



THE UNIVERSITY OF ARKANSAS
AT MONTICELLO

University of Arkansas at Monticello

Department of Social Work

P.O. Box 3619 / 562 University Dr.

Monticello, AR 71656

(870) 460-1747

Social Work Student Handbook
2022-2023 Academic Year

Written and Edited by

Marie R. Jenkins, MSW, LCSW

Lindsay Grissom, MSW, LCSW

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Student Handbook Introduction

The *Student Handbook* (noted as the *Handbook* hereafter) is produced by the Department of Social Work and updated every May. The *Handbook* is compiled by the Director of Social Work in consultation with the social work faculty, representatives from the Community Advisory Group, and representatives from the Student Social Work Organization. The policies, regulations, procedures, and fees in this *Handbook* are subject to change without notice, if necessary, to keep the program in compliance with the current *University of Arkansas at Monticello Catalog* (noted as the *UAM Catalog* hereafter).

See References page for links to the University of Arkansas at Monticello 2021 - 2022 and the accreditation requirements promulgated by the Council on Social Work Education.

Purpose of the Student Handbook

The *Handbook* serves to inform prospective students, current students, and others about the nature of the Department of Social Work and its programs at the University of Arkansas at Monticello (UAM). The *Handbook* is organized into the following sections: Student Handbook Introduction; General University Information; the UAM Department of Social Work; the Bachelor of Social Work (BSW) Degree Program; Academic Policies specific to the UAM Department of Social Work; Student and Professional Organizations; Social Work Minor and Emphasis Area; Social Work Course Descriptions; Social Work Faculty and Staff, and Appendices.

University of Arkansas at Monticello reserves the right to change curricula, rules, fees, admission requirements, and other requirements without notice. The provisions of this *Handbook* do not constitute a contract, expressed or implied, between any applicant, student, faculty member, or any other person and the University of Arkansas at Monticello.

Statements of Accreditation

The University of Arkansas at Monticello is accredited by the Higher Learning Commission (a commission of the North Central Association of Colleges and Schools), and technical certificates, associate, baccalaureate, and master's degree programs. The Social Work Department is accredited by the Council on Social Work Education (also known as CSWE).

Statement of Equal Educational Opportunity

"The University of Arkansas at Monticello is committed to providing educational opportunities to all qualified students and employment opportunities to all persons, regardless of their economic or social status, and will not discriminate on the basis of race, color, religion, creed, gender, ethnic or national origin, disability, age or any legally protected class. The Office of Student Special Services has been designated to coordinate efforts to comply with all laws and regulations applicable to qualified disabled individuals as required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Inquiries concerning the application of all federal laws and

regulations regarding discrimination should be directed to the Human Relations Officer, Office of Finance and Administration, Babin Business Center, Monticello campus, (870) 460-1021. The University releases information of the quality of its teacher preparation program according to the requirements of Section 207 of Title II of the Higher Education Acts as amended in 1998. Official Title II data is published in appropriate University publications. Inquiries concerning Title II data should be directed to the Dean, School of Education, (870) 460-1062." (UAM Catalog 2019-2020, pg. 3)

The University website addresses its policy of nondiscrimination under "Employment Policies and Procedures." It outlines the policy and procedure for any complaint of harassment or discrimination. The policy is provided below, and the full statement regarding procedures to follow in filing a complaint can be found at: http://uam-web2.uamont.edu/pdfs/FinAdmin/OP/OperatingPro%20525_1.pdf.

Policy for Adjudicating a Complaint of Harassment or Unlawful Discrimination

It is the policy of the University to prohibit harassment and unlawful discrimination. This prohibition applies equally to male and female faculty, staff, administration, students, and to all other persons on premises subject to University control and to those engaged to further the interests of the University.

The University explicitly condemns sexual harassment as a violation of an individual's human rights and dignity and as a form of discrimination based upon gender. It is the policy of the University to prohibit sexual harassment in any form.

Employees and students who engage in harassment or unlawful discrimination shall be subject to applicable disciplinary processes. Those who engage in harassment or unlawful discrimination may also be subject to civil and/or criminal penalties.

"Unlawful discrimination" results when an employment or academic decision affecting an individual is biased by the individual's race, color, religion, creed, gender, ethnic or national origin, disability, age, or any other legally protected characteristic.

"Harassment" consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as gender, color, race, ancestry, religion, national origin, age, disability, medical condition, marital status, veteran status, citizenship status, or other protected group status. Harassment includes conduct that denigrates or shows hostility or aversion toward an individual because of his/her protected status or that of his/her relatives, friends, or associates.

"Sexual harassment" deserves special mention, as it is a form of gender discrimination and consists of unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on gender. This conduct is unlawful when: submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational benefits or services; submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting the individual; or such conduct unreasonably interferes with an individual's professional or academic performance. Sexual harassment may include, but is not limited to, such actions as: sex-oriented verbal

“kidding”, “teasing”, or jokes; foul or obscene language or gestures; display of foul or obscene printed or visual material; physical contact such as patting, pinching, or brushing against another's body; and demands for sexual favors.

Student Responsibility

Each student is responsible for knowing the academic regulations in the *UAM Catalog*. Unfamiliarity with these regulations does not constitute a valid reason for failure to fulfill them. In the UAM Department of Social Work, students have the responsibility to understand the current social work curriculum, departmental regulations and policies, and their course of study. Students may be administratively dropped from a course if they do not meet the proper requirements to be in that particular course, or removed from the program for regulation or policy violations. Students are expected to know what classes they are required to take each semester, including what prerequisites are required for each class. Please refer to the 8 Semester Plan in Appendix A of this manual.

Student Rights

Students have a right to study and work in a non-discriminatory environment. The UAM Department of Social Work affirms and respects diversity and difference among students, faculty, field instructors, staff, and others involved in the program. Further, students have a right to appeal certain decisions and file grievances, including but not limited to BSW admission decisions, and academic and professional advising comments and recommendations. If a student takes issue with a decision made by a social work faculty member, the student is directed to first discuss the issue or circumstance with that particular faculty member. If a resolution to the issue cannot be reached, the student is directed to address their appeal, in writing, to the UAM Department of Social Work's Director. After the written appeal is received, a conference between the student and Director will be scheduled as soon as possible to address the issue. If a resolution still cannot be reached, the student may appeal the decision in accordance with university policy through the proper channels (see under Academic Appeals Committee in the UAM Catalog 2019-2020, pg. 76). However, in most cases, the decision of the UAM Department of Social Work's Director is final.

University of Arkansas at Monticello's (UAM's) Mission

The University of Arkansas at Monticello's mission is to create a society of learners committed to individual achievement by:

- Fostering a quality, comprehensive, and seamless education for diverse student learners to succeed in a global environment;
- Serving the communities of Arkansas and beyond to improve the quality of life as well as generate, enrich, and sustain economic development;
- Promoting innovative leadership, scholarship and research which will provide for entrepreneurial endeavors and service learning opportunities;
- Creating a synergistic culture of safety, collegiality and productivity which engages a diverse community of learners.

In addition, the University of Arkansas at Monticello has the identified the following core values:

- *Ethic of Care:* We care for those in our UAM community from a holistic perspective by supporting them in times of need and engaging them in ways that inspire and mentor.
- *Professionalism:* We promote personal integrity, a culture of servant leadership responsive to individuals' needs as well as responsible stewardship of resources.
- *Collaboration:* We foster a collegial culture that encourages open communication, cooperation, leadership and teamwork, as well as shared responsibility.
- *Evidence-Based Decision Making:* We improve practices and foster innovation through assessment, research, and evaluation for continuous improvement.
- *Diversity:* We embrace difference by cultivating inclusiveness and respect of both people and points of view, and by promoting not only tolerance and acceptance, but support and advocacy.

The University of Arkansas at Monticello seeks to fulfill its mission and values by identifying the following Student Learning Outcomes (SLO):

- *Communication:* Students will communicate effectively in social, academic, and professional contexts using a variety of means, including written, oral, quantitative, and/or visual modes as appropriate to topic, audience, and discipline.
- *Critical Thinking:* Students will demonstrate critical thinking in evaluating all forms of persuasion and/or ideas, in formulating innovative strategies, and in solving problems.
- *Global Learning:* Students will demonstrate sensitivity to and understanding of diversity issues pertaining to race, ethnicity, and gender and will be capable of anticipating how their actions affect campus, local, and global communities.
- *Teamwork:* Students will work collaboratively to reach a common goal and will demonstrate the characteristics of productive citizens.

