



Universidad del Turabo
School of Social Sciences
Social Work Baccalaureate Program

Students Handbook



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Universidad del Turabo

I. Introduction:

The Social Work Program of Universidad del Turabo has the commitment to prepare undergraduate students with the theoretical, methodological and ethical base of knowledge that will enable them to enhance the human well-being and the wellbeing of society. The National Association of Social Workers, states that “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” (NASW, <http://www.socialworkers.org/pubs/code/code.asp>). According with NASW, the fundamental focus of the social work’s attention is to the environmental forces that create, contribute to, and address problems in living. The solution of problems of the participants should be framed by the ability to asses’ empowerment and transform their reality in collaboration with the social work professional (Social Work Professionals of Puerto Rico Code of Ethics, 2011).

The curriculum of the social work program provides a base of knowledge of the relationship and influence of bio psychosocial and spiritual factors in social systems, the social policies that frame the professional practice and allows the critical analysis of the structural and functional aspects of systems and the manifestations of oppression and human diversity in these scenarios. The students will identify the phases and purpose of the helping process from a Generalist Perspective, and identify the ethical principles that guide social research and the possible dilemmas that may arise.

Accordingly with the CSWE (E.P. 2.1.1), Social Workers commit themselves to the profession’s enhancement and to their own professional conduct and growth. The practicum seminar and supervised practice course integrates the student’s knowledge, skills and attitudes to construct his/her identity as a professional social worker and facilitates the understanding of the relationship between theoretical knowledge and practical experience in the context of an agency and direct service.

The program has the commitment to emphasize in the application of the models of intervention with individuals, families, groups and communities, the critical analysis of their structural and functional aspects, and the manifestations of oppression and human diversity of systems, guided by the ethical principles of the profession.

This Student's Manual describes the Social Work program history, our mission, goals and objectives. We include the Council of Social Work Educational Policies, the process and requirements for the admission to the program, the student's rights and responsibilities and a curriculum that consist of 122 credits. Universidad del Turabo, School of Social Sciences, and our Social Work Program have a commitment with the students of the Social Work Association and facilitates the development of leadership in students with active participation in processes that respond to their interests, strengthen their commitment to the profession and their leadership abilities; in this Manual we describe the board of the association. Finally, we include the Universidad del Turabo institutional policies.

II. Social Work Program

a. Social Work Program History

In 1991 Universidad del Turabo, requested the Puerto Rico Council on Higher Education to amend the valid license in order to offer a Bachelor of Arts in Social Work. The Program began in 1994 with the aim of "satisfy the need to create and promote programs that contribute to the prevention, attention, and solution of the social problems that affect our community through the professional formation of students within the Social Work area" (Findings Report, 1992). The Program's courses are offered in the University's Main Campus as well as in the University's locations in Cayey, Naguabo, Yabucoa, Ponce, and Isabela.

b. Mission

The mission of the Universidad del Turabo Social Work Program is to prepare undergraduate students with the theoretical, methodological and ethical base of knowledge that will enable them to enhance the human well-being. The students will develop knowledge and skills in a generalist social work practice to deliver effective social work services to diverse groups and oppressed populations, with a commitment to promote social and economic justice and human and civil rights.

c. Goals

Based on the University and program's mission, the Bachelor Program in Social Work has developed the following goals:

1. Prepare competent and effective social workers with the knowledge of the fundamental components of the Social Work profession and commitment with the profession's enhancement, and with their performance.
2. Development of knowledge and skills in a generalist social work practice from micro to mezzo to macro levels and emphasize the dimensions of diversity and value principles as applied to general practice.
3. Prepare professional practitioners to deliver effective social work services to diverse groups and settings, with a commitment to promote social and economic justice and human and civil rights.
4. Prepare students to develop knowledge of scientific inquiry and its contribution to social work practice.
5. Prepare students to be able to engage in the policy practice process and be capable of critically analyzing the impact of social welfare policies and social services in Puerto Rico, United States, and other societies across the World.
6. Prepare competent professionals with education based on a body of knowledge in liberal arts and theoretical framework in human behavior and social environment.

d. Objectives

1. Demonstrate knowledge of profession's history, purposes and philosophy.
2. Demonstrate commitment with continuous professional development and professional behavior.
3. Apply social work ethical principles to guide its practice and use conceptual frameworks to lead the process of engagement, assessment, intervention, and evaluation at multiple levels.
4. Demonstrate effective oral and written communication in working with individuals, families, groups, organizations, communities, and colleagues.
5. Examine the structural, functional and evolutionary aspects of social systems and the influence of oppression, discrimination, human and cultural diversity on professional practice.
6. Apply theoretical and methodological knowledge and skills in the generalist intervention with individuals, families, groups, organizations and communities; emphasizing human well-being, human rights, social and economic justice.

