



Barry University

Ellen Whiteside McDonnell | School of Social Work

MSW STUDENT HANDBOOK 2015-2016

PROGRAM LOCATIONS

MIAMI SHORES CAMPUS

11300 NE Second Avenue
Miami Shores, Florida 33161

305-899-3900 (Telephone)
1-800-756-6000 (Toll Free)
305-899-3934 (Fax)

~

PALM BEACH/ TREASURE COAST OFF-SITE

9123 N. Military Trail Suite 200
Palm Beach Gardens, Florida 33410

561-622-2732 (Telephone)
561-622-0158 (Fax)

~

FORT MYERS OFF-SITE

12381 South Cleveland Avenue
Fort Myers, Florida 33907-3893

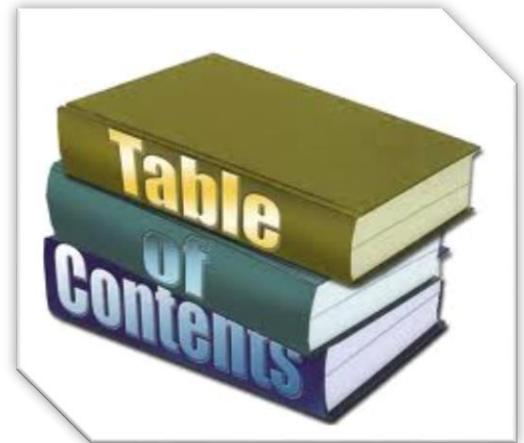
239-278-3041 or 305-899-7861 (Telephone)
239-278-3346 (Fax)

PLEASE VISIT OUR WEBSITE AT:

www.barry.edu/msw

KNOWLEDGE ~ TRUTH ~ SERVICE ~ SOCIAL JUSTICE

**BARRY UNIVERSITY
SCHOOL OF SOCIAL WORK
MSW STUDENT HANDBOOK
2015 - 2016
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WELCOME FROM THE DEAN



Dear Entering MSW Student:

Welcome to the Barry University School of Social Work. We are delighted that you have selected Barry for your graduate education. We take great pride in our School and appreciate the opportunity to become your partner in your pursuit.

We want to make sure you have an engaging experience with us as you grow and learn in an environment that is student-centered and focused on your professional development. Knowing the fundamental principles of the school, the expectations, policies and procedures that guide the activities of the school, is a critical building block of our partnership.

This Student Handbook has been designed to ensure you have the information you need to navigate within the school and university and be successful in your efforts. Please take the time to review this material carefully. If you have questions or require additional information please visit our Office of Student Services in Powers Hall Room 126 for information, guidance and any support you may need.

We wish you much success and we are here to celebrate your journey with you.

Respectfully,

Phyllis F. Scott, PhD.
Dean

GUIDING PRINCIPLES

The policies and procedures and administrative determinations contained in the Barry University School of Social Work Student Handbook are rooted in the belief that we have a responsibility to graduate students that demonstrate and emulate professional conduct, professional ethics, and practice competency.

These guiding principles are the infrastructure that frame expectations mandated of our students throughout their tenure at the School of Social Work. From the application process to graduation, these guiding principles are the barometer by which implicit and explicit curriculum is demonstrated.

The elements of the guiding principles are framed within the Core Performance Standards and they are:

Professional Ethics

Individual judgment and conduct is consistent with established laws and the values and ethics of the social work profession as set forth in the NASW Code of Ethics

Critical thinking

Individual reasoning reflects a comprehensive analysis that distinguishes fact from inference; an individual's conclusions and assigned meanings are grounded in relevant data, information and evidence.

Task management

Effective task/time management strategies guide all professional and academic responsibilities and activities.

Self-awareness

A commitment to the process of self-reflection and self-critique assuming full responsibility to protect peers, colleagues, research participants, clients and others from the adverse consequences of personal performance problems and behaviors.

Professional relationships

All professional interactions reflect respect, integrity, honesty, cooperation and collaboration as well as a clear understanding of professional role, authority and appropriate boundaries.

Communication

All verbal, non-verbal and written exchange of information between self, clients, faculty, university personnel, and colleagues are in accordance with established laws and professional standards.

ADMINISTRATIVE ORGANIZATION

- *Dean*
Phyllis F. Scott, PhD.  **305-899-3916**
- *Associate Dean*
Olga Osby, PhD  **305-899-3196**
- *Director of Admissions, Enrollment & Student Services*
Philip Giarraffa, LMSW, MPH  **305-899-3919**
- *Director, Ph.D. Program*
Waler J. Pierce, PhD  **305-899-3920**
- *Director, BSW Program*
Jennifer Williams, LCSW  **305-899-3941**
- *Director, MSW Program*
Maria Teahan, ACSW, LCSW, CTS  **305-899-3925**
- *Interim Director of Field Education*
Sharron Singleton, DSW  **305-899-3930**

- *Asst. Professor of the Palm Beach/Treasure Coast Off-Site*

561-622-2732

Eva Nowakowski-Sims, PhD, LCSW, MPH



- *Recruitment Coordinator of the Fort Myers Off-Site*

239-278-3041



- *Manager of Operations*

305-899-3937

Annette Cardoza-McNeal, MBA



BARRY UNIVERSITY SCHOOL OF SOCIAL WORK FACULTY/STAFF ROSTER 2015 - 2016

Faculty and staff biographies, contact information and photographs are available on the School's website at:

<http://barry.edu/socialwork/Faculty/default.asp>

BARRY UNIVERSITY MISSION

MISSION STATEMENT

Barry University is a Catholic institution of higher education founded in 1940 by the Adrian Dominican Sisters. Grounded in the liberal arts tradition, Barry University is a scholarly community committed to the highest academic standards in undergraduate, graduate and professional education.



In the Catholic intellectual tradition, integration of study, reflection and action inform the intellectual life. Faithful to this tradition, a Barry education and university experience foster individual and communal transformation where learning leads to knowledge and truth, reflection leads to informed action, and a commitment to social justice leads to collaborative service.

Barry University provides opportunities for affirming our Catholic identity, Dominican heritage, and collegiate traditions. Catholic beliefs and values are enriched by ecumenical and interfaith dialog.

Through worship and ritual, we celebrate our religious identity while remaining a University community where all are welcome.

CORE COMMITMENTS

Catholic intellectual and religious traditions guide us in the fulfillment of our mission. The mission and values of the Adrian Dominican Sisters serve as the inspiration for our core commitments.

KNOWLEDGE AND TRUTH

Barry promotes and supports the intellectual life, emphasizing life-long learning, growth and development. The University pursues scholarly and critical analysis of fundamental questions of the human experience. In the pursuit of truth, the University advances development of solutions that promote the common good and a more humane and just society.

INCLUSIVE COMMUNITY

Barry is a global, inclusive community characterized by interdependence, dignity and equality, compassion and respect for self and others. Embracing a global world view, the University nurtures and values cultural, social and intellectual diversity, and welcomes faculty, staff, and students of all faith traditions.

SOCIAL JUSTICE

Barry expects all members of our community to accept social responsibility to foster peace and nonviolence, to strive for equality, to recognize the sacredness of Earth, and to engage in meaningful efforts toward social change. The University promotes social justice through teaching, research and service.

COLLABORATIVE SERVICE

Barry is committed to serving local and global communities through collaborative and mutually productive partnerships. The University accepts responsibility to engage with communities to pursue systemic, self-sustaining solutions to human, social, economic and environmental problems.

BRIEF HISTORY OF BARRY UNIVERSITY SCHOOL OF SOCIAL WORK

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The socio-cultural revolution of the 1960's created a shift in beliefs and values which impacted local and global infrastructures on a multi-dimensional level. Barry University's founders, the Adrian Dominican Sisters, challenged these exploitative and dehumanizing practices by confronting systems that denied basic human rights. The injustices suffered by many vulnerable and marginalized populations could no longer be denied; the need for individuals who would strive to promote social justice and bio-psycho-social-spiritual-political change was necessary.

Twenty years after the founding of Barry University, the local community upheaval and social unrest in the mid 1960's, prompted Barry University to consider ways it might advance social justice and individual well-being through professionally trained social workers. In 1966, Barry University established the first graduate social work program in south Florida. Today, this social work program is still recognized as an important participant in the University's scholarly community.

THE MISSION OF THE SCHOOL OF SOCIAL WORK

The mission of the Barry University School of Social Work is framed by the core values, ethics, and commitments of the social work profession and Barry University mission. Within a culturally diverse framework, the School of Social Work is committed to educating social workers for professional social work practice that is informed by context and characterized by competence, skills of leadership, quality, the quest for social and economic justice in local and global communities and dedication to continuous professional growth and development.

THE MISSION OF THE MSW PROGRAM

Within the context of the Barry University School of Social Work mission, the MSW program is committed to educating advanced clinical practitioners within a trauma-informed, resiliency framework. The MSW Program is committed to advancing students as local and global leaders and advocates for social and economic justice with emphasis on academic excellence, cultural diversity, ethical practice and community engagement.

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REGISTRATION

The School attempts to register students early enough that they can plan for the investment of time and money that is required to pursue graduate social work education. The MSW Program curriculum is organized around the status of a student's admission (part time/full time-60 credit or

32 credit), the semester the student is admitted (fall, spring, summer) and the matriculation requirements of the School.

