The Bachelor of Arts in Social Work Program Student Handbook contains general information about the College of Social Work, its mission, policies, and organization. This handbook is intended to be a quick reference for students. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and resources described.

The procedures and policies described here may be modified or discontinued from time to time. Every effort will be made to inform students of such revisions. It is the student’s responsibility to review college and university policies in detail and to request any clarification needed.

Students should consult the Undergraduate Bulletin, their academic advisor, or program director if they have further questions about any of the topics addressed.
Director’s Welcome

Welcome!

I am so pleased that you are interested in the Bachelor of Arts in Social Work. The social work profession has one of the fastest growing job outlooks in the nation; dedicated professionals make a difference daily in the lives of individuals, families and communities. And you can, too! Social work students learn to assess and critically examine needs and available resources to create maximum opportunities for people of all ages, from the very young to the nicely aged. Our alums work in a variety of settings including schools, hospitals, child welfare, mental health agencies, and social welfare organizations and with a diversity of populations including the elderly, the impoverished, the homeless, veterans and their families, children and adolescents, and refugees and immigrants.

The mission of the College of Social Work is to promote wellbeing for all; our faculty are invigorative scholars and practitioners who are committed to enhancing the lives of others. The value on student learning, particularly with the emphasis the CoSW places upon experiential learning, where the classroom extends to the community at the local, national and global levels, allows multiple opportunities for students to grow and develop into well-rounded professionals. The diversity of the classroom experiences as well as the student service activities reflect our belief that the college experience should enable each growing student to nurture all aspects of life, not just complete a degree.

People who are dedicated and passionate critical thinkers are essential to the social work profession. If you are seeking a degree with a direct career path and one that provides variety and fulfillment, then the BASW may be for you. Please contact us for additional information.

Best wishes as you move forward in your educational goals and career.

Kalea Benner, PhD, MSW, LCSW
Director of Undergraduate Studies
Assistant Professor
University of Kentucky, College of Social Work
631 Patterson Office Tower
Lexington, Kentucky 40506-0027
kaleabenner@uky.edu
859-323-0586
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## College of Social Work Undergraduate Faculty and Staff Directory

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Room #</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Melanie Otis, PhD</td>
<td>Associate Dean for Academic and Student Affairs</td>
<td>651 POT</td>
<td>859-257-1574</td>
<td><a href="mailto:mdotis00@uky.edu">mdotis00@uky.edu</a></td>
</tr>
<tr>
<td>Kalea Benner, PhD, MSW, LCSW</td>
<td>Director of Undergraduate Studies</td>
<td>631 POT</td>
<td>859-323-0586</td>
<td><a href="mailto:kaleabenner@uky.edu">kaleabenner@uky.edu</a></td>
</tr>
<tr>
<td>Katie Wilder, MSW, CSW</td>
<td>Academic Advisor – Lexington</td>
<td>607 POT</td>
<td>859-257-2316</td>
<td><a href="mailto:katie.fort@uky.edu">katie.fort@uky.edu</a></td>
</tr>
<tr>
<td>Jessica Williamson, MSW</td>
<td>Academic Advisor – Hazard</td>
<td>Hazard</td>
<td>606-439-3557</td>
<td>ext. 83464 <a href="mailto:jessica.akers3@uky.edu">jessica.akers3@uky.edu</a></td>
</tr>
<tr>
<td>Pam Weeks, JD, MSW</td>
<td>Director of Field Education</td>
<td>641 POT</td>
<td>859-257-6666</td>
<td><a href="mailto:phweeks@uky.edu">phweeks@uky.edu</a></td>
</tr>
<tr>
<td>Desha Scanlon, MSW</td>
<td>Field Placement Coordinator</td>
<td>637 POT</td>
<td>859-257-6652</td>
<td><a href="mailto:desha.scanlon@uky.edu">desha.scanlon@uky.edu</a></td>
</tr>
<tr>
<td>Rebecca Sanford, MSSA, LCSW</td>
<td>Public Child Welfare Certification Coordinator</td>
<td>527 POT</td>
<td>859-323-7484</td>
<td><a href="mailto:rebecca.sanford@uky.edu">rebecca.sanford@uky.edu</a></td>
</tr>
<tr>
<td>Emily Underwood, MSW, CSW</td>
<td>Recruiter</td>
<td>677 POT</td>
<td>859-257-6767</td>
<td><a href="mailto:emily.underwood@uky.edu">emily.underwood@uky.edu</a></td>
</tr>
<tr>
<td>Gary Trumble</td>
<td>IT Manager</td>
<td>602 POT</td>
<td>859-257-6662</td>
<td><a href="mailto:trumble@uky.edu">trumble@uky.edu</a></td>
</tr>
</tbody>
</table>

College Main Line: 859-257-6650  
College Fax Number: 859-323-1030  
Dean’s Office: Leigh Oakley - [leigh.oakley@uky.edu](mailto:leigh.oakley@uky.edu) or 858-257-0073

Full faculty directory: [http://socialwork.uky.edu/faculty-directory/](http://socialwork.uky.edu/faculty-directory/)  
Full staff directory: [http://socialwork.uky.edu/staff-directory/](http://socialwork.uky.edu/staff-directory/)
About the College of Social Work

Mission Statement
The University of Kentucky College of Social Work promotes community and individual wellbeing through its translational research and scholarship, exemplary teaching, and vital community engagement. The College is committed to the people and social institutions throughout Kentucky, the nation, and the world. The College, like the University, is an organization that cultivates a diverse academic community characterized by interpersonal fairness and social justice. The College is fiercely committed to developing outstanding social work professionals and scholars – leaders who will serve individuals, families, and communities through innovative and effective practices that are guided by cultural competence, systematic ethical analysis, and a keen and pragmatic understanding of the human condition.

Vision Statement
We will make major contribution to the generation of knowledge that will alleviate contemporary social problems as the social work profession enters its second century of service to the nation and the world. By consistently striving for excellence, we will earn entry into the ranks of the foremost schools of social work through our research, teaching, and community engagement. We will invigorate the lives of all people who join us in this endeavor. We are committed to a renewal of collaborative public service that is grounded in an intellectual and moral seriousness that reflects the enormous challenges faced by our global community. Such achievements will require individual excellence, effective partnerships, and innovative solutions. This vision is the hallmark of our college.

Accreditation
The Bachelor’s and Master’s programs for the College of Social Work conform to the structure and guidelines of the Council on Social Work Education (CSWE). The undergraduate program was first accredited in 1974, the year the Council began to accredit undergraduate programs, and has maintained reaccreditation since. The BASW program employs the CSWE competencies and practice behaviors as student learning outcomes.
Social Work Profession

Values and Principles
The social work profession is organized around six core values:

- Service
- Social Justice
- Dignity and Worth of the Person
- Importance of Human Relationships
- Integrity
- Competence

Ethical Principles
The following ethical principles flow from the core values of social work and are central to the social work profession:

- Social workers have a primary goal to help people in need and to address social problems.
- Social workers challenge social injustice.
- Social workers respect the client’s right to self-determination.
- Social workers recognize the value of beneficence, to first do no harm.
- Social workers behave in a trustworthy manner and protect confidentiality whenever possible.
- Social workers practice within their areas of competence and continue to develop and enhance their professional expertise throughout their careers.

The Code of Ethics in its entirety can be found at the NASW website: http://www.socialworkers.org/pubs/code/code.asp.

Licensure
The Kentucky Board of Social Work administers and enforces the statutory authority and monitors the needs of the consuming public. The Board examines and licenses all eligible candidates for entry into the profession of Social Work. For more information about social work licensure in the state of Kentucky, please visit http://bsw.ky.gov.

Please note that social work licensure requirements vary from state to state. To find licensing information for the state in which you intend to practice, please visit http://www.socialworklicensure.org/.
Bachelor of Arts in Social Work

Program Description

Social work offers opportunities to help people in many different ways, and is the only helping profession that emphasizes both human well-being and social justice. Social workers empower vulnerable populations, exploring both individual and situational factors. This person-in-environment perspective is unique to the profession and addresses multiple factors of client oppression. Social workers also advocate to improve the institutional systems responsible for education, justice, health, business, labor, and welfare.

