

STUDENT HANDBOOK

Social Work Program



Social Work Program
Department of Criminal Justice, Social Work and Sociology
College of Humanities and Social Sciences
Southeast Missouri State University

Revised 05/2026

TABLE OF CONTENTS

I.	NOTICE OF NONDISCRIMINATION	3
	a. Equal Employment Opportunities	3
	b. Access to Educational Opportunities	3
II.	WELCOME	5
III.	NASW CODE OF ETHICS	6
	a. Summary of Major Principles	6
IV.	SOCIAL WORK PROGRAM OVERVIEW	8
	a. The Social Work Program Student Handbook.....	8
	b. A Brief History of the Social Work Program.....	8
	c. Mission Statement.....	10
	d. Program Goals	10
	e. Generalist Practice	10
	f. The Curriculum.....	11
	g. Portfolio of Standardized Course Assignments	13
	h. Admission Criteria	13
	i. Retention Criteria.....	14
	j. Advisement	15
	k. Student Responsibilities for Advising	15
	l. Mid-Term Review.....	16
	m. Procedures for Professional Performance Evaluation for Admission, and Termination.....	16
	n. Transfer Credit	18
	o. Transfer Students	18
	p. Course Substitution.....	18
	q. Degree Criteria	19
	r. Course Requirements	19
	s. Course Sequencing and Prerequisites	20
	t. Social Work Minor	21
	u. CAP Education.....	21
V.	STUDENT ACTIVITIES	23
	a. The Student Social Work Organization	23
	b. Phi Alpha Social Work Honor Society	23
	c. National Association of Social Workers (NASW).....	23
	d. Empower Missouri.....	23
VI.	DEPARTMENT WRITING STANDARDS.....	23
VII.	EXPECTATION OF STUDENTS	26
	a. Americans with Disabilities Act.....	26
	b. Notice of Discrimination.....	27

	c. Southeast Missouri State University’s Accessibly Plan	27
	d. Academic Honesty	28
	e. Incivility	29
	f. Disruptive Behavior.....	29
VIII.	IMPORTANT MISCELLANEOUS INFORMATION	30
	a. Student Address, Phone Number and E-mail.....	30
	b. Family Education Rights and Privacy Act (FERPA).....	30
	c. Student Support Services	30
	d. Absence from Class	30
IX.	STUDENT INITIATED GRIEVANCES	31
	a. Grade Appeal Process	31
	b. Adjudicating Non-Academic Disputes	32
	c. Discrimination Allegations.....	32
	d. Sexual Harassment.....	32
	e. CAP Education Conflicts.....	33
X.	UNIVERSITY SEXUAL HARASSMENT POLICIES AND PROCEDURES	33
XI.	STUDENT CODE OF CONDUCT.....	34
XII.	MISSOURI STATUES AND POLICIES	36

I. NOTICE OF NONDISCRIMINATION

Southeast Missouri State University is committed to providing a safe, civil and positive learning and working environment for its faculty, staff, students, and visitors, free from discrimination in any form. This policy applies to all members and guests of the University community and prohibits discrimination on the basis of race, color, ethnicity, religion, national origin, sex, sexual orientation, gender identity, age, genetic information, disability, or protected veteran status in any of its programs or activities. Harassment based on any of these classifications is a form of discrimination that also violates University policy and will not be tolerated. In some circumstances, such discrimination may also violate federal and/or state law. Retaliation is also prohibited against anyone who asserts a claim of discrimination, participates in a discrimination investigation, or otherwise opposes unlawful discrimination.

This policy is consistent with the academic mission of the University and with the legal requirements of applicable state and federal laws prohibiting discrimination. These laws include, but are not limited to: Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Missouri Human Rights Act, the Age Discrimination in Employment Act, the Americans with Disabilities Act, the Equal Pay Act, the Rehabilitation Act of 1973, the Vietnam-Era Veterans Readjustment Act, the Genetic Information Nondiscrimination Act of 2008, and all amendments to the foregoing.

Equal Employment Opportunities

The University's nondiscrimination policy and commitment to equal opportunity applies to applicants for employment, to all phases of the employment process, and to all terms and conditions of employment with Southeast.

Access to Educational Opportunities

The University's prohibition against discrimination also applies to admission policies and practices, financial aid programs and to all other aspects of the University's educational programs and activities offered or sponsored by the University, in accordance with applicable law, including the requirements of Title IX of the Education Amendments of 1972, which requires the University not to discriminate based on sex (including sexual harassment and sexual violence) in its education programs and activities.

Questions about the information in this policy or about the application of this policy may be directed to:

Dean of Students and Title IX Coordinator
 One University Plaza--MS 3375
 Cape Girardeau, Missouri 63701
 Email: lmitten@semo.edu
 Phone: 573-651-2524

Office for Civil Rights

1010 Walnut Street, Suite 320
Kansas City, Missouri 64106
Email: OCR.KansasCity@ed.gov
Phone: 816-268-0550
TTY: 816-521-2172

The Dean of Students and Title IX Coordinator shall be responsible for issuing and maintaining operating procedures to implement this policy.

II. WELCOME

The faculty and staff of the Social Work Program-housed in the Department of Criminal Justice, Social Work, and Sociology, and Southeast Missouri State University welcome you as a declared social work major. As social work educators, we are committed to developing competent, ethical, entry-level generalist practitioners who are skilled at working with individuals, families, groups, communities and organizations largely in the rural areas. Once you have completed the program at Southeast Missouri State University, you will be prepared to begin your generalist practice in social work and/or begin your graduate coursework preparation. Our generalist curriculum reflects the fundamental values of service, economic and social justice, human diversity, the dignity and worth of the person, human rights, integrity, and the importance of human relationships. The social work program is fully accredited by the Council on Social Work Education (CSWE), the national accrediting body for social work education.

We are here to assist you and urge you to seek the advice and assistance available to you. Please keep in mind that the responsibility for completion of all degree requirements rests ultimately with the student. This handbook, along with the University's Undergraduate Bulletin, should assist you in successfully proceeding through your course of studies. Please read it thoroughly and refer to the Student Handbook throughout your social work educational experience.

The faculty and staff look forward to working with you as you prepare to enter the profession of Social Work.

Social Work Program Faculty:

Kathie Miller, MSW, LCSW, Instructor, BSW Program Director, & CAP Director
Laura Bain-Selbo, MSW, LCSW, Assistant Director of CAP
Dana Branson, PhD, LCSW, Professor
Elizabeth Derickson, LCSW, DSW, Assistant Professor
Abbie Nelson, PhD, LCSW, Assistant Professor

Staff:

Kathie Ross, Administrative Assistant

III. NASW Code of Ethics

Summary of Major Principles

The following broad ethical principles are based on social work's core values of: service, social justice, dignity and worth of the person, importance of human relationships, integrity, and competence. These principles set forth ideals to which all social workers should aspire.

Value: Service
Ethical Principle: Social workers' primary goal is to help people in need and to address social problems.

Social workers elevate service to others above self-interest. Social workers draw on their knowledge, values, and skills to help people in need and to address social problems. Social workers are encouraged to volunteer some portion of their professional skills with no expectations of significant financial return (pro bono service).

Value: Social Justice
Ethical Principle: Social workers challenge social injustice.

Social workers pursue social change, particularly with and on behalf of vulnerable and oppressed individuals and groups of people. Social workers' social change efforts are focused primarily on issues of poverty, unemployment, discrimination, and other forms of social injustice. These activities seek to promote sensitivity to and knowledge about oppression, and cultural and ethnic diversity. Social workers strive to ensure equality of opportunity, access to needed information, services, resources, and meaningful participation in decision making for all people.

Value: Dignity and Worth of the Person
Ethical Principle: Social workers respect the inherent dignity and worth of the person.

Social workers treat each person in a caring and respectful fashion, mindful of individual differences and cultural and ethnic diversity. Social workers promote clients' socially responsible self-determination. Social workers seek to enhance clients' capacity and opportunity to change and to address their own needs. Social workers are cognizant of their dual responsibility to clients and to the broader society. They seek to resolve conflicts between clients and the broader society's interests in a socially responsible manner consistent with the values, ethical principles, and ethical standards of the profession.

Value Importance of Human Relationships
Ethical Principle: Social workers recognize the central importance of human relationships.

Social workers understand that relationships between and among people are an important vehicle for change. Social workers engage people as partners in the helping process. Social workers seek to strengthen relationships among people in a purposeful effort to promote, restore, maintain, and

enhance the well-being of individuals, families, social groups, organizations, and communities.

Value: Integrity

Ethical Principle: Social workers behave in a trustworthy manner.

Social workers are continually aware of the profession's mission, values, ethical principles, and ethical standards, and practice in a manner consistent with them. Social workers act honestly and responsibly and promote ethical practices on the part of the organizations with which they are affiliated.

Value: Competence

Ethical Principle: Social workers practice within their areas of competence, and develop and enhance their professional expertise.

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.

