

**RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY  
THE SCHOOL OF SOCIAL WORK**

**BACCALAUREATE  
SOCIAL WORK PROGRAM  
STUDENT HANDBOOK**

**2017- 2019**

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Dean, School of Social Work**

# **BACCALAUREATE SOCIAL WORK PROGRAM STUDENT HANDBOOK**

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<http://socialwork.rutgers.edu/>  
select: *handbooks*

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## **A WELCOME FROM THE DEAN**

We are pleased that you are interested in pursuing a career in Social Work at Rutgers, The State University of New Jersey. Our program is dedicated to advocating for equity and justice as we prepare our students to serve all of New Jersey's citizens including the poor, the oppressed, those vulnerable to discrimination or injustice, and other at-risk populations. The program is fully accredited by the Council on Social Work Education.

Graduates of the baccalaureate level program are prepared for generalist social work practice with individuals, families, groups, and communities. Our graduates serve the state, and are providing leadership throughout the nation and in other countries.

Our faculty bring years of experience as social workers, educators, consultants, and agency administrators. The faculty and staff are committed to maintaining a quality educational program, to meeting the needs of our students, and to providing leadership and service to the profession and community.

We look forward to having you as a student in our program. We hope you will find it a challenging and rewarding experience.

Cathryn C. Potter, Ph.D.  
Dean, School of Social Work

## **RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY HISTORY AND GOALS OF RUTGERS UNIVERSITY**

Rutgers, The State University of New Jersey, is a leading national research university and the state of New Jersey's preeminent, comprehensive public institution of higher education. Established in 1766, the university is the eighth oldest higher education institution in the United States. Nearly 69,000 students and 22,000 full- and part-time faculty and staff learn, work, and serve the public at Rutgers locations across New Jersey and around the world. The Rutgers, State University of New Jersey Mission is as follows:

*As the premier comprehensive public research university in the state's system of higher education, Rutgers, The State University of New Jersey, has the threefold mission of*

- *providing for the instructional needs of New Jersey's citizens through its undergraduate, graduate, and continuing education programs;*
- *conducting the cutting-edge research that contributes to the medical, environmental, social, and cultural well-being of the state, as well as aiding the economy and the state's businesses and industries; and*
- *performing public service in support of the needs of the citizens of the state and its local, county, and state governments.*

*Each component of the university's mission reinforces and supports the other two. Rutgers is dedicated to teaching that meets the highest standards of excellence, to conducting research that breaks new ground, and to providing services, solutions, and clinical care that help individuals and the local, national, and global communities where they live.*

The School is the premier School of Social Work offering accredited graduate degree programs in social work in the state of New Jersey. The Doctor of Philosophy and Doctor of Social Work Degrees are offered on the New Brunswick campus. The Masters of Social Work degree is offered on three campuses: New Brunswick, Newark, and Camden. The undergraduate degree, the Bachelor of Arts with a major in Social Work, is offered in cooperation with the College of Arts and Sciences on the Camden Campus and the School of Arts and Sciences in New Brunswick/Piscataway.

### **MISSION AND GOALS OF THE SCHOOL OF SOCIAL WORK**

The mission of the School of Social Work at Rutgers University of New Jersey is as follows:

*To develop and disseminate knowledge through social work research, education, and training that promotes social and economic justice and strengthens individual, family, and community well-being in this diverse and increasingly global environment of New Jersey and beyond*

## **SCHOOL-WIDE LEARNING GOALS**

Upon graduation all students will be able to:

- Demonstrate Ethical and Professional Behavior;
- Engage Diversity and Difference in Practice; and
- Engage, Assess, and Intervene with Individuals, Families, Groups, Organizations, and Communities

## **INTRODUCTION**

Welcome to the Rutgers School of Social Work BASW Program. This handbook contains important information for students who are social work majors or those interested in becoming majors. Please read this handbook carefully as it will help guide you through your social work major. It is also intended to supplement the information contained in your Rutgers University undergraduate catalog, which should be considered a valuable resource.

We hope that your tenure as a social work major will be stimulating, challenging, and productive. Students are encouraged to discuss questions regarding material in this handbook with their faculty advisor. Understanding the program's goals, expectations, and course sequencing is basic to your success in the School of Social Work.

## **ACCREDITATION**

The School of Social Work, in conjunction with the appropriate degree granting unit, offers an undergraduate program in social work leading to a Bachelor of Arts degree. The School of Social Work offers a graduate and professional programs in social work leading to the Master of Social Work degree (MSW) and the Doctor of Social Work (DSW) degrees. The BASW and MSW programs are fully accredited by the Council on Social Work Education. The doctoral program, leading to a Doctor of Philosophy degree, is offered in cooperation with the Graduate School. The School of Social Work is a member of the Group for the Advancement of Doctoral Education.

## **NONDISCRIMINATION POLICY**

It is the policy of Rutgers, The State University of New Jersey, to make the benefits and services of its educational programs available to students without discrimination on the basis of race, religion, color, national origin, ancestry, age, sex, sexual orientation, disability, marital status, or veteran status.

The university complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions about these laws, or allegations of student rights violations, should be directed to the Director of Compliance and Student Policy Concerns and Designated Employee for Student Rights Compliance, Rutgers, The State University of New Jersey, 115 College Avenue, New Brunswick, NJ 08901-1190 (732-932-7109).

The School of Social Work adheres to the University policy on Nondiscrimination. In addition, in keeping with the standards of the Council on Social Work Education, it conducts its program without discrimination on the basis of race, color, gender, age, creed, ethnic or national origin, disability, political orientation, or sexual orientation.



## **BASW PROGRAM MISSION AND GOALS**

Consistent with the mission of the Rutgers School of Social Work, the mission of the BASW program is as follows:

*To prepare students for generalist practice to empower and serve individuals, families, groups, organizations, and communities within a variety of agency and community settings in the state of New Jersey and beyond*

Students in the BASW program will acquire the knowledge, skills, and values associated with the social work profession to serve various populations with a specific focus on underserved, marginalized, and oppressed groups. Upon graduation students will be adept at the use of the generalist intervention model and proficient in the skills of engagement, assessment, intervention, and evaluation on the micro, mezzo, and macro levels.

The Goals of the BASW Program:

1. The BASW program prepares entry-level, generalist social work practitioners who identify and conduct themselves as professional social workers who engage diversity and difference specific to New Jersey, nationally and globally.
2. The BASW program prepares generalist practitioners who apply critical thinking skills of analysis and problem-solving to strengthen individuals, families groups, organizations, and communities, and who advocate for human rights and social and economic justice locally and globally.
3. The BASW program prepares generalist practitioners who demonstrate foundation knowledge about human development and behavior in the social environment, and who engage in research-informed practice and practice-informed research to identify solutions to social problems, strengthening individuals, families, groups, organizations and communities.
4. The program prepares students to be generalist practitioners who advance social and economic well-being by engaging in policy practice and collaborating with clients and colleagues for effective policy action, as well as responding to demographic, technological, economic, scientific, and sociopolitical contexts that affect individuals, families, groups, organizations and communities regionally, nationally, and globally.
5. The BASW program prepares students to become generalist practitioners who understand and use social work values and ethics as they engage, assess, intervene, and evaluate practice with individuals, families, groups, organizations, and communities utilizing research findings and evidence-based practice.