The UAM Department of Social Work

The Purpose of the Social Work Profession

Per the Council on Social Work Education (CSWE),

The purpose of the social work profession is to promote human and community well-being. Guided by a person and environment construct, a global perspective, respect for human diversity, and knowledge based on scientific inquiry, social work's purpose is actualized through its quest for social and economic justice, the prevention of conditions that limit human rights, the elimination of poverty, and the enhancement of the quality of life for all persons. (CSWE Educational Policy and Accreditation Standards [EPAS], 2015, pg. 1)

The Practice of Social Work in Arkansas

Social work practice can be challenging and exhilarating all in the same short sequence of time. Within the context of each region of the state there are unique challenges and opportunities for social workers to advocate for social justice, economic equality, and expansion of resources for state constituents. The Social Work Licensure Board describes the practice of social work in this state to mean a professional service, which effects change in human behavior, social conditions, and emotional responses of individuals, couples, families, groups, and organizations. Effective social work practice can be enhanced by the utilization of specialized knowledge and skills related to human development, an understanding of social systems, and knowledge of a broad array of available resources. The social work program at UAM emphasizes and educates students regarding the nine core competencies and 31 practice behaviors set forth by the Council on Social Work Education, (CSWE). This vital information is not only taught, but applied in many educational opportunities afforded to the students.

The BSW Degree Program

The Nature of Social Work Education

Social work education is based on the liberal arts and consists of a structured and integrated curriculum and applied experiences that are designed to train practitioners to competently apply social work values, theories, and methods to the various social problems encountered by individuals, couples, families, groups, organizations, and communities. Social work education is academically and personally challenging. The BSW Degree Program at the University of Arkansas at Monticello is designed to support the mission of the University of Arkansas at Monticello, and reflects the mission of the social work profession by conforming to the standards set forth by the CSWE and the National Association of Social Workers (NASW).

The Nature of Generalist Social Work Practice

The BSW Degree Program at the University of Arkansas at Monticello is designed to prepare generalist social work practitioners, and uses the ecological perspective as the theoretical foundation of generalist social work practice. Generalist social work practice includes the provision of social work services to individuals, couples, families, groups, organizations, and/or communities. Regardless of the population (e.g., children and families, criminal justice, health, mental health, aging, substance abuse) or level of practice (i.e., micro, mezzo, or macro), social workers seek to promote social and economic justice, human rights, and to improve the social, psychosocial, or biopsychosocial functioning of individuals, couples, families, groups, organizations, and communities. Social work practitioners support individual self-determination and respect the dignity and worth of all people regardless of their age, disability, color, race, ethnicity, family structure, gender, gender identity, sexual orientation, culture, national origin, religious or spiritual preference, or socioeconomic status. Social work practitioners advocate for those who have experienced various social problems that cut across cultural groups such as, but not limited to, poverty; crime and victimization; oppression; discrimination; mental illness; substance abuse; chronic physical illness; physical, emotional, or sexual abuse; and neglect. However, given the breadth of the social work profession, social work practitioners also work with those who may not have experienced such social problems. Regardless of the population served, social workers recognize their legal and ethical responsibilities to clients and only provide those services in which they are competent to provide.

The social work literature offers numerous definitions of generalist practice. Drawing upon on those definitions, and considering the educational program we seek to provide, the UAM Department of Social Work chose to define generalist practices as follows:

Generalist social work practice is built upon a foundation in the liberal arts, and is a process of using critical thinking skills to competently engage, assess, intervene, and evaluate outcomes with diverse multi-level systems using research-informed knowledge and professional values to enhance individual and community well-being. Generalist social workers are lifelong learners who engage in promoting human rights, and advancing social and economic justice in an ever-changing global context.

The BSW degree curriculum at the University of Arkansas at Monticello is designed to prepare generalist social work practitioners to work in a variety of areas including, but not limited to: child, adolescent, and family services; health care; mental health care; criminal justice; geriatrics; substance abuse; and a further variety of social service organizations in the community. An emphasis is placed on the ecological perspective, providing students with an understanding of the reciprocal relationship between the person and environment.

The BSW Degree Program Mission Statement

While drawing upon UAM's mission, the Department of Social Work more narrowly focuses its mission to reflect the purpose of our profession and its core values: service, social justice, dignity and worth of the person, importance of human relationships, integrity, and competence. (NASW Code of Ethics, pg. 2) Enhancing individual and community well-being underlies our purpose and our mission of educating BSW students.

Our mission statement is:

To prepare students to be critical thinkers and competent, ethical, generalist social work practitioners who serve, work with, and empower vulnerable populations within a diverse, global environment; embrace professional values; advocate for social/economic justice and human rights; and are dedicated to lifelong learning.

The BSW Degree Program Goals

The following goals are derived from the program's mission:

1. To prepare students for ethical generalist social work practice including an awareness of the profession's global reach
2. To build upon a student's liberal arts foundation that emphasizes critical thinking
3. To graduate students who are grounded in the profession's values and ethics
4. To instill in students a commitment to serve vulnerable populations and to promote social and economic justice and human rights
5. To prepare students for graduate education and to encourage lifelong learning

The Values of the BSW Degree Program

The UAM Department of Social Work BSW Degree Program supports and accepts the core values of the social work profession, reflecting the six values of the National Association of Social Workers' Code of Ethics that include: service; social justice; the dignity and worth of the person; the importance of human relationships; integrity; and competence. These values provide the foundation for the mission and goals of the BSW Degree Program and its curriculum. (CSWE Educational Policy and Accreditation Standards [EPAS], 2015, pg. 10)

The Core Competencies of the BSW Degree Program at UAM

The core competencies, as taken directly from the CSWE 2015 EPAS, of the BSW Degree Program at UAM are the following:

EP 2.1.1

Competency 1: Demonstrate Ethical and Professional Behavior

Social workers understand the value base of the profession and its ethical standards, as well as relevant laws and regulations that may impact practice at the micro, mezzo, and macro levels. Social workers understand frameworks of ethical decision-making and how to apply principles of critical thinking to those frameworks in practice, research, and policy arenas. Social workers recognize personal values and the distinction between personal and professional values. They also understand how their personal experiences and affective reactions influence their professional judgment and behavior. Social workers understand the profession's history, its mission, and the roles and responsibilities of the profession. Social workers also understand the role of other professions when engaged in inter-professional teams. Social workers recognize the importance of lifelong learning and are committed to continually updating their skills to ensure they are relevant and effective. Social workers also understand emerging forms of technology and the ethical use of technology in social work practice. Social workers:

- make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to context;
- use reflection and self-regulation to manage personal values and maintain professionalism in practice situations;
- demonstrate professional demeanor in behavior; appearance; and oral, written, and electronic communication;
- use technology ethically and appropriately to facilitate practice outcomes; and
- use supervision and consultation to guide professional judgment and behavior

EP 2.1.2

Competency 2: Engage Diversity and Difference in Practice

Social workers understand how diversity and difference characterize and shape the human experience and are critical to the formation of identity. The dimensions of diversity are understood as the intersectionality of multiple factors including, but not limited to, age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status. Social workers understand that, as a consequence of difference, a person's life experiences may include oppression, poverty, marginalization,

and alienation as well as privilege, power, and acclaim. Social workers also understand the forms and mechanisms of oppression and discrimination and recognize the extent to which a culture's structures and values, including social, economic, political, and cultural exclusions, may oppress, marginalize, alienate, or create privilege and power. Social workers:

- apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels;
- present themselves as learners and engage clients and constituencies as experts of their own experiences; and
- apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies

EP 2.1.3

Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice

Social workers understand that every person regardless of position in society has fundamental human rights such as freedom, safety, privacy, an adequate standard of living, health care, and education. Social workers understand the global interconnections of oppression and human rights violations, and are knowledgeable about theories of human need and social justice and strategies to promote social and economic justice and human rights. Social workers understand strategies designed to eliminate oppressive structural barriers to ensure that social goods, rights, and responsibilities are distributed equitably and that civil, political, environmental, economic, social, and cultural human rights are protected. Social workers:

- apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels; and
- engage in practices that advance social, economic, and environmental justice

EP 2.1.4

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

Social workers understand quantitative and qualitative research methods and their respective roles in advancing a science of social work and in evaluating their practice. Social workers know the principles of logic, scientific inquiry, and culturally informed and ethical approaches to building knowledge. Social workers understand that evidence that informs practice derives from multi-disciplinary sources and multiple ways of knowing. They also understand the processes for translating research findings into effective practice. Social workers:

- use practice experience and theory to inform scientific inquiry and research;
- apply critical thinking to engage in analysis of quantitative and qualitative research methods and research findings; and
- use and translate research evidence to inform and improve practice, policy, and service delivery

EP 2.1.5

Competency 5: Engage in Policy Practice

Social workers understand that human rights and social justice, as well as social welfare and services, are mediated by policy and its implementation at the federal, state, and local levels. Social workers understand the history and current structures of social policies and services, the role of policy in service delivery, and the role of practice in policy development. Social workers understand their role in policy development and implementation within their practice settings at the micro, mezzo, and macro levels and they actively engage in policy practice to effect change within those settings. Social workers recognize and understand the historical, social, cultural, economic, organizational, environmental, and global influences that affect social policy. They are also knowledgeable about policy formulation, analysis, implementation, and evaluation. Social workers:

- Identify social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services;
- assess how social welfare and economic policies impact the delivery of and access to social services;
- apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice

EP 2.1.6

Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities

Social workers understand that engagement is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers value the importance of human relationships. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to facilitate engagement with clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand strategies to engage diverse clients and constituencies to advance practice effectiveness. Social workers understand how their personal experiences and affective reactions may impact their ability to effectively engage with diverse clients and constituencies. Social workers value principles of relationship-

building and inter-professional collaboration to facilitate engagement with clients, constituencies, and other professionals as appropriate. Social workers:

- apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies; and
- use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies.