The above constitutes a summary of the Code as approved by the 1996 NASW Delegate Assembly and revised by the 2017 Delegate Assembly, and again in 2021 to include important amendments and language regarding the importance of self-care and guidance on cultural competence. The complete text, including preamble and expanded definition of principles, is available on request.

IV. SOCIAL WORK PROGRAM OVERVIEW

The Social Work Program, housed in the Department of Criminal Justice, Social Work, and Sociology offers a Bachelor of Science degree with a major in Social Work (BSSW) and is fully accredited by the Council on Social Work Education (CSWE), the national accrediting body for social work education. The goal of the social work program is to prepare its graduates for competent, ethical, entry level generalist social work practice with individuals, families, groups, communities and organizations largely in the rural areas.

The Social Work Program Student Handbook

The most current edition of the Student Handbook is binding on all declared social work majors. It is subject to revision at any time, by vote of the Social Work Program faculty. It is the student's responsibility to become familiar with all requirements, policies and procedures contained in the most recent edition of the Handbook available at the Department's web site.

A Brief History of the Social Work Program

The Southeast Missouri State University Social Work Program was established in 1976 as a major in the Department of Sociology and Anthropology, which was located in the College of Social Sciences. In 1982, Social Work was added to the official title of the Department. Six years later, in 1988, the Social Work Program was given Department status and placed in the newly formed College of Health and Human Services.

In December 1987, the Department of Social Work applied for candidacy status with the Council on Social Work Education and in October 1990, the Commission on Accreditation granted initial accreditation to its baccalaureate degree program in social work. Accreditation status was reaffirmed in 1995, 2004 and 2011.

Dr. Terry Pardeck joined the faculty in fall 1987 as the first department chair/program director and served through summer 1991. Mr. Bill Thompson joined the faculty in fall 1977 and became interim department chair/program director from fall 1991 to fall 1992.

In fall 1992, Dr. Michael D. Parker joined the faculty as department chair/program director and continued to serve in that capacity until Spring 2015, retiring Professor Emeritus in Spring 2016. During the Spring 2015 semester, Dr. Tom Linares, Chair of the Department of Communication Disorders, served as interim chair of the Social Work Department.

In Fall 2015, Dr. Cathy McElderry joined the faculty as the department chair and served in this capacity through Summer 2018. Due to university-wide restructuring, the Department of Social Work merged with the Department of Criminal Justice and Sociology to form the Department of Criminal Justice, Social Work, and Sociology in Fall 2018. Concurrently, the Department of Criminal Justice, Social Work, and Sociology became a part of the newly formed College of Humanities and Social Sciences. Dr. Jeremy Ball became the chair of the newly formed department at that time, and Kathie Miller, MSW/LCSW, was named the BSW Program Director. Kathie Miller currently serves in this capacity; with the departure of Dr. Ball in November 2018, Dr. Karl Kunkel was appointed the interim chair of the Department of Criminal Justice, Social Work, and Sociology. In July of 2019, Dr. Christopher Bradley was named chair of the Department of Criminal Justice, Social Work, and Sociology. The Social Work Program has grown from two to seven faculty members from its inception to

present.

After Dr. Christopher Bradley made the decision to return to a faculty position for personal reasons, Dr. Michelle Kilburn served as the interim chair for the Department of Criminal Justice, Social Work, and Sociology for the 2022/2023 academic year. In July 2022, Dr. Eric Bain-Selbo was named the Dean of the College of Humanities and Social Sciences and assumed the dual position of dean of the college and interim chair of the department for the 2023/2024 academic year.

Dr. Brian Donavant, PhD, was named the Chair of the Department of Criminal Justice, Social Work, and Sociology, and began his position in July 2024.

Mission Statement

The Mission of the Southeast Missouri State University Social Work Program is to prepare its graduates to engage in competent, evidenced-based generalist practice with individuals, families, groups, organizations, and communities largely in the rural environment; reflecting the values of economic and social justice, human diversity, the dignity and worth of the person, human rights, integrity, the importance of human relationships, and service.

Program Goals

The goal of the Social Work Program is to offer a competency-based curriculum, grounded in the liberal arts and guided by the person-in-environment construct, that prepares professional, generalist social workers who:

1. Demonstrate mastery of the program's core competencies of knowledge, values, and skills for generalist practice with individuals, families, groups, organizations, and communities, especially in the rural environment.
2. Value, affirm, and promote diversity in practice, society, and the world.
3. Are committed to promoting human rights, social and economic justice, and providing leadership in the development of service delivery systems to enhance the quality of life for all persons.
4. Identify with the values, ethics, purposes, and philosophy of the social work profession.
5. Are prepared for graduate education and committed to ongoing personal/professional development and lifelong learning.

Generalist Practice

Generalist practice is grounded in the liberal arts and the person-in-environment construct. To promote human and social wellbeing, generalist practitioners use a range of prevention and intervention methods in their practice with individuals, families, groups, organizations, and communities. The generalist practitioner identifies with the social work profession and applies ethical principles and critical thinking in practice. Generalist practitioners incorporate diversity in their practice and advocate for human rights and social and economic justice. They recognize, support, and build on the strengths and resiliency of all human beings. They engage in research-informed practice and are proactive in responding to the impact of context on professional practice. BSW practice incorporates all the core competencies.

The Curriculum

The Social Work Program uses a competency-based approach to education. Competency-based education focuses on desired learning outcomes (competencies) in a variety of skill, value, knowledge, and cognitive/affective process areas directly associated with competent generalist social work practice. More specifically, the Social Work Program's curriculum is organized around nine core competencies and their requisite sets of practice behaviors. After successfully completing all requirements of the curriculum, social work majors will be expected to possess and demonstrate mastery of the following competencies and interrelated practice behaviors.

Competency 1: Demonstrate Ethical and Professional Behavior

- A. Make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to context
- B. Use reflection and self-regulation to manage personal values and maintain professionalism in practice situations
- C. Demonstrate professional demeanor in behavior; appearance; and oral, written, and electronic communication
- D. Use technology ethically and appropriately to facilitate practice outcomes
- E. Use supervision and consultation to guide professional judgment and behavior
- F. Practice personal reflection and self-correction to assure continued professional development

Competency 2: Advance Human Rights and Social, Racial, Economic, and Environmental Justice

- A. Advocate for human rights at the individual, family, group, organizational, and community system levels.
- B. Engage in practices that advance human rights to promote social, racial, economic, and environmental justice.

Competency 3: Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice

- A. Demonstrate anti-racist and anti-oppressive social work practice at the individual, family, group, organizational, community, research, and policy levels.
- B. Demonstrate cultural humility by applying critical reflection, self-awareness, and self-regulation to manage the influence of bias, power, privilege, and values in working with clients and constituencies, acknowledging them as experts of their own lived experiences.

Competency 4: Engage In Practice-informed Research and Research-informed Practice

- A. Apply research findings to inform and improve practice, policy, and programs.
- B. Identify ethical, culturally informed, anti-racist, and anti-oppressive strategies that address inherent biases for use in quantitative and qualitative research methods to

advance the purposes of social work.

Competency 5: Engage in Policy Practice

- A. Use social justice, anti-racist, and anti-oppressive lenses to assess how social welfare policies affect the delivery of and access to social services.
- B. Apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, racial, economic, and environmental justice.

Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities

- A. Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies.
- B. Use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies.

Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities

- A. Apply theories of human behavior and person-in-environment, as well as other culturally responsive and interprofessional conceptual frameworks, when assessing clients and constituencies.
- B. Demonstrate respect for client self-determination during the assessment process by collaborating with clients and constituencies in developing a mutually agreed-upon plan.

Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities

- A. Engage with clients and constituencies to critically choose and implement culturally responsive, evidence-informed interventions to achieve client and constituency goals.
- B. Incorporate culturally responsive methods to negotiate, mediate, and advocate with and on behalf of clients and constituencies.

Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

- A. Select and use culturally responsive methods for evaluation of outcomes.
- B. Critically analyze outcomes and apply evaluation findings to improve practice effectiveness with individuals, families, groups, organizations, and communities.

Portfolio of Standardized Course Assignments

Students in the major are required to create and maintain a Portfolio of Standardized Course Assignments that will be used to assess the nine core competencies and their requisite practice behaviors. Portfolios will be organized by social work course and will include the scored cover sheet and graded work for each standardized assignment. The portfolio will consist of standardized assignments from the following courses (Note: some courses may have multiple standardized assignments):

- SW110 Introduction to Social Work
- SW121 Professionalism in Human Service
- SW205 Social Justice and Social Welfare Policy
- SW207 Understanding Cultural and Social Diversity
- SW221 Interviewing Skills for Generalist Practice
- SW222 Case Management
- SW242 Statistics for Social Scientists
- SW307 Human Behavior and Social Environment
- SW310 Social Welfare Policy and Services
- SW321 Generalist Practice I: Individual and Families
- SW322 Generalist Practice II: Groups, Communities, & Organizations
- SW342 Methods of Social Research for Generalist Practice

Each semester, students will meet with their academic advisor to review portfolio content and discuss their assessed performance associated with expected program benchmarks. The Portfolio of Standardized Course Assignments must be submitted to the academic advisor in a loose-leaf, three ring notebook as part of the CAP placement application process. Please use dividers to separate courses from each other. Information in the portfolio will be used by faculty to design and assess the student's preparation for CAP placement

Admission Criteria

Students interested in pursuing a degree in social work may contact the Social Work Program to declare the major at any time after being admitted to the University. Upon completion of the declaration of major form, the student is classified as a pre-social work major and assigned a faculty advisor from within the Social Work Program.

