



# STUDENT HANDBOOK

*BACHELOR OF SCIENCE IN SOCIAL WORK  
PROGRAM*

V.7

July 2020

# TABLE OF CONTENTS

PREFACE.....	5
LONG ISLAND UNIVERSITY (LIU) .....	6
MISSION .....	7
PROGRAM GOALS.....	7
COUNCIL ON SOCIAL WORK EDUCATION .....	8
SOCIAL WORK CORE COMPETENCIES (CSWE, 2015) .....	8
BECOMING A SOCIAL WORK MAJOR.....	9
Criminal Background & Drug Screening Checks .....	9
BECOMING A SOCIAL WORK MINOR .....	10
TRANSFER STUDENTS .....	11
ACADEMIC ADVISEMENT .....	12
COMMUNICATING WITH STUDENTS, FACULTY AND STAFF .....	12
DEGREE/GRADUATION REQUIREMENTS.....	13
Life Experience Credit .....	13
CURRICULUM.....	14
Computer Science Requirements .....	14
Pre-requisite and Co-requisite Courses.....	15

Social Work Curriculum .....	15
Independent Studies .....	16
4 Year Basic Course of Study in BSSW Program .....	17
2 Year Basic Course of Study in BSSW Program for Transfer Students with an earned Associates Degree*^ .....	18
 BSSW PROGRAM STUDENT ADVISEMENT FORM (Revised: 8/18) .....	 19
 FIELD EDUCATION.....	 20
 COURSE DESCRIPTIONS .....	 21
<u>Required Social Work Courses</u> .....	21
<u>Social Work Electives</u> .....	23
 Extra/Co-Curricular Activities.....	 25
 STUDENTS’ RIGHTS AND RESPONSIBILITIES .....	 26
 STUDENT EVALUATION .....	 26
Grading Practices .....	26
Unsatisfactory Grades.....	26
Incomplete Courses .....	27
Plagiarism.....	27
Title IX-Discrimination on the Basis of Sex .....	27
Criteria for Evaluating Students’ Non-Academic Performance .....	28
Faculty Responsibility to Assist Students.....	30
 STUDENT REVIEW COMMITTEE.....	 31
 GRIEVANCE, APPEAL, AND TERMINATION PROCEDURES.....	 35
Grievances & Appeals .....	35
Termination from BSSW Program .....	36

STUDENT SERVICES .....36

- Financial Aid ..... 36
- Students with Disabilities/Student Support Services ..... 37
- Social Work Club..... 37
- Phi Alpha, Iota Chi Chapter, Social Work Honor Society ..... 37
- Non-discrimination Policy ..... 38
- Safe Zone..... 38

SOCIAL WORK DEPARTMENT DIRECTORY .....39

Student Appeal Checklist .....40

# BACHELOR OF SCIENCE IN SOCIAL WORK PROGRAM

## STUDENT HANDBOOK

### PREFACE

On behalf of the Department of Social Work faculty and staff, we welcome you to our program. We designed this Student Handbook to help you understand the undergraduate Social Work Program at LIU Brooklyn.

In this handbook, we review our Bachelor of Science in Social Work (BSSW) program, which has been accredited by the prestigious Council on Social Work Education (CSWE) since 1999. Our faculty and staff are available to answer any questions you have regarding your academic and career plans. Please contact your academic advisor within the department as soon as possible to plan for your completion of this exciting program.

The Bachelor of Science in Social Work program at LIU Brooklyn provides students with a foundation for entry-level generalist social work practice. The program builds on the liberal Science foundation and grounds students in a bio-psycho-social approach to human behavior. Students gain the knowledge, skills, and values for effective generalist intervention at individual, family, group, organizational, and community levels and to work with diverse client populations.

The program's curriculum is rooted in systems theory. This approach ensures that graduating generalist social work practitioners can connect individual client problems to larger social, political and economic issues.

A critical component of our curriculum is our attention to cultural-competence. This aspect of our program is particularly important because of the diverse makeup of our student population and the residents of Brooklyn that they serve. Students must be able to sensitively relate to clients from various backgrounds in order to effectively work with them.

Graduates receive a Bachelor of Science, in Social Work. Therefore, the BSSW graduate's diploma will read: "BACHELOR OF SCIENCE". The major, like other LIU graduates', is not listed on the diploma. Students who successfully complete our program may qualify for admission to graduate social work programs across the country, often with advanced standing. With advanced standing, students need only complete one more full-time academic year in order to earn a Master's in Social Work.

We look forward to helping you meet your academic and career goals. Best wishes for a rewarding educational experience

Dr. Jessica Rosenberg, Ph.D., LCSW  
BSSW Program Director,  
Co- Chair, Social Work Department  
Dr. Joanne Rees, Ph.D.  
Co-Chair, Social Work Department

## **LONG ISLAND UNIVERSITY (LIU)**

In its ninth decade of providing access to the American dream through excellence in higher education, Long Island University is a multi-campus, diverse, doctoral institution of higher learning. One of the largest and most comprehensive private universities in the country, Long Island University offers 500 undergraduate, graduate and doctoral degree programs and certificates, and educates over 20,000\* credit-seeking and continuing education students in Brooklyn, Brookville (Post), Brentwood, Riverhead, Rockland and Westchester. The Arnold & Marie Schwartz College of Pharmacy and Health Sciences prepares students for successful careers in the fields of pharmacy and health care. The University's Global College provides a wide range of study abroad options at overseas centers in China, Costa Rica and India, and through program offerings in Australia, Taiwan, Thailand and Turkey.

LIU's nearly 600 full-time faculty members provide outstanding instruction, which is supplemented by internships and cooperative education opportunities. The accomplishments of nearly 200,000 alumni are a testament to the success of its mission - providing the highest level of education to people from all walks of life. The University's NCAA Division I and II athletic teams, nationally renowned George Polk Awards in journalism and Tilles Center for the Performing Science provide enrichment for students and the community.

## **MISSION**

The mission of the Long Island University-Brooklyn Bachelor of Science in Social Work (BSSW) program is to guide diverse students on a path of critical inquiry with the goal of building competent and ethical generalist practitioners. The BSSW program's generalist practice curriculum, grounded in a liberal arts foundation and guided by a person-in-environment framework, prepares diverse students to apply and demonstrate generalist practice knowledge, values, skills, and cognitive and affective processes at the micro, mezzo, and macro level to enhance the quality of life for all persons. Further, the program prepares students to advance human rights by promoting and advocating for social, economic, and environmental justice locally and globally.

## **PROGRAM GOALS**

In accordance with its mission and the mission of the Council on Social Work Education (CSWE), the B.S. in Social Work seeks to:

1. Prepare students with the foundation in social work knowledge, skills, and cognitive and affective behaviors, and NASW Code of Ethics' Core Values necessary for generalist practice with diverse populations, across different settings, and with client systems at micro, mezzo, and macro levels.
2. Advance social work values and ethics emphasizing a commitment to promote social change, social justice, and diversity while incorporating a global perspective.
3. Educate students for practice serving diverse populations with respect and dignity, and without discrimination, in order to promote well-being and enhance the functioning of urban populations, with special attention to age, economic status, race, ethnicity, culture, family structure, gender identity, sex, sexual orientation, disability, health, mental health, national origin, citizenship status, religion, and spirituality.
4. Work closely and collaboratively with community resources to achieve mutually beneficial goals.

