

**BACHELOR OF ARTS IN SOCIAL  
WORK (BASW)  
PROGRAM MANUAL**



**School of Social Work  
San Francisco State University  
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# **BASW PROGRAM MANUAL, AY 2012-2013**

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**BASW Program Coordinator: Sonia Melara, MSW**

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Sara Martinez, Abraham Aviles-Scott, Clarissa Seban and Emily Wagner  
2010-11 Seniors

### ***MISSION STATEMENT***

The mission of the School of Social Work is to provide educational foundations that promote just and secure communities, societies, and global networks. It serves to educate human service providers for versatile, creative, and culturally sensitive practice in multiple settings and involving diverse populations. The school of Social Work promotes leadership, scholarship, activism, and change to achieve equity and social justice.

### ***PHILOSOPHY OF THE SCHOOL OF SOCIAL WORK***

The School of Social Work at San Francisco State University is located in an environment which is unique for its concentration of disadvantaged and vulnerable populations: racial and ethnic minorities; immigrants and refugees; gay, lesbian, bisexual, queer, questioning, and transgender people; single parents; children; people with disabilities; and aging adults. This diversity presents a richness of opportunity to the School of Social Work.

Each of these groups represents a population that is neglected, underserved and oppressed. Each has been systematically denied or barred access to resources available to the general population. Each has been denied an equitable share of society's rights, benefits, privileges and opportunities. The aspirations of these groups to realize their full human potential have been frustrated by an indifferent and frequently hostile society. While the School of Social Work seeks to be responsive to the needs of the general community, we believe that we have a special mission to respond to the needs and aspirations of these particular populations in the San Francisco Bay Area.

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Therefore, we aim to produce social work practitioners who will staff programs concerned with the identification and solution of problems that particularly affect these populations such as institutionalized racism, sexism and homophobia, poverty and unemployment, substandard housing, inferior education, inadequate health care, insufficient child care, social isolation, bureaucratic neglect, and public indifference.

We expect our graduates to strive to increase the accessibility of services for these populations, to organize them into effective advocacy groups, to assist them in their own program development, and ultimately, to enable them to acquire and exercise power on their own behalf. At the same time, our graduates work within established human service agencies and institutions to secure greater responsiveness and accountability to the people they serve.

Thus, our program aims to educate social workers, who render direct services to people in need and assist communities in their struggle for self-determination and empowerment.

**ACCREDITATION**

The School of Social Work is accredited by the Council on Social Work Education, which is located in Alexandria, Virginia. The School offers Bachelor of Arts in Social Work (BASW) and Master of Social Work (MSW) degrees.



2011-12 Seniors

## Overview of BASW Program

San Francisco State University's School of Social Work, part of the College of Health and Social Sciences (CHSS), offers a Bachelor of Arts in Social Work (BASW) degree, the foundation professional degree in the field of social work. This program has a generalist practice curriculum that prepares students to enter many fields of practice serving multiple sizes of systems, including individuals, families, groups, communities, and the broader society. The School is fully accredited by the Council on Social Work Education (CSWE).

The School of Social Work's Baccalaureate Program is impacted, and admission to the Social Work major is limited to students at the upper division level. To enter the Program, students must apply for admission and be accepted to the BASW Program. Students are admitted as **a cohort group** during the **Fall Semester** only. To begin the program, students must have completed lower division general education requirements, both Segments I and II of the SFSU general education curriculum, and have junior standing at San Francisco State University. Transfer students must first be admitted into the University and then be accepted into the Social Work Program.

There are 5 required prerequisite courses that must be completed and passed with either a "C-" or "pass" grade before admission into the BASW program. They include introductory-level courses in Human Biology (BIO 100 or equivalent; lab not required), Macroeconomics (ECON 100 or ECON 305 or equivalent), Psychology (PSY 200 or equivalent), Sociology (SOC 105 or equivalent) and English 214 (Second Year written composition) or equivalent. Selection of applicants will be based on consideration of academic performance, professional practice and academic potential, communication effectiveness, values consistent with the social work profession, the school's mission, philosophy and goals, as well as a commitment to equity and social justice.

To complete the Social Work degree, students are required to complete a total of 44 units. The Junior Year courses include SW 300, SW 301 (meets University GVAR requirement), SW 302, SW 352, SW 400, SW 401, SW 402, SW 410 and SW 470. Senior year courses include SW 350, SW 456, SW 450, & SW 502, SW 503, SW 504, SW 505 (field experience in a social service agency). Students are required to maintain a minimum grade of "C-" in ALL courses within the major. With a grade lower than "C-", students will be required to repeat the class and will be unable to register for subsequent courses in the sequence where the failed course is a pre-requisite. The social work courses (except for SW 350) are presently offered only ONCE per year, and if a student falls out of sequence in required courses, she/he may be delayed in her/his graduation. Students who fall out of sequence have to meet with their advisors and obtain a special waiver.