7. Demonstrate knowledge of evidence-based in interventions and scientific social research process.
8. Demonstrate knowledge, skills, ethical principles and social work values base in the implementation of evidence-based in interventions.
9. Identify social policies related to professional practice and apply conceptual frameworks in the social policy process of formulation, planning, implementation and evaluation; incorporates social justice practices.
10. Demonstrate knowledge in liberal arts.
11. Analyze the influence of bio-psychosocial and spiritual factors in social systems, and the theories related to human behavior.

e. Educational Policies

- 2.1.1 Identify as a professional social worker and conduct one accordingly.
- 2.1.2 Apply social work ethical principles to guide professional practice.
- 2.1.3 Apply critical thinking to inform and communicate professional judgments.
- 2.1.4 Engage diversity and difference in practice.
- 2.1.5 Advance human rights and social and economic justice.
- 2.1.6 Engage in research-informed practice and practice-informed research.
- 2.1.7 Apply knowledge of human behavior and the social environment.
- 2.1.8. Engage in policy practice to advance social and economic well-being and to deliver effective social work services.
- 2.1.9 Respond to contexts that shape practice. 2.1.10 (a-d).
- 2.1.10 (a-d) Educational Policy 2.1.10(a) Engagement Educational Policy.
- 2.1.10(b) Assessment Educational Policy 2.1.10(c) Intervention .
- 2.1.10(d) Evaluation .

III. Social Work Curricular Program

The School established a core curriculum of 48 credits in general studies for all its undergraduate programs. These courses are: English (9 credits), Spanish (9 credits), Mathematics (3 credits), Biology (6), Humanities (6), History of Puerto Rico (3), Social Sciences (6), Psychology (3); and First Year Seminar course, (3).The complementary general courses are: Geography (3), Statistics

(3), Spanish (3); and Sociology (3). The professional courses are: Economy (3), Constitutional Rights (3), Social Psychology (3), Human Geography (3), Social Problems of Puerto Rico (3). History of Puerto Rico, Principles of Sociology, Human Geography, Psychology, and Civilization and Universal Cultures. Through these courses, students acquire the knowledge to better understanding specific concepts of social work practice such as diversity, social and economic justice, discrimination, prejudice, values, ethics, social policy, etc. Additionally, these courses strengthen their critical analysis of the impact of economic and social forces on the individual.

BSW Program expected that these courses will provide students with a better understanding of the bio-psycho-social determinants of human development and behavior, diversity, ethics, values, as well as a broader knowledge of Puerto Rican and others cultures.

Through the concentration courses, social work methodology with individuals, families, groups and communities and current topics in social work; the students will develop knowledge and skills in the generalist practice, emphasize the dimensions of diversity and recognize, support and build in the strengths and resiliency of the humans beings. The Social Research Techniques course, prepare students to developed knowledge of scientific inquiry to engaged in research-informed practice, as applied to general practice. The Social Policy course allows students to be able to engage in the policy practice process capable to analyze critically the social welfare policies and social services in Puerto Rico, Unites States and other societies. The knowledge of fundamental components of the Social Work profession facilitates that the undergraduates identifies professional values and ethics, and the commitment with profession enhancement and with their performance.

Generalist practice is grounded in the liberal arts and the person and environment construct. Consistent with general practice, the mission and goals, BSW program students are prepared to help people with individualized personal issues and social problems that impact specifics groups and the entire communities. The Program mission and goals promote general practitioners to incorporate diversity in their practice and advocate for human rights and social and economic justice at multiple levels. Therefore, student generalist practitioner engage in the human and social well-being, using a range of prevention and intervention methods in their practice with individuals, families, groups, organizations, and communities including evidence based.

IV. Admissions Requirements

Admission criteria in the baccalaureate social work program respond to those established by Universidad del Turabo undergraduate catalog. The Program has additional admissions criteria. The general admission requirements are: Applicant should have been graduated from high school or equivalent; have taken the SAT or CEEB test (if under 25 years of age); if foreign, must present residence or student visa. The same requirements apply for readmissions. For transfer applicants, grade point average must be equal to or higher than the GPA required for institutional retention, and must have studied at an accredited institution.

