

UNIVERSITY OF NEW HAMPSHIRE

DEPARTMENT OF SOCIAL WORK

BS IN SOCIAL WORK POLICY MANUAL



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## DEPARTMENT OF SOCIAL WORK

The Department of Social Work's undergraduate program offers both a major and a minor in social work. It is a specialized degree that prepares graduates for generalist social work practice with a solid foundation in the liberal arts and in the knowledge, skills and value base of social work. Through the mastery of core competencies, social work graduates apply their education working with diverse individuals, families, groups, organizations and communities. In addition, the program prepares qualified students to pursue graduate education in schools of social work and graduate programs in other human service fields.

*“The purpose of the social work profession is to promote human and community well-being. Guided by a person-in- environment framework, a global perspective, respect for human diversity, and knowledge based on scientific inquiry, the purpose of social work is actualized through its quest for social and economic justice, the prevention of conditions that limit human rights, the elimination of poverty, and the enhancement of the quality of life for all persons, locally and globally.” (CSWE, 2015, p.1)*

The baccalaureate program at the University of New Hampshire is accredited by the Council on Social Work Education (CSWE) and must meet rigorous academic standards to retain this accreditation. Social Work majors pursue a program that encompasses the professional social work foundation of social welfare policy and services, social work practice, human behavior in the social environment, and research. Course content on theories and practice models that inform intervention, values and ethics, human rights and social, economic and environmental justice are integrated throughout the curriculum.

To connect the theoretical and conceptual contribution of the classroom with the work world, students must complete 40 volunteer service hours concurrent with/or after taking SW 424 and prior to their entering the semester in which they apply to field (for most students this will be spring of their junior year; for a few it will be senior fall). These volunteer experiences must be post high school, approved by their faculty advisor and documented with a signed note attesting to the hours and activities engaged in at the program/agency. This documentation will be maintained in the student file. In addition, students will complete a 450 -hour social work field internship over two semesters of the senior year. The senior field placement in the final year of the baccalaureate program is arranged between the student and the field education coordinator. Evaluation of this senior field placement is one tool that measures student achievement of program competencies. Students are required to pay a liability insurance fee for their off-campus field education experience. In compliance with CSWE accreditation standards, the BSSW program does not grant social work course credit for life experience or for previous work experience.

Development and implementation of the undergraduate curriculum is directed by the Accreditation Standards of the Council on Social Work Education. The Educational

Policy and Accreditation Standards (EPAS) identify nine core competencies that all social work program alumni should demonstrate. The competencies are as follows:

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

(CSWE, 2015, p.3-9)

A copy of the Educational Policy and Accreditation Standards can be accessed at:

<http://www.cswe.org>

Social Work majors earn a B.S. in social work. Graduates are eligible for practice in a variety of social work settings throughout the United States. In addition, qualified graduates may be eligible for advanced standing in MSW programs that offer such options.

### **Academic Program**

Social Work majors are required to take twelve major courses: SW 424, 525, 550, 551, 601, 622, 623, 625, 640, 640A, 641 and 641A. In addition, students are expected to complete four courses from the disciplines of anthropology/sociology, zoology, and two from a group of courses addressing diversity. The determination of which course to take within these categories is made by the student, in consultation with the student's advisor, from an approved departmental list. Many of these liberal arts foundation courses may also fulfill Discovery requirements and none of them may be taken as P/F. Social Work students are required to complete 40 volunteer service hours post High School and before entering the semester they will apply for field work (SW 640/640A) – generally, Junior spring.

Students wishing to minor in Social Work are required to take SW 424, SW 525 and any three other courses offered by the department, excluding SW 640/640A and SW 641/641A. Students interested in either a major or minor in Social Work should consult with the Undergraduate Program Coordinator, Gretchen Bean in Pettee Hall, room 241, (603)862-4551, or via email at [gretchen.bean@unh.edu](mailto:gretchen.bean@unh.edu).

## Mission of the Undergraduate Social Work Program

The mission of the Undergraduate Program of Social Work at the University of New Hampshire is to educate baccalaureate students for generalist professional social work practice that is responsive to the social welfare and social service needs of the people of New Hampshire, the New England region and beyond. Consistent with the overall purposes of the profession, the program educates social work students to work effectively with diverse individuals, families, groups, organizations, and communities to optimize human potential for productive participation in society. Specifically, students in the baccalaureate program are educated for:

1. Practice that is social systems and client/environment oriented.
2. Practice with a strengths-empowerment perspective toward the achievement of social, economic, and environmental justice.
3. Practice that is sensitive and responsive to diversity and limitations on human rights.
4. Practice that is knowledge and research-based.
5. Practice that seeks to reduce poverty and improve the quality of life for all, domestically and globally.

## Explanation of Social Work Mission Directives

The following program directives link the underlying philosophy of the program with the purposes and values of social work and the Core Competencies as outlined by CSWE.

Specifically, the program emphasizes the following:

- **Practice that is social systems and client/environment oriented:** Social Work professionals must be knowledgeable about systems and interrelated aspects of the environment to work for constructive change.
- **Practice with a strengths-empowerment perspective toward the achievement of social, economic and environmental justice:** practice must be flexible and responsive to strengths and recognize the dignity and integrity of individuals, families, groups and communities. People must be partners in designing the focus of services and, ultimately, the solutions that lead to greater health and independence.
- **Practice that is sensitive and responsive to diversity and human rights:** To be effective, social work practice must be broad-based and flexible. Practitioners must consider a multiplicity of factors inherent in understanding behavior and creating change including age, income level, gender, ability, education, sexual preference, marital or job status, cultural and ethnic heritage and other factors. Social workers must possess knowledge, values and skills to identify, accept and interact with a wide range of factors in order to meet the needs of the people served.
- **Practice that is knowledge and research based:** Social work practice must be solidly based on knowledge and research from social work and related fields.

Furthermore, as practitioners, social workers must learn to develop and disseminate new knowledge.

- **Education for practice that seeks to eliminate poverty and improve the quality of life for all:** Quality of life is a measure of the well-being felt by an individual, group, or community. Understanding quality of life issues is critical for effective social work practice.

## **Baccalaureate Program Goals**

BSSW program goals were developed to respond to the social welfare and social service needs of the State of New Hampshire and the region. BSSW goals are also shaped by the 2015 EPAS and are as follows:

1. To provide quality education to prepare graduates for entry-level generalist practice consistent with the purposes of the social work profession,
2. To prepare graduates with the knowledge, values, skills and cognitive and affective processes for effective generalist practice with client systems of all sizes and types.
3. To prepare graduates to practice with diverse populations,
4. To prepare graduates knowledgeable about the social contexts of practice, the changing nature of those contexts, the behavior of organizations, and the dynamics of change,
5. To prepare graduates for practice consistent with the values and ethics of the profession.
6. To prepare those seeking graduate education in social work or related human service fields with a solid foundation,
7. To prepare graduates for career-long professional growth and development.

## **DEPARTMENT ADMINISTRATION**

The Department of Social Work is administered by the Department Chairperson with four program coordinators reporting to the chair, one for the BSSW program, one for the MSW program, one for the Field education program and a scholarship coordinator. These five individuals comprise the Departmental Administrative Team for overall administration of the department and its programs.

