

**School of Social Work
BASW Program**

Frequently Asked Questions 2011-2012

Admission Impaction

School of Social Work BASW program is impacted. Please check the below link for the Impaction information:
<http://www.sjsu.edu/socialwork/basw/>

Due to the severe budgetary restrictions, **the social work courses will be open to majors only and the minor has been suspended.** Please see the departmental advisors at the beginning of the semester to get clearer information on the availability of courses for the Minor in Social Work.

More information about the university admission impaction, please check the below link:
<http://info.sjsu.edu/web-dbgen/narr/admission/rec-1201.html>

Table of Contents of the FAQs

MAJOR ADVISORS (see pp.2-3)

- Q: If I have questions about the course work, whom am I supposed to talk to?
- Q: I have questions about social work, which advisor do I talk to?
- Q: Do I have to see a Major advisor before I enroll in social work courses?
- Q: May I enroll in any social work course that interests me?
- Q: What classes shall I take when I enter the program?
- Q: What happens if I cannot get into one or more of the CORE courses?

GE COURSES REQUIRED FOR THE SOCIAL WORK MAJOR (see pp. 3-4)

- Q: What General Education Courses should I take?
- Q: Must I complete Human Biology (Bio 21) and Elementary Statistics (Stat 95) before I am admitted to SJSU and/or permitted to take social work courses?
- Q: How do I know how many Lower Division units got transferred from my Junior College?
- Q: Must I complete SJSU Studies (Advanced GE) courses before I can enroll in social work courses?
- Q: When should I take the WST (Writing Skills Test)?
- Q: What 100W course must I enroll in as a social work major?

FIELD EDUCATION PROGRAM (see pp.5-6)

- Q: What are the pre-requisites for the internship course (SW141/142)?
- Q: What is the procedure to apply for an internship?
- Q: How and when will I know where I will be placed?
- Q: If I am already working in a social work agency, must I take SW140, the introductory field placement course?
- Q: How many internship hours are required per semester? How many are required per week?
- Q: Once assigned to an agency, can I change my placement?
- Q: Can I count my lunch break as part of my field hours? Can I work intern through the lunch hour?

- Q: My agency wants me to attend extended orientation, professional development training, or other training, do these hours count towards my field hours?
- Q: Can I work extra hours in the semester and finish my field placement early?
- Q: How many weeks of vacation do I get during field internship?
- Q: Can I count seminar as part of my field hours?
- Q: What happens if I miss a seminar?
- Q: What does it take to get a passing grade for field?

PREPARING FOR GRADUATION (see pp. 6-8)

- Q: When do I apply for graduation?
- Q: What do I do to apply for graduation?
- Q: Where can I get the graduation application form?
- Q: Where can I get the Major/Minor form?
- Q: How do I complete the Major/Minor form?
- Q: Can I walk in the social work graduation ceremony if I have finished my social work classes but not all SJSU requirements?
- Q: How and when can I buy the graduation tickets for the SSW graduation ceremony?
- Q: I am interested in applying for the graduate program. How should I start preparing in order to apply can I prepare for that?

=====

MAJOR ADVISORS

Q: If I have questions about the course work, whom am I supposed to talk to?

A: There is a dual advising system at SJSU. In general, the following guide will help you direct your questions.

Questions to ask a GE Advisor :	Questions to ask your assigned Major advisor
<p>All questions related to:</p> <ul style="list-style-type: none"> • Lower GE or SJSU Studies courses • Transfer credit for lower GE courses • Any non-major course related questions <p>Students should speak to a GE advisor who can be contacted at the Student Advising Center.</p> <p>http://www.sjsu.edu/advising/</p>	<p>All questions related to:</p> <ul style="list-style-type: none"> • The social work <u>major</u> • Transferring <u>major</u> (i.e. social work) courses • Requests to consider substitute courses for Biology 21, Statistics 95, or 100W • Fields of practice in social work or Career advice • Graduation applications • Undergraduate Social Work Student Association (USWA)

Q: I have questions about social work, which advisor do I talk to?

A: Questions regarding the major courses and social work in general should be addressed to your MAJOR advisor who is assigned to you by your last name. Below is a list of advisors in AY 2011-2012 and their contact information. Please note that email is the best way to contact the Major Advisors.

