

University of Arkansas at Pine Bluff

Department of Social Work
Student Handbook

seek challenges and confront differences

PREPARED BY:
THE SOCIAL WORK DEPARTMENT'S FACULTY AND STAFF

The University of Arkansas at Pine Bluff is committed to providing an environment that emphasizes the dignity and worth of every member of its community and is free from harassment and discrimination based upon race, color, religion, national origin, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, pregnancy, gender identity, sexual orientation, physical or mental disability or genetic information. Such an environment is necessary for healthy learning, working, and living atmosphere. Accordingly, all acts of discrimination, harassment, retaliation, and sexual misconduct as defined by this Policy are prohibited.

The Affirmative Action Officer has been designated to coordinate efforts to comply with all

DEPARTMENT CONTACTS

*For information and questions concerning the Social Work Program, please
contact staff and faculty:*

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In 1921, the name of the school was changed to the Arkansas Agricultural, Mechanical, and Normal (AM&N) School to reflect the 1890 land-grant focus as well as its original goal of training teachers. In 1925-1926, AM&N School advanced to become a two-year junior college. In 1927, AM&N School was renamed Arkansas Agricultural, Mechanical, and Normal College expanded its curriculum to four years, and was made independent of Arkansas Industrial University. AM&N College operated as an independent institution for 47 years from 1927-1972. Arkansas Agricultural, Mechanical, and Normal College merged into the University of Arkansas System in 1972 and was renamed the University of Arkansas at Pine Bluff. The University of Arkansas is governed by the University Of Arkansas Board Of Trustees, which oversees the operation of five (5) – four-year institutions, the University of Arkansas for Medical Sciences, and six (6) – 2-year institutions.

UAPB is the only historically black college/university (HBCU) within the University of Arkansas System. In addition, it is the second oldest public educational institution in Arkansas, and it is the oldest HBCU in the state. The institution's student body population is 1% Asian, 90%

The University of Arkansas at Pine Bluff Facts

The University of Arkansas at Pine Bluff is located in South Central Arkansas. The city has a population of 49,083 and is the county seat of Jefferson County. Approximately sixty-five (65%) percent of all students enrolled at the University live within the ten counties surrounding Pine Bluff. The University considers the ten counties to be its primary service area. Approximately two-thirds of the citizens within this geographical region live at or below the official poverty level, and a significant percentage of this population, about seventy-five (75%) percent, represent ethnic minorities.

HISTORY OF THE SOCIAL WORK PROGRAM

The Social Work Program was initiated in 1974 by one faculty member. It was a component of the Department of Sociology and Anthropology. Social work courses have been offered continuously since that time. Specific planning for additional faculty and courses was started in 1977. The program was expanded in 1981. In 1984, the program was moved to the University of Arkansas at Pine Bluff. The program was further expanded in 1987. In 1991, the program was moved to the University of Arkansas at Pine Bluff. The program was further expanded in 1994. In 1997, the program was moved to the University of Arkansas at Pine Bluff. The program was further expanded in 2000. In 2003, the program was moved to the University of Arkansas at Pine Bluff. The program was further expanded in 2006. In 2009, the program was moved to the University of Arkansas at Pine Bluff. The program was further expanded in 2012. In 2015, the program was moved to the University of Arkansas at Pine Bluff. The program was further expanded in 2018. In 2021, the program was moved to the University of Arkansas at Pine Bluff. The program was further expanded in 2024.

The focus of the Social Work Program at the University of Arkansas at Pine Bluff is one of integrating individual and societal needs and problems into a productive and dynamic whole. By utilizing the generic knowledge base, students are prepared to become involved with diverse populations and environments by using an interdependent process. The client population, the social work process, and the institution are brought together to resolve problems. The social work process links the client population with resources. Thus, the social work student is concerned with maximizing opportunities.

To develop competence in the field of social work, the Program's overall purpose is structured to ensure that graduates have practice skills as well as theoretical knowledge in providing services to (a) individuals; (b) families; (c) small groups, and (d) organizations and communities. Rural communities, as well as advantaged and disadvantaged communities, are addressed.