The Bachelor of Arts in Social Work (BASW) program is accredited by the Council on Social Work Education and employs an outcome-focused, competency-based education model—assisting students to achieve competencies in the practice behaviors required for beginning social work practice and/or advanced graduate education. The curriculum is grounded in a liberal arts foundation, emphasizing inquiry-based and ethical practice, cultural and diversity sensitivity, engagement, and critical thinking. The social work curriculum is augmented by social work electives as well as social science and behavioral science electives, and participation in experiential learning including two intensive field practicums.

UK College of Social Work students have the advantage of belonging to a small college community within a large university. Students have access to the amenities and rich learning environment that are part of a Research I institution. After class, there are many opportunities for students to get connected. From attending College sponsored lectures and events to the Student Ambassador Program, there are many options for cultivating student leadership and professional development.
Program Goals

- BASW graduates will be able to critically assess the role of the organizational workplace and conduct themselves ethically and professionally within that setting, as well as utilize supervision, self-reflection, and continued life-long learning to assist with professional development and the delivery of quality practice.
- BASW graduates will conduct themselves ethically by adhering to the moral ideals, values, rules, and principles imbedded in Social Work and applying the NASW Code of Ethics and ethical problem solving strategies to resolve moral problems.
- BASW graduates will demonstrate an understanding of and ability to employ the processes of intellectual inquiry to the practical and complex problems inherent in social work practice.
- BASW graduates will demonstrate competent written, oral, and visual communication skills both as producers and consumers of information.
- BASW graduates will recognize and appreciate the nature of diversity and how it influences individual lives and societal forces and apply this awareness in decision-making and social work practice.
- BASW graduates will develop the abilities to interpret and apply the unique spatial and cultural components, such as those related to local, national, or global communities, to assessments and interventions in social work practice.
- BASW graduates will utilize critical thinking skills and theories to develop strategies to address the complexities of various forms of discrimination and oppression as they apply to members of diverse groups and communities.
- BASW graduates will demonstrate an understanding of the complexities of citizenship and the process for making informed choices in a diverse, multicultural world, and cultivate the life-long habit of engagement in social and civic responsibility, which provides the foundation for social change.
- BASW graduates will demonstrate an understanding of and ability to employ methods of quantitative reasoning, developing the necessary analytic and methodological skills to conduct ethical basic research, evaluate their own practice, and to apply research findings to social work practice.
- BASW graduates will develop the knowledge, skills, and values required to engage in effective policy practice to enhance the quality of social work services, to promote human rights, and to improve social and economic well-being.
- BASW graduates will acquire skills to locate, evaluate, and apply evolving organizational, community, and societal contextual information to respond proactively to current needs and issues at all levels of practice.
- BASW graduates will acquire and be able to apply the knowledge, theory, values, and skills necessary to engage, assess, intervene, and evaluate practice with individuals, families, groups, organizations, and communities.
CSWE Competencies and Practice Behaviors

2.1.1 Identify oneself as a professional social worker and conduct oneself accordingly.
1. Advocate for client access to the services of social work.
2. Practice personal reflection and self-correction to assure continual professional development.
3. Identify and practice within professional roles and boundaries.
4. Demonstrate professional demeanor in behavior, appearance, and communication.
5. Develop a commitment to engage in career long learning.
6. Effectively use supervision and consultation.

2.1.2 Apply social work ethical principles to guide professional practice.
1. Recognize and manage personal values so that professional values guide practice.
2. Make ethical decisions by applying standards of the NASW and other social work code of ethics.
3. Tolerate the uncertainty and ambiguity that accompanies resolving ethical conflicts.
4. Apply strategies of ethical reasoning to arrive at principled decisions.

2.1.3 Apply critical thinking to inform and communicate professional judgments.
1. Distinguish, appraise, and integrate multiple sources of knowledge including research-based knowledge and practice wisdom.
2. Analyze models of prevention, assessment, intervention and evaluation.
3. Demonstrate effective oral and written communication in professional settings.

2.1.4 Engage diversity and difference in practice.
1. Recognize personal biases and values to manage their influence in working with diverse groups.
2. Recognize the extent to which a culture’s structure and values may influence marginalization, privilege, power, and the forms and mechanisms of oppression.
3. Recognize and communicate their understanding of the importance of differences (diversity) in the shaping of an individual’s life experiences.
4. View themselves as learners and engage with clients to understand their clients’ lives, cultures, and experiences.

2.1.5 Advance human rights and economic justice.
1. Understand the forms and mechanisms of oppression and discrimination.
3. Engage in social work practices that advance social and economic justice.

2.1.6 Engage in research-informed practice and practice-informed research.
1. Use practice experience to inform scientific inquiry.
2. Use research evidence to inform practice.
2.1.7 **Apply knowledge of human behavior and the social environment.**
1. Utilize theoretical conceptual frameworks to guide the processes of assessment, intervention, and evaluation.
2. Critique and apply knowledge to understand person and environment.

2.1.8 **Engage in policy practice to advance social and economic well-being and to deliver effective social work services.**
1. Analyze policies that advance social well-being.
2. Formulate policies that advance social well-being.
3. Advocate for policies that advance social well-being.
4. Collaborate with colleagues and clients for effective policy action.

2.1.9 **Respond to contexts that shape practice.**
1. Continuously discover, appraise, and attend to contextual changes (for example current events, changing locales, populations, scientific and technological development and emerging societal trends to provide relevant services).
2. Provide leadership in promoting sustainable changes in service delivery and practice to improve the quality of social services.

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

**Engagement:**
1. Substantively and affectively prepare for action with clients.
2. Use empathy and other interpersonal skills.
3. Develop a mutually agreed upon focus of work and desired outcomes.

**Assessment:**
1. Collect, organize, and interpret client data.
2. Separate fact from opinion in data presentation.
3. Assess client’s strengths and limitations.
4. Develop mutually agreed upon intervention goals and objectives.
5. Select appropriate intervention strategies.

**Intervention:**
1. Initiate action to achieve organizational goals.
2. Implement prevention interventions that enhance client capacities.
3. Help clients resolve problems.
4. Negotiate, mediate, and advocate for clients.
5. Facilitate transitions and endings.

**Evaluation:**
1. Critically analyze and evaluate interventions.
Admissions Information

Pre-Social Work Majors
The Bachelor of Arts in Social Work is a selective admissions program. A student is admitted as a pre-social work major; this is a general admission to the University and to the College of Social Work. Admission to pre-social work does not guarantee admission to the Professional Social Work Curriculum.

New UK Students: Students are accepted by the College of Social Work as pre-majors only after being accepted by the University. Students may declare their major as pre-social work on their application to the University. Academic Preparation Program (APP) students are not permitted to major in pre-social work until their APP course work is complete.

Current UK Students: Students who plan to change their major to pre-social work may drop off a major change form in the drop-box outside POT 653. Major change forms can be obtained from the student’s current advising office. Once received, the student’s major change will be processed and academic advisor reassigned.

Selective Admissions Requirements and Application Information
Pre-social work students are eligible to apply for admission to the BASW program if they meet the following criteria:

- A grade of B or higher in:
  - SW 124 - Intro to Social Services
  - SW 222 – Development of Social Welfare
  - Note: Students with 60 credit hours or more are eligible to take SW 322 in lieu of SW 124 and SW 222 and must also earn a B or higher.

- A passing grade in
  - PSY 100 – Intro to Psychology
  - SOC 101 – Intro to Sociology
  - PS 101 – American Government
  - BIO 103 – Basic Ideas of Biology

- Minimum of a 2.5 cumulative GPA on all course work attempted at the University of Kentucky
- Submission of an online application form and essay

Admissions decisions are made by the Director of Undergraduate Studies and the Admissions Committee.

