

University of Washington
School of Social Work

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UNIVERSITY *of*
WASHINGTON

TACOMA

Bachelor of Arts in Social Welfare Program Manual

For Students Entering Autumn 2014

Revised November 2014

Please Keep This Manual For Your Records

University of Washington Tacoma
Social Work Program
1900 Commerce Street, Box 358425
Tacoma, Washington 98402-3100
<http://www.tacoma.uw.edu/social-work>
253-692-5820

Checklist of things to do as you begin...

Here is an important checklist of things to do for students entering the University of Washington Tacoma Bachelor of Arts Degree in Social Welfare Program. See the directory at the end of this manual for office locations and contact information.

- Read, keep and refer to this manual, registration guide, and the UWT Student Catalog:**

Almost everything you need to know to earn your degree can be found in this manual along with the quarterly registration guide and the UW Tacoma catalog. Every effort has been made to provide you with current and accurate information in this manual, however changes do occur. We will communicate changes to you as they occur and we encourage you to do everything possible to stay informed. If there are questions, please contact your Academic Advisor or Faculty Advisor. Remember it is YOUR responsibility to know the contents of this manual and related material.
- Attend Husky Orientation Week & the BASW Cohort and Faculty Orientation**
- Get your Student Identification (ID) Card:**

You will need to bring a form of picture identification as well as your student identification number to the Registrar's Office in order to have an ID card issued. All students will have their picture taken for their ID cards. The first issued card is available to you at no charge. For lost cards a replacement fee is charged. Your Student ID card also serves as your UW Library card.
- Seek Advising:**

For registration and degree planning questions, please contact the Academic Advising Center. Students are also assigned a Faculty Advisor. Assignments are issued at the cohort and faculty orientation session. Faculty Advisors assist with program and career planning. See the "Student Advising" section for more details.
- Complete your immunization requirements and pay the Health Sciences Student Health Fee.**

Students in the UW Tacoma Social Work Program are required to comply with University of Washington Health Sciences Immunization Program Policies. An \$85 fee (subject to change) is charged to all students once each year during the time they are a student in the Social Work Program. The fee will be assessed directly to the student's account each autumn quarter. For more information visit, <http://www.tacoma.uw.edu/social-work/immunizations>.

- ❑ **Practicum Fee:**

BASW students will be assessed a \$50 course fee for each of the course sections when enrolling in TSOCWF 415 (Practicum). Practicum fees are charged along with tuition and must be paid by the tuition deadline.

- ❑ **Set up your UW e-mail account and subscribe to the appropriate UWT mailing lists:**

All students are required to set-up a UW Net ID, which gives them access to a free UW e-mail account. **All Social Work students are required to maintain a UW email account, be subscribed to the official BASW listserv, and check their email at least twice each week.** (Note: All BASW students are automatically subscribed to the UWTBASW listserv prior to the start of Autumn Quarter.) Important notices about courses as well as scholarship and job opportunities are frequently sent out via e-mail. If you do not check it on a weekly basis, you will be out of the loop and may miss very important information.

- ❑ **Check the status of your financial aid:**

Students may check the status of their financial aid via MyUW. See the “Financial Assistance” section for more details.

- ❑ **Become familiar with the online UWT Student Catalog:**

Course descriptions, campus resources, and university policies can be found in the UWT Catalog, available online at www.tacoma.uw.edu/enrollment-services/catalog.

- ❑ **Visit the Teaching & Learning Center (TLC):**

TLC provides academic support to students, faculty and staff, with a variety of resources and services. TLC consultants will read and respond to your writing, offer suggestions based on their own experiences as writers, and inspire you to think of new ideas and writing strategies. If you need to discuss assignments, start a paper, brainstorm ideas, organize material, revise rough drafts, overcome writer’s block, learn how to cite, review grammar, polish punctuation, or gain confidence as a writer, visit the TLC. In addition to writing, TLC also provides assistance with math and science, public speaking, reading, and study skills.

- ❑ **Computer Labs—253-692-HELP:**

UWT Computer Labs are resources for the students, faculty, and staff. As a student, you will have access to computers and computing resources (software, printers, scanners, and other equipment), which can be used to write papers, build spreadsheets, conduct research, explore the world through the Internet, or publish your work. Each lab consists of Windows-based PC workstations, at least one Mac, at least one multi-media workstation, scanners, zip drives, MS Office

software, an access station for users with special needs, and a Linux station. Visit their website for more information at <http://www.tacoma.uw.edu/it>.

- ❑ **Campus Safety and Security —Dougan, Room 180, 253.692.4888 emergency reporting or 253.692.4416 to reach office:**
UW Tacoma Safety and Security Services are staffed with campus security officers who are certified through the Western Association of Campus Law Enforcement Administration. The office provides security patrols for the campus, enforces state and University regulations and laws, investigates crimes committed on campus, coordinates the Campus Safety Escort Program, and provides other safety-related services. Lost and found items can be turned in to or claimed from this office as well. For your safety, the University of Washington Tacoma encourages students, faculty, staff and visitors to use the Safety Escort Program. Public Safety Officers are available to walk you to your car or other campus destination. The service operates quarterly during the following hours: Monday - Thursday — 6 a.m. to 11 p.m. and Friday — 6 a.m. to 10 p.m. The service is free of charge. During busy periods, the Public Safety Officer may ask you to meet in a common location so as to facilitate the escorting of multiple persons. **For free escort service, call 253-692-4416 from your phone.**

- ❑ **Copy Center MAT-053**
The Copy Center is located in the Mattress Factory on the street level of Dolly Roberson Lane. Services available to students include copying/printing, cutting, binding, collating, and covers. Simple services, such as one-sided, copy-ready duplicating, require 15-20 minutes. Requests of 100 copies or more require a minimum of 24 hours. You can also email your copy requests to uwtcc@uw.edu.

- ❑ **University Book Store (UBS), 1754 Pacific Avenue, 253.692.4300:**
The University Book Store in Tacoma serves the needs of UWT students and the general public. The bookstore is stocked to handle all of your school supply needs, including textbooks, paper, notebooks, pens, pencils, software, Husky paraphernalia, and much, much more. The Tacoma UBS has textbook buy-back each quarter during finals week. UWT students are also eligible to receive a patronage refund from UBS. For more information visit www.bookstore.washington.edu.

- ❑ **Take a campus tour:**
If you did not have an opportunity to take a campus tour during orientation, please contact the Office of Admissions at 253.692.4742 for upcoming tour dates.

- ❑ **Visit the UWT Social Work web site:** <http://www.tacoma.uw.edu/social-work> or visit us on Facebook at <https://www.facebook.com/pages/UW-Tacoma-Social-Work-program/369399086419000> for more news, policies and events.

BASW Program

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University Calendar for 2014 – 2017

This is a general calendar for the next three years (excerpted from the [UW Academic Calendar](#)).

	Instruction Begins*	Instruction Ends	Final Examination Week	Commencement
Autumn Quarter 2014	September 24	December 5	December 6-12	
Winter Quarter 2015	January 5	March 13	March 14-20	
Spring Quarter 2015	March 30	June 5	June 6-12	June 12, Tacoma
Summer Quarter 2015	June 22	August 21		
A-term	June 22	July 22		
B-term	July 23	August 21		
	Instruction Begins*	Instruction Ends	Final Examination Week	Commencement
Autumn Quarter 2015	September 30	December 11	December 12 & 14-18	
Winter Quarter 2016	January 4	March 11	March 12 & 14-18	
Spring Quarter 2016	March 28	June 3	June 4 & 6-10	June 10, Tacoma
Summer Quarter 2016	June 20	August 19		
A-term	June 20	July 20		
B-term	July 22	August 19		
	Instruction Begins	Instruction Ends	Final Examination Week	Commencement
Autumn Quarter 2016	September 28	December 9	December 10 & 12-16	
Winter Quarter 2017	January 3	March 10	March 11 & 13-17	
Spring Quarter 2017	March 27	June 2	June 3 & 5-9	June 9, Tacoma
Summer Quarter 2017	June 19	August 18		
A-term	June 19	July 19		
B-term	July 20	August 18		

Social Work Program Administration

Chancellor and Dean

University of Washington Tacoma
 Kenyon Chan
 Interim Chancellor
 253.692.5646/GWP-312
kschan@uw.edu

UW School of Social Work
 Edwina Uehara
 Dean
 206.685-2480/Room 210C/4516 University Way
eddi@uw.edu

Director and Program Faculty

Erin Casey Associate Professor 253.692.4524/WCG402 ercasey@uw.edu	Charles A. Emlet Professor 253.692.5827/WCG-223E caemlet@uw.edu	Rich Furman Professor 253.692.4848/WCG-223D rcfurman@uw.edu
Michelle Garner Associate Professor 253.692.4792/WCG-223B mdgarner@uw.edu	Marian S. Harris Associate Professor 253.692.4554/CP-234 mh24@uw.edu	Janice H. Laakso Associate Professor 253.692.5824/WCG 313 jlaakso@uw.edu
Marcie Lazzari Professor & Graduate Program Coordinator 253.692.5828/WCG-433 mlazzari@uw.edu	Diane S. Young Director & Associate Professor 253-692-4703/WCG-203A youngd4@uw.edu	

Field Faculty

Tom Diehm, MSW Field Coordinator and Principal Lecturer 253.692.5823/WCG-203J tdiehm@uw.edu	Teresa Holt BASW Field Coordinator and Lecturer 253.692.5826/WCG 225 tholt@uw.edu
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Staff

Gabriela Crosby Program Assistant 253.692.5820/WCG-203 crosbg@uw.edu	Jill Haugen Online Criminal Justice Advisor & Academic Specialist 253.692.4577 / WCG-202 jillh@uw.edu
Rose Graham Program Coordinator 253.692.5906/WCG-203 asagiri@uw.edu	Lynn Hermanson MSW Advisor, Recruiter & Academic Specialist 253.692.5629 /WCG-203H lynnherm@uw.edu
Leisa Schmidt (Academic Advising Center) BASW Academic Advisor 253.692.4838 / GWP-102 leisa@uw.edu	Terri Simonsen Program Administrator 253.692.5822/WCG-203D hermant@uw.edu

Welcome Letter from the Dean and Director

We are pleased to welcome you to the University of Washington School of Social Work BASW Program in Tacoma. The School of Social Work is working collaboratively with the faculty of the Social Work Program at the University of Washington (UW) and the UW Tacoma Chancellor and Dean to provide the same quality of educational experience that exists in all School of Social Work program options. We are pleased to be engaged in this endeavor and to provide an opportunity for students in the south Puget Sound region to earn a BASW degree without having to travel to the Seattle campus.

You join a dynamic community that seeks to promote social and economic justice, especially for disadvantaged and oppressed populations, and to enhance the quality of life for all. The program strives to prepare the next generation of skilled and visionary social work leaders to challenge injustice and promote a more humane society.

You are preparing to enter the profession of social work at a time of tremendous challenge. Social workers are needed now more than ever if we are to solve pressing and complex problems in global society. Disparities in health and wealth continue to increase dramatically.

Demographic shifts create new constellations of service and benefit needs. We increasingly face the fear of terrorism and challenges to our civil liberties.

You join a school where the faculty and staff are strongly committed to preparing you for the complex practice world of the 21st century. Our curriculum provides you with ways to link your daily efforts to meet the diversity of human need, through interventions with individuals, families with the longer term goals of empowerment and social and economic justice through macro-level interventions with groups, organizations, and communities.

Each of us has a responsibility to contribute to creating a community that supports all its members...a community in which open communication, collaboration, compassion, respect, and caring bind us together. At the School of Social Work, you will find a community that celebrates the strengths and richness of diversity, practicing social justice in each interaction.

We invite you to make the most of every opportunity as a member of this community to acquire the knowledge, skills, values, and the will to make the world a better place by being an effective and competent social worker. We are delighted that you have chosen to pursue social work at the University of Washington Tacoma.

Edwina Uehara, Ph.D.
Dean
School of Social Work
UW Seattle

Diane Young, Ph.D.
Director
Social Work Program
UW Tacoma

Introduction

In *Social Work in the 21st Century*, David Austin notes that “social work today is a major profession. It includes intervention models that deal with individual and households, with communities, with organizations, and with social policy. As members of a major profession, social workers work in all types of communities, serving individuals and households from all economic levels, from all types of cultural and social backgrounds.” To prepare you for these responsibilities, the undergraduate program in social welfare combines classroom learning, ranging from lecture sessions to small-group projects, with 480 hours of field experience.

It is important to recognize that professional social work education is regulated through an accreditation process governed by the Council on Social Work Education (CSWE). The School’s curriculum follows the CSWE’s Educational Policy Standards, which is available in the Resources section on the Social Work Program website: www.tacoma.uw.edu/social-work.

The BASW degree requirements include a liberal arts background. Consequently, students must satisfy the Admission Requirements for the University of Washington Tacoma (UWT) as well as any general education and basic skills requirements for degree completion such as writing intensive courses, Areas of Knowledge (VLPA, I & S, NW) and Quantitative Symbolic Reasoning (QSR) requirements.

The BASW Program Manual has been prepared to give you an overview of the Program (its policies and procedures) and to provide information which should help you make some decisions along the way. The Social Work faculty and staff are dedicated to advising students academically and professionally, as well as providing updated, relevant course materials.

As noted in the Table of Contents, this program manual includes sections on:

- advising
- registration
- grading
- transfer students
- financial assistance
- other related academic information
- graduation requirements
- a checklist to track your degree progress
- UWT computer access information
- a guide to campus resources
- ways to get involved on campus
- Career Development Center services
- Standards of Student Conduct and Grievance Procedures
- and MUCH more!

When there are questions or problems, please contact your academic advisor, faculty advisor, practicum coordinator or staff in the Social Work office for assistance.

Mission and Goals of the School of Social Work and UWT Social Work Program

Mission of the School of Social Work

As members of the University of Washington School of Social Work, we commit ourselves to promoting social and economic justice for poor and oppressed populations and enhancing the quality of life for all. We strive to maximize human welfare through:

- Education of effective social work leaders, practitioners and educators who will challenge injustice and promote a more humane society, and whose actions will be guided by vision, compassion, knowledge and disciplined discovery, and deep respect for cultural diversity and human strengths;
- Research that engenders understanding of complex social problems; illuminates human capacities for problem-solving, and promotes effective and timely social intervention; and
- Public service that enhances the health, well-being, and empowerment of disadvantaged communities and populations at local, national, and international levels.

We embrace our position of leadership in the field of social work and join in partnership with others in society committed to solving human problems in the twenty-first century.

Program Goals of the UWT BASW Program

In addition to the goals it shares with the School as a whole, the UWT BASW Program identifies five over-arching goals:

- To prepare entry-level baccalaureate social workers for generalist practice in a multicultural context that is rooted in knowledge and skills for understanding and solving complex social problems within the values of professional social work.
- To prepare generalist social workers who can be informed and effective leaders able to understand and take action to challenging injustice and promoting social and economic justice.
- To foster a comparative and critical examination of social welfare and social work history, policies, research, and practice interventions in the education of social work practitioners dedicated to public service that promotes a more humane society.
- To prepare for graduate education.
- To provide access to social work education to residents of the south Puget Sound Region.