## **COUNCIL ON SOCIAL WORK EDUCATION**

The Council on Social Work Education (CSWE) uses the Educational Policy and Accreditation Standards (EPAS, 2015) to accredit baccalaureate and master's level social work programs. EPAS supports academic excellence by establishing thresholds for professional competence. The following nine (9) Core Competencies are professional behaviors which CSWE expects all graduates of our program to be able to demonstrate. All the courses in the BSSW program, as well as all of the assignments, are designed to assist our students in developing, and showcasing, professional practice of these competencies:

### **SOCIAL WORK CORE COMPETENCIES (CSWE, 2015)**

- I. Demonstrate Ethical and Professional Behavior
- II. Engage Diversity and Difference in Practice
- III. Advance Human Rights and Social, Economic, and Environmental Justice
- IV. Engage In Practice-informed Research and Research-informed Practice
- V. Engage in Policy Practice
- VI. Engage with Individuals, Families, Groups, Organizations, and Communities
- VII. Assess Individuals, Families, Groups, Organizations, and Communities
- VIII. Intervene with Individuals, Families, Groups, Organizations, and Communities
- IX. Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities



## BECOMING A SOCIAL WORK MAJOR

If you are considering becoming a social work major, talk to a social work faculty member. It is important to declare social work as your major as early as possible.

To declare a major you must complete a “*Request for Change of Major*” form, which requires the signature of the social work department chair (forms are available in the registrar’s office and with our administrative assistant). The sooner you declare a major, the sooner we can provide quality advisement and mentoring.

Although you can declare a social work major at any time, ***only students meeting the following criteria will be considered in good standing in the BSSW Program:***

- (1) maintain an overall GPA of at least 2.5, and a cumulative GPA in SWK courses of a 3.0.
- (2) achieved a grade of “B” or higher in SWK 101;
- (3) meet regularly with a social work faculty advisor; AND
- (4) act in accordance with the National Association of Social Work (NASW, 2017) Code of Ethics ( <https://www.socialworkers.org/pubs/code/default.asp>) and the International Federation of Social Workers/International Association of Schools of Social Work (2018) Ethics in Social Work Statement of Principles (<http://ifsw.org/policies/statement-of-ethical-principles/>).

Failure to maintain the criteria above may be grounds for removal from the social work major.

### ***Criminal Background & Drug Screening Checks***

Students desiring entrance into the BSSW Program should be aware that field placement sites can prohibit students from their sites if a criminal record exists or if a positive drug test is noted. Inability to gain clinical, fieldwork or intern educational experiences could result in a failure to meet certain program requirements. A student who is deemed unable to obtain fieldwork experience will not be permitted to complete the BSSW Program. If relevant to your situation, please discuss with your social work faculty advisor, or program coordinator, as soon as possible.

# **BECOMING A SOCIAL WORK MINOR**

If you are considering becoming a social work minor, talk to a social work faculty member. You can declare a minor in social work ANYTIME before graduation.

To declare a minor you must complete the appropriate form, which requires the signature of the social work department chair (forms are available in the registrar's office and with our administrative assistant).

## **Requirements**

In order to complete the Minor in Social Work, students must complete 12 credits of social work courses. SWK 101- Introduction to Social Work is required. After successfully completing SWK 101, students must complete any three (3) of the following courses:

SWK 115 Social Welfare Policy and Analysis

SWK 116 Diversity

SWK 132 Human Rights & Social Justice

SWK 134 Case Management

SWK 135 Case Management: Practice and Populations

SWK 138 Stress Management

## TRANSFER STUDENTS

Transfer students with an Associates in Science (AA) or Associates in Science (AS) degree from a regionally-accredited college or university, are *not* required to complete the core curriculum. ***However, certain courses in the core curriculum may be required as pre- or co-requisites of courses in the social work major, and therefore, will need to be taken, if credits for equivalent courses are not transferred.*** The Admissions Office at LIU receives and processes all admission applications and is responsible for reviewing transcripts and acceptance of transfer credits.

If a student transfers in from a college or university with courses taken in Human Services or Social Work, the social work faculty advisor works closely with the Admissions Office to help determine which, if any, of the Human Services or Social Work courses will transfer as equivalent to social work courses. ***The BSSW program will not accept Human Service or Social Work credits for our Practice courses (SWK 170 and 171), for Fieldwork Placement (SWK 180 and SWK 181) or Field Seminar (SWK 182 and SWK 183).***

Transfer students should work closely with their social work faculty advisor to ensure they obtain all the necessary credits and meet all additional major course requirements for graduation.

## ACADEMIC ADVISEMENT

Social work education requires more careful planning than is true for many other majors. Students should meet with an advisor at the earliest opportunity in their coursework and at frequent intervals to plan their educational experience. It is imperative that students follow the prescribed sequence of coursework and receive proper advisement.

0-23 Credits                      All students are advised by LIU Promise Coaches from 0-23 credits. The office is located on the first floor of the Sloan building.

24-120 Credits                      Once you have reached 24 credits, you will be advised by your Social Work Faculty Advisor, Dr. Jessica Rosenberg.

*Email Dr. Rosenberg at [Jessica.Rosenberg@liu.edu](mailto:Jessica.Rosenberg@liu.edu) to set up an advisement appointment.*

***SUMMER COVERAGE: For advisement during the summer, contact [yovanka.green@liu.edu](mailto:yovanka.green@liu.edu).***

## COMMUNICATING WITH STUDENTS, FACULTY AND STAFF

Each LIU student is assigned a university email address to use for corresponding with university faculty and staff. It is the policy of the University, and the Department of Social Work, to communicate via official university email addresses. We understand that you have other email addresses, but we ask that you check your my.liu.edu email address regularly (at least a few times per week). It is also possible to access this account on your smart phone, and/or forward emails from your my.liu.edu account to your personal account.

Students can check their email by logging into <https://my.liu.edu>.

If you have any trouble accessing your MyLIU account, contact IT.

IT Website: <http://it.liu.edu>

IT Email: [IT@LIU.edu](mailto:IT@LIU.edu)

IT Phone: 718-488-3300

## DEGREE/GRADUATION REQUIREMENTS

In order to graduate, social work majors must complete:

- At least 120 overall credits (like all other LIU Brooklyn undergraduates)
- At least 34 credits in the core curriculum
- At least 41 credits in social work courses
- 6 mandatory credits of social work electives
- At least 56 credits in advanced/upper division courses. (These are courses with the number 100 and higher)  
SWK 101 (Introduction to Social Work) with a B or better before taking courses SWK 170, 171, 182 and 183.

GPA Requirements for Graduation:

- LIU Brooklyn requires students to earn an overall grade point average (GPA) of a 2.0 to receive their undergraduate degree, but the BSSW program requires an overall grade point average (GPA) of a 2.5 to receive the BSSW degree.
- The BSSW Program requires students to earn a grade point average (GPA) of 3.0 in social work department courses in order to receive their Bachelor of Science in Social Work.
- When the Social Work Department is concerned about a student's academic progression, the department reaches out to a student and encourages her/him to work with her/his social work faculty advisor to ensure the student graduates with the degree appropriate to their achievements. If this advisement and support is not sufficient, the student or any department member can refer the student to the Student Review Committee.

