAIL**

BSSW students must have a UT e-mail address. See the BSSW program assistant (303 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 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 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 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 2227 Dunford Hall at (865) 974-6087. This will ensure that you are properly registered for services.

## **STUDENT GRIEVANCES**

If the grievance concerns a grade the student must follow the appeal procedures found on page 22. 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 adviser;

- 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.

### **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 (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.

### **COMPREHENSIVE EXAMINATION IN SOCIAL WORK**

Social work students are required to take an examination in their major field. The BSSW Comprehensive Assessment (BSSW–CA) in social work is given spring semester as part of the required Integrative Seminar (SW 460). The College has developed a two-part assessment process which addresses knowledge and skill attainment. The first part is a traditional multiple choice objective test. The test items reflect general social work knowledge in social welfare, human behavior in the social environment, practice methods and research. Part two of the assessment process concentrates on the utilization of knowledge for effective professional practice. This assessment requires students to submit a portfolio which provides evidence of accomplishment in identified competencies. To develop the portfolio it is essential for students to retain copies of 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 as an indication of program quality. The completion of the BSSW–CA is a requirement for graduation.

### **APPLICATION FOR GRADUATION**

File an application for a degree with the Office of the University Registrar, Room 209, Student Services Building. Application deadlines are posted on the Web (<http://registrar.tennessee.edu/>) for each term. This deadline is imperative in order that all necessary processing can take place toward the degree.

### **TRANSFERRING FROM THE COLLEGE**

Students must alert their advisers if they plan to transfer to another UT college. The receiving college completes the change through the Student Information System.

### **WITHDRAWAL FROM THE UNIVERSITY**

All students who are considering withdrawal from the University must contact their advisers as well as the Office of Registration Services, 209 Student Services Building. Students withdrawing after the drop deadline must present their request along with evidence of extenuating circumstances to the Office of Registration Services. **Failure to attend class does not automatically withdraw or drop a student from school or class.**

### **READMISSION**

Former students interested in returning to the University must make application in the Office of Admissions, 320 Student Services Building. 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 (p. 12 ).

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. (p. 12 ). Information about graduate fellowships is available at the Graduate Student Services web site (p. 12 ). 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 (p. 12 ).

## **ADDRESSES**

### **THE COLLEGE OF SOCIAL WORK**

#### **Knoxville Campus:**

UT College of Social Work  
109 Henson Hall  
1618 Cumberland Avenue  
Knoxville, TN 37996-3333  
(865) 974-3351 FAX (865) 974-4803  
<http://www.csw.utk.edu>

#### **Memphis Campus:**

UT College of Social Work  
Boling Center for Developmental Disabilities  
711 Jefferson Avenue, Suite 607W  
Memphis, TN 38163  
(901) 448-4463 FAX (901) 448-4850

#### **Nashville Campus:**

UT College of Social Work  
193 Polk Avenue, Suite E  
Nashville, TN 37210  
(615) 256-1885 FAX (615) 248-8823

#### **UT CSW B.S.S.W. Admissions Office**

303 Henson Hall  
1618 Cumberland Avenue  
Knoxville, TN 37996-3333  
(865) 974-3352 FAX (865) 974-3701  
<http://www.csw.utk.edu/bssw/>  
[gcox@utk.edu](mailto:gcox@utk.edu)

**UT CSW Office of M.S.S.W. Admissions & Student Records**

201 Henson Hall  
1618 Cumberland Avenue  
Knoxville, TN 37996-3333  
(865) 974-6697 FAX (865) 946-1067  
<http://www.csw.utk.edu/mssw/jenscag@utk.edu>

**UT CSW Ph.D. Admissions Office**

313 Henson Hall  
1618 Cumberland Avenue  
Knoxville, TN 37996-3333  
(865) 974-6481 FAX (865) 974-6437  
<http://www.csw.utk.edu/phd/wnugent@utk.edu>

**UT CSW Children's Mental Health Services Research Center**

128 Henson Hall  
1618 Cumberland Avenue  
Knoxville, TN 37996-3332  
(865) 974-1707 FAX (865) 974-1662  
<http://utcmhsr.csw.utk.edu/>

**UT CSW Office of Research and Public Service**

600 Henley Street, Suite B80  
Knoxville, TN 37996-4104  
(865) 974-6015 FAX (865) 974-3877  
<http://www.sworps.utk.edu/pcampbell@utk.edu>

**UT ADMISSIONS AND STUDENTS SERVICES**

**UT Graduate Student Services**

P-105 Andy Holt Tower  
Knoxville, TN 37996-0165  
(865) 974-2475 FAX (865) 974-1090  
<http://web.utk.edu/~gsinfo/ginfo@utk.edu>