## **OBJECTIVES OF THE BASW PROGRAM**

The objectives of the BASW program operationalize the program goals. They specify that graduates of the program should be able:

1. To apply the knowledge and skills of generalist social work practice to interventions with diverse individuals, families, groups, organizations, and communities.
2. To apply the critical thinking skills of analysis, problem-solving, logic, reason, and evaluation to the professional context of practice with individuals, families, groups, organizations, and communities.
3. To practice in accordance with the values and ethics of the social work profession, and to demonstrate the professional use of self through conduct that exemplifies competence, self-awareness, integrity, respect for the individual, and ethical and social responsibility.
4. To demonstrate an understanding of the nature and dynamics of oppression and discrimination, and demonstrate an understanding of vulnerable populations.
5. To understand the strategies and techniques of social change that advance social and economic justice.
6. To demonstrate a foundation knowledge of the history of social work and social welfare, and an overview of current social welfare policies and service delivery systems, and to be able to analyze the impact of these policies on individuals, families, organizations, and communities.
7. To demonstrate foundation knowledge and skills in research methods, to demonstrate an ability to evaluate relevant research studies and to recognize the implications of the findings for social work practice.
8. To demonstrate foundation knowledge about human development and behavior, and to draw upon this knowledge to assess the biological, psychological, social, and environmental factors that affect client systems.
9. To understand organizational structure and function, and be able to utilize this knowledge in various practitioner, advocate, and leadership roles within organizations in the social welfare and community arena.
10. Continue to enhance their professional knowledge and skills by pursuing continuing education including professional development workshops and seminars, graduate work, licensure, certificate programs, and other educational venues.

# **THE BACCALAUREATE SOCIAL WORK PROGRAM**

## **PROGRAM DESCRIPTION**

The Baccalaureate Social Work Program is a professional degree program preparing students for beginning-level social work practice upon graduation. Students who successfully complete the program receive a Bachelor of Arts degree with the Social Work major. The focus for practice includes work with special populations, including the poor, the oppressed, and other at-risk groups. The program is fully accredited by the Council on Social Work Education. It stresses research-based instruction, individualized work with students, and “hands-on” experience as part of the learning process. Participants are expected to acquire the knowledge base and professional ethics, values, and skills to work effectively within individual, family, group, organizational, and community levels of practice. The program also prepares students for graduate study in social work and related fields. The program is offered on both the New Brunswick and Camden campuses.

## **PROGRAM ADMINISTRATION**

Dean Cathryn C. Potter is the chief administrative officer of the School of Social Work. The Director of the Baccalaureate Social Work Program is Dr. V. DuWayne Battle, and the Assistant Director on the Camden campus is Dr. Sara Plummer.

## **APPLICATION TO THE BACCALAUREATE SOCIAL WORK PROGRAM**

Students are admitted to the major at the beginning of their junior year, having completed approximately sixty (60) credits of coursework. Students should plan to apply to the major during the spring semester of their sophomore year. Mid-year admissions are not permitted due to the sequencing of class offerings. Applications are completed online. Applicants will be advised in writing via email of their acceptance into the program.

Requirements for admission to the major are as follows:

1. enrollment, or if transferring, acceptance as a student to Camden College of Arts and Sciences, Camden University College, or the School of Arts and Sciences in New Brunswick;
2. completion of most, if not all, of the liberal arts prerequisite courses for the major;
3. a cumulative grade-point average of 3.0 or better (exceptions to the grade-point requirement may be made on an individual basis).

The application to the major must be complete in order for it to be considered. The application consists of an application form, a personal statement, two recommendations (as outlined in the application), a confidential disclosure statement, and submission of a recent transcript.

Applications to the social work major are reviewed and processed by the admissions team. A student’s application for admission may be accepted, rejected, wait-listed, or deferred. Wait-listed or deferred applications may be reconsidered after a student improves GPA, completes additional classes, or some other condition warrants reconsideration.

## **TRANSFER CREDITS**

It should be noted that the social work program does not grant social work course credit for life experience or previous work experience. While the social work program recognizes the value of life experience and previous work experience in helping an applicant to come to a place of decision about seeking an education and career in social work, it will not, under any circumstances, provide course credit for any such experience.

Transfer credits are considered for the Introduction to Social Work and Social Services class and the required prerequisites. Students will not be given equivalent credit for the required social work classes for work completed at a community college. Transfer credit will be considered on an individual basis for the required social work classes coming from CSWE accredited 4-year colleges and universities.

## **BACCALAUREATE SOCIAL WORK PROGRAM CURRICULUM**

### **COURSE REQUIREMENTS AND SEQUENCING**

Students fulfill course requirements from two categories:

1. The liberal arts foundation.
2. Social work core content courses.

The liberal arts foundation serves as a base upon which the social work core courses are built. It is expected that students will have completed, or made significant progress in completing the liberal arts foundation *before* entry in the social work program. It is also strongly suggested that student should take Introduction to Social Work and Social Services before entering the major as well. Students should discuss their interest in social work with an advisor as early as possible in their course of studies.

While volunteer and social service-related activities are encouraged, no academic credit can be granted for previous life or work experiences.

In order to graduate from the social work program, students must have grades of C or better and a 3.0 cumulative grade-point average in all social work core-content courses, and a 2.0 cumulative grade-point average in the courses making up the liberal arts foundation.

### **THE LIBERAL ARTS FOUNDATION FOR THE SOCIAL WORK MAJOR**

As part of, or in addition to, the liberal arts and area distribution requirements students are required to complete the following courses:

General Psychology

Introduction to Sociology

Biology, Society, & Biomedical Issues

*or*  
Genetics, Law, & Social Policy

*or*  
Biology, Society and Ecological Issues

*or*  
Human Sexuality

*or*  
Facts of Life (Camden)

Statistics or an equivalent course that covers basic inferential and statistical procedures.

In addition, students must take two courses, one from each of two areas chosen from the following:

Art, Communication/Speech, History, Literature, Music, Philosophy, Religion, Theater

## MAJOR REQUIREMENTS

The required courses and their recommended sequence are as follows:

### Junior Year

#### Fall Term

- 910:220 Introduction to Social Work and Social Services (3)
- 910:311 Social Welfare Policy and Services I (3)
- 910:502 Human Behavior in the Social Environment I (3)
- 910:230 Intro to Human Sexuality (Elective) (3)
- 910:240 Global Health Perspectives (Elective) (3)

#### Spring Term

- 910:312 Social Welfare Policy and Services II (3)
- 910:332 Professional Development Seminar (3)
- 910:503 Human Behavior in the Social Environment II (3)
- 910:505 Methods of Social Work Research I (3)

### Senior Year

#### Fall Term

- 910:406 Diversity and Oppression (3)
- 910:471 Field Practicum I (6)
- 910:472 Generalist Practice I (3)

#### Spring Term

- 910:473 Field Practicum II (6)
- 910:474 Generalist Practice II (3)
- 910:475 Integration Seminar (3)
- 910:476 Child Welfare Services & Practices (3) [required of BCWEP students & elective for other students in the major]

## SOCIAL WORK CORE CONTENT

All of the following courses are required for completion of the social work major. No waivers or transfer of credit may be granted for previous life work or experience.

### **910:220 - Introduction to Social Work and Social Services**

*Prerequisite: None. Required for social work major. Should be taken by pre-majors in sophomore year.*

Overview of social work values, ethics, arenas of practice, and problem areas. Includes forty-hour volunteer experience within a social service agency.

### **910:230 Introduction to Human Sexuality**

*Prerequisite: None. Open to all undergraduate students.*

Survey of issues and attitudes associated with human sexuality. Intended for social workers and other helping professionals. Emphasis on the social, cultural, familial and individual and

differences in sexual and reproductive attitudes, values, and behavior. Common sex-related issues and concerns, including sexually oppressed groups and childhood sexual abuse and its relationship to the intimacy issues that clients typically present in direct practice.

### **910:240 Global Health Perspectives: Vulnerability, Human Health, and Wellbeing**

*Prerequisite: None. Open to all undergraduate students. Statistics a plus.*

Introduces students to global health by offering perspectives on how human health and well-being are shaped by biology, behavior, society, and the environment. It emphasizes these issues in the context of low-and middle-income countries, particularly as they affect women, children, the displaced, ethnic minorities, and other vulnerable populations. It introduces students to aspects of global health such as communicable and non-communicable diseases; maternal and reproductive health; nutrition; and mental health. It situates health and well-being within the global context of poverty and inequality; human rights; socio-economic development; urbanization; and public policy. The course examines the role of health care delivery systems, local community initiatives, and global institutions in advancing human health.

