

UNIVERSITY OF HAWAI'I AT MĀNOA

Myron B. Thompson

School of Social Work



B.S.W. PROGRAM STUDENT HANDBOOK

FALL 2009

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Mission Statement of the Myron B. Thompson School of Social Work

The mission of the Myron B. Thompson School of Social Work at the University of Hawai'i at Manoa is to contribute to the advancement of social work practice in its many forms for the purpose of preventing or resolving the most critical social problems. Within this general purpose the School reaffirms social work's historic commitment to increase social justice and availability of opportunity for underrepresented and oppressed groups.

The principal responsibility of the School is the generation, transmission, and application of knowledge that will benefit the State of Hawai'i. In addition it is the School's responsibility to contribute to knowledge for use by the profession as a whole. In particular, it is the goal of this School to increase comprehension of the ways in which social policy, social work practice, and research can be improved through understanding of the Native Hawaiian, other Pacific Islander and Asian cultures of our communities, state, and the Pacific region.



Mission Statement of the Bachelor of Social Work Program

The mission of the UHM Bachelor of Social Work program is to provide students with the knowledge, skills, and values of the social work profession, integrated with a liberal arts education. Utilizing a generalist framework, the BSW program provides the basis for practice within the context of a multicultural environment. Special attention is given to the Native Hawaiian, Pacific Islander, and Asian communities of our state and the Pacific Region, as they interact within a global context. Social and economic justice for underrepresented and oppressed groups is emphasized within the curriculum.



BSW Program Goals and Objectives

Goals

The primary goal of the BSW Program is to prepare students to be competent beginning level generalist social workers, capable of integrating the knowledge, skills, and values of social work. A secondary goal is to prepare students for advanced social work education.

Objectives

1. Values and Ethics

At the completion of classroom and field education, BSW students will be able to:

Understand, articulate, and integrate the principles, values, and ethics of the social work profession into their practice.

- Identify and discuss the core values, ethical principles, and ethical standards of the social work profession as codified in the NASW Code of Ethics;
- Practice in a manner consistent with the mission of social work and its core values;
- Determine when an ethical issue is present and identify the key values and principles involved.

2. Professional Use of Self

At the completion of classroom and field education, BSW students will be able to:

Demonstrate achievement of professional use of self in practice.

- Distinguish professional and personal roles, with awareness of the need to elevate service to others above self-interest;
- Use self purposefully and with awareness of own personal strengths and limitations in carrying out professional roles;
- Demonstrate flexibility in assuming various social work roles and coping with change, and is able to utilize supervision effectively.

3. Critical Thinking

At the completion of classroom and field education, BSW students will be able to:

Apply critical thinking skills in professional contexts.

- Understand the differences between verifiable facts and value claims, and the need to weigh knowledge claims against the evidence for them;
- Critically examine arguments and evidence and show openness in the evaluation of their own practice;
- Utilize research to inform and evaluate their practice.

4. Applying Theory to Practice

At the completion of classroom and field education, BSW students will be able to:

Analyze and apply knowledge to assessment and intervention in social work practice of biopsychosocial variables and theoretical frameworks that explain individual and social systems development.

- Understand and apply at multiple system levels a broad range of knowledge regarding individual and social development and behavior;
- Display a community-based approach to generalist practice;
- Apply theory-grounded assessment tools and interventions appropriate to practice with individuals, families, groups, organizations, and communities.

5. Advocacy

At the completion of classroom and field education, BSW students will be able to:

Advocate effectively for social and economic justice.

- Integrate knowledge of the mission, history, and philosophy of social work and social welfare;
- Use their knowledge and skills to improve the lives of communities and the individuals in them;
- Analyze the impact of social policies on client systems, workers, and agencies.

6. Diversity

At the completion of classroom and field education, BSW students will be able to:

Achieve competency in working with diverse populations.

- Demonstrate personal and professional awareness of their own cultural values and biases and how these impact their abilities to work with others;
- Demonstrate skills for ongoing knowledge development of diversity with a focus on Native Hawaiians, other Pacific Islanders, Asian Americans and other oppressed groups and diverse populations.
- Develop skills in engaging persons from diverse cultures and groups.

7. Communication

At the completion of classroom and field education, BSW students will be able to:

Demonstrate the oral, written and attending skills that will enable them to communicate effectively and appropriately in relation to their setting and audience.

- demonstrate knowledge of the basic requirements of record keeping in social work; and use information technologies appropriate to communicating effectively with clients and colleagues;
- Work continuously to improve their capacity to communicate effectively with colleagues and clients;
- Demonstrate skill in interviewing and in communicating orally and in writing in their academic and field work.

Bachelor of Social Work Program

BSW Curriculum

In order to achieve these goals and objectives, the BSW program is organized around a foundation curriculum with content in social work practice, human behavior and the social environment, social welfare history and policies, research, and practicum. Such a perspective provides an integrated system of courses that orients the student to practice with individuals, families, groups, organizations, and communities. Infused throughout the curriculum is an emphasis on a generalist practice within the context of a multicultural environment.

To complement and support the core social work courses, the curriculum also provides for a broad selection of elective courses. Design of the electives curriculum encourages the student to choose courses of special interest consistent with a liberal arts background.

Candidates for the BSW degree must complete the following program requirements and must earn a C or better grade (a C- is not acceptable) in all required courses (i.e., social work knowledge base courses, social work major courses, and upper division electives).

BSW Degree Requirements for Students Entering the UH System *Fall 2001 or Later* *

To qualify for the BSW degree, the student must:

- A. Fulfill all University of Hawai'i at Manoa General Education and Graduation requirements (see UHM Catalog, <http://www.catalog.hawaii.edu/>);
- B. Complete the required undergraduate social work curriculum, including the knowledge base courses, with a grade of C or better;
- C. Complete the practicum successfully in keeping with specific standards of the School, under professional social work supervision and instruction;
- D. Earn an aggregate of no less than 124 credits;
- E. Have a minimum cumulative grade point average of 2.5.

* UH Manoa Requirements for Students Entering the UH System *prior to Fall 2001* who have had no break in enrollment: Please see an advisor for information on UHM core requirements, social work major courses, practicum, and graduation requirements.

UH Manoa Requirements for Students Entering the UH System Fall 2001 or later

	CREDIT HOURS
I. University of Hawai‘i at Manoa General Education Core	31
For area requirements and course listings, see the UHM catalog (http://www.catalog.hawaii.edu).	
A. Written Communication	3
B. Symbolic Reasoning	3
C. Global and Multicultural Perspectives	6
D. Arts	6
E. Natural Sciences (one with lab)	7
F. Social Sciences	6
II. University of Hawai‘i at Manoa Graduation Requirements	23-25
Note that the specified number of credit hours is a maximum. The actual number of credit hours for this category will depend upon the number of courses taken that overlap with the major and Diversification requirements. For area requirements and course listings, see the UHM catalog or MyUH.	
A. Contemporary Ethical Issues	3
B. Hawaiian, Asian, and Pacific Issues	3
C. Oral Communication	3
D. Second Language/Culture Classes	14-16
E. Writing Intensive courses (5 courses; at least 2 must be upper division)	
III. Social Work Major Requirements	41
SW 200: The Field of Social Work	3
SW 302: General Social Work Practice I	3
SW 303: General Social Work Practice II	3
SW 325: History of Social Welfare	3
SW 326: Social Welfare as a Social Institution	3
SW 360: Sociocultural Content for Social Work Practice	3
SW 361: Human Development and Behavior for Social Work Practice	3
SW 391: Junior Practicum	3
SW 402: General Social Work Practice III	3
SW 403: General Social Work Practice IV	3
SW 440: Research Development in Social Welfare	3
SW 490-491: Senior Practicum (2 semesters, 4 credits/semester)	8

IV. Electives Required in Upper Division Liberal Arts Courses 21

One course in small group, community, or organizational theory	3
One course involving the analysis of a social institution, problem, or issue	3
One course with emphasis on ethnic or cultural factors	3
One course with emphasis on American values	3
One course with emphasis on women’s issues	3
One course with emphasis on research design and methodology	3
One course related to the social problems, issues, or practice skills the student is particularly concerned with and is interested in as a practice area	3

V. Other Electives 6-8

Courses in this area may include either lower or upper division courses as well as knowledge base courses not taken as part of the General Education Requirements

Social Work Knowledge Base Requirements

All students are required to complete the social work knowledge base courses with a C or better. The requirements are conditional to time of entry into the UH system (either original or since last break in enrollment), and some requirements overlap with the general educational core.

- A. Philosophy 110 – Introduction to Deductive Logic OR
Philosophy 111 – Introduction to Inductive Logic
- B. Political Science – Any introductory course (POLS 110 is recommended)
- C. Psychology – Any psychology course
- D. Any biological science course emphasizing human biology
- E. Social Work 200 – The Field of Social Work

Practicum

Practicum or internship with professional social work field instruction is an integral part of social work education.

Junior practicum (SW 391) is required for all students enrolled in their second semester of their junior year while concurrently enrolled in SW 303. The course involves classroom work as well as 96 hours of selected fieldwork experiences for one semester in a social service agency.

Senior practicum (SW 490 – 491) is required for all students prior to graduation and must be done concurrently with SW 402 - 403. The courses basically entail spending approximately 16 hours a week or a total of 450 hours at an assigned social service agency for the academic year. In addition, students enrolled in SW 490 - 491 are required to attend an Integration Seminar class that meets once a month during the academic year.

All agency assignments are made by the Practicum Coordinator in consultation with the student being placed.

No practicum clock hour credits or waivers are given for prior paid or volunteer social work practice experience.

BSW Program Courses

Note: Required courses are offered once a year in selected semesters. Elective courses are offered according to the availability of resources.

SW 200 The Field of Social Work (3)

Orientation to the profession of social work: the nature and scope of social work, historical development, values and philosophy, scope and aims.

SW 302 General Social Work Practice I (3)

Orientation to practice principles, concepts, values, knowledge base, and their application. Pre: majors only.

SW 303 General Social Work Practice II (3)

Introduction to practice skills with individuals, families, groups and communities. Pre: majors only. Co-requisite: SW 391

SW 325 History of Social Welfare (3)

Historical developments and implications of social welfare activities, institutions, and policies and European backgrounds; introduction of social welfare developments in selected non-European countries. Recommended: SW 200

SW 326 Social Welfare as a Social Institution (3)

Study of U.S. social welfare institutions and policies as an expression of societal response to human needs; interrelationship of American value system to goals, objectives and policies of social security programs; focus on examination of Hawai'i's social service programs. Recommended: SW 200

SW 360 Sociocultural Content for Social Work Practice (3)

An overview of social work's person-in-environment focus as it applies to human behavior in the context of families, groups, communities, and organizations. Using an ecological perspective, theories and evidence about human behavior are introduced and examined. Recommended: SW 200

SW 361 Human Development and Behavior for Social Work Practice (3)

An overview of human behavior and healthy and unhealthy development over the life span. Social work's person-in-environment perspective is used to organize knowledge about biological, psychological, social, and cultural systems as they affect and are affected by human behavior. Recommended: SW 200

SW 380 Topics in Social Welfare (V)

Current trends in the field of social welfare.

SW 391 Junior Practicum (3)

Introduction to field instruction; application of social work knowledge, skills and values to field experience. Pre: SW 302; majors only; junior standing; and completion of required sophomore and first-semester junior level SW courses. Co-requisite: SW 303

SW 402 General Social Work Practice III (3)

Use of problem-solving process in practice with individuals, families, groups, and communities. Pre: majors only; senior standing; completion of required sophomore and junior level social work courses. Co-requisite: SW 490

SW 403 General Social Work Practice IV (3)

Examination of practice methods and interventive models; identification and analysis of issues related to practice. Pre: majors only; senior standing; completion of required sophomore and junior level social work courses. Co-requisite: SW 491

SW 440 Research Development in Social Welfare (3)

Introduction to and application of language of research, theoretical concepts underlying advancement of knowledge, practical steps in research. Pre: senior standing

SW 475 Social Services with Children (3)

Study of current social services for children in the U.S. with focus on familiarization of child welfare programs and services in Hawai`i. Pre: senior standing or consent.

SW 477 Social Welfare Concepts and Issues in Gerontology (3)

Aging and its effect on the individual, family groups, associations, and communities. Impact of aging on social service delivery systems, public policy and role of social work. Pre: senior standing or consent.

SW 480 Topics in Social Welfare (V)

Current trends in the field of social welfare.

SW 490 Senior Practicum (4)

Field instruction, application and integration of classroom knowledge with field experiences. Pre: majors only; senior standing; completion of required sophomore and junior level SW courses. Co-requisite: SW 402

SW 491 Senior Practicum (4)

Field instruction, application and integration of classroom knowledge with field experiences. Pre: majors only; senior standing; completion of required sophomore and junior level SW courses. Co-requisite: SW 403

SW 499 Directed Reading and Research (V)

Planned individualized study or research in specialized area related to social work practice interest: up to 3 credits. Pre: majors only; senior standing; consent of program chair and faculty advisor.

Academic Regulations

Full-time Status

A full-time student is one who carries a minimum of 12 credit hours during the semester. The school encourages all social work majors to have full-time status.

Conditional Status

Incoming BSW students who have not completed general education core or social work knowledge base requirements will be placed on conditional status until the requirements are met.

Transfer Credits

The school adheres to the general University of Hawai'i at Manoa transfer of academic credit policies. Students transferring from an accredited BSW program will receive credit for no more than one year of professional social work study completed.

Students transferring from non-accredited BSW programs will be allowed to earn credit by examination for up to one year of professional social work study completed.

Credits earned for practicum in other schools are not transferable. Credits and waivers are not granted for life experiences or previous work experiences.

Prerequisites

Students must complete or be in the process of completing all required 200 and 300 level social work courses, with a **C** or better grade (a C- is not acceptable), before they register for the required 400 level social work courses.

Passing Required Courses

Social work majors must pass all courses required in the BSW curriculum, including knowledge base courses and required upper-division electives, with a C grade or better (a C- is not acceptable). The credit/no credit option may not be used for any of those courses.

Students will only be allowed to repeat required social work courses (i.e., non-elective courses) once. Failure to pass a required social work course after two attempts will result in dismissal from the program.

Grade Point Average (GPA)

The BSW program requires social work majors to have a minimum cumulative GPA of 2.5 to remain in good academic standing. Students who achieve a cumulative GPA of 3.0 or better (based on 12 graded credits at UH Manoa) in any given semester will be placed on the Dean's List.

Academic Probation

Students will be placed on probation with the School of Social Work at the end of any semester in which their cumulative GPA falls below 2.5. Probationary students continue work at the University but must achieve a semester GPA of at least 2.5 in each probationary semester to be allowed further registration. In addition, students whose cumulative GPA falls below 2.0 will be placed on probation with the University.

Grades of **I** or **W** are not permitted during probation. Failure to meet these conditions may result in suspension or dismissal.

Academic Suspension

Students may be suspended from the program when they fail to meet the terms of probation or if they fail to remove themselves from probationary status by the end of their first semester. If a student's cumulative GPA is below 2.0 when academic action is taken, he/she will simultaneously be suspended from the University.

Students who are academically suspended from the program will not be allowed to take classes offered by the program for one semester and must reapply to the School of Social Work if they wish to return to the BSW program.

Students who are academically suspended from the University will not be allowed to take classes at this University for one semester. Students must then reapply to the Office of Admissions and Records if they wish to return to the University.

Students readmitted after suspension are placed on probation and must meet the terms and conditions of probation as specified previously. Failure to do so will result in dismissal.

Academic Dismissal

Students may be dismissed from the program if: a) they have been suspended by the program and subsequently fail to maintain the minimum academic requirements of the School or fail to meet the terms of probation; or, b) they have failed to pass a required social work course after two attempts. Students who are dismissed from the program are not eligible to take any major courses offered by the School, but are able to transfer to other programs within the University.

Students may be dismissed from the University if they have been suspended by the University and subsequently fail to maintain the minimum academic requirements of the University. Once dismissed, a student is not eligible for readmission to any degree or credit-bearing program at the University of Hawai'i at Manoa for one academic year. For further details, please consult the UHM Catalog.

Course Changes

Students wishing to add/drop a course or courses, register late, or withdraw from the University, must follow the University's deadlines and procedures in the current Schedule of Classes booklet (see also <http://www.hawaii.edu/myUH/manoa/>). Course changes are done online at MyUH. If you miss a deadline, a course change must be done manually. Forms for manual course changes

may be obtained from Henke Hall 230 or online through the UH Manoa Records and Registration website, <http://manoa.hawaii.edu/records/>.

Withdrawal from Courses

Students wishing to withdraw from a course without penalty and without a designation of the course on their record must do so by the deadlines specified in the University calendar. If students do not officially complete the withdrawal procedure, an **F** or **NC** may be awarded by the instructor. If the instructor does not award a grade, an **F** or **NC** will automatically be assigned.

Complete Withdrawal

Students withdrawing completely from the School of Social Work must contact their academic advisor.

Leave of Absence

When doing a complete withdrawal, a continuing, classified student who has completed at least one semester at the Manoa campus may choose to apply for a **leave of absence**. A leave of absence may be for six months or one year. Students who leave and do **not** apply for a leave of absence are required to apply for readmission to both the UH Manoa campus and the School of Social Work when they choose to return. Only one leave of absence is allowed during the student's tenure at the Manoa campus.

Degree Check

BSW students must arrange for a graduation degree check with the chairperson of the program within the first three weeks after registering for courses in the semester in which they intend to graduate (or within the first week after registration for summer degree candidates) and process the **Application for Degree** form.

Advising

Academic Advising

Advising is mandatory for all Social Work students. Each BSW student is assigned to a social work faculty member who will serve as his/her academic advisor.

Each student is required to meet with his/her advisor on a regular basis – i.e., prior to registering for courses each academic period, including summer session. At mid-term, the student is encouraged to report his/her progress to the advisor.

Individual advisors and/or the chairperson of the program are available to help with matters related to educational and professional goals of the students.

The following is a description of the suggested topics to be addressed by the student and his/her advisor throughout his/her program. Included is the suggested time frame for the most effective advising program.

New Student Advising

New student advising and pre-registration will be completed in orientation. Additional information covered:

- Program Policies
- Student Conduct Code
- Sexual Harassment Policy
- Academic Grievance Procedures
- Student Academic/Professional Development Review Procedures

Initial Advising Session

- Establish relationship with student/advisor
- Discuss career/academic goals
- Discuss transfer of credits
- Approve electives that will be brought into their program
- Review any recommendations or conditions of admission made by the School Admissions Committee
- Develop BSW program plan based on estimated date of graduation
- Advise on adding and dropping courses and consequences to student's program
- Inform students to report adding and dropping to the Academic Advisor

Subsequent Advising Sessions

- Review and approve proposed schedule for following semester – discuss any changes, implied or actual, to student's initial program plan.
- Evaluate and approve any upper division elective courses that student intends to take.
- Discuss student's progress, both positive and problematic. Formulate remedial plans and means of monitoring, and any "I" grade make-ups.

- In the semester immediately prior to completion of program requirements, advise student in relation to process of applying for graduation and, if applicable, pursuing an advanced degree.
- Advise student and recommend to BSW Chair any extenuating circumstances that might result in withdrawal (late or complete).

Academic Rights and Responsibilities

Student Responsibility

The School of Social Work places a premium both on academic and professional functioning. Students must function in accord with the Student Conduct Code of the University of Hawai'i and the Code of Ethics of the National Association of Social Workers (NASW). Students are required to demonstrate professional conduct with colleagues, faculty, clients, and members of other professions that reflect behaviors and activities consistent with the standards and values of social work and that enhance the student's learning and ability to carry out the tasks of social work. In particular, students are expected to demonstrate a sense of their work, and to demonstrate a sense of responsibility, good judgment, responsiveness to the supervision of their work, and to demonstrate sensitivity and good interpersonal skills in professional interactions. Substandard performance in any of these areas is considered grounds for probation, suspension, or dismissal from the program.

Student Academic and Professional Review

The purpose of the student review is:

- A. To address the concerns regarding a student's academic/professional development,
- B. To develop a plan of action, if necessary, and
- C. To make a recommendation to the Dean.

A faculty member, academic advisor, or a student can request a review in the event concerns arise in the student's academic/professional development. The review committee will consist of the student (if s/he chooses), faculty members whose courses the student is enrolled in for the current semester, practicum instructor (if applicable), BSW chair, academic advisor, two individuals named by the student (peer or faculty) and the Assistant to the Dean (convener). At the conclusion of the review, the committee will recommend to the Dean an appropriate course of action. Procedures are provided to students in the BSW Student Handbook and also available through the Assistant to the Dean.

Grievance Procedures for Students

The University of Hawai'i at Manoa has established a "Statement on Responsibilities of Faculty and Students and Academic Grievance Procedures." This document includes the procedures for resolution of grievances and is available to students who are admitted to the School of Social Work.

Financial Aid

Financial Aid Information

Students who are in need of financial assistance should seek it simultaneously from as many different sources as possible. The best and most comprehensive forms of financial assistance are often found through public and private sources outside of the University. Although the School of Social Work makes every effort to distribute information about additional resources based on notices received, students should not rely upon this as their primary source of information.

UHM Financial Aid Services

The Financial Aid Services Office for the University of Hawai‘i at Manoa administers the University student assistance program that includes tuition waivers, scholarships, grants and loans. This should be a primary source of assistance for students who have substantial financial needs. The web page has helpful information and forms can be downloaded or requested by e-mail: <http://www.hawaii.edu/fas/>. Check with this site to find out the latest information and deadlines for applications.

School of Social Work Financial Aid

The School of Social Work administers a limited number of scholarships for undergraduates. The BSW program offers the following for full-time students:

- Partial to full tuition waivers.
- The Murabayashi Scholarship assists Korean speaking students in the BSW program.
- The George K Okazaki Memorial Scholarship assists BSW students who have an emphasis in health.
- The Hoa Hana Scholarship assists students commuting from neighbor islands and who intend to practice on a neighbor island upon graduation.
- The Fred Markham Lampson Endowed Scholarship provides merit-based scholarships to full- or part-time BSW students.

For full details, criteria, and application requirements, you can obtain SSW scholarship information from the BSW Admissions Office in Henke 230 or the Student Services Coordinator in Henke 133, or go online to: <http://www.hawaii.edu/sswork/forms.html>, and click on *BSW Forms*.

Consult the School of Social Work Bulletin and Hamilton Library for other possible sources of financial assistance.

Hui Ka 'Eu 'Eu (BSW Club)

Purpose: Hui Ka 'Eu 'Eu was established to:

1. Create a body responsive to the needs and desires of its constituents,
2. Provide for administrative continuity, and
3. Develop a responsible as well as a critical awareness of prevalent attitudes and actions through participation in co-curricular activities.

Membership: Every student of the School of Social Work is eligible to become a member of Hui Ka 'Eu 'Eu. Membership to the organization is renewable each semester and will automatically cease upon termination of enrollment from the University.

Meetings: All meetings of Hui Ka 'Eu 'Eu will be convened at such times and place designated by the Executive Board.

Voting: Every member shall have one (1) vote for each office in all elections and for each matter on which action is to be taken by the membership. All items presented for decision by the membership shall be determined by a majority (50+%) votes cast.

Election of Officers:

Officers shall be elected annually during February by the members from a slate of proposed officers. All nominees shall have consented to the inclusion of their names on the final ballot prior to the actual voting. The election of officers will be conducted by secret ballot.

Only full-time students shall be eligible for nomination to hold an office.

Officer Responsibilities:

The duties and responsibilities of the officers are as follows:

President

1. Serve as the chief executive officer.
2. Preside at all meetings.
3. Represent the organization in all official dealings.

Vice-President

1. Assist the president in the performance of his/her duties.
2. In case of a vacancy in the office of the President and whenever the President is absent or incapacitated, assume the presidential powers and duties for the duration of such vacancy, absence, or incapacity.
3. Coordinate the activities of all club committees.

Secretary

1. Maintain accurate and complete files of the minutes of all meetings of organization.
2. Keep safely and open to the inspection to all members, all records and documents of the organization.
3. Perform all duties as are customary to the office of secretary and/or may be required by the Executive Board.

Treasurer

1. Be responsible for all financial records, keeping full and accurate accounts of receipts and disbursements.
2. Submit financial reports upon request, which will be open to the inspection of all club members.
3. Perform all duties as are customary to the office of treasurer and/or as may be required by the Executive Board.

Executive Board:

The Executive Board is comprised of the President, Vice-President, Secretary, and Treasurer. The board is responsible for the general welfare of the organization, making recommendations and establishing committees. The board is the administrative body of the organization and has discretionary authority over all funds, property, and other assets. The board is also responsible for conducting all elections and promoting participation by the students.

The term of service on the board in any single capacity should be for a period of no longer than one (1) year.

Committee Participation:

Student participation in the School's decision-making process is encouraged through voting participation on key faculty committees, including the BSW Program Committee and the Practicum Policy Committee. Student representatives are elected during the annual election of officers.

Phi Alpha Honor Society - UH Manoa Nu Sigma Chapter National Qualifications for Individual Membership

An **undergraduate** student is eligible for membership after achieving the following national requirements and meeting local chapter requirements.

- ☞ declared social work as a major
- ☞ achieved sophomore status
- ☞ completed 8 semester hours or 12 quarter hours of required social work courses
- ☞ achieved an overall grade point average of 3.0 on 4.0 scale
- ☞ achieved a 3.25 grade point average in required social work courses
- ☞ local chapters may establish higher eligibility requirements

The **purpose** of the Phi Alpha Honor Society is to provide a closer bond among students of social work and promote humanitarian goals and ideals. Phi Alpha fosters high standards of education for social workers and invites into membership, those who have attained excellence in scholarship and achievement in social work.

"Through knowledge - the challenge to serve"

- ☞ Nu Sigma must meet in official sessions at least twice each year.
- ☞ The chapter year shall begin on July 1 and end on June 30.
- ☞ Officers include a: President, Vice-President, and Secretary-Treasurer.
- ☞ Standing Committees and Special Committees will be appointed as needed.

Membership Requirements

- ❖ A lifetime membership fee of \$35.00 for each individual member. (\$20.00 for National Dues which includes Nu Sigma Honors Society certificate, plus \$15.00 for Chapter fees for each semester of membership)
- ❖ For undergraduate students, a MY UH Web Transcript showing GPA and semester or quarter hours necessary.
- ❖ Attend 2 Service-related activities per year.

Membership dues are subject to change, but an increase within the next few years is not anticipated.

Service Requirements

- ☞ All members must participate in 2 service-related activities per year.
- ☞ Any member interested in serving as an officer (nominated by election) will have service requirements waived. Additionally, after paying the \$35.00 membership dues, all officers will have semester dues of \$15.00 waived as long as member is serving as an officer.
- ☞ Any member working on a Standing Committee or Special Committee will have service requirements waived. Additionally, after paying the \$35.00 membership dues, all members on these committees will have semester dues of \$15.00 waived as long as the members are serving on the committee.
- ☞ A service-related committee will be formed and information will be sent to all members regarding up-coming service activity opportunities.

For more information, please contact **nusigma@hawaii.edu**.

Special Tracks

Honors Program

Students in the Honors Program are entitled to receive a BSW degree with “honors,” “high honors,” or “highest honors.” Any regularly registered BSW student may apply for admission to the Honors Program in their junior year. Three letter of recommendation from instructors are needed for application. Two semesters of honors colloquium and an independent research thesis is required for completion of the program.

For more information and an application, students should contact the Honors Program at 808-956-8391 or <http://www.honors.hawaii.edu/>.

Advanced Track

In the last semester of the senior year, students who have completed requirements or are in the process of completing requirements for their BSW degree may request to enroll in graduate division courses. A maximum of 12 credits can be transferred and applied toward the MSW degree provided that an “A” or “B” grade was awarded for the course. During the semester prior to taking the graduate course, the student must submit a form, Petition for Submission of Credit Toward an Advanced Degree for Courses Taken by an Undergraduate (available at Spalding 352), and receive approval from their advisor, BSW chairperson, and the college Dean. The form should then be filed with the Graduate Division Records Office.

General Information

Advisement

Classified students in the School of Social Work are assigned to a faculty advisor who is responsible for assisting with their educational progress. Advisor assignments will be posted on bulletin boards outside Henke Hall 109 and in the Student Activities Center (Henke 200) by the first day of class.

Mailboxes

Classified students in social work are assigned a mailbox in the Student Activities Center (Henke Hall 200). These mailboxes are to be used for school mail only as per University policy. Personal mail should be delivered to your home. The mailboxes are a primary means through which the School communicates with students.

Please check your mailboxes at least once a week!

Faculty members have assigned mailboxes in Henke Hall Room 227. If you are unable to see a faculty member or have been unable to reach him/her by telephone or e-mail, a note may be left in the appropriate mailbox. *Do not ever leave a paper, research report, or the like in a faculty mailbox without retaining a copy.*

Telephones

Administrative support staff do not take students' personal messages. However, they will assist with emergency personal messages and those related to practicum and other official matters. A telephone for student use is available in the Student Activities Center (Henke 200). Long distance calls are not permitted from that phone.

Bulletin Boards

There are several bulletin boards located in Building One of Henke Hall and in the Student Activities Center (Henke 200). **Please check them regularly** for announcements, programs, and School of Social Work and University activities.

Photocopiers

Photocopiers for student use are located in Hamilton and Sinclair Libraries and also at the Campus Center. The School's copier is for use by School of Social Work faculty and staff only.

Computer Lab

The School provides a number of PC computers and laser printers in Henke Hall 141 for use by students. Lab hours are posted on the door – generally, Mon.-Thurs. from 8:00 am – 5:00 pm. **Students must furnish their own diskettes and paper.**

Other on-campus computer labs are also available for your use (see <http://www.hawaii.edu/itslab/>): Keller Hall 213, CLIC Lab in Sinclair Library (1st floor), and CLIC lab in Hamilton Library (1st floor). Wireless internet access is located in all libraries, the Student Activities Center, Paradise Palms Cafe, QLCSS, and the UHM Campus Center (see <http://www.hawaii.edu/askus/201> for campus wireless coverage).

FAX

The SSW FAX machine is not available for student use. Please do not have materials sent to you through the School's FAX.

Identification Cards

One free photo ID cards will be provided to all students enrolled in a degree granting program and must be validated each semester. Student IDs are required for services/discounts from the libraries, intramural programs, Campus Center Ticket Office and Kennedy Theater. After all current and outstanding (if any) tuition and fees have been paid, and any holds removed, fill out the application form available at <http://www.hawaii.edu/campuscenter/services/tid.html> and present it along with a valid photo ID at the Campus Center Ticket, Information & ID Office. Call 808-956-7235 or 808-956-7236 for more information. Lost ID cards can be replaced for \$15.00.

E-mail

All students are required to register for classes at My UH online, and must have a UH username (@hawaii.edu user account). Apply at: <http://www.hawaii.edu/askus/563>. If you encounter problems getting your address, please call UH information Technology Services Help Desk at **808 956-8883**, M-F, 8 am-4:30 pm or go online to <http://www.hawaii.edu/its/>.

Please check your e-mail minimally on a biweekly basis for new information and messages. Student Services maintains a BSW student listserv that provides important program information, job listings, and information on related workshops, trainings, and community issues/events related to social work.

If you change your e-mail and/or mailing address, please inform the SSW Admissions Office and/or the Student Services Coordinator.

Faculty office, phone & e-mail addresses are available through our website:
<http://www.hawaii.edu/sswork/facnstaff.html>.

APA FORMAT

Academic papers are to be formatted according to APA standards. It is strongly recommended that you purchase a reference copy of the *Publication Manual of the American Psychological Association, 6th Ed.*, 2009, APA, Washington, D.C. A helpful website is: <http://www.apastyle.org/>. Please note that this website does not include all the information needed to write a paper in the proper format.

Also check the SSW website at <http://www.hawaii.edu/sswork/studlinks.html>. We have listed a number of helpful links and resources for your use. A charge of plagiarism can and has been a cause for dismissal from the program, so please be vigilant in properly citing your sources of information.

Contact Information

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