

Barry University

Ellen Whiteside McDonnell | School of Social Work

Masters in Social Work Degree Program 2019-2020 Student Handbook

Barry University

KNOWLEDGE ~ TRUTH ~ SERVICE ~ SOCIAL JUSTICE

Ellen Whiteside McDonnell |



Barry University

Ellen Whiteside McDonnell | School of Social Work

PROGRAM LOCATIONS

MIAMI SHORES CAMPUS

11300 NE Second Avenue Miami Shores, Florida
33161

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

~

PALM BEACH/ TREASURE COAST

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

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



**PLEASE VISIT OUR WEBSITE
AT:**

www.barry.edu/msw

**BARRY UNIVERSITY SCHOOL
OF SOCIAL WORK**

**MSW STUDENT HANDBOOK
2019 – 2020**

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NASW-LEAD 2019 – Tallahassee, Florida

WELCOME FROM THE DEAN

Dear Entering MSW Student:



Welcome to Barry University School of Social Work. We are delighted that you have selected Barry for your graduate education. We take great pride in our School and, this year, we celebrate our 50 year anniversary of excellence in social work education.

Over the years, we have kept pace with the demands of our profession and the dynamic social, political, and economic conditions that impact the most vulnerable of our global society. Most recently, we made the paradigm shift from the most traditional social work curriculum to a trauma-informed prospectus, providing you with the most advanced and contemporary knowledge in social work education. We want to make sure you have an engaging experience with us as you grow and learn in an environment that is student-centered and focused on your professional development. We want you to be one of the more than 5,000 graduates who are using their knowledge and skills to build a better society.

Knowing the fundamental principles of the school, the expectations, policies and procedures that guide the activities of the school, is a critical building block. This Student Handbook has been designed to ensure you have the information you need to navigate within the school and university and be successful in your efforts. Please take the time to review this material carefully. If you have questions or require additional information please visit our Office of Student Services in Powers Hall Room 126 for information, guidance and any support you may need.

Your engagement in school governance, our Center for Human Rights and Social Justice, and your participation in activities that extend your leadership skills, research knowledge, and enriches your passion are welcomed. We wish you much success. We are here to celebrate you becoming a voice of change.

Respectfully,

Phyllis F. Scott, PhD.
Dean

GUIDING PRINCIPLES

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

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

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

Professional Ethics

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

Critical thinking

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

Task management

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

Self-awareness

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

Professional relationships

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

Communication

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

ADMINISTRATIVE ORGANIZATION

- *Dean*

Phyllis F. Scott, PhD.



305-899-3916

- *Associate Dean*

Maria Teahan, Ph.D, ACSW, LCSW



305-899-3196

- *Director, MSW Program*

Todd Tedrow, LCSW, CAPSW



305-899-3925

- *Director, Ph.D. Program*

Sharron Singleton, DSW



305-899-3920

- *Director, BSW Program*

Ashley Wright, MSW



305-899-3941

- *Director, Graduate Admissions-SSW*
Kristy Vega, BSW



305-899-4765

- *Director of Field Education*
Sarah-Ingram-Herring, Ph.D., LCSW



305-899-3930

- *Associate Director of Field Education*
Ayanna Mack, MHA

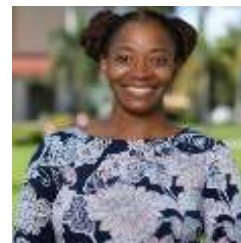


305-899-3935

- *Associate Director of Field Education*

561-622-2732

- *Manager of Operations*
Annette Cardoza-McNeal, MBA



305-899-3937

- *Administrative Assistant-Field Education*
Miami Shores
Sheryl Sullivan



305-899-3906

- *Assistant to the Dean*
Constance Johnson



305-899-3903

- *Student Services Coordinator*
Stephanie Theile



305-899-3907

- *Marketing Coordinator*
Laura Bello-Conte



305-899-3672

- *Administrative Assistant*
Palm Beach/Treasure Coast
Lili Lolo



561-622-2732

- *Executive Director, Office of the Public Guardian*
Eloisa Ramos, LCSW, NCG



954-862-3655

- *Coordinator, Center for Human Rights & Social Justice*
Carolina Rios, MA



305-899-3047

FACULTY/STAFF ROSTER

2019-2020

Faculty and staff biographies, contact information and photographs are available on the School's website at: <https://www.barry.edu/social-work/faculty>

Barry University

Ellen Whiteside McDonnell |

BARRY UNIVERSITY MISSION

MISSION STATEMENT

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



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

Barry University provides opportunities for affirming our Catholic identity, Dominican heritage, and collegiate traditions. Catholic beliefs and values are enriched by ecumenical and interfaith dialog. Through worship and ritual, we celebrate our religious identity while remaining a University community where all are welcome.

BARRY UNIVERSITY CORE COMMITMENTS

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

KNOWLEDGE AND TRUTH

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

INCLUSIVE COMMUNITY

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

SOCIAL JUSTICE

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

COLLABORATIVE SERVICE

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

BRIEF HISTORY OF BARRY UNIVERSITY

SCHOOL OF SOCIAL WORK

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

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

THE MISSION OF THE SCHOOL OF SOCIAL WORK

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

THE MISSION OF THE MSW PROGRAM

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

LIFE EXPERIENCE CREDITS

In keeping with CSWE standards, the School of Social Work cannot grant academic credit for life experience or previous work experience, in whole or in part, in lieu of the field internship or any courses in the curriculum.

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GENERAL PROCEDURES

REGISTRATION

The School attempts to register students early enough that they can plan for the investment of time and money that is required to pursue graduate social work education. The MSW Program curriculum is organized around the status of a student's admission (part time/full time - 63 credit or 32 credit), the semester the student is admitted (fall, spring, summer), and the matriculation requirements of the School.

ACADEMIC DEGREE PLAN

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

REGISTRATION PROCEDURE

Online registration for new students is made available prior to the start of the enrolled semester. Late registration for all new students is conducted immediately following new student orientation. Online registration is scheduled in advance of the enrolling semester. Continuing students, (students who are already enrolled in the program) register in the fall semester for the spring semester and register in the spring semester, for the summer and fall semesters.

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

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

2. If the student course plan requires a modification that variates from the Master Degree Plan, the student must, along with his/her Academic Advisor/Faculty Mentor, complete an "Exception to Policy" form. This Exception to Policy must be approved by the Director of the MSW Program and Student Services prior to the student registering for any class. A new, revised course plan must be uploaded into InPlace Records.

3. The student may then register online for courses. The Office of Student Services also provides manual registration assistance for students across all MSW campus sites.

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

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

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

- If the student owes more than \$500.00 in fees
- If there are any restrictions or “holds” on your account
- If the student has not updated their *Student Profile* on WebAdvisor

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

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

TUITION, FEES AND FINANCIAL AID

FINANCIAL AID PROBATION DUE TO LOW GPA

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

Qualitative component: (cumulative grade point average)

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

Graduate and doctoral students must complete their degree program within seven years from the time they are admitted to their respective graduate degree program. All periods of enrollment must be considered. Once the maximum time frame has been reached, the student will no longer be eligible for financial aid.



Understanding Satisfactory Progress:

Attempted Credit Hours

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

Incomplete Grades, Missing Grades, Withdrawals

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

Transfer Credit Hours

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

Satisfactory Academic Progress Review

The Financial Aid Office will review satisfactory academic progress for financial aid recipients at the end of each semester. This policy is applicable to all undergraduate, graduate and doctoral students receiving federal financial aid.

If a student is not making satisfactory academic progress at the end of a semester, the student will be notified in writing and placed on financial aid warning for one semester. Federal aid will be disbursed for the following semester, but at the end of that semester, the Financial Aid Office

will review the student academic record and termination actions will be taken if satisfactory academic progress has not been met. If federal student aid is terminated, notification will be sent concerning the appeal process.