### **910:311 - Social Welfare Policy and Services I**

*Pre- or corequisite: 910:220. Open only to students admitted to the major.*

In historical perspective, exploration of social welfare, social policy, and the emergence of the social work profession. Philosophical, political, and practical bases of social policies and programs.

### **910:312 - Social Welfare Policy and Services II**

*Prerequisite: 910:311.*

Process of social policy development and theoretical frameworks for the analysis of social policy. Emphasis on policies addressing problems of poverty, mental health, child welfare, and vulnerable groups such as the elderly, gays/lesbians, women, and persons of color.

### **910:332 - Professional Development Seminar**

*Prerequisite: 910:220. Restricted to social work majors in their junior year.*

Professional skills necessary for baccalaureate-level generalist practitioners. Emphasizes development of a professional social work identity and skills needed to work within an organizational context.

### **910:406 - Diversity and Oppression**

*Prerequisite: None. May be taken by sophomores before entering the major.*

Introduces a range of diverse populations by race, ethnicity, gender, sexual orientation, and physical differences. Additionally, students will examine the role, function, and effects of oppression in society as it relates to social, economic, and environmental justice. Assumptions underlying theory and research methodologies from which basic constructs of human behavior are drawn will be examined to understand how power and other dynamics manage and sustain oppression at the individual and institutional levels. Also of interest here is how oppression affects service delivery at micro and macro levels, particularly social policies and strategic planning which drive the shape of services.

**910:471 - Field Practicum I**

*Prerequisites: Social work major; senior status.*

*Corequisite: 910:472.*

Requires two days per week of supervised field instruction in a social service agency. Participation in a supervised practicum applying the tenets of generalist practice. The practicum provides an opportunity to gain an understanding of the goals, organization, and delivery system of the field setting; and the application of social work methods, values, ethics, and skills.

**910:472 - Generalist Practice I**

*Prerequisites: Social work major; senior status.*

*Corequisite: 910:471.*

Beginning preparation for generalist practice with client systems of all sizes and levels. Essential skills, values, concepts, and ethical considerations as they pertain to generalist practice.

**910:473 - Field Practicum II**

*Prerequisites: 910:471, 910:472.*

*Corequisites: 910:474, 910:475.*

Requires two days per week of supervised field instruction in a social service agency. Development and enhancement of essential values, skills, use of self, and use of supervision in interventive work with individuals, families, groups, organizations, and communities.

**910:474 - Generalist Practice II**

*Prerequisites: 910:471, 910:472.*

*Corequisites: 910:473, 910:475.*

Basic concepts and skills, including ethnic, racial, and gender sensitive practice. Application of problem-solving model to micro and macro level intervention.

**910:475 - Integration Seminar**

*Prerequisites: 910:471, 910:472.*

*Corequisites: 910:473, 910:474.*

This seminar course integrates all areas of prior and current coursework learning as it applies to “real-life” field situations. Critical thinking skills and use of the social work profession’s knowledge base will be emphasized.

**910:476 - Child Welfare Services & Practices**

Focus is on child maltreatment, the development and evolution of child protective services in the United States, and emerging practices in the treatment and prevention of child neglect and abuse. Students look at different models of child maltreatment, the development of skills in recognition, assessment, use of authority, provision of continuing services, risk factors, such as, substance abuse, mental illness, and domestic violence, substitute care, and professional issues. Course is required for the concentration in child welfare and will usually be taken in conjunction with a supervised internship in an agency addressing the needs of children and families.



**910:502 - Human Behavior in the Social Environment I**

Pre- or corequisite: 910:220.

*Restricted to social work majors.*

Theories, themes, and issues concerning the ongoing interaction between people as they grow, change, and develop over the life course and the social context in which this occurs. Assumptions about human behavior that may interfere with recognition of diversity in the ongoing interaction between individual, family, and group identity, social context, and social life. Content about values and ethical issues related to bio-psycho-social development will be highlighted.

**910:503 - Human Behavior in the Social Environment II**

Prerequisite: 910:502.

*Restricted to social work majors.*

Theories and knowledge of action groups, organizations, and communities as the context for micro and macro social practice. Ways in which systems promote or deter people in the maintenance or attainment of optimal health and well-being. Evaluation and application of theory to client situations to understand how macro systems affect client benefit.

**910:505 - Methods of Social Work Research I**

*Restricted to social work majors.*

Introduction to scientific, analytic approach to building knowledge and skills including: role of concepts and theory, hypothesis formulation, operationalization, research design, data collection, data processing, statistical analysis, introductory computer skills, and report writing.

## **THE FIELD WORK EXPERIENCE**

Field education has always been a key component of the social work curriculum, and many students consider this to be one of the most meaningful aspects of the social work program. The field placement affords students the opportunity to take on professional roles in order to learn skills, render services, and participate in the provision and development of social work service.

The baccalaureate field placement is a generalist experience that provides students the opportunity to learn basic social work skills within the context of related systems, including individual, family, organization, community, and society. The course work will provide the foundation for this learning while emphasizing the acquisition of theory and knowledge about people in their systems, and techniques for practice. The field placement is completed over the course of 2 semesters in the senior year, and students are expected to be at the field site two full days per week. (See the Baccalaureate Program Field Manual for further information.)

In order to participate in the field practicum, a student must fill out a Field Placement Planning Form, and submit it to the Director of Field Education on the appropriate campus. Every effort is made to match student's interests and learning needs with available placements. All field placements must be approved by the Director and students may not start a field placement until this approval is attained.

Fulfillment of the field work requirement might be difficult for students who are employed full-time. A work-study arrangement in which field requirements can be met at the social work agency in which the student is currently employed may be arranged; however, the feasibility of such an arrangement should be discussed with the Director as early as possible. In other situations, the student must consider reducing his/her work time in order to fulfill the field work requirement.

## BACCALAUREATE SOCIAL WORK PROGRAM CURRICULUM AT A GLANCE

JUNIOR YEAR		SENIOR YEAR	
FALL	SPRING	FALL	SPRING
910:220 Intro to Social Work & Social Services (3)	910:312 Social Welfare Policy & Services II (3)	910:472 Generalist Practice I (3)	910:474 Generalist Practice II (3)
910:311 Social Welfare Policy & Services I (3)	910:332 Professional Development Seminar (3)	910:471 Field Practicum I (6)	910:473 Field Practicum II (6)
910:402 HBSE I (3)	910:403 HBSE II (3)	910:406 Diversity & Oppression (3)	910:475 Integration Seminar (3)
910:230 Intro to Human Sexuality (Elective) (3) or General College Requirement or Elective (3)	910:405 Methods of Social Work Research I (3)	General College Requirement or Elective (3)	General College Requirement or Elective (3)
910:240 Global Health Perspectives (Elective) (3) or General College Requirement or Elective (3)	General College Requirement or Elective (3)		910:476 Child Welfare Services & Practices (3)

(30 CREDITS)

(30/33 CREDITS)

The following courses must be completed by the end of the junior year:

If registration requires a special permission number, contact the Director in New Brunswick at 848--932-5373 or the Camden Social Work Office at 856-225-2855.