Application Deadlines:
Fall: August 1
Spring: December 1
Petition for Consideration of Exception

Students who do not meet the admissions criteria may submit a Petition for Consideration of Exception along with their application if their cumulative GPA is between 2.25 and 2.49. This petition can be utilized by students who have experienced events that have impacted their academic performance such as:

- Personal illness, trauma, or disability
- Family illness, trauma, or death
- Financial or college adjustment difficulties

In addition, recent semester(s) of academic work need to show substantial academic improvement to clearly demonstrate the ability to meet the program requirements. If you are eligible to apply, you are encouraged to provide specific evidence of your academic abilities, as well as specific steps you plan to take to continue to improve your performance.

The following sections must be clearly addressed in the petition:

- Describe any specific obstacles or circumstances that hindered your past academic achievement.
- Describe how you overcame, or plan to overcome, these obstacles if you are admitted into the BASW program.
- Convince the Undergraduate Admissions Committee that you have greater potential for success in your academics than is reflected in your current GPA.

The petition is reviewed by the Director of Undergraduate Studies and the College’s Admissions Committee.
Curriculum

Degree Requirements
The College of Social Work requires students to earn a minimum of 120 hours for the Bachelor of Arts in Social Work with a minimum grade point average of 2.5. In addition, students must earn a grade of C or better in all professional social work major classes. Students may take additional hours in accordance with stated University policy.

UK Core Requirements
See the UK Core section of the 2015-2016 Undergraduate Bulletin for the complete UK Core requirements. The courses listed below are a) recommended by the college or b) required courses that also fulfill UK Core areas. Students should work closely with their advisor to complete the UK Core requirements.

<table>
<thead>
<tr>
<th>UK Core Area</th>
<th>Recommendation</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intellectual Inquiry in Arts and Creativity</td>
<td>Choose one course from approved list</td>
<td>3 hours</td>
</tr>
<tr>
<td>Intellectual Inquiry in the Humanities</td>
<td>Choose one course from approved list</td>
<td>3 hours</td>
</tr>
<tr>
<td>Intellectual Inquiry in the Social Sciences</td>
<td>SOC 101, PSY 100, or ECO 101</td>
<td>3-4 hours</td>
</tr>
<tr>
<td>Intellectual Inquiry in the Natural, Physical, and Mathematical Sciences</td>
<td>BIO 103</td>
<td>3 hours</td>
</tr>
<tr>
<td>Composition and Communication I</td>
<td>CIS 110</td>
<td>3 hours</td>
</tr>
<tr>
<td>Composition and Communication II</td>
<td>CIS 111</td>
<td>3 hours</td>
</tr>
<tr>
<td>Quantitative Foundations</td>
<td>MA 111 or PHI 120</td>
<td>3 hours</td>
</tr>
<tr>
<td>Statistical Inferential Reasoning</td>
<td>STA 210</td>
<td>3 hours</td>
</tr>
<tr>
<td>Community, Culture and Citizenship in the USA</td>
<td>PS 101</td>
<td>3 hours</td>
</tr>
<tr>
<td>Global Dynamics</td>
<td>Choose any Anthropology course from approved list (ANT 160 recommended)</td>
<td>3 hours</td>
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</tbody>
</table>

Graduate Composition and Communication Requirement (GCCR)
SW 470 – Senior Seminar – 3 hours
### Pre-Major Social Work Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Notes</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SW 124 – Introduction to Social Services</td>
<td>Students must earn a B or higher</td>
<td>3 hours</td>
</tr>
<tr>
<td>SW 222 – Development of Social Welfare</td>
<td>Students must earn a B or higher</td>
<td>3 hours</td>
</tr>
<tr>
<td>OR SW 322 – Social Work and Social Welfare</td>
<td>Students must earn a B or higher. Students who take SW 322 do so in lieu of SW 124 and SW 222 to meet this premajor requirement.</td>
<td>4 hours</td>
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### Pre-Major Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Notes</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>PSY 100 – Intro to Psychology</td>
<td>Required for full major application</td>
<td>3-4 hours</td>
</tr>
<tr>
<td>SOC 101 – Intro to Sociology</td>
<td>Required for full major application</td>
<td>3 hours</td>
</tr>
<tr>
<td>BIO 103 – Basic Ideas of Biology</td>
<td>Required for full major application</td>
<td>3 hours</td>
</tr>
<tr>
<td>PS 101 – American Government</td>
<td>Required for full major application</td>
<td>3 hours</td>
</tr>
<tr>
<td>ANT course</td>
<td>Select any Anthropology course (ANT 160 recommended)</td>
<td>3 hours</td>
</tr>
<tr>
<td>ECO 101 – Contemporary Economic Issues or ECO 201 – Principles of Economics I</td>
<td></td>
<td>3 hours</td>
</tr>
<tr>
<td>MA 109 – College Algebra or MA 111 – Intro to Contemporary Mathematics</td>
<td></td>
<td>3 hours</td>
</tr>
<tr>
<td>STA 210 – Statistics: A Force in Human Judgment</td>
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<td>3 hours</td>
</tr>
<tr>
<td>PHI 120 – Introductory Logic</td>
<td></td>
<td>3 hours</td>
</tr>
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</table>
# Professional Social Work Major Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>SW 300 – Social Work Practice I</td>
<td>4 hours</td>
<td>First Social Work Semester</td>
</tr>
<tr>
<td>SW 421 – Human Behavior and Social Environment I</td>
<td>3 hours</td>
<td></td>
</tr>
<tr>
<td>SW 350 – Social Work Practice II; Survey of Groups</td>
<td>3 hours</td>
<td></td>
</tr>
<tr>
<td>SW 422 – Human Behavior and Social Environment II</td>
<td>5 hours</td>
<td></td>
</tr>
<tr>
<td>SW 435 – Foundations of Professional Ethics in Social Work</td>
<td>3 hours</td>
<td></td>
</tr>
<tr>
<td>SW 444 – Educational Practicum I</td>
<td>3 hours</td>
<td></td>
</tr>
<tr>
<td>SW 400 – Social Work Practice III</td>
<td>4 hours</td>
<td>Third Social Work Semester</td>
</tr>
<tr>
<td>SW 450 – Social Work Research</td>
<td>4 hours</td>
<td></td>
</tr>
<tr>
<td>SW 460 – Understanding Behavior from a Socio-Cultural Perspective: Exploring Explanatory Theories</td>
<td>4 hours</td>
<td></td>
</tr>
<tr>
<td>SW 445 – Educational Practicum II</td>
<td>8 hours</td>
<td>Fourth Social Work Semester</td>
</tr>
<tr>
<td>SW 470 – Senior Seminar</td>
<td>3 hours</td>
<td></td>
</tr>
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</table>

Note: Students must earn a grade of C or higher in all professional social work major courses.

## Social and Behavioral Sciences and Social Work Electives

Students must complete 15 hours of upper-division courses (300 level or above) from any of the following:

- Anthropology
- Economics
- Family Sciences
- Political Science
- Psychology
- Social Work
- Sociology

## Free Electives

Students must complete at least 6 hours of upper-division (300 level or above) courses from any discipline; however, students can take upper or lower division courses to meet the 120 hour requirement.
## Sample BASW Four Year Graduation Plan

### Year 1

<table>
<thead>
<tr>
<th></th>
<th>Fall</th>
<th>Hr</th>
<th>Spring</th>
<th>Hr</th>
</tr>
</thead>
<tbody>
<tr>
<td>SW 124 Intro to SW</td>
<td>3</td>
<td></td>
<td>Natural, Physical, Math Sciences (BIO 103 or 110)</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences (SOC 101)</td>
<td>3</td>
<td></td>
<td>PS 101 (US Government or equivalent)</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
<td></td>
<td>Quantitative Foundations (PHI 120)</td>
<td>3</td>
</tr>
<tr>
<td>Composition &amp; Communication I (CIS 110)</td>
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<td>SW 421 Human Behavior &amp; Social Environment I</td>
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<td>SW 435 Intro to Professional Ethics</td>
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19
Course Descriptions

SW 124 – Introduction to Social Services (3 hours)
Introduction to social welfare concepts and philosophies. Examination of the profession of social work and its philosophy and value commitments within social welfare. Public and private service delivery systems will be studied. Required of social work majors and recommended it be taken the first year.