Students wishing to be admitted to Universidad del Turabo undergraduate programs must meet the following requirements:

1. Request an application with the Admissions Office within the stipulated time limit.
2. Graduate from an accredited high school or complete studies equivalent to High School and submit the necessary certifications.
3. If 25 years of age or less, take the College Entrance Examination Board and the test of the Diagnostic and Placement Center (DPC) of Universidad del Turabo. Students over the age of 25 will take the DPC test.
4. Possess the minimum admission index approved by the Academic Board. Candidates with an index below the minimum must be interviewed to determine eligibility.
5. Submit a \$15.00 dollars nonrefundable application fee.
6. Candidates for programs with additional admission requirements, such as additional tests, interviews and letters of recommendation, must comply with these requirements.

A. Social Work Program Admission Criteria

The Social Work Program undergraduate admission criteria are composed of the College Entrance Examination Board (CEEB) and the Student High school grade point average (GPA).

The program requires the following results in the CEEB: 427 in verbal aptitudes and verbal

achievements. These results are within or above the average for the island. The High School grade point average required is a minimum of 2.25. Until May 2012, after reviewing his/her records and complying with the above requirements, the student is referred to the Program Director, who reviews the record, interview the applicant stressing his/her interests and goals. Once the BSW major is certified, the student record is returned to Admissions Office. Due to the increase in applicants in the main campus and the Additional Locations (ALs), and upon the recommendation of Commission on Accreditation (COA), beginning on August 2013, students complying with the CEEB and GPA requirement will write an essay about their interest in the social work profession, qualifications and aptitudes to human services, and their awareness of the social problems in Puerto Rico.

The admission committee evaluates each admission request, including the essay. This committee will be composed of two faculty members. Afterwards, the committee refers their final decision to the Program Director, following the admission criteria already established. Rejected students who comply with CEEB and GPA requirements but not with the required essay, may appeal the committee decision to the Social Work Program Director. The Director will review the committee's evaluation, will interview the student and will make a final decision about his or her admission to the program. Those who are not accepted will be encouraged to enroll in another related major to enhance the student awareness on social problems. They may re-apply after their first year of study.

Rejected students due to CEEB results or GPA will be advised by the academic counselor to either repeat the CEEB or enroll in another related major and improve the GPA, they will be reconsidered for admission after their first year of study.

Readmission

1. Students must apply for readmission if they interrupted their studies and did not attend the university for one semester or longer. (Summer sessions do not count as interruptions).
2. Students must complete the required number of credits for their year of study.

3. Students must comply with the requirements of the study program of their choice as well as other general requirements that may apply.
4. In order to be readmitted, the period of suspension for academic or disciplinary reasons must have elapsed.
5. Candidates for readmission may be required to have an interview with the Admissions Committee. It is comprised of the Vice Chancellor of Student Affairs or his representative, the Director of Admissions, the Vice Chancellor for Wellness, the Registrar, the Vice Chancellor or his representative and the Dean of the school. In special cases, the Committee will have the final authority to determine admissions.

Transfer Students

Transfer students are considered for admission if they have followed a course of study in an accredited university and have completed no fewer than 12 credits in the institution from which they come from. Their grade point average (GPA) must be equal or higher the Program minimum requirement (2.25). The students must not be under academic or disciplinary sanction in their former institution. The Admissions Committee must evaluate all applications to transfer to our program.

Course Validation

Transfer students have the option of validating courses taken no more than 10 years prior to admission for equivalent courses offered at Universidad del Turabo. The students must have a minimum grade of C in each course. The Social Work Program follows the academic standards of the Universidad del Turabo, which can be found in the UT Undergraduate Programs Catalog. Students who are admitted to our program receive and initial orientation in which they are informed about our criteria for evaluating their academic and professional performance. In addition to the orientation, they are advised to access the program's link at the UT website to find our policies for admission, retention and termination. Students who do not comply with the BSW academic norms will be referred to Social Sciences School academic advisor. The student record will be evaluated for recommendation on course repetitions to improve the GPA. If after one year the student does not meet the require GPA, will be terminated. BSW students who have

been terminated will keep the right of appeals according to the University of Turabo standards and regulations.