EP 2.1.7

Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities

Social workers understand that assessment is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in the assessment of diverse clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand methods of assessment with diverse clients and constituencies to advance practice effectiveness. Social workers recognize the implications of the larger practice context in the assessment process and value the importance of inter-professional collaboration in this process. Social workers understand how their personal experiences and affective reactions may affect their assessment and decision-making. Social workers:

- collect and organize data, and apply critical thinking to interpret information from clients and constituencies;
- apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies;
- develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies; and
- select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies

EP 2.1.8

Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities

Social workers understand that intervention is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals,

families, groups, organizations, and communities. Social workers are knowledgeable about evidence-informed interventions to achieve the goals of clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to effectively intervene with clients and constituencies. Social workers understand methods of identifying, analyzing and implementing evidence-informed interventions to achieve client and constituency goals. Social workers value the importance of inter-professional teamwork and communication in interventions, recognizing that beneficial outcomes may require interdisciplinary, inter-professional, and inter-organizational collaboration. Social workers:

- critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies;
- apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies;
- use inter-professional collaboration as appropriate to achieve beneficial practice outcomes;
- negotiate, mediate, and advocate with and on behalf of diverse clients and constituencies; and
- facilitate effective transitions and endings that advance mutually agreed-on goals

EP 2.1.9

Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

Social workers understand that evaluation is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations and communities. Social workers recognize the importance of evaluating processes and outcomes to advance practice, policy, and service delivery effectiveness. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in evaluating outcomes. Social workers understand qualitative and quantitative methods for evaluating outcomes and practice effectiveness. Social workers:

- select and use appropriate methods for evaluation of outcome;
- apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes;
- critically analyze, monitor, and evaluate intervention and program processes and outcomes; and
- apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels

Declaration of a Major in Social Work

Students who wish to major in social work but have not met the requirements for admission into the Bachelor of Social Work (BSW) degree program will be designated, per degree plan, as a “Pending Social Work Major”. Please meet with a member of the Social Work Faculty (Memorial Classroom Building, Office 215) and complete a Change of Major Form. This is a single half sheet of paper that can be obtained from the registrar or the administrative specialist in the Department of Social Work. After completion of this document, it will be processed by the administrative specialist in the Social Work Department. In the event of a student declaring a double major, with Social Work as one of the majors, the Change of Major Form must be processed by the registrar.

Admission Requirements to the Social Work Program as a BSW Student

Students must be formally admitted to the Social Work program *prior* to entering the Social Work core curriculum. In order to apply for formal admission into the Social Work program, students must meet the following criteria:

1. Successful completion of the following courses: SWK 2123, SWK 2143, and SWK 3013
2. A minimum cumulative grade point average of 2.00, a minimum social work grade point average of 2.50 or higher, and a “C” or better in all social work courses.
3. Completed a minimum (more is encouraged) of 20 hours of volunteer service at an approved agency.

Admission Procedure

The procedure to apply for formal admission into the BSW program is as follows:

1. Students should obtain and complete the BSW Admissions Application. Students can review and download a copy of this application from our departmental website under BSW Program Application (<https://www.uamont.edu/academics/social-behavioral/pdfs/sw/BSWApp.pdf>). Or students can pick up a hard copy of the application in person, at our departmental office.
2. Students will create an application packet, which should include:
 - a. the BSW Admission Application
 - b. a current professional resume
 - c. two letters of recommendation
 - d. a personal narrative, as per the instructions received during the SWK 2123 Introduction to Social Work course
 - e. proof of at least 20 hours of volunteer service at an approved agency, as per the instructions you will receive during the SWK 2123 Introduction to Social Work course
3. Students will submit the completed application packet to the Department of Social Work on or before the submission deadline during the spring semester. The date for this deadline will vary from year to year; however, the department makes every effort to announce these deadlines in a timely manner. Completed BSW application packets should either be hand delivered to the UAM

Department of Social Work, located at the Memorial Classroom Building (MCB), Office 215, and given to the administrative specialist, or mailed to:

University of Arkansas at Monticello
Department of Social Work
PO Box #3619
Monticello, Arkansas 71656
Attention: Social Work Admissions

4. Students will participate in a panel interview with the social work faculty. These interviews will take place each spring semester. Students will be notified of available dates and times and will be allowed to “sign up” for their preferred date and time after they submit their completed application packet. .
5. After all interviews are completed and a thorough review of each applicant, the social work faculty will determine whether or not students will be formally admitted to the BSW program. The Director of Social Work will then issue notification letters to each student that applied. *Please note that notification letters will not be sent out until all final grades for the spring semester have been confirmed.*
6. Students who are denied admission into the program may appeal the decision by written letter to the UAM Department of Social Work’s Director within five (5) business days of receiving the official notification letter.

The BSW Degree Program does not give academic credit for life experience or previous work experience toward the BSW degree.

Reasons for Denial of Admission to the Social Work Program

Students may be denied admission into the BSW program for academic and/or nonacademic issues. Academic reasons include, but are not limited to, failure to successfully complete required courses, failure to meet and/or maintain required grade point average, academic code violations as per the UAM Student Handbook (insert page number here), and/or failure to demonstrate necessary knowledge and/or skills within the curriculum. Non-academic reasons include, but are not limited to, failure to demonstrate a commitment to the social work profession; possess attitudes, values and behaviors consistent with the NASW Code of Ethics; and/or comply with the UAM Student Conduct Statement.

Please note, possessing a criminal records is NOT grounds for denial into the BSW Program. However, any previous and/or future criminal activity may impact student’s ability to be matched and placed with a Field Practicum Placement. Subsequently, inability to complete the required field education practicum could negatively impact student’s ability to complete all degree requirements, and/or graduate with a BSW degree in a timely manner. Finally, while licensing regulations vary from state to state, any criminal record may also impede or prevent BSW graduate’s from taking the state licensing exam.

Types of Admission to the Social Work Program

There are **two types of admission** for the BSW Degree Program: full admission and provisional admission.

Full Admission: Full admission into the BSW Degree Program is offered to students that meet *all* admission criteria. To maintain full admission status, students must maintain all current admission criteria, have no ethical or conduct infractions, and receive satisfactory reviews from their social work and/or field instructors. In addition, once students have been fully admitted into the BSW program they are required to join a nationally recognized social work organization including, but not limited to, the National Association of Social Workers, the National Association of Black Social Workers, the National Association of Christian Social Workers, or the Alliance of Social Work in Sports. Students who are unsure about what organization to join can seek guidance from the social work faculty. All BSW students must maintain said membership throughout the remainder of their degree program. It should be noted that all students are admitted into the latest BSW Degree Program curriculum or newest *UAM Catalog*.

Provisional Admission: Students may be provisionally admitted to the BSW program if they meet most, but not all, of the admissions criteria and the faculty believes they have the potential to meet the missing criteria within a specified period. In such cases the missing criteria is explained to the student and a specific time frame is agreed on for the criteria to be met.

Provisional admission may also be granted to students who marginally meet all the criteria, but who the social work faculty feel need additional support to remain successful in the program. In such cases an improvement plan (Performance Improvement Plan, see Appendix C of this manual) is agreed upon by the faculty, written by the advisor, and signed by the student and advisor. Provisional admission status is awarded for only two semesters. If the student is not successful in resolving the identified issue, the program director sends a letter to advise the student of their removal from the BSW program, and asks the student to meet with social work faculty to consider alternative educational and career possibilities. *In rare instances students may be given an additional semester to finish, if they have extenuating circumstances such as a major illness or death in the family. These situations will be examined on a case by case basis.*

Requirement to Follow the *NASW Code of Ethics*

Students who have been admitted into the BSW Degree Program are required to follow the *NASW Code of Ethics* and uphold the six core values of social work, which include service, social justice, dignity and worth of the person, importance of human relationships, integrity, and competence. (NASW Code of Ethics, pg. 1) Should a faculty member observe or receive report of an ethical violation committed by a social work student, said faculty member will request a meeting with the student to discuss the observed/reported violation. Faculty will notify the student's advisor as well as the social work director of the violation and the result of the meeting. Substantiated violations of the *NASW Code of Ethics* may result in several actions including, but not limited to, the creation of a Performance Improvement Plan (PIP), probationary status in the BSW program, and/or dismissal from the BSW Degree Program.