### **Social Work Awards Ceremony**

- o Students who are expected to receive their diplomas after successful completion of the spring, summer, or fall semester of a given calendar year will be allowed to walk in the Social Work Awards Ceremony scheduled for May of that calendar year.
  - o For instance, students that are expected to graduate in August or December 2019 can participate in the May 2020 Social Work Awards Ceremony. Fall graduates will NOT be able to walk in University Commencement ceremonies in the May before they graduate. They can walk in the May ceremonies AFTER they graduate.
- o BSSW Graduates receive their diploma in the mail weeks after graduation exercises. The degree received by BSSW students is a Bachelor of Science, in Social Work. Therefore, the BSSW graduate's diploma will read: "BACHELOR OF SCIENCE". The major, like other graduates', is not listed on the diploma.

### ***Life Experience Credit***

The BSSW Program at Long Island University, Brooklyn **does not** grant social work course credit for life experience or previous work experience.

## CURRICULUM

BSSW students must meet university requirements in the core curriculum, as well as computer science requirements. The BSSW program curriculum is directly related to the core curriculum, and therefore, many courses in the major require certain core curriculum classes as pre-requisites or co-requisites.

### ***Core Curriculum\****

Course Number & Title	Credits	Course Number & Title	Credits
English 16	3	BIO 3 or 4	4
Speech 3	3	Math 15 or 16*	3
Philosophy 60	3	English 61, 62, 63 or 64	3
History 1 or 2	3	Art, Music, Theater, Dance61	3
Sociology 3	3	Foreign Language 11	3
Psychology 3	3		
		<b>TOTAL CORE CREDITS</b>	<b>34</b>

***\*This new Core Curriculum is effective December 2017. Students, who matriculated into the university before December 2017, must opt-in for the new core. Students must contact the registrar at [registrar@liu.edu](mailto:registrar@liu.edu) and request to be under the new core of 34 credits. It is recommended that students include their student ID number in the e-mail and to send the message using their official LIU e-mail account.***

### **Upper Division Electives**

Upper Division Social Science Elective	3 credits
Upper Division Elective in any SHP Program	3 credits
General Upper Division Elective	3 credits
Social Work Electives	6 credits

### ***Computer Science Requirements***

All undergraduate students admitted or readmitted after Fall 2002 must take the Computer Literacy Exam. Only transfer students with an accepted associate degree are exempt. ***Transfer students with an AA or AS degree must officially request the exemption from the Testing Center (1<sup>st</sup> floor, Pratt Building).*** Students will not be allowed to graduate until they have:

- 1) Passed the Computer Literacy Examination, OR
- 2) Completed and passed all 3 computer science courses (CS 9, CS 9A & CS 9H).

### ***Pre-requisite and Co-requisite Courses***

A course that serves as a pre-requisite for a particular social work course means the student must complete that course BEFORE taking the particular social work course. These courses are marked as “pre-req” on the student advisement form.

A course that serves as a co-requisite for a particular social work course means the student can take that course at the same time (or before) taking the particular social work course. These courses are marked as “co-req” on the student advisement form.

### ***Social Work Curriculum***

#### **Required Social Work Courses**

SWK 101	Introduction to Social Work	3 credits
SWK 115	Social Welfare Policy & Analysis	3 credits
SWK 116	Diversity	3 credits
SWK 121	Research Methods	3 credits
SWK 123	Human Behavior in the Social Environment I	3 credits
SWK 124	Human Behavior in the Social Environment II	3 credits
SWK 132	Human Rights and Social Justice	3 credits
SWK 170	Social Work Practice I	3 credits
SWK 171	Social Work Practice II	3 credits
SWK 180	Social Work Fieldwork I	4 credits
SWK 181	Social Work Fieldwork II	4 credits
SWK 182	Fieldwork Seminar I	3 credits
SWK 183	Fieldwork Seminar II	3 credits

### Social Work Electives

Social Work electives are not taught every semester. All SWK elective courses offered can fulfill upper division electives requirements. **However, all BSSW students must take at least 6 credits of social work electives in order to graduate.**

SWK 122 : Gerontology	3 credits
SWK 128 : Social Work and Criminal Justice	3 credits
SWK 131: Contemporary Challenges in Community Mental Health	3 credits
SWK 134: Case Management Services	3 credits
SWK 135: Case Management: Practice and Populations	3 credits
SWK 138: Stress Management	3 credits

*After taking into account the Core Curriculum courses and Social Work required courses in the major, most students will need to take some credits in general electives to reach 120 credits, the minimum number of credits required to graduate.*

### ***Independent Studies***

Independent Studies are generally available for students who wish to do specialized work in a topic that is not covered in any of our existing courses. The student would identify and ask a faculty member to lead the course for them. There is no guarantee that an independent study will be made available to the student.

Independent studies are generally not available for courses in the social work curriculum that are part of the regular fall or spring semester schedule. Special consideration may be made for students who need a particular course in order to graduate. However, independent study will not be authorized in place of Social Work Practice courses (SWK 170 & 171). Offering independent studies for other courses regularly offered are not common practice within the social work department, and will only be allowed due to extenuating circumstances. The student's faculty advisor, BSSW Program Director, and the Department Chair must be notified of the student's intent to enroll in an independent study within the social work major.

It is recommended that students taking ***elective*** independent studies do so on a Pass/Fail basis, wherever possible. Students taking courses regularly offered in our curriculum through independent study should take the course for a letter grade.



### 4 Year Basic Course of Study in BSSW Program

TERM		FYS, CORE, MAJOR, & ANCILLARY REQUIREMENTS – gray boxes mark major & ancillary courses						TOTAL CREDITS
YEAR 1	FALL	General Education Elective 3	ENG 16 English Composition 3	PHI 60 Philosophical Explorations 3	HIS 1/2 World History 3	SPE 3 Oral Communication 3	FYS 1 First Year Seminar 1	16
	SPRING	SOC 3 Intro to Sociology 3	General Education Elective 3	MTH 15/16 Mathematics Course 4/3	ENG 61-64 English Literature 3	PSY 3 Intro to Psychology 3		15/16
YEAR 2	FALL	SWK 101 Intro to Social Work 3	General Education Elective 3	General Education Elective 3	SPA/FRE/ITL 11 Foreign Language 3	ANT 5 Intro to Cultural Anthropology 3		15
	SPRING	SWK 116 Diversity 3	Social Work Elective 3	General Education Elective 3	ART/DNC/MUS/THE/MA/JOU 61 Arts Course 3	BIO 1/3 Intro to Biology 4		16
YEAR 3	FALL	SWK 123 Human Behavior in the Social Environment I 3	SWK 170 Practice I 3	SWK 115 Social Welfare Policy & Analysis 3	General Upper Division Elective 3	General Education Elective 3		15
	SPRING	SWK 124 Human Behavior in the Social Environment II 3	SWK 171 Practice II 3	Social Work Elective 3	General Upper Division SS Elective ** 3	General Education Elective 3	Take Computer Literacy Exam	15
YEAR 4	FALL	SWK 121 Research 3	SWK 180 Fieldwork I 4	SWK 182 Fieldwork Seminar I 3	SWK 132 Human Rights 3	General Education Elective 2		15
	SPRING	SWK 181 Fieldwork II 3	SWK 183 Fieldwork Seminar II 4	General Upper Division SHP Elective 3	General Education Elective 3			13
							CREDITS	120/121

- Course names, numbers and/or pre-requisites are subject to change
- \*\* = General Upper Division SS Elective must be in History, Political Science, Psychology, Sociology, or Anthropology
- Must maintain an overall GPA of 2.5 or above and achieve a grade of 'B' or higher in SWK 101
- Expected to act in accordance with the National Association of Social Work (NASW) Code of Ethics and the International Federation of Social Workers/International Association of Schools of Social Work Ethics in Social Work Statement of Principles, both in the classroom and in field