B. Supervised Practicum's Admission Requirements

- 1) A registered student majoring in Social Work.
- 2) The student cannot be in probationer academic status (see Academic Rules).
- 3) 2.25 Cumulative GPA.
- 4) 2.50 Major GPA.
- 5) Be a graduate candidate on May of the year in which they finish their Practicum.
- 6) Have the following Social Work Major's credits approved when starting the Practicum: SOWO 200, SOWO 211-212, SOWO 311-312, and SOWO 318.
- 7) Have received a minimum grade of a C in all major courses.
- 8) Not having an "Incomplete" in any of the major courses.
- 9) Enroll in the Practicum Seminar (SOWO 441-442) and the Supervised Practicum (SOWO 451-452) at the same time.
- 10) The student must be available 15 hours per week during the assigned schedule
- 11) Attend orientation meetings regarding the Practicum as determined by the Coordinator and/or Practicum Professors.
- 12) Demonstrate a high level of ethical and professional behavior, according to the Profession's Code of Ethics.

C. Validation of life experience and work experience

Neither the Supervised Practicum Course of another university or work experience will be accepted.

V. Standards for Academic Progress

There are three categories of regular students according to their grade point average and number of courses completed: students with excellent achievement; students with satisfactory achievement; and students on probation. Students with a satisfactory academic progress are those with a grade point average equal to or higher than the established retention index and who satisfy the percentage of approved credit hours established by the academic standards.

At the end of each academic year, the Registrar will determine the grade point average (GPA) and the credit hours required of each student per academic year. This information will be measured against the established retention standards in order to determine the academic status of the student. Academic progress of students admitted as transfer students will be evaluated for retention purposes at the end of their first year; credits and grade point average prior to that year will not be considered. Academic Probation Students whose academic achievement is below the established retention index or who do not complete the percent of approved credit hours required according to regulations will be placed on academic probation for one (1) year, during which time they will be eligible for economic assistance. For students of Technical Programs, the probation period will be one (1) semester. Upon completion of the probation period, students must meet the required percentage of credit hours and grade point average as established by their academic degree program

A. Academic Performance

For a student to remain active in the BSW program his/her academic progress should evidence the minimum progress of 2.25 GPA for the first 24 approved credits. For up to 49 approved credits, student should have attained a minimum of 2.30 GPA, increasing to 2.40 at the completion of 74 credits. When the student complies with a total of 99 credits, the minimum GPA should be 2.50. The BSW Program establishes that, for a student to be eligible to apply for Supervised Practicum, his/her GPA should be 2.50 minimum.

Students who do not comply with the BSW academic standards will be referred to Social Sciences School academic advisor. The student record will be evaluated for recommendation on course repetitions to improve the GPA. If after one year the student does not meet the required GPA, he/she will be terminated. BSW students who have been terminated will keep the right of appeals according to the University of Turabo standards and regulations, as follows.

B. Academic Suspensions

Students will receive a one (1) year academic suspension if the cumulative academic index is lower than the retention index, or if they have not met the percentage of required credit hours upon completion of their probation period. The University will not accept courses, diplomas or degrees earned by a student during the academic suspension period. Students who wish to be readmitted upon completion of their academic suspension period must meet the current university readmission requirements. Students who interrupt their studies or program during the probation period will still be considered on probation during the readmission process. Readmitted students who have completed their one (1) year suspension period will be evaluated by the Admissions Committee of their academic program. Upon readmission, students will be placed on probation for a second period.

The institution may suspend a student on recommendation of the Disciplinary Committee or the Vice Chancellor of Student Affairs, following the dispositions of the Student Regulations available in the Students' Rights and Responsibilities Manual. Under extraordinary conditions, the Academic Suspension Appeals Committee may approve an additional one (1) year probation period under extraordinary conditions if a student is able to complete all the graduation requirements within that academic year.

C. Appeals

A student may appeal an institutional decision regarding satisfactory academic progress, if under extenuating or crisis circumstances he or she was not able to meet the requirements or conditions established by the University.

The University will consider the following crisis or extenuating circumstances to accept a student's appeal and to grant an exemption from the Academic Progress Policies: illness of the student or a relative, economic crisis due to illness affecting the head of household, natural disasters, divorce, death in the immediate family, family problems, legal circumstances, and justified changes in academic objectives which cause an impact on the student's academic progress.

D. Appeals Committee

The Appeals Committee will be composed of one representative from each of the following offices: Dean of the School, Registrar, and Vice Chancellor for Student Affairs or designated representatives.

E. Appeals Application

Students who meet any of the academic progress appeals criteria must submit all the necessary documentation to justify their request. If a student requests an appeal based on a mathematical or calculation error, and it is corrected by the Office of the Registrar; he or she will not go through the full appeals process.