Warning Status

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

Termination Status

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

Regaining Eligibility After Financial Aid Termination

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

Appeal Procedure

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

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

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

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

ACADEMIC INFORMATION

WITHDRAWAL POLICIES

Withdrawal Policy

Students who withdraw from all courses are considered withdrawn from the University and the MSW Program. Permanent withdrawal is a serious step since re-entry to the Program will require an application for re-admission. Students are encouraged to assess the outcome of fully withdrawing from the University/School and discuss this decision with the Academic Advisor/Mentor or the Program Director, if the Academic Advisor/Mentor is not available. **Students are responsible for completing the Withdrawal form and obtaining all required signatures.** For Miami Shores students, forms are located in the Office of Student Services, Powers Hall Room 128. Palm Beach/Treasure Coast students may obtain withdrawal forms from the Administrative Assistant at that site.

University/School Withdrawal

- Matriculating students withdrawing from the University must do so officially by submitting a written notice of withdrawal to the Director of the MSW Program and Student Services before the deadline for withdrawing (dates for each semester/term are available online at <http://www.barry.edu/class-schedule>).
- The effective date of withdrawal will be the date stated on the Course Withdrawal form (generally the date in which the form is received by the dean).
- The withdrawal form must be signed by the student and Academic Advisor/Mentor, and submitted to the Director of the MSW Program and Student Services for review.
- Director of the MSW Program and Student Services submits form to the Operations Manager, who reviews financial implications with student prior to final processing.
- The form will be forwarded to the Dean of the School of Social Work for final signature, and then to the Office of Financial Aid.
- **Students are responsible for completing all steps to ensure official permanent withdrawal from the School/University. Failure to follow the outlined procedure will result in failure in the course(s)**

Course Withdrawal

- Students withdrawing from courses must do so officially by obtaining the Course Withdrawal Form from either their advisor, the Office of Student Services (Powers Hall, Room 126), the Director of the MSW Program and Student Services, Administrative Assistants at off-sites, or the Office of the Registrar.
- The withdrawal form must be signed by the student and Academic Advisor/Mentor, and submitted to the Director of the MSW Program and Student Services for review. The Director of the MSW Program and Student Services submits the signed form to the Operations Manager, who will review and discuss with the student any financial ramifications or liabilities associated with the withdrawal. The form is then sent to the Office of Student Services for uploading and forwarded to the Office of Financial Aid

- **All students are responsible for having a conversation with the Operations Manager to determine financial ramifications. Additionally, students are responsible for completing all steps listed above to ensure official course withdrawal. Failure to follow the outlined procedure will result in failure in currently registered course(s).**

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

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

Withdrawal from Field Education

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

Grading Consequences of Course or Program Withdrawal

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

ACADEMIC TEMPORARY WITHDRAWAL

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

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

Readmission Following a Temporary Withdrawal

- Only students in good standing who were granted a temporary withdrawal from the graduate program may be considered for re-admission.
- Students who are returning to the program within two years of executing a temporary withdrawal may return to the program.
- Returning students must have an interview with the Director of the MSW Program and Student Services before the student may register to continue in the program.
- Students who are returning to the program after two years of absence must complete and submit an “Application for Readmission” form to the School of Social Work, Director of Admissions. The form can be obtained from the Admissions Office at the School of Social Work.

- On an individual basis, applicants may be requested to submit additional information to update the School on their activities, progress, and professional or academic development during their hiatus from graduate study prior to rendering a decision.
- The Director of the MSW Program and Student Services renders a determination and grants the final approval of all readmissions.

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

Medical Withdrawal from the University

Requests for medical withdrawal should be referred to the Office of the Dean of Students and follow the regulations provided in the Barry University Student Handbook. There are no partial medical withdrawals for a term and withdrawals will not be done retroactively.

DROPPING OR ADDING A COURSE

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

REFUND POLICY

No student will receive a refund unless they withdraw officially by completing and submitting the Student Withdrawal Form. The following policy applies to any withdrawals after the start of classes:

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

If a student withdraws from all of his/her courses, he/she will receive the above percentage of their net tuition. Net tuition is the gross tuition. Awarded Barry Scholarships are not considered in the gross tuition. If a student withdraws from some but not all of his/her courses after the drop/add period, he/she will receive no refund.

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

- A letter of credit
- A Barry scholarship

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

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

If you are uncertain how these schedules or policies apply to your particular situation or impact upon the status of any student loans, please consult with the Barry University School of Social Work Manager of Operations or Barry University Financial Aid Office.

MATRICULATION REQUIREMENTS

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

Matriculation Timeframes:

- Students enrolled in the 63-credit MSW program must complete all program requirements within five years of initial enrollment in the program.
- Students enrolled in the 32-credit MSW program must complete all program requirements within three years of initial enrollment in the program.

GRADUATION REQUIREMENTS

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

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

Criteria for Graduation from the MSW Program:

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



- Must not have earned more than one "C" throughout ones matriculation. Must not have earned a grade of "F" as a final grade in any course
- Adherence to all School of Social Work ***Core Performance Standards***
- Must successfully complete all professional development hours as directed by cohort
- Full-time Advanced Standing students (32-credit) must complete two professional development events in the two semesters they attend BUSSW
- All other cohorts (PT and FT 63-credit and PT 32 credit) must complete three professional development events in the four or eight semesters they attend BUSSW
- Complete a Graduation Application. Students are able to register online after they receive graduation authorization from the Director of the MSW Program and Student Services. The student is advised to retain a copy of the submitted graduation application for their records.

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

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

NOTE:

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

There are several specified graduation posting dates throughout the academic year, including summer. These are listed on the University Academic Calendar; however, official University commencement exercises are held only twice per year, in May and December. The dates are listed on the School and University Academic Calendars. Students who complete courses and/or field work at the end of the summer semester participate in the December Commencement.

DEAN'S HONOR LIST



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

Honor Cords will be presented at the Honors and Pinning Ceremony to the select group of students who have demonstrated academic excellence. This will allow students to wear the Honor Cord as part of their commencement ceremony.

Criteria:

- Cumulative GPA of 3.8 or above

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

GRADING

Grading

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

A	4.00
B	3.00
C	2.00
F	0.00

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

Grading Scale:

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

Incomplete ("I") Grades

- A grade of “I” is granted in cases when a student is unable to complete course requirements in the time allotted **due to circumstances beyond their control, and when 75% of the course work has already been completed.**
- Courses that are pre-requisites or are co-requisites must be completed prior to a student being able to move forward in their matriculation, and due dates may need to be set as early as the following semester. Students may not register for a subsequent course in a curriculum sequence until the incomplete in the previous course has been rectified.
- Students with an “I” in a foundation course cannot take concentration courses until all foundation courses are fully completed.
- In any case, grades of incomplete cannot extend beyond one calendar year. The student and instructor must agree to a definite plan and time frame for completing course requirements.
- When the student fails to complete an incomplete grade within the specified time frame a grade of “F” (failure) is assigned.
- An (“I”) grade may be used **only** under the specific limitations outlined above. An (“I”) grade cannot be given in lieu of grade of “C” or an “F”.

Course Repeat Guidelines

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

- However, no single course may be attempted more than twice and the student must earn a grade of “B” or better in the repeated course. For Field Education a student must have achieved a grade of “CR” or Credit.
- On a repeated course, withdrawal after the third week of class is considered an attempt.
- A maximum of two courses may be repeated in the 63-credit program. A maximum of one course may be repeated in the Advanced Standing 32-credit program.
- In cases where students experience personal circumstances requiring that they take a temporary withdrawal for a semester or longer they must withdraw from all courses during the leave period.
- In the event of a temporary withdrawal, the course the student has withdrawn from will remain on their official transcripts as a “W”. However, enrollment in these courses **will not** be considered as an “attempt”.