Academic Degree Plan

- The School's Master Degree Course Plan guides the matriculation of students and represents the curricular structure of the school's accelerated program.
- It offers a year-round, highly concentrated plan of study that prescribes the order that courses are offered each semester.
- The individualized course plans are developed by the MSW Program Director prior to registration. They are formulated in the School of Social Work on-line records systems and can be retrieved by the student at anytime.
- Course plans and student's financial status must be reviewed at the time of registration.
- Students are required to follow the Master Degree Course Plan and any variation of this plan requires an Exception to Policy.
- The Exception to Policy must be completed by the student, submitted to his/her Academic Advisor/Faculty Mentor and approved by the Program Directors.

Registration Procedure

Online registration for new students is made available to prior to the start of the enrolled semester. Late registration for all new students is conducted immediately following new student orientation. Online registration is scheduled in advance of the enrolling semester.

Continuing students, (students who are already enrolled in the program) register in the fall semester for the spring semester and register in the spring semester, for the summer and fall semesters.

To register, students currently enrolled in the MSW Program must:

1. Schedule an appointment with assigned Academic Advisor/Faculty Mentor prior to registration to review and modify, if necessary, the student's course plan. Students are not able to register online without the online pre-registration approval of the Academic Advisor/Faculty Mentor.

2. If the student course plan requires a modification that variates from the Master Degree Plan, the student must, along with his/her Academic Advisor/Faculty Mentor, complete an "Exception to Policy" form. This Exception to Policy must be approved by the Program Directors prior to the student registering for any class.

3. The student may then register online for courses. The Academic Advisor/Mentor may also "express register" a student immediately if there are no holds on the student's account.

4. Credit for field education courses is granted only upon the successful completion of all Field Education course requirements and demonstrated achievement of the educational objectives.

5. Class sections will be closed based on enrollment count. As class sections reach enrollment count, the section will be automatically closed. Students will then be enrolled in the next class section of that course.

Note: Students will not be able to register if the following issues exist:

- If the student owes more than \$200.00 in fees
- If there are any restrictions or “holds” on your account
- If the student has not updated their *Student Profile* on WebAdvisor

Please note: If the student’s degree plan has been altered due to transfer credits, waived credits, or due to previous decisions made by the student, please contact the MSW Program Director.

- Every attempt is made by the School to enroll students in preferred course sections. We encourage students to register as far enough in advance as possible to facilitate the timely scheduling of work, family, or other commitments. It is therefore extremely important that students note the registration periods in the academic calendar, and that students register during those time frames. When this is not possible, please consult with your Academic Advisor/Mentor.

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FINANCIAL AID PROBATION DUE TO LOW GPA

Barry University, in compliance with 2011 changed federal regulations, has established the following standards of academic progress (SAP) that must be met to receive federal financial aid. To maintain financial aid eligibility, a student must be making satisfactory progress towards a degree. Satisfactory progress is determined in both a qualitative and a pace measurement.



Qualitative component: (cumulative grade point average)

All Barry University students must meet and maintain the cumulative grade point average (GPA) required by the university for continued eligibility to enroll and graduate.

Graduate and doctoral students must complete their degree program within seven years from the

time they are admitted to their respective graduate degree program. All periods of enrollment must be considered. Once the maximum time frame has been reached, the student will no longer be eligible for financial aid.

Understanding Satisfactory Progress

Attempted Credit Hours

Attempted credit hours are credit hours enrolled after the end of the add/drop period. Credit hours dropped during the add/drop period are not included in calculating the attempted hours.

Incomplete Grades, Missing Grades, Withdrawals

Incomplete grades, missing grades, failing grades and withdrawals after the add/drop period are considered as not earned credit hours in calculating the number of credit hours completed.

Transfer Credit Hours

Transfer credit hours do not count toward making up shortages in earned credit hours for the completion ratio.

Satisfactory Academic Progress Review

The Financial Aid Office will review satisfactory academic progress for financial aid recipients at the end of each semester.

This policy is applicable to all undergraduate, graduate and doctoral students receiving federal financial aid.

If a student is not making satisfactory academic progress at the end of a semester, the student will be notified in writing and placed on financial aid warning for one semester. Federal aid will be disbursed for the following semester, but at the end of that semester, the Financial Aid Office will review the student academic record and termination actions will be taken if satisfactory academic progress has not been met. If federal student aid is terminated, notification will be sent concerning the appeal process.

Warning Status

The first time that a student does not meet the required completion or cumulative grade point average, the student will be placed on financial aid warning. The student will retain federal financial aid eligibility.

Termination Status

The student will not be eligible to receive any federal or institutional financial aid, even if the student is permitted to continue enrollment at Barry University.

Regaining Eligibility After Financial Aid Termination

Please note that a warning status is not subject to appeal. Students who have become ineligible to receive financial aid may appeal the termination status if there is an extenuating circumstance which prevented the student from maintaining the standards of academic progress.

Appeal Procedure

If federal student aid is terminated, a student may appeal this decision. The student must complete the Barry University Satisfactory Academic Progress Appeal form with all required documentation.

Submit in writing an explanation of why he/she was unable to meet or maintain the academic progress requirements that describes the illness or emergency explaining its impact on the student's performance.

Submit all documentation that substantiates the student's circumstances, such as a letter from a doctor or copies of medical bills if a student cites medical reasons for not meeting the requirements (i.e. copy of a doctor's statement, hospital bill, bills related to the emergency, police report, divorce documents, obituary/death certificate, etc.).

All appeals should be submitted to the Appeal Committee in the financial aid office, no later than 30 calendar days from notice of student financial aid termination. Decisions are based on the information provided by the student and a review of the student academic record. All decisions made by the appeal committee are final.

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ACADEMIC INFORMATION

WITHDRAWAL, LEAVE OF ABSENCE & REFUND POLICY

Withdrawal Policy

Students who withdraw from all courses are considered withdrawn from the University and the MSW Program. Permanent withdrawal is a serious step since re-entry to the Program will require

an application for re-admission. Students are encouraged to assess the outcome of fully withdrawing from the University/School and discuss this decision with the Academic Advisor/Mentor or the Program Director, if the Academic Advisor/Mentor is not available. Students are responsible for completing the Withdrawal form and obtaining all required signatures. For Miami Shores students, forms are located in the Office of Student Services, Powers Hall Room 126. Palm Beach/Treasure Coast and Fort Myers site students may obtain withdrawal forms from the Administrative Assistants at that site.

University/School Withdrawal

- Matriculating students withdrawing from the University must do so officially by submitting a written notice of withdrawal to the MSW Program Director.
- The effective date of withdrawal will be the date stated on the Course Withdrawal form
- The withdrawal form must be signed by the student and Academic Advisor/Mentor, and submitted to the MSW Program Director for review. The form will be forwarded to the Dean of the School of Social Work for final signature, and then to the Office of Financial Aid.
- Students should discuss financial implications of this transaction with their Academic Advisors/Mentor and/or the MSW Program Director prior to withdrawing.
- **Students are responsible for completing all steps to ensure official permanent withdrawal from the School/University. Failure to follow the outlined procedure will result in failure in the course(s).**

Course Withdrawal

- Students withdrawing from courses must do so officially by obtaining the Course Withdrawal Form from either their advisor, the Office of Student Services (Powers Hall, Room 126), the MSW Program Director, Administrative Assistants at off-sites, or the Office of the Registrar.
- The withdrawal form must be signed by the student and Academic Advisor/Mentor, and submitted to the MSW Program Director for review. The form is then sent to the Office of Student Services for uploading and forwarded to the Office of Financial Aid.
- Students should discuss financial implications of this transaction with their Academic Advisors/Mentor and/or the MSW Program Director prior to withdrawing.
- **Students are responsible for completing all steps to ensure official course withdrawal. Failure to follow the outlined procedure will result in failure in the course(s).**

Students should refer to the Barry University Undergraduate or Graduate catalogue for detailed policy and procedure information regarding the course withdrawal process.

See “Refund Policy” section for details on fee refunds.

Withdrawal from Field Education

Refer to the *Field Student Manual* for further information.

Grading Consequences of Course or Program Withdrawal

When a student withdraws before the last five weeks of a semester a “W” is granted to the designated courses on the student's transcript. If the student withdraws within the last five weeks of the semester an “F” is earned, which is computed in the grade point average.

Academic Leave of Absence

A request for a leave of absence may be made when there are temporary changes in life circumstances that prevent the student from successfully performing in the Program. All Leave of Absence requests must receive the final approval of the Program Director.

- The leave request form should indicate the reason for leave and the expected semester/year of return.
- A student who has been on an approved leave of absence may be eligible for continued study within two years of initiating leave.
- Students returning from leave must contact the Program Director prior to registering for the incoming semester.



Readmission Following a Leave of Absence

- Only students in good standing who were granted a Leave of Absence from the graduate program may be considered for re-admission.
- Students who are returning to the program within two years of executing a leave of absence or a voluntary withdrawal may return to the program.
- Returning students must have an interview with the MSW Program Director before the student may register to continue in the program.
- Students who are returning to the program after two years of absence must complete and submit an “Application for Readmission” form to the School of Social Work, Director of Admissions, Enrollment, and Student Services. The form can be obtained from the Admissions Office at the School of Social Work.
- On an individual basis, applicants may be requested to submit additional information to update the School on their activities, progress, and professional or academic development during their hiatus from graduate study prior to rendering a decision.