There are 12 department committees that study program issues/challenges, research solutions and recommend action to the faculty as a whole. There are student representative positions on all committees except for MSW Admissions and Promotion and Tenure Committees. Students interested in serving on one or more of these committees should contact the Undergraduate Program Coordinator or the Student Organization of Social Work (SOSW). Following is a brief summary of the activities of these committees:

***Committee on Ethnic, Racial and Gender Equity (CERGE):*** To promote Racial/Ethnic and Gender Equity through advancing changes in departmental culture, ongoing curriculum review, and ongoing training and support of all faculty, staff, and students. Meetings are generally scheduled once a month.

***Curriculum Committee:*** This committee is responsible for program compliance with the CSWE Educational Policy and Accreditation Standards through periodic review of program mission, goals, outcome data, syllabi and texts. Meetings are generally at least three times a semester.

***Department Academic Standards Committee***

This committee reviews and makes decisions regarding all requests made by either faculty or students for variance in department academic affairs policy. It meets on an as needed basis- some years it rarely meets; other years it is quite busy. It also serves as the Department Appeals Committee for student grievances or in case of termination of social work student status for professional incompetence, behavior or ethical conduct or academic issues.

***Department Advisory Council:*** Comprised of members of the professional social work community and allies, this committee advises the Department Chair and Program Coordinators on issues affecting or potentially affecting achievements of the department's mission, and goal. The Advisory Board meets four times during the academic year from 9-11am on Fridays.

***Faculty Meeting:*** The faculty meets two Thursdays every month during the academic year Thursdays from 12:40- 2:00 pm. Both undergraduate and graduate students have a seat on this governing body.

***Field Advisory Council:*** The purpose of this committee is to involve agency field instructors, students and faculty in developing and maintaining quality social work field experiences for baccalaureate and MWS students. This committee meets approximately two times a year and is comprised of a representative group of field instructors and student representatives.

***HBSE Content Area Committee:*** The Human Behavior and Social Environment meets on an as needed basis, usually about twice a semester.

***MSW Admissions:*** This committee reviews and makes recommendation on admissions policies, procedures and criteria. Members of this committee also assist with the admission review process. Faculty only serves on this committee.

***Policy Content Area Committee:*** The policy committee usually meets on a Tuesday or Thursday between 12:40- 2:00pm and meets at least 4 times a year. This committee assesses content, policies and outcomes of undergraduate and graduate policy/services courses, including changes in texts and focus and content.



***Practice Content Area Committee:*** The purpose of this committee is to review the content and policies connected to all baccalaureate and MSW practice classes, including texts and changes in focus and content. Meetings are twice a semester on Tuesdays from 12:30- 2:00pm.

***Promotion and/or Tenure:*** Faculty on this committee review material submitted by faculty being considered for promotion and/or tenure and make recommendations for or against Promotion and/or Tenure.

***Research Content Area Committee:*** The Research Committee meets on an as needed basis, usually about twice a semester.

***Student representatives are actively sought for all committees except for the*** Promotion and Tenure and MSW Admissions committees.

Students interested in serving as a student representative on one of these committees should contact the Chair of the Student Organization of Social Work (mailbox in the department office) or the Undergraduate Program Coordinator early in September of each academic year.

## **Social Work Department Anti-Racism Statement**

“Any man’s death diminishes me because I am involved in mankind” –Donne

Recent events have compelled us as a department to examine and take action against the multifaceted nature of racism in the United States. Racism is dehumanizing to everyone it touches.

Social Work holds a longstanding value of upholding and working toward social justice for all peoples. We are a caring community, welcoming and respecting of diversity and working for social justice on campus and in the world. We must examine racism beyond the actions of individuals, for it is embedded in the very fabric of our society.

***We acknowledge*** that racism can be unconscious or unintentional, and that identifying racism as an issue does not automatically mean those involved in the act are racist or intended the negative impact. As an anti-racism organization, ***we vow*** to purposefully identify, discuss and challenge issues of race and color and the impact(s) they have on our organization, its systems, and its people. ***We will also challenge ourselves*** to understand and correct any inequities we may discover and gain a better understanding of ourselves during this purposeful process.

***We are resolved*** to explicitly and publicly affirm our identity as an anti-racist academic department.

***We are resolved*** that our anti-racism commitment be reflected in the life and culture of the department through our policies, programs and practices as we continue to learn about racism.

***We resolve to develop*** and work to implement strategies that dismantle racism within all aspects of our department, college, university, and society.

## **University Title IX Policy**

Confidentiality and Mandatory Reporting: The University of New Hampshire and its faculty are committed to assuring a safe and productive educational environment for all students and for the university as a whole. To this end, the university requires faculty members to report incidents of sexual violence and harassment shared by students to the university's Title IX Coordinator (Donna Marie Sorrentino, [dms@unh.edu](mailto:dms@unh.edu) 603-862-2930/1527 TTY). If a student wishes to speak to a confidential service provider who does not have this reporting responsibility, you can speak with University Counseling Center or SHARPP. For more information about what happens when you report, your rights and reporting options at UNH, including anonymous reporting options, please visit <https://www.unh.edu/affirmativeaction/reporting-students>.

NOTE: the links will refer directly to the Title IX section of the Affirmative Action and Equity website currently being revised. For the time being, the links referenced above will provide information in the documents titled, *Community of Care...* and will be posted <http://www.unh.edu/affirmativeaction/title-ix>

## **CURRICULUM**

The Department of Social Work offers a major course of study which leads to a Bachelor of Science degree. It is an accredited program, based on standards established by the national accreditation board, the Council on Social Work Education. As such, the program:

- 1) Satisfies requirements for a Bachelor of Science degree in the College of Health and Human Services;
- 2) Provides content in the areas of: a) ethical and professional behavior; b) diversity and difference in practice; c) advancing human rights and social, economic and environmental justice; d) practice-informed research and research-informed practice; e) policy practice; f) engage, assess, intervene and evaluate practice with individuals, families, groups, organizations and communities.
- 3) Provides an educationally directed field experience, as the Capstone requirement.

## **Major Requirements**

Students majoring in Social Work must complete major as well as University Discovery requirements for the Bachelor of Science degree described in the Undergraduate Catalogue at the time of their admission to UNH. In addition, students must complete four distribution requirements in identified disciplines and forty hours of volunteer

service as approved by the students' advisor. Following are the twelve required major courses in the BSSW Program:

SW 424        ***Introduction to Social Work*** (Offered Fall and Spring)

Introduces the learner to the field of social work with emphasis on the “person-in-environment” construct and attention to a range of practice approaches to understanding and assisting the human condition. An overview of the history, values and ethics of the profession is central and includes various fields of practice in which social workers are employed. 4 cr.

SW 525        ***Introduction to Social Welfare Policy: History of Social and Economic Justice*** (Offered Fall and Spring)

This course provides an overview of the history and current status of social welfare policy in the United States. Considerations of the origins, development, and analysis of significant policies, values, attitudes, and other issues related to the social welfare system, and the delivery of service. Focus on policy analysis from a social, economic and environmental justice perspective. Satisfies the historical perspectives category for Discovery. 4 credits.

SW 550        ***Human Behavior and Social Environment I*** (Offered Fall only) \*

Introduces human behavior and development as it influences and is influenced by multiple factors in the social environment, including individual genetic and biological composition, race, gender, age, socioeconomic status, ethnicity, geographic location, physical appearance and ability. The influence of these factors throughout the life cycle is covered. Provides a knowledge base and perspective to understand a client's behavior, attitude, and values in relation to the attitudes and values of the social work profession and the larger society. Satisfies Discovery Social Science requirement. 4 credits.