Students are formally admitted to the major after completing the following requirements: (Meeting minimum requirements does not guarantee admission).

1. Completion of 45 semester hours with a minimum GPA of 2.25.
2. Completion of the following basic knowledge and professional foundation courses with a minimum grade of "C":
 - PY101 Psychological Perspectives of Human Behavior
 - SW110 Introduction to Social Work*
 - SW121 Professionalism in Human Service*
 - SW205 Social Justice and Social Welfare Policy*
 - SW207 Understanding Cultural and Social Diversity*
 - SW221 Interviewing Skills for Generalist Practice*
 - SW222 Case Management*
 - SW242 Statistics for Social Scientists*

*These professional foundation courses may be repeated to raise a grade below "C" with written approval from the student's faculty advisor and the BSW Program Director

3. Completion of all developmental courses (if applicable)

4. Completion of: General Education requirements for the Constitution, Natural Sciences (3 hours), and Written Communication.

After fulfilling all admission requirements, the student and their advisor complete an Application for Admission to the Social Work Program. The application is reviewed and signed by the student and the advisor and submitted to the Social Work Program for evaluation. After verifying that all prerequisites have been completed, a letter of admission is sent to each student along with an academic contract. The student signs and returns the contract to the Social Work Program, and it is placed in the student's file.

Once students are formally admitted to the Program, they are eligible to enroll in the following classes: SW307, SW310, SW321, SW322, SW342, SW449, and SW450.

Retention Criteria

Students will be retained as social work majors providing the following retention criteria are met:

1. Completion of the following professional core courses with a minimum grade of "C".
 - SW307 Human Behavior and the Social Environment
 - SW310 Social Welfare Policy and Services
 - SW321 Generalist Practice I: Individuals and Families
 - SW322 Generalist Practice II: Groups, Communities, & Organizations
 - SW342 Methods of Social Research in Generalist Practice
2. Maintain a cumulative GPA of 2.25. (Once a student's cumulative GPA has fallen below 2.25, the student will not be allowed to enroll in any remaining social work course until the GPA requirement is met).
3. None of the foundation courses can be retaken more than once without written approval from the BSW Program Director.

Core courses may be repeated to raise grades below "C" with written approval from the student's faculty advisor and the BSW Program Director.

The student's faculty advisor will monitor compliance with all requirements listed above.

Advisement

The Social Work Program views ongoing student advising as an essential component of a professional program. Therefore, all full-time faculty members have advising responsibilities as part of their workload. Students are assigned a social work faculty advisor by the Social Work Program as soon as they declare the social work major (pre-major status). In addition to helping students monitor their progress towards the fulfillment of University and Social Work Program graduation requirements, the role of the academic advisor is to assist students in evaluating their aptitude for the social work profession and to assist in their growth as competent, ethical, beginning generalist social workers. To facilitate effective advising, students admitted to the Social Work Program sign an academic contract which gives the

advisor the responsibility of monitoring and informing them of their academic, personal, and professional progress, their compliance with department and professional standards, and their retention as a social work major.

The responsibilities of faculty advisors are to:

1. Engage students in the process of evaluating their aptitude and motivation for a career in social work;
2. Engage students in a process of evaluating their performance in the total educational program at Southeast Missouri State University with attention to planning for their professional career or continued education;
3. Assist students in selecting courses and developing an academic plan;
4. Review the students' Portfolio of Standardized Assignments and discuss their assessed performance associated with expected program benchmarks.
5. Refer students with academic or personal problems to appropriate resources within the University and community, e.g., tutorial, medical, psychological, financial, housing, childcare, etc.

Prior to registration each semester, students must meet with their advisor to plan class schedules and obtain approval to enroll in courses. Following this pre-registration advisement, the faculty advisor gives students their designated personal identification number (PIN) used in the University's computerized advising system and the student can complete their registration. **If students wish to drop or add a course after advisement, they are expected to inform their advisor.** This provides advisors an opportunity to assist students in fully evaluating the decision to drop or add a course. Students are responsible for utilizing advising time to their advantage by being prepared for all appointments.

Frequent contact is encouraged between advisors and students to receive maximum benefit from the advising process. Students are strongly encouraged to see their advisors when they experience difficulties in adjusting to the University system, encounter academic problems, or are confused about University or Department/Social Work Program policies and procedures.

Student Responsibilities for Advising

Although the Social Work Program is committed to providing quality academic advising to each social work major, students are solely responsible for the satisfactory completion of all Social Work Program and University degree requirements. Each social work major is responsible for:

1. Planning their course schedule every semester to ensure progress toward graduation. The faculty advisor will assist and guide in this process.
2. Knowing and meeting all graduation requirements stated in the *Southeast Missouri State University Undergraduate Bulletin*, *Social Work Program Handbook* and the Department's web site.
3. Participating in pre-registration advising every semester.
4. Informing their advisor of plans to drop or add a course after advisement.

5. Meeting with their faculty advisor every semester to review the *Portfolio of Standardized Course Assignments* and discuss assessed performance associated with expected program benchmarks. It is the student's responsibility to maintain and update the *Portfolio of Standardized Course Assignments* for this purpose.
6. Maintaining a current mailing address and phone number in the Social Work Program Office and responding promptly to all communications from the Social Work Program, Department of Criminal Justice, Social Work, and Sociology, or University.
7. Being prepared for all advising appointments.

Mid-Term Review

The Social Work Program uses a mid-term review system that applies to all majors enrolled in social work courses. The purpose of the review is to alert students and their advisors at the mid-point of each semester that a student may be in either academic or professional performance difficulty. The alert may be used to indicate poor academic performance, excessive absences, or to point out a professional performance issue identified by an instructor.

At approximately mid-term of each semester, a faculty meeting is scheduled to discuss “at risk” students. The Program Director then sends a letter to the student and the student's advisor, alerting them to the concern. It is expected that a student receiving an alert will discuss the situation with the instructor(s) and advisor with the goal of developing a plan to address the concern(s). The mid-term review is intended to be a helpful process, which encourages communication between instructor and student and student and advisor, at a point early enough in the semester to affect a positive outcome.

Procedures for Professional Performance Evaluation for Admission, Retention and Termination

The faculty of the Social Work Program have a duty to the social work profession to make reasonable efforts to ensure that its graduates are not only academically prepared but are also emotionally and ethically prepared for the demands of professional practice. Students are expected to demonstrate the following qualities:

- Adherence to the NASW Code of Ethics
- Self-Awareness (knowledge of self – personally and professionally)
- Professional Commitment and Behavior
- Objectivity
- Empathy
- Acceptance of Diversity
- Cultural Humility
- Freedom from Substance Dependency
- Emotional and Mental Stability

A student who does not demonstrate these qualities will be evaluated to determine if she/he should be formally admitted or allowed to continue as a social work major, and if so, what additional steps should be taken to ensure that she/he is prepared for professional social work practice. Any alleged problem can be presented by faculty, staff, CAP instructors, or other

students and must be presented in writing to the Program Director. Upon receipt of the alleged problem, the Program Director will notify the student and their advisor in writing that an alleged problem has been identified. The Program Director will convene a meeting with the student, their advisor, and a member of the social work faculty selected, by the student, to discuss and evaluate the allegation. At any time in this process, the Program Director may consult with the Chair of the Department of Criminal Justice, Social Work, and Sociology. Possible outcomes of this meeting are: 1) the alleged problem is resolved and no further action is required, or 2) resolution of the alleged problem requires a written plan for remediation.

Any written plan for remediation will be signed by the student (if the student agrees), the advisor, and the Program Director, and placed in the student's confidential file established for that purpose. A plan of remediation/correction must be explicit with stated criteria for judging success or failure. The Program Director will monitor compliance with the criteria stated in the plan. If the plan for remediation specifies indefinite withdrawal from the program, it must include provisions for reinstatement, including the period of time which must expire before the student can apply for reinstatement.

If the student does not agree that there is a problem or does not agree with the plan for remediation, the student may, within five workdays from the announcement of the plan of remediation/correction, make a written request of an appeal to the Department Chair. Within three workdays of receiving the written appeal, the Chair of the Department of Criminal Justice, Social Work, and Sociology, and the Dean of the College of Humanities and Social Sciences will convene the College Grievance Committee. The Grievance Committee will conduct a hearing, which addresses factual matters and makes a recommendation to the Department Chair.