Probationary Status in the Social Work Program

Probationary status in the BSW Degree Program is offered to students who hold full admission status in the BSW Degree Program, but fail to maintain one or more of the admissions criteria. Reasons for probationary status include, but are not limited to the following:

- overall (cumulative) grade point average (GPA) drops below a 2.00,
- social work GPA drops below 2.50,
- failure to maintain membership in a nationally recognized and approved social work organization,
- failure to abide by the NASW Code of Ethics, the UAM Student Conduct Statement, and/or the UAM Academic Dishonesty Statement (insert citation here).

The Director of Social Work will send official notification to the student explaining their status change, the reason for the change, and what steps must be taken to regain full admission status. Probationary status is only awarded for one semester. At the end of the semester in which the probationary status was awarded, the student will be evaluated and either returned to BSW status or be advised to leave the program. *In rare instances, students may be given one additional semester to complete the stipulated requirements, if they have extenuating circumstances such as a major illness or death in the family. These situations will be examined on a case-by-case basis.*

Probation Status Procedure

The probation procedure is as follows:

1. Faculty and/or Director of Social Work become aware of failure to maintain full admission criteria.
2. Director notifies student of the violation and requests a meeting with the student to discuss concerns. In cases of academic and/or student conduct violations, additional reporting forms and procedures will be used as stipulated by UAM policy (The University of Arkansas at Monticello Student Handbook 2020-2021, pg. 14)
3. Director meets with student to discuss concerns and allow student to provide any additional information they feel is relevant and/or that refutes the allegations.
 - a. If the aforementioned meeting results in a resolution:
 - Director completes an official memo detailing the events as well as the resolution.
 - The original is given to the student for their records.
 - A copy is entered into the student's social work file
 - b. If there is no resolution and/or if the concerns are confirmed:
 - Director sends official notification to student detailing their status change, specific reasons why the status change was necessary, step(s) the student must take in order to regain full admission status, and a specific period in which to complete said steps.
 - The original is given to the student for their records.
 - A copy is entered into the student's social work file
 - After the specified timeframe has elapsed, Director will review the students' progress or lack thereof and send the original official notification whether the student will regain full admission status or will be formally removed from the program.

- A copy is entered into the student social work file.
4. Students who regain status will need no further action.
 5. Students who are removed from the program will be provided an opportunity to meet with their advisor to discuss their potential for re-application to the program as well as alternative degree plans that might better fit their goals.

*Note: *In rare instances, a student may be given an extension of the timeframes based on extenuating circumstances. This will be decided on a case-by-case basis.*

Transfer Students

Students transferring from another BSW program must go through a review process before receiving full admission into the UAM BSW Program. Transfer students must meet (or have the ability to meet) all of the same admissions criteria previously set forth in this handbook. In addition, all transfer students must sign a release statement and obtain a “Statement of Good Standing” from their former institution. This statement must be included in the student’s BSW Admission Application.

Transfer students may be required to repeat, and/or take additional courses not required by their previous institution. This decision will be decided on a case-by-case basis after consulting the student’s previous transcript, degree plan, and/or course descriptions. In some instances, transfer students may be asked to provide a copy of the syllabi for previous courses in order to compare course and degree plan information. In all cases, the Department of Social Work will attempt to make the transition into the current degree plan as seamless as possible while still maintaining the gatekeeping process. Transfer students who do not meet one or more of the admissions criteria may be provisionally admitted pending the completion of missing criteria within a specified timeframe.

Transfer Students with an Associate Degree (AA or AS)

Students who already have an associates or arts or science degree must complete the same social work specific requirements as any other social work major. However, they are not required to complete any additional general education courses such as Math, English composition, and or Lab Sciences. This means students must enroll in and complete the same social work specific introductory courses, and apply for formal admission into the BSW program. In certain cases, they may be required to take additional supportive course requirements such as personal finance, world history, and/or microcomputer applications in order to retain the rigor and/or preparedness of pending social work majors.

Transfer Students with a Baccalaureate Degree (BS or BA)

UAM requires all post-baccalaureate students to take an additional 60 credit hours in their chosen discipline. They are not be required to complete any additional general education courses such as Math, English composition, and or Lab Sciences. However, these students must complete the same social work specific requirements as any other social work major. This means students must enroll in and complete the same social work specific introductory courses, and apply for formal admission into the BSW program. In certain cases, they may be required to take additional supportive course requirements such as personal

finance, world history, and/or microcomputer applications in order to retain the rigor and/or preparedness of pending social work majors.

Academic Policies Specific to the UAM Department of Social Work

Academic and Professional Advising

“Pending Social Work Majors” and “BSW Students” are required to attend academic and professional advising prior to each semester of enrollment in the UAM Department of Social Work regardless of class rank (Freshman, Sophomore, Junior, or Senior). The UAM Department of Social Work will assign each student an advisor. In cases where a student might require remedial courses or in cases where students are on an academic rehabilitation plan, said student will be assigned a Professional Advisor from the Office of Academic Advising and may not be listed on the electronic database as having a social work advisor. In such cases the student will need to contact the Department of Social Work to provide the name of the Professional Advisor and be assigned a social work advisor. In addition, these students will need to meet with their social work advisor each semester (*before enrolling in courses*) in order to ensure proper progression through the social work curriculum.

If a student takes issue with a decision or comments made by a social work faculty member during the academic and professional advising process, the student is directed to first discuss the issue or circumstance with that particular faculty advisor. If a resolution to the issue cannot be reached, the student is directed to address their appeal, in writing, to the UAM Department of Social Work’s Director. After the written appeal is received, a conference between the student and the Director will be scheduled as soon as possible to address the issue. In cases where the Director’s decision is not final, students will follow the UAM policy concerning the appeal process.

Performance Improvement Plan (PIP)

Any social work faculty who has concerns about a student’s academic and/or professional performance can initiate a Performance Improvement Plan or PIP. The purpose of the PIP is to make students aware of any behaviors that might negatively affect their ability to successfully complete the BSW degree in a timely manner. The faculty partners with the student to create the PIP and at least one faculty member will supervise the students’ progress towards completion of the PIP until the issue is resolved. In cases where the student is either unwilling or unable to correct their behaviors, the department may recommend the student’s removal from the BSW program and/or counsel the student to pursue an alternate degree plan. The PIP provides documented evidence of the concern as well as any steps take to support the student in their efforts to correct the concerning behaviors.

Performance Improvement Plan (PIP) Procedure

The probation procedure is as follows:

1. Faculty becomes aware concerning behavior(s)

2. Faculty has a conversation with the student, making them aware of the concerning behaviors as well as how that behavior might negatively affect their ability to progress through the degree plan in a timely manner.
 - a. If student makes corrective actions and the concern is resolved, then no further action is needed.
 - b. If student refuses to acknowledge concerning behaviors and/or fails to make corrective actions then the faculty will initiate the PIP.
3. Faculty informs the student of the need for a PIP and sets up a meeting with the student.
4. Faculty discusses concerns with the student and collaborates with students to come up with a mutually agreed upon plan to correct the concerning behaviors.
 - a. Faculty and student agree on all actions as well as a check-in schedule and a deadline for completion of the PIP.
 - b. Faculty and student both sign the PIP.
 - c. Faculty will provide the student with a copy of the PIP and file the original in the student's permanent file.
 - d. Faculty and student will meet on a regular basis as per the PIP to discuss and monitor student's progress or lack thereof.
5. If all issues are resolved on or before the specified deadline, the faculty will arrange one final meeting with the student to terminate the PIP.
6. If any issues remain at the specified deadline, faculty will meet with student to discuss further actions. In such cases the faculty can choose to do one of the following:
 - a. Make a recommendation to extended and/or alter the existing PIP to better support the student's needs.
 - b. Make a recommendation to extend and/or alter the existing PIP and recommend moving the student to probationary status.
 - c. Make a recommendation to formally end the PIP and recommend the removal of student from the BSW degree plan and counseling regarding alternate degree plans.

****Note: Faculty can initiate a PIP for any pending social work major, BSW student, and/or Field Practicum Student. If faculty initiate a PIP regarding a Field Practicum Student, they should notify the Field Education Director immediately and include them in all discussions and plans.***

The Provision of Credit for Life Experience, Work Experience, and Prior Field Practicum Experience

The UAM Department of Social Work does not award credit for life experience or work experience toward the BSW Degree Program. All social work field practicum experiences must occur through and under the supervision of the UAM Department of Social Work.