- The MSW Program Director renders a determination and grants the final approval of all readmissions.

Courses taken more than five years prior to the date of readmission will not be given credit. Students should understand that readmission to the program is not assured.

Dropping/ Adding a Course

The Registrar's period of course adjustment is scheduled during the first week of classes and is announced in the University Academic Calendar. If a course is dropped during this period, total refund or credit to the student account will be given as long as the student remains enrolled in at least one other course. If the student is not enrolled in another course, he/she is considered withdrawn from the University, and the refund policy schedule will be applied.

Refund Policy

No student will receive a refund unless they withdraw officially by completing and submitting the Student Withdrawal and Leave Form.

The following policy applies to any withdrawals after the start of classes.

Within the first 2 weeks	80%
Within the first 3 weeks	60%
Within the first 4 weeks	40%
Within the first 5 weeks	20%

If a student withdraws from all of his/her courses, he/she will receive the above percentage of their net tuition. Net tuition is the gross tuition less Letters of Credit, Employment Discounts and Barry Scholarships. If a student withdraws from some but not all of his/her courses after the drop/add period, he/she will receive no refund.

Students can drop a course in the first week of classes and receive a partial refund. Courses may only be added if space in the course section is available. If a student withdraws from some, but not all courses, the courses from which they withdraw, will be considered paid if the student received:

- A letter of credit
- A Barry scholarship
- An employment discount

For example, a student withdraws from one course and received a letter of credit; the student will not be eligible to receive a refund. A student withdraws from one course and received a Barry Scholarship will not be eligible to receive a refund.

If the student withdraws from a course(s) after the period of registration and the student remains enrolled in another course(s), the student will not be eligible for any financial refund.

If you are uncertain how these schedules or policies apply to your particular situation or impact upon the status of any student loans, please consult with the Barry University School of Social Work, Office for Student Services in Powers Hall 126 for the Miami Shores students. Palm

Beach/Treasure Coast students and Fort Myers students should contact the School of Social Work Operations Manager or Barry University Financial Aid Office.

MATRICULATION REQUIREMENTS

- A student's scholastic standing is determined by successful completion of course requirements, including all field education courses.
- Sixty credits are required to complete the Master of Social Work degree except in cases where prior course work has been formally transferred and approved.
- A student must achieve a minimum of 3.0 GPA in order to advance from the Foundation level of study to the Concentration level of study.
- An Advanced Standing student must achieve a minimum of 3.0 GPA in order to advance to their second semester of Concentration Year level of study.

Matriculation Timeframes:

- Students enrolled in the 60-credit MSW program must complete all program requirements within five years of initial enrollment in the program.
- Students enrolled in the 32-credit MSW program must complete all program requirements within three years of initial enrollment in the program.

Graduation Requirements

A student's scholastic standing is determined by successful completion of course requirements and a satisfactory evaluation of field education performance.



- Regular attendance in class and field education is expected of all students.
- Absence of three or more class sessions or more than three days of field education will raise serious questions regarding whether a student may satisfactorily complete studies and continue in the program.
- Sixty credits are required to complete the Master of Social Work degree except in cases where prior course work has been formally approved for waiver or transfer.
- Admission to the final advanced 32-credit of the MSW program is granted only to those students who have successfully completed all 28 foundation credits of professional education at Barry University or at another accredited school of social work within the last five years.

Criteria for Graduation from the MSW Program:

- Earn a cumulative grade point average (GPA) of 3.0 or better on a 4.0 grading scale



- Must not have earned more than one “C” throughout any course in their entire course plan.

- Must not have earned a grade of “F” as a final grade in **any** course

- Adherence to all School of Social Work *Core Performance Standards*

- Must successfully complete all professional development hours as directed by cohort.

- Full-time Advanced Standing students (32-credit) must complete two professional development events in the two semesters they attend BUSSW.

- All other cohorts (PT and FT 60-credit and PT 32 credit) must complete three professional development events in the four-eight semesters they attend BUSSW

- Complete a Graduation Application. Students are able to register online after they receive graduation authorization from the MSW Program Director. The student is advised to retain a copy of the submitted graduation application for their records.

- Submit the Graduation Application via online to the Registrar within the deadline date posted by the MSW Program Director in congruence with the Office of the Registrar and University policy.

Failure to meet the advertised deadline will result in the posting of a later date of graduation on the student's transcript and delay the issuance of a diploma.

NOTE:

The School of Social Work does not support students who have not fully met all graduation requirements participating in commencement. If the student does not complete field and course work by the date listed on the Graduation Application, submission of a new Graduation Application reflecting the correct date of graduation is required by the University. Therefore, if a student does not fully complete required credits prior to commencement ceremony, they will be unable to participate in the commencement ceremony unless given an exception to policy by the Dean of the School of Social Work.

There are several specified graduation posting dates throughout the academic year, including summer. These are listed on the University Academic Calendar; however, official University commencement exercises are held only twice per year, in May and December. The dates are listed

on the School and University Academic Calendars. Students who complete courses and/or field work at the end of the summer semester participate in the December Commencement.



Dean's Honor List

As Dean of the School of Social Work, Dr. Phyllis Scott, wants to recognize exceptional performance of our students. Thus, Dr. Scott, has decided to establish a "Dean's Honor List" for Graduate Students. Students who meet the criteria (listed below) will receive a Dean's Honor Cord at the time of graduation.

Honor Cords will be presented to this select group of students just prior to the graduation ceremony; once graduates are in line and prepared to enter the auditorium. This will allow students to wear the Honor Cord on stage at the ceremony.

Criteria:

- Cumulative GPA of 3.8 or above
- Consistently demonstrated good character, academic integrity, and full compliance with the School's Core Performance Standards and the ethical principles of the profession.
- Completed all professional development requirements.
- Participated in all required events, including orientation to graduation.
- Participated in social justice events sponsored by the School or in the community; and/or presented to peers a social justice issue in collaboration with the MSW Program Director.
- Participated in Field Seminars and earned a "credit" in Field Education courses.
- Remained in good academic standing throughout matriculation.

Barry University

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GRADING AND

Grading

The criteria for determination of grades are the sole responsibility of each instructor. The following symbols are used for reporting grades for assignments and final course achievement.

A	4.00
B	3.00
C	2.00
F	0.00

I Incomplete - Given only when a small portion of the course work is not completed by the end of the semester for legitimate reasons, and the instructor approves an extension of time to complete assignments. After one year, an "I" grade will become a grade of "F". A "Memo of Incomplete" must be prepared and signed by the instructor and the student specifying the exact nature and due dates for completion of remaining work. All course work must be accomplished by the agreed upon due date. It is the student's responsibility to arrange with the instructor for satisfactory completion of course requirements within the specified time frames in accord with the "Memo of Incomplete" and in compliance with applicable School of Social Work and University policies. Failure to complete agreed assignments within the required time frames will earn an "F" for the course.

Grading Scale:

90-100	A
80-89	B
70-79	C
<70	F

Incomplete ("I") Grades

- A grade of "I" is granted in cases when a student is unable to complete course requirements in the time allotted **due to circumstances beyond their control, and when 75% of the course work has already been completed.**
- Courses that are pre-requisites or are co-requisites must be completed prior to a student being able to move forward in their matriculation, and due dates may need to be set as early as the following semester. Students may not register for a subsequent course in a curriculum sequence until the incomplete in the previous course has been rectified.
- Students with an "I" in a foundation course cannot take concentration courses until all foundation courses are fully completed.
- In any case, grades of incomplete cannot extend beyond one calendar year. The student and instructor must agree to a definite plan and time frame for competing course requirements.

ATTENDANCE

- When the student fails to complete an incomplete grade within the specified time frame a grade of “F” (failure) is assigned.
- An (“I”) grade may be used *only* under the specific limitations outlined above. An (“I”) grade cannot be given in lieu of grade of “C” or an “F”.

Course Repeat Policy:

If a student fails a course or wishes to repeat any course in order to improve their grade (and their cumulative GPA) they are eligible to do so at their own expense.

- However, no single course may be attempted more than twice and the student must earn a grade of “B” or better in the repeated course.
- On a repeated course, withdrawal after the third week of class is considered an attempt.
- A maximum of two courses may be repeated in within the entire 60-credit program. A maximum of one course may be repeated in the Advanced Standing 32-credit program.
- In cases where students experience personal circumstances requiring that they take a leave of absence for a semester or longer they must withdraw from all courses during the leave period.
- In the event of a leave of absence, the course the student has withdrawn from will remain on their official transcripts as a “W”. However, enrollment in these courses *will not* be considered as an “attempt”.

In the event that a student repeats a course, it is the **last grade** earned in a course that will stand as the *final course grade*. It is this final grade that will be used by the University’s Registrar for the purpose of the calculating a student’s cumulative GPA. Repeated courses will usually result in extending the length of the student’s education.