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

Field Education Grading

The Director of the Field Education Department, assigns the final grades for all Field Education courses. The criteria for determination of grades are the sole responsibility of the Director of Field Education. ***Refer to Field Education Student Manual for further details.***

Guidelines for Appeal of Grades for MSW Students

Statement of Purpose: Barry University School of Social Work acknowledges its commitment to a student's right to have a fair, timely, and transparent resolution of all academic appeals. Faculty members and teaching administrators, likewise, are entitled to a fair, timely, and an unbiased forum to discuss his/her perspective and present cause for the grade assigned. It is the intent of the School to maintain a confidential, safe environment, maintain access and equity in decision making, ensure due process, and provide a reliable and documented means of open communication in a manner that meets regulatory mandates affecting the School of Social Work and the University. Ultimately, it is the responsibility of the School to ensure that all academic standards are acknowledged and maintained. An instructor cannot be mandated to change a grade. In all academic appeals, the determination of the Dean is final.

Guidelines: All graduate students of Barry University School of Social Work, regardless of location or mode of course delivery, are entitled to an appeal of a final course grade if the student has evidence that the assigned grade resulted from either or all of the following actions on behalf of the Instructor:

- a. The instructor failed to explicitly notify students of the criteria for grade determination.
- b. The instructor deviated from established and announced grading policy as stated in the course syllabus.
- c. The instructor made an error in the calculation of the grade assigned.
- d. The instructor assigned a grade for non-academic reasons, including unlawful discrimination as defined in the policies and procedures of Barry University and/or the grade was influenced by unethical judgment or personal bias.
- e. The instructor inconsistently and inequitably applied standards for evaluation of student's academic performance.

Procedures

1. Students should first address the grade complaint within five (5) days of its origin with the instructor. If the instructor deems that a grade change is warranted, a *Grade Adjustment Form* must be completed by the instructor and submitted to the Dean of the School of Social Work for review and signature.
2. The Dean's office delivers the *Grade Adjustment Form* to the School of Social Work's Office of Student Services.
3. Student Services uploads the form in the student's online records and immediately forwards it to the Office of the Registrar.

1. If after consultation with the instructor the issue remains unresolved, the student will complete a Grade Appeal Form and attach all supporting documentation and submit to the Program Director within five (5) working days of consultation with the instructor. The student must be prepared to present evidence that the grade assigned does not reflect the student's actual performance.
2. The Director shall review all materials presented and schedule an appointment with the student within three (3) working days of receiving the Grade Appeal Form. It is the responsibility of the Program Director to obtain the perspective of the instructor and collect all relevant information from the instructor. After meeting with the student, the program director shall provide a written summary of the consultation and a recommendation. This communication may be facilitated face-to-face, virtually, through an e-mail, and/or by certified mail within five (5) working days following the consultation. The respective Program Director shall advise the student verbally and in writing the procedure to appeal the determination of the Director.
3. If, after consultation with the Director and having received a summary of the consultation and the recommendation of the Director, the issue remains unresolved, the student may submit a Letter of Appeal to the Dean along with all supporting documentation.
4. The Dean will convene the Dean's Advisory Council and distribute to each Council member all documentation provided by the student, instructor, and the Program Director.
5. The Dean's Advisory Council shall convene, review all material and facilitate all necessary consultations. Consultations may include conversations with the student, the Program Director, and the instructor. The Advisory Council has seven (7) working days to render a recommendation in writing to the student, the instructor, the Program Director, and the Dean.
6. To appeal the determination of the Council, the student may schedule an Appeal consultation with the Dean within five (5) working days of the Council's notice of determination. The Dean will review all documentation, conduct all necessary interviews, and render a final decision. Within the School of Social Work, the Dean of the School of Social Work has final decision-making capacity in grade appeals for graduate students.
7. All interactions addressing all matters related to an appeal must be documented in the student's online-records and filed with the Office of the Provost.

Field Education

Grade of NC in a Field Course

If a student disagrees with a decision to suspend or terminate him/her from a field education course, the student may initiate the appeal process by following the steps below.

- Consult with the assigned Field Advisor and immediately schedule a consultation with the Associate Director of Field Education.
- If the student believes the issue to be unresolved after consulting with the Assistant Director of Field Education, the student may schedule a consultation with the Director of Field Education to address their disagreement with the decision. The Associate Director of Field Education, the Field Advisor, and/or Field Educator may, at the discretion of the Field Education Director, participate in the consultation. At all times, the Academic Advisor shall be included in student consultations with the Director of Field Education.
- Upon the rendering of a decision by the Director of Field Education to uphold the issuance of a grade of NC in a field education course, the student has the right to appeal this decision to the Program Director by completing the *Grade Appeal Form* which invokes the School's grade appeal process.
- All steps outlined procedures 4 thru 10 above shall be followed and timelines honored in an effort to resolve this appeal.
- The determination of the Dean is final.

For further information on the School of Social Work's grade appeal procedure and forms, please see the Student Repository on CANVAS.

Participation in Barry University School of Social Work Evaluation Process

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

Professional Behavior and Decorum of Social Work Students

Purpose: To establish clear expectations concerning student behavior and decorum during their matriculation at Barry University School of Social Work.

Guideline: It is expected that students enrolled in Barry University School of Social Work will conduct themselves in an ethical and professional manner at all times. It is also expected that students will adhere to the school's Core Performance Standards and the NASW Code of Ethics at all times during their matriculation in the program.

Expected behaviors include but are not limited to the following:

- Be punctual in attendance at field placement, meetings, group advising sessions, and classes, and be prepared to engage in learning (*please see guideline regarding attendance*).
- Complete all written assignments and reports on time and with beginning professional quality.
- Speak with dignity, respect, and sensitivity to clients, colleagues, faculty, school staff, field staff, research participants, students, and others.
- Respect the confidentiality of clients.
- Present professionally in dress, deportment, and language usage (*please see guideline on dress code*).
- Form and sustain appropriate and effective professional relationships.
- Respond to calls and emails in a professional and timely manner to faculty, school staff, other colleagues, students, field educators, advisors, research participants, and clients.
- Refrain from displaying disrespectful behaviors towards others.
- Refrain from any form of sexual harassment (*please review University policy on sexual harassment*).

ATTENDANCE

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

Thus, the official attendance guideline is as follows:

Prompt and regular attendance to all scheduled class and field sessions is required of all students.

In addition, late arrival, early departure or being absent from a course (Including internships) exceeding 30 minutes or more will count as an absence. Two latenesses equals an absence. More than two (2) absences within a semester will result in an automatic assignment of a grade of "F" for the course.

Hurricane or Other Natural Disasters

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

ACADEMIC MENTORSHIP & ADVISEMENT

Every student actively enrolled in the MSW Program will be advised by a faculty advisor/mentor. Students, however, are required to make their own academic decisions with the understanding that some decisions may result in not completing the program in the time indicated in the School's Master Degree Plan. The Faculty advisor/mentor will be assigned to all students at orientation by the Director of the MSW Program and Student Services.

Professional Behavior and Dress Statement: Our NASW code of Ethics is a guide to every day professional conduct, dress and judgment. The School of Social Work embraces the professional values and ethics of our profession and is committed to providing all students an environment that stimulates professional growth and development, while preparing you to excel in the professional market. Thus, students are expected to practice professional behavior, maintain good personal hygiene, and dress appropriately at all times. We expect each student to utilize his/her professional judgment regarding conduct and attire. Students are directed to their respective program's Student Handbook Manuals for details of School of Social Work behavior and dress guidelines. Faculty and administrators have the discretion to enforce the School of Social Work's

behavior and dress guidelines as necessary to maintain a safe and professional environment.

Please note: The following clothing and footwear are not acceptable when attending classes on campus, at an off-site location, or at your various field placements.