**2 Year Basic Course of Study in BSSW Program for Transfer Students with an earned Associates Degree\*^**

TERM		REQUIREMENTS FOR TRANSFERS WITH 60 LIBERAL ARTS/SCIENCE CREDITS OR AN ASSOCIATES					TOTAL CREDITS
YEAR 1	FALL	SWK 101 * Intro to Social Work 3	General Upper Division SHP Elective 3	General Upper Division Elective 3	General Education Elective 3	General Education Elective 1	13
	SPRING	SWK 115 * Social Welfare Policy & Analysis 3	SWK 116 * Diversity 3	Social Work Elective 3	General Upper Division SS Elective ** 3	Social Work Elective * 3	15
YEAR 2	FALL	SWK 121 Research 3	SWK 123 Human Behavior in the Social Environment I 3	SWK 170 Practice I 3	SWK 180 Fieldwork I 4	SWK 182 Fieldwork Seminar I 3	16
	SPRING	SWK 124 Human Behavior in the Social Environment II 3	SWK 132 Human Rights 3	SWK 171 Practice II 3	SWK 181 Fieldwork II 3	SWK 183 Fieldwork Seminar II 4	16
						<b>CREDITS</b>	<b>60</b>

- Course names, numbers and/or pre-requisites are subject to change
- \* = Students with an earned Associates degree in Human Services, Mental Health, or another Social Work related discipline, may be able to transfer in equivalent course credits. IF so, they can complete these credits with general electives, as needed, to meet graduation requirements.
- \*\* = General Upper Division SS Elective must be in History, Political Science, Psychology, Sociology, or Anthropology

**BSSW PROGRAM STUDENT ADVISEMENT FORM (Revised: 7/20)**

<b>CORE</b>	<b>Credits</b>	<b>Term</b>	<b>SOCIAL WORK REQUIREMENTS Pre &amp; Co-Requisites</b>	<b>Credits</b>	<b>Term</b>
Orientation Seminar 1/GUI 1	1/0		<b>SWK 101</b>	3	
Speech 3 or 3x	3		<b>SWK 115</b> (pre-req SWK 101) (co-req His 2 & Pol 11 / Eco 1/ Eco2)	3	
English 13*	3		<b>SWK 116</b> (pre-req SWK 101) Writing Intensive Course Taken Senior Year	3	
English 14*	3		<b>SWK 121</b>	3	
English 16	3		<b>SWK 123</b> (pre-req Bio 22, Psy 3, SWK 101)	3	
Core Seminar 50	3		<b>SWK 124</b> (pre-req SWK 101, 123)	3	
English 61, 62, 63 or 64	3		<b>SWK 132</b> (pre or co-req SWK 115 & SWK 116)	3	
Philosophy 61	3		<b>SWK 170</b> (co-req SWK 123, pre-req SWK 101)	3	
Sociology 3	3		<b>SWK 171</b> (co-req SWK 124, pre-req SWK 101)	3	
Psychology 3	3		<b>SWK 180</b> <i>Must be taken with SWK 182</i> (co-req SWK 123 & SWK 170)	4	
History 2	3		<b>SWK 181</b> <i>Must be taken with SWK 183</i> (pre-req SWK 180 & SWK 182) (co-req SWK 124 & SWK 171)	4	
Foreign Language 11	3		<b>SWK 182</b> <i>Must be taken with SWK 180</i> (co-req SWK 123 & SWK 170)	3	
DSM 01*	0		<b>SWK 183</b> <i>Must be taken with SWK 181</i> (pre-req SWK 180 & SWK 182) (co-req SWK 124 & SWK 171)	3	
DSM 09*	0		<b>Social Work Electives</b>	6	
Math 15 or 16	4 or 3				
Biology 3 or 4	4		<b>TOTAL CREDITS MUST BE AT LEAST 120</b>		
Art, Music, Dance or Theatre 61	3				
Upper Division Social Science Electives Any Advanced Courses in Psychology, Sociology, Political Science, Anthropology, Economics or History	3				
Upper Division School of Health Profession Elective	3				
Upper Division Electives	3				

## FIELD EDUCATION

Field education is a critical part of the Social Work educational experience, and is considered the signature pedagogy by the CSWE. The program offers intensive field experience and supervised individual and group instruction. Students are required to complete a minimum of 400 hours in the field, typically 2 days a week (14 hours), from September through April (SWK 180 & SWK 181 Fieldwork), and participate in a field seminar course each of the two semesters the student is in field placement (SWK 182 & 183 Field Seminar). **STUDENTS MUST BE REGISTERED FOR FIELDWORK AND FIELD SEMINAR BEFORE THEY CAN START THEIR FIELD PLACEMENT.**

There is an application and interview process that students must complete before the BSSW Field Coordinator will place them in field. Students need to meet GPA requirements, as well as exhibit standards of professionalism.

Students must satisfactorily complete SWK 101, 115 and 116 before starting Field Placement.

Students without a GPA of 3.0 in these classes (101, 115 and 116) may be accepted into field placement, but with probationary status.

The Social Work Department reserves the right to determine whether a student is not qualified, or prepared, for field placement. Students determined not to be qualified, or prepared, for field placement can appeal the decision to the Student Review Committee.

See the ***BSSW Field Education Manual*** for a comprehensive description of the field experience.

The BSSW Field Director is responsible for the entire operation of the field education component of the program. This includes providing students with clear and comprehensive information about the field education process and ensuring that students receive individualized guidance as to maximize their field education experience.

## COURSE DESCRIPTIONS

### Required Social Work Courses

#### **SWK 101: Introduction to Social Work (3 credits)**

An examination of both historical and contemporary social work practice focusing on the knowledge, values and skills of generalist practice, along with career opportunities.

#### **SWK 115: Social Welfare Policy & Analysis (3 credits)**

Students learn about social welfare policy and how to engage in a comprehensive policy analysis. Critical thinking skill development is central to policy analysis. The connection between social welfare policy analysis and social work practice is highlighted with effective policy action as the goal.

*Pre-requisite of SWK 101 is required. Must take HIS 1 and Pol 11/Econ 1/Econ 2 prior to, or concurrent with, this course.*

#### **SWK 116: Diversity (3 credits)**

Human diversity is thoroughly examined and students gain a better understanding of how to work with diverse populations. The course explores how structures and values may oppress, marginalize, alienate or enhance power and privilege. Self awareness to eliminate personal bias is examined. The course draws from a range of disciplines and theories, such as: the strengths perspective, the person-in-the environment concept, theories of intersectionality, critical race theory, and social constructionism.

*Pre-requisite of SWK 101 is required.*

#### **SWK 121: Research Methods (3 credits)**

This course is a basic introduction to research methods in the social sciences and in the field of social work in particular. The fundamentals of research are taught as a problem-solving, critical thinking approach that ultimately relates to the knowledge of and ability to engage in research informed practice and practice-informed research.

*Pre-requisites of SWK 101 and MTH 15 or MTH 16 are required.*

#### **SWK 123: Human Behavior in the Social Environment I (3 credits)**

Human behavior and the social environment I examines the human within the micro context. The course integrates multiple theories and knowledge of bio -psycho-social development to understand the individual within the larger environment. The course focus is on the individual yet uses a person-in-environment framework to view behavior in the context of the family, community, culture, and world.