SW 551        ***Human Behavior and Social Environment II*** (Offered Spring only)

Agents of socialization that most significantly affect family, group, and organizational development and behavior within an ecosystems framework. Particular attention is paid to the influence of class, gender, race, ethnicity, religion, age, sexual orientation and other aspects of diversity on development and behavior of larger systems. Satisfies Discovery Social Science requirement. 4 credits

SW 601        ***Research Methods in Social Work*** (Offered Fall only) \*\*

Introduces students to practitioner-researcher role in social work. Critical evaluation of and introduction to research including project design, survey and evaluative methodologies. Introduction to statistics used in research process. Each student completes an individual research proposal. Prerequisite: SW 424 and junior or senior

status or permission of instructor. Writing Intensive 4 credits. Required for Honors in Major.

SW 622        ***Social Work Practice: Interventions with Individuals and Families***  
(Offered Fall only)

Introduces Social Work methods and practice. Basic principles, values, ethics, interviewing skills, problem assessment, and contracting of social work practice with individuals and families are studied. Skill training is provided in laboratory sessions. Prerequisite: SW 424 or permission of instructor. Must have junior or senior status. Writing Intensive. 4 credits. Open to minors on a space available basis only.

SW 623        ***Social Work Practice II: Interventions with Groups, Organizations and Communities*** (Offered Spring only)

A continuation of SW 622. Delineation and study of intervention and change strategies differentiated for individuals, groups and communities. This course emphasizes differential use of intervention techniques and processes with groups, organizations and communities. Skill training provided in laboratory sessions. Prerequisite: SW 622. Writing intensive. 4 credits. Open to minors on a space available basis only.

SW 625:        ***Social Welfare Policy in a Global Context*** (Offered Spring only)

Builds on the curriculum content of SW 525. Both courses view social welfare policy as the framework from which social work services are developed and delivered. This course examines the macroeconomic context for policy analysis and advocacy and integrates policy and practice through student research and analysis of specific social problems. Policymaking is analyzed in legislative, community, organizational and global environments emphasizing advocacy for social and economic justice. Prerequisite: SW 424 and SW 525. Must have junior or senior status. 4 credits.

SW 740        ***Social Work Field Experience I*** (Offered Fall and Spring)

Majors will be placed in a social welfare setting for a minimum of 225 hours; individual arrangements made with BSSW Field Education Coordinator. Must have senior status (90+ earned credit hours). Prerequisite: SW 622. Co-requisite: SW 640A. Special Fee. (Not open to minors) 5 credits. Cr/F.

SW 740A       ***Social Work Field Experience I: Seminar***

This weekly seminar, held concurrently with Social Welfare Field Experience I, integrates the field experience with social work theory and concepts learned throughout the curriculum by class discussion, exercises, readings and written assignments. Seminar I provides an opportunity for orientation to field, an overview of field requirements, review of the Code of Ethics, and the use of small group discussion for problem solving. Students learn to use supervision effectively, to participate in the helping process, and to

manage their own stress. Students learn to assess the impact of policy on the client system, agency and worker and to use research to inform practice.  
Pre-requisite: SW 622 and permission. Co-requisite: SW 640. 3 cr.

SW 741        ***Social Work Field Experience II*** (Offered Spring and Summer)

A continuation of SW 640 with a minimum of 225 hours in placement. Must have senior status. Prerequisite: SW 640/640A Co-requisite: SW 641A. Special fee. 5 credits. CR/F

SW 741A      ***Social Work Field Experience II: Seminar***

This is a continuation of Social Welfare Field Experience I: 640A and builds upon the concepts presented in the student's first field practice seminar. This seminar is held concurrently with the field placement. It is designed to integrate the field experience with social work concepts through class discussion, readings and written assignments. Topics include but are not limited to, understanding and using agency structure to enhance client interactions, conducting and writing client assessment and other documents, enhancing the client-worker therapeutic interaction, effective use of supervision, effective use of self in practice, prevention of burn-out, termination with clients and with agency staff, and values and ethics. This is the Capstone course in the curriculum. Pre-requisite: SW 640/SW 640A. Co-requisite: SW 741. 3 Cr.

**NOTE:**

The Department of Social Work does not grant social work course credit for life experience or previous work experience

\*Students who have successfully completed FS 525 with a C or better PRIOR to admission to the social work department, may waive SW 550 assuming appropriate life span content is covered but must take a 1 cr. Independent Study (SW 795) with one of the HBSE faculty during their first year in the program to learn the intervention techniques of ecomaps and genograms.

\*\*Students who have successfully completed with a C or better, Psych 502 or Soc 601, may waive SW 601 but must take a 1 credit Independent Study (SW 795) with one of the SW research faculty during their first year in the program.

**Distribution Requirements**

To insure a solid liberal arts foundation, all Social Work majors are required to take one course from each of the following four subject areas. Courses marked with an asterisk (\*) will also fulfill general education requirements or Discovery requirements for a baccalaureate degree. These four courses must be completed for a grade (not taken Pass/Fail).

<b>ANTHROPOLOGY or SOCIOLOGY (Choose One)</b>
ANTH *411 Global Perspectives on the Human Condition: An Introduction to Anthropology
ANTH *500 Peoples and Cultures of the World
ANTH *515 Anthropology and Contemporary Issues
SOC *400 Intro to Sociology
SOC *515 Introductory Criminology
SOC *520 The Family
SOC *530 Race and Ethnic Relations
SOC*540 Social Problems
SOC*525 Juvenile Crime and Delinquency
SOC 535 Homicide
<b>ZOOLOGY (Choose one)</b>
401*Human Biology
507*Human Anatomy and Physiology
508*Human Anatomy and Physiology II
<b>DIVERSITY REQUIREMENT (Choose 2)</b>
ANTH 450 Introduction to Race, Culture, and Power
ANTH 625 Sexuality in Cross-Cultural Perspectives
CMN 567 Gender, race, and Class in the Media
ENG 550 Introduction to the Literature and Culture of Race
GERO 500 I'm Old, So What! An introduction to aging in the United States
HIST 505/506 African American History
HIST 532 Modern Latin America
HUMA 609 Ethnicity in America: The African American Experience in the 20 <sup>th</sup> Century
NURS 595 Women's Health
PHIL 510 Philosophy and Feminism
RMP 444A Taking the "Dis" out of Disability
SOC 630 Sociology of Gender
SOC 645 Class, Status and Power
SOC 745 Race, Ethnicity, and Inequality
SW 706 Social Justice in the Dominican Republic (study abroad)
SW 650 Exploring Social Justice and Cultural Competency Using an Experimental Learning Approach
SW 660 Exploring Issues in Housing and Homelessness
SW 697 Special Topics in Social Welfare
SW 715 Practice with Gay, Lesbian, Bisexual, and Transgender People
WS 401(HUMA) Introduction to Women's Studies
WS 405 Gender, Power and Privilege

WS 444 Trans/Forming Gender
WS 444A Race Matters
WS 444B Score! Gender and Diversity in Sports
WS 444C On the Roads to Equality
WS 632 Feminist Thought

***If not completed before admission, students are expected to fulfill these distribution requirements as soon as possible after entering the major.***

### **Social Work Electives**

#### **SW 565      *Introduction to Child Life***

The purpose of this course Introduction to Child Life is to provide an introduction to the theory and practice of the child life profession and family-centered care. The course introduces research and literature on the needs of the child and family within the context of the health care system and the specific interventions used by child life specialists to facilitate effective coping. 4 credits.