The Social Work Program's rationale (comprised of its mission, goals, and competencies) reflects the University's coherent and unique conceptualization of its mission. The University's mission and the Program's mission are in harmony and reflect the social work profession's mission, values, and ethics.

PROGRAM RATIONALE/PURPOSE

The purpose of the Program is to prepare students majoring in social work for entry-level generalist social work practice in varying sized systems. The Social Work Program at the University of Arkansas of Pine Bluff is committed to providing quality education to baccalaureate-level social work students who

p e o p l

Goals:

1. To provide social work students with the theoretical constructs, knowledge, and applicable skills requ

Competency 4: Engage in Practice-informed Research and Research-informed Practice

4.1 Apply research findings to inform and improve practice, policy, and programs.

4.2 Identify ethical, culturally informed, anti-racist, and anti-oppressive strategies that address inherent biases for use in quantitative and qualitative research methods to advance the purposes of social work.

Competency 5: Engage in Policy Practice

5.1 Use social justice, anti-racist, and anti-

The Program is committed to educating students for entry-level social work practice skills and the competence needed in rural and urban regions that are in the process of transition racially, socially, economically, and politically. The Program's goals and competencies are consistent with professional and institutional goals and competencies which are consistent with the ethics and values of the profession and focuses on providing a high quality of educational preparation for entry into beginning social work practice.

Diversity Integration

The concept of diversity is infused throughout each course for instruction and the application of instructions within assignments. Students will make instructional decisions based upon the knowledge of how student learning is influenced by individual experiences, talent, and prior learning. In addition, students will be engaged in deeper thinking about the practical realities of language, culture, family, and community values. This process will assist students to respect and af

ADMISSIONS REQUIREMENTS

The Social Work Program offers opportunities that enable students to achieve the requisite knowledge, values, and skills for beginning professional social work practice upon graduation. To obtain the Bachelor of Arts in Social Work, all students are required to complete a total of 120 credit hours which include: the University's general education and institutional requirements; required liberal arts prerequisites cognate courses; required social work core, and elective courses.

The students and the faculty of the Social Work Program present an orientation for students each semester. Questions that pertain to the Social Work Program and employment potential can be answered at these sessions. The University of Arkansas at Pine Bluff allows the declaration of a major as soon as students enter the University; therefore, students may provisionally declare a social work major during their freshman year. Students will be considered as pre-majors in social work until they transition to the Program after completion of 30 hours. The formal admission process into the social work program takes place after the completion of prerequisite courses. Students are admitted into the social work program before taking junior and senior-level social work courses. They must also complete the admissions requirements presented below:

To ensure that all students interested in pursuing a baccalaureate degree in social work are made aware of the admission requirements, an orientation and group meeting occurs during the fall and spring semesters. A reception is also sponsored by the Program both semesters to include all social work majors, community agency administrators and staff, social work advisory board members, field instructors, colleagues, and the administration. All new social work majors and

Declaration of social work as a major does not guarantee admission to the Social Work Program. All social work majors must formally apply to the Program at the end of their sophomore year. Application materials must be completed and submitted to the Social Work Program by March 15 for the fall semester of the year the student plans to seek admission. To be considered for admissions, students applying to the Program must meet the following requirements:

1. Complete application for admissions to the Program by March 15.
2. Review the Program's Student Handbook and understand the following: the Program's mission, goals, and competencies; criteria for termination of student enrollment for academic and professional performance; and students' rights and responsibilities.
3. Complete all freshman and sophomore requirements in the baccalaureate Social Work (B.S.W.) curriculum. Failure to take all prerequisite courses will result in denial of admission and/or progression.
4. Document a cumulative grade point average of 2.5 or higher. When the cumulative semester grade point falls below 2.0, the student is placed on probation. To remain in the Program, the student must raise her/his cumulative grade point to 2.0 by the end of the next semester enrollment.
5. Earn a minimum grade point of "C" (2.0) in all social work prerequisite and liberal arts courses and not have repeated the following courses more than once: SWRK 2305, 2307, BIOL 1450, PSYC 2300, 3303, ENGL 1311, ENGL 1321, SPCH 2390, MDFL 2311 CPSC 2363, and MATH 1330.
6. Provide transcripts from all colleges/universities attended to date.
7. Submit two letters of recommendation.
8. Complete