If the student does not agree with the proposed resolution presented by the College Grievance Committee, she/he has the right of appeal as outlined in the Southeast Missouri State University *Responsible Redhawk Guide*, available at <https://semo.edu/student-support/dean/responsible-redhawks>

Additional information concerning the University's grievance policies can be found in the *Undergraduate Bulletin* at <https://semo.edu/student-support/academic-support/registrar/catalog/>

Transfer Credit

Southeast Missouri State University accepts transfer credit from regionally accredited four-year colleges or universities. The Social Work Program also accepts those hours but expects all students to meet the requirements for the BS degree in social work. An evaluation of each transcript is made by the Program Director to determine comparability with the social work requirements for all students transferring to the department. The Program Director serves as the initial advisor for all transfer students. All other admission criteria apply here.

Students who wish to take courses at another college or university during a summer or regular session should, after talking to their advisor, check with the Registrar's Office to determine whether or not the course(s) will transfer to the University.

Transfer Students

To ensure a smooth transition from a two-year institution to Southeast Missouri State University, the University has partnered with TES: Public View Manager to develop the Transfer Course Equivalencies tool, available at <https://semo.edu/admissions/requirements/transfer>

Or

https://tes.collegesource.com/publicview/TES_publicview01.aspx?rid=1f7d5d36-c901-4196-8575-28ee59bf7f4a&aid=aa590d78-6e6a-4ea3-97c6-9f6102c1c4c0

This tool provides a clear pathway for students from other institutions of higher learning to all majors at Southeast Missouri State University. Students desiring to transfer credit from institutions not listed will need to contact the Registrar's Office at 573-651-2250 or registrar@semo.edu. Additional information can be found at: <https://semo.edu/student-support/academic-support/registrar/>

An evaluation of each transfer student's transcript is made by the Program Director to ensure that all requirements have been satisfied as the student transitions to the Social Work Program and prepares for admission as a major. The Program Director serves as the initial advisor to all community college transfers. All other admission criteria apply here.

Course Substitution

Occasionally, students wish to substitute other course(s) for a required social work course. All such requests must first be presented to the student's faculty advisor who will determine if the content of the proposed course(s) is appropriate as a substitute. The advisor, if approving the course substitution, will send the requisite form to the Program Director for approval. The Program Director, if approving the substitution, will in turn send the form to the Department Chair who will sign the form and send it to the Office of the Registrar for approval. A copy of the form with all the approval signatures will be placed in the student's department file. **The Social Work Program of Southeast Missouri State University does not give social work course credit to students for life experiences or previous work experience.**

Degree Criteria

The Bachelor of Science degree in Social Work is awarded to students who satisfactorily meet the following requirements:

1. Students must fulfill all University graduation requirements listed in the Southeast Missouri State University *Undergraduate Bulletin*.
2. Students must have a cumulative GPA of 2.25.
3. Students must complete the integrated seminar and CAP education, i.e., SW449 with a minimum grade of 'C'.
4. Students must complete 448 hours of CAP education, i.e., SW 450 (Credit/No Credit).

Social Work majors are not required to complete a minor.

Course Requirements

In response to Senate Bill 997, the Missouri Department of Higher Education (MDHE) established the Core Curriculum Advisory Committee (CCAC) to design a general education transfer framework called CORE 42. As a result, starting in Fall 2018, incoming freshman and students that fall under the 2018/2019 catalog will be required to complete 42 hours of general educational requirements. Social Work students under catalog year 2018/2019 to present will be required to complete 63 hours of course work in the major including: 21 hours of professional foundation courses, 21 hours of professional core courses, 15 hours of integrative seminar/CAP education and 6 hours of social work electives. In addition, students must complete 15 hours of basic knowledge and comprehensive courses to be formally admitted to the program. Altogether, social work majors must complete a minimum of 120 credit hours.

General Education Courses (42 hours)

Social and Behavioral Sciences	(9 hours)
Communications (Oral and Written)	(9 hours)
Natural Sciences and Mathematical Sciences	(10 hours)
Humanities and Fine Arts	(9 hours)
Additional coursework of choice	(5 hours)

Basic Knowledge Courses (12 hours)

PY101 <i>Psychological Perspectives on Human Behavior</i>	(3 hours)
Natural Science Requirement	(3 hours)
Constitutional Requirement	(3 hours)
Written Communication Requirement	(3 hours)

Professional Foundation Courses (21 hours)

SW110 <i>Introduction to Social Work</i>	(3 hours)
SW121 <i>Professionalism for Human Services</i>	(3 hours)
SW205 <i>Social Justice and Social Welfare Policy</i>	(3 hours)
SW207 <i>Understanding Cultural and Social Diversity</i>	(3 hours)
SW221 <i>Interviewing Skills for Generalist Practice</i>	(3 hours)
SW222 <i>Case Management</i>	(3 hours)
SW242 <i>Statistics for Social Scientists</i>	(3 hours)

Professional Core Courses (21 hours)

SW307 <i>Human Behavior and the Social Environment</i>	(4 hours)
SW310 <i>Social Welfare Policies and Issues</i>	(3 hours)
SW321 <i>Generalist Practice I: Individuals & Families</i>	(4 hours)
SW322 <i>Generalist Practice II: Groups, Communities, & Org.</i>	(4 hours)
SW342 <i>Methods of Social Research in Generalist Practice</i>	(3 hours)

Social Work Electives (6 hours) *

SW343 <i>Social Work in Military Settings</i>	(3 hours)
SW344 <i>Human Sexuality and Social Work Practice</i>	(3 hours)

SW346	<i>Substance Use Disorders</i>	(3 hours)
SW351	<i>Child Welfare Services</i>	(3 hours)
SW352	<i>Social Welfare Services to the Aged</i>	(3 hours)
SW353	<i>Child Development</i>	(3 hours)
SW354	<i>Foundations of Trauma & Crisis Intervention</i>	(3 hours)
SW355	<i>Special Topics in Social Work</i>	(3 hours)
SW356	<i>Social Work in Mental Health</i>	(3 hours)
SW387	<i>Independent Study in Social Work</i>	(1-3 hours)

(*With approval from the academic advisor, one non-social work, 300 or 400 level course, may be considered for substitution as a social work elective. See course substitution on previous page for details).

Competency Assessment in Practice (CAP) Education (15 hours) **

SW449	<i>Social Work Integrative Seminar</i>	(3 hours)
SW450	<i>Social Work CAP Education</i>	(12 hours)

** *Competency Assessment in Practice (CAP)* has replaced the term “field” in what was formally known as *field education* to be more inclusive of students’ experiences in the signature pedagogy of social work preparation.

Course Sequencing and Prerequisites

To ensure timely progress toward graduation and appropriate integration of knowledge, values, skills, and cognitive/affective processes, social work courses must be sequenced properly. Therefore, the student’s faculty advisor must approve all course schedules.

It is of the utmost importance that students successfully complete all prerequisites for social work courses. Neither an "incomplete" nor a final grade below a "C" satisfies this requirement. Failure to comply with prerequisites could delay progress toward graduation. Prerequisites may be found in the *Undergraduate Bulletin* under course listings.

Social Work Minor

The social work minor reflects a more comprehensive social work preparation while also providing students with an opportunity to focus on social work areas of interest. Currently, social work minors complete the following courses for a total of 15 hours of course work:

- SW110 Introduction to Social Work (3 hours)
- SW205 Introduction to Social Welfare Policy (3 hours)
- SW207 Understanding Social and Cultural Diversity (3 hours)
- Two courses (6 hours) of Social Work Electives (6 hours)

Please note that social work minors may not take the following social work courses: SW221, SW222, SW242, SW307, SW310, SW321, SW322, SW342, SW449 and SW450 as these are major’s only courses.

CAP Education

As part of the professional social work curriculum, social work majors are required to complete a twelve-credit hour course in CAP Education (SW450) and a three-credit hour Integrative Seminar (SW449). These courses are taken concurrently during the second semester of the senior year and students may not take additional course work during the CAP experience.

Prerequisites for CAP Education include:

1. Completion of at least 105 university credit hours.
2. A cumulative GPA of 2.50 or a cumulative GPA 2.25 plus a GPA of 2.75 in the required professional foundation and core courses, i.e. SW110, SW205, SW207, SW221, SW222, SW242, SW307, SW310, SW321, SW322, and SW342.
3. Completion of all General Education requirements.
4. Completion of the basic knowledge courses, professional foundation and core courses and the two social work electives with a minimum grade of "C" in all courses.
5. Completion of the Portfolio of Standardized Assignments.
6. Successful completion of the University's writing proficiency exam, the critical thinking exam and any other requirements of the University.
7. Completion of any required professional competency examination(s) given within the Social Work Program.

In addition to the above requirements for CAP Education, a course fee is attached to SW 450, CAP Education. This fee covers the cost of professional liability insurance (malpractice insurance), the *CAP Education Manual*, and the Area Concentration Achievement Test (ACAT). No student will be allowed to participate in CAP Education without this coverage.

The Social Work Program uses a variety of agencies for CAP Education approved by the Social Work Program. When possible, placements are based on the student's areas of interest as deemed educationally sound by the Social Work faculty.