BASW Program Curriculum Goals

Keeping in mind the goals of the BASW program, graduates of the BASW program are expected to:

1. Apply entry-level social work practice skills to individuals, families, groups, communities, tribes, and organizations.
2. Demonstrate an ethical and just professional use of self and the ability to use supervision and consultation.
3. Practice effectively within agencies and delivery systems and identify, plan and pursue needed agency and system changes aimed at promoting social and economic justice.
4. Demonstrate knowledge of and commitment to social work values and ethics through effective social work practice.
5. Demonstrate understanding and appreciation for differences based on gender, ethnicity, race, religious creed, sexual orientation, class, and physical and developmental disabilities.
6. Identify the ways in which oppression, colonization, privilege, discrimination, and social and economic disadvantage contribute to complex human welfare problems.
7. Understand the strengths and empowerment perspectives in social work practice, policy, and research in order to promote social and economic justice.
8. Understand and describe the comparative history of social welfare and social work systems in the United States as well as the emergence of social work as a profession.
9. Understand the growing prevalence of economic inequality, the distribution of poverty and societal remedies to resolve these problems.
10. Analyze the impact of social policies on people (both clients and workers), agencies, communities, service systems, and nations including the American Indian and Alaska Tribal Nations.
11. Understand and critically apply theoretical frameworks to understand individual development and behavior across the lifespan and the interactions among individuals and between individuals and social systems (i.e., families, groups, organizations, tribes, and communities).
12. Demonstrate knowledge and skills in social work research methods used to develop and evaluate interventions and social service delivery systems.

13. Understand, use and promote evidence-based methods in generalist social work practice.
14. Use effective oral and written communication skills with a range of client populations, colleagues and members of the community.

APPROVED BY THE FACULTY: 11/2004

Council on Social Work Education Core Competencies and Practice Behaviors For BASW Students

The Council on Social Work Education (CSWE), through its Educational Policies and Standards (EPAS), sets the overall goals for social work education at both the undergraduate and graduate level. These goals are manifested through 10 Core Competencies and the multiple Practice Behaviors that accompany them. The Practice Behaviors are measured in the classroom as well as in the field through the field experience. In the field, mastery of Practice Behaviors and the Competencies they reflect is achieved through the development of Learning Activities in the individual field site. The 10 Core Competencies and the Practice Behaviors are:

1. Identify as a professional social worker and conduct oneself accordingly.

Practice Behaviors:

- a. advocate for just social structures (e.g., institutions & systems).
- b. advocate for equitable client/constituent access to social work services, in the context of diverse and multidisciplinary settings
- c. practice critical self-reflection to assure continual professional growth and development.
- d. attend to professional roles and boundaries.
- e. demonstrate professional demeanor (eg: in my behavior, appearance, and communication).
- f. demonstrate ability to engage in career-long learning.
- g. engage in consistent use of supervision and consultation.

2. Apply social work ethical principles to guide professional practice.

Practice Behaviors:

- a. recognize and manage personal values, so that professional values guide practice.
- b. make ethical decisions, in practice and in research, by critically applying the ethical standards of the NASW Code of Ethics and other relevant codes of ethics.
- c. tolerate and respect ambiguity in resolving ethical conflicts.
- d. apply ethical reasoning strategies to arrive at principled, informed, and culturally responsive decisions.

- e. understand the role of consultation and use consultation for ethical decision making.

3. Apply critical thinking to inform and communicate professional judgments.

Practice Behaviors:

- a. use critical thinking to distinguish, evaluate, and integrate multiple sources of knowledge, including research-based knowledge, practice wisdom, and client/constituent experience.
- b. critically analyze models of assessment, especially in relation to their cultural relevance and applicability and their promotion of social justice.
- c. critically analyze models of prevention, especially in relation to their cultural relevance and applicability and their promotion of social justice.
- d. critically analyze models of intervention, especially in relation to their cultural relevance and applicability and their promotion of social justice.
- e. critically analyze models of evaluation, especially in relation to their cultural relevance and applicability and their promotion of social justice.
- f. Demonstrate effective communication skills (e.g., listening, oral, and written communication skills) in working with individuals.
- g. Demonstrate effective communication skills (e.g., listening, oral, and written communication skills) in working with families and groups.
- h. Demonstrate effective communication skills (e.g., listening, oral, and written communication skills) in working with organizations and communities.
- i. Demonstrate effective communication skills (e.g., listening, oral, and written communication skills) in working with colleagues.

4. Engage diversity and difference in practice.

Practice Behaviors:

- a. recognize and articulate the ways in which social and cultural structures -- including history, institutions, and values -- oppress some identity groups while enhancing the privilege and power of dominant groups.
- b. develop and demonstrate sufficient critical self-awareness to understand the influence of personal biases and values in working with diverse groups.
- c. recognize and dialogue with others about the role of difference and the multiple intersections of oppression and privilege in shaping a person's identity and life experiences.
- d. engage the knowledge, strengths, skills, and experience of clients/constituents in social work practice.

5. Advance human rights and social and economic justice.

Practice Behaviors:

- a. understand and articulate the forms and mechanisms of oppression and discrimination and approaches to advancing social justice and human rights.

- b. advocate for and engage in practices that address disparities and inequalities and advance human rights and social and economic justice.

6. Engage in research-informed practice and practice-informed research.

Practice Behaviors:

- a. use client/constituent knowledge to inform research and evaluation.
- b. use practice experience to inform research and evaluation.
- c. use qualitative research evidence to inform practice.
- d. use quantitative research evidence to inform practice.
- e. apply research literature on social disparities when selecting and evaluating services and policies.

7. Apply knowledge of human behavior and the social environment.

Practice Behaviors:

- a. apply theories and conceptual frameworks relevant to understanding people and environments across systems levels.
- b. critique and apply human behavior and social environment theories and conceptual frameworks to assessment, intervention, and evaluation at multiple systems levels.

8. Engage in policy practice to advance social and economic well-being and to deliver effective social work services.

Practice Behaviors:

- a. use critical understanding of the history and current form of US social welfare and social service policies (e.g., institutions, governance, and financing) to formulate policies and strategies that advance social and economic justice.
- b. use critical understanding of the history and current form of US social welfare and social service policies (e.g., institutions, governance, and financing) to formulate policies and strategies that improve social service delivery.
- c. collaborate with colleagues, clients/constituents, and others to advocate for social and economic justice to effect policy change.

9. Respond to contexts that shape practice.

Practice Behaviors:

- a. continuously discover, appraise, and attend to changing locales, populations, scientific and technological developments, and emerging societal trends to provide culturally relevant services.
- b. engage in efforts to promote sustainable changes in service delivery to alleviate disparities in the access and utilization of services to lessen the disproportionate representation of persons of color in systems of care.
- c. recognize and understand the local-global context of practice.

10. Engage, assess, intervene, and evaluate with individuals, families, groups, organizations, and communities.

Practice Behaviors:

Engagement:

- a. engage with individuals in the context of diverse and multidisciplinary settings.
- b. engage with families and groups in the context of diverse and multidisciplinary settings.
- c. engage with organizations and communities in the context of diverse and multidisciplinary settings.
- d. use listening, empathy, and other interpersonal skills to establish rapport and engage with diverse populations in diverse contexts.
- e. develop mutually agreed upon focus of work and desired outcomes with clients/constituents.
- f. use a strengths perspective when working with individuals, families, groups, organizations and communities.

Assessment:

- g. collect, organize, and interpret client/constituent/system data (e.g., strengths, stressors, and limitations) to assess client/constituent needs.
- h. assess client/constituent/system strengths, stressors, and limitations.
- i. identify and select appropriate and culturally responsive intervention strategies.

Intervention:

- j. initiate actions to achieve client/constituent/organizational goals.
- k. implement prevention interventions that enhance client/constituent capacities.
- l. help and empower clients/constituents to resolve problems.
- m. negotiate, mediate, and advocate for clients/constituents.
- n. facilitate transitions and endings with clients/constituents.

Evaluation:

- o. critically analyze, monitor, and evaluate interventions.

Degree Requirements

Overview: Course of Study

Students must complete the required BASW curriculum in sequence over a 2-year period. The BASW curriculum currently consists of a 57 credit program comprised of three major areas: foundation courses, social work practice courses, and practicum combined with practicum seminars. In addition to these three areas, students will be required to complete 10 credits of Social Welfare electives.

Statistics is a required course for the BASW Program and is a required prerequisite course for TSOCWF 390 which is part of the BASW curriculum; statistics must be completed with a 2.0 (C grade) or better within the last five years to enroll in TSOCWF 390. If you have completed a statistics class with a 2.0 or C grade or higher more than 5 years ago, you are eligible to take the Statistics Quiz Waiver. Please contact the Social Work program office for further information at 253-692-5820.

A bachelor's or baccalaureate degree is earned upon the completion of at least 180 college quarter credits. These credits must include coursework in certain basic skills, the fulfillment of general education requirements, and completion of the degree in Social Welfare. Academic credit is not given for previous work experience or for life experience.

Exact credit requirements are determined when each student meets with the Academic Advisor after admission to the program. Some of the Social Welfare credits may also fulfill other distribution areas. An audit of past courses is done in order to determine remaining credits needed to graduate in each category.

Social Welfare students must satisfy University Admission Requirements, Social Welfare prerequisites and all Social Welfare program requirements prior to graduation.

For University Admission Requirements refer to the UWT Student Catalog online at: www.tacoma.uw.edu/enrollment-services/catalog.

Refer to the "Graduation Requirements" section of this manual for a copy of the Social Welfare Degree Requirements Checklist or contact the BASW Academic Advisor for more information.

Sequencing of Social Work Major Requirements

Social Welfare History and Policy: *TSOCWF 300, Historical Approaches to Social Welfare (5 credits)*, is taken in the first quarter of the major. It is a prerequisite for *TSOCWF 320, Contemporary Approaches to Social Welfare (5 credits)*, which is offered in the second quarter of the program.

Human Behavior and the Social Environment: *TSOCWF 402 - Human Behavior and Social Environment I (5 credits)* is taken in the first quarter of the first year in the program.

Cultural Diversity and Social Justice: *TSOCWF 404 - Cultural Diversity and Social Justice (5 credits)* is taken in the third quarter of the first year in the program.

Social Work Methods: *TSOCWF 310, Social Welfare Practice I (3 credits)*, is taken in the first quarter of the program; *TSOCWF 311, Social Welfare Practice II (3 credits)*, in the second quarter of the program; and *TSCOWF 312, Social Welfare Practice III (5 credits)*, in the third quarter of the program. These courses must be taken in sequence.

Research: *TSOCWF 390, Introduction to Social Welfare Research (5 credits)* is to be completed in Autumn Quarter of the second (senior) year in the major. A course in introductory statistics must be successfully completed (2.0 or above) prior to the beginning of *TSOCWF 390*. See the “Overview” section for additional information.

Practicum and Practicum Seminar: In the second (senior) year of the major, the *Practicum, TSOCWF 415* (4 credits each quarter, lasting three quarters) is taken. The Practicum requires a total of 480 hours in an assigned agency selected by the Social Work Program and under qualified supervision.

The *Practicum Seminar* course, *TSOCWF 405*, is taken concurrently with the Practicum. The seminars (three credits each quarter) along with the Practicum, span over three quarters during the second (senior) year of the program.

Social Welfare Electives: The major requires 10 credits of upper-division (300-400 level) electives in the field of Social Work. These courses may be taken at anytime during the program. Refer to page 9 of this manual for a current list of Social Welfare Electives.

General Electives: The number of general electives required may vary depending on the students’ prior coursework (i.e. the number transferrable credits applied toward the degree). These remaining credits of electives are referred to as “Free” or “General Electives” meaning you may take any course open to you at UWT that might peak your interest from any discipline.

Model Program of Study

To help students understand the sequencing of the Social Welfare curriculum, the following Model Program of Study (based on a 90 credit model) shows the typical progression for the degree. Students are expected to complete remaining degree requirements and deficiencies (such as Areas of Knowledge) and elective courses during the two-year program. Students are encouraged to use the “Quarterly Schedule Worksheet” on the following page to assist in planning the Program of Study, and to meet with their Program Advisor regularly to insure selection of appropriate elective courses that fulfill the graduation requirements. All Social Welfare courses (*TSOCWF*) must be taken in sequence as noted below. Any deviation from the scheduled sequence of courses must be approved in writing by the Program Director.

JUNIOR YEAR (1ST YEAR)

AUTUMN	WINTER	SPRING	SUMMER
TSOCWF 300 Social Welfare: Historical Approaches (5)	TSOCWF 311 Social Welfare Practice II (3)	TSOCWF 312 Social Welfare Practice III (5)	Electives* Attendance during summer quarter may be optional but is almost always required for students working with this example plan. Please consult with an academic advisor.
TSOCWF 310 Social Welfare Practice I (3)	TSOCWF 320 Social Welfare: Contemporary Approaches (5)	TSOCWF 404 Cultural Diversity and Social Justice (5)	
TSOCWF 402 Human Behavior & Social Environment I (5)	SW Elective* (5) If needed, TSOCWF 351 Applied Statistics may be taken here.**	SW Elective* (5)	
(13)	(13)	(15)	(13)

SENIOR YEAR (2ND YEAR)

AUTUMN	WINTER	SPRING
TSOCWF 390 Introduction to Social Welfare Research (5)	TSOCWF 405 Practicum Seminar (3)	TSOCWF 405 Practicum Seminar (3)
TSOCWF 405 Practicum Seminar (3)	TSOCWF 415 Practicum (4)	TSOCWF 415 Practicum (4)
TSOCWF 415 Practicum (4)	General Elective* (5)	General Elective* (5)
(12)	(12)	(12)

*Social Welfare electives and general electives may be taken at times other than those designated above, schedule permitting. NOTE: The number of general electives required may vary based on your total number of transfer credits. Consult with the BASW Academic Advisor for more information.

**Statistics is a required course for the BASW program. If the course has not been completed with a 2.0 (C) grade or better within the past five years, students must take it prior to registering for TSOCWF 390. Statistics can be fulfilled within the BASW program with TSOCWF 351: Applied Statistics. Consult with the BASW Academic Advisor for more information.

Distribution Note: Social Welfare majors who are pursuing the minor in Criminal Justice **may not double count** TSOCWF 300-400 Level courses as approved Social Welfare **and** as electives for the minor in Criminal Justice. The TSOCWF 300-400 level course(s) may satisfy one distribution area or another, but not both.

Quarterly Schedule Worksheet

_____ - _____

AUTUMN		WINTER		SPRING		SUMMER	
Course	Credit	Course	Credit	Course	Credit	Course	Credit

_____ - _____

AUTUMN		WINTER		SPRING		SUMMER	
Course	Credit	Course	Credit	Course	Credit	Course	Credit

_____ - _____

AUTUMN		WINTER		SPRING		SUMMER	
Course	Credit	Course	Credit	Course	Credit	Course	Credit

Course Descriptions

Required Courses Within the Department:

300 Social Welfare: Historical Approaches (5)

This historical course stresses the origins and development of social welfare policy and programs, starting with the Elizabethan Poor Law of 1601 and ending with the Social Security Act of 1935. The persistence of poverty and the development of privately and publicly funded social welfare programs are central concerns in the course. The evolution of social work is included within this context.