All social work major advisors are located in the School of Social Work office which is located in room 215 in the Washington Square Hall (WSQ).

Assignments	Academic Advisors	phone #s	email
A -- G	Emily Bruce, Ph.D.	408-924-5810	emily.bruce@sjsu.edu
On sabbatical*	Sadhna Diwan, Ph.D.		
H – O	Meekyung Han, Ph.D.	408-924-5825	meekyung.han@sjsu.edu
P – Z	Sang Lee, Ph.D.	408-924-5815	sang.lee@sjsu.edu

*Dr. Diwan is not available as an advisor.

Q: Do I have to see a Major advisor before I enroll in social work courses?

A: No. But you should see your major advisor if you have any specific questions about the major. [Note: Some of you may be required by the university to see a major advisor for various reasons.]

Q: May I enroll in any social work course that interests me?

A: The required social work courses must be taken sequentially as one group of courses are pre-requisites for others. There are four initial courses (the BASW Core) that must be taken AND passed with a “C” or better (for SW110, 120, 130 and Credit for SW140) in order to proceed into the senior year and into the field practicum program. The elective social work courses are open to all students.

Q: What classes shall I take when I enter the program?

A: You must sign up for the BASW Core courses: SW110, 120, 130, 140.

Q: What happens if I cannot get into one or more of the CORE courses?

A: The BASW core courses are usually available in the Fall and Spring semesters. However, the BASW Program is not able to guarantee that the four core courses will be available in the Spring Semester. As a matter of fact, none of the BASW core courses will be offered in Spring 2012. Be sure to contact your advisor if you are having difficulties in getting into the courses. In all cases, if classes are full, show up to class on the first day and let the instructor know that you need to add the course.

Note that you MUST successfully complete the BASW core courses to be eligible for advanced practice and field classes.

GE COURSES REQUIRED FOR THE SOCIAL WORK MAJOR

Q: What lower division General Education Courses should I take?

A: Any designated GE course in each area is acceptable, EXCEPT that Elementary Statistics (Stat 95 or an equivalent course) AND Human Biology (Biol 21 or an equivalent course) ARE REQUIRED.

Q: Must I complete Human Biology (Bio 21) and Elementary Statistics (Stat 95) before I am admitted to SJSU and/or permitted to take social work courses?

A: No. If you meet the GE requirements with other courses, you will be admitted, however, if you have not completed these two courses, you will have to complete them here while a student in this program.

Q. How do I know how many Lower Division units got transferred from my Junior College?

A: Please contact a GE advisor in the Student Academic Advising Center. Your major advisor cannot provide this information. You can find more information at the Advising Hub at the following URL:

<http://www.sjsu.edu/advising/>

You need to contact the GE advisors by phone at: 408.924.2129. They are located in the Student Services Center.

Q: Must I complete SJSU Studies (Advanced GE) courses before I can enroll in social work courses?

A: No, you may enroll in the first four social work courses (SW 110, 120, 130, & 140) concurrently as you begin taking your SJSU Studies courses, BUT you must pass the WST (Writing Skills Test) before you are permitted to enroll in any SJSU Studies courses.

Please note that SJSU Studies (Advanced GE) must be taken at SJSU. And of SJSU Studies (Area R, S, and V) must be taken from three different departments, or distinct academic units. Please contact a GE advisor in the Student Academic Advising Center.

Q: When should I take the WST (writing skills test)?

A: We strongly recommend that you take it as soon as possible because (1) you need to pass it in order to take the SJSU Studies courses; and (2) we cannot guarantee that you will be able to take all your major courses in any given semester. To have a full course load (as required by financial aid) you may need to take a mix of major courses, minor courses or free electives, and the SJSU Studies courses.

Please go to the URL below for more information about the WST:

<https://testing.sjsu.edu/twstinfo.html>

Q: What 100W course must I enroll in as a social work major?

A: The Social Work 100W is the most appropriate course for the major. Students may select from any of the following approved 100W courses: **SCWK 100W, SOCS 100W; ENGL 100W; ANTH 100W; CHAD 100W, PSYC 100W, AfAM 100W, SOCI 100W, HPrf 100W, COMM 100W.**

However, given the current availability of 100W courses, we will accept other 100W courses as well. Please check with your major advisor if you need to take a 100W course that is not listed in the approved courses (see above). Some departments give preference to their own majors before allowing social work students to enroll in their class.