For more detailed information concerning the CAP Education Program please consult the CAP Education Manual available at:

<https://semo.edu/cjsws/resources.html>

V. STUDENT ACTIVITIES

The Social Work Program recognizes that a significant part of a student's professional education is gained outside the classroom. This aspect of education includes not only class-related activities such as study and library research, but also the broader dimensions of professional associations. Participation in any of the following organizations will make a meaningful contribution to the student's professional development.

The Student Social Work Organization

All declared social work majors are eligible to become members of the Student Social Work Organization (SSWO). This organization provides a format for student discussion of issues, both professional and academic, as well as socialization. SSWO allows students to come together in the mutual interest of the community and the Social Work Program. Students are strongly encouraged to become involved in this organization. Contact any faculty member for information. Non-social work majors are also welcome to join SSWO.

Phi Alpha Social Work Honor Society

The Phi Alpha Honor Society offers social work majors who excel in their academic performances the opportunity to enhance their knowledge and skill through participation in extracurricular learning experiences and community service projects. Students must maintain a 3.0 overall GPA and a 3.5 GPA in major course work to be considered for membership. The Social Work Program sponsors the Chi Lambda Chapter of the Phi Alpha Honor Society. Contact any faculty member for additional information.

National Association of Social Workers (NASW)

NASW is the professional organization for social workers. Undergraduate students are eligible for associate membership in NASW at reduced rates. This membership entitles the student to national, state, and local NASW publications. While not required, social work majors are encouraged to become student members of NASW to support the organization, receive professional benefits, and experience cost savings in the future. Learn more at <https://www.socialworkers.org/>.

Empower Missouri

Empower Missouri (formally known as Missouri Association of Social Welfare) is a social justice advocacy organization that is over 100 years old. Through education, social policy analysis, and legislative advocacy, members learn to help make significant changes in the world in which our clients live. The Social Work Program hosted the first student chapter in the history of the organization. Learn more at <https://empowermissouri.org/>

VI. DEPARTMENT WRITING STANDARDS

1. **Documentation:**
 - In general, all written work should follow APA guidelines (the most recent revision).

- Students are strongly encouraged to purchase the most current version of the *Publication Manual of the American Psychological Association*, often called “The APA manual”. This is a valuable reference book that students will use throughout their preparation time in the Social Work Program.
 - All citations should follow APA format in the body of the text.
 - All papers with citations should include a "reference list" in APA format at the end. The basic APA format is essential for referencing books, articles, and all other materials. This is the case no matter how the material was located or accessed. The student should refer to APA standards under the Center for Writing Excellence’s web page for additional APA guidelines:
 - <https://semo.edu/student-support/academic-support/learning-assistance/writing-lab/apa-style>
 - In addition to always documenting direct quotations, general references to ideas, summarized texts, and quotes from lectures must also be documented using APA standards. In short, *any idea, in any form, that is taken from someone else* must be documented. Deviations from this standard will be regarded as plagiarism. Plagiarism may result in disciplinary action in accordance with university and departmental standards.
 - **Artificial Intelligence (AI):** All work submitted in course work should be the student's own creation, completed in accordance with Southeast’s academic honesty policy and the class syllabus. Students may use AI as a resource/tool but may **NOT** engage in use of (AI) software, paraphrase generators, or Machine Learning (ML) for the creation of course assignments and then submit them as the student’s intellectual property. Students who engage in cheating and/or plagiarism (**this includes using AI inappropriately**) will receive a 0% for the assignment and evidence of cheating will be placed in the student’s social work file. Multiple events of cheating will be addressed by the social work faculty for decisions concerning the student’s status in the social work program and/or resulting next actions. For more information, visit the Student Code of Conduct Guide [Office of Student Conduct | SEMO](#) or the [Faculty Handbook](#) (See Chapter 5, Section (D) on Academic Honesty).
 - Abstracts are unnecessary for student work unless required by the specific professor.
2. Grammar:
- Papers should be completely free of spelling mistakes and grammatical errors including sentence fragments, run-on sentences, subject/verb agreement problems, verb/object agreement problems, missing articles, vague pronoun references, improper or missing punctuation, and so forth.
3. Organization:
- All written work should be organized into clear, logical sections. Subheadings are encouraged in papers with multiple sections, long-length papers, and/or other papers where subheadings assist with organization of the material presented.
 - Within the sections, ideas should be organized into clear paragraphs. An individual paragraph should be about one idea (generally stated close to the

beginning). Subsequent sentences within the paragraph should all be related to that idea. Paragraphs should typically end with a conclusion or summary sentence related to the original idea and/or a transitional sentence introducing the subject of the next paragraph in the text. Students should avoid overly long or very short paragraphs. *Purdue Owl* recommends at least 3 – 5 sentences as a paragraph length minimum.

4. Flow of thought:

- Sentences should be organized so that they sustain a consistent flow of thought. Sentences within paragraphs should flow into each other in a way that makes sense and enhances readability.

5. Economy of language:

- In general, students should strive to write with a minimum of words. Consider combining short sentences in ways that enhance readability and use less space. (At the same time, however, avoid overly long and complex sentences.)
- Consider dropping whole sentences that may be redundant or unnecessary.
- Consider word choice very carefully and work toward building a stronger vocabulary.

6. Individual professors may have requirements in addition to those specified here.

VII. EXPECTATION OF STUDENTS

Americans with Disabilities Act:

If a student has special needs as addressed by the Americans with Disabilities Act and needs any course materials provided in an alternative format, the student should notify the instructor as soon as possible. Reasonable efforts will be made to accommodate student needs. Students with disabilities seeking academic accommodation must also register with the Accessibility Services by making contact at cbha@semo.edu or 573-986-6191. The office will then assist in planning any necessary accommodations.

The Americans with Disabilities Act of 1990 (ADA) is a wide-ranging civil rights law intended to protect Americans from discrimination based on disability. The ADA addresses access to employment, public accommodations, commercial facilities, state and local government services, transportation and telecommunications. A disability is a physical or mental impairment that substantially limits one or more of the major life activities of such individual, a record of such an impairment, or being regarded as having such an impairment. Major life activities are those basic activities that the average person in the general population can perform with little or no difficulty.

All entities supported fully or partially by state funds, including educational institutions, must comply by assuring that their services, programs, policies, etc., do not discriminate against or exclude from full participation individuals with disabilities. The University must reasonably accommodate known disabilities of qualified applicants, employees, and students. Reasonable accommodation is a modification or an adjustment to a job, work environment, learning environment or learning activity that will enable a qualified individual with a disability to perform essential job or learning functions. The purpose of providing accommodations in learning environments and activities is to enable the individual to develop and demonstrate mastery of the subject to a degree that reflects their abilities and efforts and not the disability. Although alternative methods of delivery and evaluation may be required, academic standards should not be compromised. For further information regarding ADA, please visit: <https://www.ada.gov/>

In postsecondary education, requests for accommodation and support services must originate with the student. Students who enter the University with a documented disability should fill out and submit the Request for Services form located on the Accessibility Services web page: <https://semo.edu/student-support/health-wellness/accessibility-services/>

Students who think they may have a disability may contact Accessibility Services for information on obtaining diagnostic services and proper documentation. Information about a student's disability is confidential. Accessibility Services will, upon the student's request, notify appropriate faculty of the student's disability and suggest reasonable accommodations. Methods to implement these accommodations should be jointly decided by the faculty member and student involved in the learning activity. In cases where agreement cannot be reached, Accessibility Services will act as a consultant. Accessibility Services will provide faculty and students with information on the availability and use of auxiliary aids, such as special computers, calculators, Brailers, and communications devices, and the procedures for obtaining special materials, such as Brailled or "Talking" books. Accessibility Services will also assist students in finding individuals to serve as readers, scribes, note takers, sign language interpreters, etc. Accessibility Services also serves as a resource for faculty by

offering information on different disabilities and strategies for accommodation.

Notice of Discrimination

University policy prohibits discrimination on the basis of race, ethnicity, religion, national origin, sex, sexual orientation, gender identity, age, genetic information, disability, or protected veteran status in any of its programs or activities. Harassment based on any of these classifications is a form of discrimination that also violates University policy and will not be tolerated.

The official statement of the University Nondiscrimination Policy may be viewed online at: <https://semo.edu/auxiliary/non-discrimination-policy>

The Social Work Program carries out all aspects of its educational program without discriminating on the basis of race, color, religion, national origin, sex, sexual orientation, age, gender identification, tribal affiliation, or disability.

Any person having inquiries concerning Southeast Missouri State University's compliance with the regulations implementing ADA, Title VI, Title IX, or Section 504 is directed to contact the Dean of Students and Title IX Coordinator, One University Plaza-MA 3375, Cape Girardeau, MO 63701, (573) 651-2524, lmitten@semo.edu, or <https://semo.edu/people-directory/faculty-staff/mitten-trae>

Any person may also contact the Assistant Secretary for Civil Rights, U. S. Department of Education regarding the institution's compliance with the regulations implementing Title VI., Title IX., or Section 504 and the Office on Americans with Disabilities Act, Civil Rights Division, U.S. Department of Justice; Equal Employment Opportunity Commission; or state human rights agency regarding issues related to the ADA.