*Pre-requisites of SWK 101, BIO 22 are required. Must take PSY 3 prior to, or concurrent with, this course.*

#### **SWK 124: Human Behavior in the Social Environment II (3 credits)**

Human behavior and the social environment (HBSE) part II is a continuation in the HBSE sequence. Part II utilizes theories to explain human behavior through the macro lens, which explores how systems and institutions influence and affect human behavior.

*Must take SWK 123 prior to, this course.*

### **SWK 132: Human Rights and Social Justice (3 credits)**

This elective course engages students in a critical discussion of both local and global human rights and social justice issues to prepare students to play a significant role in responding to the needs of individuals, families, and communities. Course topics include: domestic and international sex trafficking; health/mental healthcare; immigration; poverty; sexual orientation and gender identity; gender based violence; juvenile and criminal justice; economic, social and cultural rights.

*Must take SWK 115 and SWK 116 prior to, or concurrent with, this course.*

### **SWK 170: Social Work Practice I (3 credits)**

Beginning social work practice skills used with individuals, families and groups are examined with a particular focus on engagement, assessment, intervention and evaluation. Cultural and diversity issues in treatment, ethical dilemmas and social justice as it impacts and shapes contemporary social work practice are identified. Methods of student learning include, but are not limited to, case study, role-play, group work, and class discussion.

*Must take SWK 123 prior to, or concurrent with, this course.*

### **SWK 171: Social Work Practice II (3 credits)**

This second practice course that follows Practice I (SWK 170) teaches concrete practice skills in the context of macro systems: groups, organization, and communities. Knowledge and skills about engagement, assessment, intervention and evaluation are explored through a macro lens.

*Must take SWK 124 prior to, or concurrent with, this course.*

### **SWK 180: Social Work Fieldwork I (4 credits)**

During senior year, students complete an intensive field internship (a minimum of 400 hours = 200 hours during fall semester and 200 hours during spring semester) at approved social service programs with professional social work supervision. Students apply the theories and knowledge learned in the classroom to develop and strengthen their social work skills in practice.

***Must be taken concurrently with SWK 182.***

*Must take SWK 123 and SWK 170 prior to, or concurrent with, this course.*

### **SWK 181: Social Work Fieldwork II (4 credits)**

During senior year, students complete an intensive field internship (a minimum of 400 hours = 200 hours during fall semester and 200 hours during spring semester) at approved social service programs with professional social work supervision. Students apply the theories and knowledge learned in the classroom to develop and strengthen their social work skills in practice

***Must be taken concurrently with SWK 183.***

*Pre-requisites of SWK 180 and SWK 182 are required.*

*Must take SWK 124 and SWK 171 prior to, or concurrent with, this course.*

### **SWK 182: Field Seminar I (3 credits)**

Concurrent with senior-year field placement, students participate in a seminar to assist in integrating the experiential component with their theoretical knowledge. Students are also made aware of the implications of field experiences for policy, research, and ethical issues.

***Must be taken concurrently with SWK 180.***

*Must take SWK 123 and SWK 170 prior to, or concurrent with, this course.*

### **SWK 183: Field Seminar II (3 credits)**

Concurrent with senior-year field placement, students participate in a seminar to assist in integrating the experiential component with their theoretical knowledge. Students are also made aware of the implications of field experiences for policy, research, and ethical issues.

***Must be taken concurrently with SWK 181.***

*Must take SWK 124 and SWK 171 prior to, or concurrent with, this course.*

### **Social Work Electives**

Social Work electives are not taught every semester. All SWK elective courses offered fulfill upper division elective requirements.

### **SWK 122: Gerontology (3 credits)**

Demographic data about the aging population are presented. Students study the process of aging on a developmental lifecycle continuum and learn effective means of communicating with the aged. Students become aware of how personal feelings, attitudes, and values influence the social worker's role in working with aging clients. Types and prevalence of mental disorders, key assessment methods, health, financial and ethical issues, along with community and Internet resources serving the aging population are provided.

### **SWK 128: Social Work and Criminal Justice (3 credits)**

This elective course examines the impact of the criminal justice system (focusing primarily on incarceration) on children, families, and communities. Various roles that social workers play at the level of direct service, advocacy/ community organizing, and policy are explored. Class topics will be connected to current events and criminal justice references in popular culture.

### **SWK 131: Contemporary Challenges in Community Mental Health (3 credits)**

This elective examines the policy and practice challenges of providing community mental health services to the seriously mentally ill. Designed as an upper level course in the social work sequence, the course will cover de-institutionalization, the consumer movement, best practices, and the recovery movement. Topics will include an overview of major mental illness, working with the homeless mentally ill, mental illness and incarceration, and community mental health services to the military. Ethical dilemmas about the tensions between self-determination and mandated treatment will be explored.

### **SWK 134: Case Management Services (3 credits)**

This course will examine concepts and principles of case management practice with special populations. The core functions of case management practice in a range of settings are addressed in relationship to issues of diversity, vulnerability and empowerment, while identifying and collaborating with resources and agencies. Emphasis is placed on care coordination, type of delivery agency, negotiation in brokering for health care services by utilizing the application of case management models. Student will learn to how to develop effective service plans and how to find necessary community resources for clients. Students will understand health care priorities on the national and local level.

**SWK 135: Case Management: Practice and Populations (3 credits)**

This course provides students the opportunity to hear case managers present actual cases based on "case of the week model." Students will develop hands on experience through presentations from experts in the varied fields in which case management is practiced. Students will build on their case management knowledge by applying theories to real work case management situations.

**SWK 138: Stress Management (3 credits)**

An analysis of the sources and consequences of stress and stress reaction in a variety of daily living settings; examination of a variety of instruments used to measure stress levels. Exploration of LIU Brooklyn Page 251 LIU Brooklyn Undergraduate Bulletin 2018 - 2019 personal lifestyle with regards to present stress levels and coping abilities; Practical application of intervention techniques designed to enhance adjustment to the demands of stress. This course will be helpful to all students for their personal and professional lives.

**Extra/Co-Curricular Activities**

In addition to field education and the required/elective courses in the BSSW curriculum, students in the program are encouraged to participate in extra-curricular and co-curricular activities. For instance, the Department of Social Work sponsors Social Work Student Day activities in the Fall semester, Social Work Community Day activities in the Spring semester, and sponsors students to participate in Legislative Education and Advocacy Day in Albany, NY each year, usually in March.



# STUDENTS' RIGHTS AND RESPONSIBILITIES

Long Island University's campus policies outlining students' rights and responsibilities are found in the University's Student Handbook. The Social Work Program adheres to the University's overall policies on students' rights and responsibilities.

## STUDENT EVALUATION

### ***Grading Practices***

The following are the possible grades a student may receive at the completion of each undergraduate course:

A	Excellent	4.00
A-	Very Good	3.67
B+	Very Good	3.33
B	Good	3.00
B-	Good	2.67
C+	Above Average	2.33
C	Average	2.00
C-	Below Average	1.67
D	Concerning	1.00
F	Failure	0.00

SWK 180 & 182 (Fieldwork I & II) are graded on a "Pass"/ "Fail" system.

### ***Unsatisfactory Grades***

All BSSW students must achieve a grade of B or higher in SWK 101 in order to stay in the major.

Students must maintain a cumulative GPA of at least 2.5 overall, and 3.0 in SWK courses to stay as a social work major. Students with a SWK GPA under 3.0, or an overall cumulative GPA under 2.5 will be considered on "academic probation" and may be subject to removal from the BSSW program. Students on academic probation should work closely with their faculty advisor, and may be subject to a Student Review Committee meeting.