The following courses are social work study abroad opportunities that are counted as electives:

<u>Course Title</u>	<u>Course Number</u>	<u>Semester</u>
Intro to Social Work & Social Services	910:220	Fall
Intro to Human Sexuality (Elective)	910:230	Fall
Global Health Perspectives (Elective)	910:240	Fall
Social Welfare Policy & Services I	910:311	Fall
Human Behavior & the Social Environment I	910:402	Fall
Social Welfare Policy & Services II	910:312	Spring
Human Behavior & the Social Environment II	910:403	Spring
Professional Development Seminar	910:332	Spring
Methods of Social Work Research I	910:405	Spring

The following courses must be completed by the end of the senior year:

<u>Course Title</u>	<u>Course Number</u>	<u>Semester</u>
Generalist Practice I	910:472	Fall
Field Practicum I	910:471	Fall
Diversity & Oppression	910:406	Fall
Generalist Practice II	910:474	Spring
Field Practicum II	910:473	Spring
Integration Seminar	910:475	Spring
Child Welfare Services & Practices	910:476	Spring

<u>Course Title</u>	<u>Course Number</u>	<u>Semester</u>
China Study Abroad	19:910:959	Summer
Social Welfare System in China and Service Learning Practicum		
Israel Study Abroad	19:959:358	Winter
Israel, an Exploration of People, Places, and Challenges		
Mexico Study Abroad	01:959:373	Winter
Empowerment Through Community Engagement in the Yucatán		
Romania Study Abroad	01.959.396	Summer
Romania's [R]Evolution: Investing in Children and Families Across the Life Cycle and Service Learning Practicum		

**BACCALAUREATE SOCIAL WORK PROGRAM COURSE REQUIREMENTS CHECKLIST**

**Liberal Arts Prerequisite Courses**

<u>Course</u>	<u>Course #</u>	<u>Completed/Grade</u>
General Psychology	_____	_____
Introduction to Sociology	_____	_____
Biology, Society, & Biomedical Issues or Genetics, Law, & Social Policy or Biology, Society and Ecological Issues or Human Sexuality or Facts of Life (Camden) Statistics (or equivalent)	_____ _____	_____ _____
Two additional required liberal arts courses (one course from two different departments): Art, Communications/Speech, History, Literature, Music, Philosophy, Religion and Theater.		
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Baccalaureate Social Work Program Core Content Courses**

<u>Course Title</u>	<u>Course Number</u>	<u>Completed/Grade</u>
Intro to Social Work & Social Services	910:220	_____
Intro to Human Sexuality (Elective)	910:230	_____
Global Health Perspectives (Elective)	910:240	_____
Social Welfare Policy & Services I	910:311	_____
Social Welfare Policy & Services II	910:312	_____
Professional Development Seminar	910:332	_____
Human Behavior & the Social Environment I	910:402	_____
Human Behavior & the Social Environment II	910:403	_____
Methods of Social Work Research	910:405	_____
Diversity & Oppression	910:406	_____

Field Practicum I	910:471	_____
Generalist Practice I	910:472	_____
Field Practicum II	910:473	_____
Generalist Practice II	910:474	_____
Integration Seminar	910:475	_____
Child Welfare Services & Practices	910:476	_____

## ACADEMIC POLICIES AND PROCEDURES

### ACADEMIC INTEGRITY

The principles of academic integrity entail simple standards of honesty and truth. Each member of the university has a responsibility to uphold the standards of the community and to take action when others violate them. Students are responsible for knowing what the standards are and for adhering to them. Any involvement with cheating, the fabrication or invention of information used in an academic exercise, plagiarism, facilitating academic dishonesty of others, or denying others access to information or material may result in disciplinary action. Violations of academic integrity can result in serious consequences, and brief descriptions of these violations can be found in your undergraduate course catalogs.

### GRADING SYSTEM

Grades represent the level or quality of the student's performance measured against standards of knowledge, skill, and understanding as evaluated by the instructor. Grades are reported to the university registrar at the end of each term by the following symbols:

Grade	Equivalent	Definition	Numerical
A	Outstanding		4.0
B+			3.5
B	Good		3.0
C+			2.5
C	Satisfactory		2.0
D	Poor		1.0
F	Failing		0.0

*Note:* Temporary grades are also given. See New Brunswick or Camden Undergraduate Catalog for more information.

All social work majors on both the New Brunswick and Camden campuses receive non-numerical grades of either *Pass (P)* or *Fail (F)* for fieldwork courses.

### CUMULATIVE GRADE POINT AVERAGE

A student's cumulative grade point average (GPA) is computed by multiplying the grade received in each course taken for credit (and to be included in the average) by the number of

credits the course is worth. The grade points earned in all such courses are then added together and the sum divided by the total credits of those courses. Students must have a cumulative GPA of 3.0 or better to enter the social work major. In order to graduate with a major in social work, students must have grades of C or better, and a cumulative average of 3.0, in all required social work courses.

## **ACCESSING GRADES AND TRANSCRIPTS**

Grades received for the term are available online at: <http://registrar.rutgers.edu>. A written copy of your grades is not automatically sent out; you must request an unofficial copy of your transcript in order to receive a written record of your grades. You may do this online at the above address.

Requests for official transcripts should be addressed to the New Brunswick Registrar, ASB, Room 200L, 65 Davidson Road, Piscataway, NJ 08854-8096, or Transcript Clerk, Office of the Registrar, Rutgers, The State University, 311 North Fifth Street, Camden, NJ 08102-1499. The request should indicate what college the student was enrolled in, identify the dates of attendance, and give any other relevant information. It must be received at least ten working days prior to the date the transcript is desired, or you may order the transcript online at: <http://transcript.rutgers.edu>

## **CLASS ATTENDANCE**

Students are expected to attend all scheduled course meetings. It is the policy of the university to excuse without penalty students who are absent because of religious observance and to allow the makeup of work missed because of such absences.

## **FACULTY ADVISORS**

Advisement is an important element in the professional education of all students. It provides the opportunity for students to consult and interact with faculty outside the classroom and to discuss any matters of concern or interest to the student. Each student, upon acceptance into the Baccalaureate Social Work (BASW) program is assigned a faculty adviser who will assist in planning a course of study, as well as provide appropriate guidance or assistance with matters of concern. The BASW Program Director and Assistant Director are responsible for advising all undergraduate social work students. Additionally, faculty directories are posted in both the New Brunswick School of Social Work and the Camden School of Social Work, as well as on the School of Social Work website. Students are encouraged to seek out faculty that may provide helpful advising about academic and professional opportunities.

Students having difficulty with courses other than those offered by the School of Social Work are referred to the respective Advising Deans of the undergraduate colleges. In addition, each student is given online access to the BASW Student Handbook outlining requirements for the program, grading procedures, and student rights.

Please find a link below for an updated how-to that shows how to create your own site to

check papers with turnitin. You can "pre-check" your work before submitting for approval to the department. <https://youtu.be/Ee6LfhvR0zQ>

## **REGISTRATION**

Registration for all courses can be accomplished through online registration. You may access the site at: <http://webreg.rutgers.edu>

Specific instructions for web registration are provided by the university each semester, and will be emailed or mailed to your home address or your campus mailbox.

If students have difficulties with registration, they can contact their faculty advisor. For special permission numbers in New Brunswick, students should contact the Director in the New Brunswick SSW building at 848--932-5373. For special permission numbers in Camden, students should contact the Social Work Office at 856-225-6346 x4.



## **POLICY FOR CHANGING COURSE REGISTRATION**

Students may elect to change their schedule by adding/dropping courses. Students can make changes by following the instructions or by accessing the registration website. For specific policies regarding drop/add, please refer to the policies specific to each college. These policies are outlined in the undergraduate course catalogs.

## **STUDENT COMPLAINTS ABOUT GRADES**

The classroom instructor has the responsibility for assignment of grades. Complaints about a grade in a social work course must be directed to the instructor, in writing, within ten working days of its assignment. Disputes unresolved at this level are referred, in writing, to the Program Director. Complaints remaining unresolved at this level should be directed, in writing, to the Dean of the School of Social Work.

For nonsocial work courses, please see the undergraduate catalog for your college online.

## **OTHER COMPLAINT/GRIEVANCE PROCEDURES**

If you are experiencing other problems related to your coursework, please contact the following in this order:

1. Your advisor.
2. If the advisor is unable to help you resolve the problem, contact the Director of the Baccalaureate Social Work Program on your campus.
3. If the Director is unable to help you resolve the problem, call the Dean of Students for your college.