Please go to the URL below for more information about the 100W courses:

<http://info.sjsu.edu/web-dbgen/narr/static/soc-spring/sjstudies.html>

FIELD EDUCATION PROGRAM

Q: What are the pre-requisites for the internship course (SW141/142)?

A: SW110, 120, 130, & 140 comprise the BASW core. Students must complete the core before moving on to other advanced courses or to the field education program.

Q: What is the procedure to apply for an internship?

A: You must apply for a field internship in the Spring semester of your JUNIOR YEAR. The announcement about the application will be made to all junior social work major students. Students should go to the website <http://www.sjsu.edu/socialwork/fieldeducation/> to fill out the most current copy of the application form, titled "Student Field Placement Application and Agreement" and return the completed application form to the Placement Coordinator of the BASW Field Education office by the designated date listed on the most recent application form.

The Field Education Placement Coordinator then arranges for the placement in the Fall. Please be sure to keep yourself posted of the actual date announcements.

Q: How and when will I know where I will be placed?

A: Usually, the BASW Field Education Placement Coordinator will inform you via email or phone about where you will be placed before or during the summer vacation.

Q: If I am already working in a social work agency, must I take SW140, the introductory field placement course?

A: Those students currently working in a social agency, may petition the SW140 instructor to use the agency experience as a placement, BUT they must still enroll in SW140, attend the bi-weekly classes, participate in the class discussion and complete the assignments for SW140.

Q: How many internship hours are required per semester? How many are required per week?

A: Each semester, students must complete 240 internship hours in order to fulfill the field course requirement. Students are typically in field placements a minimum of 16 hours per week for 15 weeks. A more specific schedule of your internship will be discussed between you and your field placement agency once your placement is confirmed.

Q: Once assigned to an agency, can I change my placement?

A: Field placements are changed only under extreme circumstances. Your field site has been selected as it can provide the most appropriate learning experience for you. If things develop that interfere with the learning process, we ask that you keep your Field Faculty Liaison informed of what's happening in your agency so we can intervene on your behalf as early as possible.

Q: Can I count my lunch break as part of my field hours? Can I work intern through the lunch hour?

A: Unfortunately, no. All field hours must be social work and social work related activities. You are required to take a minimum of 30 minutes for a lunch break when interning over 5 hours.

Q: My agency wants me to attend extended orientation, professional development training, or other training, do these hours count towards my field hours?

A: Yes, as long as your agency or field supervisor requires you to do this. Be sure to clarify this with your field instructor.

Q: Can I work extra hours in the semester and finish my field placement early?

A: No. It is not okay to “bank” hours to finish early. You are expected to be at your placement until the last day of field each semester. While classes and seminar finish earlier, field placement does not.

Q: How many weeks of vacation do I get during field internship?

A: You only get two weeks off during the Winter break and one week during Spring break. Because continuity is essential in working with clients, your agencies expect you to show up for field internship even if classes are finished.

Q: Can I count seminar as part of my field hours?

A: Yes, the time that you spend in seminar may be counted toward your field hours.

Q: What happens if I miss a seminar?

A: Seminar participation is mandatory. If you have an illness or an extenuating circumstance (with appropriate documentation) and need to miss one seminar, you will be asked to complete an alternative assignment to show that you have mastered the content of the seminar. Missing more than one seminar per semester for any reason seriously jeopardizes your standing in the course. Complete or partial absence for more than one seminar each semester would be subject to losing seminar participation points and may result in a NO CREDIT grade which means you could fail the entire field education course.

Q: What does it take to get a passing grade for field?

A: You need to get a passing grade (credit) from your field instructor AND your faculty field liaison in order to get credit for your field internship.

Field instructors will recommend credit if you have satisfied all the professional requirements of your internship – punctuality; responsible behavior in terms of absences; completion of required number of field hours; seeking supervision and being prepared for it; following appropriate agency procedure; appropriate documentation; adequate performance in the agency (e.g., establishing rapport with clients, demonstrating critical thinking skills, showing evidence of effective communication skills both orally and in writing as well as listening skills, building and maintaining a caseload, etc.).