- Pajamas and other bedroom attire - Clothing made of ultra-sheer, see through fabric
- Mini shorts, (i.e. Daisy Dukes) - Visible undergarments, including under clothes
- Baggy pants that exposes underwear or body parts - Clothing that promote violence/intolerance
- Flip-flops (sandals are acceptable) -Clothing that exposes cleavage, midriff, or buttocks
- Tube tops or muscle shirts - Clothing with offensive, obscene, gang-related, graphic language

GUIDING PRINCIPLES

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

CORE PERFORMANCE STANDARDS

Each student is required to sign the School of Social Work Core Performance Standards agreement as a prerequisite to admissions to the school and enrolling in field education courses. Students receive the Core Performance Standard Agreement upon verification of enrollment. The student's electronic signature acknowledges the student has received, read, and agrees to uphold the professional development standards set forth in the agreement while in the classroom, at his/her field placements, on campus, and all other settings where the student is assuming the role of a Barry University School of Social Work student and/or acting on behalf of the School of Social Work.

Violations of core performance standards observed outside of the classroom and field must be brought to the attention of the Director of the MSW Program and Student Services by the observer.

It is not unusual for a student to violate one or more of the core performance standards during matriculation. While failure to comply with one or more of the the core performance standards, is a serious matter, it offers the school and the student an opportunity to enhance the student's professional development. This opportunity is not punishment for the exhibited behavior, rather an alert of a behavioral incident that needs to be explored and monitored with guidance to ensure a student is professionally prepared to assume the role of a competent social worker. The cooperation of the student is imperative to obtain maximum results of those professional intervention.

If a student receives more than one evaluation form, a consultation with the student's Academic Advisor/Mentor and the Director of the MSW Program and Student Services is required. The Director of the MSW Program and Student Services reserves the right to make a determination regarding actions to be taken. Actions may include the development of a corrective action plan, withdrawal from the program or recommendation to be terminated from the program.

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

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

GUIDELINES FOR STUDENT COMPLIANTS AND GRIEVANCES

Statement of Purpose: Barry University School of Social Work acknowledges its responsibility and commitment to a student's right to file a grievance and, in so doing, have a fair, timely, and transparent resolution. It is the intent of the School to provide a safe learning environment and

resolve all legitimate grievances that are believed to disrupt a student's educational process. Ultimately, it is the responsibility of the School to ensure that all explicit and implicit academic standards are acknowledged and maintained.

Guidelines: These guidelines are provided for students enrolled in the School of Social Work. These guidelines address those cases when a student believes that a condition in the School's learning environment is unfair, unequitable, unsafe due to the actions of others within the School, he/she experienced improper treatment by a faculty member, or a condition that poses a hindrance to the student's educational process, which may include a recommendation of termination or suspension from the Program. Students that have experienced sexual harassment should refer to the University's policies and procedures related to sexual harassment. Students that experience other conditions outside of the School that he/she believes is unfair and/or discriminatory, should inform the Program Director and immediately follow the policies and procedures established by the University. Students that have complaints regarding a final grade should refer to the Guidelines for Grade Appeal published by the School of Social Work.

Procedures

Complaints other than Termination and/or Suspension

1. The student should first seek to address the complaint informally and professionally by discussing the matter with the faculty member, fellow student, or administrative personnel as soon as the student experiences the condition. If the student and the subject of the complaint cannot reach an agreement, the student should discuss the matter with the Program Director. If the Director is the subject of the complaint, the student should bring this matter to the attention of the Associate Dean. If the matter involves another student and the complainant does not feel comfortable approaching the student, then he/she should consult with his/her academic advisor for guidance.
2. Noted that the matter was not resolved, the student should make an appointment with the Program Director. The Program Director shall seek to resolve the complaint by examining all aspects of the condition described by the student. This may involve consultations with all parties relevant to the matter. If the matter is resolved, a notation shall be made to record of the issue and the manner in which resolution achieved.
3. If the matter is not resolved at the level of the Program Director, the student may file a formal grievance by completing a Grievance Form and submitting the form to the Office of the Dean within five (5) working days of the consultation with the Director.
4. The Director shall prepare a summary describing all actions taken to resolve the issue and

make a recommendation to the Dean with supporting documentation. This must be submitted to the Dean within three (3) working days following consultation with the student.

5. Upon the receipt of the Grievance Form and documents from the Program Director, the Dean will review all related documentation and an appointment will be scheduled with the student within (10) working days of receiving the Grievance Form.
6. Following the consultation with the student, the Dean shall consult with all parties subject to the grievance. The Dean reserves the right to consult with the student again for further clarification and the right to seek consultation from the Dean's Advisory Council prior to making a final determination.
7. Upon final determination, the Dean will schedule an appointment with the student and present the final determination. This decision shall be given to the student in writing and made a part of record. The Program Director shall be given a copy of this determination and any instructions related to the matter.
8. The decision of the Dean is final.

Grievance of a Recommendation to Terminate or Suspend

A student may be suspended or terminated from the School of Social Work due to unsatisfactory progress towards completion of his/her degree as outlined in the School's matriculation standards. Recommendations for suspension or termination include both academic and professional performance and/or an egregious breach of core performance standards, NASW Code of Ethics, and/or actions that violate standards and policies of a field placement agency.

1. Prior to recommending to the Dean a suspension or termination of a student, the Program Director must collect and review all material related to the student's performance and schedule a consultation with the student and his/her academic advisor.
2. The Director must present all evidence used to support the decision, including the specific policy and standards that influenced the Director's decision. The Director must advise the student verbally and in writing of the decision to recommend suspension or termination to the Dean.
3. The recommendation, along with all supporting documentation must be submitted to the Dean by the Program Director within two (2) business days of advising the student of the recommendation.

1. Upon notification of this recommendation, if the student does not agree with the recommendation, he/she may file a Grievance by completing the Student Grievance Form and submitting the Grievance Form to the Office of the Dean within five (5) working days of receiving notice of recommendation from the Program Director.
2. The Dean will review all supporting evidence and schedule a meeting with the student within ten (10) working days of receiving the Grievance Form.
3. The Dean shall notify the student of the final decision with three (3) working days following the consultation. Notification shall include when possible a face-to-face meeting with the student and shall always include a certified letter from the Dean to the student.
4. The decision to suspend or terminate a student from the School of Social Work is the prerogative of the Dean and the Dean's determination is final. Please note a termination from the School of Social Work does not necessarily mean termination from the University. A student may choose to seek admissions to another School or College, understanding that the cause for termination from the School shall be a part of the student's records.

For further information on the School of Social Work's grievance procedure and forms, please see the Student Repository on CANVAS.

ACADEMIC INTEGRITY AND PLAGIARISM

Fundamental to academic integrity are the values and ethical conduct standards embraced by the National Association of Social Workers Professional Code of Ethics and the social work profession. Students of the Barry University School of Social Work are expected to adhere to the standards of professional ethics as defined in the NASW Code of Ethics and the School of Social Work Core Performance Standards for Admission, Matriculation, and Graduation. Specifically, students are expected to refrain from all forms of cheating, plagiarism, collusion, and acts of deception. This includes the sharing of written work between students regardless of whether this act was in good faith to help a student in need (i.e. intent to share one's completed assignment to inform/clarify written outline, grading rubric, etc.).

Cheating is defined as the attempt, successful or not, to give or obtain aid and /or information by illicit means in meeting any academic requirements, including examinations. Cheating includes falsifying reports and



documents and collusion. Collusion is defined as knowingly and intentionally assists another in performing any acts of cheating.