SW 222 – Development of Social Welfare (3 hours)
Study of the cultural traditions, value orientations, and political and economic forces which have contributed to the emergence of present social welfare policies and systems in the United States. Required of social work majors and open to all others.

SW 300 – Social Work Practice I (4 hours)
An introduction to generalist social work practice theory, a study of skills in professional practice with individuals and families, and an examination of social work functions in the direct delivery of social services. Special attention is paid to the NASW Code of Ethics and to the social worker’s obligations towards populations-at-risk. Class includes four hours per week of laboratory in health or welfare settings, and three lecture hours. Prereq: SW 124. Open only to social work majors.

SW 320 – Global Poverty: Responses Across Cultures (3 hours)
An examination of poverty in various non-Western cultures. The course will cover the nature, scope, and distribution of poverty, definitions of poverty, common characteristics of the poor, as well as cultural traditions and folkways which contribute to the problem. Social welfare responses and humanitarian efforts which address the problem are examined.

SW 322 – Social Work and Social Welfare (4 hours)
Designed for transfer students of junior rank. Study of social welfare development, social work philosophy and value commitment and with an examination of social service agencies and programs. Option of agency visitation, group experiences, social service. Not open to those having SW 124 or 222.

SW 350 – Social Work Practice II: Survey of Groups (3 hours)
This course introduces students to the place of group work in professional social work practice. Examined are the basic knowledge, specific roles, strategies, and skills when working with groups of vulnerable populations. This course assists students in recognizing the efficacy of practice with groups of different types that fulfill diverse populations are conducted in a variety of community and organizational settings. It introduces students to group dynamics, development, and techniques needed to be a successful group leader. Prereq: Open to Social Work Majors, SW 300, SW 421.
**SW 354 – The Family in Cross-Cultural Perspective (3 hours)**
Approaches the study of the family from a comparative perspective, emphasizing cross-cultural variability in the structure and function of family. Kinship, household formation, sex roles, and socialization are examined in the context of the family, as well as patterns of interaction, personality formation, and family pathology. Prereq: Declared majors or minors in Dept. of Family Sciences or SW. (Same as FAM 354.)

**SW 370 – Financial Social Work (3 hours)**
Personal finance terminology, ratios, financial statements, individual and family finance problems, decision options, decision consequences, and decision-making skills are studied to understand their influence on clients’ underlying financial problems in social work practice. Included is an examination of the material from a strengths based behavioral perspective including understanding the role of diversity factors.

**SW 395 – Independent Work (1-4 hours)**
Organized study research and/or tutorial work focused on special issues or problems. May be repeated to a maximum of four credits. Prereq: Major, standing of 3.0 overall GPA, or consent of dean, and consent of adviser and instructor.

**SW 400 – Social Work Practice III (4 hours)**
Emphasizing an ecological and systems framework, the course explores theories and practice approaches appropriate for work with groups, organizations, and community systems. The impact of discrimination and oppression on populations-at-risk is discussed, along with problem-solving and interventive strategies. The ethical and legal strategies of the generalist practitioner are studied. Prereq: Open only to social work majors, SW 300, SW 444, SW 435.

**SW 401 – Practice with Children and Families (3 hours)**
The critical examination of social work practice with children and families with emphasis on social service interventions to strengthen family life. Prereq: SW 354.

**SW 421 – Human Behavior and the Social Environment I (3 hours)**
This foundation course is the first of a two part social work major course sequence that utilizes life course perspective and other theories as tools for understanding human behavior and its development across the lifespan. A “person in the environment” focus is utilized as students explore the interrelatedness of biological, social, cultural, psychological, and environmental factors in human behavior and its ongoing development. Particular attention will be given to exploring the impact of racism, sexism, ethnocentrism, classism, and homophobia on human behavior across the life journey. Prereq: Open to Social Work Majors; SW 124 and SW 222 or SW 322.
SW 422 – Human Behavior and the Social Environment II (3 hours)
This foundation course is the second in the sequence of two social work courses that focuses on theory as a tool for understanding human behavior on multiple interacting levels, including: individual, family, small group, organization, community and society. The course will explore the interrelatedness of biological, social, cultural, psychological and environmental factors in human behavior and development. Particular attention will be given to exploring the impact of racism, sexism, ethnocentrism, classism and homophobia on human behavior at each level. Prereq: Open to Social Work Majors; completion of SW 300, SW 421.

SW 430 – Social Welfare Policy: Theory and Implementation (3 hours)
The study and demonstration of different analytic models utilized in analysis of social welfare policy. The course also introduces content in the areas of organizational theory, management tools necessary to the understanding of implementation and evaluation of social welfare policy. Prereq: Open only to social work majors, SW 222 or SW 322, PS 101 or equivalent PS course.

SW 435 – Foundations of Professional Ethics in Social Work (3 hours)
This course introduces students to the fundamentals of ethical decision making in generalist professional social work practice. The major philosophical formulations that underlie ethics and relevant concepts derived from these formulations are highlighted as is the development of ethical reasoning and decision-making skills in dealing with moral problems and dilemmas that arise in entry-level social work practice. Prereq: Open to social work majors, SW 300, SW 421.

SW 444 – Educational Practicum I (5 hours)
This course is an introduction to social work field education under faculty direction in the Teaching-Learning Center. Students will begin to apply knowledge from prerequisite courses in experiences which utilize social work practice skills with emphasis on individuals, families and small groups, toward goals of prevention, restoration and enhancement of social functioning. This course includes 18 hours per week of seminar and experiential learning. Prereq: Open only to social work majors, SW 300, SW 420, SW 430.

SW 445 – Educational Practicum II (8 hours)
This course continues the process of social work practicum under faculty direction in a Teaching-Learning Center. Students will continue to apply knowledge from prerequisite and concurrent courses in experiences which utilize social work practice skills with individuals, families, and small groups as well as with organizations and communities toward the goals of prevention, restoration, and enhancement of social functioning. Includes 24 hours per week of seminar and experiential learning. Prereq: Open only to social work majors, SW 400, SW 444, SW 450.
SW 450 – Social Work Research (4 hours)
An introductory study and application of the processes of research in building social work knowledge and developing effective social work practice. Prereq: Open only to social work majors, basic statistics course, SW 444, SW 435.

SW 460 – Understanding Behavior from a Socio-Cultural Perspective: Theories of Psychopathology (4 hours)
Problematic behavior is discussed employing a social work perspective. Students are introduced to a bio-psycho-socio-cultural assessment model and the DSM IV-TR criteria for mental health disorders. Students learn to respect the person in his or her environment and not to categorize them by their problems or diagnosis. Risk/resiliency and strengths perspectives are utilized to understand mental disorders within a socio-cultural context. Emphasis is placed on understanding how theoretical models explain psychopathology and inform interventions in social work practice. Prereq: Open to Social Work Majors; SW 350, SW 422, SW 444.

SW 470 – Senior Seminar (3 hours)
An integrative professional seminar for senior majors in social work, usually taken in the last semester of course work. Social work issues of an educational, professional and practice nature are examined. Prereq: Open only to social work majors, completion of all core social work courses, but SW 445 prerequisite or concurrent.

SW 505 – Child Welfare Services (2-3 hours)
This course provides a comprehensive introduction to child abuse and neglect, including historical perspectives, indicators of maltreatment, theories about its etiology, and effective interventions on the micro and macro levels. Students will learn about child protective policies and services, and the social worker’s roles and responsibilities.