#### **SW 611      *Behavioral Health and Wellbeing***

This course provides an overview of behavioral health and wellbeing through a social justice lens. While students will learn about the traditional approach to behavioral health including the diagnosis and assessment of mental illness, they will also explore contemporary perspectives that view our behavioral health as inseparable from our bodies, families, communities, and other social determinants of health. Rising Sophomores can take this class. 4 credits.

#### **SW 650:      *Exploring Social Justice and Cultural Competency Using an Experimental Learning Approach***

This course uses adventure-based activities to address social justice issues and cultural competency. Students will participate in an engaging “learning lab” where an activity-based approach and guided reflection are used to build community and foster awareness of social identity, oppression, privilege, allied behavior, and action planning. 4 credits.

#### **SW 660:      *Exploring Issues in Housing and Homelessness***

This course examines the meaning we attach to shelter in our society, and provides a forum for students to consider multiple perspectives on the issues of housing and homelessness. 4 credits.

SW 697 A-E *Special Topics in Social Welfare*

A seminar for upper level Social Work Majors. Current issues, programs, and development in social welfare and social work are selected. Topics may include: Alcohol and Alcoholism; Drugs and Chemical Dependency; Income Maintenance; Health Care; Aging, Race or Social Justice. Topics selected will depend on faculty and student interest. A primary focus will be on increasing student understanding of a wide range of factors that influence program development and service delivery. Course may be repeated for different topics. Junior or senior status or permission. 4 credits.

SW 702 *Aging and Society*

This course is designed to familiarize students with biological, psychological, and sociological perspectives of aging and social services and policies for older people. This course covers a broad range of theories and contemporary issues in the field of aging. It also focuses on the strengths and limitations of existing programs and policies such as Social Security, Medicare, Medicaid, Supplemental Security Income, and other community services. Comparisons to developments in other countries will be made throughout the course to provide a broader context for understanding aging and programs/policies in the U.S.

SW 705 *Child and Adolescent Risks and Resiliency: Program, Policy and Practice*

An examination of the major policy and program questions of child welfare with a focus on child care and protection, adoption, foster care, juvenile delinquency, service delivery, and concepts of treatment in public and private programs. Prerequisite: Junior or senior status or permission from instructor. 4 credits.

SW 706 *Social Action in the Dominican Republic*

This course examines issues of culture, poverty, social development and social justice in the Dominican Republic through both service learning work and preparatory class sessions and discussions. Students will examine social and economic development issues within a global framework and will explore efforts to improve conditions on this island nation. The service learning component includes working on a designated construction project and volunteering in a local elementary school. The primary part of the class will take place during March spring break. Special fee.

**Co-requisites:** INCO 589

SW 707 *Child Maltreatment*

This course introduces students to advanced concepts in child welfare with an emphasis on child maltreatment assessment and child protective services. The course addresses emerging assessment practices, data informed child protective service provision, the role of technology in child welfare practice, and workforce development.



SW 710      ***Social Work and the Digital Age***

This course focuses on the ever-changing landscape of technology as it relates to the Social Work field. Students will explore topics such as telehealth, online communities, assistive technology as well as digital advocacy. Ethical implications of the integration of technology into Social Work will be explored throughout the course. Students will work independently or collaboratively at a distance to create a multi-media project focused on a topic of interest within Digital Social Work.

SW 712      ***Understanding Developmental Disabilities***

Analysis of the complex social contexts of people with developmental disabilities. Explores and questions traditional approaches and the current service system. Examines family and community services and resources. Prerequisite: Junior or senior status or permission. 4 credits.

SW 713      ***School Social Work***

The course examines the school as a social institution that serves to educate and socialize children into US society and the role of the social worker in the school setting. Readings, activities, and discussions provide practical skills and theory for school social work practice. Prerequisite: Junior or senior status or permission. 4 credits.

SW 714:      ***Drugs and Alcohol: Use, Misuse and Addiction***

This course examines the historical, cultural, and social aspects of drugs and alcohol and their impact on the body and behavior, the progression of drug use and the treatment and prevention of addiction as well as the impact of addiction on families. Junior or Senior status of permission. 4 credits

SW 715      ***Practice with Gay, Lesbian, Bisexual, and Transgender People***

Sexual minorities constitute the minority group social workers will most consistently encounter wherever they work. This course addresses working with LBGT people on both professional and personal levels. Juniors and Seniors only or permission of instructor. 4 credits.

SW 785:      ***Study Abroad: Comparative Social Welfare Systems***

Generally offered every two years, this is an intense, two-week, study abroad course with a focus on comparing and contrasting the practice and policy issues of another country with the U.S. Students examine the historical development of social welfare in another country including an analysis of the underlying values and attitudes that dictate practice and policy decisions. Junior or Senior status. Pre-requisite: SW 424 and 525 or permission. Special fee. 4 credits.

SW 795        ***Independent Study in Social Service***

Independent work under department faculty guidance. Enrollment by permission only through arrangement with specific faculty. May be repeated with a different focus to maximum of 8 credits. Prerequisite: 12 credit hours in Social Work or permission. Variable 1-6 credits. Graded.  
An Independent Study Contract is found as Appendix A.

SW 796        ***Independent Study: Teaching Assistantship***

Participating students provide leadership and supervision for small groups of majors in social work practice simulations. Student teaching assistants work closely with, and under the direction of department faculty. May be repeated to a maximum of 8 credits. Prerequisite: Senior status, 16 hours in Social Work and permission. Variable 1-6 credits. Cr/F.

SW 797H-798H ***Honors Thesis***

Working with an assigned faculty adviser, students propose and develop a thesis project for both oral and written presentation during the senior year. Prereq. For 797H: admission to the SW Honors Program and permission. Prereq. For 798H: satisfactory completion of SW 797H and at least two, 600 level SW courses for honors and permission. Variable credits. 2-4 credits per semester; 6 credits total required over two semesters.

**Service Hours requirement**

All social work majors entering the program Spring 2012 and after, and who will take SW 424 in Fall 2012 or later, are required to complete 40 hours of service in an approved human service agency/program. Students may participate in multiple placement sites to complete the 40 hours, but one experience must be a minimum of 20 hours to promote a more in-depth and meaningful experience. This experience may be paid or volunteer, and must be approved by the student's faculty advisor. The service hours must be post-high school and completed prior to applying for field work, which generally occurs the semester students are enrolled in SW 622. Numerous opportunities exist on campus for completion of these hours such as being a UNH resident assistant, peer educator at Health Services or advocate/educator for SHARPP as well as off campus opportunities such as working at a homeless shelter, extended care facility, or a food pantry. Experiences that do not qualify include clerical and janitorial support, retail sales, restaurant work and babysitting/nannyng.

Students should get approval from their advisors PRIOR to starting the experience and submit a note from their agency / program supervisor on agency letterhead attesting to the

hours given and the tasks engaged in with a written signature of the program/agency contact. These will be kept in the student's academic file, attached to a summary service record sheet. See Appendix D.

### **Minor Requirements**

A student wishing to minor in Social Work must complete SW 424 and 525 and three other courses offered by the Department of Social Work excluding SW 640, 640A, 641, 641A. Interested students should contact Gretchen Bean, Pettee Hall, Rm. 241, (603) 862-4551, [Gretchen.Bean@unh.edu](mailto:Gretchen.Bean@unh.edu).