F. Reinstatement of Financial Aid

If a student's appeal is accepted by the Appeals Committee, he or she will be eligible to receive financial aid as long as he or she meets the federal financial aid deadlines and guidelines.

Appeals decisions are issued in writing by the Office of the Vice Chancellor for Student Affairs. This communication is issued by the Office of Admissions and Financial Aid to reinstate a student's financial aid package. If a student meets the conditions regarding his or her academic progress or those related to any academic sanction, he or she will be eligible to receive financial aid during the following enrollment period.

VI. Professional Performance.

The Supervised Practicum Manual clearly established the rules and procedures to determine unsatisfactory professional performance.

VII. Graduation Requirements

Undergraduate students of Universidad del Turabo will be eligible to receive academic degrees after meeting the following requirements and procedures:

1. Students must apply for graduation at the Registrar's Office during the period established in the academic calendar.
2. Completion of the courses required for the degree as set down by the institution.

3. Completion of the number of credit hours required for the degree with a minimum grade point average of 2.00.
4. The minimum grade point average in the major is 2.30.
5. To compute the grade point average for graduation, only successfully completed courses which were requirements for the degree or certificate will be considered.
6. All students entrance at the Universidad del Turabo will be subject to the graduation requirements in force during the year they were admitted. Nevertheless, if the curriculum was modified, the student can choose to graduate under the new curriculum, but not by a combination of both.
7. Transfer students must complete at Universidad del Turabo at least the last thirty (30) credit hours of a bachelor's degree and the last twelve (12) credit hours of an associate degree. The student must complete the last twelve (12) credits of his/her major at Universidad del Turabo.
8. Students must also settle any debts with the institution. No document certifying graduation will be given until documentation has been presented that there are no outstanding debts. All students applying for readmission will be subject to the requirements for graduation in effect during the year they are readmitted.
9. Commencement exercises will be held once a year, at the end of the second academic semester. Students who meet graduation requirements at the end of any term or summer session may apply to the Office of the Registrar for a certification to that effect.

VIII. Students Participation

Association of social work students (AETS)

The Social Work Program at the Universidad del Turabo facilitates the development of leadership in students with active participation in processes that respond to their interests; strengthen their commitment to the profession and their leadership abilities. The main vehicle is the Social Work Students Association (AETS). This organization began in 2004. The mission of AETS, according to its' Regulations is "to promote leadership and commitment to social justice and the profession in social work students from the Universidad del Turabo."

The board of the Association consists of the following positions: President of UT main campus, President of Cayey Center, President of Naguabo Center, President of Yabucoa Center, President of Ponce Center, Vice- President, Secretary, Assistant Secretary, Public Relations, Treasurer, Assistant Treasurer and Vocals (3). Each of the Centers has a board with all the positions and the president represents the center association in the board of main Campus of UT. To ensure the continuity of the processes, the second positions by title are passed to fill the vacancies of the president, secretary and treasurer, in the following year.

IX. Students rights and Responsibilities

The Manual of Academic Standards for Undergraduate Programs consists of 40 articles. The Student Regulations Manual has 10 articles. These documents are available to all students and set forth the rights of students, along with corresponding responsibilities. You may access it at: www.suagm.edu/turabo o <http://ut.pr/>.

Those documents also addresses issues associated with the relationship between the student and the University. It provides information on protection in academic pursuit, and privacy of records, sets forth all the conditions for responsible behavior on the campus, lists the various appeal and grievance procedures available to students, and includes a section on student discipline with control and discipline of college students. This document complies with relevant federal regulations such as the awarding of financial aid, protection, privacy of records, and equal access/equal opportunity.

X. Institutional Policies:

a. No discrimination Policies

The Social Work Program is firmly committed to the practice of non-discrimination based on race, sex, national origin, religion, political beliefs, disability, socioeconomic status, orientation and/or sexual preference. The non-discrimination applies to the admission of students to the program, and the selection and use of community organizations or service agencies where students will be placed for supervised practice.

b. The institutional policies are available at the following website:

http://www.suagm.edu/turabo/con_manuales_docs_estudiante.asp

- Management protocol of violence in the workplace
- Policy on Sexual Harassment at Work
- Policy for a Free Community Alcohol and Controlled Substances
- Acceptable Internet Use Policy
- Policy for appropriate use of Electronic Mail System

XI. Appendix

- a. Social Work Schedule Curriculum
- b. Social Work Sequential Curriculum
- c. Código de Etica Profesional, Colegio de Profesionales de Trabajo Social de Puerto Rico