This course is a prerequisite to TSOCWF 320.

TSOCWF 310 Social Welfare Practice I (3)

Purposes of the course are to provide a conceptual framework for social work practice with individuals, families, small groups; an introduction to the roles, tasks, and functions of the social welfare practitioner and to theories and methods of intervention; and to develop skills in problem assessment, intervention, termination, and evaluation.

No prerequisites.

TSOCWF 311 Social Welfare Practice II (3)

Introduction to the roles, tasks and functions of the social welfare practitioner and to theories and methods of intervention; a conceptual framework for social work practice with individuals, families and small groups; and an opportunity to develop skills in problem assessment, intervention, termination and evaluation.

Prerequisite: TSOCWF 310.

TSOCWF 312 Social Welfare Practice III (5)

This course is the third course in the practice sequence and focuses on macro systems in a diverse society using the generalist perspective. The implications of system resources and configurations for meeting human needs are considered. The role and function of generalist social workers to understand and advocate for system development and change is emphasized.

Prerequisite: TSOCWF 311.

TSOCWF 320 Social Welfare: Contemporary Approaches (5)

This course emphasizes policy and program development in social welfare since 1935. Policy formulation as well as current policies regarding income maintenance proposals, emerging programs to treat specific social dysfunctioning (e.g., mental health services) and the reform attempts in contemporary society are course concerns.

Prerequisite: TSOCWF 300.

TSOCWF 390 Introduction to Social Welfare Research (5), W

Introduction to the logic of the scientific method as applied to social work and social welfare practice, to the design and conduct of a research study, to data collection and summarization, and skill development in critical consumption of social welfare research. Computer lab utilized.

Prerequisites: Students are required to take a course in introductory statistics.

TSOCWF 402 Human Behavior & Social Environment I (5), W

Focuses on person-in-the-environment for individuals and family development across the life span. Utilizes developmental and social systems perspectives in seeking to understand and influence human behavior across diverse backgrounds. Dynamics and processes of families, small groups, organizations and community systems are addressed.

TSOCWF 404 Cultural Diversity and Justice (5)

The purpose of this course is to provide students with foundation knowledge necessary for generalist social work practice with those disadvantaged and oppressed populations who are underserved in public sector practice. It provides a forum for students to explore their own values, beliefs, and behaviors and how they may affect their future practice with people who are different. Students explore some of the critical issues in race, class, gender, sexuality, disability and other societal forces that affect human functioning. An important outcome is to understand how social workers can use knowledge of diverse groups to build alliances and develop effective working relations.

TSOCWF 405 Practicum Seminar (3; maximum 9)

This seminar meets weekly. The primary purpose is to enhance student integration of social work practicum experiences with prior and concurrent course work in the social sciences, social work, and research. Methodology includes discussion, class presentations, and simulations of practice situations which combine knowledge and skill utilization. Student logs provide a basis for individual goal identification and achievement.

Taken concurrently with Practicum (TSOCWF 415). Students must complete 9 credits.

Prerequisite: TSOCWF 310-311-312.

TSOCWF 415 Practicum (4; maximum 12)

Practicum incorporates and builds upon content and skills acquired in the required curriculum for Social Welfare. In a selected community agency the student is provided the opportunity to develop social work knowledge and skills under the supervision of an experienced social worker. Emphasis is placed on development of the knowledge, perspectives and skills needed for practice with individuals, families, groups, organizations and communities. In addition, the development of culturally competent practice and planned social change skills are an integral part of the Practicum and are seen as critical for the effective delivery of social services.

After consultation with a Practicum Coordinator during Spring Quarter of the first year, students are referred by the Practicum Coordinator to selected social service agencies. During autumn quarter of the second (senior) year, students enter the agency to accept social service assignments under the supervision of a qualified Practicum Instructor. A total of 480 clock hours are required over 3 quarters (12-15 hours per week).

Please note that all students must be cleared for practicum placement. See the Policy on Readiness for BASW Field Placement for details.

NOTE: If you are employed full-time, it may be necessary to reduce or make changes in your work schedule or other commitments to complete your practicum requirements.

Practicum Course Fee

At the time of registration a \$50.00 course fee will be assessed for each of the *TSOCWF 415* Practicum course sections added to your schedule. The fee goes toward costs associated with administering student practicums. The practicum course fee is subject to change.

Social Welfare Elective Courses:

Lower-Division Electives

NOTE: *Lower- division courses will not fulfill the SW elective requirement.*

TSOCWF 101 Introduction to Social Work (5) I &S

Introduces social work as a profession including exploration of its history, values, ethics, and career options within the field. Emphasizes social work's historic commitment to economic and social justice, diversity, empowerment, and improving conditions faced by society's most vulnerable members. Open to nonmajors.

TSOCWF 150 Suicide: Individual and Community Responses (2) I &S

Increases student understanding of historical and contemporary responses to suicide; explores ethical and moral issues; and develops introductory skills used in suicide prevention. Explores psychological and sociological theories of suicide as well as other responses people engage in suicidal behaviors. Open to nonmajors.

TSOCWF 202 Perspectives on Doing Service (5) I &S

Explores the philosophical, spiritual, cultural, and value concepts that undergird helping and altruistic behaviors by individuals and groups in a global society. Service learning is included in explorations of what helping and service mean in daily life and the professional work world. Open to nonmajors.

TSOCWF 250 Interpersonal Effectiveness (5) I & S

Applies theory and research from multiple social sciences. Expands students' thinking and skills related to relationships and interpersonal communication. Introduces students to constructs and theories such as identity, perception, emotional intelligence, and culture. Develops the mechanics of interpersonal communication and relationship skills. Open to nonmajors.

Upper-Division Electives

TSOCWF 350 Biopsychosocial Human Services (5) I & S, NW & W

Examination of human life at the cellular level contextualized through the social environment. Emphasis upon cells, systems and individual development and functioning. Coverage of relevant theoretical frameworks commonly used in biological sciences, human services, and social work will be used to address biological issues with clients in social and community contexts. Open to nonmajors.

TSOCWF 351 Applied Statistics for Social and Human Services (5) NW & QSR

Application of statistical methods for use in social and human services. Examines purpose and use of social statistics to include analyzing the relationships between variables as a tool for conducting research; central tendencies and dispersion; probability; descriptive statistics; statistical inference and hypothesis testing; and bivariate analysis. Open to nonmajors.

TSOCWF 353 Mental Illness and Recovery (5) I & S

Provides an overview of persistent and disabling mental illness among adults. Combines classroom and experiential learning. Students learn directly from service providers and consumers the challenges of living with serious mental illness and within health and social welfare system constraints. *Recommended: Introductory psychology.*

TSOCWF 354 Sexual Orientation and Gender Identity (5) I & S

This course focuses on legal and sociopolitical topics related to sexual orientation and gender identity using social justice and empowerment perspectives. The framing of such topics at the local, national, and global level is emphasized, as is the intersectionality of sexual and gender identity with other aspects of human diversity. Open to nonmajors.

TSOCWF 355 HIV/AIDS: Global and National Issues (5) I & S

Examines historical and contemporary issues related to HIV/AIDS from local, national, and global perspectives. Focuses on HIV/AIDS among vulnerable populations worldwide, prevention efforts, the history of the pandemic, treatment protocols and advances, and psychological impacts on both infected and affected individuals

TSOCWF 361 Addictions and Mental Illness in Criminal Justice (5) I & S

Examines mental illness and addictions as they manifest in criminal justice systems. Focuses on the prevalence of mental illness and addictions in prisons, as well as best practices for treatment. Examines prison culture as it relates to substance abuse and mental illness. Offered: jointly with T CRIM 361.

TSOCWF 363 Criminalization of Immigration (5) I & S

Examines the criminalization of immigration in the United States and globally and the ways in which social institutions have implemented immigration policies. Analyzes the unintended consequences of criminalizing policies and practices. Explores psychosocial effects on the lives of diverse immigrants, their families, and ethnic minority communities. Offered: jointly with T CRIM 363.

TSOCWF 374 Human Trafficking (5) I & S

Examines domestic and international human trafficking, recruitment, and control methodologies. Considers labor and sexual exploitation and examines existing laws and services to combat trafficking. Analyzes the role of demand in perpetuating trafficking and the victims' trauma. Applies best practice solutions. Offered: jointly with T CRIM 374.

TSOCWF 420 Interpersonal Violence and Society (5) I & S

Explores interpersonal violence from both sociological and psychological frameworks. Understanding of the nature, dynamics and effects of interpersonal violence and the threads that connect personal and community violence. Will evaluate how best to prevent and decrease the amount of violence in society. Open to non-majors.

TSOCWF 421 Cross-Cultural Grieving (5) I&S

Examines spiritual, psychosocial, physical, and behavioral impacts of major loss on persons, families, and communities as it occurs in diverse North American ethnic and cultural communities. Exploration of death, dying, major family separations, divorce and refugee/immigration changes as it relates to grief, loss and mourning. Open to non-majors.

TSOCWF 422 Aging in American Society (5) I & S

Covers physical and psychological processes of aging. Social aspects of aging related to family roles, cultural, social support and use of health and social services will be included. Home and community based services and how those services may need to change in the 21st century will be reviewed. Open to non-majors.

TSOCWF 423 Risk and Ethics in Human Enterprises (5cr, I&S)

Values, ethics, risk management, and the law are explored in depth as they relate to the provision of human services programs, and other professional disciplines. Topics include: conflict of interest, duty of care, duty to warn, privacy and confidentiality, risk analysis, and ethical decision making. Open to nonmajors.

TSOCWF 424 Information Technology and Human Service Practice (5) I&S

In depth exploration of the impact of information technology on human service agencies and their consumers. Topics include: changing human service practice, human service websites, online therapy and self-help information, and technology-based social problems. Involves experiential learning.

TSOCWF 425 Comparative Social Welfare Policy (5) I&S

Explores current social policy issues in the United States, Canada, and Nordic countries from a comparative perspective. Examines history and political structures that influences implementation of social policies.

TSOCWF 426 Assessment Tools and Methods (5) I&S

Focuses on skill-building of key social work tasks: multiple assessment models and how to choose the appropriate model; the method and process of specific models; assessment within the context of the client's lived experience; and how to collaborate with clients to identify their needs.

TSOCWF 427 Disproportionality Across Systems (5) I & S

Examines disproportionate representation of people of color in the child welfare, criminal justice, economic, education, health, juvenile justice, and mental health systems. Focuses on how each of these systems interacts with the criminal justice system where disproportionality is a particularly serious problem. Offered: jointly with T CRIM 427.

TSOCWF 428 Policy and Practice with Sexual Offenders (5) I & S

Develops understanding of sex crimes and the people who commit them. Addresses the theoretical explanations of, and policies regarding treatment for offenders. Analyzes laws related to sex offenders, their constitutional legitimacy, and the difficulty in balancing offender and community rights. Offered: jointly with T CRIM 428.

TSOCWF 430 Children of Incarcerated Parents (5) I & S

Examines the impact of parental incarceration on the psychological, social, physical, and biological development of children. Focuses on issues of loss, trauma, attachment, and ways to address such issues. Offered: jointly with T CRIM 430.

TSOCWF 433 Crisis and Trauma Interventions with Crime Victims (5) I & S

Provides an overview of victimology and teaches practice skills for working with victims of crime and their families. Examines the efficacy and application of interventions that try to alleviate the impact of crime on victims, facilitate victims' mental health recovery, and assist in system navigation. Offered: jointly with T CRIM 433.

TSOCWF 450 International Comparisons of Current Issues (12) I & S

Provides an international comparison of social policy and social service delivery systems. In addition to a three-week intensive field component, students will complete relevant readings and conduct an independent research project on a relevant topic negotiated with the instructor. Open to non-majors.

Criminal Justice Courses

The Social Work Program also offers a curriculum in Criminal Justice to include a major and a minor. See web site for a complete list of courses in Criminal Justice (T CRIM) at <http://www.washington.edu/students/crscatt/tcrim.html>.

Independent Study Courses:

Independent study courses are elective courses that are set up between individual students and faculty. At this time, they include *TSOCWF 409 and TSOCWF 490*.

TSOCWF 409 Readings in Social Welfare (1-5 variable credits, max 15) Student-originated, individually contracted projects on topics of interest in social welfare/ social work. This course allows the student to pursue special areas of interest in greater depth or to study subjects not covered elsewhere in the curriculum.

TSOCWF 490 Research in Social Welfare (1-3 variable credits, max 10) Individual work with faculty member to assist with current research project(s). Students trained and supervised in some or all of the following research tasks: literature review, data analysis, record-keeping, interviewing, report writing, data entry and coding, data collection, and other tasks commonly found in research problems in social welfare.

The Independent Study courses require that students adhere to the following instructions for submitting a contract plan for approval.

Guidelines for Independent Study Proposals:

Students wishing to pursue independent study credits must submit the Course Summary and Contract Plan **at least 30 days before the start of the quarter** in which they plan to register. Signed and completed Plans should be submitted to the Social Work Program Office (WCG 203) for review by the appropriate Program Committee.

The purpose of an independent study is to provide an exceptional learning experience not met through regular coursework. Only independent studies that satisfy this purpose will be considered for approval.

It is expected that there will be significant scholarly output/product as a result of the independent study. Toward that end, the following guidelines are provided to assist students and faculty in the development of independent study proposals.

1) Each credit of independent study is considered equal to 30 hours of student time/work invested in the independent study. For example, a three credit independent study should require about 90 hours of effort across the quarter. A 5 credit independent study requires about 150 hours of effort in a quarter. This is the same calculation applied to time commitment expected for in-class credit.

2) Regular meetings are to take place between the Faculty Sponsor and the Student during the independent study, congruent with the nature of the project. It is expected that, at minimum, 3 meetings will take place during the project.

3) Examples of a “significant scholarly product” expected from an independent study might include (but are not limited to) participation in a faculty publication, preparation of a publishable manuscript, student presentation at a conference, or a lengthy paper or annotated bibliography. The assignments and outcomes should be closely tied to the expected hours of effort dictated by the total number of credits earned.

4) Because part-time lecturers are not compensated for this activity, Faculty Sponsors of independent studies must be fulltime faculty members at UWT unless an exception is granted by the Social Work Program Director. Part-time lecturers wishing to sponsor an independent study should contact the Director to discuss the independent study prior to submission of the Course Summary and Contract Plan to the appropriate Program Committee.

Independent Study Course Descriptions:

TSOCWF 409 “Student-originated, individually contracted projects on topics of interest in social welfare/social work not covered by other Social Work Program offerings.”

TSOCWF 490 “Individual work with faculty member to assist with current research project(s). Students trained and supervised in some or all of the following research tasks: literature review, data analysis, record-keeping, interviewing, report writing, data entry and coding, data collection, and other tasks commonly found in research problems in social welfare.”