SW 515 – Medical and Psychosocial Aspects of Disabilities I (3 hours)
This course is designed to prepare rehabilitation and mental health counselors, social works and students in related fields with a working knowledge of the medical and psychosocial aspects of disability and chronic illness, and to provide students with the knowledge and understanding necessary to function and serve effectively in rehabilitation counseling and related interdisciplinary, allied health, and mental health settings. Topic areas include: human body systems, medical terminology, medical, functional, environmental and psychosocial aspects of disabilities and chronic illness, professional ethics, assistive technology, diagnostic classification systems, psychopharmacology, functional capacity, and wellness and illness prevention concepts and strategies. Specific disabilities covered in this course include neurologic, hearing, vision, intellectual disabilities, developmental disabilities, autism and Asperger’s, learning disabilities, attention deficit disorders, and substance abuse. Prereq: College level courses in biology and psychology or consent of instructor. (Same as RC 5 15.)
**SW 516 – Medical and Psychosocial Aspects of Disabilities II (3 hours)**
This course is designed to prepare rehabilitation and mental health counselors, social workers, and students in related fields with a working knowledge of the medical and psychosocial aspects of disability and chronic illness, and to provide students with the knowledge and understanding necessary to function and serve effectively in rehabilitation counseling and related interdisciplinary, allied health, and mental health settings. Topic areas include: human body systems, medical terminology, medical, functional, environmental and psychosocial aspects of disabilities and chronic illness, professional ethics, assistive technology, diagnostic classification systems, psychopharmacology, functional capacity, and wellness and illness prevention concepts and strategies. Specific disabilities covered during this semester include psychiatric and psychological impairments, endocrine, gastroenterology, cancer, burns and skin disorders, blood and the immune system, respiratory, kidney and renal function and musculoskeletal. Prereq: College level courses in biology and psychology or consent of instructor. (Same as RC 516.)

**SW 580 – Topical Seminar in Social Work (1-4 hours)**
Study of issues of current and special significance for social work practice. Issues selected in accordance with the needs and interests of students enrolled. May be repeated to a maximum of eight credits. Prereq: Open to the students of social work or consent of instructor.
*Note: Check the Course Catalog to review SW 580 subtitles offered each semester.*
Field Education

Overview

Field education is recognized by the Council on Social Work Education (CSWE) as the signature pedagogy in social work education. Signature pedagogy represents the central form of instruction and learning in which a profession socializes its students to perform the role of practitioner.

The mission of the Field Education Program is to provide mutually supportive and positive learning environments that cultivate leadership, increase knowledge, refine skills, and strengthen social work values in student interns as they develop proficiency in the social work core competencies in preparation for professional practice.

The intent of field education is to connect the theoretical and conceptual contribution of the classroom with the practical world of the practice setting. 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 achievement of program competencies. (CSWE Educational Policy 2.3).

Field Education Department Contacts

Pam Weeks, JD, MSW
Director of Field Education
plweeks@uky.edu
859-257-6666

Desha Scanlon, MSW
Field Placement Coordinator
Desha.scanlon@uky.edu
859-257-6652

Lynn Wallace
Field Education Program Assistant
Blwall1@uky.edu
859-257-6667

Melissa Slone, MSW, CSW
Southeast Kentucky Program Coordinator
melissa.slone@uky.edu
606-439-3557 ext. 83575
**Preparing for Practicum**

All students taking a practicum course are required to complete an online Situational Awareness Training. The training must be completed, and the competency quiz taken and passed, BEFORE you start your practicum placement. This training only needs to be taken one time. If you have already taken the training, you do NOT have to take it again.

The entire training takes approximately 2 ½ hours. The training has been broken into 4 modules, so you do not have to view the entire training in one sitting. After completing the training you must take the competency quiz, and pass the quiz with a minimum grade of 70%.

All students must complete the Safety in Practicum Student Checklist for each practicum placement. This checklist is to be discussed with your agency field instructor, signed by the field instructor, and turned in to your practicum course professor. The Checklist is here: [Safety in Practicum Student Checklist (pdf)]

**Enroll in Social Work Field Education Training:**
- Go to [http://elearning.uky.edu](http://elearning.uky.edu) and log in with your Link Blue ID.
- Click on the Courses link near the top left of the page (to the right of My Bb and under the Library tab).
- In the Course Search line, type Social Work Field Education Training (exactly as you see it here).
- Find the Course ID (first column) SWFESAT-NC-201399, and click the down arrow next to the Course ID.
- From the drop-down menu, click on Enroll.
- Click on My BB at the top middle of the page and the Social Work Field Education Training course should now be listed under My Courses.

**BASW Field Practicum Information**

Students in SW 444 must complete 270 hours. Students in SW 445 must complete 360 hours. Practicum hours are a requirement of all BASW programs that are accredited by the Council on Social Work Education. Seminar classes and related learning experiences count toward the total hours. Students should expect to spend approximately 16-18 hours each week in agency work with SW 444 and approximately 22-24 hours per week with SW 445.

**Course Prerequisites**

**SW 444:** Students must have earned a C or higher in SW 300, SW 421, and SW 430. Full time BASW students take SW 444 in conjunction with SW 435, SW 422, and SW 350.

**SW 445:** Students must have earned a C or higher in SW 400, SW 450, and SW 460. Full time BASW students take SW 445 with/ before SW470.
SW 444 may be taken in the summer. Please note that other full major courses, with the exception of upper division electives, are not offered in the summer.

Field Advising
Field Advising is an integral part of the quality practicum experience. All BASW students preparing to take their first practicum are required to attend a field advising seminar which will be scheduled during the semester preceding the student’s enrollment in SW 444. All BASW students preparing for practicums will also receive individual advising from the Field Placement Coordinator. Students must meet complete the advising process prior to contacting agencies.

Intern Placement Tracking (IPT)
The College of Social Work’s Field Education Program uses an internet-based placement system called Intern Placement Tracking, or IPT for short. This web-based software was developed to assist colleges with the complex issues associated with managing student interns in their field placements. It is also a valuable tool for students to begin researching prospective agencies for their practicum placements, and provides students with access to descriptive information about agencies and learning opportunities.

The Field Education Program uses IPT to:

- Provide password-protected, web-based access to pertinent field placement information for students, practicum instructors, and field instructors.
- Update and expand our field agency database, so current and future students have quick access to accurate agency information when researching field placements.
- Provide the Director of Field Education and Faculty Practicum Instructors the ability to communicate directly to students and advise them regarding appropriate field placements.
- Maintain accurate and timely information on individual student placements in the field.
- Quickly access information for students when employers and/or graduate schools request information about a student’s internship experience.
- Meet accreditation requirements to maintain data, assess and report on Field Education.

Setting up your IPT Account and other helpful information

- Setting Up Your Student Account
- Sort and Search Agency Placements
- Confirming Your Placement in IPT
- Completing Your CSWE Statistics Page
Important Field Education Dates
Find the latest Field Education Calendar here.

Have Questions about Field Education?
We have answers to frequently asked questions here including placement guidelines, and interview tips.

Field Education Practicum Termination Policy
Any BASW student dismissed from their practicum placement for violations of student conduct will undergo a practicum review. The Practicum Review Committee shall examine all reports (see Appendix for the Report Form) of serious violations concerning student interns. The Committee may hold hearings to make findings of fact and will do so within two weeks of having received such a report. The Committee shall make recommendations to the Dean of the College of Social Work concerning actions to be taken regarding reported violations. The Dean will notify the student within 10 days after receiving the Committee’s recommendation. Potential consequences include delayed graduation, suspension from the program, or finding an alternative practicum placement.

The Committee shall examine the following types of alleged violations:

- The violation of a client’s rights
- The violation of the University of Kentucky/College of Social Work’s policies, rules, and procedures
- The violation of the NASW Code of Ethics

When a student has been asked to leave an agency or fails a Field Education course, the Practicum Review Committee will automatically review the situation. Depending upon the behavior that results in failing to complete the practicum, as well as the findings of the Review Committee, the student may not be allowed to continue in the social work program.
Off Campus Program

Hazard Campus
In addition to the Lexington campus, the College of Social Work Bachelor of Arts in Social Work (BASW) program is available at the UK Center of Excellence in Rural Health (CERH) located in Hazard, Kentucky for the convenience of students in Southeastern Kentucky. The UK CERH-Hazard campus program is designed to accommodate transfer students desiring to complete a bachelor’s degree closer to home. Pre-major course requirements can be obtained through local community colleges with foundation social work courses offered by the College of Social Work at the UK CERH-Hazard campus. Students are provided with learning seminars, a state-of-the-art computer lab and ITV compatible classrooms, student friendly study rooms and on-site academic advisors who are readily available to support their academic success. The staff and faculty at the UK CERH-Hazard are fully committed to ensuring our students have a comparable experience to those at the Lexington campus while maintaining smaller class sizes and fostering individualized relationships for each student. Visit our UK CERH-Hazard campus located in the mountains of Southeastern Kentucky! For more information, visit www.kyruralhealth.org.