Students who fail to maintain an overall GPA of at least 2.0 will not be able to graduate from LIU.

## ***Incomplete Courses***

An incomplete is given solely at the discretion of the faculty member. It is the student's responsibility to make specific arrangements with the instructor to complete the course work and to have the grade submitted to the Office of the Registrar before the end of the next semester.

If the course is completed within the next semester, both the INC and the final grade will appear on the student's permanent record; that is, satisfactory completion of the course does not eliminate the original 'Incomplete' designation. An incomplete grade that is not made up during the next semester becomes an F. (LIU Brooklyn, Undergraduate Academic Bulletin:

<http://www.liu.edu/Brooklyn/Academics/Bulletins/Undergraduate-Bulletin>)

## ***Plagiarism***

**Plagiarism will not be tolerated.** According to the Merriam-Webster Online Dictionary, "to plagiarize" means:

To steal and pass off (the ideas or words of another) as one's own

To use (another's production) without crediting the source

To commit literary theft

To present as new and original an idea or product derived from an existing source

In other words, plagiarism is an act of fraud. It involves both stealing some else's work and lying about it afterward" (Plagiarism.org, 2008, paragraph 2).

"Plagiarism and cheating are not only serious violations of the rules, but also may reflect adversely on the student's reputation as well as on the reputation of the Campus...A student in violation of accepted academic procedures may be subject to disciplinary action, up to and including expulsion from the Campus (*Graduate Bulletin 2009-2011, p. 16*)".

Plagiarism is unacceptable in the BSSW program and will result in a failing grade for the course, possible dismissal from program, and potential expulsion from the University.

Please speak with a member of the faculty should you have any questions. The Social Work Department suggests that you review the plagiarism material on the LIU Library Web page for additional information. The URL is:

<http://www.liu.edu/cwis/cwp/library/exhibits/plagstudent.htm>

## ***Title IX- Discrimination on the Basis of Sex***

It is the policy of the School of Health Professions to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex (including sexual

harassment and sexual violence) in the University's educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination.

Title IX states that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

The University's Policy on Title IX can be found at:

<http://www.liu.edu/About/Administration/University-Departments/Human-Resources/HR-Policies/Anti-Harassment-Discrimination-Policy>

### ***Criteria for Evaluating Students' Non-Academic Performance***

The Social Work Program strives to assure that students entering the social work profession are not only competent, but also identify with the values and ethics of the profession, and are able to deliver social work services in a professional manner. The following are indicators of students' failure to meet non-academic performance standards:

#### **Lack of identification with the values of the profession, as demonstrated in a lack of adaptation to the goals of the Social Work Program.**

Students may demonstrate, through behavior and attitudes expressed in the classroom, or with faculty, field instructors or clients, little or no commitment to the social work profession. For example, prejudices may present themselves that are irreconcilable with the profession's dedication to promoting social justice and commitment to diversity. If students cannot separate personal attitudes and behaviors from professional attitudes and behaviors, and do not demonstrate a willingness to adapt to the goals of the profession, these students will be encouraged to seek another degree program and may be terminated from the program. The behavior of such students will be carefully monitored in the field for the protection of clients. Any indication that these attitudes are interfering with work with clients may result in termination from the program.

#### **Inadequate interpersonal relationship skills**

Social work requires the ability to relate to others through non-judgmental communication and with warmth and compassion. Students will be evaluated in terms of their ability to relate genuinely and openly to clients, classmates, faculty and field instructors. A persistent failure to relate to others in a non-judgmental and genuine manner may result in termination from the program.

## **Personal problems**

Students may have personal problems that interfere with self-awareness and the development of professional attitudes and behaviors. These problems may manifest themselves in a variety of concrete ways, including, absenteeism, lack of participation in class discussions, failure to complete assignments in a timely manner, and belligerent behavior. Personal problems may also manifest themselves in signs of mental illness, substance abuse, lack of boundaries, or over identification with personal issues. The social work program endorses the recovery model; consequently personal problems may not necessarily result in termination from the program. However, upon identification of personal problems that impede their progress in the program, students are referred for appropriate help. If help is not accepted and problems persist, students may be terminated from the program.

## **Violation of norms and ethics**

Students' educational lives are governed by a number of different codes, including the NASW Code of Ethics, the Campus Code of Conduct, and the Social Work Program's Criteria for Non-academic Performance. Violations of any of the above Codes may result in termination from the program.

## **Behavior judged to be in violation of the NASW Code of Ethics**

Students are expected to be knowledgeable about the requirements for professional conduct as outlined in the NASW Code of Ethics and behave accordingly. Any conduct that is contrary to the NASW Code of Ethics may serve as grounds for termination from the program.

## **Behavior in violation of the Campus Code of Conduct/ Student Freedom and Responsibilities Act**

Students are expected to be knowledgeable about the requirements for conduct as outlined in the LIU Brooklyn Student Freedom and Responsibilities Act

(<http://www2.brooklyn.liu.edu/bbut10/studentactivities/StudentFreedomResponsibilitiesAct.pdf>).

There are disciplinary sanctions for violations of Campus community norms, standards and policies. Sanctions consist of a verbal and written warning, suspension for repeated infractions, a period of disciplinary probation, denial of use of certain facilities, permanent dismissal from the residence halls or, in extreme cases, expulsion from Campus. In addition, the campus follows a judicial process that includes a preliminary investigation, filing of charges, and a hearing and decision. The judicial process also includes an appeals procedure. Decisions that result in sanctions against social work students might result in termination from the Social Work Program, even if the student is not expelled from the Campus. This would occur in cases where the behavior conflicts with the Program's Criteria for Non-academic Performance.

### ***Faculty Responsibility to Assist Students***

Overall, the assisting of professional development of students is an obligation of all faculty members. Faculty are committed and obligated to assist students with any academic or field difficulties. If a student is having difficulty in the classroom, the classroom faculty attempts to work on the problem with the student by identifying the concern(s) and working out a plan of action, including a specified time frame established and accepted by both student and faculty. If the student does not adhere to the plan to remedy the situation, the student receives a verbal warning by the faculty member and is encouraged to resolve the problem.

In the field, a student who is having difficulties is instructed to first try to resolve the situation with the field instructor. If not resolved satisfactory, the Field Liaison or BSSW Field Director works with the student, field/task instructor and faculty (where appropriate) to resolve the issue within a designated time frame. If the student is still not successful, the student may subsequently fail the class or bring the problem before the Student Review Committee. Depending on the nature of the situation, the student may be granted the option to change field placements if it is found that there is a problem with the field instructor or agency. However, if the problem is found to be within the student, then a plan of action is devised with the student and with the involvement of both the Field Liaison and the Field Director. If continued problems exist, whether it is on the part of the student or field instructor, the problem would be brought before the Student Review Committee.

**PLEASE NOTE:** Some faculty may not be readily available to assist students in June, July, and August. Please communicate with the Chairs and the Field Department during the summer months.

## **STUDENT REVIEW COMMITTEE**

### ***Purpose and Function of the Student Review Committee***

All students in LIU Brooklyn's BSSW program must maintain the criteria for good standing outlined in the BSSW Student Handbook and Field Manual. It is assumed that every student has the potential academic ability and personal suitability for completing the undergraduate social work degree. All students in the BSSW program are expected to maintain standards established by the social work program as well as those established by the social work profession, detailed in the National Association of Social Workers Code of Ethics, International Federation of Social Workers/International Association of Schools of Social Work Ethics in Social Work Statement of Principles. In order to detect possible academic and conduct problems and respond proactively, the BSSW program has developed the Student Review Committee.