**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 Office of Graduate & Internat'l Admissions**

201 Student Services Building  
Knoxville, TN 37996-0220  
(865) 974-3251 FAX (865) 974-6541  
<http://admissions.utk.edu/graduate/>  
<http://admissions.utk.edu/graduate/contactus.shtml>  
[http://web.utk.edu/~gsinfo/temp\\_gradfund.htm](http://web.utk.edu/~gsinfo/temp_gradfund.htm)

**UT Office of Undergraduate Admissions**

320 Student Services Building  
Knoxville, TN 37996-0230  
(865) 974-2184 or (800) 221-8657 (TN only)  
<http://admissions.utk.edu/undergraduate/admissions@utk.edu>

**UT FINANCIAL AID AND FEES**

**UT Office of Financial Aid and Scholarships**

115 Student Services Building  
Knoxville, TN 37996-0210  
(865) 974-3131 FAX (865) 974-2175  
<http://web.utk.edu/~finaid/finaid@utk.edu>

**UT Office of the Bursar**

211 Student Services Building  
Knoxville, TN 37996-0225  
(865) 974-4495 FAX (865) 974-1945  
<http://web.utk.edu/~bursar/bursar@utk.edu>

**HOUSING**

**UT Department of University Housing**

405 Student Services Building  
Knoxville, TN 37996-0241  
(865) 974-2571 FAX (865) 974-1420  
<http://web.utk.edu/~reshalls/housing@utk.edu>

**REGISTRATION**

**UT Office of the University Registrar**

209 Student Services Building  
Knoxville, TN 37996-0200  
(865) 974-2101 FAX (865) 974-2606  
<http://web.utk.edu/~registrar/registrar@utk.edu>

# APPENDICES

**THE UNIVERSITY OF TENNESSEE**  
**COLLEGE OF SOCIAL WORK BSSW Curriculum**  
**Effective: Fall 2008**

Fall	16 Hours		Spring	16 Hours	
English 101*	(3)		English 102*	(3)	
<sup>1</sup> Foreign Language (Intermediate Level)*	(3)		Foreign Language (Intermediate Level)*	(3)	
Math 113*	(3)		Communication Studies 210*	(3)	
Social Work 200	(3)		Psychology 110*	(3)	
Biology 101*	(4)		Biology 102*	(4)	
Fall	15 Hours		Spring	16 Hours	
Arts & Humanities* <sub>2</sub>	(3)		Psychology 220	(3)	
<sup>3</sup> Arts & Humanities*	(3)		Economics 201*	(4)	
<sup>4</sup> History Sequence*	(3)		Political Science 101	(3)	
Anthropology 130*	(3)		History Sequence*	(3)	
Elective	(3)		Social Work 250	(3)	

<i>PROGRESSION TO SOCIAL WORK MAJOR**</i>					
Fall	15 Hours		Spring	15 Hours	
Social Work 314*	(3)		Social Work 313	(3)	
Social Work 312	(3)		Social Work 316	(3)	
Math 115*	(3)		Social Work 315	(3)	
Child & Family Studies 220*	(3)		Social Work 380	(3)	
Elective	(3)		Elective	(3)	
Fall	15 Hours		Spring	12 Hours	
Social Work 410	(3)		Social Work 481	(6)	
Social Work 416	(3)		Social Work 460	(3)	
Social Work 480	(6)		Elective	(3)	
Elective	(3)				

**TOTAL HOURS: 120**

\*Meets General Education requirement

\*\*Prior to enrolling in upper-division social work courses, students in the college must successfully complete Social Work 200 and 250 with a grade of C or better, be in good academic standing, and have fulfilled most lower-division and General Education course requirements. See College of Social Work Progression Requirements in the current Undergraduate Catalog for further details.

<sup>1</sup>Educational Interpreting 223 American Sign Language I and 226 American Sign Language II will fulfill the foreign language requirement but will not meet the General Education requirement.

<sup>2,3</sup> Africana Studies 162, 233; Architecture 111, 211, 212; Art History 162, 167, 172, 173, 177, 178, 183, 187; Classics 221, 222, 232, 253; English 201, 202, 206, 207, 208, 221, 222, 231, 232, 233, 237, 238, 251, 252, 253, 254; Legal Studies 244; Musicology 110, 115, 120, 125, 210, 220, 290; Philosophy 110, 111, 117, 118, 241, 242, 243, 244, 245, 246, 290; Religious Studies 244, 246; Russian 221, 222; Theatre 100; University Honors 157, 257.

<sup>4</sup>One of the following sequences may be selected: African/African-American Studies 235-236; Asian Studies 101-102; History 241-242; History 261-262; Latin American Studies 251-252; Medieval Studies 201-202; Religious Studies 101-102.

## BSSW Course Descriptions

**200 Introduction to Social Work (3)** Emergence of the social work profession. Professional mission, knowledge, skills, and values. Practice settings, client groups, helping services, career patterns, and practice methods. Designed to assist students to consider their ability for careers in social work.