Faculty field liaisons will give credit if you have satisfied all the academic requirements of your internship – seminar attendance and participation; timeliness in submitting time sheets and assignments; and a satisfactory report from your field instructor recommending credit for the internship.

PREPARING FOR GRADUATION

Q: When do I apply for graduation?

A: You should apply for graduation at least one year in advance, after completing at least 90

semester units.

Please go to the URL below for complete information on graduation applications for the university.

<http://www.sjsu.edu/registrar/FAQs/Graduation/index.htm#5/>

Q: What do I do to apply for graduation?

A: Nearly 12 months before you plan to graduate (i.e., at the end of the Spring semester, at the end of Summer or at the end of the Fall semester) you will be required to **fill out a graduation application form and a Major/Minor form** and bring both to the School of Social Work for the approval and signature of your major advisor.

Q: Where can I get the graduation application form?

A: Download and print it from the following URL: http://www.sjsu.edu/registrar/docs/grad_app.pdf/

Q: Where can I get the Major/Minor form?

A: Forms are available in the School of Social Work at the front desk.

Q: How do I complete the Major/Minor form?

A: Ask the front desk for a sample demo on how to complete the form. BE SURE TO WRITE YOUR SJSU STUDENT ID ON THE TOP OF THE FORM. If you are unclear about something – contact your advisor.

You can leave the completed form in the mailbox of your major advisor (assigned by your last name) with a phone number/email address in case you need to be contacted. Also email your advisor informing her that you have left the Major/Minor Form for her signature. All forms approved and signed by the advisor can be picked up at the front desk. Ask the receptionist to look for the signed form in the Student Pick Up box.

Note that there are three copies in a major/minor form:

- White copy- Ask a front desk person to place it in a signed and sealed envelope and submit it to the Registrar's office along with your Graduation Application
- Yellow copy- to be filed at the School of Social Work
- Pink copy – Keep it for your record.

Q: Can I walk in the social work graduation ceremony if I have finished my social work classes but not all SJSU requirements?

A: To participate in the **Social Work graduation ceremony**, students need to have finished **ALL** social work courses and can have no more than TWO NON-SOCIAL WORK courses left to complete at SJSU. If you expect to have more than two non-social work courses left, then plan on participating in ceremony the next academic year.

Note that there is only one official University Graduation Commencement. The School of Social Work holds a graduation ceremony in the Spring.

To participate in the **University Graduation Commencement**, you are referred to the following information found on <http://www.sjsu.edu/registrar/FAQs/Graduation/index.htm#5.>

Q: How and when can I buy the graduation tickets for the SSW graduation ceremony?

A: For May 2012 Graduation, please contact one of the USWA officers:

President: Kathy Grajeda at katgrajeda@gmail.com

Vice President: Fidel Cavillo at fidel.calvillo@sjcc.edu

Treasurer: Vanesa Villarreal at sunshine_dopey@yahoo.com

Secretary: Jennifer Viesca at jennyjuly829@yahoo.com

Event Coordinator: Vanesa Arellano at vanesa_arellano@yahoo.com

Public Relation: Veronica Carrillo at vcarrillo327@gmail.com

Q: I am interested in applying for the MSW program. How should I start preparing in order to apply to the MSW program?

A: In a nutshell, do well in class, participate actively in the class discussions, speak to your professors, do something noteworthy in the field, and keep in touch with people from whom you hope to get a letter of recommendation. Further, while it is not a requirement in the application process, involvement in various extra-curricular activities and volunteer works may help your application.

Some other tips are as follows:

MSW Program Application Procedure and Requirements: Since each school has its own application procedure and requirement, you need to identify which program you want to apply for. Then, visit their website at least one year prior to the semester you plan to apply for. For example, if you plan to apply for the Fall 2013 MSW program, you need to visit the school's MSW website in Fall 2012.

Most programs post the information about the MSW application procedure and forms. So, please read the application information carefully and prepare yourself accordingly.

SJSU SSW MSW program: If you are interested in applying for SJSU SSW MSW program, please contact Professor Barry Goldman-Hall, MSW Program Admission Director, at barry.goldman-hall@sjsu.edu. Further, you may want to attend the Informational Meeting held by Professor Goldman-Hall.