Please refer to your undergraduate course catalogs for specific procedures involving grievances, complaints, and disciplinary problems as they are specific to the college of enrollment. Refer to the Baccalaureate Field Manual for guidelines pertaining to problems in field practicum.

## **TERMINATION OF STUDENTS FOR ACADEMIC REASONS**

Students can be terminated from the BASW program for separable academic integrity reasons and for failing to meet the minimum academic requirements of the BASW program or Rutgers University.

The Rutgers University Academic Integrity Policy can be found at:  
<http://policies.rutgers.edu/sites/policies/files/10.2.13%20-%20current.pdf>

## **TERMINATION OF STUDENTS FOR NONACADEMIC REASONS**

*...All members of the Rutgers University community are expected to behave in an ethical and moral fashion, respecting the human dignity of all members of the community and resisting behavior that may cause danger or harm to others through violence, theft, or bigotry. All members of the Rutgers University community are expected to adhere to the civil and criminal laws of the local community, state, and nation, and to regulations promulgated by the university.*

*Excerpts from the Preamble, University Code of Student Conduct*

### **Overview**

The University Code of Student Conduct (referred to as “the code” in the remainder of this summary) defines those kinds of behavior that violate the standards of the Rutgers University community and also provides the mechanism for addressing alleged violations. In doing so, the code protects the rights of those accused of offenses (referred to as “respondents” in the remainder of this summary) by providing due process while also protecting victims of those offenses and the university community as a whole.

### **Process**

Students who violate the University’s Code of Student Conduct may be terminated for nonacademic reason. The following summary presents key aspects of the code. Students should consult the School of Social Work catalog or the code itself for complete information on each point.

### **Filing a Complaint**

Any individual may file a complaint against a student suspected of violating the code by notifying the Judicial Officer of the School of Social Work, or the director of judicial affairs in the Division of Student Affairs.

### **Preliminary Review**

Upon receipt of a complaint, a preliminary review is conducted by the Judicial Officer to assess the evidence and determine if it is sufficient to proceed to a hearing. The dean conducting this review also assesses the seriousness of the charges. The most serious charges can, upon a finding of responsibility, result in separation from the university (suspension or expulsion). These serious cases are decided at university hearings. Less serious offenses (nonseparable offenses) are heard according to procedures in place at the student’s college or school.

### **Separable Offenses**

The following are some of the offenses deemed serious enough to result potentially in separation from the university should a student be found responsible at a hearing:

- use of force against any person or property or the threat of such force

- violation of the university's Student Life Policy against Verbal Assault, Defamation, and Harassment (Copies are available from the judicial affairs office or dean of students' office.)
- the violation of the ethical code of one's intended profession either by graduate students enrolled in any of the university's professional or graduate schools or by undergraduate students in clinical courses or settings related to their intended profession

### **Campus Advisers**

Both complainants and respondents may select a campus adviser to assist them during the disciplinary process. Campus advisers may fully represent students, including speaking on their behalf.

### **Attorneys**

Disciplinary proceedings at the University do not follow the same criminal or civil procedures used in a court of law. Most cases can be resolved without lawyers. You may hire an attorney at your own expense, if you choose, but it is not required. If you are charged with a violation of the Code that is also a criminal offense, you may find it helpful to seek the services of an attorney. However, your attorney cannot speak for you in a University proceeding; he or she can only accompany you as a support person.

### **University Hearings**

The University Hearing Board is the formal disciplinary body at the University charged with hearing allegations of separable Code of Student Conduct violations. The purpose of the University Hearing Board is to provide the University community with a forum to review and address student misconduct. The University Hearing Board determines the relevant facts related to the incident and makes an informed decision regarding whether or not a student violated the Code of Student Conduct. Board members shall have the authority to question witnesses, the accused student (if he or she chooses to speak), and any complaint party in an effort to determine the facts of an incident.

### **Appeals**

#### A. Sanction only appeals

1. Any student who accepts responsibility for a Code of Student Conduct violation but disagrees with the sanction imposed maintains the right to have his or her sanction reviewed by the Campus Appeals Committee. The student has 10 working days from the date of his or her decision letter to submit a sanction appeal to the Director of Student Conduct or Chancellor's Designee (Biomedical and Health Sciences, Camden, or Newark). The Director of Student Conduct or Chancellor's Designee will then transmit the appeal to the appropriate Campus Appeals Committee. Failure to submit an appeal by the appropriate deadline will render the decision final and conclude the process.

## B. Appeals of decision or sanction:

1. Any responding student found responsible by a University Hearing Board or a Student Conduct Officer and any complaint party in a separable offense case is given one appeal of the finding and/or sanction to the Campus Appeals Committee. Students and complaint parties will be given 10 working days from the date of their decision letter to submit their appeal. Appeals are to be submitted to the Director of Student Conduct or Chancellor's Designee, who will transmit the appeal to the appropriate Campus Appeals Committee. Failure to submit an appeal by the appropriate deadline will render the decision final and conclude the process.

## **STUDENT RECORDS AND PRIVACY RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that gives students in higher education various rights with respect to their educational records. Rights afforded to you under FERPA include the right to inspect and review your educational records, the right to request amendment of records you believe are inaccurate or misleading, and the right to prevent disclosure of information from your educational records without your prior consent, subject to some specific exceptions.

The Office of Student Affairs Compliance publishes an annual notice about your rights under FERPA. You can access a copy of the most recent notice at <http://compliance.rutgers.edu/ferpa/official-notice>. FERPA permits disclosure of "directory information" such as name, phone number, address, and email address without your prior consent unless you specifically request that it be kept confidential. For more information regarding directory information, view the notice at <http://compliance.rutgers.edu/ferpa/confidentiality>. If you have questions about your rights under FERPA, you may contact Judy Ryan, Office of Student Affairs, [ryan@oldqueens.rutgers.edu](mailto:ryan@oldqueens.rutgers.edu) or 848-932-8576. Outside resources providing more information include the U.S. Department of Education's websites: Family Educational Rights and Privacy Act (FERPA) at <http://www.ed.gov/print/policy/gen/guid/fpco/ferpa/index.html>; and Family Policy Compliance Office

## GRADUATION

Students on the **Camden** campus must go through the following process *the semester before graduation*:

1. Submit the *General Education Requirements Form* to the Student Advising Center. After it is approved, students must make an appointment with their social work advisor.
2. The social work advisor will complete the senior review and sign it.
3. After the senior review is completed, students need to file a Notice of Degree Candidacy with the registrar in accordance with the following (approximate) dates:

*August 1* for those qualifying for an October-dated diploma;  
*October 1* for a January-dated diploma;  
*February 15* for a May/June-dated diploma.

**New Brunswick** students complete a senior review with their advisor when they have accumulated 82 credits. At the beginning of their final semester, students file a Diploma Card through the Office of the Registrar on the appropriate campus in accordance with the following (approximate) dates:

*July 1* for those qualifying for an October-dated diploma;  
*October 1* for a January-dated diploma;  
*February 1* for a May/June-dated diploma.

# STUDENT SERVICES

## CAMPUS INFORMATION SERVICES

The Campus Information Services (CIS) is a clearinghouse for student information and referrals for the New Brunswick and Piscataway campuses. They also have some information regarding the Camden campus. Trained student staff members are available to answer questions about any area of campus or community life. Typical questions regard admissions, locations of classes, registration, upcoming cultural and recreational events, and bus and train schedules. The center may be reached by calling 848-932-4636. During off-hours, questions may be recorded and are answered promptly when staff returns. The CIS is a valuable resource at Rutgers.