Southeast Missouri State University's Accessibility Plan

Although certain facilities are not fully physically accessible to people with disabilities, Southeast Missouri State University will take such means as are necessary to ensure that no qualified person with a disability is denied the benefits of, excluded from participation in, or otherwise subject to discrimination because Southeast Missouri State University's facilities are physically inaccessible to or unusable by persons with disabilities. The accessibility standards required by federal law for "existing facilities" are that the recipient's programs or activities when viewed in their entirety must be readily accessible to persons with disabilities and that a qualified individual with a disability shall not be excluded from participation in or be denied the benefits of services, programs, or activities because a facility is not accessible. Southeast Missouri State University may meet these standards through such means as reassignment of classes or other services to accessible locations, redesign of equipment, assignment of aides, alterations of existing facilities, and construction of new accessible facilities. Southeast Missouri State University is not required to make structural changes in existing facilities where other methods are sufficient to comply with the accessibility standards described above.

Because scheduling classes and arranging housing in accessible facilities may require reasonable advance planning, students with disabilities accepted for admission who desire support services and/or accommodations should identify themselves within five (5) days of

the start of the semester of enrollment and indicate the nature of the accommodation needed. Students should contact Accessibility Services: <https://semo.edu/student-support/health-wellness/accessibility-services/>

Academic Honesty

Academic honesty is one of the most important qualities influencing the character and vitality of an educational institution. Academic misconduct or dishonesty is inconsistent with membership in an academic community and cannot be accepted. Violations of academic honesty represent a serious breach of discipline and may be considered grounds for disciplinary action, including dismissal from the University. Academic dishonesty is defined to include those acts which would deceive, cheat, or defraud so as to promote or enhance one's scholastic record. Knowingly or actively assisting any person in the commission of an above-mentioned act is also academic dishonesty. Students are responsible for upholding the principles of academic honesty in accordance with the "University Statement of Student Rights" found in the Code of Student Conduct. The University requires that all assignments submitted to faculty members by students be the work of the individual student submitting the work. An exception would be group projects assigned by the instructor. In this situation, the work must be that of the group. Academic dishonesty includes:

Plagiarism: In speaking or writing, plagiarism is the act of passing someone else's work off as one's own. In addition, plagiarism is defined as using the essential style and manner of expression of a source as if it were one's own. If there is any doubt, the student should consult their instructor or any manual of term paper or report writing. Violations of academic honesty include:

1. Presenting the exact words of a source without quotation marks;
2. Using another student's computer source code or algorithm or copying a laboratory report; or
3. Presenting information, judgments, ideas, or facts summarized from a source without giving credit.

Cheating: Cheating includes using or relying on the work of someone else in an inappropriate manner. It includes, but is not limited to, those activities where a student:

1. Obtains or attempts to obtain unauthorized knowledge of an examination's contents prior to the time of that examination;
2. Copies another student's work or intentionally allows others to copy assignments, examinations, source codes or designs;
3. Works in a group when she/he has been told to work individually;
4. Uses unauthorized reference material during an examination; or
5. Have someone else take an examination or takes the examination for another.
6. Turning in work completed by another person, not part of a group project, as your own

These guidelines are for face to face, blended, and on-line coursework.

The "Protocol for Adjudicating Alleged Violations of Academic Honesty" and for appealing the results of a formal hearing are outlined in the Undergraduate Bulletin.

Incivility

Civility in the classroom and respect for the opinions of others is critical in class. Students may not agree with everything which is said or discussed in the classroom, yet courteous behavior and responses are expected. To optimize teaching and learning, all participants share a responsibility in creating a civil and non-disruptive atmosphere. Students are expected to conduct themselves at all times in the classroom in a manner that does not disrupt teaching or learning. Examples of Incivility include:

1. arriving late to class
2. noisily packing up early
3. leaving early
4. talking to others during lecture or while someone else is speaking
5. coming to class unprepared
6. repeating questions
7. eating in class
8. acting bored or apathetic
9. groaning disapprovingly
10. making sarcastic remarks or gestures
11. sleeping in class
12. inattention
13. not answering a direct question
14. using a computer in class for non-class purposes
15. letting cell phones go off
16. cutting class habitually
17. dominating discussion
18. demanding make-up exams, extensions, grade changes, or other special favors
19. working on homework for another class
20. taunting or belittling other students
21. challenging the instructor's knowledge or credibility
22. making harassing, hostile, or vulgar comments to the instructor in or out of class
23. sending the instructor inappropriate emails
24. making threats of physical harm to the instructor

Disruptive Behavior

Every student at Southeast is obligated at all times to assume responsibility for their actions, to respect constituted authority, to be truthful, and to respect the rights of others, as well as to respect private and public property. Disruptive behavior includes, but is not limited to, name calling, intimidation, verbal aggressiveness, physical aggressiveness, etc.... Incivility and disruptive behavior in violation of the University's Code of Student Conduct will be dealt with according to University Policy.

Questions, comments, or requests regarding any course or program should be taken to the instructor for the course. Unanswered questions or unresolved issues should follow the outlined hierarchy of reporting:

- If dissatisfied after speaking with instructor, students should take concerns to the Chair of the Department of Criminal Justice, Social Work, and Sociology.
- If still dissatisfied, students should take concerns to the Dean of the College of Humanities and Social Sciences.

The complete policy and procedures for resolution can be found in the Undergraduate Bulletin under Academic Policies.

VIII. IMPORTANT MISCELLANEOUS INFORMATION

Student Address, Phone Number and E-mail

It is essential that social work students keep the Social Work Program informed of their current name, local address, landline (if applicable), cellular telephone number, and e-mail address. Unless this information remains current, students may not receive critical information. Please update student information by e-mailing cjsws@semo.edu.

Family Educational Rights and Privacy Act (FERPA)

For information concerning the Family Education Rights and Privacy Act (FERPA) and the university policy on confidentiality of student records, please visit the Web site at <https://semo.edu/student-support/academic-support/registrar/catalog/privacy>. Additional concerns about student records or FERPA can be addressed by contacting the Registrar's Office at Academic Hall 057, One University Plaza MS-3760, Cape Girardeau, MO, 63701, registrar@semo.edu. or call 573-651-2250

Student Support Services

Students are encouraged to contact Learning Assistance Programs for assistance with academic work. A number of services are available to students to help ensure success through the Academic Support Center. To learn more, contact Learning Assistance Programs at Kent Library, Suite 412, One University Plaza MS-4675, Cape Girardeau, MO, 63701, 573-651-2861, lap@semo.edu, and/or <https://semo.edu/student-support/academic-support/learning-assistance/>

Tutoring services are also available to students. To learn more contact Kent Library Rm 412, 573-651-2861, tutorialservices@semo.edu, and/or www.semo.edu/lapdss. Students also have access to SupportNET or *Starfish*, Southeast's student services network. This service provides access to and communication with faculty and several campus resources that are available to students. SupportNET can be found at <https://semo.edu/student-support/academic-support/supportnet/>

Absence from Class

Students are expected to attend all classes and complete all assignments for courses in which they are enrolled. An absence does not relieve the student of the responsibility to complete all assignments. If an absence is associated with a university-sanctioned activity, the instructor will provide an opportunity for assignment make-up. However, it is the instructor's decision to provide, or not to provide, make-up work related to absences for any other reason. A student not present for class during the entire initial week of a scheduled course may be

removed from the course roster unless the student notifies the instructor by the end of the first week of an intention to attend the class. Questions regarding the removal process should be directed to the Registrar. Attendance is required at all class meetings of developmental courses.

IX. STUDENT INITIATED GRIEVANCES

A grievance is defined as a complaint arising out of any alleged unauthorized or unjustified act or decision by a member of the University community which in any way adversely affects the status, rights, or privileges of a member of the University community. Formal and informal procedures for resolving grievances are available both within the Department of Criminal Justice, Social Work, and Sociology, and the Dean of Students Office. The Department and the University encourage informal resolution of disputes whenever possible before seeking resolution through formal procedures.

There are four types of student-initiated grievances.

- a. Grade Appeals – a student disputes a grade received for a course.
- b. Non-Academic Disputes – a student alleges a dispute or conflict not related to a course grade.
- c. Discrimination Allegations – a student alleges intolerance or discriminatory behavior.
- d. CAP Education Conflicts – a student alleges that conditions in the CAP agency make satisfactory completion of the placement difficult or impossible.

Other than allegations related to discrimination or harassment, the student should first seek an informal resolution to the dispute. When at all possible, the student should discuss her or his complaint with the involved party, e.g. faculty member, staff member, CAP instructor, etc. in an effort to reach an informal resolution to the dispute. In instances where the informal procedure is unsuccessful, the student should follow the appropriate formal procedure described below.