### **Independent Study**

Independent studies can be a useful way to pursue a particular body of knowledge or to gain experience in a practice area that may be unavailable in the general curriculum. Credit hours for an independent study are determined by the amount of work being undertaken and will be negotiated by the sponsoring faculty member and the student, with a final review by the Undergraduate Program Coordinator. In all cases, documentation is required of all activities for the independent study.

**Students interested in pursuing an independent study must submit an Independent Study Agreement Proposal (Appendix A) to the Undergraduate Program Coordinator, before the end of the add/drop date for the semester in which the student wishes to engage in the project.** The proposal should include the name of the faculty sponsor; whose permission the student should secure before submitting the proposal. The Undergraduate Program Coordinator will review all proposals to insure that adequate faculty support/supervision is available for successful completion of the project. Review of proposals will pay particular attention to the number of credits being requested in relation to the amount of work being proposed. Students and sponsoring faculty must be careful to negotiate independent study projects that reflect the University standard for credit hours received for effort/work expended. Generally, one credit should equal about 3 hours/week of active work. Upon approval, the signed contract will be placed in the student's file.

Independent Study forms are also available in the Department of Social Work office. Baccalaureate students are limited to 8 credits of independent study and, generally, must be of either Junior or Senior status. The course number for independent study is SW 795: Independent Study in Social Service. Permission required.

## International Opportunities

The University Center for International Education, located in Hood House, room 223 offers an extensive library of international opportunities for UNH students. These programs include many that are UNH managed, such as the programs in Ghana, London or in Budapest, among others. There are hundreds of others including post baccalaureate fellowships, and research funding opportunities for work abroad. The Department of Social Work encourages students to take a semester abroad or through the domestic exchange program, to study in another part of our country to have a cross cultural experience. Typically, the best semester to do this is the spring of the junior year, although students who are double majoring or who have one or more minors or who entered the social work program late may have to adjust this schedule.

The website for the Center for International Education is: <http://www.unh.edu/cie/>

In addition, the Department offers opportunities through SW 785 to enroll in a study/tour to learn about comparative social welfare policy and practice. Historically, this program has taken students to London, Glasgow and Edinburgh, Scotland and Dublin, Ireland/Belfast, Northern Ireland. More recently, students studied in Latvia and the Dominican Republic. These opportunities can be a wonderful way to gain some cross-cultural experience without having the expense and time commitment of a full semester. Generally, offered every other year. The Dominican Republic program (SW 706) is offered every spring.

## SOCIAL WORK HONORS-IN-MAJOR PROGRAM

Social Work majors with a 3.5 overall GPA at the end of their sophomore year, qualify to participate in the Honors-in-major program. Requirements include: successful completion of three of the 600- or 700-level courses listed below for honors, one of which must be SW 601: Research methods and a 6-credit Honors thesis during the senior year.

<b>DEPT</b>	<b>NUMBER</b>	<b>TITLE</b>	<b>CREDITS</b>
<b>SW</b>	<b>601</b>	<b>Research methods in Social Work</b>	<b>4 cr.</b>
<b>SW</b>	<b>622</b>	<b>Social Work Practice: Interventions with Individuals and Families</b>	<b>4cr.</b>
<b>SW</b>	<b>623</b>	<b>Social Work Practice II: Interventions with Groups, Organizations and Communities</b>	<b>4 cr.</b>
<b>SW</b>	<b>625</b>	<b>Social Welfare Policy in a Global Context</b>	<b>4 cr.</b>
<b>SW</b>	<b>650</b>	<b>Exploring Social Justice and Cultural Competency Using an Experimental Learning Approach</b>	<b>4 cr.</b>
<b>SW</b>	<b>660</b>	<b>Exploring Issues in Housing and Homelessness</b>	<b>4 cr.</b>

SW	697	Special Topics in Social Welfare	4 cr.
SW	702	Aging and Society	4 cr.
SW	705	Child & Adolescence Risks and Resiliency: Program, Policy and Practice	4 cr.
SW	706	Social Action in the Dominican Republic	4 cr.
SW	707	Child Maltreatment	4 cr.
SW	710	Social Work and the Digital Age	4 cr.
SW	611	Behavioral Health and Wellbeing	4 cr.
SW	712	Understanding Developmental Disabilities	4 cr.
SW	713	School Social Work	4 cr.
SW	714	Drugs and Alcohol: Use, Misuse & Addiction	4 cr.
SW	715	Practice with Gay, Lesbian, Bisexual and Transgender People	4 cr.
SW	785	Study Abroad: Comparative Social Welfare Systems	4 cr.

Each of the above courses will include supplementary research, reading, and writing for honors students, as negotiated with the instructor. Students interested in this option, should thoroughly read the *Honors Program in Social Work* hand-out, available in the Department office or on our website.

In addition to the above three courses taken for honors, each program participant will successfully complete a 6-credit honors thesis or project over both semesters of their senior year. Thesis or project proposals should be submitted to the Honors Program Coordinator, Dr. Tarkington Newman, who, in consultation with the Department Chair, will assign a thesis advisor from the faculty. Guidelines for the thesis are detailed in the *Honors in Social Work Program* handout.

## **STUDENT DEVELOPMENT:**

### **ADMISSIONS, RETENTION AND TERMINATION**

#### **A. Procedures for Admission**

The Department of Social Work seeks to enroll students:

- (1) with a proven record of academic achievement (as evidenced by grades) especially in critical thinking, writing, and oral expression;
- (2) who agree to follow the NASW Code of Ethics,
- (3) who have been active in their own community in some way to improve the overall quality of life for people around them.
- (4) If an internal transfer student, must have a University GPA of 2.0 or better.

To facilitate the enrollment of students who satisfy these criteria, the following Policy for Admission and Retention is employed by the Department of Social Work.

### 1. Internal Transfer Students

**(students currently enrolled in a UNH Baccalaureate program who wish to declare a SW major).**

The Department accepts new internal transfers through an application, interview, and review process. Applications are available in the department office and on our website. Applications must be fully completed.

Applicants must have an interview with the Undergraduate Program Coordinator to review their application upon submission of required materials. At this time, the NASW Code of Ethics will be reviewed. Students are expected to sign an agreement to adhere to the Code of Ethics in order for the application to receive further consideration. Any concerns or questions students have about this code should be discussed with the Undergraduate Program Coordinator during admission or, if concerns arise after admission, with their academic advisor. Students are notified in writing of the department's decision within two weeks of the interview.

To enter the SW major as an internal transfer, students must be a degree candidate in good academic standing, with a minimum prior semester GPA of 2.0. Evidence of outstanding service or community involvement is also considered.

### 2. External Transfer and First Year Students

Upon admission to the University, the Social Work Department will confer with the student to evaluate possible major transfer credit. Credit from CSWE accredited social work programs will be accepted for like course(s) at UNH upon review and approval of the Undergraduate Program Coordinator. Social Work courses taken at non-CSWE approved programs will be considered only after careful examination of syllabus, course requirements, bibliographies, and instructor qualifications. On occasion, the Program Coordinator will confer with faculty who teach in and are knowledgeable about core courses in the curriculum to decide to accept transfer credit for a UNH Department of SW core course. In all instances, external courses that are accepted are noted in the student's file with the Program Coordinator's initials next to the note.