The UAM Department of Social Work subscribes to the residency requirements on pg. 80 of the UAM Catalog 2019-2020. Additionally, the UAM Department of Social Work follows the transfer credit policy on pg. 74-75 of the UAM Catalog 2019-2020. Students who wish to transfer to UAM must first have

an evaluation of general education and supportive liberal arts courses completed by the Registrar's Office. Once that process is complete, the program director makes decisions about transfer credit for social work courses. The student must provide a syllabus to the program director for any social work course they want to transfer. The program director typically consults with the faculty member who teaches a similar course to enlist input into the evaluation. If, in the assessment of both, the course is comparable, it is accepted as transfer credit. The program director then notifies the student that the course has been accepted.

Our department does not accept transfer credit for field practicum or field practicum seminar courses.

Requirements for Graduation with a BSW Degree

All requirements must be met for the BSW Degree Program pursuant to the UAM Catalog 2020-2021 pg. 134-136.

Academic Honesty

The university expects all students to engage in all academic pursuits in a manner that is beyond reproach. Students will be expected to maintain complete honesty and integrity in their experiences in the classroom. Any student found guilty of any form of dishonesty in academic work is subject to disciplinary action. Procedures for discipline due to academic dishonesty have been adopted by UAM and are published under the Student Services section of the UAM Catalog 2019-2020 pg. 49-52. In summary, the Department of Social Work's policy concerning academic honesty is consistent with the UAM policy concerning academic honesty found in the UAM Catalog 2019-2020.

Academic Alert Policies for Social Work

UAM has developed an academic alert system to connect students with campus resources when needed. Specific details of this system is located in the UAM Student Handbook as well as every social work syllabus. Any questions regarding the system itself should be directed to the UAM Office of Academic Advising. The Department of Social Work has created and implemented the following policy in response to this initiative:

SWK Academic Alert Policy 1.0: Upon *receiving* an academic alert concerning a Pending Social Work student or a BSW student advisee, the social work advisor will:

1. Print a copy of the alert.
2. Send an email to the student instructing them to contact their professor, suggest any additional resources such as the writing center, tutoring, etc., and offer to meet with the student to discuss the matter further.
3. Print out a copy of the sent email and attach to the alert.
4. File the alert(s) and all supporting documentation for social work majors in their student file. File the alert(s) and all supporting documentation for non-social work majors in the departmental academic alert file.

SWK Academic Alert Policy 2.0: Upon *sending* an academic alert on a student (regardless of major) who is *not* your advisee, the social work professor will:

1. Print a copy of the alert.
2. Send an email asking the student to meet with the professor to discuss the matter further.
3. Print out a copy of the sent email and attach to the alert.
4. File the alert(s) and all supporting documentation for social work majors in their student file.
File the alert(s) and all supporting documentation for non-social work majors in the departmental academic alert file.

SWK Academic Alert Policy 3.0: When meeting with any student regarding an academic alert, social work faculty will provide details about specific concerns including, but not limited to, missed or failed assignments, excessive absences and/or inappropriate behavior, as well as actions the student can take to improve their performance. In addition, social work faculty should provide students with suggestions and contact information for additional services, such as tutoring, counseling, and/or special accommodations.

Attendance Policies for Social Work Courses

In addition to the UAM Attendance Policy found in the UAM Student Handbook and/or in each social work course syllabus, the Department of Social Work has implemented the following absentee policy for all social work courses:

SWK Attendance Policy 1.0: Students must notify the course instructor of any anticipated absence, or the absence will be considered unexcused and make-up work may not be allowed. In cases of emergencies where prior notice cannot be given, students must notify the course instructor as soon as possible after the absence. If a student arrives late, it is the student's responsibility to make sure they sign the attendance sheet or they may be counted absent for that class. *It will be at the discretion of the professor to review absences on a case-by-case basis to determine if they are "excused".*

SWK Attendance Policy 2.0: Attendance will be taken and recorded daily in all social work courses. This attendance record will be used in part to calculate the professional performance grade for each social work course. Attendance will be counted towards 50 of the total 100 points of the professional performance grade. The remaining 50 points come from students' active participation, behaviors in class, and communication outside of class including, but not limited to phone calls, emails, and in-person conversations with faculty and/or peers.

- ❖ Each student is allowed 2 unexcused absences per course with no penalty. Any additional unexcused absences will incur a -5 point penalty.
- ❖ Arriving more than 10 minutes late for any course is considered tardy.
- ❖ For every 2 tardy occurrences an additional -5 point penalty will be incurred.
- ❖ The maximum penalty for all absences and tardy occurrences for each course will be -50 points.

Dismissal from the BSW Program

There may be times when a student's academic or professional performance merit termination from the BSW Degree Program; for example, violations of the *NASW Code of Ethics* or when faculty and/or Field Practicum Supervisors have serious concerns about the professional performance of students, their physical health or mental health status. If this occurs, a student's case will be sent to a committee consisting of the resident social work faculty. The student's case may be substantiated, not substantiated, or declared that there is not enough information to determine. If the case is substantiated, the student may be dismissed from the program, required to attend professional performance advising with a member of the core social work faculty, or they may be referred to an appropriate service agency such as the campus mental health clinic for evaluation. If a case is unsubstantiated, or if there is not enough information to determine, the case is dismissed with documentation of the case placed in the student's UAM Department of Social Work file.

- ❖ **Concerning academic performance:** a student is required to make at least a "C" in all social work courses. Social work courses with a grade of a "D" or less will not count towards the BSW degree and must be retaken. All social work majors must maintain an overall (cumulative) GPA of 2.0, and a social work GPA of 2.5. If a student falls below this minimum GPA level, they are placed on academic probation with the BSW Degree Program and given one academic semester to raise their GPA to or above the minimum requirements. These students will be required to meet with their advisor to fill out a Performance Improvement Plan (PIP) to set specific goals. Failure to accomplish set requirements could result in removal from the BSW Degree Program and returned to "Pending Social Work Major" status. If the student accomplishes set goal, they can re-apply to the BSW Degree Program, if not, the student may be advised out of the program.

- ❖ **Concerning professional performance:** students are required to maintain professional standards consistent with social work professionals in training. This means that they should follow the *National Association of Social Workers Code of Ethics* and UAM's academic and non-academic conduct policies found in the *UAM Catalog*. While it is perfectly acceptable for social work students to experience physical health and mental health concerns like all other people, such concerns must not impair their professional performance. If a student's health or mental health condition affects their professional performance while the student is in their field practicum, they may be referred to an appropriate agency for evaluation or other services. *In some cases, the student will need clearance from their health care provider to return to their field practicum placement.*

Prohibition of Independent Practice While a Student and Use of Titles

- ❖ Social work students at UAM of any status are prohibited from engaging in any form of private or independent social work practice. They are further prohibited from receiving or soliciting direct payment for social work services. Additionally, social work students may refer to themselves as a "Social Work Student," or if they are in Field Practicum, as a "Social Work Field Practicum Student." They may not, and are prohibited by law, from calling themselves a "Social

Worker” or any derivation of the term “social worker” that would imply to the public that they hold a social work degree and/or are licensed in social work.

Field Education Practicum

The social work field practicums are administered by the UAM Department of Social Work Field Education Director. According to the CSWE, field education is the signature pedagogy of the social work profession. The CSWE EPAS state the following:

Signature pedagogies are elements of instruction and of socialization that teach future practitioners the fundamental dimensions of professional work in their discipline—to think, to perform, and to act ethically and with integrity. Field education is the signature pedagogy for social work. The intent of field education is to integrate the theoretical and conceptual contribution of the classroom with the practical world of the practice setting. It is a basic precept of social work education that the two interrelated components of curriculum—classroom and field—are of equal importance within the curriculum, and each contributes to the development of the requisite competencies of professional practice. Field education is systematically designed, supervised, coordinated, and evaluated based on criteria by which students demonstrate the Social Work Competencies. Field education may integrate forms of technology as a component of the program. (CSWE, 2015, pg. 12) ⁴

During the junior year of the BSW program students must apply and be accepted to the Field Education program. This application process is similar to, but more intensive than the BSW admissions process. Students must complete and submit a completed field application packet including the application, as well as other required materials such as proof of driver's license and reliable, insured transportation, proof of membership in a nationally recognized social work organization, etc. Prior to this application process an informational session providing students with the complete admissions procedure and a timeline will be provide to all prospective field students. The informational session will take place during the fall semester of their junior year, followed by the application and admissions process during the spring semester of the junior year.