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

PROFESSIONAL DEVELOPMENT EVENTS

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

Students are required to participate as follows:

- **FT Advanced Standing (32-credit):** Two (2) workshops within their two semesters
- **FT 63-credit Students:** Three (3) workshops within their four semesters
- **PT Advanced Standing (32-credit):** Three (3) workshops within their four semesters
- **PT 63-credit Students:** Three (3) workshops within their eight semesters
- Students must maintain a Professional Development log to keep track of their Professional Development attendance.
 - **This log is to be submitted to Student Services upon requesting graduation authorization in the student's last semester of your matriculation.**
 - If a student attends a workshop outside of BUSSW, the presenter must sign the log and a certificate of attendance must accompany the log.
- Attendance to Professional Development workshops listed above **is a condition of graduation at the School of Social Work.**
- Students are to keep their logs for their entire matriculation at Barry University School of Social Work.

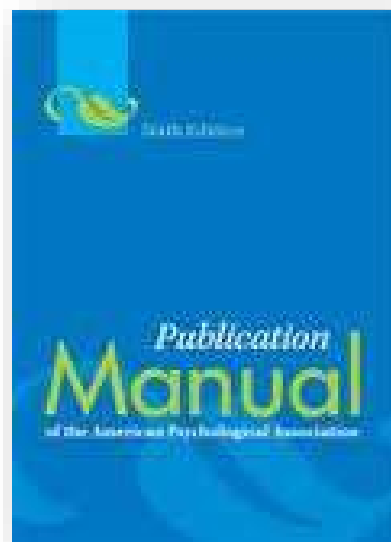
Copy of Professional Development Log may be found in the Student Repository on Canvas or in the School of Social Work Office of Student Services.

APA STYLE REQUIREMENTS

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

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

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



STATEMENT ON CULTURAL DIVERSITY

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

UNIVERSITY STATEMENT OF NON-DISCRIMINATION

In accordance with Title IX of the Education Amendments of 1972, Barry University does not discriminate on the basis of race, creed, color, ethnicity, national origin, ancestry, religion, gender, sexual orientation, gender identity, genetic information, familial status, marital status, pregnancy, age, disability status or veteran status. This policy applies to students, employees, applicants and trustees with respect to participation in any program, benefit, activity or student/employment opportunity offered by the University. Every member of the University community is expected to uphold this policy as a matter of mutual respect and fundamental fairness



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

SCHOOL OF SOCIAL WORK STATEMENT ON HUMAN RIGHTS

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

UNIVERSITY STATEMENT ON SEXUAL HARASSMENT

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

Barry University Title IX Officials

University Title IX Coordinator

Jennifer Boyd-Pugh

Thompson 109

305-899-4057

Deputy Title IX Coordinator for Students

Maria Alvarez

Landon 300

305-899-3085



UNIVERSITY POLICY ON WEAPONS

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

UNIVERSITY POLICY ON STUDENT RECORDS

The maintenance of student records is regulated by the Barry University Policy Re: Family Educational Rights and Privacy Act of 1974. Copies of this policy are available upon student request at the Office of the Vice President for Student Affairs, R. Kirk Landon Building, Room 300. These policies and procedures ensure students' access to any and all records maintained by

the University which are defined as "educational records," and to ensure the privacy of students by restricting the disclosure of information from educational records only to those persons

Date	Time	Score	Type of Problem	Correct	Incorrect	Percent Correct	ATFP
12/23/2002	12:55:35 AM	489	Multiplication	9	1	90	7
12/23/2002	12:55:12 AM	760	Multiplication	14	1	93	8
12/21/2002	7:56:16 PM	4005	Multiplication	75	0	100	8
12/21/2002	7:54:53 PM	3988	Multiplication	72	0	100	80
12/21/2002	1:01:22 PM	2947	Multiplication	73	0	100	82
11/24/2002	10:52:35 PM	3250	Multiplication	73	0	100	82
11/22/2002	11:48:22 PM	2700	Multiplication	80	0	100	75
11/22/2002	11:47:19 PM	3400	Multiplication	74	0	100	81
11/22/2002	11:46:12 PM	3400	Multiplication	74	0	100	81
8/24/2002	3:35:51 PM	3400	Multiplication	74	0	100	81
8/1/2002	11:20:09 PM	3700	Multiplication	80	0	100	75
5/2/2002	11:12:17 PM	3650	Multiplication	79	0	100	76

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

- Student financial aid and related employment maintained by the Director of Financial Aid.
- Medical, psychological, and

counseling records maintained by the Vice President of Student Affairs which are considered confidential and privileged.

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

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

UNIVERSITY POLICY ON UTILIZATION OF SOCIAL MEDIA

Behavior by Barry University School of Social Work students on any social media sites (social media includes social networking sites such as facebook, myspace, and LinkedIn; Twitter; blog accounts (wordpress, etc.); video sharing sites (YouTube, etc.), and photo sharing sites (Flickr, etc.) which violates the tenets of the NASW Code of Ethics; Barry University's core commitments, mission or, and the core performance standards of the Barry University School of Social Work may deem the student eligible for a core performance evaluation, corrective action and/or suspension or termination from the School of Social Work. This behavior also applies to the unauthorized recording and sharing of classroom lectures, field education supervision sessions, and confidential sessions with clients that are under the auspices of the field education agency.

STUDENT NOTE: While it's generally legal to **videotape someone** in **Florida**, you are not permitted to **record a conversation without the person's consent**. **Florida** is a "two party **consent**" state, which means that it's **illegal to record** conversations unless all parties have given **consent** to be taped or overheard (Digital Media Law Project, 2018).

EXCEPTION TO SCHOOL POLICIES

Students may request exception to policies and procedures published by the School. All requests for an exception must be submitted in writing to the academic advisors. The advisor will submit the request, along with his/her own recommendation, to the Director of the MSW Program and Student Services for Academic Exceptions to Policy for approval, and Field Education exceptions to policies should first be forwarded to the Director of Field Education. All exceptions to policy must be finalized by the Associate Dean for the School of Social Work.

A copy of this form can be found in Appendix E and on Canvas in the Student Respository.

REVISIONS OF SCHOOL POLICIES

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

MSW DEGREE PROGRAM

CURRICULUM DESCRIPTION

The MSW Curriculum is a trauma-informed resiliency based curriculum that prepares graduate for competent clinical practice. Trauma informed, resilience focused clinical social work practice is an overall approach, at the individual, family, group, organizational, and systemic levels, that uses respect and consideration of trauma histories to create safety and hope for clients. Trauma informed intervention recognizes human vulnerability, but focuses on finding and mobilizing survivors' strengths, resources, and capacity for healing and recovery by promoting factors that will enhance a person's resiliency. The MSW curriculum offers a single concentration in clinical social work practice which involves preparation for advanced clinical practice with individuals, families, groups, organizations, and communities. The curriculum is comprised of all practice courses which includes Field Education. Internships are incorporated each semester and provides for progressive learning experiences. Students must complete all course work, 1000 hours of Field Education in the 63-credit program and 580 hours in the 32-credit Advanced Standing program, and participate in all Field Seminars.