The Student Review Committee (SRC) is a mechanism designed to address problems with students' academic and/or professional performance. When a student's performance in academic or fieldwork is evaluated as concerning, a request may be made for the Student Review Committee to review the student. The Student Review Committee may determine what, if any, course of action could bring the student's performance into compliance with the university's, department, and profession's standards.

### ***Grounds for Calling a Student Review Committee Meeting***

The Department Chairperson, BSSW Program Coordinator, BSSW Fieldwork Coordinator, social work department faculty member or administrator may convene the Student Review Committee when a student:

1. Displays conduct that is not congruent with the values and ethics of the social work profession as detailed by NASW Code of Ethics and the International Federation of Social Workers Code of Ethics or violates the academic or behavioral code for students at Long Island University. This includes behavior in the student's field placement as well as the classroom.
2. Exhibits behavior that interferes with the student's functioning and/or jeopardizes the welfare of those to whom the student has responsibility, such as fellow students, faculty, staff, clients and/or co-workers.
3. Fails to communicate effectively, both verbally and in written form, including interviewing skills and interpersonal skills.
4. Fails to adhere to the policies and professional standards of the field placement agency, or any other outside agency the student may visit as a part of her or his educational experience.

5. Fails to use sound judgment in regard to oneself, such as failure to seek professional help for physical or emotional problems, which may interfere with professional functioning.
6. Exhibits academic dishonesty, including cheating on papers or exams, plagiarism, which involves presenting work someone else did as your own.
7. Exhibits marginal academic performance, which constitutes an overall cumulative GPA over under a 2.5, or a social work GPA that falls below 3.0, or fails a social work course.

### ***Procedures for a Student Review Committee Meeting***

1. The Department Chairperson, BSSW Program Coordinator, BSSW Fieldwork Coordinator, BSSW program faculty member, BSSW program administrator, or BSSW student must request a meeting of the Student Review Committee by email, or in writing.
2. The student will be informed in writing of the meeting scheduled for his/her review.
3. The BSSW Program Coordinator and at least two faculty members or administrators must be present, along with the student.
4. At the discretion of the department members selected for the meeting, another BSSW student may be invited to be present for the hearing, and participate in deliberations.
5. At the meeting the issues/concerns/problems will be clearly discussed and defined.
6. The committee will work together with the student, his/her advisor, and other relevant parties, including field instructors when appropriate to determine the relevant facts and gather opinions of the relevant parties.

### ***Outcome of a Student Review Committee Meeting***

1. The Student Review Committee will consider what actions would be appropriate to take as a result of the student's performance and make a decision supported by the majority of committee members.
2. After the Student Review Committee makes a determination, the student will be notified in writing within 7 business days of the meeting that outlines the issue(s) identified, action taken, if any, and consequences if the student fails to adhere to any conditions for student performance set during the meeting that are deemed necessary for continued involvement in the BSSW program (See Student Review Committee Determination Form below).
3. The Student Review Committee may decide:
  - a. That the student cannot continue in the BSSW program. Termination from the BSSW program can occur during any semester of enrollment in the BSSW program, including the last semester.

- b. That the student may continue in the BSSW program, but must meet certain stipulations (outlined in written form and provided to the student).
  - c. That the student may remain in the program, without stipulation
- 4. The Student Review Committee cannot make determinations about a student's right to remain as a student of the University. However, the Student Review Committee may make a recommendation as appropriate.
- 5. Any decision of the Student Review Committee, and relevant documents, will be kept in the student's file.

The student has a right to file a grievance regarding the outcome of the Student Review Committee policy and procedures. The Department of Social Work follows the grievance procedure as established by the School of Health Professions. For more information about the grievance process, please contact the Dean's Office of the School of Health Professions, 3<sup>rd</sup> Floor Health Sciences Building.



**Structure for a letter notifying a student of the  
Student Review Committee Determination**

**Student Name:**

**Faculty/Staff Present:**

**Date:**

**Faculty or student who identified the issue:**

**Issue/Concern/Problem identified:**

**Problems to be solved**

**Action to be taken to solve said problems**

**Time period for completion of designated actions**

**Re-evaluation of student performance**

**Consequence for non-performance**

# **GRIEVANCE, APPEAL, AND TERMINATION PROCEDURES**

## ***Grievances & Appeals***

The Department of Social Work follows the procedures as outlined by the School of Health Professions at LIU Brooklyn.

Students at the Brooklyn Campus may expect a scrupulous regard for their rights as students and individuals and should expect to be treated fairly and with courtesy by all members of the academic community. In any matter in which students feel that their rights have been violated, or in matters of serious dispute with members of the administration or faculty, students may avail themselves of the following procedure to file and adjudicate any grievance.

Students who wish to appeal an assignment grade, and/or a final course grade, must initiate the process with the course instructor at the Division/Department level within 30 business days of the assignment grade being received, or the final grade being officially posted on MYLIU. Students may then avail themselves of the following procedure to file and adjudicate a grade appeal.

1. The student will write out a clear statement of the grievance or appeal. The written request should include the course, course number, instructor, the final grade, the reason for the grievance/ appeal, and any other pertinent information.
2. The student will submit this statement to the department member involved. The student will be given a written response from the department member within a reasonable time, preferably not longer than two calendar weeks. The department member will communicate the student's request and their response to the Department Chair and Program Coordinator.
3. If the student is not satisfied with the response, the student may submit a statement of appeal to the Department Chairperson. The Chairperson will review the matter and provide the student with a written response within a reasonable time.
4. If a student is not satisfied with the response from the Department Chairperson, the student may submit a statement to the BSSW Program Grievance & Appeals Committee. This committee is comprised of 3 members of the Social Work Department. The Committee's purpose is to arbitrate student grievances and appeals and attempt to resolve any conflicts between students and faculty that require mediation. The committee will review the matter and provide the student with a written response within a reasonable time. It is at the discretion of the committee whether an appeal or grievance committee meeting involving all parties is appropriate before rendering their decision.

5. If still not satisfied with the response from the BSSW Program Grievance & Appeals Committee, the student may institute a formal complaint with the Associate Dean of the School of Health Professions. (Please see the Student Appeal Checklist at the end of the handbook.)

### ***Termination from BSSW Program***

Students who are believed to have violated academic or non-academic policies as outlined in this document may be brought before the Social Work Department Student Review Committee at the request of any faculty member or administrator. The student will be given notification of the concerns regarding their behavior, and have the opportunity to speak for themselves during a committee meeting. The decision of the committee may include no action, placing the student on academic or non-academic probation, or removal from the major. All actions will be communicated in writing. If the student is placed on probation, the committee will provide a written statement of the conditions of the student's probation, what the student must do to be removed from probation, as well as what will occur if the student fails to meet the conditions of the probation. If the student is not satisfied with the response from the Social Work Department Student Review Committee, the student may appeal this decision through the procedures outlined by the School of Health Professions.