Once admitted into the Field Education program, students will participate in an interview process where the Field Education Director matches each student with their respective field agency. This is a lengthy process and takes place during the summer prior to the senior year. In addition, all field students must attend a mandatory Field Practicum Student Orientation as well as a Mandated Reporter Training. Both will take place on the same day, normally during the third week of July. *Students are encouraged not to make any extended travel plans during this time until they complete the interview and placement process.*

Due to the increased time, financial, and emotional/psychological commitment required during the field practicum, students are encouraged to educate themselves and prepare for this process in advance. This is especially true of students who find it necessary to work while attending courses. Field students are required to earn 480 total practicum hours during their senior year in the BSW program. This equates to spending two 8-hour days per week at the assigned field agency during the fall and spring semesters of the senior year. As a result, student will have less time to study, work, and/or care for family members. *Students can find more details regarding the Field Education Program requirements in the UAM Department of Social Work Field Education Handbook.*

Student and Professional Organizations

The Student Social Work Association (SSWA)

The Student Social Work Association is an official UAM student-led organization in which all UAM students (regardless of major) are welcome to join on a voluntary basis. A social work faculty member will serve as the SSWA's faculty sponsor and liaison with the SSWA's president. The SSWA holds meetings to discuss community activities and to generate recommendations for the Director concerning the Department of Social Work. Any current officer of SSWA may relay information to the social work director on behalf of the members in writing, face to face, or through a suggestion box, which is located outside the social work office. The SSWA is the primary mechanism for students to organize and have a voice in the Department. Student recommendations are taken seriously and are a part of the student voice in the Department. Annual dues are \$10.00 per year as voted upon and approved by the SSWA membership. All student members of the SSWA and the faculty in the Department are welcome to attend all meetings and sponsored events held by the SSWA. The SSWA faculty advisor must approve all events.

The Phi Alpha Honor Society

The UAM Department of Social Work has a local chapter of Phi Alpha (Theta Zeta). According to the Phi Alpha website, the purpose of Phi Alpha is "to provide a closer bond among students of social work and promote humanitarian goals and ideals. Phi Alpha fosters high standards of education for social workers and invites into membership those who have attained excellence in scholarship and achievement in social work." The one-time application fee for this lifetime membership is \$30.00. The criteria to become an undergraduate student member of Phi Alpha include:

- ❖ Declared social work as a major
- ❖ Achieved sophomore status
- ❖ Completed 9 semester hours of required social work courses
- ❖ Have a GPA within the top 35% of all social work majors

The faculty advisor for Phi Alpha will send an official notification to students who meet the above stated criteria and invite those students to apply for membership. Generally, once all students have had the opportunity to accept or refuse the invitation a formal induction ceremony is held during which students are presented with their certificate in membership.

Professional Social Work Organizations

The following are two of the major social work organizations in the United States that social work students and professional social workers commonly hold membership with:

- ❖ Council on Social Work Education (the profession's educational accrediting body)
- ❖ National Association of Social Workers (the profession's largest professional association)

Please note that there are many other social-work related professional organizations in which social work students may be interested in pursuing membership. Such professional and scholarly activities are encouraged.

The BSW Degree Program Plan

There are 120 semester hours required for the BSW Degree Program. These hours are divided into groups that include: the general education requirements, supportive requirements, general electives, major core curriculum electives, and advanced social work electives. Some courses are required to be advanced (3000 and 4000 level courses) while others can be from lower division selections (1000 and 2000 level courses). BSW Degree Program students are not required to have a minor field of study with their degree plan, however, they can choose to declare a minor if they wish to. In these cases, the minor requirements will be used to fill any general electives within the degree plan.

While the BSW Degree Program at the University of Arkansas at Monticello focuses on generalist social work practice, with the careful selection of advanced elective courses through the academic advising process and with the proper field practicum placement, students can effectively build skill sets in the following areas that reflect faculty expertise:

- ❖ Child Welfare
- ❖ Aging
- ❖ Healthcare
- ❖ Mental Health
- ❖ Substance Abuse
- ❖ Domestic Violence
- ❖ Spirituality
- ❖ Ethics
- ❖ Sports

These skill sets: increase student expertise in specific substantive areas of practice across system levels; may help them obtain employment in these areas of practice; and prepare them for more concentrated graduate study. It is recommended that students discuss such options with their assigned academic advisor.

The Social Work Minor and Emphasis Area

The Department of Social Work also offers the following programs:

1. A social work minor
2. A social work emphasis area

Each of these two programs contains the same requirements, but serves different purposes. The social work minor is available to students in non-social work degree programs that require an 18 semester credit hour minor. The social work emphasis area is designed to serve the UAM Bachelor of Interdisciplinary Studies Degree program allowing those students to take 18 hours in social work.

The course requirements for the social work minor and emphasis area are as follows:

SWK 2123 Introduction to Social Work

SWK 2133 Human Behavior in the Social Environment I

SWK 2153 Social Welfare Policy

9 additional hours of social work electives from the following course options:

SWK 2323 Child Welfare

SWK 2383 Domestic Violence

SWK 3013 Social Work Values and Ethics

SWK 3123 Cultural Diversity

SWK 4333 Social Work and Aging

SWK 4343 Social Work and Health Care

SWK 4353 Social Work and Mental Health

SWK 4373 Social Work and Substance Abuse

SWK 4393 Spirituality

In some cases, students minoring in social work may request to substitute a core social work course for one of the aforementioned electives. ***However, under no circumstances can a non-social work major enroll in any of the generalist practice social work courses (SWK 3113, SWK 3213, and/or SWK 4413).***

Social Work Course Descriptions

SWK 1003 Survey of Social Work

3 credits: 3 hours lecture

For non-social work majors. An introduction to the profession of social work, social welfare methods, and fields of social work practice with diverse populations.

SWK 2123 Introduction to Social Work

3 credits: 3 hours lecture

An introduction to the profession of social work. Social work's mission, values, and ethics are a focus in this course. An introduction to professional roles, fields of practice, and generalist practice methods with diverse populations are covered.

SWK 2133 Human Behavior in the Social Environment I

3 credits: 3 hours lecture

Prerequisites: SWK 2143 and SWK 1003 or SWK 2123

The first of a two-course sequence. Provides an introduction and exploration of human development theories in the context of biological, socio-cultural, psychological, and physical environments. Analyzes theories of human behavior in the social environment from a life span developmental approach including pre-pregnancy and conception stages.

SWK 2143 Professional Writing

3 credits: 3 hours lecture

Co-requisite: concurrent enrollment in SWK 2123

Professional Writing provides skills in scholarly and professional writing, APA style, and documentation for professional practice.

SWK 2153 Social Welfare Policy

3 credits: 3 hours lecture

Prerequisites: ENGL 1013 and SWK 1003 or SWK 2123

Introduction to policy practice: history, politics and forces that shape policy, ethics in policy practice, arenas for policy practice, stages of policymaking, legislative processes/lobbying, policy analysis frameworks, examination of specific major social welfare policies, and policy advocacy. Emphasis on social and economic justice. Social welfare Students will complete an in-depth policy analysis to include an examination of values driving the policy.

SWK 2323 Child Welfare

3 credits: 3 hours lecture

Prerequisites: ENGL 1013 and SWK 1003 or SWK 2123

Provides knowledge and skills necessary for generalist practice of Child Welfare including the processes of engagement, assessment, planning, intervention, evaluation, termination, and follow-up regarding child protection and family preservation with diverse clients across system levels.

Social Work Course Descriptions Continued

SWK 2383 Domestic Violence

3 credits: 3 hours lecture

Prerequisites: ENGL 1013 and SWK 1003 or SWK 2123

Examines aggression/violent behavior including physical, emotional, and sexual violence from a micro, mezzo, and macro level. Tendencies toward violent behavior are examined using a biological, social, environmental, and learning perspective. Theories of victimization and various prevention and response methods are presented.

SWK 3013 Social Work Values and Ethics

3 credits: 3 hours lecture

Co-requisites: concurrent enrollment in SWK 2123

Provides identification, exploration and application of the professional values and ethics principles of the social work profession within the framework of the practice setting including, the rights and responsibilities of the client and professional, levels of competency, providing quality services to diverse populations, and potential conflicts between personal and professional values.

SWK 3113 Generalist Social Work Practice I

3 credits: 3 hours lecture

Prerequisite: Admission to BSW program or permission of instructor and SWK director.

Introduction to social work practice using the generalist intervention model with individuals, couples, families, and small groups. Systems theory, strengths perspective, and ecological framework are emphasized.

SWK 3123 Cultural Diversity

3 credits: 3 hours lecture

Prerequisites: SWK 2133 Human Behavior in the Social Environment I

Students examine commonalities and diversities among groups in our global society and the nature of transactions among and within these groups in the U.S. The importance of cross-cultural competency in social work practice is stressed.