**The Department does not grant social work course credit for life experience or previous work experience.** Furthermore, credit is not awarded for work not accepted by the University Admissions office.

The NASW Code of Ethics will be reviewed with External Transfer and First year students at their orientation are expected to sign the agreement form at that time or within their first semester of campus, if they do not attend orientation. (Appendix B).

## B. Retention

**1. A minimum semester GPA of 2.0** is required to maintain good academic standing within the SW major. This policy becomes effective immediately during the semester that the student declares the major. Majors are required to earn a “C” or better in all major courses.

**2. Departmental Probation** occurs after one semester below a 2.0 GPA. Should a student then achieve a 2.0 GPA or above, during the probation semester, they will be returned to good academic standing within the Department.

**3. Academic Exclusion** from the major occurs when a student earns a semester GPA below 2.0 for two consecutive semesters. Exclusion means that the student will not be allowed to enroll in any additional required major courses. A change in major is advised.

**4. First year students and External transfer students**, in their first semester are not subject to departmental academic probation for the first semester to allow for adjustment to university life. However, if the student does not attain the required 2.0 semester GPA at the end of the second semester, they will be placed on departmental probation.

**5. Readmission following Exclusion:** Any student who has been excluded from the major because of two consecutive semesters below 2.0 may apply for readmission to the major upon submission of evidence of a semester (minimum 12 credit hours) GPA of 2.5 or above immediately preceding the readmission application.

**6. Repeat Course Rule:** If a student fails to achieve the required "C" or better in Social Work major courses, they may repeat the course once to achieve success.

**7. Academic Variance Petition Process:** Social Work majors requesting an exception to academic or student affairs policy must complete a written petition stating the variance being requested with accompanying rationale. All petitions must include a statement from the student's advisor including the advisor's recommendation and must be submitted to the Undergraduate Program Coordinator. The Academic Standards Committee will meet within two weeks of receiving the petition. Within two weeks of the meeting, students will be informed in writing about the outcome of their petition with a copy of the decision placed in the student's academic file. *It is expected that whenever possible, petitions will be handled by the Academic Standards Committee during the academic year. However, during the summer months, the Academic Standards Committee does not meet. In order to provide summer coverage the Department Chair in consultation with the Chair of the Academic Standards Committee shall appoint an ad hoc committee of three (3) members from among Department faculty who, acting with the authority of the Committee and with appropriate available consultation, shall adjudicate the matter and inform the student or faculty*

*member of the decision* For any variance in policy, it is the student's responsibility to work with their academic advisor, (or another faculty member of their choice) to prepare a complete petition, including all supporting documentation. Petitions must be typed and submitted in a timely manner. If the petitioner is not satisfied with the Academic Standards Committee decision, they may submit a written appeal to the Department Chair within two weeks of receiving the Academic Standards decision.

This petition can be found online at  
<http://www.unh.edu/registrar/forms/petitionform.pdf>

If the outcome of an appeal to the Department chair is unsatisfactory to the petitioner, they may appeal to the Associate Dean of the College of Health and Human Services. They must submit a written appeal within two weeks of receiving the Department Chair's decision.

### **C. Student Grievance**

All members of the UNH Social Work community are encouraged to resolve conflicts informally and directly with the concerned party, in line with social work ethics and values. However, when this is not possible or has been unproductive, students are encouraged to talk with the Department Chairperson. The student may bring a support person of their choosing with them to the meeting but they are expected to speak for themselves during the meeting. The Department Chairperson will respond to the student grievance with their decision, if one is required, within two weeks of the meeting and will notify the student in writing. If no satisfactory outcome occurs, the student can then talk with the Dean of the College of Health and Human Services. Students are invited to consult with their advisor or another faculty member of their choice when pursuing a grievance.

The Department follows the University Student Rights, Rules and Responsibilities manual for responding to student grievances. The full procedure is found at this link:  
<https://www.unh.edu/student-life/handbook/administrative/grievance>

### **D. Professional Competency and Ethical Behavior Issues**

Upon admission into the social work program, students are expected to maintain academic integrity, professional conduct and ethical standards by adhering to the NASW Code of Ethics and the University of New Hampshire Student Rights, Rules, and Responsibilities. A clear understanding of behavior standards that demonstrate a commitment to the dignity and worth of all people is essential.

Beyond mastering a body of knowledge, social workers must possess and demonstrate professional values, skills and ethical principles. These values, skills and ethics are part



of the social work academic enterprise. The NASW Code of Ethics is applicable to students of Social Work as well as professionals. Every new student in the program is expected to thoroughly review the Code of Ethics either during their admission process or during their first semester on campus and upon review, to sign a statement agreeing to abide by the principles of this document. This statement is maintained in the student's file. A copy of this statement is contained in the handbook as Appendix B. All students are given a copy of the Code of Ethics during the admissions/orientation process. Additional copies are available from the Undergraduate Program Coordinator, the student's academic advisor and/or the department administrative assistant.

The **UNH Student Rights, Rules and Responsibilities** is distributed to all students via email. Students may request hard copies as well. This publication clearly outlines community behavioral expectations and students are responsible for knowing and adhering to its contents.

It can also be accessed electronically at: <https://www.unh.edu/student-life/student-rights-rules-responsibilities>

Behavioral violations of the Codes of Conduct contained in either of these two documents may be grounds for termination from the social work program. Occasionally, students in the program do not meet or maintain appropriate levels of professional competence and ethical conduct. Whenever a faculty member becomes aware of such concerns, every effort is made to resolve the issue quickly and directly with the student. However, when informal discussion between faculty and student(s) is unproductive, faculty and/or field supervisors may recommend a student be excluded from the social work major.

Criteria for exclusion from the major includes, but is not limited to the following:

- 1) Failure to meet generally accepted standards of professional conduct, personal integrity or emotional stability required for professional practice as outlined in the NASW Code of Ethics and/or the UNH Student Rights, Rules and Responsibilities.
- 2) Persistent inappropriate or unprofessional behavior toward clients, colleagues, faculty or staff (at school or field placement).
- 3) Consistent failure to demonstrate effective interpersonal skills necessary for professional helping relationships (e.g. persistent judgmental or discriminatory attitudes or violations of client's rights to self-determination, boundary violations, etc.)
- 4) Consistent with the Americans with Disabilities Act, being unwilling to seek appropriate advice or counseling to address impairments that interfere with the students' ability to function as a social work major in the classroom or in the field.

The Department of Social Work, consistent with the Americans with Disabilities Act, reserves the right to refuse to place or direct students in field work if their physical or

mental health status suggests such action is warranted to safeguard clients, agencies, the students themselves, other students or Department faculty and staff.

## 1. Process for Termination for Compelling Professional Behavior and Ethical Issues

Initially, it is the faculty advisor's role to address issues related to the question of a student's continuance in the Social Work Program. This discussion may also include another faculty member within the department who may be currently teaching the student. It is expected that many concerns of this nature will be resolved informally within the student/faculty relationship. Faculty involved in such discussions should document their meetings with students about issues of professional behavior and ethical issues. This documentation must include the date of the meeting, the stated concern, the intervention, and accompanying plan for monitoring agreed upon changes.