Information may also be obtained online at Campus Information Services: <http://ruinfo.rutgers.edu/>

The Camden Office for Student Affairs, located on the second floor of Armitage Hall, provides a variety of services that augment the academic program and provide essential support to help students achieve their educational and career objectives. The professional staff is responsible for student development, career planning and placement, student activities, retention, the student center, dining services, the bookstore, the print shop, housing and resident life, and facilitation of special interest programming. The office phone number is 856/225-6043. The website is:

<http://www.camden.rutgers.edu/Camden/Student/index.html>

## FINANCIAL AID

All students interested in applying for financial aid must submit annually a Free Application for Federal Student Aid (FAFSA). This form should be mailed to the federal processor in the envelope provided inside the form no later than March 1 prior to the academic year for which aid is sought. The forms are available through the financial aid office.

In addition to need-based loans, grants, and work-study financial aid, the University awards a number of merit-based financial aid scholarships and prizes. For a complete listing, please refer to your undergraduate course catalog.

To reach the Rutgers Financial Aid Office, phone one of the following numbers:

New Brunswick	848-932-7057
Camden	856-225-6039

Students may also find information online at: <http://studentaid.rutgers.edu/>

## BOOKSTORES

The textbooks for most of the courses offered in New Brunswick can be found in one of two

bookstores located on or near the New Brunswick campuses:

Rutgers University Bookstore, 100 Somerset Street, 732-246-8448 or online at:

<http://rutgers.bncollege.com>

The textbooks for most courses are located in the lower level of the store. We would advise that you try to purchase any course texts a week or so before the beginning of a given semester and thereby partially avoid the bedlam which ensues during the first week of classes.

The textbooks for courses on the Camden campus can be found at the Camden Technology Center, 601 Cooper Street, 856-968-1200 or online at:

<http://universitydistrict.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=65132&catalog>

## **PARKING AND TRANSPORTATION SERVICES**

All students with motor vehicles must register them with the University parking services and purchase a parking permit sticker. Be advised that parking is often very difficult, so be sure to allow time to locate a spot.

Resident Students are issued stickers that assign them at all times to specific parking areas and lots according to their campus residence and are expected to remain parked in these designated areas during the academic day.

Commuter students, both full-time and part-time, are assigned to a specific parking zone on a particular campus according to their school affiliation. Commuters are expected to remain parked in their respective zones and to use the campus bus service for travel between campuses. (This service is not available on the Camden campus.)

Enforcement of parking regulations is effective 24 hours a day, 7 days a week. During the evening, weekends, and holidays, many lot restrictions are lifted, permitting parking in additional facilities. All lot entrances should be checked when parking on any campus since space is limited, and illegal or improper parking is not excused. Failure to comply with parking rules and regulations will result in fines, towing, and/or the inability to register for both classes and parking permits.

The New Brunswick Parking and Transportation Services' Office is located at 55 Commercial Avenue in downtown New Brunswick. The hours are Monday through Friday 8:30 a.m. – 5:00 p.m. The office is closed on weekends. Staff is available to assist you with general parking information by calling 848-932-7744 or –7745 or online at: <http://parktran.rutgers.edu>

Very limited parking is available on the Camden campus. Students are urged to use public transportation whenever possible or to form car pools. Should it be necessary for a student to use a private vehicle to reach campus, it is the student's responsibility to become familiar with campus parking regulations. Information concerning student parking can be obtained from the

Parking Department, Monday through Friday, 8:00 a.m. to 4:00 p.m. The telephone number is 856-225-6137 or online at: <http://www.camden.rutgers.edu/~rupdcamd/parktran/>

## **LIBRARIES**

The Rutgers University Libraries rank among the nation's top research libraries. The rich and diversified collection is divided among 18 libraries located on the New Brunswick/Piscataway, Camden and Newark campuses. In the New Brunswick/Piscataway area there are two major research libraries, the Alexander Library (for the humanities and social studies) on the College Avenue Campus, and the Library of Science and Medicine (science and engineering) on the Busch campus.

Students are entitled to borrowing privileges at all Rutgers libraries. You need only present your student I.D. at a circulation desk at any library and have a library barcode affixed.

Almost all materials owned by the Rutgers libraries are listed in the online computer catalog, IRIS. IRIS terminals are located in all of the libraries, but you may also access IRIS from a terminal attached to the Rutgers computing network in the student computer labs, or by using a personal computer with a modem. Books and journal articles located on other campuses are available to all students using the Materials Delivery Service.

Most libraries have hours of operation which change according to the school year. For specific hours you should check the News feature on IRIS, call the INFO line, or ask at the library:

Alexander Library	848-932-7851
Library of Science and Medicine	848-445-3854
Kilmer Library - Livingston	848-445-3613
Camden - Paul Robeson Library	856-225-6033

The libraries can also be accessed online at: <http://libraries.rutgers.edu>



## **COMPUTER SERVICES**

New Brunswick/Piscataway Computing Services is the primary computing support organization for the Rutgers University New Brunswick/Piscataway Campus. Questions or comments regarding New Brunswick/Piscataway Computing Services can be directed to: [help@nbc.rutgers.edu](mailto:help@nbc.rutgers.edu).

Camden Computing Services, located in the Business and Science building, provides computing support for instructional programs through the following general services: instructional aid for course assignments; assistance in accessing information stored in microcomputers, minicomputers, and mainframes through flyers, documentation, tutorials, seminars, and consultation; and electronic communications (e-mail, news, campus-wide information). For further information, call 856-225-6286 or go online to: <http://www.camden.rutgers.edu/RUCS-Camden/index.php>

## **STUDENT HEALTH SERVICES**

Rutgers University offers health services at each campus to help meet the needs of students and promote a culture of wellness throughout the university community. Your academic program's location and your school of enrollment determine which health center you are designated to use.

Need care at a center other than your designated site? Contact that health center for information on availability of services, hours of operation, and assessed fees. Keep in mind that services and fees might vary across the health centers.

For information on pre-entrance immunization requirements, visit your designated student health center's website.

Hours & Locations



Busch-Livingston Telepharmacy  
110 Hospital Road, Piscataway, NJ 08854  
Hours/Schedule:  
M-F 9:30 a.m. - 4:30 p.m.



Rutgers Health Center Pharmacy  
11 Bishop Place, New Brunswick, NJ 08901  
Hours/Schedule:  
M-F 9:30 a.m. - 5:30 p.m.



Willets Telepharmacy  
11 Suydam Street, New Brunswick, NJ 08901  
Hours/Schedule:  
M-F 9:30 a.m. - 12:30 p.m. and 1:30 p.m. - 4:30 p.m.

Phone numbers for Health Centers are as follows:

Hurtado Health Center, College Avenue Campus	848-932-7402
Hurtado Telepharmacy	848- 932-8033
Busch/Livingston Health Center	848-932-7402
Busch/Livingston Telepharmacy	848-445-3606
Willets Health Center	848-932-7402
Willets Telepharmacy	848-932-8590
New Brunswick Health Center Website:	<a href="http://health.rutgers.edu/">http://health.rutgers.edu/</a>
Camden Health Center	856-225-6005
Camden Health Center Website:	<a href="http://crab.rutgers.edu/~ruhealth/">http://crab.rutgers.edu/~ruhealth/</a>

## **COUNSELING SERVICES**

### **Counseling, ADAP & Psychiatric Services (CAPS)**

#### Clinical Services

Undergraduate and graduate students experience a great many stresses in their lives - sorting out one's identity, establishing and maintaining important relationships, coping with anxiety and depression, working on changing relationships with parents and other family members, dealing with losses, handling new academic demands, and dealing with reactions to one's **differentness**. To help with these tasks, Counseling, ADAP & Psychiatric Services provides a variety of psychological counseling services for all students of Rutgers University in New Brunswick/Piscataway, undergraduate and graduate. Services are free, and confidentiality is guaranteed within legal and ethical guidelines.