SWK 3213 Generalist Social Work Practice II

3 credits: 3 hours lecture

Prerequisites: SWK 2133, SWK 3113, and BSW Admission

Introduction to generalist social work practice applying the general intervention model with task groups and treatment groups. Focuses on engagement, assessment and evaluation, planning for service delivery, implementing empirically based interventions, evaluating outcomes, and follow-up with clients on the mezzo system level.

Social Work Course Descriptions Continued

SWK 3233 Human Behavior in the Social Environment II

3 credits: 3 hours lecture

Prerequisites: SWK 2133, and BSW Admission

The second of a two course sequence. Provides exploration and application of human development theories in the context of biological, socio-cultural, psychological, and physical environments. Analyzes theories of human behavior in the social environment from a life span developmental approach including infancy and early childhood to late adulthood stages.

SWK 3243 Methods of Social Work Research I

Same as CJ 3313

3 credits: 3 hours lecture

Prerequisite: Admission to BSW program or permission of instructor and SWK director.

Statistical methods used in scientific inquiry, practice and program evaluation. Statistical analysis and interpretation.

SWK 3343 Methods of Social Work Research II

3 credits: 3 hours lecture

Prerequisite: SWK 3243

Social Work research methods and design. Evaluation of research-based knowledge to social work practice. Ethics and culturally competent application of research methods.

SWK 4333 Social Work and Aging

3 credits: 3 hours lecture

Prerequisite: ENGL 1013 and SWK 1003 or SWK 2123

Provides knowledge and skills necessary for generalist social work practice relating to the geriatric population. Includes processes of engagement, assessment, planning, intervention, evaluation, termination, and follow-up with diverse clients across system levels.

SWK 4343 Social Work and Health Care

3 credits: 3 hours lecture

Prerequisite: ENGL 1013 and SWK 1003 or SWK 2123 Provides knowledge and skills necessary for generalist social work practice relating to health care. Includes processes of engagement, assessment, planning, intervention, evaluation, termination, and follow-up with diverse clients across system levels.

SWK 4353 Social Work and Mental Health

3 credits: 3 hours lecture

Prerequisite: ENGL 1013 and SWK 1003 or SWK 2123

Provides knowledge and skills necessary for generalist social work practice related to mental health and illness. Includes the processes of engagement, assessment, planning, intervention, evaluation, termination, and follow-up with diverse clients across system levels.

Social Work Course Descriptions Continued

SWK 4363 Social Work and Criminal Justice

3 credits: 3 hours lecture

Prerequisite: ENGL 1013 and SWK 1003 or SWK 2123

Provides knowledge and skills necessary for generalist social work practice relating to juvenile and criminal justice. Includes processes of engagement, assessment, planning, intervention, evaluation, termination, and follow-up with diverse clients across system levels.

SWK 4373 Social Work and Substance Abuse

3 credits: 3 hours lecture

Prerequisite: ENGL 1013 and SWK 1003 or SWK 2123 Provides knowledge and skills necessary for generalist social work practice relating to substance abuse population. Includes processes of engagement, assessment, planning, intervention, evaluation, termination, and follow-up with diverse clients across system levels.

SWK 4393 Spirituality in Social Work Practice

3 Credits: 3 hours lecture

Prerequisite: ENGL 1013 and SWK 1003 or SWK 2123

Examination of spirituality, recognizing one's own belief system while acknowledging/respecting client's belief system, learn about other belief traditions that students may encounter in their professional careers, and concepts/intervention techniques to incorporate client's spirituality into social work practice, and policy issues.

SWK 4413 Generalist Social Work Practice III

3 credits: 3 hours lecture

Prerequisite: SWK 3213

Introduction to generalist social work practice applying the general intervention model with organizations, and communities. Focuses on engagement, assessment and evaluation, planning for service delivery, implementing empirically based interventions, evaluating outcomes, and follow-up with clients on the macro system levels.

SWK 4653 Special Topics in Social Work

3 credits: 3 hours lecture

Selected topics in social work offered as student need indicates. May be repeated once for credit when topic varies.

SWK 4674 Social Work Field Practicum I

4 credits: 16 hours field experience per week, 240 total semester hours

Prerequisite: *Restricted to BSW majors.* A grade of "C" or better in all social work courses applied towards the degree, good academic standing as a senior in the BSW Degree Program, and the permission of the Social Work Department Director and Social Work Field Education Director.

A supervised practicum of at least 240 hours in an approved agency appropriate to social work. Fosters the integration of classroom knowledge, values, and ethics with practice-based knowledge that seeks to increase practice skills and promotes professional competence.

Social Work Course Descriptions Continued

SWK 4252 Social Work Field Practicum I Seminar

2 credits: 2 hour seminar

Prerequisite: *Restricted to BSW majors.* A grade of "C" or better in all social work courses applied towards the degree, good academic standing as a senior in the BSW Degree Program, and the permission of the Social Work Department Director and Social Work Field Education Director.

Co-requisite: Enrollment in SWK 4674

A 2 hour seminar designed to facilitate students' integration of practice experience, practice knowledge acquired in the classroom, and development of professional identity beyond the scope of the internship setting. Course must be taken concurrently with SWK 4674 Social Work Field Practicum I.

SWK 4704 Social Work Field Practicum II

4 credits: 16 hours field experience per week, 240 total semester hours

Prerequisite: SWK 4674

A supervised practicum of at least 240 hours in an approved agency appropriate to social work. Fosters the integration of classroom knowledge, values, and ethics with practice-based knowledge that seeks to increase practice skills and promotes professional competence.

SWK 4302 Social Work Field Practicum II Seminar

2 credits: 2 hour seminar

Prerequisite: *Restricted to BSW majors.* A grade of "C" or better in all social work courses applied towards the degree, good academic standing as a senior in the BSW Degree Program, and the permission of the Social Work Department Director and Social Work Field Education Director.

Co-requisite: Enrollment in SWK 4704

A 2 hour seminar designed to facilitate students' integration of practice experience, practice knowledge acquired in the classroom, and development of professional identity beyond the scope of the internship setting. Course must be taken concurrently with SWK 4704 Social Work Field Practicum II.

SWK 479V Independent Study in Social Work

Variable Credit

Consult the Independent Study Courses section in the Academic Regulations chapter of the UAM Catalog 2019-2020 pg. 67 for prerequisites and description.

Social Work Course Rotations

Fall semester

- SWK 2123 Introduction to Social Work
- SWK 2143 Professional Writing
- SWK 3013 Social Work Values & Ethics
- SWK 3133 Human Behavior in the Social Environment II
- SWK 3113 Generalist Social Work Practice I
- SWK 3243 Research I/CJ 3313 Statistics for Social Sciences
- SWK 4413 Generalist Social Work Practice III
- SWK 4674 Field Practicum I
- SWK 4252 Social Work Field Practicum I Seminar

At least 6 hours of Advanced Social Work Electives (4000 level)

Spring semester.

- SWK 1003 Survey of Social Work
- SWK 2153 Social Welfare Policy
- SWK 2323 Child Welfare
- SWK 2833 Domestic Violence
- SWK 2133 Human Behavior in the Social Environment I
- SWK 3123 Cultural Diversity
- SWK 3213 Generalist Social Work Practice II
- SWK 3343 Methods of Social Work Research II
- SWK 4704 Field Practicum II
- SWK 4302 Social Work Field Practicum II Seminar

At least 6 hours of Advanced Social Work Electives (4000 level)

Social Work Faculty and Staff

Social Work Faculty

Marie R. Jenkins, MSW, LCSW	Director & Associate Professor of Social Work
Trinia Isaac, MSW, LCSW	Field Education Director & Assistant Professor of Social Work
Lindsay Grissom, MSW, LCSW	Adjunct Professor of Social Work
Nathan Chennault, MSW, LCSW	Adjunct Professor of Social Work

Social Work Staff

Joel Chavez	Administrative Specialist I
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APPENDIX A: 8 SEMESTER PLAN

BSW Status: _____
 Total GPA: _____
 SWK GPA: N/A
 Minor: _____

8 Semester Plan SOCIAL WORK

Name: _____
 ID #: _____
 Updated: _____

ADDITIONAL COURSES

	Credit	Semester	Grade		Credit	Semester	Grade

FRESHMAN YEAR

First Semester -- Fall				Second Semester -- Spring			
	Credit	Semester	Grade		Credit	Semester	Grade
ENGL 1013	Composition I	3		ENGL 1023	Composition II	3	
HIST 1013 or 1023		3		COMM 1023 or 2203 or 2283		3	
MATH 1000+ Level		3		CIS 2223	Microcomputer Apps	3	
PSY 1013	Intro to Psychology	3		BIOL 1063	Intro to Biology	3	
SOC 2213	Intro to Sociology	3		BIOL 1071	Intro to Biology Lab	1	
				ART 1053 or MUS 1113 or FA 1013/1023		3	
Total Credits: 15				Total Credits: 16			

SOPHOMORE YEAR

Third Semester -- Fall				Fourth Semester -- Spring			
	Credit	Semester	Grade		Credit	Semester	Grade
SWK 2123	Intro to SWK	3		SWK 2153	Social Welfare Policy	3	
SWK 2143	Professional Writing	3		SWK 2133	HBSE I	3	
ENGL 2283 or 2293		3		ECON 1193	Personal Finance	3	
PSCI 2213	American Nat'l Gov	3		Science		3	
SWK 3013	SWK Values & Ethics	3		Science Lab		1	
				SWK 2323 or SWK 2383 or CJ 1013 ^		3	
Total Credits: 15				Total Credits: 16			

^These are the recommended courses for SWK majors

Associate's Degree Applied For:

Associate's Degree Received:

Students who meet admission criteria are admitted to the B.S.W. Degree Program during the Sophomore Spring semester.