Instructions for Approval Process:

1. Review all Independent Study Guidelines noted above.
2. Determine area of interest for your independent study.
3. Contact Social Work Program faculty member to discuss scope of TSOCWF 409 or TSOCWF 490 proposal.
4. If the Social Work Program faculty agrees to sponsor your TSOCWF 409 or TSOCWF 490, then you may begin working on your formal written proposal.
5. Student downloads Course Summary and Contract Plan form from the web site.
6. Arrange to meet with your faculty sponsor to submit the Course Summary and Contract Plan and formal written proposal for review, discussion and signature. ***Bring an unofficial copy of your UW transcript (printed from MyUW) to this meeting.***
7. Once the meeting in #6 has occurred and both signatures have been obtained, please submit the Course Summary and Contract Plan as well as any supplemental written proposal materials to the Chair of the Program Committee in the Social Work Program office (WCG-203) **at least 30 days before the start of the quarter** in which you plan to register.
8. The Independent Study will be reviewed during the next scheduled Program Committee meeting. If the Independent Study proposal is approved, both the student and the faculty sponsor will be notified and an entry code will be created and emailed to the student for registration purposes via their UW email account.
9. The faculty sponsor must return the original Course Summary and Contract Plan form with attached proposal to the BASW student file complete with final grade and faculty signature after the quarter has ended. The original form and proposal will be placed in the student's permanent file.

Current instructions and the Course Summary and Contract Plan forms are available online at <http://www.tacoma.uw.edu/social-work/basw-independent-study>. .

Other Degree Requirements

Social Welfare Requirements:

In addition to fulfilling all University Admission Requirements, Social Welfare prerequisites and all Social Welfare major requirements, by the time of graduation, a student:

- Must have at least a 2.50 GPA in required Social Welfare classes.
- Must complete at least 67 upper division credits.

University Requirements:

- Complete a minimum of 180 credits, at least 45 of which are taken in residence at UWT.
- A student must complete 45 of his or her last 60 credits as a matriculated student in residence at UWT. To seek an exception to this requirement, students should contact the Academic Advisor, who will submit a petition for an exception to the appropriate campus office. If an exception is granted, the student still must present a minimum of 45 credits in residence as a matriculated student to be awarded a UW degree.
- Must remove any admission deficiencies.
- Must have completed all University Admission Requirements and social welfare prerequisites.
- Must have at least a 2.0 UWT GPA at graduation.

Two Degrees (or Two Majors):

Second Baccalaureate Degree

A second baccalaureate degree may be granted, but a student must earn a minimum of 45 credits beyond the number required for the first degree. These credits usually must be earned in residence, with the granting of exceptions to the residency rule being the responsibility of the college, school or campus awarding the degree. The student must achieve no less than a 2.0 cumulative grade-point average in the credits required for the second degree. Students completing a second baccalaureate degree are not registered in the Graduate School, but in the academic division of the University with jurisdiction over the degree sought.

Degrees with two majors

The student's application for a baccalaureate degree with two majors must show both majors and be approved by the advisors of both programs. Requirements of both majors must be met. Both majors appear on the transcript.

For information regarding the completion of **two baccalaureate degrees concurrently**, please consult the University Catalog at <http://www.tacoma.uw.edu/enrollment-services/catalog> or your Academic Advisor as restrictions apply.

Minors

Minors are optional. A student may complete one or more, or none at all.

A minor is an optional program of study built around a particular subject or skill, for example, nonprofit management or museum studies. Minors offer a way to explore a department or interdisciplinary theme with less commitment of time than a major. Where a major requires at least 50 credits, most minors require 25 – 35 credits.

Minors can be helpful in two ways: You can focus your degree by choosing a minor related to your major or you can broaden your degree by taking an unrelated but complementary minor (for example, a business student taking a computing minor). Your minor will also show up on your transcripts.

UW Tacoma currently offers several undergraduate minors in:

- Applied Computing
- Asian Studies
- Business Administration
- Criminal Justice
- Economics
- Education
- Environmental Studies
- Global Engagement
- Health and Society
- Hispanic Studies
- Human Rights
- Law and Policy
- Mathematics
- Museum Studies
- Nonprofit Management
- Politics
- Public History
- Religious Studies
- Restoration Ecology
- Sustainability
- Urban Studies

Declaring a minor

A student may declare a minor any time after you have earned 45 credits and declared a major. There are typically no admission requirements for minors. However, if you declare a minor and later decide to major in that field, you must apply and meet that major's regular admission requirements.

Grades

A minimum 2.0 grade point average is required in the courses taken to complete a minor. A department may require a minimum 2.0 grade in each course taken to complete a minor, but if no such minimum is specified, any passing grades (0.7 or higher) are acceptable. Courses may NOT be taken on the satisfactory/not satisfactory (S/NS) grading option.

Overlaps allowed

Courses in the minor, if applicable, may also count toward any other requirement: English composition, foreign language, Q/SR, additional writing, Areas of Knowledge, and the major.

A student may not, however, major and minor in the same department. For more information on adding a minor, contact your Academic Advisor.

Student Advising

To meet the advisement needs of our students, three sources of advising are available: Faculty Advisors, the Practicum Coordinator, and the Program Advisor.

Faculty Advisors

Faculty Advisors are best used as mentors when students need assistance with educational and professional career choices or in circumstances when students experience personal difficulties that are affecting their progress in the program. All students are randomly assigned a Faculty Advisor whom they should meet with on a periodic basis. In addition to their assigned faculty advisor, students can turn to any faculty member regarding specific issues. For instance, you may choose to meet with a faculty who is doing research or practice in an area of common interest. Such “informal advising” is common and highly encouraged.

As faculty have a range of teaching, research and community service responsibilities, we encourage you to set up a time to meet with your faculty advisor. To facilitate contact please make a note of their room number, telephone number or email address. If you would like to change to another faculty advisor, contact the Social Work Program office for more information.

Office of Field Education/Practicum

The Field Coordinator is responsible for the management of field education, advisement and approval of students for practicum placements. The Coordinator also is responsible for liaison and problem-solving with agencies if there are difficulties in the placements, and assignment of grades for the practicum courses.

If you have practicum questions, please call the BASW Field Coordinator, Teresa Holt, at 253.692.5826

Student Services

The BASW Academic Advisor can assist you with information on registration, course scheduling, graduation requirements and connect you to various campus resources. Students are encouraged to meet with the BASW Academic Advisor at least once a quarter for course planning and to apply to graduate. To make an appointment, visit <http://www.tacoma.uw.edu/academic-advising-center> to use their online scheduling system.

If you have any questions regarding your records, registration, or need clarification on BASW Program or University policies, requirements and/or procedures, please consult your advisor.

Registration and Related Academic Information

Registration Procedures

Prior to the University's quarterly registration period, students may access registration dates and information on MyUW.

Online Registration:

Registration is available online via MyUW under “Student Personal Services”. **Note:** For online registration, students will need to use their UW NetID and password to access their MyUW account.

Quarterly Time Schedule:

The online quarterly Time Schedule provides the most current course offerings, along with course information (i.e. meeting dates and times) and the 5-digit schedule line number (SLN) needed to register. For some courses, the SLN and a 5-digit entry code is required. See the “notes” section for each course to determine if specific restrictions apply.

Registration Guide/Class Schedule:

The online Registration Guide/Class Schedule contains information such as when to register, when registration periods begin and end, when tuition is due, holidays and campus closures, final exam dates and other important information. **It is your responsibility to adhere to the registration deadlines noted online.**

The Time Schedule and Registration Information is available online at:

<http://www.tacoma.uw.edu/enrollment-services/time-schedule-registration-guide>.

If you encounter registration problems, or have questions regarding the registration process, please contact the BASW Academic Advisor. Students with disabilities are also encouraged to contact the Advisor for assistance. If you encounter problems with practicum courses and credits, please contact the BASW Practicum Coordinator.

Adding and Dropping Courses:

Adding/dropping a course can be done officially via MyUW or by submitting a drop card in the Office of Enrollment Services. Students who drop a course unofficially (through the instructor or advisor, for example) will be given a grade of 0.0.

Students receiving or applying for financial aid should check with the financial aid counselor before dropping a class because it may affect financial aid eligibility. Students should be aware that dropping a course may affect their student account.

The following is a summary of relevant times for adding/dropping courses during a quarter:

- **Week 1 of the quarter:** During the first week of the quarter, you may add and drop classes for any reason. No notation will be made on your transcript, *except notice of withdrawal from the University if all courses are dropped, in which case a complete withdrawal date is recorded on the transcript.*
- **Week 2 - 7:** Any courses added or dropped after the first week of the quarter are subject to a \$20 fee. If you drop *all* classes after the first week, you will be charged one-half of your quarterly tuition, based on the number of credits for which you were registered at the end of the first week. *A course drop made during the third through the seventh week of the quarter will be recorded on the student's transcript with a "W" grade and a number designating the week of the quarter in which the course was dropped.*

Unrestricted Drop Period: *Open during the second week of the quarter. Courses dropped during this period do not appear on the academic transcript.*

Annual Drop: *Each student will be permitted to drop only one course each academic year (Autumn through Summer quarters) from the third week through the end of the seventh week of the quarter.*

- **After Week 7:** No official withdrawal will be permitted after the seventh week of the quarter except under extremely unusual circumstances. Please refer to the UWT Student Catalog under "Hardship Withdrawal."
- **Summer Quarter:** During Summer Quarter, the timeline for dropping a course is abbreviated due to the shortened session. Please consult the Summer Quarter registration information for specific dates.

Tuition Deadline and Payment Options:

Students incur an obligation to pay tuition and fees in U.S. dollars when they register. Students receive e-mail notification once tuition charges are available on MyUW. Payment in full of tuition is due by the third Friday of the quarter. Nonpayment of tuition and fees by the due date may result in late fees or cancellation of registration. Students with an overdue balance will not be allowed to register for the next quarter.

Payment Options:

1. Payment Drop Box

Place your payment (cash, check or money order) in the drop box located in the Dougan Building, 1st floor hallway or visit the Cashier's window in the Carlton Building, room 400. Make checks payable to UWT and include either your student ID or SS #. A late fee will not be assessed on payments received by the due date.

2. Web Check Payment

Tuition and related charges may be paid online by web check from your checking or savings account. This service is accessible from the Tuition Charge Statement on MyUW. A bank routing number, account number and UW student ID number are required to complete your transaction. Payments post immediately and there is no fee for this service.

3. Pay by Credit Card (Internet only)

Tuition and fees can be paid by credit card via the internet only. To make a payment sign in to your MyUW account and select the "Credit Card Payment" option. Please note there is a fee schedule for credit cards payments.

4. By Mail

University of Washington Tacoma
Attn: Cashier's office
Box # 358433
1900 Commerce Street
Tacoma, WA 98402-3100

Immunizations – Health Sciences and BASW Requirements

Students are required to meet the immunization requirements set by University of Washington Health Sciences Administration (HSA). The School of Social Work and UWT Social Work Program do not accept or grant requests for waivers to the Immunization requirements. Information about Health Science requirements, procedures, and fees may be found on the follow web site: <http://www.tacoma.uw.edu/social-work/immunizations>. Students in the UWT Social Work Program may access assistance with immunizations through their personal healthcare provider, or through the campus Student Health Services office.

1. **Immunization Noncompliance:** HSA provides the Social Work Program with a list of any noncompliant students as a courtesy to support the efforts of students to become and

remain compliant. Field Faculty will notify students of this communication and ask students to clarify their status directly with HSA via email (myshots@uw.edu) and request that a copy of the clarification from HSA be e-mailed to the Social Work Program.

2. It is the responsibility of each student to ensure each quarter they are in compliance with the Health Sciences Immunization requirement. Students must communicate directly with HSA through myshots@uw.edu with questions and or concerns related to Immunization requirements.
3. Students who become noncompliant during field education will be suspended from their Field Education site and will not be allowed to return until they are in compliance (only verification from HSA by e-mail or phone call to the BASW Program Administrator or BASW Field Coordinator will be accepted as verification that a student is in compliance).
4. Any and all time missed from the Field Education site must be made up prior to the end of the quarter.
5. Students will receive an Incomplete if compliance is not attained by the end of the quarter and will not be allowed to participate in Field Education until they become compliant
6. In addition, a plan to make up all time missed from the Field Education site must be agreed to by the student, Field Instructor and submitted to the field faculty for review.

Some field sites, notable medically-related settings, may have additional immunization or health education requirements. These are negotiated through the Affiliation Agreement process and are monitored for compliance by the Field Faculty. Students must be in compliance with these requirements in order to begin placement at such a Field Education site.

Transfer Credits

A Transfer Evaluation Summary is completed for students seeking to transfer. The Office of Enrollment Services evaluates all two-year or four-year credits for applicability to the University Admission Requirements and program prerequisites. In regard to the Social Welfare curriculum, courses are evaluated for transfer credit by the Social Work Academic Advisor and/or Director. Final approvals are made by the Program Director.

The Program Director may approve substitutions to required social welfare courses only after a student makes a request and provides a copy of the relevant course syllabi. Please note that students seeking to transfer courses to meet Social Welfare core curriculum requirements must have completed the course(s) at a Council on Social Work Education accredited Social Work Program. For more information, please contact the Program Advisor.

Current social welfare majors are eligible to submit course substitution petitions for review. Students must supply documentation as outlined on the [Program Petition for Course Substitution](#) along with the signed form. Please allow a minimum of 7 -10 days for review. Decision notifications will be sent to the student's UW email address. *Only college level transferrable courses are eligible for course substitutions (vocational technical course work is not eligible).*

Grading System

UWT BASW Program Grading Scale:

Numeric grade point equivalent	Letter grade equivalent	Points	Numeric grade point equivalent	Letter grade equivalent	Points
4.0	A	100-99	2.2		72
3.9		98-97	2.1	C	71
3.8	A-	96-95	2.0		70
3.7		94-93	1.9		69
3.6		92-91	1.8	C-	68
3.5		90-89	1.7		67
3.4	B+	88-87	1.6		66
3.3		86-85	1.5		65
3.2		84-83	1.4	D+	64
3.1	B	82-81	1.3		63
3.0		80	1.2		62
2.9		79	1.1	D	61
2.8	B-	78	1.0		60
2.7		77	.9		59
2.6		76	.8	D-	58
2.5		75	.7*		57
2.4		74	.6 – 0.0	E	56
2.3	C+	73			

*Lowest Passing Grade

The University of Washington Tacoma uses a numerical grading system. Instructors may report grades from 4.0 to 0.7 in 0.1 increments and the grade 0.0. The number 0.0 is assigned for failing work or unofficial withdrawal. Grades in the range 0.6 to 0.1 may not be assigned. Grades reported in this range are converted by the Registrar's Office to 0.0. Numerical grades may be considered equivalent to letter grades as follows:

UWT Social Work faculty have agreed to use the point ranges designated on the grading scale for all BASW classes.

The **only** courses students may take on a Satisfactory/Non-Satisfactory basis are general elective courses. Students may select the S/NS grading option through the seventh week of each quarter by completing the transaction on web registration via MyUW. Fees may apply.