When there is no resolution or expected behavior change, the student or faculty move to the formal departmental grievance process. Following are the steps in this process:

- The concerned faculty member or student petitions the Department Academic Standards Committee (see description of responsibilities and membership on page 5) clearly stating the concern and relating the concern to the Department or Field Policy Handbook, the NASW Code of Ethics and/or the UNH Student Rights, Rules and Responsibilities. The statement should include the recommendation of the petitioner. The petition should be given to the Undergraduate Program Coordinator
- *During the Academic year*, the Undergraduate Program Coordinator will call a meeting of the Academic Standards committee within two weeks of receiving the petition. Students may prepare a written document in response to the faculty petition, stating their view of the situation with any explanation they think would be helpful to the committee. *During the summer months*, when the Academic Standards Committee does not meet, petitions shall be forwarded to the Department Chair who, with two available faculty members shall form an ad hoc committee to act with the authority of the Academic Standards Committee to adjudicate the matter and inform the student and/or faculty member of the decision. Whenever possible, the two faculty members will be selected by the time of the last faculty meeting for that academic year.
- The petitioning party involved will be notified in writing when the meeting will be held to act on their petition. They will be invited to present their case to the committee and then will be asked to leave as the committee deliberates.
- Within two weeks of the above meeting, each party to the petition will be informed in writing about the outcome of the petition with a copy of the petition placed in the student's academic file. Occasionally, it may become necessary to extend this time frame for unusual circumstances such as committee members being away, University holidays or a need for additional information before acting on a given petition. In this case, all parties would be informed in writing of this situation with an expected time frame for resolution of the issue.

- If a student or faculty member is dissatisfied with the decision of the Academic Standards Committee, they may appeal in writing, to the Department Chair within two weeks of receiving the committee's decision. Further appeal may go to the Dean of the College of Health and Human Services and final appeal may be made to the office of the Provost and Executive Vice President for Academic Affairs.

## E. Academic Advising

Each social work major is assigned a faculty advisor from among the core department faculty. It is the expectation of the department that students and advisors meet at least once every semester to review academic and professional development. Although it is ultimately the students' responsibility to ensure they have met all necessary requirements for graduation, advisors work closely with students to monitor progress

Students are encouraged to meet with advisors more often so that a relationship may develop to enhance the student's education. Advisors must be part of all academic planning, including study abroad and independent study options.

All advisors will use the department advising guide and degreeworks to assist students in their planning and will make conference notes in myWildcatSuccess after each advising meeting. A copy of the advising guide is contained in the handbook as Appendix C.

Students are advised to check their email daily and “like” our Facebook page, as news of department events and unique opportunities are sent to all undergraduates on a regular basis. **Please be sure we have your accurate e-mail address!**

***Successful advising requires that all parties be responsible for knowing the full range of University and Department requirements for graduation – both students and faculty!***

## F. Career Planning

Students will discuss their career aspirations with faculty advisors. Discussing career options early in the educational process is encouraged so that faculty can direct students to enriching opportunities that will help to prepare them for their career. Seniors will devote a portion of SW 641A working on resumes and job interviewing skills as well as discussing graduate school options. The Department maintains a position vacancy bulletin board near the student mailboxes and lists many jobs on our Facebook page.

In addition, students are encouraged to use the CaPs – Career and Professional Services for resume, interviewing and professional planning. The CaPS professional for CHHS is Riannon Nute (riannon.nute@unh.edu). Her office is located in the Dean's Suite in Hewitt Hall, room 267. She has extensive resources to help with your career plans including internships and jobs. Further information is found on the CaPS website:

<https://www.unh.edu/career/> .

### **G. Student Organization of Social Work (SOSW)**

The student organization of Social Work is run by and for students, with a common interest in the field of Social Work. The organization's goals include: (1) cultivating peer support, (2) exposing students to career options, (3) to further understanding of the social work profession and (4) to provide service and/or advocacy for those in need in the community.

Meeting times vary by the semester – watch emails for notices! All students are encouraged to participate as much as their schedules allow! The current faculty advisor is Professor John Dejoie.

### **H. Phi Alpha Honors Society**

The Purpose of Phi Alpha Honor Society is to provide a closer bond among students of social work and promote humanitarian goals and ideals. Phi Alpha fosters high standards of education for social workers and invites into membership those who have attained excellence in scholarship and achievement in social work. Applications are sent out mid-fall with eligibility guidelines.

### **I. Title IV-E program: Child Welfare**

Juniors may apply for a Title IV-E scholarship for their senior year. This scholarship pays in-state tuition and a \$2500 stipend to social work majors committed to working in child welfare. Deadline for applications are generally March 1. The social work senior field internship is completed at a child welfare agency and upon graduation the student is committed to working for DCYF for one and a half years.

Interested students should contact the Title IV-E coordinator, Christie Davis via email at [christie.davis@unh.edu](mailto:christie.davis@unh.edu) or phone (862-2704).

### **J. BSW Licensing Laws in New Hampshire and regionally**

Currently, New Hampshire does not require licensing for baccalaureate level practitioners. Maine and Massachusetts, two adjoining states where you may seek employment after graduation do have licensing for workers at this educational level. In Maine and Massachusetts, a Baccalaureate degree holder may take an exam to be considered a Licensed Certified Social Worker. With a BSSW degree, there is no work

experience requirement to sit for the basic ASWB (Association of Social Work Boards) exam.

For information on Massachusetts go to: [www.mass.gov](http://www.mass.gov)

For information on Maine, go to:

[http://www.maine.gov/pfr/professionallicensing/professions/social\\_workers/](http://www.maine.gov/pfr/professionallicensing/professions/social_workers/)

For general information on licensing, see: [www.aswb.org](http://www.aswb.org) (association of social work boards)

## **K. University Grievance and Complaint Procedure**

All students, faculty, and staff of the Department of Social Work are encouraged to make every effort to resolve conflicts informally with the involved parties. However, when informal resolutions are not effective, students may choose to use the University grievance and appeal procedures described in the “UNH Student Rights, Rules and Responsibilities”. <https://www.unh.edu/student-life/student-rights-rules-responsibilities>

## **L. Nondiscrimination Policy**

The University of New Hampshire is a public institution with a long-standing commitment to equal opportunity for all. The University does not discriminate on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity and expression, disability, veterans’ status, or marital status, in admission or access to, or treatment or employment in, its programs, activities or services. Inquiries regarding discriminatory harassment (including sexual harassment) should be directed to the Affirmative Action and Equity Office. <https://www.unh.edu/affirmativeaction>



**Social Work**

## **APPENDICES**

# APPENDIX A

## Independent Study Agreement

Date: \_\_\_\_\_

Number of Credits: \_\_\_\_\_

This is a contract for doing an INDEPENDENT STUDY with Professor \_\_\_\_\_,  
Department of Social Work, University of New Hampshire.

NAME:

ADDRESS (campus):

TELEPHONE NUMBER:

EMAIL ADDRESS:

ADDRESS (home):

DATE MATERIAL IS DUE:

The following agreement has been made: The independent study which I propose is attached to this form. This proposal includes:

1. A description of the following: Independent Study Focus.
2. The method of gathering data about the focus.
3. A possible bibliography.
4. How I plan to demonstrate accomplishment of the proposal (paper, booklet, photographs, hours in agency, etc) i.e., the final product
5. Style of faculty sponsor supervision:
  - a. regular meetings
  - b. independent, but "on call" conferences

\_\_\_\_\_  
Faculty Sponsor

\_\_\_\_\_  
Student

\_\_\_\_\_  
Undergraduate Program Coordinator

## APPENDIX B

### Student's Letter Agreement

I, the undersigned, have read the Code of Ethics of the National Association of Social Workers which was supplied to me by the Department of Social Work at the University of New Hampshire. I have had an opportunity to discuss any questions I may have about the Code and agree to be bound by its provisions. I understand that violation of the Code of Ethics may constitute grounds for exclusion from the major.