Counseling, ADAP & Psychiatric Services was created in September, 2006, by joining the major mental health services on campus into one organization, as part of the Rutgers Health Service. CAPS now includes Counseling Services, Alcohol and Other Drug Assistance Program (ADAP) and Psychiatric Services. The CAPS main office is located on College Avenue at 17 Senior Street. We also maintain a counseling office on the Cook/Douglass Campus at 61 Nichol Avenue.

## **POLICY PROHIBITING HARASSMENT**

The university prohibits harassment based on race, religion, color, national origin, ancestry, age, sex, sexual orientation, disability, marital status, or veteran status. Harassment is a kind of discrimination that violates state and federal civil rights laws. It is defined for purposes of those laws and the university's policy as any behavior that:

1. is unwelcome,
2. targets a person because he or she has one or more of the protected characteristics,
3. is engaged in by a person employed by or doing business with the university, and
4. is sufficiently severe or pervasive to alter negatively that person's or a group member's living, educational, or working environment.

Sexual harassment can take the form of unwelcome sexual advances; requests for sexual favors; or other unwelcome written, verbal, electronic, telephonic, or physical conduct of a sexual nature. Hostile environment harassment on the basis of sex, race, religion, color, national origin, ancestry, age, sexual orientation, disability, or marital or veteran status is severe or persistent behavior that has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating a hostile environment.

If you think you have been harassed on the basis of any of the protected categories listed above, have observed harassing behavior, or need more information, you are encouraged to contact the Office of University Harassment Compliance, Rutgers, The State University of New Jersey, 115 College Avenue, New Brunswick, NJ 08901-1190, by telephone at 732-932-7109, or by email at [uhr@rci.rutgers.edu](mailto:uhr@rci.rutgers.edu). You may obtain copies of the Policy Prohibiting Harassment and the Harassment Complaint Process on this web page: <http://www.rci.rutgers.edu/~uhc>.

## **MAILBOXES**

All resident students are assigned mailboxes on the campus to which they were admitted. You are urged to check your mailbox regularly for important announcements and information as they are a major means of communication within the School. Commuters will receive announcements via campus email.

In Camden non-resident (living off-campus) students have mail sent to their home and email addresses. Resident students have a mailbox in the Student Center.

## **STUDENT ASSOCIATION**

All social work students are automatically members of the Undergraduate Social Work Organization (USWO). Information on the USWO will be disseminated throughout the year. It meets regularly and sponsors a number of programs and events. You are strongly urged to participate in these activities.

## **STUDENT REPRESENTATIVE ON BASW CURRICULUM COMMITTEE**

Students have a right to have a student representative on the BASW Curriculum Committee to help formulate or modify policies related to academic and student affairs. Individual students can present their ideas to the student association, student representative to the BASW Curriculum Committee, or to the BASW Director.

## **PHI ALPHA HONOR SOCIETY**

The School of Social Work's Nu Omicron chapter is affiliated with the national Phi Alpha Honor Society. Membership is open to undergraduate seniors who meet certain academic, leadership and community service criteria. Applications are circulated in the spring of each year.

## **PROFESSIONAL DEVELOPMENT**

### **POST-BACCALAUAREATE EDUCATIONAL OPTIONS**

Students in the Baccalaureate Social Work Program are encouraged to consider admission to the graduate program to increase the range of positions for which they are eligible and to advance in their agencies once they are hired. They may also want to begin exploring the job market in the senior year and acquire several years of experience before applying for admission to the MSW program. The graduate program has been highly competitive since its inception and remains so today. Many factors are taken into consideration in the admissions process, but relevant social work experience and a high grade point average are the principal factors in increasing the likelihood of acceptance.

### **APPLYING TO THE MSW PROGRAM**

Students with B.A. degrees from accredited undergraduate social work programs may apply for admission to the MSW program early in the calendar year for admission in the summer. Upon acceptance, students with Baccalaureate Social Work Program degrees will enter the MSW program with Advanced Standing status. Students should follow the directions given in the application and pay particular attention to the content of the narrative statement that, in this system, substitutes for a personal interview. To date, the Graduate Record Examination has not been required for admission. Students should also follow up on their applications by calling the graduate admissions office to be certain transcripts and references have been received. The applicant's file will not be reviewed by the graduate social work faculty until it is complete.

### **CAREER SERVICES**

Office Location, Hours, & Contacts

#### **University Career Services @ College Ave Campus:**

Location: The Gateway building (Barnes & Nobles) on Somerset Street

Phone: 848-932-7997 (phone) | 732-932-1532 (fax)

Office Hours: 8:30am - 5:00pm

Drop-in Resume Critique Hours: Tuesday and Thursday, 1:00pm - 3:00pm

#### **University Career Services @ Busch Campus:**

Location: [Busch Campus Center \(604 Bartholomew Road, Piscataway, NJ 08854\)](#)

Phone: 848-445-6127 (phone) | 732-445-6150 (fax)

Office Hours: 8:30am - 5:00pm

Drop-in Resume Critique Hours: Monday and Wednesday, 1:00pm - 3:00pm

Website: <http://careerservices.rutgers.edu/>

Camden students should go to the Career Center located in the lower level of the Camden Campus Center, 856-225-6046. The website is: <http://cc.camden.rutgers.edu/>

## **JOB BOOK**

The School maintains a listing of job opportunities in a binder in the Camden Social Work Office. Students should also check the bulletin boards around the School for additional job announcements. Job postings: <http://socialwork.rutgers.edu/Alumni/jobs.aspx>.

## **SSW ALUMNI ASSOCIATION**

Upon graduation, you will be eligible for membership in the Rutgers' SSW Alumni Association. The Alumni Association maintains a close alliance with the School and offers many events each year including a job fair for graduate students, social gatherings, and lectures. For information on how to join, call 848-932-4436.

## **CONTINUING EDUCATION**

The School of Social Work's Continuing Education and Professional Development Program offers a number of continuing education and certificate programs that may be of interest to social work graduates. Some of these workshops and courses may fulfill continuing education requirements for social work certification. For more information, please call 848-932-8438.

## **LICENSURE AND CERTIFICATION**

In New Jersey, the Board of Social Work Examiners is obligated by statute to regulate the certification and licensure of social workers. Certification is reserved for persons who have successfully completed an accredited undergraduate social work program. There are also two licensure categories for persons holding the M.S.W. and/or Ph.D. degree from an accredited program: (1) Licensed Social Worker - LSW, and (2) Licensed Clinical Social Worker - LCSW.

### **Certified Social Worker (CSW)**

Graduates of accredited B.A.S.W. programs are eligible for the CSW certification. An application for this certification will not be processed before the degree has been conferred. There are no examination requirements.

The scope of practice of a certified social worker includes, but is not limited to, social work services such as assessment, consultation, planning, community organization, policy development, administration, research, and client-centered advocacy. Certified social workers are precluded by statute from engaging in clinical social work service.

To obtain an application, write or call:

New Jersey Board of Social Work Examiners  
P.O. Box 45033  
Newark, N.J. 07101  
973-504-6495

### **Licensed Social Worker (LSW) and Licensed Clinical Social Worker (LCSW)**

The Board issues the LSW license to persons who receive a master's degree or doctoral degree in social work from an accredited program, and who pass an examination administered by the Board in locations throughout the state. An application will not be processed before the degree has been conferred. Licensed social workers may provide clinical social work services provided they are supervised by a licensed clinical social worker or a supervisor approved by the Board. Practicing social workers in this state must be either licensed or certified.

The Board is also authorized to issue the LCSW license to applicants who (1) hold a master's or doctorate social work degree from an accredited program; (2) have at least two years of full-time, post-master's experience under approved supervision; (3) satisfactorily complete minimum course requirements established by the board; and (4) pass an advanced clinical examination approved by the board. The Board has mandated that applicants for the LCSW license complete 12 semester hours of graduate level courses in methods of clinical social work practice in any of the following areas of study:

1. Human Behavior and the Social Environment;
2. Diagnosis and Assessment in Social Work Practice;
3. Models of Psychotherapy or Clinical Practice;
4. Clinical Supervision and Consultation; and/or
5. Intervention with Special Populations.