Some courses, such as TSOCWF 415 *Practicum*, are graded on a Credit/No Credit (CR/NC) basis.

Additional information on grades and scholarship rules may be obtained from the Office of Enrollment Services.

The following letter grades also may be used:

N: No grade. Used only for hyphenated courses (courses not completed in one quarter).

I: Incomplete. An Incomplete is given only when the student has been in attendance and has done satisfactory work until within two weeks of the end of the quarter and has furnished proof satisfactory to the instructor that the work cannot be completed because of illness or other circumstances beyond the student's control. To obtain credit for the course, an undergraduate student must convert an Incomplete into a passing grade no later than the last day of the next quarter. The student should never reregister for the course as a means of removing the Incomplete. An Incomplete grade not made up by the end of the next quarter is converted to the grade of 0.0 by the Registrar unless the instructor has indicated, when assigning the Incomplete grade, that a grade other than 0.0 should be recorded if the incomplete work is not completed. The original Incomplete grade is not removed from the permanent record.

An instructor may approve an extension of the Incomplete removal deadline by contacting the UWT Registrar no later than the last day of the quarter following the quarter in which the Incomplete grade was assigned. Extensions, which may be granted for up to three additional quarters, must be received before the Incomplete has been converted into a failing grade. In no case can an Incomplete received by an undergraduate be converted to a passing grade after a lapse of one year.

S: Satisfactory grade for courses taken on a satisfactory/not satisfactory basis.

An S grade is automatically converted from a numerical grade of 2.0 or above for undergraduates. The grade S may not be assigned directly by the instructor, but is a grade conversion by the Office of the Registrar.

NS: Not-satisfactory grade for courses taken on a satisfactory/not satisfactory basis. A grade less than 2.0 for undergraduates is converted to NS. NS is not included in GPA calculations. No credit is awarded for courses in which an NS grade is received.

CR: Credit awarded in a course offered on a credit/no credit basis. The minimum performance level required for a CR grade is determined, and the grade is awarded directly, by the instructor. CR is not computed in GPA calculations.

NC: Credit not awarded in a course offered on a credit/no credit basis only. The grade is awarded directly by the instructor and is not included in GPA calculations.

W: Official withdrawal or drop from a course from the third through the seventh week of the quarter for undergraduates. A number designating the week of the quarter is recorded with the W when a course is dropped. It is not computed in GPA calculations.

HW: Grade assigned when an undergraduate is allowed a hardship withdrawal from a course after the seventh week of the quarter. It is not computed in GPA calculations.

Non Decimal Grading Options:

Credit/No Credit-Only as a Grading Option

With appropriate departmental review and approval, a course may be offered on a credit/no credit-only basis. The standard for granting credit in credit/no credit courses is the demonstration of competence in meeting the course objectives.

Satisfactory/Not Satisfactory Grading Option

Certain students are eligible to choose that a limited number of their courses be graded satisfactory/not satisfactory rather than with regular numerical grades. Any student who wishes to register for a course on a satisfactory/not-satisfactory basis should check first with his or her advisor to determine restrictions and eligibility, because colleges and departments vary in their rules concerning this grading option. In no case is a student allowed to register for more than 6 credits (or for one course, if that course is offered for more than 6 credits) on a satisfactory/not-satisfactory basis in a given quarter. No more than 25 satisfactory/not-satisfactory credits may be applied to a four-year undergraduate degree. Such courses may not be used to satisfy University, college, or departmental course requirements including requirements for a minor (i.e., **may be applied only to the general/free elective component of a degree**).

Students may switch to or from satisfactory/not-satisfactory grading for a particular course through the seventh week of the quarter (the \$20 late change fee still applies). Only students in good academic standing (i.e., not on academic warning or probation) are eligible for the S/ NS grading option. Veterans receiving benefits should check with the Veteran and Military Services regarding nontraditional grading options.

It should be noted that the possibility of future objective evaluation of the student's total academic record is reduced by the extent to which the record includes course work that is evaluated by a grading system other than the numerical system. A student should be aware that he or she may jeopardize future educational opportunities, particularly for graduate or post baccalaureate study, when other systems of performance evaluation are used.

Grade Point Average (GPA):

The University's cumulative GPA is based solely on courses taken in residence at the University; this includes some, but not all, courses taken through UW Extension. The UW transcript also reflects grades for UW Extension course work that is not residence credit, and the grades for credit by examination. These latter grades do not affect the University cumulative GPA.

Computation of GPA:

The GPA for graduation is computed by dividing the total cumulative grade points by the total graded credits attempted for courses taken in residence at the University. Grade points are calculated by multiplying the number of credits by the numeric value of the grade for each course. The sum of the grade points is then divided by the total graded credits attempted. Courses elected on an S/NS basis are counted as follows: Satisfactory grades are printed on the permanent record as an S and do not count in the quarterly or cumulative GPA, but they do count as credits earned toward graduation. Not-satisfactory grades, NS, do not count in the quarterly and cumulative GPA and do not count as credits earned toward graduation.

The total graded credits attempted, not the credits earned toward graduation, are used in computing the GPA.

Repeating Courses:

With the approval of the academic department offering the course, an undergraduate may repeat a course once. Both the original grade and the second grade are computed in the GPA but credit is allowed only once. Veterans receiving benefits must receive approval from the veteran's coordinator in the Office of Veteran and Military Services before repeating a course.

Change of Grade:

Except in case of error, no instructor may change a grade that he or she has turned in to the Registrar. A student who finds administrative omissions or errors in a grade report must make application to the Registrar for a review not later than the last day of instruction of the student's next quarter in residence, but in no case after a lapse of two years. Grades used to meet graduation requirements cannot be changed after the degree has been granted. Time spent in military service is not counted as part of the two-year limitation. Students are not automatically notified of grade changes posted after the first of the quarter.

Academic Standing and Scholarship

Policy on Satisfactory Progress and Low Scholarship in the Social Welfare Program:

In order to maintain satisfactory progress in the Social Welfare program, an admitted BASW student must meet the following four criteria:

1. Maintain a 2.5 cumulative GPA in required Social Welfare courses and a 2.0 cumulative UWT GPA.

A student whose Social Welfare cumulative GPA falls below a 2.5 at the end of any quarter will be placed on academic probation.

Once on departmental probation, the student must contract with the Social Work Program Director to formulate an action plan for improving his or her GPA and attain at least a 2.75 for each succeeding quarter until the Social Welfare GPA is raised to 2.5. Students who continue on probation will be reviewed by the Director and may be suspended from the program for low scholarship.

A student is removed from probation at the end of the quarter in which a Social Welfare GPA of 2.5 or better is reached and the UWT cumulative GPA of 2.0 or better is reached, and any conditions for reinstatement and satisfactory progress have been met.

2. Earn a minimum 2.0 grade or Credit (in courses taken C/NC) in each required Social Welfare course.

Required Social Welfare courses are TSOCWF 300, 310, 311, 312, 320, 390, 402, 404, 405, and 415.

A student who earns less than a 2.0 in any required Social Welfare course will be placed on academic probation for one or more quarters. A student placed on probation may be asked to retake a required course during the following year. This may delay the student's practicum by one year.

With the approval of the program, a student may repeat a course once. According to UW policy, if a departmental course is retaken, the grades of the two courses are averaged and credit for the course will be given only once. Veterans receiving benefits must receive approval from the veteran's coordinator in the Office of Enrollment Services before a course is repeated.

3. Satisfactorily complete the first-year required courses before proceeding into the practicum and practicum seminar. (Social Welfare students are guaranteed access into first- and second-year TSOCWF required courses.)

In order to begin the practicum (TSOCWF 415) please refer to the Policy on Readiness for Field BASW Placement below.

4. Complete the program within four years after admission.

A student who does not complete the program within four years of admission may be removed from the program and placed in pre-major status.

A student who begins the program and then withdraws from UWT for more than one year will have to re-apply to the program to be admitted. If re-admitted, the student must meet with the Academic Advisor to prepare a revised program of studies. The Advisor (in consultation with the Director) will determine which courses may or may not be applicable to the current curriculum and which courses must be completed for the degree.

Notes:

1. Exceptions to the satisfactory progress and low scholarship policy or reinstatement to the program must be approved in writing by the Social Work Program Director.
2. The Program Director may consult with the Social Work Conflict Resolution and Behavioral Review Committee on decisions for suspension from the Social Work Program based on a student's failure to meet the criteria listed under "Academic Performance and Conduct Which May Result in a Review and Possible Dismissal from the Social Work Program".

Policy on Readiness for BASW Field Placement:

1. No student with a failed grade in a required social work curriculum course shall be eligible for field placement until that course has been made up with a satisfactory grade. This eligibility requirement does not apply to social work elective courses, or to courses taken to fulfill University-wide graduation requirements. Additionally, no student who is out of compliance with the Health Sciences Center's immunization requirements for social work students will be allowed to enter or remain in a field placement.

2. If a student is carrying an "Incomplete" in a required social work course, the instructor for that course must provide approval to the Field Coordinator for the student to be placed prior to the Incomplete being satisfactorily completed. A plan for completion of the course must be in place with a clear completion date (no later than the end of the following academic-year quarter, including Summer). If the student does not complete the course with a passing grade or if they fail to meet the deadline for course completion set with the instructor, they will not be eligible for field placement until the course is retaken and completed with a passing grade.

3. If a student fails a required social work curriculum course (including an "Incomplete" as in #2 above) while they are already in a field education placement, the Field Coordinator, in consultation with the course instructor and the Social Work Program Director will determine whether the student may remain in their field placement.

4. When grades have been submitted each quarter of the junior year (excluding Summer), the Field Coordinator will call a meeting of interested faculty to discuss any students of concern. This meeting is not mandatory for faculty, but it is strongly suggested that faculty with student concerns attend. The concerns may center around academic performance (including writing skills) as well as behavioral or attitudinal issues that give the classroom faculty concern about the student's suitability for field placement and that persist even after the instructor has spoken to the student about the behaviors. Behavioral or attitudinal issues might include but

are not limited to persistent absences or tardiness, disruptive behavior in class, inappropriate disengagement into technology in class, disrespectful treatment of colleagues, or an unwillingness to critically examine racist, sexist, heterosexist or other discriminatory personal beliefs.

5. Based on these concerns and a consensus of the attending faculty, the student will be asked to meet with a Committee made up of the following: Field Coordinator (convener and recorder of results), student's faculty advisor, and at least one faculty member who has expressed a concern. Additional individuals may be included in this meeting if appropriate. The purpose is to be clear with the student about faculty concerns and to develop a plan of correction.

Monitoring of progress on this plan will be the responsibility of one of the individuals meeting with the student, as determined by the Committee.

6. Students who are being monitored will be reviewed at the next quarterly group meeting at which time they may: 1) no longer be a concern if they corrected problematic behaviors; 2) be of continuing concern, but are showing progress in altering problematic behaviors; or 3) be of significant concern if they have not made any progress in altering behaviors. This Committee is vested with the authority to refuse a student permission to enter the field education portion of their degree program.

7. A decision to deny a student permission to enter field placement may be appealed to the Director of the Social Work program. The Director, in consultation with appropriate faculty, will make a final determination of the student's eligibility to enter a field placement.

8. The undergraduate field experience is scheduled to begin during Autumn quarter of the senior year. Should a student be delayed in the start of their placement due to one of the areas outlined in this policy, all reasonable efforts will be made to have the student begin a placement in a quarter other than Autumn if it will assist them in progress toward graduation. It must be remembered, however, that the field placement courses are linked to the field seminar courses and synchronization of these two graduation requirements may or may not be possible in any given year. No field placement at the undergraduate level will begin during summer quarter.

APPROVED BY THE FACULTY: 5/10/2012

University of Washington Policy on Low Scholarship:

Academic Warning:

An undergraduate student whose GPA falls below 2.0 in his or her first quarter at the University receives an academic warning. If a cumulative GPA of at least 2.0 for courses earned in residence at the University is not achieved by the end of the next quarter, he or she is placed on academic probation.

Probation and Dismissal for Low Scholarship:

An undergraduate student is placed on academic probation at the end of any quarter (except for the first quarter at the University, when an academic warning is issued) in which his or her cumulative GPA falls below 2.0. Once on probation, the student must attain at least a 2.5 for each succeeding quarter's work until the cumulative grade-point average is raised to a 2.0, or the student is dropped for low scholarship. A student may also be placed on probation or dismissed for academic cheating or plagiarism. See the "Standards of Conduct" section for more details.

Reinstatement:

A student who has been dropped under low-scholarship rules is readmitted to the University only at the discretion of the Academic Program. A student readmitted after being dropped under these rules reenters on academic probation. The student's GPA is the same as when dropped from the University, and the student may not use grades from other colleges or universities to raise his or her UW GPA. A readmitted student is dropped if he or she fails to attain either a 2.5 GPA for the following quarter's work or a cumulative UW GPA of 2.0 at the end of that quarter. The student is removed from probation at the end of the quarter in which a cumulative GPA of 2.0 or better is reached.

Senior in Final Quarter:

A senior who has completed the required number of credits for graduation, but whose work in what would normally be his or her final quarter places him or her on probation, does not receive a degree until removed from probation. A senior who has completed the required number of credits for graduation, but whose work in his or her last quarter results in his or her being dropped for low scholarship, does not receive a degree until readmitted and removed from probation.

Dean's List:

Quarterly Dean's List

The quarterly Dean's List includes the names of matriculated undergraduate students who have attained a quarterly GPA of 3.50 in the final grades for at least 12 graded credits. Appropriate high-scholarship entries are made on the student's permanent academic record.

Annual Dean's List

The annual Dean's List high scholarship award is recorded on the academic transcript of students who have achieved the following: A quarterly GPA of 3.50 in 12 or more numerically graded credits each quarter for three quarters of the academic year (summer, autumn, winter, spring).

Students enrolled for four quarters of the academic year (summer through spring) must satisfy the conditions outlined above and attain a quarterly GPA of 3.50 or better in the fourth quarter, if enrolled for 10 or more credits.

Students who are on the annual Dean's List receive a certificate and a letter of congratulations from the UWT Chancellor.

Baccalaureate Honors:

Baccalaureate honors (summa cum laude, magna cum laude, cum laude) are awarded only to recipients of a first baccalaureate degree. These honors are earned by those students who have completed no fewer than 90 residence credits at this institution. At least 60 of the 90 credits must have been acquired on a graded basis.

The University's Honors Committee determines annually the grade-point requirement for each baccalaureate honor. In recent years, approximately ten percent of the students have been awarded baccalaureate honors. Credits earned by correspondence courses are not counted toward honors eligibility.

Faculty Honors:

At the University of Washington, Tacoma, faculty honors are awarded to those students receiving a baccalaureate degree, whose GPA is in the upper 10 percent of their program and who have earned between 43 and 89 graded credits at the UW.

Honorary Societies:

In addition to the honors discussed above, students with distinguished academic records may participate in the honorary societies as described below.

Golden Key National Honor Society: A national, non-profit academic honors organization founded in 1977 for the purpose of recognizing and encouraging scholastic achievement among students from all academic fields. Membership is by invitation only.