FOUNDATION CURRICULUM

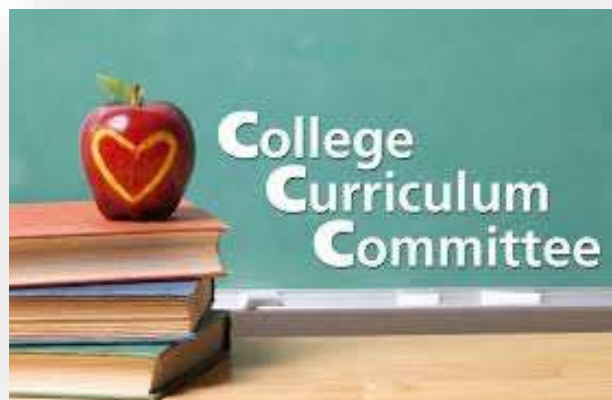
The Foundation curriculum is designed to provide a base for generalist social work practice. The Foundation curriculum offers required and elective courses that examine the breadth of social work practice and prepare students for the advanced content of the Concentration curriculum completion of the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

Required courses during the Foundation year of study are:

SW 507	Introduction to the Social Work Profession (3 credits)
SW 519	Ways of Knowing for Social Work Practice (3 credits)
SW 546	Direct Practice Skills in Social Work I: A Trauma-Informed Strength-Based Framework (3 credits)
SW 550	Social Work Macro and Policy Practice: Poverty, Opression, and Trauma (3 credits)
SW 537	Field Education I (3 credits)
SW 539	Human Development (3 credits)
SW 547	Direct Practice Skills in Social Work II: A Trauma-Informed Strength-Baed Framework (3 credits)
SW 563	Models of Clinical Intervention in Social Work Practice (3 credits)
SW 569	Introduction to Trauma and Resilience (3 credits)
SW 577	Field Education II (4 credits)

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

CONCENTRATION CURRICULUM



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

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

Required courses in the Concentration Curriculum are:

SW 607	Psychopathology (3 credits)
SW 611	Advanced Clinical Social Work Practice with Individuals (3 credits)
SW 619	Advanced Clinical Social Work Practice with Families (3 credits)
SW 662	Mind Body Connection: Neurobiology of Clinical Practice
SW 675	Field Education III (4 credits)
SW 677	Advanced Clinical Practice with Groups (3 credits)
SW 685	Evaluation in Clinical Social Work Practice (3 credits)
SW 687	Leadership, Advocacy, and Policy Practice (3 credits)
SW 689	Field Education IV (4 credits)

FOCUSED PRACTICE COURSES

Other required coursework includes one Focused Practice course. The following is a sampling of focused practice courses taught at the School of Social Work.

Focused practice courses are rotated from year to year:

SW 525	Community Organization (3 credits)
SW 528	Clinical Social Work Practice with Persons with Addictions (3 credits)
SW 543	Social Work and Spirituality (3 credits)
SW 556	Social Work Practice with Aging Individuals and their Families (3 credits)
SW 575	Social Work Practice with Refugees and Immigrants (3 credits)
SW 579	Clinical Assessment of Child Maltreatment (3 credits)
SW 580	Child Welfare Services and Policies (3 credits)
SW 615	Social Work Practice and Family Violence (3 credits)
SW 627	Intro to Trauma-Informed Clinical Social Work Practice in School Settings (3 credits)
SW 634	Administration and Supervision in Trauma-Informed Systems of Care (3 credits)
SW 646	HIV/AIDS Related Social Work Practice (3 credits)
SW 654	Contemporary Social Work Practice with Lesbian, Gay, Bisexual, and Transgender Persons (3 credits)
SW 655	Ethnic Sensitive Social Work Practice (3 credits)
SW 674	Clinical Social Work Interventions in Behavioral Health (3 credits)

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

FIELD EDUCATION

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

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



SCHOOL RESOURCES AND ACTIVITIES

STATEMENT ON STUDENT PARTICIPATION

Students are joining a learning community when they enter the MSW Program. Their initial and ongoing involvement in the School is welcomed and encouraged in a number of ways. Student

participation is crucial to the formulation and modification of School Policies and Procedures which will enhance their professional social work education. The following established channels create opportunities for students to influence the life and structure of the School.



STUDENT ACTIVITIES

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

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

CENTER FOR HUMAN RIGHTS AND SOCIAL JUSTICE

The Center for Human Rights and Social Justice (CHRSJ) provides students with education, meaningful community collaboration, and advocacy-based research to raise awareness and mobilize positive societal change. The Center's five pillars of research are as follows:

- Combatting human trafficking
- Preventing sexual violence
- Creating inclusive communities for individuals with diverse sexual orientations and gender identities
- Advancing trauma-informed research, education, and practice
- Promoting wellness in marginalized communities.

The CHRSJ sponsors numerous professional development events for students throughout the academic year. Additionally, the CHRSJ periodically offers certificate programs that are made available to students at an additional cost. Graduate Assistantships and Community Advocate Leadership opportunities are also made available for MSW students to engage in CHRSJ research.

JACK RILEY SOCIAL WORK STUDENT CENTER POWERS 132

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

SCHOOL OF SOCIAL WORK ASSOCIATION

Developed by students and under the supervision of a faculty member, the SSWA is an integral venue of support and communication for all SSW students. It is an integrated effort between both BSW and MSW students with its focus on service and promoting the social work values and guiding principles of the School of Social Work. All students are encouraged to participate in the SSWA. For more information about membership, please contact the Office of Student Services.



Coming Soon in 2019-2020: The School of Social Work is actively engaged in establishing chapters for *Phi Alpha's Honor Society* and the *National Association of Black Social Workers*. Information on how to join these storied organizations will be made available shortly in the Fall 2019 semester.



ALL HANDS IN PROFESSIONAL SUPPORT

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

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

LICENSING SUPPORT

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

To familiarize our students with the licensure

process, we offer a Licensure Seminar to students during the semester prior to their graduation from the School. The Seminar is conducted by faculty, and geared to “demystify” the requirements of licensure and help students set a clear path toward fulfilling the state’s licensure requirements. Please note: Information provided at licensure workshops are directly taken from Florida Statutes Chapter 491 and Rule 64B4. Requirements from specific state boards across the United States, and other countries may differ. Therefore, it is important that students are fully informed on the individual requirements for licensure within their specific state or country of interest. You may access this information as well as other information regarding licensure on the School of Social Work’s website. The link is <https://www.barry.edu/social-work/social-work-licensure.html>



Although in our over 50 years of existence, we have never been informed that our alumni have had any difficulty meeting other state licensing requirements because of the curriculum content, it is important that students be fully aware that each state’s or country’s licensure requirements are individualized. Therefore, Barry University School of Social Work cannot guarantee that our MSW curriculum may fulfill all requirements in the state or country you plan to practice. It is the responsibility of the student to seek guidance from the applicable social work board so as to be fully informed regarding your individual licensure requirements.

SCHOOL OF SOCIAL WORK FELLOWSHIP FUND

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



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

ALUMNI INVOLVEMENT



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

PROFESSIONAL ORGANIZATIONS

- ***Association of Oncology Social Work (AOSW)***

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

- ***Association of Social Work Boards (ASWB)***

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

- ***Catholic Social Workers National Association (CSWNA)***

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

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

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

Among the many reasons which might lead you to select Barry are the School's perfect reaccreditation by CWSE of the BSW and MSW program (2008 - 2017). Nationally not more than 10% of all schools of social work are cited with no "concerns" or follow-up assignments upon accreditation review by the Council on Social Work Education. <http://www.cswe.org>

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

The School of Social Work encourages our students to join and participate in professional organizations. The National Association of Social Workers is our professional association; its leadership is elected from among all the social workers who are members. All students are expected to familiarize themselves with and embody the NASW Code of Ethics in all of their interactions with faculty, staff, students, field colleagues, and clients. A copy of the Code may be found in the Appendix of this Handbook. NASW lobbies on our behalf in the state legislature and advocates on issues that social

workers are interested in both locally and nationally. They also publish local and national newsletters which include job listings, information about licensing, and conference opportunities. In addition, NASW sponsors seminars and conferences of interest to students. We encourage students to join NASW for the reduced student membership fee. You may reach the State Chapter office at 904-224-2400 or 1-800-FLA-NASW, or on the internet at www.naswfl.org.



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

This is an organization of group work practitioners and friends who support advocacy and action for practice, education, research, and writing about social work groups. One of our own Barry University School of Social Work faculty, Dr. Beulah Rothman was one of its founding members. Their website is www.iaswg.org. The School of Social Work sponsors three students each year to attend the IASWG Summer Group Work camp.