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All social work majors must complete an internship during the Fall and Spring semesters of their Senior Year (240 hours each semester in an outside agency). Students may register for and enter field experience in the social services (SW 503 [Fall] and SW 505 [Spring]) and its accompanying seminar on field experience (SW 502 [Fall] and 504 [Spring]) after completing 24 units of required junior-level social work courses with a “C” grade or better in each. In addition, the student must have completed the required number of units to be classified as a senior at SFSU.

All social work majors have an individual mail slot in the School of Social Work Student Mailroom, located in HSS 208. Student mail slots should be checked regularly for important information and announcements.



Mike Hofler –Senior Class 2010-11

NEED NEW PICTURES.



Kayla Butler –Senior Class 2010-11

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**2012-2013**

**CHECKLIST OF BASW REQUIREMENTS FOR SOCIAL WORK GRADUATION**

**Name of Student** \_\_\_\_\_

**Planned Graduation Date:** \_\_\_\_\_

Course	# Units	COURSE TITLE	STUDENT STATUS DoneTo do	
		<b>PREREQUISITES FOR SOCIAL WORK PROGRAM</b>		
Prerequisite		Human Biology		
Prerequisite		Macro Economics		
Prerequisite		Psychology		
Prerequisite		Sociology		
		<b>JUNIOR YEAR, FALL SEMESTER</b>		
SW 300	3	US Social Welfare I: Past, Present and Future		
SW 302	3	Introduction to Social Service Organizations		
SW 352	3	Gender, Sexism and Social Welfare		
SW 400	3	Social Work Practice I		
SW 410	3	Human Development and the Social Services		
		<b>JUNIOR YEAR, SPRING SEMESTER</b>		
SW 301	3	U.S. Social Welfare II: Problems, Policies, and Programs		
SW 401	3	Social Work Practice II		
SW 402	3	Interviewing Skills in Social Work		
SW 470	3	Social Differences and Social Work Practice		
		<b>SENIOR YEAR, FALL SEMESTER</b>		
SW 350	3	Child Welfare (may be taken in Spring Semester)		
SW 456	3	Urban Community Organizing and Citizen Action		
SW 502	2	Seminar on Field Experience		
SW 503	2	Field Experience in the Social Services I (2 days/week)		
		<b>SENIOR YEAR, SPRING SEMESTER</b>		
SW 450	3	Introduction to Research in Social Work		
SW 504	2	Seminar on Field Experience		
SW 505	2	Field Experience in the Social Services II (2 days/week)		

**Total Units: 44**



**BASW Program Course Descriptions**

***SW 300 U.S. Social Welfare I: Past, Present and Future (3 units)***

**Prerequisites: Junior standing.** The welfare institution viewed as a societal response to certain social needs. Examination of needs and responses within a time-change perspective. Analysis of the social work profession and its involvement in the delivery of welfare services.

***SW 301 U.S. Social Welfare II: Problems, Policies, and Programs (3 units)***

**Prerequisite: SW 300 or consent of instructor.** Certain social problems are selected for intensive study in relation to policies and programs that determine available services. Attention is given to the adequacy of such policies and programs and the input of government, voluntary associations, and consumer groups. (GWAR Course).

***SW 302 Introduction to Social Service Organizations (2 units)***

**Prerequisite: Junior Standing.** This course has two major components: Weekly visits to different social work agencies and a weekly integrating seminar. The course is designed to orient students to the nature of social service agencies and problems of service delivery.

***SW 350 Child Welfare (3 units)***

**Prerequisite: SW 300 or consent of instructor.** Child welfare as a specialized field of social welfare. Services to children in their own homes as well as outside will be explored. Critical attention is given to service delivery systems and to the child welfare worker's job.

***SW 352 Gender, Sexism and Social Welfare (3 units)***

**Prerequisites: Junior standing.** Critical examination of sex role stereotyping in the policies, practices and organization of selected social welfare institutions and organizations and in the practice of social workers and other human service professionals.

***SW 400 Social Work Practice I (3 units)***

**Prerequisite: Concurrent enrollment in SW 300.** Seminar on the value dimensions of practice, the systems with which the practitioner must deal and the changing nature of the practitioner's relationships with each of these systems. A generalist model of social work practice is presented. Emphasis in this course is on social work practice with individuals.