Phi Alpha National Honor Society: A national honor society for social work students, founded in 1960, Phi Alpha's purpose 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. For more information on the Xi Pi Chapter at UWT visit <http://www.tacoma.uw.edu/social-work/resources-basw-students>.

Additional information on honorary societies may be obtained from academic advisors and the respective campus representatives.

Withdrawal from the University

If you interrupt your registration for an undetermined period of time, you are considered to be withdrawn. A student admitted to the BASW program must formally request a leave if he or she wishes to withdraw from the program and return later (refer to section 4 of the Policy on Satisfactory Progress and Low Scholarship described earlier in this manual).

Students who do not gain prior approval for a leave, but wish later to resume their studies, must submit a written request seeking re-admission, meet with the Program Director and reapply to UWT. The Director will determine re-admissibility or program of study revisions that may be needed by the student to continue in the program. For timelines, fees and tuition forfeiture on withdrawing, a student should consult the quarterly UWT Registration Information.

Other Important University and Program Policies

Financial Assistance

Students wanting information on their financial aid can check their accounts during the year through MyUW Tuition Statement.

The BASW Program requires all students who wish to be considered for any type of financial assistance to complete the Free Application for Federal Student Aid (FAFSA). The closing date to submit a completed FAFSA is typically February 28. However, students should contact the Financial Aid Office 253.692.4400 for the most current and accurate information since deadlines are subject to change. The FAFSA forms are available online and the financial aid staff can assist students with work-study questions, student loan information, and emergency loans.

UWT scholarships are also posted online at: <http://www.tacoma.uw.edu/financial-aid>. Students are encouraged to seek these services and information, which can make the financial aspects of attending the BASW program less burdensome.

Summer financial aid recipients may need to fill out a supplemental form for Financial Aid prior to the beginning of summer quarter in addition to completing the FAFSA for that academic year. Supplemental Financial Aid forms are usually available in late spring.

Inclement Weather Policy

In the event of inclement weather, please note the following steps for determining whether the campus is open, if your class will be held as scheduled, and/or the handling of assignments:

CALL THE SNOW #: 253-383-INFO or check the UW Tacoma home page www.tacoma.uw.edu/. This number and/or website will inform you on whether the campus has been closed.

UW ALERT SYSTEM: UW Tacoma has a system to immediately notify students and employees about emergencies that affect normal campus operations with a text message to the cell phones of those who sign up in advance. Notices will simultaneously be placed on Web pages and sent by e-mail. In addition to emergency or crisis situations, the system will provide information about suspensions or delays in campus operations due to inclement weather. To sign up visit <http://www.tacoma.washington.edu/security/alert/>.

NOTE: It is important to remember that safety should always be considered when deciding whether it is advisable to attend class(es) or not during periods of inclement weather. Please contact your instructor if you have concerns regarding assignments and deadlines during these periods.

Your Personal Information – Keep It Current!

It is critical that you keep your local address and telephone number updated with the University (Office of the Registrar, located in Enrollment Services). Without a current local address and telephone number, you may not receive periodic mailings or be contacted by the administration, faculty, or other campus staff.

You can update your address and telephone number with the University via MyUW, or by visiting Enrollment Services in MAT-253.

Release of Information from Student Files - FERPA

The Family Educational Rights and Privacy Act (FERPA) of 1974 protects the privacy of your educational records. However, the following information is considered public or “directory” information and may be released to anyone unless you inform the Office of the Registrar that you do not wish any information released: name, address, telephone number, major field of studies, dates of attendance, degrees and awards received, full-or part-time enrollment status, and educational institutions attended.

If you do not wish to authorize directory release and do not want your directory information to appear in the published or electronic Student Directory, you must restrict access through MyUW. No information will be released on students that have restricted release of directory information including degrees awarded and dates of attendance. If you later wish to change your authorization and allow release, you must go to the Office of the Registrar in MAT-253 and present photo identification.

The Program may routinely release the information noted above if you have not restricted your release through the Registrar.

If you need a hardcopy of your official UW transcript in the future, please fill out a Transcript Order form at the Cashier’s Window or via MyUW. A processing fee will apply. For more information please visit, <http://www.tacoma.uw.edu/enrollment-services/transcripts>.

If you want prospective employers or schools to have any of the information noted earlier, then there can be no “holds” on your degree (for example, because a library payment is unpaid, etc.).

If you choose not to give the releases to the University of Washington and/or the SW Program, you should remember to change the release with the Registrar or provide the Program with separate releases any time you use the University of Washington, or the Program, or its faculty for reference purposes.

Retaining Your Course Syllabi

It is strongly recommended that you begin your social work career by maintaining a file or notebook of all course descriptions and syllabi for courses you take including practicum contracts and evaluations. You will find this very helpful in the future if you decide to apply for certification in a specialized area or if the state in which you practice requires this information. The University's official transcript shows some generic titles for Social Work courses. Thus, the generic titles do not necessarily reflect the specific title or content of all of your courses, which makes it important for you to keep the course syllabi reflecting the course number and content. You can save yourself time (and lost opportunity) if you begin this kind of record keeping now.

Policy on Children in Class

While we recognize that many students have childcare needs, we ask that you not bring children to class. Generally, children tend to be disruptive, and often times the subject matter being discussed is not appropriate for them to hear. If you find yourself in a situation where you have no choice but to bring a child or children with you, **you must seek permission from your course instructor prior to class**. If permission is granted, you are responsible for seeing that the child or children are not disruptive. Thank you.

Class Participation Statement

The "Essential Skills, Values and Standards of Professional Conduct Important to Admission and Continuance in the UW Tacoma BASW Program and Profession of Social Work" referenced in this Program Manual mandates commitment to professional social work education, values, and ethics. Attendance and class participation are indications of professional commitment and are an expectation in all classes. Program policy states that failure to participate in at least 70% of class sessions for any given course will result in a faculty review of the student's appropriateness for continuation in the program.

Approved by UW Tacoma Social Work faculty winter quarter 2000.

Graduation Requirements, Checklist and Ceremonies

Application to Graduate

Students are encouraged to apply to graduate in the Autumn quarter of their senior year by making an appointment with the BASW Academic Advisor. During the appointment the formal application to graduate is completed and an analysis of remaining courses and credits is done. The application is filed with the Graduation Office, which will then monitor the student's progress of completing the courses listed. Students must apply to graduate no later than two weeks into the quarter in which graduation is planned.

A graduating student with a degree application on file in the Graduations Office may register on the first day of Period I for the final two quarters (priority quarters). This assumes the application has been filed during the first three weeks of the third quarter prior to graduation. If a student must postpone his or her graduation, the student may save his or her priority quarters by not registering before the regular senior priority day. Students who have used their Graduating Senior Priority for two quarters revert to regular senior priority.

Although a student may graduate in any quarter, there is only one commencement ceremony each year, in June, for everyone graduating during the academic year. If the application is done in time, a student can go through the June ceremony even though coursework is being finished in the summer. However, autumn graduates are eligible for the following spring quarter ceremony.

Students who do not graduate in the planned quarter must notify the Graduations Office via email: uwtgrad@u.washington.edu, as well as the BASW Academic Advisor.

Required Self-Assessment Surveys

The School of Social Work relies on student feedback to help us evaluate and improve our courses, curriculum, and practicum requirement. As part of this program evaluation effort, we have developed surveys to measure core competencies in areas defined by our accrediting institution, the Council on Social Work Education (CSWE). All students in the BASW Program are required to complete a competency self-assessment survey near the end of their course of study.

The CSWE requires that all social work programs assess students on the core competencies. In completing this survey, please rate the extent to which you think you have achieved competence in each of the practice behaviors listed for the 10 core competencies. Your

responses are confidential and will not be part of your permanent record. Please be candid in your responses -- they will not affect your grades and will not be used to evaluate your individual performance. Responses will be anonymized, aggregated and used for program evaluation purposes only.

Graduation Requirements Checklist

General Education Requirements (GER) and SW prerequisites	Credit	Transfer	UWT
<i>English Composition (C)</i>	(5)		
<i>Additional Writing "W"(completed within SW core requirements)</i>			
<i>Quantitative\Symbolic Reasoning - Statistics (QSR/NW) (prerequisite for SW requirement, TSOCWF 390)</i>	(5)		
<i>Visual, Literary and Performing Arts (Humanities) (VLPA)</i>	(20)		
<i>Individuals and Societies (Social Science) (I & S)</i>	(5)		
<i>Intro Psychology (I & S)</i>	(5)		
<i>Intro Sociology (I & S)</i>	(5)		
<i>Intro or Micro or Macro Economics (I & S)</i>	(5)		
<i>The Natural World (Natural Science) (NW)</i>	(10)		
<i>Human Biology (NW)</i>	(5)		
Total	65		
Social Welfare Core Requirements	Credit	Grade	Quarter/Yr
<i>TSOCWF 300 Social Welfare: Historical Approaches</i>	(5)		
<i>TSOCWF 310 Social Welfare: Practice I</i>	(5)		
<i>TSOCWF 311 Social Welfare Practice II</i>	(3)		
<i>TSOCWF 312 Social Welfare Practice III</i>	(5)		
<i>TSOCWF 320 Social Welfare: Contemporary Approaches</i>	(5)		
<i>TSOCWF 390 Introduction to Social Welfare Research "W"</i>	(5)		
<i>TSOCWF 402 Human Behavior & Social Environment (HBSE) "W"</i>	(5)		
<i>TSOCWF 404 Cultural Diversity and Social Justice</i>	(5)		
<i>TSOCWF 405 Practicum Seminar</i>	(3)		
<i>(9 credits total)</i>	(3)		
	(3)		
	(3)		
<i>TSOCWF 415 Practicum CR/NC</i>	(4)		
<i>(12 credits total)</i>	(4)		
	(4)		
	(4)		

Continued on next page

Social Welfare Electives 10cr <i>(must be 300-400 level, TSOCWF courses)</i>			
TSOCWF 300 – 400 level	(5)		
TSOCWF 300 – 400 level	(5)		
Social Welfare Major Requirements Total	67		
**** Other Courses **** <i>May include admission deficiencies (example: college level foreign language), additional transfer credits, minor requirement, and/or “free” general electives completed at UWT.</i>	(48)		
B.A. Degree in Social Welfare TOTAL	180		

* The number of general electives required may vary based on your total number of transfer credits. Consult with the BASW Academic Advisor for more information.

To qualify for graduation with a Bachelor of Arts in Social Welfare, a student must complete a minimum of 180 credits as outlined above. Please note, students with University Admission Requirements or Social Welfare prerequisite deficiencies must meet with the BASW Academic Advisor regarding completion and scheduling of deficiencies.

Commencement Ceremonies

University of Washington Tacoma Commencement Ceremony:

The University of Washington Tacoma holds one Commencement ceremony for all UW Tacoma graduates, including BASW Program students at the end of spring quarter. Information, including tickets for guests (if required), is provided online each spring quarter. A cap and gown are required for this ceremony.

Information about graduation is distributed via e-mail and the UW Tacoma web site <http://www.tacoma.uw.edu/events/content/commencement>. Students who are graduating have the responsibility to check email or the web and acquire this information and contact the Social Work Program office if they have questions.

Caps and gowns:

All degree applicants will receive information about ordering academic apparel. Announcements will be made via e-mail during spring quarter.

Diplomas:

These are mailed to students 3-4 months after graduation. In the meantime, if an employer requests verification of graduation, you may contact the Registrar at 253.692.4400, or you may refer to the Degree Validation website:

<http://sdb.admin.washington.edu/sisDegreeValidation/Public/default.aspx>

Note: The names of students that have restricted the release of directory information cannot be verified through this website.

Computing, Web Page, and Electronic Communication

MyUW and UW NetID

MyUW (www.myuw.washington.edu): MyUW is your web portal to University of Washington information, UW email, and personal services (includes web registration, checking your grades, tuition statement, and other personal information). MyUW is an easy-to-use tool for finding the resources you need to fulfill your goals at the university. You can "personalize" it to fit your needs by including or excluding the services you see listed, adding bookmarks to your favorite links, and choosing the background and accent colors you prefer.

A **UW NetID** (with password) is required to access your personal services, web registration, and UW email. For security, your UWNetID and password and all functions of MyUW that contain sensitive information are encrypted before they are transmitted across the network.

MyUW includes links to the UW Library catalog, reference tools such as an encyclopedia and a dictionary, a calendar of campus events, a continuously updated *General Catalog*, the UW student directory, a scholarship directory and the academic calendar (deadlines for adding or dropping courses, registration dates). The last item is particularly useful because it includes the minute-to-minute enrollment status of courses -- so that during registration for the next quarter, for example, you can check classes to see if they are open *before* you register. With the exception of access to your personal information and web registration, you may also access many of these resources through the UW's website (www.uw.edu) or UW Tacoma's website (www.tacoma.uw.edu.) **A UW NetID will be required to complete your graduation application on line.**

Social Work Program Web Page & Facebook Page

The UW Tacoma Social Work Program web address is <http://www.tacoma.uw.edu/social-work>. The web site provides program and course information as well as news and updates pertaining to the Social Work Program, academic and practicum program manuals, policies and required forms are all readily available on our web site. Links to social welfare related web sites are also provided. You may access the School or Program website from computers anywhere in the world, as long as they have an Internet connection. *Note: The information is subject to change since various documents, such as quarterly registration materials, are added to these menus throughout the year.* The Social Work Program also maintains a Facebook page. Students can visit to obtain updates and news pertaining to UWT Social Work, the surrounding community, UWT opportunities for involvement and have contact with current students and alumni. Visit us at <https://www.facebook.com/pages/UW-Tacoma-Social-Work-program/369399086419000>.

STAR (System To Administer Records):

STAR is a web based data management and presentation system that helps students, agencies, and SSW Field Education faculty communicate efficiently. It is also the avenue through which students complete the required Self-Assessment Surveys referenced above. You will receive more information about STAR and how to use it at your Field Orientation session.

Computer Access

The University of Washington Tacoma houses its own Computer Labs where students have free access to IBM and Macintosh compatible computers and laser printers running a variety of Windows software, including Word and Excel. A number of other software packages, including electronic mail and statistical analyses are also available as well as an access station for users with special needs. Tutorials and training are available that assist with learning how to use the different computer software. For further information, please call the Computer Lab at 253.692.5611 or 253-692-HELP for assistance.

E-Mail Account and Electronic Communications

As a student of the University of Washington, you are provided with an email account at no charge. For details on how to create your UW email account, visit <http://www.washington.edu/itconnect/connect/email/uw-email/>. Typically, students set up a UW email account at the time they establish a UW NetID. If you need assistance creating your account, visit a UW Tacoma computer lab and a staff member can assist you.

All Social Work students are required to maintain a UW email account, be subscribed to the official UW Tacoma BASW listserv, and check their email at least twice each week. The BASW

Program uses email as the major means to distribute important information about school programs, class information, deadlines, and other announcements.

Note: All BASW students are automatically subscribed to the UW Tacoma BASW listserv prior to the start of Autumn Quarter.