UNIVERSITY RESOURCES FOR SOCIAL WORK STUDENTS

ACADEMIC RESOURCES

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

COMPUTER LAB

Miami Shores Campus

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

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

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

Palm Beach Campus

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

Please note additional hours are available per request.

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

BOOKSTORE

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

Monday-Thursday	8:00 a.m. – 7:00 p.m.
Friday	8:00 a.m. – 5:00 p.m.
Saturday	10:00 a.m. – 2:00 p.m.
Sunday	Closed
	Telephone: 305.899.3970

Assigned texts for all courses, educational supplies, and various other sundries are available. Purchases may be made with cash, personal checks, and/or credit cards. Our Bookstore now offers matched price on all purchased texts. Students also have the option of receiving e-books and rentals.

Please note: most of the students attending our off-site locations purchase books InPlace.



CAMPUS MINISTRY

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

CAREER DEVELOPMENT CENTER

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

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



Hours of operation for the Career Development Center is:
Monday – Friday, 9:00am – 5pm.
Closed on weekends and holidays.

All students matriculated in the School of Social Work have access to services offered at the Career Development Center.

CENTER FOR COUNSELING AND PSYCHOLOGICAL SERVICES

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

Students can either walk in during office hours (*Monday – Friday: 9am – 5pm*) to make an appointment or telephone the Counseling Center at 305-899-3950. In order to serve our varied student population, evening and weekend appointments are available as requested. Twenty-four hour emergency services are available via a beeper system through University security. Interested students may call 1-305-899-4010.

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

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

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

OFFICE OF ACCESSIBILITY SERVICES

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

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

To receive services and accommodations from the Office of Accessibility Services (ODS), students need to be enrolled in or currently enrolling in Barry



University. ODS coordinates accommodations for eligible students on a case-by-case basis in compliance with Federal and State laws.

To determine eligibility for accommodations students must:

Register with the Office of Accessibility Services by completing an online intake form. This form can be accessed at <https://www.barry.edu/accessibility-services/>

- Submit proper documentation (contact OAS for documentation guidelines).
- Make an appointment with OAS Counselor for an intake interview. Accommodations will be discussed at this time.
- If it is determined that the student will receive accommodations, it is the students responsibility to make contact with OAS the beginning of each semester to continue services and accommodations.

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

Office of Accessibility Services
R. Kirk Landon Student Union, Room 102
Voice/TDD: (305) 899-3488, Fax: (305) 899-3056
E-mail: accessibilityservices@barry.edu

COURSE SUBSTITUTION POLICY

In compliance with federal regulations, it is the policy of Barry University to respond to student requests for course substitutions due to a disability, on a case-by-case basis and in a manner that does not result in discrimination.

It is the policy of the University that substitutions for courses that are an integral part of the students major will not be granted. All courses in the graduate social work program are considered integral according to the Educational Policy and Accreditation Standards set forth by the Council on Social Work Education. Students seeking additional information regarding this policy should consult the MSW Program Director or the Office of Disability Services.

HEALTH COVERAGE

Beginning with registration for fall 2018, all full-time undergraduate and all full-time graduate students (excluding online programs) are required to be fully insured in the state of Florida. The University offers a health insurance program to which full time students must subscribe if they do not have similar coverage. Students shall be responsible for their own medical care and services during any practicum or field assignment, and the University shall have no obligation to provide medical care or services to any student. For more information, please visit the Health Services Website: <http://www.barry.edu/health-services/insurance-information/?id=insuranceinfo>

HOUSING

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

THE LEARNING CENTER

The Learning Center located in Garner Building, Room 113, provides limited academic tutoring services to graduate students. Graduate students may use the Learning Center services through self referral or upon referral of a faculty member. For a full listing of services, please visit the Learning Center website: <http://www.barry.edu/learning-center/>

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

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

LIBRARY

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

The library hours of operation are:

Monday - Thursday	7:30 AM - midnight
Friday	7:30 AM - 10:00 PM
Saturday	9:00 AM - 10:00 PM
Sunday	10:00 AM - midnight

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

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

PARKING

Miami Shores

All motor vehicles must be registered to park in designated student parking areas on campus. Parking decals may be acquired at the R. Kirk Landon Student Union (Room 103), at which time traffic and parking regulations will be distributed. In order to obtain your campus parking decal, please log onto the following website and apply for your parking permit:

<http://myparking.barry.edu>. The following information must be presented to the Student Union Office located in Landon Student Union, Suite 103, during the time of issue or renewal:

- **Valid state vehicle registration**
- **Valid Barry University ID card (BUC Card)**
- **Receipt issued at the time of self registration.**

STUDENT ID'S

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

Barry University

Ellen Whiteside McDonnell |



SPORTS ACTIVITIES

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

APPENDICES



Barry University

Ellen Whiteside McDonnell |

APPENDIX A

BARRY UNIVERSITY SCHOOL OF SOCIAL WORK STUDENT ACADEMIC CALENDAR

Found on the Student Repository on Canvas. Link below

<https://barry.instructure.com/courses/1439974/modules>

APPENDIX B

MSW DEGREE PLAN

- Full degree plans may be accessed through Social Work Records (SSWRecords) InPlace at <http://doitapps.barry.edu/SSWRECORDS/>
- Degree plans may also be retrieved at the School of Social Work web site at <http://www.barry.edu/msw/about/programs-offered.html>

APPENDIX C



NASW CODE OF ETHICS

Code of Ethics of the National Association of Social Workers

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

Preamble

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

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

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

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

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

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

<https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>

APPENDIX D

ELECTRONIC ACCESS INSTRUCTIONS

To access all Barry University Electronic Resources, please log onto <http://go.barry.edu>

ONLINE ACCESS INSTRUCTIONS FOR STUDENTS

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

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

You can do this within mymail.barry.edu.

User name and password:

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

1. Verify your username by visiting <http://webmail.barry.edu/username.asp>.
2. Reset your password by visiting <http://doitapps.barry.edu/password/default.htm>
3. And clicking Don't Know Password
4. After resetting your password wait a minute or two.
5. Try logging into <http://access.barry.edu>
6. If you are unable to login, please contact the IT Support Desk at: 305-899-3604



Accessing E-mail:

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

Logging In

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



1. PC's in the computer labs
2. E-mail
3. The wireless network. If your laptop has already been configured to connect to the wireless network, it will need to be reconfigured to allow you to enter your new e-mail address as the username.

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

All student records are entered via the School's **InPlace System**.

<https://barry-us.inplacesoftware.com/signon/account/login>

If you need assistance with any of these procedures, contact

In Miami Shores:

- Ms. Sheryl Sullivan at 305. 899.3906-Powers Hall-Room 122 (for field questions)
- Ms. Kristy Vega at 305-899-3907 – Powers Hall Room 128

In Palm Beach:

- Ms. Lillian Lolo at 561-622-2732

APPENDIX E

ELECTRONIC FORMS

To access individual digital copies of these forms, please visit the Student Repository in Canvas.