Grade Appeal Process

Situations may arise in which a student believes that a grade received in a particular course is incorrect. The student should first approach the instructor of the course in a timely manner in an attempt to resolve the matter. If the matter is unresolved, the student can consult with the BSW Program Director. If the matter remains unresolved, the student should follow the grade appeals process as outlined in the Southeast Missouri State University Undergraduate Bulletin, available at: <https://semo.edu/student-support/academic-support/registrar/catalog/>

Adjudicating Non-Academic Disputes

Situations may arise in which students believe that they have not received fair treatment by a representative of the University, or have concern about the performance, action, or inaction of a member of the staff or faculty, which affects the student. Wherever possible, the student should approach the faculty or staff member first in an attempt to resolve the matter. Unresolved concerns involving faculty can be discussed with the BSW Program Director and should be taken to the Chairperson of the Department of Criminal Justice, Social Work, and Sociology, and then to the Dean of the College of Humanities and Social Sciences.

Unresolved concerns involving non-faculty staff should be taken to the staff member's supervisor and then to the next higher supervisor.

Discrimination Allegations

If a student feels that they have been discriminated against on the basis of race, color, gender, national origin, or disability, or if the students feels that she/he has been sexually harassed, complete the Sexual and Gender-Based Misconduct Reporting Form at <https://semo.edu/student-support/dean/titleix/>. The student may also make an appointment with the office to discuss their concerns.

For more information or to make a complaint, contact:

Dean of Students
One University Plaza
University Center 422, MS-1500
Cape Girardeau, Missouri 63701
(573) 651-2524 Phone
deanofstudents@semo.edu

If the student is not satisfied with the University's attempt to resolve the appeal or formal complaint or there is a general complaint with the University, that complaint may be registered with the Missouri Department of Higher Education or with the University's accrediting agency-Higher Learning Commission. Submit the complaint to:

Missouri Department of Higher Education: <https://dhewd.mo.gov/media/pdf/complaint-resolution-policy> Call 573 751-2361 to indicate the desire to file a complaint and for additional information.

For students outside the state of Missouri:

Appeals may be submitted to the Missouri's State Authorization Reciprocal Agreement (SARA) portal agency.

Sexual Harassment

Students can report allegations of sexual harassment/sexual misconduct/sexual assault carried out by other students, third parties (non-students), and/or employees. These guidelines are not a substitute for the law or the criminal process. The allegation may also represent a situation that involves a possible violation of criminal law. The University supports the students in reporting criminal activity to the appropriate law enforcement entities.

Reports involving sexual violence and sexual assault which are filed with law enforcement entities may involve a criminal proceeding that is separate from the University's process. They are independent of each other, meaning that even if charges are dropped off-campus or never filed, the University's case will continue at the discretion of the Office of Student Conduct or Dean of Students. Information may be shared between the University (Office of Student Conduct/Dean of Students) and the appropriate law enforcement entities. Students are able to make complaints to on-campus and off-campus agencies at the same time.

CAP Education Conflicts

For conflicts involving discrimination, harassment, illegal acts or serious ethical violations during CAP education, the student should first consult with the faculty liaison. Students experiencing other difficulties during CAP education should follow the procedures delineated below.

- First, discuss the problem with the CAP instructor and attempt to resolve the matter.
- Second, if the problem remains unresolved, discuss the dispute with the faculty liaison and attempt to resolve the matter.
- Third, if the problem remains unresolved, discuss the dispute with the Director of CAP Education and attempt to resolve the matter.
- Fourth, if the problem remains unresolved, discuss the dispute with the Program Director who will inform and/or involve the Department Chair.
- Fifth, if the problem still remains unresolved, discuss the dispute with the Chair of the Department of Criminal Justice, Social Work, and Sociology and attempt to resolve the matter.
- If the problem remains unresolved, it may be taken to the Dean of the College of Humanities and Social Sciences.

X. UNIVERSITY SEXUAL HARASSMENT POLICIES AND PROCEDURES

According to the Equal Employment Opportunity Commission (EEOC), Federal Government Title VII and IX, sexual harassment is any unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made a term or condition of employment (explicitly or implicitly);
- Submission or rejection to such conduct is used as a basis for employment decisions; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment

Sexual harassment is a form of sex discrimination that is illegal under Title VII of the Civil Rights Act of 1964 for employees, under Title IX of the Education Amendments of 1972 for students, and under Missouri law. Retaliation against an individual for making a complaint of sexual harassment also is considered to be sex discrimination and is, therefore, likewise illegal.

Additional information concerning sexual violence policies and prevention can be found at: <https://semo.edu/student-support/dean/titleix/>

XI. STUDENT CODE OF CONDUCT

Southeast Missouri State University is committed to the advancement of the knowledge and values common to all educated persons. Excellence in instruction, research, public service, and student life is encouraged. The University strives to offer learning experiences and

opportunities designed to help students think effectively, develop the capacity to communicate, discriminate among values, and make relevant judgments.

The responsibility for providing and maintaining an environment conducive to the educational development of the students at Southeast Missouri State University is shared by all members of the University community. The University, through its established governance process, creates policies and procedures that help maintain this environment. These policies and procedures are established under the authority granted by law to the Board of Regents to establish policies and procedures for the government and management of Southeast Missouri State University.

Every student at Southeast is obligated at all times to assume responsibility for their actions, to respect constituted authority, to be truthful, and to respect the rights of others, as well as to respect private and public property. In their academic activities, students are expected to maintain high standards of honesty and integrity and abide by the University's Policy on Academic Honesty. Alleged violations of the Code of Student Conduct are adjudicated in accordance with the established procedures of the judicial system.

By formulating a general code of conduct, the University does not absolve students from accepting responsibility for their behavior. Rather, it reaffirms the principle of student freedom that is coupled with an acceptance of full responsibility for individual actions and the consequences of such actions.

The mission of the Office of Student Conduct is to promote concepts of fairness and due process in judicial settings throughout the University community, while striking a balance between community standards and individual behavior through the educational development of students.

The Social Work Program adheres to the Code of Student Conduct and uses the language and guidance of the document when creating student and program policies and making decisions concerning student misconduct. Examples include, but are not limited to academic dishonesty, incivility in the classroom towards faculty, students, and/or community members, and inappropriate conduct as a student, practicum student, and/or representative of the Social Work Program. The Code of Student Conduct also serves as a policy to inform advocacy for students who feel they have been mistreated or harmed by Southeast administration, faculty, peers, or community partners.

FOR MORE INFORMATION: Contact the Office of Student Conduct in Room 422 of the University Center or call (573) 651-2264. For the complete Southeast Missouri State University Statement of Student Rights and Code of Student Conduct, please visit the documented titled *Code of Student Conduct*. Additionally, the Incident Report can also be found on the Office of Student Conduct Website at: <https://semo.edu/student-conduct/>

XII. MISSOURI STATUTES AND STATE POLICIES

The Social Work Program at Southeast Missouri State University works diligently to adhere to Missouri State statutes and Legislation that specifically address the practice of social work at the Baccalaureate and generalist practice level, as noted by the following policy provisions:

Missouri Revised Statutes
Chapter 337
Social Workers – Section 337.653
Revised August 28, 2007

Baccalaureate social workers, license required, permitted activities.

Title XXII OCCUPATIONS AND PROFESSIONS
Chapter 337

337.653. Baccalaureate social workers, license required, permitted activities.

1. No person shall use the title of licensed baccalaureate social worker and engage in the practice of baccalaureate social work in this state unless the person is licensed as required by the provisions of sections 337.600 to 337.689.
2. A licensed baccalaureate social worker shall be deemed qualified to practice the following:
 - (1) Engage in assessment and evaluation from a generalist perspective, excluding the diagnosis and treatment of mental illness and emotional disorders;
 - (2) Conduct basic data gathering of records and social problems of individuals, groups, families and communities, assess such data, and formulate and implement a plan to achieve specific goals;
 - (3) Serve as an advocate for clients, families, groups or communities for the purpose of achieving specific goals;
 - (4) Counsel, excluding psychotherapy; however, counseling shall be defined as providing support, direction, and guidance to clients by assisting them in successfully solving complex social problems;
 - (5) Perform crisis intervention, screening and resolution, excluding the use of psychotherapeutic techniques;
 - (6) Be a community supporter, organizer, planner or administrator for a social service program;
 - (7) Conduct crisis planning ranging from disaster relief planning for communities to helping individuals prepare for the death or disability of family members;
 - (8) Inform and refer clients to other professional services;
 - (9) Perform case management and outreach, including but not limited to planning, managing, directing or coordinating social services; and
 - (10) Engage in the training and education of social work students from an accredited institution and supervise other licensed baccalaureate social workers.
3. If the licensed baccalaureate social worker has completed three thousand hours of supervised baccalaureate experience with a qualified baccalaureate supervisor in no less than twenty-four months and no more than forty-eight consecutive calendar months, the licensed baccalaureate

social worker may engage in the independent practice of baccalaureate social work as defined in section 337.600 and subdivisions (1) to (10) of subsection 2 of this section. Upon demonstrating the successful completion of supervised experience, the state committee for social workers shall provide the licensee with a certificate clearly stating the individual's qualification to practice independently with the words "independent practice" or "IP" next to his or her licensure. (L. 2001 H.B. 567, A.L. 2005 S.B. 177, A.L. 2007 H.B. 780 merged with S.B. 308)