Students entering the Social Work Program must be graduates of an accredited high school or must have met the requirements for the General Education Certificate (G.E.D.). Students may enter the Program with a 2.5 grade point average. Prospective students must complete an application supplied by the Program Director. The student completes the application form, and the Program Director explains the Program's requirements for obtaining a baccalaureate degree in social work. An advisor is assigned for future advisement. Students must meet their advisor to gain clearance to register.

READMISSION TO SOCIAL WORK PROGRAM

Readmission procedures:

1. Students must submit a written request for readmission to the Director no later than forty-five (45) days prior to the first day of registration.
2. Students must request that the Academic Records and Admissions Office send a current and complete transcript to the Social Work program.
3. Students are responsible for submitting all forms and transcripts to the Program Director forty-five (45) days prior to the first day of registration. An evaluation and decision will be made by the Social Work Program Committee.
4. The Program will deny readmission if the cumulative grade point average is below 2.00, exclusive of social work courses and/or if students have received a final grade of lower than "C" twice in the same social work course. Students terminated for nonacademic reasons may also be denied readmission.
5. The student is responsible for submitting all forms and transcripts to the Program Director by March 15. An evaluation and decision will be made by the Social Work Program Admissions Committee.

CURRICULUM REQUIREMENTS

Presently, a cumulative grade point average of 2.50 or above in the social work courses are required. This is subject to change in the near future with the approval of campus governing bodies. A grade lower than a "C" in any social work course means a student may not continue in the Social Work Program. Readmission to the Social Work Program will be considered once the student's current transcript is reviewed by the Social Work Program Committee.

The Program's formal curriculum design for the bachelor of social work degree is presented as follows. Social Work majors are required to take courses totaling 120 credit hours. The sequencing of courses for all social work majors includes: (1) the University's general education and institutional requirements; (2) liberal arts and prerequisite cognate courses; and (3) social work core and elective courses. See the Program's Curriculum for Baccalaureate of Arts Degree in Social Work subsequent to this section and the narrative below. Individual courses demonstrate coherence among course competencies, course outlines, textbooks, required readings, assignments, and

exercises.

General Education and Institutional Requirements

Students must complete 46 hours of coursework to meet the general education and institutional requirements. These requirements include courses in personal and social living, career and life planning, communication, humanities, health and physical education, science and mathematics, and social sciences.

Students majoring in social work are required to take General Education and Institutional courses during the freshman and sophomore years, which include:

| | |
|----------|--|
| 2 hours | Personal and Social Development |
| 1 hour | Career and Life Planning |
| 12 hours | Communications |
| 6 hours | Humanities |
| 11 hours | Mathematics and Natural Sciences (Biology required and Labs) |
| 4 hours | Health and Physical Education |
| 3 hours | U.S. History required for Social Work majors or American Government (non-teaching majors; AsE-14) |

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Social Work Elective Courses

The remaining 12 credit hours social work students are required to complete are social work elective courses. Four required social work elective courses can be selected from the following courses: Social Work Lab (3 credits), Drug Abuse (3 credits), Rural Social Work (3 credits), Emotionally Disturbed Children (3 credits), Family Preservation (3 credits), Child Welfare Services (3 credits), Community Planning (3 credits), Independent Study (3 credits), and Social Work & Aging (3 credits).

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Any student who fails the comprehensive examination after the make-up will receive a grade of "I" only when he/she attains a passing grade for the designated senior class. Interventions will take place with students for a second retake of the senior comprehensive exam within two weeks of the final deadline.