***SW 401 Social Work Practice II (3 units)***

**Prerequisite: Completion of SW 400 with a C grade or better.** Continued examination of factors influencing professional practice with special attention to such tasks as forming, maintaining and coordinating action systems, differential ways of influencing action systems in various phases of the change process and terminating change efforts. Emphasis in this course is on social work practice with groups.

***SW 402 Interviewing Skills in Social Work (3 units)***

**Prerequisite: Junior standing.** This course emphasizes interviewing techniques that cut across all practice methods.

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**SW 410 Human Development and the Social Services (3 units) Prerequisite: Junior standing.** This course covers the basic principles of human development and behavior from conception through old age and the functions of social service agencies in dealing with life crises.

**SW 450 Introduction to Research in Social Work (3 units)**

**Prerequisite: Completion of junior year curriculum or consent of instructor.** The scientific method and its application to social work; the practitioner as consumer of and contributor to social research; an overview of research methodology. Selected research studies are analyzed for their methodology and contributions to social work knowledge.

**SW 456 Urban Community Organizing and Citizen Action (3 units)**

**Prerequisite: Senior standing.** History and current developments in community organization in the city. Topics include principles and strategies of developing citizen action organizations, the role of community organizing and citizen participation in urban social programs. (Also offered as URBS 456).

**SW 470 Social Differences and Social Work Practice (3 units) Prerequisite: Junior standing.** This course focuses on differences of ethnicity, culture, sexual orientation and disability and their relationship to social work practice.

**SW 502 Seminar on Field Experience I (2 units)**

**Prerequisites: Completion of junior year curriculum and concurrent enrollment in SW 503.** Evaluative seminar to enable students to analyze their field experiences utilizing social work theories, practice principles and social work values.

**SW 503 Field Experience in the Social Services I (2 units)**

**Prerequisites: Completion of SW 300, 301, 302, 400,401 and 402 with a "C" grade or better and consent of Field Director. Must have concurrent enrollment in SW 502.** Field experience in a community/social agency.

**SW 504 Seminar on Field Experience II (2 units)**

**Prerequisites: Completion of SW 502 with a "C" grade or better and satisfactory (CR) completion of SW 503.** Evaluative seminar to enable students to analyze their field experiences. Must be taken concurrently with SW 505.

**SW 505 Field Experience in the Social Services II (2 units)**

**Prerequisites: Completion of SW 502 with a "C" grade or better and satisfactory (CR) completion of SW 503.** Field experiences in a community/ social agency. Must be taken concurrently with SW 504.

**SW 655 Disability Rights and Social Work (3 units) Elective course for the Bachelor of Social Work and open to other students interested in disability issues.** Examines ableism in the U.S. society, its development, and the philosophy of disability as expressed in social welfare agencies and schools of social work. Exercises will be done at the Top Class Site, a computer interactive program.

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**SW 660 Non-Profit Organizations (3 units)**

**Prerequisite: Senior Standing.** Also offered as URBS 660.

**SW 699 Special Study (1-3 units)**

An intensive study of a particular problem in social work or social welfare under the direction of a member of the social work faculty. Open only to students who have demonstrated ability to do independent work. *Enrollment by petition. A maximum of 6 units towards the BA degree may be completed through Special Study.*

The School offers four baccalaureate-level gerontology courses:

**GRN 500 Gerontology: An Interdisciplinary Perspective (3 units) (GE, Elective)**

Concepts and issues in gerontology processes, problems, and challenges of aging as related to other disciplines, integrating and emphasizing research findings.

**GRN 510 Death and Dying in Contemporary Society (3 units) (GE, Elective).** Attitudes, beliefs, practices, grief responses, and bioethical issues of dying and death which confront the individual and society. Ways to cope and help oneself and others to enhance life and maturity.

**GRN 600 Age and Long-Term Care (3 units)**

**GRN 610 Age and Life Stories (3 units)**



Senior Class 2010-11

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***BASW STUDENT ORGANIZATIONS: SWAVE & Phi-Alpha***

Students in the BASW Program have two active student organizations, **Social Work Advocates for Visions of Empowerment (SWAVE)** and **Phi Alpha Honor Society**. Students are encouraged to participate in both organizations.