Computing Rules at the UW Tacoma & Email Guidelines:

Your use of email must meet the same common sense standards you would apply to your use of campus telephones and campus mail. Further, your use must not interfere with the operation of the computers and networks or with the work of others.

- DO NOT send email to someone who has requested that you not do so.
- DO NOT send frivolous or excessive messages, either locally or off campus.
- DO NOT create, send, or forward chain letters (messages that are forwarded many times to people who have not solicited the information).
- DO NOT flood another system, network, or user account with email.
- DO NOT send email to someone you do not know, just because you see them logged in or like their name.
- DO NOT send email to individuals or groups who you could not reasonably expect to welcome email from you. If you have any doubt, ask their permission before adding them to any list.
- DO NOT obscure the true identity of the sender of email or forge email messages.
- It is your responsibility to determine the purpose of an electronic mail list (e.g., a LISTPROC or LISTSERV) before subscribing or sending messages to the list. Persons subscribing to an email list will be viewed as having solicited any material delivered by the list, as long as that material is consistent with the purpose of the list.
- DO NOT send to an email list any materials that are not consistent with the purpose of the list. If you send messages not relevant to the purpose of the list, you will be viewed as having sent unsolicited email.
- DO NOT continue to send email to a list if the list owner has requested that you stop sending to the list because you are not following the guidelines or topic established for the list.
- DO NOT harvest email addresses from another email list in order to establish your own list. If a list is closely related to a subject you would like to initiate, it is permissible to post a message to the existing group, inviting people to subscribe to your list.
- DO NOT harvest email addresses from an institution's directory or through the use of tools such as finger.
- DO NOT subscribe anyone to an email list except with the individual's permission.

Please refer to the following website for detailed rules on email and computer usage at the UW: <http://www.washington.edu/itconnect/security/security-and-privacy-policies/>

UW Tacoma Faculty/Staff/Student E-Mail Policy:

The following policy statements concern the conditions under which faculty, staff, and students are expected to use the University of Washington email system. They do not prevent faculty, staff, or students from also using that system for other purposes, e.g., limited private use. These policies have been recommended by the All Directors group and approved by the UW Tacoma Vice Chancellor for Academic Affairs.

- Faculty and staff are expected to use their UW NetID email accounts to disseminate information to students and communicate with their colleagues and students on internal business.
- NetID accounts are created for students upon admission to the university; and students are required to activate their email addresses for their NetID accounts before the first day of classes.
- Faculty and staff will use only the University of Washington student email system to communicate information relating to coursework, policies, event announcements, etc.
- Faculty and staff are not obligated to respond to students using non-UW email accounts.
- Students may be held accountable for any information contained within the official email communications, including instructor notices of changes in schedules and assignments.

Although students may configure their UW emails to automatically forward to another email account, they should be advised that some email systems may be unable to handle large email files and may block delivery of UW email attachments.

Personal Computers

If you would like to connect your personal computer to the UW network, then you need a broadband connection (DSL, broadband cable), a modem & telephone line connection and/or a wireless network card.

For further information, you can also check out this UWT website at:
<http://www.tacoma.uw.edu/information-technology>.

As a UW student, you have access to a wide world of technology resources. This website has all the details on how to use them — from setting up email to getting tech support when you need it: <http://www.washington.edu/itconnect/>.

For UW students there is no charge for using the University computers over a modem if you are within the local telephone calling area, which in this case extends from Everett to Tacoma. If your call to the University computers is long-distance, you will be charged regular long-distance rates.

Resource Guide Summary

Campus Resources

Division of Student Affairs:

Our staff is committed to providing personalized attention to all students from the time they aspire to attend UW Tacoma until the successful completion of their degree. Student Affairs will provide the co-curricular and personal support necessary to accomplish the critical processes students must complete to achieve success. Below are a few of the areas they represent. For a complete overview of their division please consult the web.

www.tacoma.washington.edu/studentaffairs/

- Associated Students of UW Tacoma (ASUWT)
- Career Development and Education
- Childcare Assistance Program
- Disability Support Services
- Student Health and Wellness (Counseling Center)
- Student Centers (*oUWTpost in the Mattress Factory*)
- Fitness Center

Diversity Resource Center

The Diversity Resource Center offers materials on diversity issues and coordinates campus events related to diversity in the campus community. The center is located in WCG-102. For more information about the DRC, contact, Diversity Resource Center Coordinator, at (253) 692-4776 or divrescn@u.washington.edu.

UW Tacoma Safety and Security Escorts:

The UW Tacoma Safety and Security Office is concerned for the safety of everyone on campus. Services include safety escorts, and vehicle lockout assistance. For your safety, the University of Washington Tacoma encourages students, faculty, staff and visitors to use the Safety Escort Program. Public Safety Officers are available to walk you to your car or other campus destination. The service operates quarterly during the following hours: Monday - Thursday — 6 a.m. to 11 p.m. and Friday — 6 a.m. to 10 p.m. The service is free of charge. During busy periods, the Public Safety Officer may ask you to meet in a common location so as to facilitate the escorting of multiple persons.

For free escort service, call 253-692-4416 from your phone.

Additional Resources:

To learn about additional campus resources, visit the UW Tacoma website.
www.tacoma.washington.edu/

Scholarship Funding Information

UW Tacoma Scholarship Opportunities:

Watch for campus announcements regarding UW Tacoma scholarships to offset the cost of tuition. To view current postings and download application forms, visit <http://www.tacoma.uw.edu/uwt/admissions/financial-aid/scholarships>.

Social Work Scholarship for UWT Social Work Students:

As a result of generous donations to the Social Work Program Student Scholarship fund the University of Washington Tacoma Social Work Program makes scholarships available whenever possible. These funds will go toward student tuition. An announcement and call for applicants will go out over the uwtbasw student listserv when funds are available. The amount and number of scholarships depends upon donations throughout the year. Other program specific scholarships may be available at different times. Please check with the Program's Scholarship Committee for availability during a given year.

Opportunities for Involvement

Advisory Council:

The UW Tacoma Social Work Program Advisory Council meets 2-3 times per academic year. Membership may include, Social Work Program faculty, staff, students, alumni, practicum field supervisors and community members. The Advisory Council provides input to strengthen curriculum development, develop program goals and objectives for learning and other related areas. If you would like to get involved, please contact the program Director. *Currently the Advisory Council is on hiatus.*

Phi Alpha Honor Society:

A national honor society for social work students, founded in 1960, Phi Alpha's purpose 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. For more information on the Xi Pi Chapter at UWT visit <http://www.tacoma.uw.edu/social-work/resources-basw-students>.

Student Social Work Organization (SSWO):

The Student Social Work Organization (SSWO) is one of the most active organizations on campus. The SSWO's mission is to "empower individuals, groups and communities towards social change by listening, advocating for social justice and serving our community with competence and integrity." Contact the Office of Student Involvement to get involved.

National Association of Social Workers (NASW):

Only national organization serving needs of social work profession. Offers a wide range of professional services, benefits, and opportunities. Reduced rates for students, by degree level.

State chapter: 522 N 85th St. Suite B100, Seattle, WA 98103, 206-706-7084,

email: info@nasw-wa.org

Chapter Website: www.nasw-wa.org/

National address: 750 First Street NE, Ste 700, Washington, DC 2002-4241

Website (includes on-line membership application): www.naswdc.org/

Toll-free number for membership information: 1-800-742.4089

UW Alumni Association:

Provides programming and events linking alumni and students.

206-543-0540 or 1-800-AUW-ALUM

Website: www.washington.edu/alumni

Employment Information

Career Development and Education:

Career Development and Education assists undergraduate and graduate students and alumni in developing, evaluating, and implementing career and educational decisions. Our staff is here to support students' endeavors toward a rewarding college experience and successful professional growth beyond UW Tacoma.

Career Development and Education provides a number of services to UW Tacoma students including: career and internship planning, job search and networking strategies, resume development, and interviewing. In addition, they maintain job and internship listings, employer information, a career library and a variety of career handouts. They also sponsor an annual career fair and provide career assessment services. For more information, please visit the Career Development and Education web site at:

http://www.tacoma.washington.edu/studentaffairs/SS/cde_about.cfm.

Note: The Social Work Program bulletin board and uwtbasw listserv will occasionally post employment or volunteer opportunities as well.

Additional Educational Opportunities

UW Tacoma Key Bank Professional Development Center:

The mission of the **KeyBank Professional Development Center** is to expand access to the resources of the University of Washington, Tacoma by offering advanced, non-degree education to individuals and organizations in the South Puget Sound region. As a self-sustaining unit, the Center offers an array of seminars, workshops and courses to enhance the knowledge and skills of community members. For more information, visit

<http://www.tacoma.uw.edu/keybank-professional-development-center/keybank-professional-development-center>.

Standards of Conduct and Grievance Procedures

UW Student Conduct Code

The following is an abbreviated version. The complete code is available from the Office of the Vice President for Student Affairs, Schmitz 476, or the Washington Administrative Code, Chapter 478-120 (in the UW Tacoma Library).

Admission to the University carries with it the presumption that students will conduct themselves as responsible members of the academic community. As a condition of enrollment, all students assume responsibility to observe standards of conduct that will contribute to the pursuit of academic goals and the welfare of the academic community. That responsibility includes, but is not limited to:

- academic and professional honesty and integrity,
- refraining from actions which would interfere with University functions or endanger the health, safety, or welfare of others, and
- complying with the rules and regulations of the University and its units.

Specific instances of misconduct on campus include, but are not limited to:

- intentionally and substantially disrupting teaching
- physical abuse or threat of harm
- sexual offenses, such as rape, sexual assault or harassment
- malicious damage to or misuse of property
- refusal to comply with lawful order to leave the campus
- possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons (excluding legal defense sprays)
- unlawful possession, use, distribution, or manufacture of alcohol or controlled substances
- inciting others to engage in unlawful activity.

Violations of these standards may result in a variety of disciplinary actions, including suspension or permanent dismissal from the University.

Academic Performance and Conduct That May Result in a Review and Possible Dismissal from the BASW Program

Students may be terminated from the UW Tacoma BASW Program for any of the following:

1. Failure to meet or maintain academic standards as established by the University and the School of Social Work and the UW Tacoma BASW Program in Tacoma. (This is automatic and may take place without a review or further procedure.).
2. Academic cheating, lying, or plagiarism.
3. Behavior judged to be in violation of the NASW Code of Ethics (available at <http://www.naswdc.org/pubs/code/default.asp>) or unprofessional conduct as specified by RCW 18.130.180 Unprofessional Conduct, Regulation of Health Professions-Uniform Disciplinary Act, Revised Code of Washington available at <http://app.leg.wa.gov/RCW/default.aspx?cite=18.130.180>.*
4. Documented evidence of conviction of a criminal act occurring during the course of study, or which occurred prior to admission to the UW Tacoma BASW Program and became known after admission.
5. Failure to meet the Essential Skills, Values and Standards of Professional Conduct Important for Admission and Continuance in the UW Tacoma BASW Program and Profession of Social Work.

* The NASW Code of Ethics is published in the *Encyclopedia of Social Work*, Vol. 3, Appendix 1, available in the SW and UW Tacoma Libraries. The most recent RCW 18.130.180 is published in the *Revised Code of Washington*, available in the Law Library or in the Government Publications section of Suzzallo, Allen and accessible via the UW Tacoma Library.

Academic Honesty: Cheating and Plagiarism

What is academic misconduct?

Academic misconduct occurs if you present as your own work something that you did not do, or if you intentionally present incorrect data. It is also considered academic misconduct if you help someone else present work that is not his or her own.

Plagiarism

One of the most common forms of cheating is *plagiarism*, using another's words or ideas without proper citation. When students plagiarize, they usually do so in one of the following six ways:

1. *Using another writer's words without proper citation.* If you use another writer's words, you must place quotation marks around the quoted material and identify the source of the quotation.

2. *Using another writer's ideas without proper citation.* When you use another author's ideas, you must indicate with an in-text citation, note, or other means where this information can be found. Your instructors want to know which ideas and judgments are yours and which you arrived at by consulting other sources. Even if you arrived at the same judgment on your own, you need to acknowledge that the writer you consulted also came up with the idea.
3. *Citing your source but reproducing the exact words of a printed source without quotation marks.* This makes it appear that you have paraphrased rather than borrowed the author's exact words.
4. *Borrowing the structure of another author's phrases or sentences without crediting the author from whom it came.* This kind of plagiarism usually occurs out of laziness: it is easier to replicate another writer's style than to think about what you have read and then put it in your own words. The following example is from *A Writer's Reference* by Diana Hacker (New York, 1989, p. 171).

Original: *If the existence of a signing ape was unsettling for linguists, it was also startling news for animal behaviorists.*

Unacceptable borrowing

sign language unsettled linguists and startled animal behaviorists.

Unacceptable borrowing of sentence structure: *If the presence of a sign-language-using chimp was disturbing for scientists studying language, it was also surprising to scientists studying animal behavior.*

Acceptable paraphrase: *When they learned of an ape's ability to use sign language, both linguists and animal behaviorists were taken by surprise.*

5. *Borrowing all or part of another student's paper or using someone else's outline to write your own paper.*
6. *Using a paper writing "service" or having a friend write the paper for you.* Regardless of whether you pay a stranger or have a friend do it, it is a breach of academic honesty to hand in work that is not your own or to use parts of another student's paper.

Note: *The guidelines that define plagiarism also apply to information secured on internet websites. Internet references must specify precisely where the information was obtained and where it can be found.*

You may think that citing another author's work will lower your grade. In some unusual cases this may be true, if your instructor has indicated that you must write your paper without reading additional material. But in fact, as you progress in your studies, you will be expected to show that you are familiar with important work in your field and can use this work to further

your own thinking. Your professors write this kind of paper all the time. The key to avoiding plagiarism is that you show clearly where your own thinking ends and someone else's begins. Integrity is essential to effective performance in the profession of Social Work. Social work professionals are entrusted to carry out responsibilities that significantly impact human lives. Upholding academic honesty is consistent with a professional focus on acting with integrity and demonstrates the student's willingness to do so

Essential Skills, Values and Standards of Professional Conduct Important to Admission and Continuance in the School and Profession of Social Work

Essential Skills, Values and Standards of Professional Conduct for Admission to and Continuance in the School of Social Work are part of the School's academic standards. They are the physical, cognitive, emotional and character requirements necessary to participate fully in all aspects of social work education and the practice of social work. The expectation is that students will possess and develop these skills, values and standards as they progress through all aspects of the program, including in the classroom, in their field placements, and in the professional practice of social work. Attention to them will be paid by faculty responsible for making admissions decisions and for evaluating students' classroom and practicum performance. Violations of these Skills, Values, and Standards of Professional Conduct can also become grounds for dismissal from the program and from the profession. Thus, it is important that they are well understood.

Essential Skills

Motor and Sensory. Developing the competencies needed to become a social worker is a lengthy and complex process that requires students to participate in the full spectrum of experiences and requirements of the curriculum. The social work student must have sufficient motor abilities to attend class and perform all the responsibilities expected of students in practicum placement, at places such as hospitals and clinics. The student must also have the ability to acquire and integrate new information through the use of their senses to perform the functions that will be expected of them both as students and as professional social workers.