To obtain an application for either the intermediate license (LSW) or the advanced license (LCSW), please write or call:

New Jersey Board of Social Work Examiners  
P.O. Box 45033  
Newark, N.J. 07101  
973-504-6495

For more information about licensing requirements, go to:  
<http://www.state.nj.us/lps/ca/medical.htm#sw15>

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

The National Association of Social Workers (NASW) is the largest national membership organization of professional social workers in the world, with a membership of approximately 160,000. The purpose of NASW is to advance the profession, develop professional standards, promote social welfare policies, educate the public about social work as a profession, and

facilitate professional development of its members.

Student membership is open to anyone currently enrolled in a degree program accredited by CSWE. This membership is available at a highly discounted fee, and benefits include:

- 10 issues/year of *NASW News*
- 6 issues/year of the journal *Social Work*
- Use of local chapter services, including Job Banks
- Discounts on national and state conferences
- Low rates on malpractice insurance for field practice
- NASW credit card

Applications for NASW membership are provided at orientation meetings for the school, or can be obtained by calling NASW at 1-800-638-8799. The website location for NASW is: <http://www.naswdc.org>. Joining NASW as a student also allows you to pay a discounted membership rate for your first two years as a professional member.



## DIRECTORY

### Administration

Cathryn C. Potter, Ph.D., Dean	848-932-5384
V. DuWayne Battle, MSW, PhD, Director – New Brunswick Office Baccalaureate Social Work Program – Camden Office	848-932-5373 856-225-6347
Sara Plummer, MSW, PhD. Assistant Director of the Baccalaureate Social Work Program Camden and Mays Landing	856-225-6347
Ann Cham, Senior Administrative Assistant-New Brunswick Office	848-932-5396
Bijal Jobanputra, Administrative Assistant– Camden Office	856-225-2855

### Field Staff

Mark Lamar

Executive Director of Field Education	848-932-5328
Bernard Hiraldo Associate Director of Field Education (Southern Region)	856-225-2851
Lorraine Howard Coordinator of Field Education (Southern Region)	856-225-6812
Nancy Schley Associate Director of Field Education (Central Region)	848-932-5304
Mariann Bischoff Coordinator of Field Education (Central Region)	848-932-5301
Mary Beth Ali Coordinator of Field Education (Northern Region)	973-353-5092
Trinay V. Thomas Associate Director of Field Education (Northern Region)	973-353-5947

## **Faculty**

Faculty in the School of Social Work teach across all degree programs. Full-time faculty are supplemented by part-time lecturers. Information regarding the faculty members who are teaching in the current semester may be obtained by reviewing the course schedule or by contacting New Brunswick or Camden (see above).

## **IMPORTANT PHONE NUMBERS**

### **New Brunswick (848 area code)**

Fire, Police, Ambulance	932-7211
University - Main Number	932-1766
School of Social Work	932-7520
Office of Admissions (Graduate Programs) and Student Services, SSW	932-7520 x2
Field Education Department, SSW	932-7520 x3
Registrar	445-3556
Financial Aid	932-7057
Kilmer Library - Livingston	445-3613
Alexander Library	932-7509
Parking and Transportation	932-7744
Rutgers University Bookstore	246-8448

### **Camden (856 area code)**

Rutgers University - Main Number	225-1766
School of Social Work	225-6346 x4
Fire, Police, Ambulance	225-6009
Registrar	225-6053
Financial Aid	225-6039
Paul Robeson Library	225-6033
Parking and Transportation	225-6137
Camden Campus Bookstore	968-1200

## IMPORTANT RUTGERS WEBSITES

### **Bookstores**

New Brunswick Campus - <http://rutgers.bncollege.com>

Camden Campus

<http://universitydistrict.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=65132&catalog>

**Campus Information Services** - <http://ruinfo.rutgers.edu/>

### **Career Services**

New Brunswick - <http://careerservices.rutgers.edu/>

Camden - <http://cc.camden.rutgers.edu/>

### **Counseling Services**

New Brunswick – <http://www.rci.rutgers.edu/~rccc/>

Counseling and Psychological Services -

Camden Campus - <http://www.crab.rutgers.edu/~ruhealth/psychinfo-personalcounseling.htm>

**Financial Aid** - <http://studentaid.rutgers.edu/>

### **Health Centers**

New Brunswick - <http://health.rutgers.edu/>

Camden Health - <http://crab.rutgers.edu/~ruhealth/>

**Libraries** - <http://libraries.rutgers.edu>

### **Parking and Transportation Services**

New Brunswick - <http://parktran.rutgers.edu>

Camden - <http://www.camden.rutgers.edu/~rupdcamd/parktran/>

**Registrar** - <http://registrar.rutgers.edu>

Registration online - <http://webreg.rutgers.edu>

Transcripts online - <https://transcripts.rutgers.edu/>

**Rutgers Homepage** - <http://www.rutgers.edu>

### **Student Affairs Office**

Camden - <http://www.camden.rutgers.edu/Camden/Student/index.html>

### **Rutgers Emergency Action Plan and Annexes**

<http://academicintegrity.rutgers.edu/academic-integrity-policy/>

<http://rupd.rutgers.edu/shooter.php>

## NASW ETHICAL PRINCIPLES

The following broad ethical principles are based on social work's core values of service, social justice, dignity and worth of the person, importance of human relationships, integrity, and competence. These principles set forth ideals to which all social workers should aspire.

**Value:** *Service*

**Ethical Principle:** *Social workers' primary goal is to help people in need and to address social problems.*

Social workers elevate service to others above self-interest. Social workers draw on their knowledge, values, and skills to help people in need and to address social problems. Social workers are encouraged to volunteer some portion of their professional skills with no expectation of significant financial return (pro bono service).

**Value:** *Social Justice*

**Ethical Principle:** *Social workers challenge social injustice.*

Social workers pursue social change, particularly with and on behalf of vulnerable and oppressed individuals and groups of people. Social workers' social change efforts are focused primarily on issues of poverty, unemployment, discrimination, and other forms of social injustice. These activities seek to promote sensitivity to and knowledge about oppression and cultural and ethnic diversity. Social workers strive to ensure access to needed information, services, and resources; equality of opportunity; and meaningful participation in decision making for all people.

**Value:** *Dignity and Worth of the Person*

**Ethical Principle:** *Social workers respect the inherent dignity and worth of the person.*

Social workers treat each person in a caring and respectful fashion, mindful of individual differences and cultural and ethnic diversity. Social workers promote clients' socially responsible self-determination. Social workers seek to enhance clients' capacity and opportunity to change and to address their own needs. Social workers are cognizant of their dual responsibility to clients and to the broader society. They seek to resolve conflicts between clients' interests and the broader society's interests in a socially responsible manner consistent with the values, ethical principles, and ethical standards of the profession.

**Value:** *Importance of Human Relationships*

**Ethical Principle:** *Social workers recognize the central importance of human relationships.*

Social workers understand that relationships between and among people are an important vehicle for change. Social workers engage people as partners in the helping process. Social workers seek to strengthen relationships among people in a purposeful effort to promote, restore, maintain, and enhance the well-being of individuals, families, social groups, organizations, and communities.

**Value:** *Integrity*

**Ethical Principle:** *Social workers behave in a trustworthy manner.*

Social workers are continually aware of the profession's mission, values, ethical principles, and ethical standards and practice in a manner consistent with them. Social workers act honestly and responsibly and promote ethical practices on the part of the organizations with which they are affiliated.

**Value:** *Competence*

**Ethical Principle:** *Social workers practice within their area of competence and develop and enhance their professional expertise.*

Social workers continually strive to increase their professional knowledge and skills and to apply them in practice. Social workers should aspire to contribute to the knowledge base of the profession.