<https://revisor.mo.gov/main/OneSection.aspx?section=337.653>

Missouri Revised Statutes
Chapter 337
Social Workers – Section 337.665
Revised August 28, 2023

337.665. Information required to be furnished committee — certificate to practice independently issued, when — reciprocity. — 1. As used in this section, the following terms mean:

(1) **"License"**, a license, certificate, registration, permit, accreditation, or military occupational specialty that enables a person to legally practice an occupation or profession in a particular jurisdiction;

(2) **"Military"**, the Armed Forces of the United States, including the Air Force, Army, Coast Guard, Marine Corps, Navy, Space Force, National Guard, and any other military branch that is designated by Congress as part of the Armed Forces of the United States, and all reserve components and auxiliaries. The term "military" also includes the military reserves and militia of any United States territory or state;

(3) **"Nonresident military spouse"**, a nonresident spouse of an active-duty member of the Armed Forces of the United States who has been transferred or is scheduled to be transferred to the state of Missouri, or who has been transferred or is scheduled to be transferred to an adjacent state and is or will be domiciled in the state of Missouri, or has moved to the state of Missouri on a permanent change-of-station basis;

(4) **"Oversight body"**, any board, department, agency, or office of a jurisdiction that issues licenses;

(5) **"Resident military spouse"**, a spouse of an active-duty member of the Armed Forces of the United States who has been transferred or is scheduled to be transferred to the state of Missouri or an adjacent state and who is a permanent resident of the state of Missouri, who is domiciled in the state of Missouri, or who has Missouri as his or her home of record.

2. Each applicant for licensure as a baccalaureate social worker shall furnish evidence to the committee that:

(1) The applicant has a baccalaureate degree in social work from an accredited social work degree program approved by the council of social work education;

(2) The applicant has achieved a passing score, as defined by the committee, on an examination approved by the committee. The eligibility requirements for such examination shall be determined by the state committee for social work;

(3) The applicant is at least eighteen years of age, is a United States citizen or has status as a legal resident alien, and has not been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution under the laws of any state, of the United States, or of any country, for any offense directly related to the duties and responsibilities of the occupation, as set forth in section [324.012](#), regardless of whether or not sentence is imposed;

(4) The applicant has submitted a written application on forms prescribed by the state board; and

(5) The applicant has submitted the required licensing fee, as determined by the committee.

3. Any applicant who answers in the affirmative to any question on the application that relates to possible grounds for denial of licensure pursuant to section [337.630](#) shall submit a sworn affidavit setting forth in detail the facts which explain such answer and copies of appropriate documents related to such answer.

4. The committee shall issue a license to each person who files an application and fee as

required by the provisions of sections [337.600 to 337.689](#) and who furnishes evidence satisfactory to the committee that the applicant has complied with the provisions of subsection 2 of this section.

5. The committee shall issue a certificate to practice independently under subsection 3 of section [337.653](#) to any licensed baccalaureate social worker who has satisfactorily completed three thousand hours of supervised experience with a qualified baccalaureate supervisor in no less than twenty-four months and no more than forty-eight consecutive calendar months.

6. (1) Any person who holds a valid current baccalaureate social work license issued by another state, a branch or unit of the military, a territory of the United States, or the District of Columbia, and who has been licensed for at least one year in such other jurisdiction, may submit to the committee an application for a baccalaureate social work license in Missouri along with proof of current licensure and proof of licensure for at least one year in the other jurisdiction.

(2) The committee shall:

(a) Within six months of receiving an application described in subdivision (1) of this subsection, waive any examination, educational, or experience requirements for licensure in this state for the applicant if it determines that there were minimum education requirements and, if applicable, work experience and clinical supervision requirements in effect and the other jurisdiction verifies that the person met those requirements in order to be licensed or certified in that jurisdiction. The committee may require an applicant to take and pass an examination specific to the laws of this state; or

(b) Within thirty days of receiving an application described in subdivision (1) of this subsection from a nonresident military spouse or a resident military spouse, waive any examination, educational, or experience requirements for licensure in this state for the applicant and issue such applicant a license under this subsection if such applicant otherwise meets the requirements of this subsection.

(3) (a) The committee shall not waive any examination, educational, or experience requirements for any applicant who has had his or her license revoked by an oversight body outside the state; who is currently under investigation, who has a complaint pending, or who is currently under disciplinary action, except as provided in paragraph (b) of this subdivision, with an oversight body outside the state; who does not hold a license in good standing with an oversight body outside the state; who has a criminal record that would disqualify him or her for licensure in Missouri; or who does not hold a valid current license in the other jurisdiction on the date the committee receives his or her application under this subsection and section.

If another jurisdiction has taken disciplinary action against an applicant, the committee shall determine if the cause for the action was corrected and the matter resolved. If the matter has not been resolved by that jurisdiction, the committee may deny a license until the matter is resolved.

(4) Nothing in this subsection shall prohibit the committee from denying a license to an applicant under this subsection for any reason described in section [337.630](#).

(5) Any person who is licensed under the provisions of this subsection shall be subject to the committee's jurisdiction and all rules and regulations pertaining to the practice as a licensed baccalaureate social worker in this state.

(6) This subsection shall not be construed to waive any requirement for an applicant to pay any fees.

(L. 2001 H.B. 567, A.L. 2004 S.B. 1122, A.L. 2007 H.B. 780 merged with S.B. 308, A.L. 2018 S.B. 840, A.L. 2020 H.B. 2046, A.L. 2023 S.B. 70 merged with S.B. 157)

<https://revisor.mo.gov/main/OneSection.aspx?section=337.665>

EXECUTIVE ORDER 25-18
February 18, 2025

WHEREAS, the principles that all people are created equal and entitled to equal protection under the law are enshrined in the Constitutions of the United States and the State of Missouri; and

WHEREAS, all individuals should have the freedom to pursue their aspirations and participate in society without discrimination based on immutable characteristics; and

WHEREAS, in *Students for Fair Admissions, Inc. v. President and Fellows of Harvard College*, 600 U.S. 181, 206, 230 (2023) the Supreme Court stated that the “Constitution is color blind” and “[e]liminating racial discrimination means eliminating all of it[.]”; and

WHEREAS, the State of Missouri is dedicated to the compelling governmental interest of remedying unlawful discrimination in a manner consistent with state and federal law, in that business practices within the State of Missouri should not discriminate, through disparate treatment or disparate impact, against anyone in violation of any law, executive order, rule, regulation, or judicial decision; and

WHEREAS, the State of Missouri is committed to developing and maintaining a talented workforce reflecting the citizens of Missouri and the customers which government serves; and NOW, THEREFORE, I, MIKE KEHOE, GOVERNOR OF THE STATE OF MISSOURI, by virtue of the authority vested in me by the Constitution and laws of the State of Missouri, hereby order the following:

- I. Color Blind and Equal Treatment:
I hereby order all Executive agencies to comply with the principle of equal protection found in the United States and Missouri Constitutions and ensure that all rules, policies, employment practices and actions treat all persons equally.
- II. Diversity, Equity, and Inclusion (DEI) Prohibition:
 - a. I hereby order that no state funds shall be utilized by Executive agencies toward policies, procedures, practices, trainings, contracts, positions, organizational structures, programs, or activities that solely or primarily support diversity, equity, and inclusion initiatives, as defined in this Executive Order.
 - b. Executive agencies are prohibited from considering diversity, equity, and inclusion in their hiring decisions.
- III. Definitions:
 - a. "Diversity, equity, and inclusion" includes:
 - i. Efforts to manipulate or influence the composition of an organization based solely on race, color, ethnicity, gender identity, or sexual orientation.
 - ii. Policies, procedures, practices, trainings, contracts, positions, organizational structures, programs, or activities intended to promote differential treatment of, or special benefits to, individuals based solely on the factors listed under subparagraph i. above, except as authorized by state or federal law.
 - b. "Executive agency" is any administrative governmental entity created by the Missouri Constitution or statutes of this state under the executive branch, including any department, agency, board, bureau, council, commission, or

committee, supported in whole or in part by state funds, any subdivision of an executive agency, and any legally designated agent of such entity.

IV. Timelines:

This Executive Order shall take effect immediately, and all Executive agencies shall review and take appropriate action on existing policies, procedures, practices, trainings, contracts, positions, organizational structures, programs, or activities within their agencies within 90 days to ensure compliance with this directive.

V.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Missouri, in the City of Jefferson, on this 18th day of February, 2025.

[signature of Michael Kehoe]

MIKE KEHOE

GOVERNOR

ATTEST:

[signature of Denny Hoskins]

DENNY HOSKINS

SECRETARY OF STATE