FIELD EDUCATION GRADING

The Director of the Field Education Department, assigns the final grades for all Field Education courses. The criteria for determination of grades are the sole responsibility of the Director of Field Education.

Refer to Field Education Student Manual for further details.

PARTICIPATION IN BARRY UNIVERSITY SCHOOL OF SOCIAL WORK EVALUATION PROCESS

Through out their matriculation at the School of Social Work, MSW students will have the opportunity to evaluate course professors at the end of each semester, evaluate academic advisors, evaluate their satisfaction of professional development events, and evaluate their field experience. Students will also have the opportunity to attend Directors Town Hall meetings, may schedule lunch with a Program Director. The Dean of the School of Social Work will also schedule visits with students to discuss their experiences in the program. The School of Social Work welcomes professional comments and recommendations intended to improve their educational experience, and accepts feedback from students both formally (scheduled appointments, letters and e-mails) and informally (suggestion box in Student Riley Center, verbal communication).

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Attendance

Due to the applied nature of social work as a professional discipline, participation and full engagement by students in all class and Field activities (including Field Seminars) is essential. Prompt regular attendance is an expectation. Within the profession of social work, the well-being and, at times, the very lives of clients depend upon the knowledge and preparation of the social work practitioner, as well as his/her timely presence to appointments and timely response to the needs of clients. Not attending classes or Field placement or being tardy for class and/or Field placement seriously compromises the student's ability to be fully prepared to meet his/her obligations and responsibilities as a professional social worker. Consequently, in the School of Social Work, prompt attendance to all scheduled class sessions and full compliance to one's internship schedule is required. Failure to comply with this requirement contradicts the ethical principles that reflect the profession's core values and the School's Core Performance Standards and may impact the student's overall grade in the class and/or Field. At the beginning of each semester all teaching faculty and Field educators will define specific requirements for attendance as they relate to the course grade.

Hurricane or Other Natural Disasters: In the event of a hurricane or other natural disaster the School of Social Work will adhere to the opening and closing schedule determined by the University. If such an event occurs, students are asked to refer to local radio and television community safety alerts and instructions as their primary source of information. If communications systems remain operable, School schedule instructions will be recorded for students on the voicemail of the School of Social Work main number 305-899-3900. When unanticipated events occur and the University is officially closed, opportunities for students to fulfill all outstanding course requirements will be provided.



ACADEMIC MENTORSHIP & ADVISEMENT

Every student actively enrolled in the MSW Program will be advised by a faculty advisor/mentor. Students, however, are required to make their own academic decisions with the understanding that some decisions may result in not completing the program in the time indicated in the School's Master Degree Plan.

The Faculty Advisor/Mentor will be assigned to all students at orientation by the MSW Program Director.

FIELD ADVISING

Additional information regarding the role and function of the Field Advisor can be found in the *Field Education Student Manual*.

IT IS THE STUDENT'S RESPONSIBILITY TO INFORM AND CONSULT WITH THE FIELD ADVISOR ON ANY PROBLEMS OR ISSUES WHICH IMPACT THE FIELD INTERNSHIP.

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POLICIES AND PROCEDURES

Barry University seeks to create and maintain an atmosphere of mutual respect, accessibility and tolerance among all who attend or work here. Faculty, staff, and students all play an important role in the process.

Core Performance Standards

Each student is required to sign the School of Social Work Core Performance Standards agreement as a prerequisite to admissions to the school and enrolling in field education courses. The student's signature acknowledges the student has received, read, and agrees to uphold the professional development standards set forth in the agreement while in the classroom, at his/her field placements, on campus, and all other settings where the student is assuming the role of a Barry University School of Social Work student and/or acting on behalf of the School of Social Work. If a student receives more than one evaluation form, a consultation with the student's academic advisor and the program director is required. The program director reserves the right to make a determination regarding actions to be taken. Actions may include the development of a corrective action plan, withdrawal from the program or recommendation to be terminated from the program. Violations of core performance standards observed outside of the classroom and field must be brought to the attention of the Program Director by the observer.

Serious or persistent violation of core performance standards may result in the student's suspension or termination from the MSW program. For more information about the application of core performance standards please consult with your Academic/Field Advisor.

Failure to meet the academic or core performance standard requirements as set forth in the student's handbook may render the student ineligible from continued matriculation and/ or from graduating the School of Social Work.

GRIEVANCE PROCEDURES

Barry University School of Social Work acknowledges its commitment to hear complaints and seek to resolve such complaints promptly and effectively. All students of Barry University School of Social Work, regardless of location, are entitled to access the grievance process after informal procedures have been attempted and the issue is still unresolved.

Complaints are distinguished by three levels:

1. General complaints

- Defined as an assessment of dissatisfaction or a complaint facilitated by the student.

2. Grades

- Defined as being initiated when a student believes a grade assignment does not reflect accurately his/her academic performance.

3. Termination

- When a student is terminated from the School of Social Work because they are not making satisfactory progress towards completion of their degree (BSW or MSW) as outlined in the School's guidelines, a student may request a termination appeal process.

PURPOSE: To maintain a confidential, safe environment; maintain access and equity in decision making; ensure due process; provide a reliable and documented means of open communication, and to meet regulatory mandates effecting the School of Social Work and the University.

PROCEDURE:

GENERAL COMPLAINTS

- Students should first address the complaint with the individual(s) and/or instructor in an attempt to resolve the issue within ten (10) days of its origin.
- The student may consult with his/her faculty mentor or in the case of a BSW student, with their Academic Advisor for assistance with the identified concern.
- If the identified concern is not resolved, the student may schedule a consultation with the BSW Program Director (for BSW students) or the MSW Program Director (for MSW students). Within five (5) days of the consultation, the respective Program Director shall provide a summary of the discussion and recommendations

to resolve the identified concern presented by the student. This communication may be facilitated through an e-mail, and/or by certified mail.

- The BSW Program Director or the MSW Program Director will advise the student of the procedure to further his/her appeal to the Dean of the School of Social Work. Such an appeal requires a written letter of appeal from the student to the Dean.



- The Dean will acknowledge all letters of appeal via a scheduled conference with the student.
- All interactions addressing these areas of concern must be documented in the student's School of Social Work on-line records.

GRADES

The standard criteria for determination of grades are the sole responsibility of each instructor. However, grade reviews may be initiated when a student is able to document that one or a combination of the following has occurred:

- An error in grade calculation and the instructor does not correct the error
- Failure of the instructor to notify students clearly and promptly of the criteria for grade determination
- Assignment of a grade based on reasons other than the announced criteria and standards as stated in the course syllabus
- Assignment of a grade based on factors other than student achievement, e.g., personal bias
- Inconsistent or inequitably applied standards for evaluation of student academic performance
- If the student believes that the grade received is based upon unlawful discrimination as defined in the policies and procedures of Barry University and the School of Social Work.

In such cases a student can address concerns following the procedures below after which all students have the right to pursue an appeal in accordance with University protocol:

- Students should first address the complaint with the instructor in an attempt to resolve the issue within 10 (ten) days of its origin.
 Note: When a student's grade appeal inquiry is brought to the attention of the program director by the student, the student is advised to first attempt resolution with the course instructor. The program director also informs the student of the grievance procedure and provides the students with the Formal Student Grievance Form either by e-mail or hardcopy which may be obtained from Student Services.
- If the instructor deems that a grade change is warranted, a *Grade Adjustment Form* must be completed within five (5) days and submitted to the Dean of the School of Social Work for review and signature.
- The Dean delivers the *Grade Adjustment Form* to the School of Social Work's Office of Student Services.
- Student Services uploads the form in the student's online records and immediately forwards it to the Office of the Registrar.

- If after consultation with the instructor and the issue remains unresolved, the student may make an appointment with the BSW Program Director or the MSW Program Director, respective of student's matriculation status.
- The BSW Program Director or the MSW Program Director shall provide the student with a written summary of the consultation and a recommendation within five (5) days of the consultation. This communication may be facilitated through an e-mail, and/or by certified mail.
- The respective program director will advise student verbally and in writing the procedure to further his/her review to the Dean of the School of Social Work.
- Within the School of Social Work, the Dean of the School of Social Work has final decision-making capacity in grade reviews in consultation with the student, the student's instructor, and review of all materials related to the concern.
- All interactions addressing these areas of concern must be documented in student's School of Social Work on-line records.
- Any forms utilized must be uploaded to the student's School of Social Work on-line records.

Field Education

Grade of NC in a Field Course

If a student disagrees with a Grade of NC (no credit) in a field education course, the student may initiate an appeals process by following the steps below.

- Consult with the assigned Field Advisor and immediately schedule a consultation with the Associate Director of Field Education.
- If the student believes the issue to be unresolved after consulting with the Assistant Director of Field Education, the student may schedule a consultation with the Director of Field Education to address their disagreement with the decision. The Associate Director of Field Education, the Field Advisor, and/or Field Educator may, at the discretion of the Field Education Director, participate in the consultation. At all times, the Academic Advisor shall be included in student consultations with the Director of Field Education.
- Upon the rendering of a decision by the Director of Field Education to uphold the issuance of a grade of NC in a field education course, the student has the right to appeal this decision to the Program Director. The student must complete the *Formal Student Grievance Form* which invokes the School's grievance process.
- All interactions addressing these areas of concern must be documented in the student's School of Social Work on-line contact notes.
- Any forms and correspondence associated with this complaint must be uploaded to the student's School of Social Work on-line records.

Program Termination

If a student's academic performance does not meet the minimum standards as delineated in the School of Social Work's Student Handbook and the University Undergraduate/Graduate Catalogue, he or she may be terminated from the School of Social Work. If a student would like to construct an appeal the following procedure must be followed:

- The student must request a meeting with the BSW Program Director (for BSW students) or the MSW Program Director (for the MSW students) to discuss their disagreement of the termination.
- Following the consultation and review of all related materials, the Program Director will prepare and submit recommendations to the Dean. Following a consultation with the Dean the Program Director will send a written response to the student within five (5) days of meeting with student. This correspondence shall state the director's determination and the recommendations submitted to the Dean, the Dean's preliminary disposition, and outline all remaining steps to be taken by the School and/or the student, including the student's right to appeal to the Dean.
- Should the student decide to appeal to the Dean; he/she must submit a written letter of appeal after receiving the written recommendations and determination from the Program Director.
- Upon receipt of the student's request to appeal, the Dean shall schedule a consultation with the student.
- The decision of the Dean of the School of Social Work will stand as final. All such decisions shall be mailed to the student via certified mail within ten (10) days of the consultation, unless otherwise agreed upon by the student and the Dean.
- BSW students have the right to continue an appeal at the University level in accordance with prescribed procedures of the University.
- All interactions addressing these areas of concern must be documented in student's School of Social Work on-line records.
- Any forms utilized must be uploaded to the student's School of Social Work on-line records.

A copy of the *Formal Student Grievance Form* may be found in the Student Repository on Canvas or in the office of School of Social Work Office of Student Services

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ACADEMIC INTEGRITY AND PLAGIARISM



Fundamental to academic integrity are the values and ethical conduct standards embraced by the National Association of Social Workers Professional Code of Ethics and the social work profession. Students of the Barry University School of Social Work are expected to adhere to the standards of professional ethics as defined in the NASW Code of Ethics and the School of Social Work Core Performance Standards for Admission, Matriculation, and Graduation. Specifically, students are expected to refrain from all forms of cheating, plagiarism, collusion, and acts of deception.

Cheating is defined as the attempt, successful or not, to give or obtain aid and /or information by illicit means in meeting any academic requirements, including examinations. Cheating includes falsifying reports and documents and collusion. Collusion is defined as knowingly and intentionally assists another in performing any acts of cheating.

Plagiarism is defined as the use, without proper acknowledgement, of the ideas, phrases, sentences, or larger units of discourse from another writer or speaker. Plagiarism includes the unauthorized copying of software and the violation of copyright laws. All forms of cheating, plagiarism, and collusion represent a violation of the NASW Code of Ethics and the School's Core Performance Standards. The extent to which these standards are breached due to cheating, plagiarism and .or collusion may result in a failing grade for the assignment, a failing grade of the course, and/or suspension or termination from the Program by the Dean of the School. Students suspended or terminated from the program may appeal said suspension or termination to the Provost of the University.

PROFESSIONAL DEVELOPMENT EVENTS

Barry University School of Social Work has an ongoing tradition of promoting learning outside of the classroom venue, and our commitment to professional growth and life-long learning is demonstrated with all students required to attend professional development events outside of the classroom experience. Below are the mandates per cohort:

Students are required to participate as follows:

- **FT Advanced Standing (32-credit):** Two (2) workshops within their two semesters
- **FT 60-credit Students:** Three (3) workshops within their four semesters
- **PT Advanced Standing (32-credit):** Three (3) workshops within their four semesters
- **PT 60-credit Students:** Three (3) workshops within their eight semesters

- Students must maintain a Professional Development log to keep track of their Professional Development attendance.
 - **This log is to be submitted to Student Services upon requesting graduation authorization in the student's last semester of your matriculation.**
 - If a student attends a workshop outside of BUSSW, the presenter must sign the log and a certificate of attendance must accompany the log.
- Attendance to Professional Development workshops listed above **is a condition of graduation at the School of Social Work.**
- Students are to keep their logs for their entire matriculation at Barry University School of Social Work.

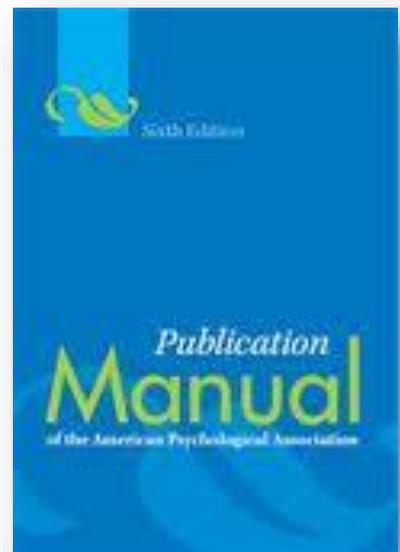
Copy of Professional Development Log may be found in the Student Repository on Canvas or in the School of Social Work Office of Student Services.

APA Style Requirements

American Psychological Association (APA) style is required for all written materials. The latest edition of the Publication Manual of the American Psychological Association is a required text for all courses.

Papers and/or essay questions on an exam are graded with specific attention to:

- mastery of the content
- organization of the paper with emphasis on clarity and following directions
- critical consumption and application of the literature (sources, citations and breath of readings)
- accurate application of APA for citations and references
- critical thinking as reflected in the quality and depth of written work
- quality of critical analysis
- creative grammar, punctuation and sentence structure



Statement on Cultural Diversity

The School is committed to cultural and intellectual diversity and shall seek to create and maintain a learning environment that acknowledges, respects, and embraces differences.

Statement on Nondiscrimination

Barry University does not discriminate on the basis of race, creed, color, ethnicity, national origin, ancestry, religion, gender, sexual orientation, gender identity, genetic information, familial status, marital status, pregnancy, age, disability status or veteran status. This policy applies to students, employees, applicants and trustees with respect to participation in any program, benefit, activity or student/employment opportunity offered by the University. Every member of the University community is expected to uphold this policy as a matter of mutual



respect and fundamental fairness in human relations. Every student of this institution has a responsibility to conduct himself/herself in accordance with this policy as a condition of enrollment. Further, every University employee has an obligation to observe Barry University policies and implementation of federal and state law as a term of employment. No person shall be retaliated against for reporting violations or concerns about prohibited discrimination or bias through appropriate University channels. Nothing in this non-discrimination statement shall require Barry University to act in a manner contrary to the beliefs and teachings of the Catholic Church or the University mission statement.

School of Social Work Statement on Human Rights

The Barry University School of Social Work is committed to advancing and protecting the human rights of all individuals, with an emphasis on those most marginalized, through teaching, research, advocacy, and practice rooted in social justice.

Statement on Sexual Harassment

Behavior by any Barry University School of Social Work employee, which is of a sexually harassing nature (i.e. making unwelcome sexual advances; requesting sexual favors; other verbal or physical conduct of a sexual nature; or creating an intimidating, hostile, or offensive academic environment) is forbidden. Any student who believes that he or she is being sexually harassed should seek a resolution of the problem through discussion with the person directly concerned. If this does not seem appropriate or does not resolve the matter, this matter should be brought to the immediate attention of the Vice President for Student Affairs/Title IX Coordinator of Barry University.

Policy on Weapons

Students are not permitted to possess illegal and/or concealed weapons at the school or while at their field placement agency, unless they are required to do so by their employment (e.g. law enforcement).

Student Records

The maintenance of student records is regulated by the Barry University Policy Re: Family Educational Rights and Privacy Act of 1974. Copies of this policy are available upon student request at the Office of the Vice President for Student Affairs, R. Kirk Landon Building, Room 300. These policies and procedures ensure students' access to any and all records maintained by the University which are defined as "educational records," and to ensure the privacy of students by restricting the disclosure of information from educational records only to those persons authorized under the Act.



Date	Type	Score	Type of Problem	Correct	Incorrect	Percent Correct	A/T/P
12/23/2002	12:55:35 AM	489	Multiplication	9	1	90	7
12/23/2002	12:55:12 AM	760	Multiplication	14	1	93	8
12/21/2002	7:56:16 PM	4065	Multiplication	75	0	100	8
12/21/2002	7:54:53 PM	3098	Multiplication	72	0	100	83
12/21/2002	11:01:22 PM	2547	Multiplication	73	0	100	82
11/24/2002	10:52:35 PM	3350	Multiplication	73	0	100	82
11/12/2002	11:48:22 PM	3700	Multiplication	80	0	100	75
11/12/2002	11:47:19 PM	3400	Multiplication	74	0	100	81
11/12/2002	11:46:12 PM	3400	Multiplication	74	0	100	81
9/24/2002	3:25:51 PM	3400	Multiplication	74	0	100	81
9/1/2002	11:20:09 PM	3700	Multiplication	80	0	100	75
9/2/2002	11:12:17 PM	3650	Multiplication	79	0	100	76

Official academic records are maintained in the Office of the University Registrar. Included are admission applications and associated documents, registration forms for each semester, records of grades and credits received at Barry University or accepted from other institutions, and other documents related to the student's academic progress and status. Other University student records include:

- Student financial aid and related employment maintained by the Director of Financial Aid.
- Medical, psychological, and counseling records maintained by the Vice President of Student Affairs which are considered confidential and privileged.