---

Student Signature

---

Name (please PRINT clearly)

---

Street Address

---

City, State, Zip Code

---

Date



# Appendix C

## Program Advising Guide

2020-2021 B.S. in Social Work  
PROGRAM ADVISING GUIDE  
Revised June 2020

Name: \_\_\_\_\_

Admit Year: \_\_\_\_\_

Major Requirements			
SW 424	---	SW 601W	---
SW 525 (HP)	---	SW 622W	---
SW 550 (SS)	---	SW 623W	---
SW 551	---	SW 625	---
		SW 640	---
		SW 640A	---
		SW 641	---
		SW 641A	---

**SW Distribution Requirements:** Majors must take one course from each of the first two categories and two courses from the third category for a total of four additional courses.

CATEGORY 1 (Anthropology & Sociology Requirement) Majors must take one course	
<b>Anthropology</b>	<b>Sociology</b>
411*(WC) Global Perspectives on the Human Condition: An Introduction to Anthropology _____	400* Introduction to Sociology _____
500*(WC) Peoples and Cultures of the World _____	515* Introductory Criminology _____
515* Anthropology and Contemporary Issues _____	520* The Family _____
	530* Race and Ethnic Relations _____
	540* Social Problems _____
	525* Juvenile Crime and Delinquency _____
	535 Homicide _____

CATEGORY 2 (Human Biology Requirements) Majors must take one course
<b>Zoology</b>
401* (BS) Human Biology (DLAB) _____
BMS 507* Human Anatomy and Physiology _____
BMS 508* Human Anatomy and Physiology II _____

CATEGORY 3 (Diversity Requirement) Majors must take two from the list below					
ANTH 450	---	GERO 500*(SS)	---	PHIL 510	---
ANTH 625	---	HIST 505	---	RMP 444A	---
CMN 567	---	HIST 506*(HP)	---	SOC 630	---
ENG 549	---	HIST 532	---	SOC 645	---
ENG 550*(HUMA)	---	NURS 595	---	SOC 745	---
				SW 650	---
				SW 660	---
				SW 706	---
				SW 715	---
				WS 401* (SS)	---
				WS 405* (HUMA)	---
				WS 444*	---
				WS 444A*(HP)	---
				WS 444C*(HP)	---
				WS 632	---

Discovery Program General Education Requirements:
ENGL 401* (to be completed in first year) _____
Quantitative Reasoning (1 course completed in first or second year) _____
Inquiry Course** (1 course to be completed in first or second year) _____
*Also fulfills one of four required Writing Intensive courses under University Writing Requirements
**INQ courses (444 course or INQ attribute course) may be taken in a category below or within the major

Discovery in the Disciplines - 1 course from each category	
I. Biological Science (BS)*	_____ (Zool 401; BMS 507)
II. Physical Science (PS)*	_____
III. Fine and Performing Arts(FPA)	_____
IV. Humanities(HUMA)	_____
V. Historical Perspectives (HP)	_____ (SW 525)
VI. World Cultures (WC)	_____
VII. Social Science (SS)	_____
VIII. Environment, Technology, and Society (ETS)	_____
*One (BS or PS) must have a Discovery Lab (DLAB)	_____

Writing Requirement: (Must take 4 writing intensive courses, which include Eng. 401, one in the major, and one which must be a 600 level or above)	
1	_____
2	_____
3	_____
4	_____

Post HS Volunteer Hours (40) \_\_\_\_\_

**Honors in Major**

3 Courses at 600 Level (1 of which is 601)

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_

Thesis: \_\_\_\_\_  
Topic: \_\_\_\_\_  
Date Presented/Grade: \_\_\_\_\_

SW 797 \_\_\_\_\_  
SW 798 \_\_\_\_\_

Advisor: \_\_\_\_\_

# Appendix D

## Service Hours Recorded

STUDENT NAME: \_\_\_\_\_

Date	Organization/Program	Activities/Tasks	Hours

Faculty advisor: \_\_\_\_\_

*Forty service hours required in a pre-approved agency/program setting.*

*Hours must be completed post-high school, and before applying for field work (SW 640/640A)- this is typically fall of Junior year; for some it will be fall of senior year.*

*May be paid employment (e.g. RA, some camp counselor positions, etc) or volunteer.*

*Signed documentation of hours on agency letterhead required. Staple to this record sheet.*

## Appendix E

### Course Requirement Descriptions

#### CATEGORY 1- Anthropology and Sociology Course Requirement Description Links (must take one)

**\*ANTH 411: Global Perspectives on the Human Condition: An introduction to Anthropology**

**\*ANTH 500: Peoples and Cultures of the World**

**ANTH 515: Anthropology and Contemporary Issues**

**\*SOC 400: Introduction to Sociology**

**SOC 515: Introductory Criminology**

**SOC 520: Family**

**SOC 530: Race and Ethnic Relations**

**Credits: 4.00**

Majority-minority group relations; special attention to nature and results of black-white and ethnic group relations in the United States.

**\*SOC 540: Social Problems**

**SOC 525: Juvenile Crime and Delinquency**

**SOC 535: Homicide**

#### CATEGORY 2 – Human Biology Course Requirement Descriptions (must take one)

**\*ZOOL 401: Human Biology**

**BMS 507: Human Anatomy and Physiology**

**BMS 508: Human Anatomy and Physiology II**

**CATEGORY 3- Diversity Requirements  
Course Descriptions Links (Must take two)**

**ANTH 450: Introduction to Race, Culture, and Power**

**ANTH 625: Sexuality in Cross-Cultural Perspectives**

**CMN 567: Gender, Race, and Class in the Media**

**ENGL 549 - In the Groove: African American Music as Literature**

**\*ENGL 550: Introduction to the Literature and Culture of Race**

**GERO 500: I'm Old, So What! An introduction to aging in the United States**

**HIST 505: African American History**

**\*HIST 506: African American History**

**\*HIST 532: Modern Latin America**

**NURS 595: Women's Health**

**PHIL 510: Philosophy and Feminism**

**RMP 444A: Taking the "Dis" out of Disability**

**SOC 630: Sociology of Gender**

**SOC 645: Class, Status and Power**

**SOC 745: Race, Ethnicity, and Inequality**

**SW 650: Explorations in Social Justice**

**SW 660: Exploring Issues in Housing and Homelessness**

**SW 697: Special Topics in Social Welfare**

**SW 701: Women and Aging**

**SW 706: Social Action in the Dominican Republic**

**SW 715: Practice with Lesbian, Gay, Bisexual, and Transgender People**

**\*WS 401: Introduction to Women's Studies**

**\*WS 405: Gender, Power and Privilege**

**WS 444: Trans/Forming Gender**

**\*WS 444A: Race Matters**

**WS 444B: Score! Gender and Diversity in Sports**

**\*WS 444C: On the Roads to Equality**

**WS 632: Feminist Thought**

**\* Satisfy Discovery/Inquiry Course Requirement**

## Appendix F

### Faculty and Staff Directory

*(click on faculty/staff name for more information)*

#### **Gretchen Bean**

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### **Katie McCoy**



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### **Anita Tucker**

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