## **STUDENT SERVICES**

### ***Financial Aid***

Scholarships and financial aid packages are available to Social Work students. Financial Aid is available through scholarships, grants, loans, and part-time employment. All financial aid awards from federal, state, and university sources are awarded on a funds available basis. All students must file the Free Application for Federal Student Aid (FAFSA). Integrated Student Financial Services will determine your eligibility to participate in the various financial assistance programs. Students may file the FAFSA over the Internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or obtain the paper FAFSA application from the LIU Brooklyn Office of Integrated Student Financial Services. In order for Integrated Student Financial Services to receive the processed results of the FAFSA, students must list the federal processing code of #004779 (for LIU Brooklyn) on their on-line or paper FAFSA application in the information release section.

Full time students enrolled in 12 or more credits each semester may qualify for grant assistance through Tuition Assistance Program (TAP). Students must be New York State residents and must also file the New York State Express TAP Application (ETA). This application will be mailed directly to students by New York State after the student's FAFSA has been processed. Students can also complete "TAP On the Web" through the FAFSA online link. The Brooklyn Campus TAP processing code is #0398. Please note that both the FAFSA and TAP applications must be completed every year in order for a student to continue receiving financial aid.

Students are advised to plan ahead, anticipate costs, budget resources, and contact the bursar for payment options. The University's Integrated Student Financial Services and the program's academic advisors are ready to help students obtain the appropriate tuition assistance. For further information call Integrated Student Financial Services at (718) 488-1037.

### ***Students with Disabilities/Student Support Services***

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, including changes made by the Americans with Disabilities Amendments Act of 2008, the Social Work program does not discriminate against qualified individuals with disabilities.

Under the ADA, a person with a disability is defined as one who has any physical or mental impairment that substantially limits any major life activity, has a record of such an impairment (documentation), or is regarded as having such an impairment

### ***Request for Reasonable Accommodation***

If you are a student with a documented disability/impairment (Psychological, Neurological, Chronic Medical, Learning Disability, Sensory, Physical) and require reasonable accommodations, please contact Student Support Services

Location: Pratt Building 410

Contact Number: (718) 488-1044

Hours of operation: Monday – Thursday 9-7, & Friday 9-5.

Email address: [studentsupportservices@brooklyn.liu.edu](mailto:studentsupportservices@brooklyn.liu.edu)

Website: <http://www.liu.edu/Brooklyn/SSS>

### ***Social Work Club***

The Social Work Club is an organization founded by the undergraduate and graduate students in Social Work at LIU Brooklyn. The purpose of the association is to enhance the education and professional network of graduate social work students and provide them, and all LIU students, with opportunities to volunteer and community service. There is a Faculty Advisor assigned to the organization to serve in the role of liaison to help facilitate interactions between faculty, staff and the University community.

### ***Phi Alpha, Iota Chi Chapter, Social Work Honor Society***

Eager to promote a closer bond among students of social work and to enter into more intimate fellowship with those dedicated to the promotion of humanitarian goals and ideals by a

professional group for which quality educational preparation is deemed imperative, students and faculty involved in social work education at both the LIU Post and Brooklyn Campuses sponsor a Chapter of Phi Alpha National Honor Society. The purpose of Phi Alpha is to foster high standards of education for social work and to invite into membership those who have attained excellence of scholarship and distinction of achievement as students of social work.

### ***Non-discrimination Policy***

It is the policy of Long Island University that no person in relationship with the University shall be subject to discrimination on the basis of race, ethnicity, age, gender, sexual orientation, disability or any other individual or cultural characteristic in any area of policy and procedure, including student admissions, termination and faculty recruitment. The program supports the principles of affirmative action and due process in hiring, admissions, retention, and termination decisions affecting both students and staff.

LIU's policy on discrimination states: LIU does not discriminate on the basis of sex, sexual orientation, race, color, creed, national origin, religion, age, handicap or political belief, in any of its educational programs and activities, including employment practices and its policies relating to recruitment and admission of students. Additionally, Long Island University takes affirmative action to recruit applicants from among women, members of protected minority groups, handicapped individuals and veterans, including disabled veterans and Vietnam-era veterans.

LIU Social Work Program make continuous efforts to provide students with a learning environment that reflects the profession's fundamental values including respect for and promoting understanding of diverse populations. When students are evaluated for admission to Long Island University and its Social Work Programs, this evaluation is done without prejudice based on such characteristics as class, color, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation.

The learning context in the classroom and field provides students with an understanding of and respect for diversity. Students are exposed to open and purposeful discussions, readings and experiential exercises on issues that examine differences and commonalities among individuals and groups that may be different from them. Students also learn about the effects of discrimination, oppression and social injustice on micro and macro levels and are encouraged to evaluate their own biases.

### ***Safe Zone***

"LIU, Brooklyn Safe Zone seeks to form a network of faculty, staff, and administrators committed and trained to provide safe, non-judgmental, and supportive contacts for all LIU, Brooklyn community members who may be dealing with lesbian, gay, bisexual, transgender, queer, and/or questioning issues" (Safe Zone statement, 2013). **Many of the social work faculty and administrators are Safe Zone members.**

## LIU BROOKLYN SOCIAL WORK DEPARTMENT DIRECTORY

Name	Email	Office	Phone number
<b>Full-Time Faculty</b>			
Joanne	Rees	<a href="mailto:joanne.rees@liu.edu">joanne.rees@liu.edu</a>	HS 214 (718) 780-4520
Jessica	Rosenberg	<a href="mailto:jessica.rosenberg@liu.edu">jessica.rosenberg@liu.edu</a>	HS 205 (718) 246-6443
Victor	Lushin	<a href="mailto:victor.lushin@liu.edu">victor.lushin@liu.edu</a>	HS 217 (718) 780-4521
Telvis	Rich	<a href="mailto:telvis.rich@liu.edu">telvis.rich@liu.edu</a>	HS 240 (718) 488-1188
Rebecca	Rivera	<a href="mailto:rebecca.rivera@liu.edu">rebecca.rivera@liu.edu</a>	HS 209 (718) 780-4076
Sam	Rosenberg	<a href="mailto:Sam.rosenberg@liu.edu">Sam.rosenberg@liu.edu</a>	HS 246 (718) 488-1025
<b>Administration</b>			
Menachem	Dubovick	<a href="mailto:Menachem.dubovick@liu.edu">Menachem.dubovick@liu.edu</a>	HS 245 (718) 780-4124
Yovanka	Green	<a href="mailto:yovanka.green@liu.edu">yovanka.green@liu.edu</a>	HS 247 (718) 488-3372
Justyna	Rzewinski	<a href="mailto:justyna.rzewinski@liu@liu.edu">justyna.rzewinski@liu@liu.edu</a>	HS 243 (718) 246-6442
Stefanie	Jenkins	<a href="mailto:Stefanie.jenkins@liu.edu">Stefanie.jenkins@liu.edu</a>	HS 243 (718) 246-6442

## Student Appeal Checklist

**Student Name:**

**Degree Program:**

**Course Number/Instructor:**

**SPC/Academic or Professional Behavior Issue:**

Department/Division Decision Rendered

Academic Warning Rendered	▼
Student Placed on Academic Probation	▼
Student Dismissed from Program	▼
Other:	▼

**Notes:**

---



---



---



---



---



---



---

**Appeal to the Course Professor/Instructor** (if applicable)

Date Initiated:

Outcome:

Faculty/Instr Signature:

Date:

**Appeal to the Program Director/Chair**

Date Initiated:

Outcome:

Director/Chair Signature:

Date:

**Appeal to the Program Progress Committee**

Date Initiated:

Outcome:

Committee Signature:

Date:

**Appeal to the Dean**

Date Initiated:

Outcome:

Dean Signature:

Date: