Myron Bennett “Pinky” Thompson earned his MSW from the University of Hawai‘i in 1953. A noted leader in the struggle for the preservation and perpetuation of the Hawaiian culture, he was at the vanguard of the Hawaiian Renaissance movement during the 1970’s. While serving as the Executive Director of the Queen Lili‘uokalani Children’s Center, he helped revitalize traditional healing practices such as ho‘oponopono and dream work. With Kumu Mary Kawena Pukui and members of the Hawaiian Culture Study Committee, he assisted in the development of Nānā I Ke Kumu (Look to the Source), a seminal, two-volume reference on Hawaiian cultural beliefs and practices, and their ongoing connections in modern times. Among his many career accomplishments, Thompson helped to establish ALU LIKE, Inc., a Hawaiian service organization that addresses the social and economic needs of the Hawaiian community; and Papa Ola Lōkahi, a non-profit consortium of organizations focused on the health status of Native Hawaiians. He advocated for the establishment of the Native Hawaiian Education Act, served as a Bishop Estate trustee, and was president of the Polynesian Voyaging Society, which is best known for the voyages of the Hōkūle’a canoe.

Throughout his life, he sought guidance through the wisdom and knowledge of his ancestors to pioneer modern day initiatives that would help ensure the future of Native Hawaiians and all people of Hawai‘i. Thompson passed away on Christmas day, 2001. On September 19, 2008, the UH Board of Regents named the Myron B. Thompson School of Social Work to honor this school alumnus and influential community leader. In support were his wife, Laura Thompson, daughter Lita Blankenfeld, sons Myron and Nainoa, U.S. Sens. Daniel Inouye and Daniel Akaka, the Office of Hawaiian Affairs, Kamehameha Schools, Papa Ola Lōkahi, the Association of Hawaiian Civic Clubs, and the National Association of Social Workers, Hawaiʻi Chapter.
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MYRON B. THOMPSON SCHOOL OF SOCIAL WORK
Department of Social Work ~ Office of Public Health Studies ~ Center on Aging
VISION STATEMENT

Achieving social justice and health equity for the people of Hawai‘i and citizens in a changing world

Department of Social Work Mission Statement

The mission of the Social Work Department of the Myron B. Thompson School of Social Work is to provide educational excellence that advances social work with its focus on social justice. The principal responsibility is the generation, transmission, and application of knowledge for the global enterprise with special attention to Native Hawaiian, other Pacific Islander, and Asian populations in our state and region.

BSW Program Mission Statement

The mission of the Bachelor of Social Work Program is to provide students with the knowledge, values, skills, and cognitive and affective processes 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 to help alleviate suffering and promote social and economic justice. Special attention is given to Native Hawaiian, Pacific Islander, and Asian communities of our state and the Pacific Region, as they interact within a global context.
Bachelor of Social Work Program
OVERVIEW

Program Goals
At the completion of classroom and field education, graduating BSW students:

1. Are grounded in generalist practice and prepared for advanced social work education.
2. Recognize the intersectionality of diversities in ourselves and others as central to successful social work practice.
3. Are educated in the unique role our island home plays in the lives and well-being of its people – particularly for Native Hawaiians, Pacific Islanders, and Asian populations.
4. Are prepared to serve individuals, families, groups, organizations, and communities and to function as leaders of social justice and social change utilizing the knowledge, values and skills of the social work profession.

Program Objectives
The BSW program objectives reflect the nine competencies identified as crucial to practice by the Council on Social Work Education (2015; see CSWE Accreditation at www.cswe.org/Accreditation/Standards-and-Policies/2015-EPAS) with an added 10th competency addressing the unique nature of our island home and specific skills needed to practice social work here in Hawai‘i.

1. Demonstrate ethical and professional behavior.
2. Engage diversity and difference in practice.
3. Advance human rights and social, economic, and environmental justice.
4. Engage in practice-informed research and research-informed practice.
5. Engage in policy practice.
6. Engage with individuals, families, groups, organizations, and communities.
7. Assess individuals, families, groups, organizations, and communities.
8. Intervene with individuals, families, groups, organizations, and communities.
9. Evaluate practice with individuals, families, groups, organizations, and communities.
10. Engage, honor, and respect indigenous culture towards decolonized professional practice.

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 field education (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 BSW 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 prior to Fall 2001 who have had no break in enrollment: Please see an advisor for information on UH Mānoa core requirements, social work major courses, field education, and graduation requirements.*

To qualify for the BSW degree, the student must:

1. Fulfill all University of Hawai‘i at Mānoa (UHM) General Education and Graduation requirements (see [UH Mānoa Catalog](http://manoa.hawaii.edu/catalog) at [manoa.hawaii.edu/catalog](http://manoa.hawaii.edu/catalog));
2. Complete the required undergraduate social work curriculum, including the knowledge base courses, with a grade of C or better;
3. Complete the field education (practicum) successfully in keeping with specific standards of the School, under professional social work supervision and instruction;
4. Earn an aggregate of no less than 120 credits (effective Fall 2012);
5. Have a minimum cumulative grade point average of 2.5.

**UH Mānoa BSW Requirements for Students Entering the UH System Fall 2001 or later**

<table>
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<th>I. University of Hawai‘i at Mānoa General Education Core</th>
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<td>For area requirements and course listings, see the <a href="http://manoa.hawaii.edu/catalog">UH Mānoa Catalog</a> at <a href="http://manoa.hawaii.edu/catalog">manoa.hawaii.edu/catalog</a> and <a href="http://www.sis.hawaii.edu/uhdad/avail.classes">Class Availability website</a> at <a href="http://www.sis.hawaii.edu/uhdad/avail.classes">www.sis.hawaii.edu/uhdad/avail.classes</a>, respectively.</td>
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| A. Written Communication (FW) | 3 |
| B. Symbolic Reasoning (FS) or Quantitative Reasoning (FQ) |
| FQ: Required for students entering the UH System Fall 2018 or later. |
| FS or FQ: Students who entered the UH System prior to Fall 2018 may fulfill either FS or FQ. |
| C. Global and Multicultural Perspectives (FG; 2 courses) | 6 |
| D. Arts, Humanities, and Literatures (DA, DH, DL; 2 courses) | 6 |
| E. Natural Sciences (DB, DP, & DY) | 7 |
| F. Social Sciences (DS; 2 courses) | 6 |
## II. University of Hawai‘i at Mānoa Graduation Requirements

^ The actual number of credit hours for this category will depend upon second language/culture courses, transfer credits, and the number of courses taken that overlap with the major and/or with other UHM General Education requirements. *For area requirements and course listings, see the [UH Mānoa General Education Requirements](https://manoa.hawaii.edu/catalog/undergrad/undergrad-requirements) in the UH Mānoa Catalog at manoa.hawaii.edu/catalog/undergrad/undergrad-requirements/ and the Class Availability website.*

| A. Contemporary Ethical Issues (E/ETH) | 3 |
| B. Hawaiian, Asian, and Pacific Issues (H/HAP) | 3 |
| C. Oral Communication (O/OC) | 3 |
| D. Second Language/Culture Classes | 16 |
| E. Writing Intensive (W/WI; 5 courses, at least 2 must be upper division) | 15 |

### Credits

| 40^ |

## III. Social Work Major Requirements

| SW 200: The Field of Social Work | 3 |
| SW 302: General Social Work Practice I | 3 |
| SW 303: General Social Work Practice II | 3 (WI) |
| 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 (Field Education) | 3 |
| SW 402: General Social Work Practice III | 3 (E) |
| SW 403: General Social Work Practice IV | 3 (WI) |
| SW 440: Research Development in Social Welfare | 3 |
| SW 490-491: Senior Practicum (Field Education; 2 semesters, 4 credits/semester) | 8 |

### Credits

| 41 |

## IV. BSW Social Justice and Diversities Upper-Division Electives

| One course in the U.S. Experience | 3 |
| One course in Social Dynamics and Group Interaction | 3 |
| One course in Politics, Government, & Economies | 3 |
| One course in Research | 3 |
| Three courses in Diversities | 9 |

*For more information and a pre-approved list of upper-division electives in each category, see [Social Justice and Diversities Upper-Division Electives](https://www.hawaii.edu/sswork/bsw/program/) on the BSW Program website at www.hawaii.edu/sswork/bsw/program/ (under “3. Electives Required in Upper Division Liberal Arts Courses”).*

The list of electives is also provided in the Appendix of this handbook.
### V. Other Electives

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 listed below with a grade of C or better. 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 political science course  
C. Psychology – Any psychology course  
D. A biological science course emphasizing human biology  
E. SW 200 – The Field of Social Work

*The social work knowledge base courses are considered to be prerequisite for admission and are expected to be completed prior to entry into the BSW program.*

### Partial Waiver of Second Language Requirement

In order to meet the university’s graduation requirement in relation to second language, students in the BSW program have the option of either completing the second level (typically 202) of a second language or completing the first level (typically 102) and substituting two culture courses for the second level. Substitute culture courses must be: 1) approved by the student’s academic advisor; 2) at the 200 level or higher; and 3) in areas other than American culture but do not need to correspond with the second language taken (although it is highly recommended that they do).

### Field Education (Practicum)

Field education (practicum) with professional social work field instruction is an integral part of social work education.

Junior Practicum/Field Education (SW 391) is required for all students enrolled in the second semester of their junior year while concurrently enrolled in SW 303. This course consists of classroom work as well as a minimum of 80 hours of field work during the semester at a social work agency in the community. The primary objectives of Junior Practicum/Field (SW 391) are to introduce and prepare students for their role as a social work field student in an agency setting.

In the senior year, students continue at the same agency for Senior Practicum/Field Education, SW 490 & 491, while concurrently enrolled in SW 402 & 403, respectively. Students spend approximately 16 hours per week at their assigned agency, for a minimum total of 225 hours each semester. Additionally, students are required to attend scheduled BSW Field Integration Seminars concurrently with their field work. The Field Integration Seminars ensure the integration of theory and practice and provide an opportunity to discuss and reflect on field experiences.

The Field Education Coordinator consults with each student before assigning them to a field education site.
No field education clock hour credits or waivers are given for prior paid or volunteer social work practice experience.

For further information about field education, refer to the Field Education website at www.hawaii.edu/sswork/field/bsw-students/.

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. For more information and an application, students should contact the Honors Program at 808-956-8391 or visit the Honors Program website at manoa.hawaii.edu/undergrad/honors/.

Advanced Track

In the last two semesters of the senior year, students who have completed the requirements or are in the process of completing the requirements for their BSW degree may request to enroll in graduate-level courses, provided the credits are in excess of the BSW degree requirements. These credits may be applied toward the MSW degree at UH Mānoa, pending admission and subject to transfer credit requirements of the UH Mānoa Graduate Division (see transfer credit policies at the following website: manoa.hawaii.edu/graduate/content/transfer-pbu-credits) and course applicability in the MSW program. During the semester prior to taking the graduate course, the student must complete a Petition for Submission of Undergraduate Excess Credits Toward a Master’s Degree (available at the Graduate Student Services Office in Spalding Hall Room 353B or online on the Graduate Division forms website at manoa.hawaii.edu/graduate/content/forms) and obtain approval from their advisor, the graduate chair of the program, and the college Dean. The form should then be submitted to the Graduate Student Services Office.

Further information can be found on the Graduate Division website at: manoa.hawaii.edu/graduate/content/undergraduate-excess-credits
BSW Course Descriptions

*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: SW 200, majors only.

**SW 303 General Social Work Practice II (3)**
Introduction to practice skills with individuals, families, groups, and communities. A significant portion of class time is dedicated to writing instruction congruent with professional expectations.
Pre: SW 302, 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. Pre: SW 325

**SW 360 Sociocultural Content for Social Work Practice (3)**
Examination of ethnicity, class, and sex statuses as these affect human development and behavior for social work practice. Recommended: SW 200

**SW 361 Human Development and Behavior for Social Work Practice (3)**
Examination of social and cultural variables such as human development and behavior; use of knowledge in these areas by social work practitioners. Pre: SW 360

**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, 325, 360, 326 (or concurrent), & 361 (or concurrent); majors only. 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: SW 303, 326, & 361; majors only. Co-requisites: SW 440 & 490

SW 403 General Social Work Practice IV (3)
Examination of practice methods and intervention models; identification and analysis of issues related to practice. A significant portion of class time is dedicated to writing instruction congruent with professional expectations. Pre: SW 402, majors only. Co-requisite: SW 491

SW 435 Back to the Future: Aging in Today’s Society (3)
By 2050, more than a quarter of the world’s population will be 60 years of age or older. Explores what we know about aging today to encourage a lifetime of aging well. A-F only. Pre: 201 or SW 360 or WS 305 or PSY 100 or HDFS 230 or NURS 200; or consent. (Cross-listed as PH 435)

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: completion of required 300-level SW courses, majors only. Co-requisites: SW 402 & 490.

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: SW 391, majors only. Co-requisites: SW 402 & 440

SW 491 Senior Practicum (4)
Field instruction, application and integration of classroom knowledge with field experiences. Pre: SW 490, majors only. 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

Enrollment Status

A **full-time** undergraduate student at UH Mānoa is one who carries a minimum of 12 credit hours during the semester. See more information online in the UH Mānoa Catalog at manoa.hawaii.edu/catalog/undergrad/.

Transfer Credits

The School adheres to the general UH Mānoa transfer of academic credit policies in the UH Mānoa Catalog at the following website: manoa.hawaii.edu/catalog/undergrad/.

UH Mānoa does not award credits for life experience.

Students transferring from an accredited BSW program will receive credit for no more than one year of professional social work study completed. Credits earned for field education (practicum) in other schools are not transferable. Credits and waivers are not granted for life experiences or previous work experiences.

Social Work Knowledge-Base Courses

All students are required to complete the social work knowledge-base prior to or concurrent with their first semester in the program. Students may not proceed beyond their first semester of the program with the social work courses until they have earned a C or better for each knowledge-base course.

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 GPA of 3.5 or better (based on a minimum of 12 graded credits at UH Mānoa, without any W, I, F, or NC grades) in any given semester will be placed on the Dean’s
List (see more information about the Dean’s List online in the UH Mānoa Catalog at manoa.hawaii.edu/catalog/undergrad/).

**Academic Probation**

Students will be placed on probation with the BSW program 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. Grades of I or W are not permitted during probation. Failure to meet these conditions may result in suspension or dismissal.

In addition, students whose cumulative GPA falls below 2.0 may be placed on probation with the University. Further information about UH Mānoa academic probation can be found online in the UH Mānoa Catalog at manoa.hawaii.edu/catalog/undergrad/.

**Academic Suspension**

Students may be suspended from the BSW 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.

Students who are academically suspended from the program will not be allowed to take classes offered by the program for one semester and must submit an academic plan to both the academic advisor and program chair if they wish to continue in the BSW program. The academic plan should outline changes needed to improve school performance and/or assure future academic success. Students approved to continue on in the program after review are placed on probation and must meet the terms and conditions of probation as specified previously. Failure to do so will result in dismissal.

If a student is on probation with the University and fails to meet the terms of probation, he/she is subject to suspension from the University. 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 UH Mānoa Office of Admissions if they wish to return to the University and to the BSW program if they intend to resume BSW studies. Further information about academic suspension from the University can be found online in the UH Mānoa Catalog at manoa.hawaii.edu/catalog/undergrad/.

**Academic Dismissal**

Students may be dismissed from the BSW 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 or fail to meet the terms of probation. Students admitted on probation may be dismissed if they fail to maintain the minimum academic requirements or to meet the terms of probation. Once
dismissed, a student is not eligible to apply for readmission for one academic year. For further
details, please consult the UH Mānoa Catalog at manoa.hawaii.edu/catalog/undergrad/.

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 Guide to Registration
(online at manoa.hawaii.edu/records/register/guide.html). UHM Outreach College registration
deadlines and procedures can be found online at
www.outreach.hawaii.edu/myuh/registration.asp.

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 by the University. If students do not
officially complete the withdrawal procedure, an F or NC may be awarded by the instructor.

Students are advised to pay close attention to the appropriate deadlines, particularly with regard
to tuition refunds, “W” (withdrawal) designations, and any necessary documents, approvals,
and/or signatures that may be required.

For additional information, please refer to the Guide to Registration at
manoa.hawaii.edu/records/register/guide.html and the UH Mānoa Catalog at
manoa.hawaii.edu/catalog/undergrad/.

Complete Withdrawal

Students withdrawing completely from the BSW Program must contact their academic advisor.

Leave of Absence

A continuing classified student who has completed at least one semester at the Mānoa campus
may choose to apply for a leave of absence if they are in good academic standing and are not
enrolled at any other institution or UH campus. A leave of absence may be for one or two
semesters. Students who leave and do not apply for a leave of absence are required to apply for
readmission to both the UH Mānoa campus and the BSW program if they choose to return.

Refer to the UH Mānoa Office of the Registrar’s website at
manoa.hawaii.edu/records/register/leave.html or the UH Mānoa Catalog at
manoa.hawaii.edu/catalog/undergrad/ for more information.

Degree Check

BSW students must arrange for a graduation degree check with their academic advisor 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.

Additional Policies and Information

For further information and additional policies pertaining to UH Mānoa undergraduate students,
please refer to the UH Mānoa Catalog online at manoa.hawaii.edu/catalog.
Academic Advising

The goal of advising is to assist students in achieving success in their academic and professional objectives and graduating on a timely basis from the BSW program.

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 throughout the BSW program. Students are required to meet with their advisors prior to registering for courses each academic period, including summer session (if applicable). At mid-term, students are encouraged to report progress to their advisors.

Meeting with your advisor on a regular basis will assist you in designing and achieving a reasonable and timely academic plan leading to the BSW degree; identifying academic and professional goals that incorporate your personal values, interests, aptitudes, and skills; and identifying and utilizing resources to support you in achieving your identified goals.

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

New Student Advising and Orientation

New student advising will be completed prior to or at orientation.

Additional information provided during BSW New Student Orientation includes:

- BSW Program Policies
- MBT SSW Student Academic/Professional Development Review Procedures
- Student Rights and Responsibilities (e.g., Student Conduct Code, Academic Grievance Procedures, Title IX)

Initial Advising Session

- Establish relationship between student/advisor
- Discuss career/academic goals
- Develop BSW academic plan based on estimated date of graduation
- Discuss transfer of credits and approve incoming electives, if any
- Review any recommendations or conditions of admission made by the BSW Program or UH Mānoa Office of Admissions

Subsequent Advising Sessions

- Advise on adding and dropping courses and consequences to student’s program
- Review and approve proposed schedule for following semester – discuss any changes, implied or actual, to student’s academic 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 (as needed) and any “I” grade make-ups.
- In the semester immediately prior to completion of program requirements, advise student on 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).
Student Rights and Responsibilities

Student Responsibility

The Myron B. Thompson School of Social Work places a premium both on academic and professional functioning. Students must function in accord with the Student Conduct Code policies and procedures of the University of Hawai‘i and UH Mānoa campus (www.studentaffairs.manoa.hawaii.edu/policies/conduct_code/) and the Code of Ethics of the National Association of Social Workers (see Appendix, www.socialworkers.org/about/ethics/code-of-ethics). 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; to demonstrate a sense of responsibility, good judgment, and 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 Performance and/or Professional Development Review

The purpose of the student review hearing is: a) to address concerns regarding a student’s academic/professional development, b) to develop a plan of action, if necessary, c) to make a recommendation to the program chair. A faculty member or academic advisor can request a review in the event concerns arise in the student’s academic/professional development.

Detailed procedures are provided to students in the orientation packet accompanying this handbook and are also available on the School website (www.hawaii.edu/sswork/student-info/ - see Student Hearing Process under “STUDENT RULES, REGULATIONS, and POLICIES”).

Academic Grievance Procedures

The University of Hawai‘i at Mānoa has established “Academic Grievance Procedures,” which include a statement on responsibilities of faculty and students and procedures for resolution of academic grievances. These academic grievance procedures are available online at studentaffairs.manoa.hawaii.edu/policies/academic_grievance/.

Gender Equity in Education (Title IX)

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Members of the University of Hawai‘i at Mānoa community, guests and visitors have the right to be free from all forms of sex/gender harassment, discrimination and misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating
violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

For more information, including Title IX campus coordinators, reporting options, confidential resources, and policies and procedures, see the University of Hawai‘i System Title IX and Office of Institutional Equity (www.hawaii.edu/titleix) and the UH Mānoa Offices of Title IX (manoa.hawaii.edu/titleix/) and Gender Equity (manoa.hawaii.edu/genderequity/titleix/).

For additional University policies and procedures, see the Office of Student Affairs website at http://studentaffairs.manoa.hawaii.edu/policies/.
General Information

Academic Advising

Classified students in the School of Social Work are assigned to a faculty advisor who is responsible for assisting with monitoring their educational progress. Advisor assignments will be posted in the SSW Student Mailroom (Gartley 105) and/or on the School website (www.hawaii.edu/sswork/student-info/ under “DSW Information/Resources”).

Contact Information

Students are to maintain current contact information with the BSW Program and with UH Mānoa. Changes in e-mail addresses, phone numbers, and/or mailing addresses should be submitted to both the Social Work Admissions/Student Services Office (Gartley 203, sswadmit@hawaii.edu) and the UH Mānoa Registrar’s Office (see manoa.hawaii.edu/records/update_info.html).

E-mail

All students must have a UH username (@hawaii.edu user account). If you encounter problems getting your username, please contact UH information Technology Services Help Desk at (808) 956-8883 or help@hawaii.edu (visit the ITS Help Desk online at www.hawaii.edu/its/help-desk/).

Please check your email on regular basis – daily for Distance Education students, weekly for campus-based BSW students.

Student Services maintains a BSW student LISTSERV that provides important program information, job listings, scholarship opportunities, and information on related workshops, trainings, and community issues/events related to social work.

SSW information will be sent only to your hawaii.edu address. You can configure this email to be forwarded to your preferred address via the “Settings” your Google@UH e-mail screen.

Computer Lab

The School provides several PC computers and laser printers in Gartley 002 for use by social work students. Lab hours are posted on the door: Mon.-Thurs. from 8:00 am – 5:00 pm and Fridays from 9:00 am – 3:00 pm (subject to change). A Computer Lab Agreement webform must be submitted for access. Students must furnish their own flash drives and paper. No food or drink are allowed. The SW computer lab is intended for use as a study area, and students are asked to treat the computer lab and each other with respect.

Other computer labs are available on campus for your use (see www.hawaii.edu/itslab/): Wong Computer Lab in Sinclair Library (1st floor) and CLIC lab in Hamilton Library (1st floor).
Wireless internet access is available in most locations on campus; see manoa.hawaii.edu/campusmap/wireless.php for campus wireless coverage & www.hawaii.edu/askus/1037 for how to connect.

Need computer/internet help? See www.hawaii.edu/its/services/.

### Mailboxes

Classified campus-based students in social work are assigned a mailbox in the Student Mailroom (Gartley 105). 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.

**Campus-based students:** Please check your mailboxes at least once a week!

### Identification Cards

A photo ID card is provided to all students and must be validated each semester after tuition payment has been made. Student IDs are required for services/discounts from the libraries, Athletics, Campus Center Ticket Office, and more (!) and can be obtained from the Ticket, Information, and ID Office located in Campus Center 212. Call 808-956-7235 or visit www.hawaii.edu/campuscenter/services/uhmanoaid.html for more information.

Arrangements will be made for Distance Education students to obtain student ID cards.

### Telephones

Administrative support staff do not take students’ personal messages. However, they will assist with emergency personal messages and those related to field education and other official matters.

### 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.

### FAX

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

### 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 edition* (2010). A helpful website is www.apastyle.org. 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.
Maintaining Personal Academic Records

It is your responsibility to collect and maintain your own curriculum records, such as course descriptions, course syllabi, field education learning contracts and evaluations, etc.

You may need to show proof of coursework completion or specific course content for purposes of employment, licensure, and/or certification applications. While your UH Mānoa transcript and MyUH will report courses taken and grades earned, they do not reflect specific course descriptions. In the case of SW 480 (“Topics in Social Welfare”) courses, MyUH does not record the topic titles, which can vary semester to semester.

You may also need to show proof of field education experiences for the CSAC (Certified Substance Abuse Counselor) or other certification or licensure ~ please keep your field education records and evaluations for this purpose. If you plan to apply for Advanced Standing in our MSW program, field education learning agreements and evaluations are required as part of the application.
HELPFUL LINKS

Myron B. Thompson School of Social Work:  www.hawaii.edu/sswork/
National Association of Social Workers (NASW) Hawaii Chapter:  www.naswhi.org/

University of Hawai‘i (UH) System
www.hawaii.edu
MyUH Services
https://myuh.hawaii.edu
UH Mānoa (UHM) Campus
manoa.hawaii.edu/
UHM Campus Map
manoa.hawaii.edu/campusmap/
UHM Catalog
manoa.hawaii.edu/catalog/
UHM Outreach College
www.outreach.hawaii.edu/
UHM Office of the Registrar
manoa.hawaii.edu/records/
UHM Guide to Registration
manoa.hawaii.edu/records/register/guide.html
UHM Academic Calendar
manoa.hawaii.edu/records/calendar/index.html
UHM Financial Aid Services
www.hawaii.edu/fas/
UHM Libraries
manoa.hawaii.edu/libraries/
UH Information Technology Services
www.hawaii.edu/its/services/
UHM Bookstore
www.bookstore.hawaii.edu/manoa/
UHM Office of Student Affairs
studentaffairs.manoa.hawaii.edu/
KOKUA (Disability Access Services)
www.hawaii.edu/kokua/
UHM Department of Public Safety
www.manoa.hawaii.edu/dps/

Veterans Affairs and Veteran Student Services at
UH Mānoa
manoa.hawaii.edu/records/veterans/
manoa.hawaii.edu/veterans/

UHM International Student Services
www.hawaii.edu/issmanoa

UHM Student Employment
manoa.hawaii.edu/careercenter/

UHM Title IX Office
manoa.hawaii.edu/titleix/

UHM Office of Gender Equity
www.manoa.hawaii.edu/genderequity/

UHM Health Services
www.hawaii.edu/shs/

UHM Counseling & Student Development Center
manoa.hawaii.edu/counseling/

UHM Student Housing Services
manoa.hawaii.edu/housing/

UHM Parking & Shuttle Services
manoa.hawaii.edu/commuter/

UHM Food Services
manoa.hawaii.edu/food/

UHM Campus Newspaper
www.manoanow.org/kaleo/

UHM Writing Center
https://sites.google.com/a/hawaii.edu/writingcenter/

Information About Hawai‘i:
portal.ehawaii.gov/
manoa.hawaii.edu/about/honolulu.html
BSW Organization (BSWO)

Purpose: The BSW Organization (BSWO) 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 BSW Program is eligible to become a member of the BSWO. Membership to the organization is renewable each semester and will automatically cease upon termination of enrollment from the University.

Meetings: All meetings of the BSWO 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. Student representatives are elected during the annual election of officers.
Phi Alpha Honor Society - UH Mānoa 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 9 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

- National dues for lifetime membership in the Phi Alpha Honor Society, plus Chapter fees for each semester of membership in the Nu Sigma Chapter.
- For undergraduate students, a MY UH Web Transcript showing GPA and semester or quarter hours necessary.
- Attend two 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 two service-related activities per year.
- Any member interested in serving as an officer (nominated by election) will have service requirements waived.
- Any member working on a Standing Committee or Special Committee will have service requirements waived.
- A service-related committee will be formed and information will be sent to all members regarding upcoming service activity opportunities.

For more information about the Phi Alpha Honor Society, visit www.phialpha.org.
For the UH Mānoa Nu Sigma Chapter of Phi Alpha, please contact nusigma@hawaii.edu.
APPENDICES

Appendix A: National Association of Social Workers Code of Ethics
Appendix B: Preapproved Social Justice and Diversities Upper-Division Electives List
Appendix C: BSW Credit Check Form
Appendix D: BSW Academic Planning Sheet
Appendix E: School of Social Work Oli Komo & Mele Aloha
Appendix A

National Association of Social Workers Code of Ethics

https://www.socialworkers.org/about/ethics/code-of-ethics
Appendix B

Preapproved Social Justice and Diversities Upper-Division Electives List

Appendix C

BSW Credit Check Form (template)
https://www.hawaii.edu/sswork/wp-content/uploads/BSW_credit_check-1.xlsx
See your advisor for your individualized credit check form.
Appendix D

BSW Academic Planning Sheet (template)
See your advisor for your individualized academic planning sheet.
Appendix E

Oli Komo

Ke welina mai nei ke kini  Greetings to the multitudes
Hali ʻia e ke Kahaukani  Brought by the Kahaukani wind
Pā i ka ua Tuahine  Touched by the Tuahine rain
Eia hoʻi ke ānuenue nani a  Behold the beautiful rainbow of
Kahalaopuna  Kahalaopuna
He mai, he mai  Enter, enter
Ua ao maila ka hale aloha  The enlightened house
Aloha e, Aloha e, Aloha e  Greetings, greetings, greetings

Haku ʻia ʻo Brandee Aukai a me Kelly Anne Beppu under the guidance of Kumu Randie Fong.

*This mele was written as a gift to the Myron B. Thompson School of Social Work in 2010. It speaks of the beautiful winds, rain and rainbows that welcome you as you enter the house of learning. The mele captures the warmth that was shown to us while attending school in beautiful Mānoa.

Mele Aloha

Ākea ka moana nui  The immense ocean of Kanaloa
Hoʻolālani ʻia o ʻIwikuamoʻo  Aligned is ʻIwikuamoʻo
E pūlama i mōhala nā pua  Cherish them so they may blossom
A kū i ka māna  Fed by the elder, the younger retains the knowledge
E kupu a liko aʻe  Bud forth and grow
E ʻulu a ola mau  Increase and thrive
A kau i ka puaaneane  To live a full life
E ola mau Ka Lāhui!  Long live the Nation!

Haku ʻia ʻo Brandee Aukai a me Kelly Anne Beppu under the guidance of kumu Randie Fong.

*This was written in honor of Myron B. Thompson, also known as “Pinky.” We worked together with his ʻohana and close friends to compose this oli. Though we both did not have the honor of meeting him, he left a legacy that touched us greatly. Pinky was a man of few words, though his actions were great. He loved his people, his culture and the ocean, in which he used as a common thread to unite all people. Through this oli we hope that Myron ʻPinkyʼ Thompson and his vision for his beloved people will be perpetuated by the school of social work that carries his name.