Questions regarding the UK CERH-Hazard campus BASW program should be directed to:

Jessica Williamson, MSW
Academic Advisor | College of Social Work
UK Center of Excellence in Rural Health
750 Morton Blvd.
Hazard, KY 41701
(606) 439-3557 ext. 83464
jessica.akers3@uky.edu

BASW Hazard Campus Sample Graduation Plan:
http://ruralhealth.med.uky.edu/social-work-curriculum
Academic Advising

Academic advising is an integral part of undergraduate education at the University of Kentucky. The goal of all academic advising is to assist students in taking responsibility for developing meaningful educational plans compatible with their potential and their career and life goals. Advising is more than the imparting of specialized information; it includes helping students formulate important questions about the nature and direction of their education and helping them find answers to those questions. Advisors will confer with students about course schedules and educational experiences, but students themselves are responsible for their academic program and for making progress towards an academic degree.

The mission of academic advisors, both faculty and professional, is to:

- assist students in taking responsibility for developing meaningful education plans compatible with their potential and their career and life goals;
- help students formulate important questions about the nature and direction of their education and assist them in finding answers to those questions;
- assist students in acquiring accurate and timely information regarding academic policies, procedures, and requirements;
- facilitate the successful transition of prospective, continuing and nontraditional students to the academic and campus environment.

Students are responsible for:

a. knowing the requirements of their particular academic program; selecting courses that meet those requirements in an appropriate time frame; and monitoring their progress toward graduation;
b. consulting with appropriate advisors designated to handle the kind of questions or concerns they have;
c. scheduling and keeping academic advising appointments in a timely manner throughout their academic career, so as to avoid seeking advising only during busy registration periods; and
d. being prepared for advising sessions.

Advisors are responsible for:

a. helping students clarify their options, goals and potential, and understand themselves better;
b. helping students understand the nature and purpose of a college education;
c. providing accurate information and educational options, requirements, policies and procedures, and
d. helping students plan educational programs and monitor and evaluate their educational progress.

Undergraduate Advising Staff

Lexington Campus

Katie Wilder, MSW, CSW
Academic Advisor | College of Social Work
University of Kentucky
607 Patterson Office Tower
Lexington, KY 40506
(859) 257-2316
katie.fortt@uky.edu

Hazard Campus

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UK Center of Excellence in Rural Health
750 Morton Blvd.
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(606) 439-3557 ext. 83464
jessica.akers3@uky.edu
**Priority Registration**
Priority registration for upcoming semesters is held every November and April. Students are assigned a priority registration window. During this time, students may register for courses and add/drop courses for the upcoming semesters.

**Advising Holds**
Undergraduate students in the College of Social Work must meet with their academic advisor to have their advising hold lifted. Students must have this hold lifted to be eligible to register for courses. Students should arrange to meet with their assigned academic advisor, listed in myUK, prior to their Priority Registration window opening to discuss their upcoming proposed schedule and have their advising hold lifted.

**Adding, Dropping, and Withdrawing from Courses**
Specific deadlines for adding and dropping courses for each semester are found in the Course Catalog in myUK and in the University Bulletin. Students receiving or applying for financial aid should check with a financial aid counselor before dropping a class, as course loads may impact financial aid eligibility. Students should be aware that dropping a course may affect their student billing account.

For more information, please see Academic Policies and Procedures.
Source: [http://www.uky.edu/registrar/how-to-register](http://www.uky.edu/registrar/how-to-register)

**Student Load**
With few exceptions, the maximum load to be carried by an undergraduate student is noted below by semester.

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An undergraduate student in the College of Social Work may be permitted by the Director of Undergraduate Studies to exceed the maximum credit hours in a term. The determination is made based upon the student’s past performance and the proposed course load.

**Major Changes**

A student who is enrolled in another college at the University may switch to the College of Social Work as a pre-major by going to their current college to obtain a change of major form. There is a drop box for incoming major change forms outside POT 653. New major changes will have their registration changed to pre-social work, be assigned an academic advisor in myUK, and be added to the undergraduate social work student list-serv.

Note: The University prohibits students from changing majors during priority registration. Please check the academic calendar to see when these time periods occur.

**Declaring a Minor or Double Major**

Students interested in adding a minor or double major to their program of study should inform their academic advisor. It is recommended that students schedule a planning meeting with their academic advisor to review the minor/double major course requirements and discuss how it will impact their graduation plan.
Academic Policies and Procedures

Academic Standards
A student must earn a C or better in all social work core courses (SW 300, 350, 400, 421, 422, 430, 435, 444, 445, 450, 460, 470) in order to complete their major requirements and advance through sequential social work courses. A grade lower than a C will require the student to repeat that course and obtain a C or better to meet the major requirement. Students must also maintain a cumulative GPA of 2.5 or higher.


Probation and Suspension
An undergraduate social work student may be dismissed from the College of Social Work for failure to make satisfactory progress. In the Social Work program, the college continuously monitors the progress of all social work students. Consistent with University regulations and the CSWE requirements that social work programs have policies for “terminating a student’s enrollment…for reasons of academic and professional performance,” the following rules apply in the College of Social Work.


Repeat Options
An undergraduate student has the option to retake up to three different completed courses. The repeat option provides students with the opportunity to take a class again and removes the lower grade from the calculation of the student’s GPA. The limit of three repeat options holds for a student’s entire undergraduate career. Students exercising the repeat option must consult with their academic advisor to complete a repeat option request form.


Incomplete Grades
A grade of Incomplete “I” means that part of the regularly assigned work of the course remains undone. It shall be conferred only when there is a reasonable possibility that the student can complete the work within the allowable period of time for removal of an I grade and that a passing grade will result from completion of the work. A grade of I must be replaced by a regular final letter grade not later than 12 months from the end of the academic term in which the I grade was awarded or prior to the student’s graduation.
The social work faculty member must submit an Incomplete Grade Form to the student’s academic advisor that details the work to be completed and time frame for completing the incomplete. A copy of the form is filed with the student's academic advisor and added to the student's record.


**Transfer Credit**

Students transferring to UK are required to submit official transcripts from all previously attended institutions as part of the admissions process. They would be sent to the following address:

Office of Undergraduate Admission and University Registrar  
100 W.D. Funkhouser Building  
Lexington, KY  40506-0054

Credits earned at a fully accredited institution may be transferred to UK and applied toward a degree. Transfer credit below the 100 level is considered remedial work and will not be accepted toward a UK degree.

UK does not accept transfer grades toward the UK grade point average. A UK grade point average is established after the first term of classes at UK. However, all transfer grades in all courses are included and counted in the admissions process.

Students should consult with their academic advisor to determine how their transfer credit will count towards their degree.

The Transfer Equivalency Database can be accessed online:  
http://www.uky.edu/Admission/content/transfer-equivalencies

Source: UK Admissions, Transfer Policies and Other Resources, General Transfer Policies  
http://www.uky.edu/Admission/policy.htm

**Pre Mid-Term Course Withdrawals**

Students may withdraw from any class during the withdrawal period which is defined as the period prior to and including the:

a) end of the eleventh week for fall or spring semester;

b) third day of the fifth week for eight-week summer session/term;

c) second day of the third week for four-week summer session/term.

Students who withdraw during the first three weeks of the course in the fall or spring semester (or a proportionate amount of time in the summer term/session) shall be removed from the class roll, and no grade or record of enrollment shall appear on the student’s transcript.

Students who withdraw during the remaining portion of the withdrawal period will receive a grade of W which will appear on their transcripts. Students can process a pre mid-term course withdrawal
in the Student Services tab in their myUK account. To completely withdraw from the university, see “How to Withdraw from the University” below.


**Post Mid-Term Course Withdrawals**

A student may withdraw from a class or from the University after the withdrawal period but through the last day of the semester/session/term upon approval by the dean of the student’s college. Students must demonstrate urgent nonacademic reasons including but not limited to:

a) illness or injury of the student;
b) serious personal or family problems;
c) serious financial difficulties; or
d) having excused absences in excess of one-fifth of the class contact hours in a course where attendance is required or is a criterion for a grade.