**250 Social Welfare (3)** Development, structure, and function of the social welfare institution. Analysis of social welfare programs and impact of the institution on society.

**312 Interviewing Skills and the Helping Relationship in Social Work Practice (3)** Knowledge, values, and skills for entry-level generalist practice in a variety of settings. The social work problem solving process, different size client systems, ethnic-sensitive assumptions, and the worker's regard for person-environment configuration. Concurrent skills laboratory. *Progression required. Social work majors only.*

**313 Social Work Practice with Individuals and Families (3)** In-depth study of generalist practice with individuals and families. Practice roles, value dilemmas, and working with people of diverse backgrounds. Concurrent skills laboratory. *Prereq: 312. Progression required. Social work majors only.*

**314 Human Behavior and the Social Environment (3)** Interrelatedness of biological, social, cultural, environmental, and psychological factors in human behavior. Person-in-environment over the life span with special attention to diversity, impact of racism, sexism, and other sociocultural factors. Integration of knowledge into a social work practice perspective. *Prereq: English 101 & 102. Progression or consent of instructor required.*

**315 Social Work Practice with Groups, Organizations and Communities (3)** Generalist practice with emphasis on groups, organizations and communities, including treatment theories, techniques, and issues. *Prereq: 312. Progression required. Social work majors only.*

**316 Understanding Diversity in a Global Society (3)** Exploring race, ethnicity, gender, class, and sexual orientation from a social work perspective. Students develop self-awareness of their own culture and the culture of others and acquire knowledge and understanding of the impact of oppression on groups. *Progression or consent of instructor required.*

**380 Field Practice in Social Work I (3)** Eight-hour-per-week supervised field experience with practice situations for developing professional skills, values, and attitudes. Concurrent seminar focuses on integration of knowledge with practice experiences. *Prereq: 312. Progression required. Social work majors only.*

**410 Social Work Research (3)** Scientific method and research strategies to evaluate one's practice and/or social service delivery. Knowledge of statistical techniques required. *Prereq: Math 115 or Psychology 385. Coreq: 480. Progression required. Social Work majors only.*

**416 Social Welfare Policies and Issues (3)** Policy formation processes, policymakers in systems, and policy-related role expectations. Emphasis on utilizing and analytical framework and social change efforts. *Progression or consent of instructor required.*

**460 Integrative Seminar (3)** Social work content for entry-level professional practice and current issues influencing the profession. Includes development of a portfolio reflecting BSSW competencies and research development and presentation. *Prereq: 410 & 480. Coreq: 481. Progression required. Social Work majors only.*

**461 Child Welfare Management I: History, Programs, and Policies (3)** Study of the child welfare system examining history, policies and programs, both state and federal, pertinent to child maltreatment and juvenile justice.

**462 Child Welfare II: Skills and Practice Methods (3)** Emphasis on the special challenges, needed skills, and different strategies and interventions in the provision of culturally responsive child welfare services. *Prereq: progression or consent of instructor required.*

**480-481 Field Practice in Social Work II, III (6, 6)** Sixteen-hour-per-week supervised agency field practicum for integration of theory and practice and critical examination of oneself as a professional helping person. Concurrent field seminar on the integration of knowledge with practice experiences. *480 Prereq: 380, Coreq: 410. Progression required. Social Work majors only. 481 Prereq: 410 & 480. Coreq: 460. Progression required. Social Work majors only.*

**491 International Study (1-15)** May be repeated. Maximum 15 hours. *Consent of instructor required.*

**492 Off-Campus Study (1-15)** May be repeated. Maximum 15 hours. *Consent of instructor required.*

**493 Independent Study (1-15)** May be repeated. Maximum 15 hours. *Consent of instructor required.*

[forms\curriculum\bsswcourseDescriptions] Rev. 7/08

**THE UNIVERSITY OF TENNESSEE  
COLLEGE OF SOCIAL WORK - BSSW PROGRAM**

**INTENT TO PROGRESS IN SOCIAL WORK MAJOR**

Name \_\_\_\_\_ Student ID# \_\_\_\_\_ Date \_\_\_\_\_

Local Address \_\_\_\_\_ Phone \_\_\_\_\_  
City State Zip

Permanent Address \_\_\_\_\_ Phone \_\_\_\_\_  
City State Zip

UT E-mail address \_\_\_\_\_

Advisor \_\_\_\_\_ Current GPA \_\_\_\_\_

Do you have a valid driver's license? \_\_\_\_\_ Do you have a car available for Field Practice? \_\_\_\_\_

Have you read, signed, and agreed to abide by the program's professional code of conduct? \_\_\_\_\_

Is it on file in the BSSW Program Office? YES \_\_\_\_\_ NO \_\_\_\_\_

As outlined in the undergraduate catalog, please verify the following:

Do you have a 2.0 or better cumulative average? YES \_\_\_ NO \_\_\_ If NO is checked, explain what steps you plan to take to reach a 2.0 prior to taking junior/senior level social work courses. \_\_\_\_\_  
\_\_\_\_\_

Have you earned a "C" or better in all social work courses completed up to this time?  
YES \_\_\_ NO \_\_\_ If NO is checked, explain what steps you plan to take to fulfill this requirement.  
\_\_\_\_\_  
\_\_\_\_\_

Do you have an interest in (If yes, contact your advisor):

School Social Work	Yes ___ No ___	Child Welfare Certification	Yes ___ No ___
Gerontology	Yes ___ No ___	Studying Abroad	Yes ___ No ___

Have you ever been arrested for or convicted of a crime other than a minor traffic violation? Yes \_\_\_ No \_\_\_  
(A positive answer will not necessarily preclude your acceptance into the program. However, it may prevent placement in some field practicum agencies and/or licensure in certain states.) If yes, please explain \_\_\_\_\_  
\_\_\_\_\_

I intend to progress through the BSSW program enrolling in \_\_\_\_\_ junior-level \_\_\_\_\_ senior-level social work classes for the \_\_\_\_\_ (insert year) academic year.

\_\_\_\_\_  
*Student's Signature* *Date*

# "I" Grade Form

Student's Name \_\_\_\_\_

ID# \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_

Course Title and Number \_\_\_\_\_

Term and Year \_\_\_\_\_

Instructor \_\_\_\_\_

Reason(s) for the incomplete grade. (Be specific) Also, attach collaborating information from the student.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Plan to complete the course (be specific)

Identify clearly what the student must do to complete the course and when the work must be completed. If the plan is not followed, indicate the consequences.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Instructor's Signature \_\_\_\_\_

Date \_\_\_\_\_

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

**This form is to be placed in the student's file.  
A copy of the completed form is to be given to the student.**

# ACADEMIC REVIEW POLICY<sup>1</sup>

A student whose cumulative grade point average falls below 2.0 or whose semester grade point average falls below 2.0 for two successive terms will be placed into academic review for the subsequent semester of enrollment. During that semester and any other semester on review, a student must participate in a special advising program in the College of Social Work.

The director of the BSSW program will examine the records of students in academic review. If the situation is not deemed serious the student will be referred to his/her advisor for a special meeting during the registration check-in days of the semester. At that time the academic problem(s) of the student will be explored and a course of action will be determined. The identified problem(s) and the plan of action will be documented and signed by both student and advisor. A follow-up meeting during mid-term week will be scheduled to review the situation, evaluate the plan, and reform the plan if necessary. The actions of this meeting will be documented and signed by both parties.

If the director perceives the student in academic review to be in serious academic difficulty and making little or no academic progress, the student will meet with the College Academic Review Committee composed of the student's advisor and the director of the BSSW Program (if the director is the advisor, the Associate Dean) to examine the academic problem(s) and determine a course of action. The problem(s) and action plan will be documented and signed by all participants. A follow-up conference will be scheduled during mid-term to assess the student's progress and to review/reform the plan. Actions at this conference will be documented and signed by all parties.

If a student, after one or more semesters in academic review, does not return to good standing (semester GPA and cumulative GPA are 2.0) but has demonstrated sufficient academic progress, he/she will be referred by the director to his/her advisor or the College Review Committee for continued advising and follow-up.

If a student, after one or more semesters in academic review, has not demonstrated sufficient academic progress by working toward or reaching goals agreed upon in meetings with the College Academic Review Committee and has no reasonable chance for completion of a degree, he/she will be released from the College by the director. At that time, the student will be referred to the Office of Enrollment Data Services.

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<sup>1</sup>\*\*This policy does not supersede the College of Social Work progression or grading policies. A student needs to be aware of these college policies found in the *Undergraduate Catalog*.

*Revised July 2008*

# Professional Code of Conduct BSSW Program

The mission of the BSSW program focuses on the education and training of students for entry-level generalist practice. There is the expectation that students in the program uphold the core values and ethical standards of the social work profession. These values and ethical principles are identified and discussed in the NASW Code of Ethics. As part of the requirement for entry into the major, a student is asked to read and sign the following code of conduct derived from the Code of Ethics.

1. Social work students are expected to uphold the values, ethics, and standards of the profession (5.01, Code of Ethics).
2. Social work students are expected to treat their peers, faculty, and staff with dignity and respect (2.01A), and avoid unwarranted negative criticism and demeaning comments of these constituencies (2.01B).
3. Social work students should strive to enhance their competence and recognize the need for continuous professional growth (4.01).
4. Social work students should not practice, condone, facilitate or collaborate with any form of discrimination (4.02).
5. Social work student should not participate in, condone, or facilitate any type of dishonest, fraud or deception (4.04).
6. Social work students whose personal problems, psycho social distress, legal problems, substance abuse, or mental health difficulties interfere with their abilities to meet classroom and field practice requirements are expected to take appropriate remedial action (4.05).
7. Social work students should not permit their private conduct to interfere with their classroom and field practice responsibilities (4.03).
8. Social work students engaged in research are expected to protect the confidentiality of human subjects, obtain voluntary informal consent, and inform participants of their right to withdraw from the study (5.02).

