



Department of Social Work
Social Work Program

B.A. in Social Work

Student Handbook
&
Field Education Manual



Central Connecticut State University

Dept. of Social Work-Vance Academic Center rm. 324

1615 Stanley Street

New Britain, Ct 06050-4010

Telephone: 860-832-3129

Fax: 860-832-3130

revised 7/6/05; 9/15/09

TABLE OF CONTENTS

Part 1 - Student Handbook	<u>Page</u>
Letter from Social Work Faculty.....	1
Advisory Board Members.....	3
Dept. of Social Work Faculty List	4
Mission Statement.....	5
Affirmative Action/EEO Statement.....	6
Generalist Social Work Definition.....	7
Introduction/History.....	8
Why Study Social Work.....	9
Social Work Major Overview.....	11
Social Work Curriculum.....	12
Social Work Major Requirements.....	15
Description of Core Social Work Courses.....	16
A. Educational Policies and Accreditation Standards.....	18
B. Dept. of Social Work Policies & Procedures.....	19
Dept. of Social Work Admission Policy & Procedures	33
Transfer Policy.....	34
Credit for Life Work Experience.....	35
Academic and Professional Policy Expectations.....	36
Grievance Policy.....	37
Academic Advising Procedures.....	38
Student Advisement Files.....	39
Vehicle and Safety Policy.....	40
Student Rights and Opportunities Policy.....	40
Student Organization and Services.....	41
Sosnowitz Prize.....	42

Part 2 - Field Education Manual	<u>Page</u>
A. Sophomore/Junior Volunteer Experience.....	45
Responsibilities of Sophomore/Junior Students.....	47
Criteria and Responsibilities of Supervisor.....	48
Criteria and Responsibilities of Agency.....	48
B. Senior Field Education Experience	
Sr. Field Terminology Roles & Responsibilities.....	49
Criteria for Selection and Responsibility.....	49
Affiliation Agreement.....	49
Field Education Coordinator.....	51
Faculty Liaison.....	52
Field Instructor.....	52
Field Instructor Seminars.....	55
Learning Contract.....	55
Senior Field Education Experience Learning Objectives.....	57
Senior Field Education Experience Selection Process.....	58
Personal Narrative for Field Education Component.....	63
Evaluation of Student Portfolio.....	64
Senior Field Education Experience Policies.....	65
Grievance Policy.....	67
Policies for Use of Employment.....	68
Policies for Students Hired at Field Agency.....	69
Termination of the Field Experience.....	71

APPENDICES

	<u>Page</u>
Appendix A: Social Work Major Application.....	75
Appendix B: Application to Social Work Major Pledge.....	76
Appendix C: Student Portfolio Guidelines.....	77
Appendix D: Portfolio Personal Narrative Questions.....	78
Appendix E: Pre-Social Work Assessment of Writing Competence.....	79
Appendix F: Transfer Student Field Experience and Service Learning Form.....	80
Appendix G: Transfer Student Reference Form.....	81
Appendix H: Pre-Social Work Student Advisement Contract.....	82
Appendix I: Advising Contract.....	83
Appendix J: Phi Alpha Social Work Honor Society Pledge.....	84
Appendix K: Sosnowitz Prize Application Process.....	85
Appendix L: Evaluation of Sophomore/Junior Volunteer Experience.....	86
Appendix M: Sophomore/Junior Intern Experience Memo to Agency.....	89
Appendix N: Application for Field Instructor.....	90
Appendix O: The Learning Contract Template Senior Experience.....	91
Appendix P: Senior Field Evaluation.....	93
Appendix Q: Student Acceptance Form.....	105
Appendix R: Confirmation Form to Agency.....	106
Appendix S: Senior Internship/Practicum Confirmation Form.....	107
Appendix T: Application for Senior Field Experience.....	108
Appendix U: Potential for Professional Competence Form.....	112
Appendix V: Student Graduation Curriculum.....	113
Appendix W: Agency Information Sheet and Intern Request Form.....	116
Appendix X: Student Evaluation of CCSU Senior Field Finding Process.....	118
Appendix Y: Evaluation of Field Component by Field Instructor.....	119
Appendix Z: Student Evaluation for CCSU Senior Field Education Experience.....	122
Appendix AA: Undergraduate Social Work Major Overview.....	126
Appendix BB: NASW Ethical Principles.....	127
Appendix CC: Standards for Cultural Competence in Social Work Practice.....	128
Appendix DD: CCSU Policy on Academic Misconduct.....	129
Appendix EE: Appeals Policies.....	135