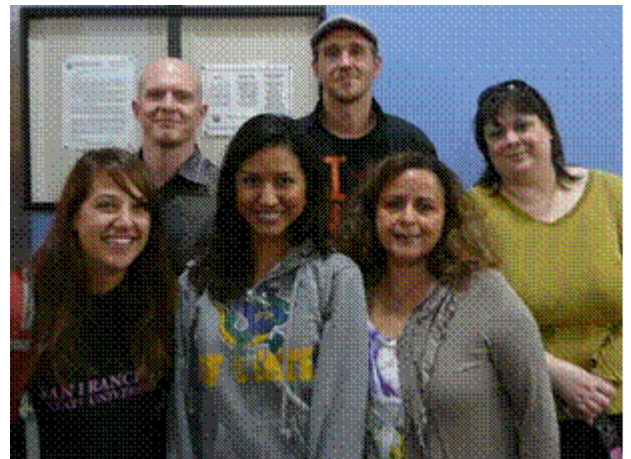
**2010 - 2011 SWAVE Officers:**

Jocelyn Clare R. Hermoso - [jhermoso@sfsu.edu](mailto:jhermoso@sfsu.edu)

**Phi-Alpha**

**Faculty Advisor:**

Cándida Madrigal - [crmadrig@sfsu.edu](mailto:crmadrig@sfsu.edu)



**2010-11 Phi Alpha Officers**

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**SCHOOL OF SOCIAL WORK ADMINISTRATORS**

**Eileen F. Levy, Ph.D.**

**Director**

**Sonia M Melara, MSW, BASW Coordinator and  
Director of Field Education**

**School of Social Work and  
Gerontology Faculty**

Edwin Cabigao <edwinc@jhsf.org>  
Brian de Vries <bdevries@sfsu.edu>  
Cristina Flores <cfn@sfsu.edu>  
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**SSW Staff**

Mira Pasikov <mirap@sfsu.edu>  
Devi Ruslani <druslani@sfsu.edu>  
Lourdes R. Sarmiento <sarmie@sfsu.edu>

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**Important Telephone Numbers**

School of Social Work, Reception . . . . .	(415) 338-1003
School of Social Work, Admissions Staff . . . . .	(415) 338-1003
School of Social Work, Field Staff . . . . .	(415) 338-1004
School of Social Work, Title IV-E . . . . .	(415) 405-3482
CHHS Student Resource Center. . . . .	(415) 405-3533
Student Health Center. . . . .	(415) 338-2321
Disabled Student Services . . . . .	(415) 338-2472
College of Extended Learning . . . . .	(415) 405-7700
Financial Aid Office . . . . .	(415) 338-7000
Franciscan Shops (Bulletins & Schedules) . . . . .	(415) 338-2092
Undergraduate Studies Office. . . . .	(415) 338-2206
Housing Office. . . . .	(415) 338-1067
Information . . . . .	(415) 338-1111
Registrar's Office. . . . .	(415) 338-2341
Transcripts Evaluation Office . . . . .	(415) 338-1113
University Admissions Office. . . . .	(415) 338-2411

**Web Sites**

For more information about the Baccalaureate Social Work Program, visit the School of Social Work website at <http://www.sfsu.edu/~socwork>. For additional websites about the social work profession, multicultural diversity resources, reference information, and more, visit the BASW and MSW iLearn at <http://www.iLearn.sfsu.edu>.

**Library**

The brand new J. Paul Leonard Library is now open and located in the center of campus. Access to most Library services and information can be found at <http://www.library.sfsu.edu>.

**Student Services Center/One-Stop**

The essential one-card is available through the Student Services Center. Their contact number is 415-338-2350.

***Frequently Asked Questions For Students in the Baccalaureate  
Social Work Program at SFSU***

Academic Year 2012 -2013

***1. I have a lot of questions about curriculum requirements, course sequencing, and more. Where do I find answers?***

First, read the *University Bulletin* (available online via the University website) because it contains most information students need, including course requirements, University calendar, grading policies, and more. If you cannot find the answers you need there, you may either contact the College of Health and Human Services Student Resource Center Coordinator, Jessica Kongthong (405•0396; jesskt@sfsu.edu) or your School of Social Work advisor. All junior and senior social work students are assigned an advisor. Consult the advising list (available in the School Office, on the bulletin boards, and online) to determine who your advisor is. Contact the advisor directly for an appointment.

***2. I want to connect with other BASW student and participate in student activities and organizations. How can I do this?***

The BASW Program has a strong student organization, Social Work Advocates for Visions of Empowerment (SWAVE). You may contact any of the officers listed in the SWAVE section of this Manual.