Senior comprehensive examinations required by departments or programs must be updated every two years and changes provided to the Director of Assessment for entrance into LiveText. The social work program also develops a senior comprehensive exam study guide for students. The social work program faculty also assumes responsibility for senior comprehensive examination reviews for the student who transfers or changes his/her major to social work.

In addition to the social work comprehensive examination, the university-wide assessment office work with each school (School of Arts and Sciences) to choose two school-wide student learning outcomes for assessment that aligns with goals articulated by the respective school. Faculty are required to have students submit at least one assignment in LiveText that will be assessed by utilizing a rubric. The assignment will align with the rubric based on the following: information literacy, teamwork, reading values, and written communication. Feedback is provided

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the former accreditation institution. *Also, transfer students will not be given academic credit for life and previous work experience.*

Transfer students from other universities or colleges are also interviewed for admissions to the social work program, and the Registrar's Office is contacted to determine the extent of credits to be transferred into the Program. After the initial screening, the students are referred to the Director or an academic advisor within the Program to discuss the remaining hours needed for graduation. At this point, the student is requested to complete an admissions application. The

7. Maintain a 2.50 grade point average in all core professional foundation courses of the Social Work Program, and an overall grade point average of 2.00 in remaining courses.
8. Adhere to the Program's Termination and Appeals Policies and Procedures for academic and Nonacademic Reasons.
9. Participate in Social Work Club Program and University activities, as well as community involvement.
10. Participate in program evaluation.

STUDENT WITH SPECIAL LEARNING NEEDS/DISABILITY STATEMENT

The University of Arkansas at Pine Bluff (UAPB) adheres to all federal, state, and local laws concerning providing accommodations for students with disabilities (see The ROAR Student Handbook for additional information).

TERMINATION AND APPEALS POLICIES AND PROCEDURES

The University of Arkansas at Pine Bluff Social Work Program (herein referred to as "the Program") is accredited by the Council on Social Work Education. As a professional program, it is committed to ensuring that every student who graduates from the Program meets the requirements of an entry-level professional social worker. Students who do not meet these requirements may be terminated from the Program for academic and professional performance reasons.

Termination from the Social Work Program

Termination for academic reasons is presented under the Program's admissions and termination for academic and professional performance sections of the University's catalog and the Program's Student Handbook. Students must earn a grade of "C" or higher in all social work

Termination and/or Disciplinary Procedures

Students charged with unethical and/or disorderly behavior by the program faculty, university faculty, and/or field placement personnel will be provided with the following:

- (1) A written letter of allegations made by entity referring allegations.
- (2) A written letter of student's response to the allegations.
- (3) Disposition by the program director regarding allegations (i.e., suspension, probation, reprimand, and termination).
- (4) Notification of a formal hearing, if necessary.
- (5) Notification of rights to appeal.

Prior to termination and/or disciplinary action, the student will be provided with verbal and written notification of impending probation and/or termination. A personal interview will be scheduled with the student by the Director of the Social Work Program (herein referred to as the "director") to explore possible alternatives, if any, to termination. If an alternate option is viable, the Director and the student will develop a time-sensitive contract that will specify steps necessary toward resolution. The Director will schedule a hearing with the student.

content, and final outcome of the discussion) must be provided in order to proceed to the next step.

1. The student should discuss the disputed grade with the instructor of the course. This should generally take place during the instructor's posted office hours.
2. If the dispute is not resolved in stage one, the student should request a meeting with the department's chairperson offering the course. The instructor of the course will also attend the meeting.
3. If the dispute is not resolved in stage two, the student should request a meeting with the D

Formal Hearing Procedures

Within ten days of receipt of the Director's recommendation to terminate or impose disciplinary action, the accused student has the right to contest any charges or allegations brought

SOCIAL WORK CLUB

Membership in the Social Work Club is open to all B.S.W. degree candidates. The club advances qualities of professionalism and promotes professional unity. It assures that the basic

SOCIAL WORK ADVISORY BOARD

The Social Work Program has an active and supportive Advisory Board comprised of alumni, community and agency partners, field instructors, faculty, and students. The Advisory Board members participate in the formulation and modification of policies and procedures affecting academic and student affairs. Advisory Board members also provide the Program's faculty and students with feedback regarding the ongoing curriculum and program enhancement. As a result, the Program maintains ongoing relationships with Social Work Practitioners.