To pursue a post mid-term course withdrawal, students should first contact their academic advisor.


**How to Withdraw from the University**

Students may cancel their entire registration at the University of Kentucky before the first day of class by using myUK. See below for dropping a class with a W grade. All students, including degree seeking, non-degree seeking, and visiting students, who wish to leave the university during a term (fall, spring, summer, or winter) must formally withdraw.

There are five methods of withdrawing from the University of Kentucky:

1. withdrawing in person at the Registrar’s Office in 10 Funkhouser Building;
2. requesting withdrawal from course work via UK email account (@uky.edu);
3. requesting withdrawal from course work via fax;
4. mailing your withdrawal request to the Registrar’s Office; and
5. drop or withdraw from all courses using myUK. (available prior to the 1st day of classes).

For more information about submitting a withdrawal request, visit http://www.uky.edu/registrar/withdrawal.

**Retroactive Withdrawal**

Requests for retroactive withdrawal must be made before the student has graduated and not later than two calendar years from the last day of class for the semester for which the withdrawal is requested. The fully complete request shall be submitted using the University Senate Retroactive
Withdrawal Application. Retroactive withdrawals may only be granted when the student has demonstrated satisfactory evidence that the student has incurred:

a) a serious injury or illness;

b) serious personal or family problems;

c) serious financial difficulties; or

d) permanent disability verified by the Disability Resource Center and diagnosed after the semester for which the withdrawal is requested.

Documentation supporting the reasons for retroactive withdrawal is required. Undergraduate social work students should contact their academic advisor for more information.

University Senate Retroactive Withdrawals explanation, meeting schedule, and form:
http://www.uky.edu/Faculty/Senate/committees_councils/standing_committees/retroactive_withdrawals.htm

Source: 2015-2016 Undergraduate Bulletin, Academic Requirements, Retroactive Withdrawal,

Academic Bankruptcy
Undergraduate students who have been readmitted through the usual channels after an interruption of two or more continuous years, and who have completed at least one semester of 12 hours with a GPA of 2.0 or better, beginning with the semester of readmission, may choose to have none of their previous University course work counted toward graduation and in the computation of their GPAs.

Enrollment for a semester, when terminated by a withdrawal before completion of the semester (grade all Ws), in the two years preceding readmission is not an interruption. Under this circumstance, a student cannot invoke the academic bankruptcy rule.

In addition, the dean of the student’s college may permit such a readmitted student who has elected to not count past work to receive credit for selected courses without including those grades in the computation of the student’s GPA (cumulative or otherwise).

Source: 2015-2016 Undergraduate Bulletin, Academic Requirements, Readmission After Two or More Years (Academic Bankruptcy),

Cheating and Plagiarism
All incidents of cheating and plagiarism are taken very seriously at the University of Kentucky, and there are specific policies and procedures in place to prosecute them. A student accused of an academic conduct offense may not withdraw from the class in which the academic conduct violation is alleged to have occurred.
If a student is formally accused of and found responsible for an academic offense, the individual will be informed in writing and given 10 days to appeal the ruling by contacting the Office of the Academic Ombud. Penalties for academic offenses range from a zero on the assignment (for a first offense) to suspension or expulsion. A student charged with an academic offense may contact the Academic Ombud for an explanation of the procedural steps in cases involving academic offenses, including the processes for appealing one’s responsibility or the severity of the sanction being imposed.

Source:
2015-2016 Undergraduate Bulletin, Academic Requirements, Academic Integrity

Office of Academic Ombud Services, Academic Integrity: Cheating and Plagiarism
http://www.uky.edu/Ombud/ForStudents_AcademicIntegrity.php

**Applying for Graduation**

Students are required to file a formal Application for Degree. Undergraduate and Graduate students must apply online through the myUK portal. Students should apply for graduation if all of their degree requirements will be completed at the end of the term for which they apply.

The application deadline for undergraduate students is:
- May degree – November 30
- December degree – June 30
- August degree – February 28

The diploma is mailed to the address provided on the Application for Degree. The diploma address is separate from the permanent address and changing one does not update the other.

Information about graduation honors and diplomas can be found at [http://www.uky.edu/graduate/](http://www.uky.edu/graduate/).

Information about commencement ceremonies can be found at [http://www.uky.edu/Commencement/](http://www.uky.edu/Commencement/).

**Residence Requirement**

For undergraduate degrees, (a) at least 25 percent of the credits earned presented for a degree; (b) not less than 30 credit hours; and (c) a minimum of 30 of the last 36 credits presented for the degree must be taken from the University of Kentucky.

Student Rights, Responsibilities, and Grievance Procedures

Student Rights and Responsibilities
The University Student Rights and Responsibilities, including the Code of Student Conduct, can be found online at: http://www.uky.edu/deanofstudents/student-rights-and-responsibilities

College Concerns and Grievances
The Director of Undergraduate Studies is available to hear and respond to student concerns and grievances within the College of Social Work. The Dean of the College of Social Work is available following a consult with the Director of Undergraduate Studies and Associate Dean for Academic and Student Affairs.

Kalea Benner, PhD
Director of Undergraduate Studies
kaleabennner@uky.edu
859-323-0586

Melanie Otis, PhD
Associate Dean of Academic and Student Affairs
mdotis00@uky.edu
859-257-1574

Academic Ombud
The Academic Ombud helps resolve academic disputes between students and faculty or administration. When students are unable to resolve grievances or complaints through usual means, the Ombud may be able to expedite the process or advise the student about the proper procedures to follow. Problems include, but are not limited to, admission/registration problems, violation of students’ academic rights, unfair teaching and grading practices, and cheating and plagiarism. All cases are held in strict confidence.

The Office of Academic Ombud Services is open from 8 AM to 4:30 PM and is located in 109 Bradley Hall. For information, questions, or appointments, call (859) 257-3737.

Website: http://www.uky.edu/Ombud/

Student Records and Privacy Rights
The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, is a federal law that protects the privacy and confidentiality of personally identifiable information contained within student education records. The University of Kentucky complies with FERPA's confidentiality protections and adheres to procedures dealing with student education records and directory information.

Information about FERPA: http://www.uky.edu/registrar/FERPA-privacy
http://www.uky.edu/deanofstudents/ferpa

Consent for Release of Information on Academic Record and Progress:
Public Child Welfare Certification Program

The Public Child Welfare Certification Program (PCWCP) is a pre-service education and training program for undergraduate junior and senior social work majors. It is designed to prepare students for employment in Kentucky’s public child welfare services. If you are a pre-social work major or full social work major interested in working with children and families, you may be interested in applying for UK’s Public Child Welfare Certification Program. Pre-Social Work majors must be eligible for the full major at the end of the semester in which they apply to PCWCP.

To be eligible, students must:
- be a full-time Bachelors of Arts Social Work major or eligible for BASW major by the end of the semester in which they are applying for PCWCP
- have an overall GPA of 2.5 and a 3.0 GPA in all Social Work major courses
- after acceptance into the program, have no less than three, but no more than four, regular semesters before graduation
- have no criminal record, which includes felony convictions
- have a solid commitment to the work of public child welfare services
- have a valid driver's license

Benefits of participating in the program include:
- in-state tuition paid in full for up to four semesters (out-of-state students will receive the in-state amount credited to their total bill.)
- a $1,300 per semester stipend for books, UK fees, and related travel
- priority consideration for employment with Cabinet for Health and Family Services

Required coursework and training:
- take two specific child welfare courses (taken in sequence)
- complete nine days of CHFS Protective Services training in the last semester
- attend and participate in Fall and Spring weekend retreats every term in the program
- complete both of their practicum placements at the Commonwealth’s Cabinet for Health and Family Services, Department of Community Based Services, Protection and Permanency units.