***3. I have questions about University registration processes and/or housing. Who should I contact to find answers?***

Contact the Enrollment Management Office at 415-338-2163. The number for University Housing is 415-338-1067, and the Registrar's Office is 415-338-2350.

***4. I need some help with career planning. Where can I find assistance?***

The Career Center has many services to offer. They can help with writing resumes, and they can help prepare students for all aspects of career planning. Their telephone number is 415-338-1764.

**5. I completed my first two years of undergraduate studies at another school, and now I am transferring to SFSU as a social work major. How can I find out which courses will be accepted as equivalent to the required SFSU Segment I and II courses? How do I know what my standing is?**

The first thing you should do is meet with the College of Health and Social Sciences (CHSS) coordinator who will assess your transcript and tell you which SFSU Segment I and II courses you still need to take. You should contact Jessica Kongthong (415-405-0396 or [jesskt@sfsu.edu](mailto:jesskt@sfsu.edu)), the CHSS coordinator of the Student Resource Center. Her office is in HSS 254.

**6. After meeting with the CHHS advisor, I have questions about the social work program (e.g. which courses to take first). What do I do next?**

After your meeting with Jessica Kongthong, you may direct all your social work-related questions to a social work faculty advisor. All social work majors are assigned an advisor. If you have additional questions, issues, or problems not addressed by any of the advisors, you may contact the School of Social Work Director, Eileen Levy.

**7. Which courses have no social work prerequisite?**

- SW 300: U.S. Social Welfare I: Past, Present and Future (3 credits)
- SW 302: Introduction to Social Service Organizations (3 credits)
- SW 352: Gender, Sexism and Social Welfare (3 credits)
- SW 400: Social Work Practice I (must be taken concurrently with SW 300)
- SW 402: Interviewing Skills in Social Work (3 credits)
- SW 410: Human Development and the Social Services (3 credits)
- SW 470: Social Differences and Social Work Practice (3 credits)

**8. I tried to register online, but I was not able to. What can I do?**

Go to the first class when the semester begins and ask for the instructor's approval to enroll. Upon acceptance, you will receive the information you need to register.

**9. I completed courses abroad. Will they count toward the requirements for graduation? Also, I would like to study abroad again. What can I do?**

To find out which courses SFSU will accept, contact Jessica Kongthong or a University advisor in the Advising Center. SFSU offers many study abroad programs. For details, contact the Office of International Programs (415-338-1293). Many programs are inexpensive and short time-limited. While having fun and gaining global perspectives, you also earn SFSU credits.



**10. Where do I go and what do I do if I have a complaint, grievance, or questions about regulations, policies, and procedures?**

You will find University regulations, policies and procedures in the *University Bulletin*. Visit <http://www.sfsu.edu/~bulletin/current/supp-reg.htm#ppg56> for non-discrimination policies, grievance procedures, University regulations, and more. If you wish to consult the Student Grievance Officer, you may call 415-338-2032.

**11. I need medical and mental health services. What is available to students?**

Services are available by contacting the Student Health Center (415-338-1251), Counseling and Psychological Services (415-338-2208), and the Disability Programs and Resource Center (415-338-2472).

**12. Who do I contact for questions about field placements?**

For questions about possible field placements, field requirements, and other general field matters, contact the Director of Field Education, Sonia M Melara (415-370-1373; [smelara@sfsu.edu](mailto:smelara@sfsu.edu)). If you are already in a placement and you have questions and concerns, consult with your assigned field supervisor or faculty field liaison.

**13. What are the requirements for field, and how do I qualify for field placement?**

All social work majors are required to complete a field internship during the Fall and Spring semesters of their senior year (240 hours each semester in an outside agency). Students must have successfully completed (with a grade of "C" or better) 24 units of junior year courses in order to be eligible to begin their internship. Junior year courses include SW 300, 301, 302, 352, 400, 401, 402, 410 and 470.

**14. I was placed on academic probation, and now I have been blocked from registering even if I brought my grades up. What should I do?**

Students must see their advisor. A form needs to be filled out and signed, verifying approval for registration.

**15. I was placed on academic probation, and now I have been blocked from registering even if I brought my grades up. What should I do?**

Students must see their advisor. A form needs to be filled out and signed, verifying approval for registration.

***LEGISLATIVE LOBBY DAYS—SACRAMENTO, CA***

Legislative Lobby Days is a two-day event that educates students and professionals about important legislation affecting clients and the social work profession. This is a great opportunity to learn more about the legislative process and get a "hands-on" lobbying experience of talking with state legislators about important policy issues. All students are encouraged to attend.



San Francisco State University School of Social Work  
Lobby Days 2010