EXCEPTION TO POLICY

STUDENT GRADE APPEAL

STUDENT GRIEVANCE FORM

FELLOWSHIP FUND APPLICATION

BSW/MSW EXCEPTION TO PROCEDURE REQUEST

To: **(check one)**

- ☐ BSW Program Director
- ☐ MSW Program & Student Services
- ☐ Doctoral Program Director
- ☐ Director of Field Education
- ☐ Director of Admissions

From: (Name of Student:) (ID#) (Semester of Admission and Cohort;)

Date:

Please check the appropriate category

BSW & MSW: ☐ Academic Exception* ☐ Field Education ☒ Academic & Field Education
Doctoral Program: ☐ Academic Exception* ☐ Practicum ☐ Dissertation or Proposal

*Course & matriculation related activity other than Field Education or Practicum

Check which reason(s) apply and write a brief, but thorough rationale for submitting the Exception to Procedure

Request

- | | |
|---|--|
| <input type="checkbox"/> Transferring to another SSW site | <input type="checkbox"/> Transferring from FT to PT status or from PT to FT |
| <input type="checkbox"/> Repeat more than two courses in FY | <input type="checkbox"/> Repeat more than one course in |
| <input type="checkbox"/> Course modification | <input type="checkbox"/> CY Delay repeating a failed course |
| <input type="checkbox"/> GPA below 3.0 but requesting to move forward | <input type="checkbox"/> Time extension to complete field hours |
| <input type="checkbox"/> Request to complete Field Placement hours | <input type="checkbox"/> Request to begin Field Placement late |
| <input type="checkbox"/> Early request to take course out of sequence | <input type="checkbox"/> Request to complete SL hours after field application (BSW only) |
| <input type="checkbox"/> Request late admission into Program | |
| <input type="checkbox"/> Taking a course outside of SSW | |
| <input type="checkbox"/> Other (specify): | |

RATIONALE:

Please note: Field Education Exception to Procedure is contingent upon final authorization from the Director of Field Education of Barry University School of Social Work.

Official approval of an Academic & Field Education Exception to Procedure is contingent upon final authorization from the BSW or MSW Program Director of Barry University School of Social Work.

Any Exception to Procedure for Doctoral Program is contingent upon final authorization from the Director of the Doctoral Program and the Associate Dean of the School of Social Work.

Student's Signature

Date

Academic Advisor/Faculty Mentor's Signature _____ Date _____
**Modified course plan must be attached to the Exception to Procedure for review.*

RECOMMENDATION FOR AUTHORIZATION

☐ Yes ☐ No _____
Director of Admissions **Date**

Comments: _____

☐ Yes ☒ No _____
Associate Director/Liaison- Field Education **Date**

Comments: _____

☐ Yes ☐ No _____
Director of Field Education **Date**

Comments: _____

**FINAL AUTHORIZATION FOR FIELD EDUCATION
ONLY**

Yes ☐ No ☐

BSW Program Director

Date

FINAL AUTHORIZATION FOR EXCEPTION TO POLICY FOR MSW ONLY

Yes ☐ No ☐

Director, MSW Program & Student Services

Date

Comments:

FINAL AUTHORIZATION FOR EXCEPTION TO POLICY FOR DOCTORAL PROGRAM ONLY

Yes ☐ No ☐

Director of Doctoral Program

Date

Comments:

Yes ☐ No ☐

Associate Dean

Date

Comments:

STUDENT GRADE APPEAL FORM

GENERAL INFORMATION

Student Name: Click or tap here to enter text. Barry ID #:Click or tap here to enter text.

Mobile Telephone: Click or tap here to enter text.

Barry University E-mail address: Click or tap here to enter text.

SW Course # and Title: Click or tap here to enter text.

Instructor: Click or tap here to enter text.

STATEMENT TO SUPPORT GRADE APPEAL

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

Please describe your appeal below. Be specific and detailed. *(You may attach any additional information you may consider pertinent to represent your concerns):*

Click or tap here to enter text.

Student Signature

Date

STUDENT GRIEVANCE FORM

Student's Name: _____ Barry ID# _____

Mobile Telephone: _____ Other Contact Number: _____

E-mail address: _____

Grievances are distinguished by two levels:

- **General Complaint**

- Defined as a student's assessment that a condition in the School's learning environment is unfair, unequitable, unsafe due to the actions of others within the School, improper treatment by a faculty member, or a condition that poses a hindrance to the student's educational process.

- **Termination**

- When a student is suspended or terminated from the School of Social Work because they are not making satisfactory progress towards completion of their degree as outlined in the School's matriculation standards. These concerns may include both academic and professional performances, or a student has an egregious breach of core performance standards, NASW Code of Ethics, and/or the violation of critical standards and policies of a Field Placement Agency.

Statement of Grievance

(Please describe the nature of your grievance and attach all supporting documentation)

Student Signature

Date

LEADERSHIP-FELLOWSHIP AWARD APPLICATION

Applications must be submitted to the Program Director a minimum of 4 weeks prior to the intended use of the award. Applications not meeting this requirement will not be considered. All required attachments must accompany the application.

APPLICANT INFORMATION

Last Name:		First:	Date:
Street Address:		Apartment/Unit #:	
City:	State:	Zip:	
Phone:	E-mail Address:		
Cohort:	FT 60 <input type="checkbox"/> FT 32 <input type="checkbox"/> PT 60 <input type="checkbox"/> PT 32 <input type="checkbox"/>	Student ID #:	Admission Semester or Date:
GPA:	Academic Advisor:	Site Location:	

ORGANIZATION

Please give information of organization/faculty mentor that is sponsoring the event or recommending your participation

Sponsoring Organization or Faculty Mentor:	Contact Person:
	Phone: ()
Address:	

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GENERAL INFORMATION

Have you previously received an award from this source?	Yes	No
Are you currently employed?	Yes	No If yes, where?
Based on your request, will you miss any classes?	Yes	No If yes, what class(es)
Have you made appropriate arrangements with your professor?	Yes	No
After graduation and successful employment, will you consider contributing to the Fellowship Fund to help other students?		
Yes	No	

If this request is not funded what will be your course of action:

PURPOSE OF REQUEST

Name of Proposed
Venture/Event:

Dates:

Location:

Role of Participant:

☐ Presenter ☐ Participating ☐ Attending ☐ Other (describe):

Other Purpose(s) of
Request (See list below)

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Applicant's Signature:

Date:

Please submit all documents listed below based on the intended use of this award.

- Professional Statement (See application guidelines for instructions on required content)
- Itemized Budget
- Recent resume
- Faculty and Field Educator Statement of Support
- Documents affirming event; name of event, dates, location, description
- Abstract and notice of acceptance
- Documents affirming professional organization and membership information
- If other than conference attendance and professional memberships, please attach supporting documents of intended use, including a statement of need.
- A recent quality photo

Fellowship awards for educational enrichment opportunities include:

- Attending local and national educational seminars and peer reviewed conferences
- Making scholarly presentation at local and national conferences with professors and/or other students under the supervision of professors
- Organizing seminars designed to promote social justice and community education
- International internship stipends
- Targeted community practice service learning projects

- Travel expenses for collaborative and sanctioned advocacy projects/events
- Memberships in academic/professional associations & organizations
- Honor society memberships
- National and international service learning student exchange projects
- Educational tours abroad in partnership with foreign universities/colleges and international organizations to broaden ones understanding of social welfare concerns from an international perspective
- Special awards/recognition to scholars for exceptional community leadership activities
- Other opportunities that will enhance a student's academic experience at Barry University.

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LEADERSHIP-FELLOWSHIP AWARD BUDGET REQUEST

Itemized Budget

Note: All Applications and Award Budget Requests must be submitted a minimum of four (4) weeks in advance of the scheduled event.

Student Name: _____

Date: _____

Item	Amount	Comments
Airfare		
Hotel (cost x number of nights)		
Registration Fees		
Meal per diem (x number of meals)		
Travel (shuttle, taxi, car rental, etc.)		
Professional Membership		
Books		
Research materials:		
Other: (Describe)		
Total Expenses:		
Deduct any financial contributions other than the Fellowship		Source(s):
Total Amount of Other Contributions		
Total Amount Requested from Fellowship		

Any other information or Concerns:



FACULTY AND/OR FIELD EDUCATOR STATEMENT OF SUPPORT

I am applying for a Barry University School of Social Work Leadership Fellowship Award. I am requesting a statement of support for my application. Attached please find the grant application information.

Please check one:

Print Name _____

Signature _____

Date _____

Barry University



Ellen Whiteside McDonnell
School of Social Work

WELCOME

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