When signing a contractual agreement to participate in this program, students also agree to:
- Maintain regular and reliable contact with the PCWCP coordinator
- Participate in additional training as required
- maintain entrance level GPA requirements
- maintain full-time enrollment each semester in the program
• accept a position with the Department of Community Based Services within two months of graduation, if available, and remain employed for two years
• reimburse the program for all costs incurred on the student’s behalf if the student fails to meet the contractual obligations.

The goal of this collaborative effort between the Kentucky Cabinet for Health and Family Services (CHFS) and eleven public and private universities is to graduate the most competent and well-prepared social workers possible to join the ranks of public child welfare workers in Kentucky.

SHOULD I APPLY?
If you are interested in being a part of this exciting, unique program, ask yourself the following questions:

• Do I have the necessary GPA?
• Have I been accepted, or am I eligible to be accepted, into the full SW major?
• After the current semester, will I have at least three semesters and not more than four semesters remaining before graduation?
• Will I graduate within two years?
• Am I willing to do both of my practicum placements in a Child Welfare setting?
• Am I willing to work for the Department for Community Based Services, in the Social Service Worker series, for two (2) years after I graduate?
• Do I have a positive, optimistic attitude toward working with families and children in crisis?

For more information or to apply to this program, please contact:
Erin Mayhorn, MSW
erin.mayhorn@uky.edu
PCWCP Coordinator
527 Patterson Office Tower
Telephone: 859-323-7484
http://socialwork.uky.edu/public-child-welfare-certification-program/
Student Involvement

Social Work Association
The Social Work Association is a student-led organization that aims to build relationships within the College of Social Work while providing service to the Lexington community. All those interested in social work and service are encouraged to join SWA. Undergraduate and graduate students are welcome to participate.

Student Ambassador Program
Student Ambassadors are a select group of students that represent and promote the University of Kentucky and College of Social Work. Activities include assisting with recruitment events such as See Blue Preview Nights, Come See Blue for Yourself, college sponsored events, and orientations.

Applications for the upcoming academic year are accepted in the spring semester. Eligible students will participate in an interview. If chosen as an Ambassador, students are required to participate in trainings and communicate their availability with the program coordinator.

Coordinators:
Emily Underwood – emily.underwood@uky.edu and Katie Wilder – katie.fort@uky.edu

For more information, visit http://www.uky.edu/SocialWork/StudentAmbassadorProgram.

Phi Alpha Honor Society
The University of Kentucky College of Social Work has a chapter, Xi Sigma, of the Phi Alpha Social Work National Honor Society. Inductions into the Society are held once per semester for students interested in joining. Eligibility requirements and information calling for applications are posted on the student listserv and outside the Director of Undergraduate Studies’ Office (POT 625), POT 607, and in the Student Lounge, POT 6th floor. Due dates for applications are announced each semester.

Both undergraduate and graduate students are welcome to join the organization and are invited to apply with completion of the application process. There is a lifetime dues of $20.00 to join the Honor Society. Undergraduate social work majors are required to have completed 9 hours of professional social work classes with an A or B in each course, and have at least a 3.35 cumulative GPA with a minimum of a 3.5 social work major GPA. Graduate students are required to have completed 15 hours of graduate social work courses and have a minimum GPA of 3.8.

For more information about the Xi Sigma chapter of the Phi Alpha Social Work National Honor Society, please contact Dr. Kalea Benner – kaleabenner@uky.edu.
Student Resources

Computer and Email Resources
IT Service Desk
Students may receive technical support with email, Blackboard, and myUK through the IT Service Desk. Software downloads for students are also available through their website.
(859) 218-4537
218help@uky.edu
http://www.uky.edu/ukat/help

6th floor Social Work Student Lab
The student lounge in POT 618 is available to all social work students for studying, group work, or writing papers. Students can log in with their Link Blue ID and password.

Student List-Serv
The student listserv is the primary channel of communication between the College of Social Work and students. Important announcements are sent out on the list-serv, including priority registration advising information, campus events, and job opportunities. All incoming students are subscribed to the undergraduate student list-serv.

Scholarships and Financial Aid
Academic Scholarships
128-E Funkhouser Building
University of Kentucky
Lexington, KY  40506-0054
(859) 257-4198
http://www.uky.edu/financialaid/scholarships

Office of Student Financial Aid
128 Funkhouser Building
University of Kentucky
Lexington, KY  40506-0054
(859) 257-3172
http://www.uky.edu/financialaid/
**Disability Accommodations**

Students with documented physical, learning, or temporary disabilities may receive assistance and support from the Disability Resource Center.

Disability Resource Center  
725 Rose Street  
Multidisciplinary Science Building, Suite 407  
Lexington, KY  40536-0082  
(859) 257-2754

For more information, visit [http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/](http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/).

**Discrimination and Harassment**

There may be instances where students perceive that they are being discriminated against or sexually harassed. Students wanting to discuss either of these issues should contact either Patty Bender or Terry Allen in the Office of Institutional Equity and Equal Opportunity.  
[http://www.uky.edu/EVPFA/EEO/](http://www.uky.edu/EVPFA/EEO/)

**Career Center**

Any undergraduate student currently enrolled in a degree program at the University of Kentucky and alumni up to 6 months are eligible for unlimited use of career services including individual appointments, mock interviews, workshops, on campus interviewing, Wildcat CareerLink and the use of the career resource library. For more information, visit [http://www.uky.edu/careercenter](http://www.uky.edu/careercenter).

**Transcripts**

Official transcripts may be requested through the Office of the Registrar and can be requested online, in person, or by mail. Unofficial transcripts may be downloaded in a student’s myUK account. For more information, visit [http://www.uky.edu/registrar/transcripts](http://www.uky.edu/registrar/transcripts).

**Tutoring**

**Peer Tutoring**

The Peer Tutoring Program offers free drop-in tutoring for many UK courses. Peer tutoring is offered in two locations—The Study, on the third floor of the Complex Commons building in the Blanding-Kirwan Complex on south campus, and The Study North, on the first floor of Champions Court I on north campus.  
[http://www.uky.edu/AE/peer-tutoring](http://www.uky.edu/AE/peer-tutoring)
Mathskeller Math Resource Center
The Mathskeller Math Resource Center is designed for students studying mathematics at UK. The Mathskeller is located in the basement of the Classroom Building and offers free tutoring and group study resources for students. Faculty, graduate students, and undergraduate assistants for 100 level courses hold office hours in the Mathskeller.
http://www.mathskeller.com/

The Writing Center
The Robert E. Hemenway Writing Center is located in the basement of W.T. Young Library, Room B108B, in the Hub. Graduate students and undergraduate consultants offer individual and group consultations in Face-to-Face, Online, and E-Tutoring Consultations on academic assignments and professional projects. The Writing Center assists students at every stage of the composing and communicating process.
http://wrd.as.uky.edu/writing-center
After Graduation

Applying to the Master of Social Work Program

To be eligible to apply for Advanced Standing at UK, applicants must have received their BASW or BSW from a Council for Social Work Education (CSWE) accredited program within the last five years and present GPAs at or above the following minimums:

Undergraduate GPA: 3.0
Social Work GPA: 3.5
Graduate GPA (if applicable): 3.0

Candidates who are not admitted to Advanced Standing usually can be automatically considered for the regular 60 credit program.

Contact:
Devonia Love-Vaughn, MSW Admissions Officer
devonia.love.vaughn@uky.edu
859-257-1971
http://socialwork.uky.edu/msw-application-information/

Licensure
Find social work license requirements by state:
http://www.socialworklicensure.org/

Kentucky Board of Social Work
44 Fountain Place
Frankfort, KY 40601
(502) 564-2350 - Office
(502) 696-8030 – Fax
http://bsw.ky.gov/

National Association of Social Workers (NASW)
The National Association of Social Workers (NASW) is the largest membership organization of professional social workers in the world.

For more information, visit http://socialworkers.org/.
Appendices

**BASW Hazard Campus Sample Graduation Plan**

**Background Check Release Authorization Form**

**Practicum at the Student’s Place of Employment Form**
http://socialwork.uky.edu/practicum-students-place-employment/

**BASW 444-445 Field Instructor Evaluation of Student Form**

**BASW 444-445 Student Self Evaluation Form**