Students who wish to request reasonable accommodations for meeting the Essential Motor and Sensory Skills requirement should contact the Office of Disability Resources for Students (DRS). DRS provides services to enrolled students who have a documented permanent or temporary physical, psychological or sensory disability that qualifies them for academic accommodations under the law. Information about DRS can be found at:

<http://www.washington.edu/students/drs/>.

Knowledge Base for Social Work Practice. The professional activities of social work require that students be grounded in relevant social, behavioral and biological science knowledge and

research. This includes knowledge and skills in relationship building, data gathering, assessment, interventions and evaluation of practice.

Interpersonal and Communication Skills. The social work student must demonstrate the interpersonal skills needed to relate effectively to other students, faculty, staff, clients and other professionals. These include compassion, objectivity, integrity and the demonstration of respect for, and consideration of others. The social work student must communicate effectively and sensitively with other students, faculty, staff, clients and other professionals. He/she must express ideas and feelings clearly and demonstrate a willingness and ability to listen to others. He/she must have sufficient skills in spoken and written English to understand the content presented in the program.

Values

For admission to and continuance in the School of Social Work at the University of Washington, students must demonstrate a commitment to the core values of social justice and diversity. These values are critical to social work education and practice.

Social Justice. The social work student must value social justice, which includes promoting equality and human rights and recognizing the dignity of every human being.

Diversity. The social work student must appreciate the value of human diversity. He/she must serve in an appropriate manner all persons in need of assistance, regardless of the person's age, class, race, religious affiliation (or lack thereof), gender, disability, sexual orientation and/or value system. Social work students must not impose their own personal, religious, sexual, and/or cultural values on their clients. The social work student must know how his/her values, attitudes, beliefs, emotions and past experiences affect his/her thinking, behavior and relationships. The student must be willing to examine and change his/her behavior when it interferes with his/her working with clients and other professionals. The student must be able to work effectively with others in subordinate positions as well as with those in authority.

Professional Conduct.

The social work student must abide by the ethical standards of the profession developed by the National Association of Social Workers (NASW) Code of Ethics. (The Code of Ethics can be found at <http://www.naswdc.org/pubs/code/code.asp>.)

In general, the social work student must behave professionally by knowing and practicing within the scope of social work, respecting others, being punctual and dependable, prioritizing responsibilities and completing assignments on time. The social work student must learn to be resilient in the face of the undesirable effects of stress and avoid burnout by exercising appropriate self-care including the development of cooperative and facilitative relationships with colleagues and peers.

Adapted from the NASW Code of Ethics:

Privacy and Confidentiality.

- (a) Social work students and professionals should not solicit private information from clients unless it is essential to providing services or conducting social work evaluation or research.
- (b) Social work students and professionals may disclose confidential information when appropriate with valid consent from a client or a person legally authorized to consent on behalf of a client.
- (c) Social work students and professionals should protect the confidentiality of all information obtained in the course of professional service unless sharing information is necessary to preventing serious, foreseeable, and imminent harm to a client or other identifiable person. . . .

Sexual Relationships & Physical Contact

- (a) Under no circumstances should social work students and professionals engage in sexual activities or sexual contact with current or former clients, whether such contact is consensual or forced.
- (b) Social work students and professionals should not engage in sexual activities or sexual contact with clients' relatives or other individuals with whom clients maintain a close personal relationship when there is a risk of exploitation or potential harm to the client.
- (c) Social work students and professionals —not their clients, their clients' relatives, or other individuals with whom the client maintains a personal relationship—assume the full burden for setting clear, appropriate, and culturally sensitive boundaries. . . .
- (d) Social work students and professionals should not engage in physical contact with clients when there is a possibility of psychological harm to the client as a result of the contact (such as hugging or massaging clients). Social workers who engage in appropriate physical contact with clients are responsible for setting clear, appropriate, and culturally sensitive boundaries that govern such physical contact.

Respect

- (a) Social work students and professionals should treat colleagues and clients with respect and should represent accurately and fairly the qualifications, views, and obligations of colleagues.
- (b) Social work students and professionals should avoid unwarranted negative criticism of colleagues and clients in communications with others. Unwarranted negative criticism may include demeaning comments that refer to level of competence or to individuals' attributes such as race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, and mental or physical disability. . . .

Unethical Conduct of Colleagues

- (a) Social workers should take adequate measures to discourage, prevent, expose, and correct the unethical conduct of colleagues.
- (b) Social workers should be knowledgeable about established policies and procedures for handling concerns about colleagues' unethical behavior. Social workers should be familiar with national, state, and local procedures for handling ethics complaints. These include policies and procedures created by NASW, licensing and regulatory bodies, employers, agencies, and other professional organizations.
- (c) Social workers who believe that a colleague has acted unethically should seek resolution by discussing their concerns with the colleague when feasible and when such discussion is likely to be productive. . . .

Revised by Gary Olson, per Jane Yung, 2009-10; NASW items added by Gary per Margaret Spearmon and Jon Conte, 2009-10. Draft 10/22/10 by Gary, revised by Todd Herrenkohl and Jenn Stuber for FC; revised by Gary Olson 11/16/10; revised by Program Directors 2011; Approved by FC June, 2011.

Standard syllabus statement regarding course participation:

The "Essential Skills, Values and Standards of Professional Conduct Important to Admission and Continuance in the UW Tacoma BASW Program and Profession of Social Work" mandates commitment to professional social work education, values, and ethics. Attendance and class participation are indications of professional commitment and are an expectation in all classes. Program policy states that failure to participate in at least 70% of class sessions for any given course will result in a faculty review of the student's appropriateness for continuation in the program.

Approved by UW Tacoma Social Work faculty winter quarter 2000.

Resolution of Grievances

There are two different avenues to redress a grievance, depending on whether the grievance is academic (including practicum) or related to discrimination or unfair treatment. **The UW Tacoma BASW Program as well as the University encourages the resolution of grievances at the lowest level. In addition, although the process will generally be followed in the order described below, no one phase in the process is required before another may be utilized.** If resolution of a grievance does not occur at a particular level, the appropriate referrals can be identified and discussed. It is against University policy to penalize or retaliate against any party for participation in grievance resolution.

Contact information for the parties mentioned in this section is listed at the end.

Academic grievance:

An academic grievance may be resolved by discussing the issue with the faculty member concerned, secondly with your faculty advisor and third with the Director. For academic issues within practicum, resolution may be sought by discussion with the Practicum Instructor or Liaison; secondly with the Practicum Coordinator; and third with the Director. Students also may discuss the issue with the University Ombudsman if they so choose.

The Director of the BASW Program may refer an academic grievance to the Conflict Resolution and Behavioral Review Committee (described in the pages that follow this section) or an appropriate University office.

Discrimination/unfair treatment grievance:

Students and employees of the University are protected by the University's equal opportunity policies (see the following section). If you believe that you have been discriminated against or unfairly treated — on the basis of race, color, creed, religion, national origin, sex, sexual or political orientation, age, marital status, disability, or disabled-veteran or Vietnam-era-veteran status — procedures exist within the BASW Program and the University for the resolution of such a grievance. Students also have access to the complaint procedures in state and federal agencies as allowed by law. Be aware that there may be time limitations on the filing of a formal complaint with an external agency.

Within the UW Tacoma BASW Program: Discuss the issue and seek resolution with the individual involved. If it is unresolved, students should follow the same steps outlined above under "Academic Grievance."

When you discuss a complaint with any of the individuals named above, you can expect confidentiality. If, however, your complaint is about sexual harassment, the individual to whom you reported the complaint is legally obligated to report your complaint to the University. (The student can decide whether or not to follow up with the University representative.)

Within the University: Resolution of discrimination or unfair treatment complaints may be sought through the University Ombudsman, and then either through the Office of the Vice President for Student Affairs or the University Complaint Investigation & Resolution Office (UCIRO)—depending on whether the complaint is about a student or a university employee. Complaints about students are directed to the Vice President for Student Affairs; complaints about University employees (which includes faculty) are directed to UCIRO. (The UCIRO may refer you to a more appropriate University office.) At these offices, resolution may be sought through informal conciliation or a formal complaint procedure.

The University Ombudsman uses education, consultation, conciliation, or mediation to reach a mutually satisfactory resolution of a dispute, or if a resolution does not occur, can identify and discuss appropriate referral options.

Resource Persons within the BASW Program and the University:

Tacoma Social Work Program Director

Diane Young
WCG-203A
253.692.4703
e-mail: youngd4@u.washington.edu

Dean of the School of Social Work

Edwina Uehara
Room 210C/4516 University Way
206.685.2480, Room 210C
eddi@u.washington.edu

Interim Vice Chancellor for Academic Affairs (UW Tacoma)

William (Bill) Kunz
GWP-312
253.692.5638
e-mail: bkunz@u.washington.edu

Field Coordinator

Tom Diehm
WCG-203J
253.692.5823
email: tdiehm@u.washington.edu

University Ombudsman

Chuck Sloan

206 Condon Hall
206.543.6028
e-mail: ombuds@u.washington.edu

UW Tacoma Ombudsman

Chuck Sloane
CAR 219
253.692.4476
e-mail: ombuds@u.washington.edu

Division of Student Affairs

Cedric Howard
MAT-352
253-692-4501
email: saffairs@u.washington.edu

University Complaint Investigation and Resolution Office (UCIRO)

1415 NE 45th, Room 405
206.616.2028
email: uciro@u.washington.edu

BASW Program Conflict Resolution and Behavioral Review Committee

The University of Washington Tacoma (UWT) Social Work Program Conflict Resolution and Behavioral Review Committee is a body of faculty who are available to mediate conflicts between and among students, faculty, and staff that cannot be resolved by those directly involved in the controversy. This Committee has served as a useful tool to assist in problem-solving, to educate one another on a variety of issues and to serve a behavioral review function when necessary. This is an internal Social Work Program Committee and other University procedures can and will be used when appropriate.

To meet the Program's gate-keeping responsibilities, this Committee may be called to review a student's behavior if other avenues of resolution are ineffective or if the concern is of such seriousness to consider a recommendation to the Program Director for removal from the program. Failure of a student to meet the Standards for Essential Abilities for Continuance in the Social Work Program may result in a review by this Committee.

In all instances, individuals or groups should attempt to resolve the conflict with those involved. Please refer to the previous pages in this manual for a discussion of resolution of grievances. This Review Committee is an **additional resource** if a mutually acceptable resolution cannot be reached through other means. Students, faculty or staff may request to convene a Review Committee meeting by completing the form available at <http://www.tacoma.uw.edu/social-work/resources-basw-students>.

UW Equal Opportunity Statement

The University of Washington reaffirms its policy of equal opportunity regardless to race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam era veteran in accordance with University of Washington policy and applicable federal and state statutes and regulations.

In addition to adhering to the University of Washington Equal Opportunity Statement, the UW Tacoma Social Work Program provides equal opportunity in education without regard to political orientation.

Reasonable Accommodation Statement

The University of Washington is committed to providing access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. For information or to request disability accommodation contact: Disability Support Services at 253.692.4522, TDD 253.692.4413 or e-mail at dssuwt@u.washington.edu

UW Policy on Non-Discrimination and Affirmative Action

For complete policy details, please refer to
www.washington.edu/admin/rules/policies/PO/EO31.html.

The University of Washington, as an institution established and maintained by the people of the state, is committed to providing equality of opportunity and an environment that fosters respect for all members of the University community. This policy has the goal of promoting an environment that is free of discrimination, harassment, and retaliation. To facilitate that goal,

the University retains the authority to discipline or take appropriate corrective action for any conduct that is deemed unacceptable or inappropriate, regardless of whether the conduct rises to the level of unlawful discrimination, harassment, or retaliation University policy:

- Prohibits discrimination or harassment against a member of the University community because of race, color, creed, religion, national origin, citizenship, sex, age, marital status, sexual orientation, disability, or military status.
- Prohibits any member of the University community, including, but not limited to, the faculty, staff, or students, from discriminating against or unlawfully harassing a member of the public on any of the above grounds while engaged in activities directly related to the nature of their University affiliation.
- Prohibits retaliation against any individual who reports concerns regarding discrimination or harassment, or who cooperates with or participates in any investigation of allegations of discrimination, harassment, or retaliation.

UW Policy on HIV/AIDS

For complete policy details, please refer to Executive Order No. 60 of the President, Revised September 24, 1996, University Handbook:

<http://www.washington.edu/admin/rules/policies/PO/EO60.html>.

The University makes available to eligible persons information and appropriate clinical services, including testing and counseling, and will make referrals as necessary to other health-care agencies. Questions regarding HIV can be directed to the Hall Health Primary Care Center Information Hotline: 206-685-AIDS or the HIV/STD Information Hotline: 206-205-7837.

Additional information is available at <http://depts.washington.edu/hhpccweb/content/where-can-i-get-information-about-hiv-aids>.

Guide to University of Washington Tacoma

Web site links are available at www.tacoma.uw.edu

Office of Enrollment Services:

Room: MAT 253

Phone: 253.692.4400

- Registration information
- transcript request forms
- new and replacement student ID cards
- UW Tacoma undergraduate applications
- grade information
- low and high scholarship information
- residency classification information
- statement of attendance and/or certification of GPA for auto insurance, loan deferments, enrollment
- degree verification statements
- international services--information for international students and visiting scholars, including immigration regulations
- MyUW web registration information and assistance
- registration for time conflicts and S/NS
- late registration and late adds
- re-registration if canceled
- hardship withdrawal petitions
- registration and tuition fees petitions
- withdrawal for the quarter
- address changes
- name changes
- reinstatement for prior quarters (if canceled for non-payment of tuition for example)
- student health insurance coverage applications
- Veteran's Benefits

Financial Aid:

- Financial Aid
- Student Loans
- Emergency Student Loans
- Workstudy opportunities
- Tuition Payment Plan installments
- Financial Aid Consortium Agreements
- Scholarship Information

Directory of Important Phone Numbers at UWT

Admissions	MAT 251	253.692.4742
Campus Safety and Security <i>(911 for emergency assistance)</i>	DOU-180	253.692.4888
Campus Safety Escorts		253.692.4416
Career Development	MAT 106	253.692.4421
Computer Lab	WG 108/CP 005	253.692.5611 or 253.692.HELP
Copy/Mail Center	MAT 053	253.692.5787
Counseling Services	MAT 354	253.692.4522
Chancellor and Dean, Office of	GWP 312	253.692.5646
Disability Support Services	MAT 354	253.692.4522
Financial Aid	MAT 213	253.692.4374
Library	SNO & TLB	253.692.4440
UW Tacoma Registrar	MAT 253	253.692.4913
Social Work Program	WCG 203	253.692.5820
Office of Student Engagement	MAT 103	253.692.4481
Division of Student Affairs	MAT 352	253.692.4501
University Book Store	1754 Pacific Ave.	253.692.5784
Teaching and Learning Center	SNO 260	253.692.4417

When using campus phones, dial the last 5 digits of numbers listed above, i.e. 2-5820 for Social Work.

A complete campus directory is accessible via www.tacoma.uw.edu.