Regulations for access and maintenance of these records are outlined in the Barry University Student Handbook which may be obtained online at <http://www.barry.edu/student-handbook/>.

Students wishing to review contents of the student file may make a written request for access through their academic advisor. The advisor will arrange for the student's review of the file by appointment.

Policy on Utilization of Social Media

Behavior by Barry University School of Social Work student on any social media sites (social media includes social networking sites such as facebook, myspace, and LinkedIn; Twitter; blog

accounts (wordpress, etc.); video sharing sites (YouTube, etc.), and photo sharing sites (Flickr, etc.) which violates the tenets of the NASW Code of Ethics; Barry University's core commitments, mission or; and the core performance standards of the Barry University School of Social Work may deem the student eligible for a core performance evaluation, corrective action and/or suspension or termination from the School of Social Work.

Exceptions To School Policies

Students may request exception to policies and procedures published by the School. All requests for an exception must be submitted in writing to the academic advisors. The advisor will submit the request, along with his/her own recommendation, to the MSW Program Director for Academic Exceptions to Policy for approval. *Form can be found on Canvas in Student Respository.*

Revisions Of School Policies

The policies contained in this handbook have been developed and implemented by a vote of the full faculty of Barry University School of Social Work. Any change of these policies must be brought before the Faculty Committee and passed by a majority vote. As indicated in the STUDENT PARTICIPATION section of this handbook, student input is vital to the development and revision of policies which will create the best possible learning environment.

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MSW CURRICULUM DESCRIPTION

The MSW Curriculum is a trauma-informed resiliency based curriculum that prepares graduate for competent clinical practice. . Trauma informed, resilience focused clinical social work practice is an overall approach, at the individual, family, group,



organizational, and systemic levels, that uses respect and consideration of trauma histories to create safety and hope for clients. Trauma informed intervention recognizes human vulnerability, but focuses on finding and mobilizing survivors' strengths, resources, and capacity for healing and recovery by promoting factors that will enhance a person's resiliency. The MSW curriculum offers a single concentration in clinical social work practice which involves preparation for advanced clinical practice with individuals, families, groups, organizations, and communities. The curriculum is comprised of all practice courses which includes Field Education. Internships are incorporated each semester and provides for progressive learning experiences. Students must complete all course work, 1036 hours of Field Education in the 60-credit program and 672 hours in the 32-credit Advanced Standing program, and participate in all Field Seminars.

FOUNDATION CURRICULUM

The Foundation curriculum is designed to provide a base for generalist social work practice. The Foundation curriculum offers required and elective courses that examine the breadth of social work practice and prepare students for the advanced content of the Concentration curriculum completion of the Foundation curriculum requires 28 credits.

Required courses during the Foundation year of study are:

- SW 503 Introduction to the Social Work Profession (3 credits)
- SW 519 Ways of Knowing for Social Work Practice (3 credits)
- SW 529 Environmental Context of Social Work Practice: Poverty, Oppression and Trauma (3 credits)
- SW 533 Social Work in the Social Service Environment (3 credits)
- SW 537 Field Education I (3 credits)
- SW 539 Human Development (3 credits)
- SW 545 Introduction to Clinical Assessment in Social Work (3 credits)
- SW 563 Models of Clinical Intervention in Social Work Practice (3 credits)
- SW 569 Introduction to Trauma and Resilience (3 credits)
- SW 577 Field Education II (4 credits)

Students are required to satisfactorily complete the Foundation Curriculum with a 3.0 GPA prior to commencing the Concentration Curriculum

CONCENTRATION CURRICULUM



The Concentration Curriculum is directed at educating students for advanced clinical social work practice.

Required courses in the Concentration Curriculum are:

The Concentration Curriculum reflects this definition of Advanced Clinical Social Work Practice and includes five practice courses, two field education courses, and one psychopathology course. Required courses in the Concentration Curriculum include:

- SW 603 Psychopathology (3 credits)
- SW 611 Advanced Clinical Social Work Practice with Individuals (3 credits)
- SW 619 Advanced Clinical Social Work Practice with Families (3 credits)
- SW 675 Field Education III (4 credits)
- SW 677 Advanced Clinical Practice with Groups (3 credits)
- SW 687 Leadership, Advocacy, and Policy Practice (3 credits)
- SW 685 Evaluation in Clinical Social Work Practice (3 credits)
- SW 689 Field Education IV (4 credits)

Other required coursework includes one elective course. The following is a sampling of elective courses taught at the School of Social Work. Electives are rotated from year to year: SW 525 Community Organization; SW 527 Social Work with Addictions; SW 543 Social Work and Spirituality; SW 556 Social Work Practice with Aging Individuals and their Families; SW 558 Social Work Practice with Women; SW 575 Social Work Practice with Refugees and Immigrants; SW 615 Social Work Practice and Family Violence SW 617 Social Work Practice with Adolescents; SW 642 Practice with Children; SW 643 Crisis Intervention; SW 645 Human Sexuality; SW 646 HIV/AIDS Related Social Work Practice; SW 654 Contemporary Social Work Practice with Lesbian, Gay, Bisexual, and Transgender Persons; SW 672 Social Work Interventions and Major Mental Illnesses.

Advanced Standing students complete their degree requirements entirely within the concentration curriculum unless they are required as a condition of admission to complete remedial coursework

FIELD EDUCATION

Field education is designed to provide students with hands on clinical experience and the opportunity to integrate theory with practice in order to develop appropriate knowledge, value, skills and professional competencies.



All policies and procedures associated with Field Education may be found in the Field Education Student Manual. Students must read this Manual thoroughly and attend the required Field Education Orientation before embarking upon their first field internship.

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SCHOOL RESOURCES AND ACTIVITIES

Statement on Student Participation

Students are joining a learning community when they enter the MSW program. Their initial and ongoing involvement in the School is welcomed and encouraged in a number of ways. Student participation is crucial to the formulation and modification of School Policies and Procedures which will enhance their professional social work education. The following established channels create opportunities for students to influence the life and structure of the School.

Student Activities

The School of Social Work seeks to create a stimulating atmosphere of activities and interactions among students, faculty and staff to provoke thought, stimulate professional growth, and foster relationships which will continue long after students have become alumni. Throughout the year, the Faculty and the School's Center for Student and Professional Development, organize events to enhance the learning achieved in





classroom and field.
Faculty /Student Professional Development Seminars
The Annual Professional Social Work Conference
Career Preparation Seminars
Licensure Preparation Workshops
Continuing Education
LEAD (Tallahassee)
Career Fair

Jack Riley Social Work Student Center Powers 132

The Riley Social Work Student Center is a place where students can have computer access, meet friends, eat lunch, cram for an exam, and relax between classes. Students are asked to consider the needs of others as they utilize the facilities – specifically, to discard trash, respect the privacy of other students’ conversations, and to take a sense of ownership in creating a welcoming atmosphere in the Riley Student Center.

School of Social Work Student Association

Developed by students and under the supervision of the BSW Program Director, the SSWSA is an integral venue of support and communication for all SSW students. It is an integrated effort between both BSW and MSW students with its focus on service and promoting the social work values and guiding principles of the School of Social Work.



Professional Support

Barry University School of Social Work prides itself in preparing our students for professional social work practice from the moment they arrive on Orientation Day until long after you graduate. Our academic and field offerings provide you with a foundation of excellence and provide the required educational background for clinical social work licensure in the state of Florida, known for its rigorous clinical education requirements.

Once you graduate from the School, we continue to have a strong relationship with our alumni. We provide you with the following resources to continue your professional growth after graduation:

Licensing Support

The MSW curriculum provides the opportunity for students to meet the educational qualifications for licensing in the State of Florida as a Clinical Social Worker. Educational requirements can also be met for membership in the National Association of Social Workers' Academy of Certified Social Workers. The curriculum also includes courses that facilitate membership in the American Association of Marriage and Family Therapy.

To familiarize our students with the licensure

process, we offer a Licensure Seminar to students during the semester prior to their graduation from the School. The Seminar is conducted by faculty, and geared to “demystify” the requirements of licensure and help students set a clear path toward fulfilling the state’s licensure requirements.



School of Social Work Fellowship Fund

The Fellowship Grant is designed to assist talented graduate and undergraduate Barry University School of Social Work students by underwriting educational enrichment opportunities that would provide students with curriculum-related experiences within the university, local and global communities. It will also endorse opportunities for students to actively promote social justice through community practice experiences. Such experiences would extend the application and development of skills beyond those generally interpreted as clinical practice in the social work profession, and challenge students to intentionally advance their advocacy and leadership skills.

The intent of the fellowship is to encourage students to excel in the areas of scholarship, advocacy, research, and continuous professional development. Highlighted is the development and application of critical leadership skills in a manner that effectively influence local, national, and international communities and furthers the mission of the University. It is expected that this fellowship would deepen the student’s long-term commitment to the University.



Please see Canvas site for further details on how to access the Fellowship Fund or contact the MSW Program Director.