AFFILIATIONS AND ACTIVITIES: (Social and/or Professional Organizations, Honorary Clubs and Societies, Sports, Youth Leadership, etc.). Indicate offices held.

High School

University/College

To better understand your interest in social work, please respond to the following:
(Attach your typewritten response on a separate sheet)

- Briefly state your desire to become a social worker.
- Discuss your understanding of the social work profession's purpose and values.
- Identify and discuss one field of social work practice that you would like to pursue in a career.
- Specify your preference for working in rural or urban regions relative to your selected field of practice.
- Identify at least two sources that guide ethical principles when working with various client systems (i.e., individuals, groups, families, communities, and organizations).

THE FOLLOWING INFORMATION SHOULD BE COMPLETED BY THE SOCIAL WORK FACULTY.

COMMENTS:

Overall rating: _____

RECOMMENDATIONS:

Accept Applicant _____

Deny Applicant _____

Probation _____

If a student is denied acceptance into the Social Work Program, a letter of justification will be submitted to the Dean, School of Arts and Sciences.

Signed: _____

Date: _____

Appendix B

Curriculum Plan for B.A. Degree in Social Work (Non-Teaching)

| Curriculum for Bachelor of Arts Degree in Social Work (Non-Teaching) | | | | | |
|---|------------------|-----------|------------------------------------|--------------|-----------|
| Fall Semester | | | Spring Semester | | |
| Freshman Year | | | | | |
| Personal/Social Development | 1210 | 2 | Career & Life Planning | 1113 | 1 |
| | | | Health & Physical Education | 1110-17 | 1 |
| Humanities | 2301 | 3 | Introduction to Social Work | 2305 | 3 |
| English Comp I | 1311 | 3 | English Comp II | 1321 | 3 |
| Personal Health & Safety | 1310 | 3 | Physical Science | 1411 or 1445 | 4 |
| Biological Science | 1450 | 4 | College Algebra OR | 1330 | 3 |
| | | 15 | Quantitative Literacy | 1360 | 15 |
| Sophomore Year | | | | | |
| U.S. History | 2315 or 2318 | 3 | Social Welfare Policy | 2307 | 3 |
| Social Problems | 2320 | 3 | Elementary Spanish | 2311 | 3 |
| Principles of Economics | 2310 | 3 | Humanities Art | 2340 or 2330 | 3 |
| American Government | 2312 | 3 | General Psychology | 2300 | 3 |
| Oral Communication | 2390 | 3 | Introduction to Social Science | 1320 | 3 |
| | | 15 | | | 15 |
| Junior Year | | | | | |
| Social Work Methods I | 3350 | 3 | Social Work Methods II | 3351 | 3 |
| Human Behav. & Soci. Env. I | 3322 | 3 | Human Behav. & Soci. Env. II | 3323 | 3 |
| Social Legislation | 3308 | 3 | Statistical Tech/In Social Work or | 4320 | 3 |
| English Elective | 2300, 2360, 2361 | 3 | Statistical Tech/In Social Sci. | 3312 | |

Appendix D
Social Work Program Application Check List

Student _____ Date _____

Current GPA _____

- | | | | |
|-----------|----------|------------------|---|
| _____ Yes | _____ No | _____ Incomplete | Degree Plan |
| _____ Yes | _____ No | _____ Incomplete | Completion of General Education Courses (University College) _____ Hours Remaining |
| _____ Yes | _____ No | _____ Incomplete | Official Transcript |
| _____ Yes | _____ No | _____ Incomplete | Two Letters of Recommendation |
| _____ Yes | _____ No | _____ Incomplete | Signed Application |

Comments:

ACCREDITATIONS

The baccalaureate Social Work Program at the University of Arkansas at Pine Bluff was granted initial accreditation by the Council on the Social Work Education in 1990.