JUNIOR YEAR

Fifth Semester -- Fall				Sixth Semester -- Spring			
	Credit	Semester	Grade		Credit	Semester	Grade
SWK 3233	HBSE II	3		SWK 3213	Practice II	3	
SWK 3113	Practice I	3		SWK 3343	Research II	3	
SWK 3243 or CJ 3313		3		SWK 3123	Cultural Diversity	3	
SBS / AH Elec		3		Gen Elective		3	
Gen Elective		3		Gen Elective		3	
Total Credits: 15				Total Credits: 15			

SENIOR YEAR

Seventh Semester -- Fall				Eighth Semester -- Spring			
	Credit	Semester	Grade		Credit	Semester	Grade
SWK 4674	Field I	4		SWK 4704	Field II	4	
SWK 4252	Field Seminar I	2		SWK 4302	Field Seminar II	2	
SWK 4413	Practice III	3		SWK Elective		3	
SWK Elective		3		SWK Elective		3	
SWK Elective		3		Gen Elective		3	
Total Credits: 15				Total Credits: 15			

APPENDIX B: ADVISEE COURSE CHECKLIST FOR AA

Course	Hours	Grade	Course	Hours	Grade
<u>English</u>	6		<u>Social Sciences</u>	6	
ENGL 1013 Composition I			ANTH 2203 Cultural Anthropology		
ENGL 1023 Composition II			CJ 1013 Introduction to Criminal Justice		
<u>Mathematics</u>	3		ECON 2203 Principles of Macroeconomics		
MATH 1043 College Algebra			ECON 2213 Principles of Microeconomics		
MATH 1003 Survey of Mathematics			GEOG 2213 Geography I		
Other MATH courses - 1000-level or above may be substituted			GEOG 2223 Geography II		
<u>Speech</u>	3		HIST 1013 Survey of Civilization I		
COMM 1023 Public Speaking			HIST 1023 Survey of Civilization II		
COMM 2283 Business & Professional Speech			PSY 1013 Introduction to Psychology		
COMM 2203 Interpersonal Communication			SOC 2213 Introduction to Sociology		
<u>Fine Arts Appreciation</u>	3		SWK 1003 Survey of Social Work		
ART 1053 Art Appreciation			<u>Sciences</u>	8	
FA 1013 Fine Arts Appreciation			BIOL 1063/1071 Intro. to Biology/Lab		
MUS 113 Music Appreciation			Other BIOL course at the 1000-level or above		
<u>Humanities</u>	3		ESCI 1063/1051 Elements of Geology/Lab		
ENGL 2283 World Literature I			ESCI 1073/1081 Earth and Atmosphere/Lab		
ENGL 2293 World Literature II			Other ESCI courses - 1000-level or above may be substituted		
<u>U.S. History or Government</u>	3		CHEM 1023/1031 Intro. to Chemistry/Lab		
HIST 2213 American History I			Other CHEM course at the 1000-level or above		
HIST 2223 American History II			PHYS 2203/2231 Gen. Physics I/Lab		
PSCI 2213 American National Government			Other PHYS course at the 1000-level or above		
<u>Electives</u>					
Elective courses must be non-technical and must be at the 1000-level or above.				10	
15 hours from the following prefixes: ANTH, ART, BIOL, CHEM, CJ, COMM, ECON, ENGL, ESCI, GEOG, HIST, MATH, MUS, PHYS, PSCI, PSY, SOC, SWK				15	
Total Hours must be 60 hours		Total Hours=		GPA=	

APPENDIX C: PERFORMANCE IMPROVEMENT PLAN

University of Arkansas at Monticello
Department of Social Work
Student Performance Improvement Plan

The individual completing the form should meet with and discuss information with the student in question, and provide any additional clarification and/or direction needed. Once the form is complete, it should be signed by the faculty and student and submitted to the Social Work Director for signature. The original document should be placed in the students file and a copy provided to the student for their records. Active PIPs should be reviewed on a regular basis by the reporting faculty. Regular check-in should be scheduled with the student to review their progress and make any additional changes as needed.

Student Name: _____ Student ID: _____ Date: 2021

Program Status (check one): Pending Social Work Major _____ BSW Student _____ Field Student _____

Name(s) & Title\Position of Person(s) raising concern/issue: _____

REASON FOR REFERRAL—CHECK ALL THAT APPLY

- | | |
|---|---|
| <input type="checkbox"/> Attend class regularly | <input type="checkbox"/> Demonstrate self-awareness |
| <input type="checkbox"/> Attend class punctually | <input type="checkbox"/> Set appropriate personal and professional boundaries |
| <input type="checkbox"/> Meet assignment deadlines | <input type="checkbox"/> Manage strong emotions |
| <input type="checkbox"/> Appropriately participate in class | <input type="checkbox"/> Manage personal issues such that they do not interfere with one's ability to be academically and professionally successful |
| <input type="checkbox"/> Meet academic writing standards | <input type="checkbox"/> Stay away from class/internship when under the influence of substances |
| <input type="checkbox"/> Give credit to others for writing and ideas (not plagiarizing) | <input type="checkbox"/> Adhere to the NASW Code of Ethics |
| <input type="checkbox"/> Demonstrate professional behavior (making and keeping appointments, being respectful in class) | <input type="checkbox"/> Other; please explain |
| <input type="checkbox"/> Communicate concerns to faculty and/or others | |

APPENDIX C: PERFORMANCE IMPROVEMENT PLAN

Write a brief narrative of problem area/s, corrective actions needed, and possible consequences if actions are not successfully completed. Be as specific as possible; see example below.

*Example: 1. **Area of Concern:** Student has failed to turn in multiple journal entries regarding her Field Practicum Course. The entries that were turned in, were several weeks late.*

Corrective Actions Needed:

- a. Student will complete all past due journal entries on or before 10/21/2016;*
- b. Student will complete and submit all future journal entries on or before the respective due dates;*

Possible consequences for not successfully completing this plan include, but are not limited to: a lower field practicum grade, a lower midterm and/or final evaluation score, a delay in expected graduation date, and/or removal from the field education program.

1. **Area of Concern:** [insert brief narrative here].

Corrective Actions Needed: (include specific action as well as expected time frame if applicable)

- a.
- b.
- c.

2. **Area of Concern:** [insert brief narrative here].

Corrective Actions Needed: (include specific action as well as expected time frame if applicable)

- a.
- b.
- c.

3. **Area of Concern:** [insert brief narrative here].

Corrective Actions Needed: (include specific action as well as expected time frame if applicable)

- a.
- b.
- c.

Possible consequences for not successfully completing this plan include: [insert consequences here]

APPENDIX C: PERFORMANCE IMPROVEMENT PLAN

Student Signature: _____ **Date:** _____

Faculty/Advisor Signature: _____ **Date:** _____

Field Education Director Signature: _____ **Date:** _____

Field Instructor Signature: _____ **Date:** _____

Director of Social Work Department Signature: _____ **Date:** _____

Note: The Director should review and sign all PIPs. However, only those faculty members directly involved with the report should sign the form. For example, if the student is not in the Field education Program, then there is no need for a Field Instructor or the Field Education Director to sign.

REFERENCES

References

Shulman, L. S. (2005). Signature pedagogies in the professions. *Daedalus*.

Workers, N. A. (2008). *NASW Code of Ethics (Guide to the Everyday Professional Conduct of Social Workers)*. Washington, DC: NASW.

Council on Social Work Education. (2015). *Educational policy and accreditation standards*. Retrieved from <https://www.cswe.org/getattachment/Accreditation/Standards-and-Policies/2015-EPAS/2015EPASandGlossary.pdf.aspx>

Kirst-Ashman, K. K., & Hull, G. H. (2012). *Understanding generalist practice* (6th ed.). Boston, MA: Cengage Learning.

University of Arkansas at Monticello. (2021). *UAM Catalog 2020-2021*. Retrieved from <http://uam-web2.uamont.edu/pdfs/catalog/Catalog%202020-21.pdf>

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