Barry University

Alumni Association

Alumni Involvement



Barry's School of Social Work alumni sponsor a variety of activities and initiatives which are announced in the School's website and newsletter, *Social Work Compass*. In addition to the Annual Conference mentioned above, alumni sponsor activities that promote professional development and networking, and engage in social action and advocacy initiatives to empower the profession and its clients. For additional information about alumni activities, please contact the Office of Student Services in Miami Shores or your site coordinators in the Palm Beach/Treasure Coast or Fort Myers site.

Professional Organizations

- *Association of Oncology Social Work (AOSW)*

The Association of Oncology Social Work (AOSW) is a non-profit, international organization dedicated to the enhancement of psychosocial services to people with cancer and their families. Created in 1984 by social workers interested in oncology and by existing national cancer organizations, AOSW is an expanding force of psychosocial oncology professionals. <http://aosw.org>

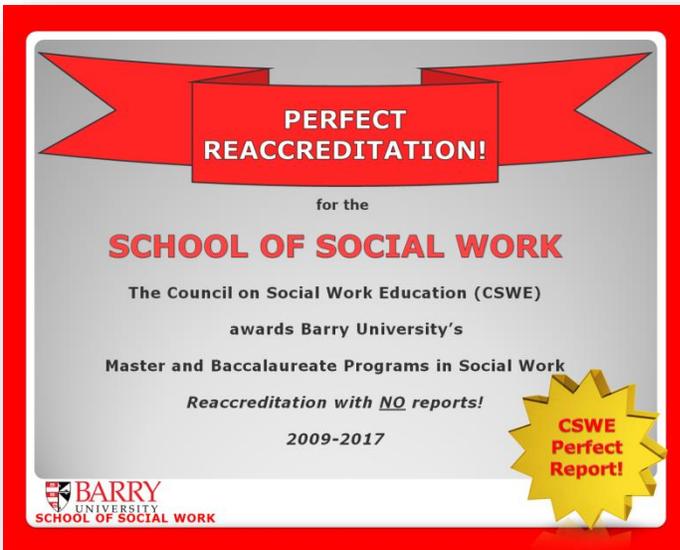
- *Association of Social Work Boards (ASWB)*

The Association of Social Work Boards assists social work regulatory bodies in carrying out their legislated mandates, and encourages jurisdictional efforts to protect a diverse public served by social workers who are regulated through common values, ethics, and practice standards. The Association helps to foster public and professional understanding of the value, competency, and accountability of regulated social workers. <http://www.aswb.org>

- *Catholic Social Workers National Association (CSWNA)*

Catholic Social Workers National Association is a Professional Membership Association that was formed on the belief that professional associations should support not only your profession, but also your beliefs, values, and your faith. CSWNA has been established for social workers who are faithful to the teachings of the church and are looking for support and direction within their profession based upon church teachings. Catholic Social Workers National Association affirms and supports the teachings and beliefs of the Roman Catholic Church. <http://www.cswna.org>

- ***Council on Social Work Education (CSWE)***



CSWE is a nonprofit national association representing over 3,000 individual members as well as 165 graduate and 470 undergraduate programs of professional social work education. CSWE was founded in 1952 and is recognized by the Council for Higher Education Accreditation as the sole accrediting agency for social work education in the country.

Among the many reasons which might lead you to select Barry are the School's perfect reaccreditation by CWSE of the BSW and MSW program (2008 -

2017). Nationally not more than 10% of all schools of social work are cited with no "concerns" or follow-up assignments upon accreditation review by the Council on Social Work Education. <http://www.cswe.org>

- ***National Association of Black Social Workers (NABSW)***

NABSW has annual conferences and educational tours. Its publications are the Black Caucus Journal and the NABSW Newspaper. Through its various committees on social welfare, NABSW addresses individual, family, and community needs. The organization engages in social action, research, and other activities to promote improvement in the civil, legal, health, and socio-economic status of African Americans.

- ***The NABSW was founded in May 1968, in San Francisco.***

The organization was formed in response to issues related to providing human services in the Black community, educating social workers for effective service in the Black community, and providing opportunities for participation of Black social workers in the social welfare arena. <http://www.nabsw.org>

- ***National Association Of Social Workers***

The School of Social Work encourages our students to join and participate in professional organizations. The National Association of Social Workers is our professional association; its leadership is elected from among all the social workers who are members. All students are expected to familiarize themselves with and embody the NASW Code of Ethics in all of their interactions with faculty, staff, students, field colleagues, and clients. A copy of the Code may be found in the Appendix of this Handbook. NASW lobbies on our behalf in the state legislature and advocates on issues that social workers are interested in both locally and nationally. They also publish local and national newsletters which include job listings, information about licensing, and conference opportunities. In addition, NASW sponsors seminars and conferences of interest to students. We encourage students to join NASW for the reduced student membership fee. You may reach the State Chapter office at 904-224-2400 or 1-800-FLA-NASW, or on the internet at www.naswfl.org.



- ***International Association for the Advancement of Social Work Groups, Inc (IASWG)***

This is an organization of group work practitioners and friends who support advocacy and action for practice, education, research, and writing about social work groups. One of our own Barry University School of Social Work faculty, Dr. Beulah Rothman was one of its founding members. Their website is www.iaswg.org

UNIVERSITY RESOURCES FOR SOCIAL WORK STUDENTS

Academic Resources

Access to a personal computer is presumed of all graduate social work students. Computers are available on campus to all students, as described in the computer lab section below. Social Work students will need to establish and access their Barry emails regularly to receive administrative announcements, and to communicate with teaching faculty, advisors, and their student colleagues. For a complete description of how to do this please refer to the instructions in the Appendix of this handbook.

Academic Computer Lab

Miami Shores Campus

The main lab is available to all students and faculty and provides access to various application packages, various operating systems, electronic mail, and the Internet. The lab is equipped with more than 70 based computers, terminals, scanners and laser and color printers. Normal lab operating hours are as follows:

Monday - Thursday	7:30 am - Midnight
Friday	7:30 am - 10:00 pm
Saturday	8:00 am - 10:00 pm
Sunday	10:00 am – 10:00pm

Holiday hours, summer hours, and other changes to the scheduled hours are posted in the lab. Computer Lab Voice Number 1-305-899-3893.

If you have never used micro-computers or word processing software, you may enroll in an introductory level Basic Computer Skills training course. For information you should inquire at the Academic Computing Lab in Garner Room 247 or by calling 1-305-899-3893.

Palm Beach Campus

Monday - Thursday	8:30 am – 6:00 p.m.
Friday	8:30 am - 5:00 pm
Saturday	8:00 am - 3:00 pm

Please note additional hours are available per request.

Holiday hours, summer hours, and other changes to the scheduled hours are posted in the lab.

Fort Myers Campus

Bookstore

The Barry University Bookstore is located in R. Kirk Landon Building and hours are as follows:

Monday-Thursday	8:00 a.m. – 7:00 p.m.
Friday	8:00 a.m. – 5:00 p.m.
Saturday	10:00 a.m. – 2:00 p.m.
Sunday	Closed

Telephone: 305.899.3970

Assigned texts for all courses, educational supplies, and various other sundries are available. Purchases may be made with cash, personal checks, and/or credit cards.

Please note: most of the students attending our off-sites in Palm Beach, Fort Myers and the Bahamas purchase books on-line.



Campus Ministry

Campus Ministry maintains concern for people of all faiths, respecting their freedom to express diverse religious convictions. Staffed by lay, religious, and ordained professionals, the Ministry offers programs emphasizing friendship and support, worship and spiritual growth, worship and prayer, study and reflection, and an active commitment to a more just and peaceful community.

Career Development Center

The Career Development Center, located in R. Kirk Landon Student Union Building, Room 105, works in coordination with the School of Social Work to sponsor an annual professional Career Day program which allows students to access information on job availability and career advancement with potential employers in the South Florida regional area. In addition, the following services are also offered:



- Individual career counseling
- Career interest testing
- Full-time and part-time job listing
- Credential file service
- Resume writing, interview skills assistance
- On-campus recruiting
- Connection with national job bank
- Computer assisted career information search
- Career library resources

Personal counseling services provided by professional counseling staff are also available to students when needed. When requested, or when

appropriate, referrals are made to the University consulting psychiatrist, to physicians, and/or community agencies through the Career and Counseling Center. Confidentiality is maintained.

Both career and personal counseling are conducted on an appointment basis. In order to serve our varied student population, evening and weekend appointments are available as requested. Twenty-four hour emergency services are available via a beeper system through University security. Interested students may call 1-305-899-4010.

Center for Counseling and Psychological Services

The Counseling Center is a part of the university Student Affairs Division. Their major goal is to provide services to students to help them grow and develop emotionally. Individual counseling is offered, as well as small groups that are occasionally formed for mutual support and shared learning. The Center is located at The Landon Student Union, Rm. 205. Hours of operation are:

Monday – Friday 9a.m - 5 p.m.

Closed on weekends, holidays and during campus closings.

Students can either walk in during office hours to make an appointment or telephone the Counseling Center at 305-899-3950.

There is no fee for services for Barry students currently registered.

Please note: Counseling resources for students attending our off-sites is also provided and the Site Coordinators have a list of the professional who have contracted with Barry University to provide these service.