## Statement of Understanding

Being admitted into the BSSW program, requires students to adhere to the professional values, ethics and standards identified in the National Association of Social Workers Code of Ethics. If faculty determine my professional development is less than satisfactory, the program has the responsibility to review my suitability for the social work profession.

The student's signature indicates the student has read and received a copy of this code of conduct..

Signature \_\_\_\_\_

Date \_\_\_\_\_

[.ev5\bsswcodeconduct.100] Rev. 5/24/00

# Field Placement Code of Conduct BSSW Program

Social Work Students are expected to adhere to the standards/ethics of the profession. (Those advanced by the National Association of Social Workers (NASW) and the Council on Social Work Education (CSWE). Prior to your placement you are asked to review the entire NASW Code of Ethics. What follows are some of the major standards for practice in the field as delineated in the NASW Code of Ethics.

**Please note:** If at anytime during your field placement you find yourself in a situation in which you have questions/concerns about a potential ethical dilemma, please contact your field instructor or your field consultant.

**Commitment to Clients (1.01)** – Social worker’s primary responsibility is to promote the well-being of clients.

**Self-Determination (1.02)** – Social workers respect and promote the right of clients to self-determination and assist clients in their efforts to identify and clarify their goals.

**Competence (1.04)** – Social Workers should provide services and represent themselves as competent only within the boundaries of their education. It is important to inform your clients that you are a student.

**Conflicts of Interest (1.06)**

- 1) Social workers should be alert to and avoid conflicts of interest that interfere with the exercise of professional discretion and impartial judgement.
- 2) Social workers should not take unfair advantage of any professional relationship.
- 3) Social workers should not engage in dual or multiple relationships with clients or former clients in which there is a risk of exploitation or potential harm to the client.

**Privacy and Confidentiality (1.07)** – Social workers should protect the confidentiality of all information obtained in the course of professional service, except for compelling professional reasons.

**Sexual Relationships (1.09)** – Social workers should under no circumstances engage in sexual activities or sexual conduct with current or former clients, whether such conduct is consensual or forced.

**Physical Contact (1.10)** – Social workers should not engage in physical contact with clients when there is a possibility of psychological harm to the clients as a result of the contact (such as cradling or caressing clients).

**Derogatory Language (1.12)** – Social workers should not use derogatory language in their written or verbal communications to or about clients. Social workers should use accurate and respectful language in all communications to and about clients.

**Dishonesty, Fraud, and Deception (4.04)** – Social workers should not participate in, condone, or be associated with dishonesty, fraud, or deception.

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## Statement of Understanding

I understand as a field student I am expected to adhere to the values, ethics, and standards of the profession. My signature indicates that I have read and received a copy of this code of conduct.

\_\_\_\_\_  
Student Name (print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

# CONSTITUTION OF THE BSSW STUDENT SOCIAL WORK ORGANIZATION (BSSW-SWO)

*Revised 1/90 and passed 2/6/90; revised and passed Fall, 1993, revised and passed 1/01, revised and passed 1/07.*

**Article I. Name:** BSSW Student Social Work Organization

**Article II. Purpose:**

1. To enhance professional development of undergraduate social work students;
2. To work with faculty in developing and reviewing curriculum;
3. To provide community service to local social service organizations;
4. To increase visibility of the social work profession and the UT College of Social Work;
5. To serve as a social outlet and to provide opportunities for interaction among social work students.

**Article III. Membership:**

1. Students enrolled full or part time at The University of Tennessee in the baccalaureate social work program are eligible for membership and will be eligible to vote on all issues if they frequently attend meetings and have paid their membership dues.
2. Interested students not enrolled in the baccalaureate social work program will be permitted to attend, participate and vote so long as they frequently attend meetings and have paid their membership dues.

**Article IV. Officers:**

1. Students enrolled full-time are eligible to hold elected office provided the student is not on academic review with The University of Tennessee at the time of the election or during the term of office. The office of president will be filled by a student who has been approved for full progression. The office of president-elect will be filled by a student who has been approved for initial progression.
2. The names of officers elected shall be recorded with one copy to go on file with the BSSW program director and one copy sent to the Student Activities Office within one week of election.
3. Officers will be elected by majority vote.
4. The term of office will be one year with elections being held in the beginning of the spring semester (January/February). The new officers will take office immediately upon election with the departing officer acting as a mentor to ensure that information, officer/committee role and support are given/shared prior to departing officer's graduation.
5. The office of vice-president (formerly president-elect) will be filled by an election held in the beginning of the spring semester (January/February) and will serve for one year. The vice-president will assist the president as well as fulfill the obligations of president should the president be unable to during their term.

**Article V. Duties of Officers:**

1. The **president** will preside over regularly scheduled meetings of the BSSW-SWO and be in charge of agenda items. The president will also act as a liaison between The University of Tennessee, The College of Social Work and the BSSW-SWO.
2. The **vice-president** will assist the president in performing his/her duties. He/she will become the president in the event the president is unable to serve his/her full term or is removed from office. The vice-president will preside over meetings in the absence of the president.
3. The **secretary** will record minutes of meetings. He/she will also be responsible for correspondence for the organization. The secretary will be responsible for keeping the membership roster and phone/e-mail list for the organization. In the event that the president and president-elect both resign, are removed, or leave office, the secretary will preside until an election can be held.

4. The **treasurer** will collect membership dues. The treasurer may also decide at his/her discretion how BSSW-SWO funds will be used in crisis situations; for example, flowers at the time of death of a student or staff, the immediate family of a student or staff (spouse/parent/child). He/she can only use a limited amount of funds and must report the expenditure to the membership at the next scheduled meeting. The treasurer will give a treasury report on a regular basis each semester. All expenditures made by BSSW-SWO members are subject to approval by the whole membership.

#### **Article VI. Committees and Committee Membership:**

The membership will elect a chairperson and co-chairperson to the following committees. Each BSSW-SWO member is encouraged to participate in at least one committee.

1. **Community Service:** The community service committee will provide social work students with an opportunity to meet, interact, and work with diverse populations in our region. Also, this committee provides students with the opportunity to familiarize themselves with a variety of community service agencies and programs. The chairperson and members research and organize at least one volunteer activity with a different population each month.
2. **Fundraising:** The fundraising committee's function is to raise funds for BSSW-SWO activities and the Undergraduate Scholarship Fund. The committee hosts a variety of fundraising activities throughout the year.
3. **Professional Development:** The professional development committee is committed to fostering the professional growth and development of the BSSW-SWO members. To achieve this goal the committee organizes guest speakers from the community who share their experiences in a diverse array of fields including, but not limited to, community organization, political activism, social work education, social work practice and social services.
4. **Publicity:** The publicity committee's major function is to gather information, articles and pictures for the bi-annual BSSW-SWO newsletter. The committee is also in charge of announcing and advertising BSSW-SWO events. This includes making flyers and submitting events to the University of Tennessee campus newspaper, *The Daily Beacon*.
5. **Advocacy:** The advocacy committee's goal is to empower current BSSW students as well as other students on the University campus who fall into an at-risk population and affect social change. This committee works along with other established organizations on campus to support and encourage equal opportunities and promote diversity through planned activities. Additionally this committee shares knowledge of university and community events that are focused on promoting social change.
6. **Social:** The social committee's purpose is to provide opportunities for the BSSW-SWO members to meet each other and interact inside and outside of the organization. The committee strives to organize events that will be entertaining and a successful use of leisure time. Some activities include holiday parties, movie night, and the celebration of important events (birthdays, graduation, end of semester, etc.).

#### **Article VII. Other BSSW-SWO Representatives**

1. **Faculty Representative (1):** This elected student will be responsible for attending College of Social Work faculty meetings, which are held on a monthly basis. The student will then provide a report to the membership at the next BSSW-SWO meeting.
2. **BSSW Program Representative (2):** These elected representatives will handle any problems or concerns from students in regards to the BSSW curriculum and program. The students will attend the Program Committee meetings and provide a report at the next BSSW-SWO meeting.
3. **National Association of Social Workers (NASW) Representative (1):** This student will be involved with the NASW Steering Committee and attend such meetings, when possible and provide a report to the membership. This representative is required to be a member of NASW. The BSSW-SWO will pay for the membership of this student, for the year he/she is in office.
4. **Class Representative:** A representative from each class will be elected to act as a liaison between the BSSW-SWO and classes (SW 200, SW 250, 300-level courses, & 400-level courses). The purpose of this office is

to increase awareness and participation in BSSW-SWO events/activities. The class representative will be elected/selected, and will serve for one semester due to class/schedule changes.

**Article VIII. Meetings:**

1. Meetings shall be held weekly unless otherwise decided by the officers and members of the BSSW-SWO.
2. Officers, committee chairpersons and representatives will meet with the president following the BSSW-SWO meetings (or at another designated and agreed upon time) the last Tuesday of each month.
3. Special meetings may be called by the president; or in his/her absence, by the president-elect; or by a petition to the president signed by 20% of the active membership.
4. A quorum will consist of 20% of the active membership. A quorum must be present in order for any business to be transacted.
5. A 50% majority of active members present is required to pass resolutions.

**Article IX. Dues:**

1. Membership dues will be \$3 per semester, except summer. Dues will be collected by the treasurer. The organization will determine by majority vote what the funds are to be spent on/used for.
2. Dues will be collected by the last Tuesday in September for the fall semester and the first Tuesday of February for Spring semester. After these dates membership dues will increase to \$4.

**Article X. Advisor:**

1. The organization will have one advisor appointed by the Director of the BSSW Program. This person must be a full-time faculty member associated with the BSSW social work program.
2. The advisor will serve for one academic year or until a successor is chosen.
3. The advisor will advise the organization in the exercise of responsibility, but will have no authority to control the policy or activities of the organization.
4. The advisor will have access to minutes of the organization's meetings and will meet with the organization's president on a regular basis throughout the semester.
5. The advisor may be removed from office in the same manner as officers as specified in Article XI of this Constitution.

**Article XI. Removal of Officers:**

1. Officers may be removed from office for failure to perform the duties of their offices as specified in this Constitution.
2. A petition of 20% of the active membership may initiate impeachment proceedings.
3. The petition will be presented at a regular meeting of the BSSW-SWO and must state specific charges.
4. Once the petition is received, the organization will appoint a committee to investigate the charges. The committee will report its findings to the members at the next regular meeting.
5. The accused officer or advisor will have the opportunity to present a defense after the report of the investigating committee.
6. After a reasonable discussion of the issues, a vote will be taken.
7. A 75% majority is required for the removal of an officer or advisor.
8. Officers removed from office will be replaced in accordance with election procedures specified in this Constitution. The Dean of the College of Social Work will replace the advisor removed from office.

**Article XII. Amendments:**

1. This Constitution can be amended providing the amendments are presented at a regular or special meeting. Amendments will be voted on at the next regular meeting provided all members have been notified at least five days in advance of the meeting.
2. A 50% majority is required for the passage of any amendment.
3. No amendment may be passed which violates guidelines specified in *Hilltopics* or which violates policies established by the University of Tennessee.

**Article XIII. Ratification:**

This Constitution will become the operating laws of the Undergraduate Student Social Work Organization of The University of Tennessee following approval by the membership in the manner specified in Article XII of this Constitution.

# **BACCALAUREATE PROGRAM COMMITTEE COLLEGE OF SOCIAL WORK - UT ORGANIZATIONAL DESCRIPTION**

Approved by Baccalaureate Program Committee: April 14, 1988

Endorsed by Faculty Committee: May 13, 1988

Approved by College Faculty: August 1, 1990

## **SCOPE AND FUNCTION OF BACCALAUREATE PROGRAM COMMITTEE**

The Baccalaureate Program Committee performs the following functions within the mission statement and objectives of the Baccalaureate Program. The committee is responsible for:

1. developing and upholding standards for admission to the program;
2. curriculum development, monitoring, and evaluation;
3. establishing and implementing policies, procedures, and standards for the program, including graduation requirements, progression policy, and student's academic standing.

The Baccalaureate Program Committee will have two standing sub-committees to carry out its responsibilities. These sub-committees are admissions and curriculum. The chair of the Baccalaureate Program Committee will appoint sub-committee chairs. The chair of each sub-committee, at least one other member of the sub-committee, and one BSSW student representative must be a member of the Baccalaureate Program Committee. The chair of the program will be a voting ex-officio member of these sub-committees. Additional sub-committees may be established as needed.

## **COMMITTEE MEMBERSHIP AND TERMS OF OFFICE**

The Baccalaureate Program Committee will consist of the BSSW program chair, College faculty members assigned to teach BSSW program courses, graduate teaching assistants with assigned course responsibilities, and two BSSW student representatives. The Dean will be an ex-officio member.

The student representatives will be elected annually by the undergraduate Social Work Organization (SWO). Students will also elect alternatives to serve in the absence of the representatives.

## **SELECTION OF COMMITTEE CHAIR**

The BSSW program chair is appointed by the Dean and will serve as chair of the Baccalaureate Program Committee. The term of office of the program chair shall be no longer than 3 years.

## **FREQUENCY OF MEETINGS**

The Baccalaureate Program Committee will meet at least once per academic term, except during the summer. Additional meetings will be called as necessary. The meeting of sub-committees will be determined by the chair of each sub-committee.

## **COMMITTEE QUORUM**

A quorum of the Baccalaureate Program Committee is constituted by the presence of a simple majority of members of the Committee.

## **COMMITTEE REPORTS**

A written call for agenda items is issued by the chair to all baccalaureate faculty in advance of each regularly scheduled meeting of the Baccalaureate Program Committee.

The agenda for each meeting of the Baccalaureate Program Committee is distributed by the chair to all Committee members prior to each meeting of the Committee.

The chair is responsible for ensuring that minutes are taken and distributed to all Committee members and each College location in a reasonable amount of time.

The permanent records of the Baccalaureate Program Committee are kept in the baccalaureate program files in the Office of the Dean.

**FACULTY APPROVAL OF COMMITTEE ACTIONS**

Actions of the Baccalaureate Program Committee which bring about substantive changes in baccalaureate program admission and curriculum policies are submitted for the approval of the voting faculty of the College.

# **UNDERGRADUATE GRADE APPEAL PROCEDURE**

(Approved by the Faculty Senate September 17, 1990)

## **APPEALS TO THE UNDERGRADUATE COUNCIL**

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. 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."

In the appeals process, the Undergraduate Council has authority to (1) deny the appeal, (2) grant the appeal and request the instructor change the grade, or (3) assign a grade of "pass" for the course.

## **COMPOSITION OF THE APPEALS COMMITTEE**

Members of the Appeals Committee are appointed by the chairperson of the Undergraduate Council. The committee consists of at least five members, one of whom is named chairperson.

## **GROUNDINGS FOR APPEAL**

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; or
4. An exam setting which makes concentration extremely difficult.

## **THE APPEALS PROCEDURE**

1. The student should first consult with the instructor and if agreement cannot be reached, the student may appeal to the department head. If the student believes the grade assignment was based on criteria other than academic, such as race, gender, religious beliefs, national origin, age or handicap, then the student should make an appeal in writing to the Office of Affirmative Action with a copy to the department head.
2. If the student appeals to the department head after attempts to resolve the matter with the instructor have failed, it is the responsibility of the department head to determine the circumstances surrounding the assignment of the grade. If the department head has reason to believe that none of the four (4) academic conditions specified above apply, then the department head should encourage the student to accept the assigned grade. If the department head has reason to believe that any of the four conditions do apply, then the instructor should be encouraged by the department head to reconsider the grade. If the instructor elects NOT to change the grade, then the department head will appoint a committee of at least three faculty members to review the matter. Such committee will be charged with making a timely recommendation to the department head concerning the student's grade. The student must submit a written appeal for the committee's consideration or for any appeal made beyond the departmental level. When the departmental committee procedure is used, if the committee's recommendation is that the student's grade should be higher than the one assigned and the instructor still elects not to assign the recommended higher grade, the department head will assign the grade of "pass," or, at the student's option, he/she may accept the existing grade. In such a case, all other restrictions to use of the grade to satisfy graduation requirements are waived.
3. If the student wishes to pursue appeal further, he or she may appeal in writing to the Dean of the college in which the department is located.

If the issue is still unresolved, the student may initiate the formal Undergraduate Council appeals procedure.

1. The student may forward to the Associate Vice Chancellor and Chair of the Undergraduate Council a statement requesting a review of the student's complaint concerning his or her grade. The appeal must be written and must be based upon one or more of the four allowable grounds, explaining in detail why the appeal is based upon these grounds.
2. The Associate Vice Chancellor, after consulting with the student and the college office to determine that the appeal does in fact fall under the jurisdiction of the Undergraduate Council and has been brought forward in the proper form, will, first, forward the appeal to the Appeals Committee of the Undergraduate Council for review and, second, notify the Dean, the Department Head, the course instructor, and the student that the Appeals Committee has the case under review.
3. Upon receipt of the appeal, the chairperson of the Appeals Committee will call a special meeting of the committee for purposes of hearing the appeal. The chair will invite the student, the instructor, and the department head to appear in person if they choose or to supply a written statement (in the student's case this statement will already have been provided). The committee will maintain a recording of the hearing.
4. After hearing the appeal, the Appeals Committee will vote as to whether the grade should be overturned. A majority vote will constitute the decision of the committee. A tie vote will be decided by the chair.
5. The decision of the Appeals Committee will be relayed by the chair of the Committee in writing to the principals.
6. If the appeal has been denied by the Appeals Committee, the student may appeal to the full Undergraduate Council. If the Council denies the appeal, the grade stands.
7. If the student's appeal is upheld by the Appeals Committee, the instructor may appeal to the full Undergraduate Council. If the Council holds for the instructor, the grade stands.
8. If the student's appeal is upheld by the Appeals Committee and there is no appeal by the instructor to the full Undergraduate Council, or if the instructor does appeal to the full Undergraduate Council and the Council holds for the student, the instructor may either elect to change the grade to a higher grade or refuse to do so.
9. If the instructor refuses to change the grade, the Associate Vice Chancellor will instruct the Registrar to change the course grade to "Pass".

In all cases of appeal to the full Undergraduate Council, the chairperson of the Undergraduate Council will notify the student or instructor, in writing of the Council's decision and if applicable, of the right to further appeal in accordance with Article 5, Section 7, of the University bylaws:

Officers, faculty and staff members, students, and employees, alumni, and all other officers who feel that they may have a grievance against the University shall have the right of appeal through the appropriate Chancellor or Vice President to the President of the University.

An appeal to the Chancellor must be filed within 60 days of the Undergraduate Council decision.

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