Office of Disability Services

The mission of the Office of Disability Services is to provide assistance to all qualified students with disabilities. These may include physical, visual, hearing, speech, psychological, chronic, learning and temporary disabilities.

The Office of Disability Services hopes to strengthen its caring environment by fostering one-on-one relationships with students while insuring that all students are afforded an equal opportunity to participate in and benefit from the curricular, co-curricular and vocational opportunities available at Barry University.

To receive services and accommodations from the Office of Disability Services (ODS), students need to be enrolled in or currently enrolling in Barry University. ODS coordinates accommodations for eligible students on a case-by-case basis in compliance with Federal and State laws.

To determine eligibility for accommodations students must:

- Submit proper documentation (contact ODS for documentation guidelines).
- Make an appointment with ODS Counselor for an intake interview. Accommodations will be discussed at this time.



- If it is determined that the student will receive accommodations, it is the student's responsibility to make contact with ODS the beginning of each semester to continue services and accommodations.

Each student who registers with the ODS works with a Disability Services Counselor (DS Counselor) to develop an individual accommodation plan. This plan is devised to determine specific services the student will require during their time at Barry University.

Office of Disability Services

R. Kirk Landon Student Union, Room 102

Voice/TDD: (305) 899-3488, Fax: (305) 899-3056

E-mail: DisabilityServices@mail.barry.edu

Health Coverage

The University offers a health insurance program to which full time students must subscribe if they do not have similar coverage. Students shall be responsible for their own medical care and services during any practicum or field assignment, and the University shall have no obligation to provide medical care or services to any student.

Housing

New students desiring to live on campus must request housing applications online from Housing & Residence Life. Housing & Residence Life is located in R. Kirk Landon Student Union, Room 305. Housing applications must be accompanied with proof of health insurance or indication of desire to purchase University Health Insurance. This office can also provide information on available off-campus accommodations in the community. Students are responsible for all arrangements made between the renter and themselves.

The Learning Center

The Learning Center located in Garner Building, Room 113, provides limited academic tutoring services to graduate students. Graduate students may use the Learning Center services through self-referral or upon referral of a faculty member.

For social work students, seminars are offered by the School of Social Work designed to provide specific assistance in preparing written material in the American Psychological Association (APA) format which is to be used for all papers in the School. Notices of such seminars are distributed in advance of the date. Telephone: 305.899.3485

Please note: Students attending our off-sites have academic tutoring available, and the information of the professional providing this service is provided by the Site Coordinators.

Library

The Monsignor William Barry Memorial Library provides materials and services in support of the educational and cultural objectives of the University.

The library hours of operation are:

Monday - Thursday	7:30 AM - midnight
Friday	7:30 AM - 10:00 PM
Saturday	8:00 AM - 10:00 PM
Sunday	10:00 AM - midnight

During holidays and semester breaks these hours are subject to change and are posted on the bulletin board in the library foyer.



A valid University I.D. card is required for admission. Library books are loaned for three weeks to students presenting a valid University ID card. Overdue fines and lost book charges are the responsibility of the student.

Parking (Miami Shores)

All motor vehicles must be registered to park in designated student parking areas on campus. Parking decals may be acquired at the R. Kirk Landon Student Union (Room 103), at which time traffic and parking regulations will be distributed. In order to obtain a parking decal, students must bring a copy of their vehicle registration, class schedule and student identification.

Student Id's

A University identification card containing the student's picture is issued by the I.D. Office University Student Services Office located in R. Kirk Landon Student Union, Room 103. Proof of registration must be presented when requesting the I.D. This card is required to access the Library or cash personal checks at the Bookstore. Identification cards will be issued to West Palm Beach/Treasure Coast and Fort Myers students by the site's administrative assistants.

Sport Activities

Barry's on-campus \$4.5 million Health & Sports Center includes a gymnasium, a state-of-the-art strength and conditioning room, locker rooms, and meeting rooms. In addition, there is a tennis complex. At another location on campus, there is an outdoor pool. Students are not only welcomed, but encouraged, to use these fine facilities. To use the facilities, a current Barry identification card must be shown prior to use.



Barry University

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APPENDICES



BARRY UNIVERSITY SCHOOL OF SOCIAL WORK

STUDENT ACADEMIC CALENDAR

Found on the Student Repository on Canvas. Link below

2015-2016

https://barry.blackboard.com/webapps/portal/frameset.jsp?tab_tab_group_id=2_1&url=%2Fwebapps%2Fblackboard%2Fexecute%2Flauncher%3Ftype%3DCourse%26id%3D_6297_1%26url%3D

APPENDIX B

MSW DEGREE PLAN

- Full degree plans may be accessed through Social Work Records (SSWRecords) on-line at <http://doitapps.barry.edu/SSWRECORDS/>
- Degree plans may also be retrieved at the School of Social Work web site at <http://www.barry.edu/msw/admissions/startterms.htm>



APPENDIX C

NASW CODE OF ETHICS

Code of Ethics of the National Association of Social Workers

Approved by the 1996 NASW Delegate Assembly and revised by the 1999 NASW Delegate Assembly

Preamble

The primary mission of the social work profession is to enhance human well-being and help meet the basic human needs of all people, with particular attention to the needs and empowerment of people who are vulnerable, oppressed, and living in poverty. A historic and defining feature of social work is the profession's focus on individual well-being in a social context and the well-being of society. Fundamental to social work is attention to the environmental forces that create, contribute to, and address problems in living.

Social workers promote social justice and social change with and on behalf of clients. "Clients" is used inclusively to refer to individuals, families, groups, organizations, and communities. Social workers are sensitive to cultural and ethnic diversity and strive to end discrimination, oppression, poverty, and other forms of social injustice. These activities may be in the form of direct practice, community organizing, supervision, consultation, administration, advocacy, social and political action, policy development and implementation, education, and research and evaluation. Social workers seek to enhance the capacity of people to address their own needs. Social workers also seek to promote the responsiveness of organizations, communities, and other social institutions to individuals' needs and social problems.

The mission of the social work profession is rooted in a set of core values. These core values, embraced by social workers throughout the profession's history, are the foundation of social work's unique purpose and perspective:

- service
- social justice
- dignity and worth of the person
- importance of human relationships
- integrity
- competence.

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

For a complete copy of the NASW Code of Ethics you may go to the following website:

<https://www.socialworkers.org/pubs/code/default.asp>

APPENDIX D

ELECTRONIC ACCESS INSTRUCTIONS

- REMOTE ACCESS TO BARRY RESOURCES
- BARRY E-MAIL ACCESS



ONLINE ACCESS INSTRUCTIONS FOR STUDENTS

The communication system within the School of Social Work is **electronic**. All correspondence from the School will be via <http://mymail.barry.edu>. Students are encouraged to **check their school mymail account on a regular basis** for important School information and updates.

Access your personal emails via mymail.barry.edu (this email is lifetime)

You can do this within mymail.barry.edu.

User name and password:

In order to successfully login to e-mail and other network resources, please do the following.

1. Verify your username by visiting <http://webmail.barry.edu/username.asp>.



2. Reset your password by visiting <http://doitapps.barry.edu/password/default.htm>

3. and clicking Don't Know Password.
4. After resetting your password wait a minute or two.
5. Try logging into <http://access.barry.edu>.
6. If you are unable to login, please contact the [IT Support Desk](#) at: 305-899-3604 or <http://help.barry.edu>



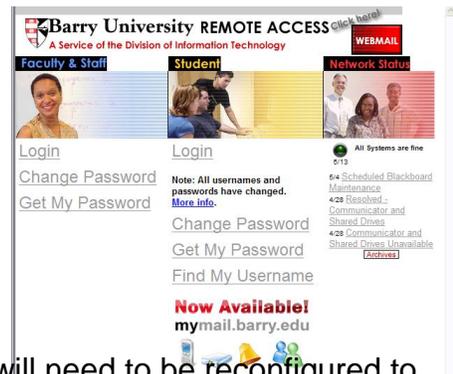
Accessing E-mail:

Students will need to access e-mail by visiting <http://access.barry.edu>.

Logging In

You will need to login to the following using **username@mymail.barry.edu**, as using only the username will not work.

1. PC's in the computer labs
2. E-mail
3. The wireless network. If your laptop has already



been configured to connect to the wireless network, it will need to be reconfigured to allow you to enter your new e-mail address as the username.

All other web pages should require only your username, firstname.lastname, such as logging into WebAdvisor and Blackboard. However, if only using your username does not work, try using username@mymail.barry.edu.

All student records are entered via the School's **online system**.

[HTTP://DOITAPPS.BARRY.EDU/SSWRECORDS](http://doitapps.barry.edu/sswrecords)

If you need assistance with any of these procedures, contact

In Miami Shores and The Bahamas:

- Ms. Sheryl Sullivan at 305. 899.3906-Powers Hall-Room 122 (for field questions)
- Ms. Yvonne Alonso at 305. 899.3907-Powers Hall

In Palm Beach:

- Ms. Lillian Lolo at 561.622.2732

In Fort Myers:

- Ms. Yvonne Alonso at 305-899-3900

Barry University

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**WELCOME TO BARRY
UNIVERSITY SCHOOL OF
SOCIAL WORK!**