Student’s Handbook

Social Work Baccalaureate Program
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Universidad Ana G. Méndez

I. Introduction:
The Social Work Baccalaureate Program of Universidad Ana G. Méndez (UAGM) has the commitment to prepare undergraduate students with the theoretical, methodological and ethical base of knowledge that will enable them to enhance the human well-being and the wellbeing of society. The National Association of Social Workers, states that “the primary mission of the social work profession is to enhance human well-being and help meet the basic human needs of all people, with particular attention to the needs and empowerment of people who are vulnerable, oppressed, and living in poverty” (NASW, http://www.socialworkers.org/pubs/code/code.asp). According with NASW, the fundamental focus of the social work’s attention is to the environmental forces that create, contribute to, and address problems in living. Given the context of our society, a professional practice guided by freedom, transformation, and emancipation of people is valued. This practice will work towards the satisfaction of human needs, with the objective to promote the integral well-being and the full development of people and social groups. (Social Work Professionals of Puerto Rico Code of Ethics, 2017). Available at: http://cptspr.org/wp-content/uploads/2016/11/Co%CC%81digo-de-E%CC%81tica-2017-REV050317web.pdf

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

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

This Social Work Baccalaureate Student’s Handbook describes the Social Work program history, our mission, goals and objectives. We include the Council on Social Work Educational Competencies, the process and requirements for the admission to the program, the student’s rights and responsibilities and a curriculum that consist of 122 credits. Universidad Ana G. Méndez, School of Social Sciences and Communications, and our Social Work Baccalaureate Program have a commitment with the students of the Social Work Association and facilitates the development of leadership in students with active participation in processes that respond to their interests, strengthen their commitment to the profession and their leadership
II. Social Work Baccalaureate Program

A. Social Work Program History

In 1991 Universidad del Turabo, requested the Puerto Rico Council on Higher Education to amend the valid license in order to offer a Bachelor of Arts in Social Work. The Program began in 1994 with the aim of "satisfy the need to create and promote programs that contribute to the prevention, attention, and solution of the social problems that affect our community through the professional formation of students within the Social Work area" (Findings Report, 1992). The accreditation of the Council on Social Work Education was attained in 2015. At the beginning of 2019, Universidad del Turabo changed its name to Universidad Ana G. Méndez (UAGM). The Program's courses are offered in the University's Main Campus as well as in the University's locations in Cayey, Yabucoa, Ponce and SUAGM US Branches Campus.

B. Mission

The Social Work Baccalaureate program of the School of Social Sciences and Communication (SSSC) at Universidad Ana G. Méndez (UAGM), seeks to prepare competent social workers committed to pursue social, environmental and economic justice and the prevention of conditions that limit human rights. We prepare undergraduate students with an international and global perspective, respect for human diversity, and the theoretical, methodological and scientific inquiry base of knowledge, that will enable them to promote human and community well-being and enhance the quality of life for all persons, locally and globally.

C. Goals

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

1. Prepare competent and ethical social workers with knowledge of the fundamental components of the Social Work profession; committed with the enhancement of their professional practice, and in compliance with academic and professional standards of excellence through the program options.

2. Development of knowledge and skills in generalist social work practice from micro to mezzo to macro levels; emphasize the dimensions of diversity,
differences, and value principles as applied to general practice.

3. Prepare professional practitioners to deliver innovative and effective social work services to diverse groups and settings with a commitment to promote social, environmental and economic justice and human and civil rights.

4. Prepare students with a global perspective to develop scientific inquiry knowledge and its contribution to social work practice.

5. Prepare students to be able to engage in the policy practice process and be capable to critically analyze the impact of social welfare policies and social services in Puerto Rico, United States, and other societies across the World.

6. Prepare competent professionals with education based on a body of knowledge in liberal arts, and theoretical framework in human behavior and social environment to promote human and community well-being.

D. Objectives

1. Demonstrate knowledge of profession’s history, purposes and philosophy.
2. Demonstrate commitment with continuous professional development and professional behavior.
3. Apply social work ethical principles to guide its practice and use conceptual frameworks to lead the process of engagement, assessment, intervention, and evaluation at multiple levels.
4. Demonstrate effective oral and written communication in working with individuals, families, groups, organizations, communities, and colleagues.
5. Examine the structural, functional and evolutionary aspects of social systems and the influence of oppression, discrimination, human and cultural diversity on professional practice.
6. Apply theoretical and methodological knowledge and skills in the generalist intervention with individuals, families, groups, organizations and communities; emphasizing human well-being, human rights, social and economic justice.
7. Demonstrate knowledge of evidence-based in interventions and scientific social research process.
8. Demonstrate knowledge, skills, ethical principles and social work values base in the implementation of evidence-based in interventions.
9. Identify social policies related to professional practice and apply conceptual frameworks in the social policy process of formulation, planning, implementation and evaluation; incorporates social justice practices.
10. Demonstrate knowledge in liberal arts.
11. Analyze the influence of bio-psychosocial and spiritual factors in social systems, and the theories related to human behavior.

III. Council on Social Work Education Social Work Competencies
- Competency 1: Demonstrate Ethical and Professional Behavior
- Competency 2: Engage Diversity and Difference in Practice
- Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice
- Competency 4: Engage In Practice-informed Research and Research-informed Practice
- Competency 5: Engage in Policy Practice
- Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities
- Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities
- Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities
- Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

IV. Social Work Baccalaureate Program Curriculum

The Social Work Baccalaureate Program in Puerto Rico and SUAGM US branch campuses prepare students to serve as representatives of the social work profession, its mission, and its values. A general education base is needed in order to understand and integrate advanced knowledge. BSW undergraduates are expected to develop a solid foundation of knowledge, and professional values and ethics. Social work education needs to be grounded in liberal arts. In addition, due to the fact that it is a service profession, it is broad in terms of the multiple systems that it attempts to serve. It includes not only technologies of social intervention, but knowledge about individual, families, groups, organizations and communities and the possibility of empowerment and strengthens their quality of life. Therefore, effective generalist social work practice is the result of the combination of applied social sciences and applied humanistic values. In order to prepare students to meet social work professional practice standards, social work education needs to complement a generalized body of knowledge with universal humanistic fundaments. As a result, Universidad Ana G. Méndez, BSW students are required to take 122 credits hours; 72 credits hours in general and professional courses and 50 credits hours in concentration courses.

The field education program is an integral component of the BSW curriculum. The purpose of the fieldwork is to prepare students for the skills, values, knowledge, and cognitive and affective process application. The field is based on a generalist practice intervention, and is taught from a holistic point of view. The client system is viewed as part of its environment and the social systems it interacts with. The emphasis is on the individual and his/her environment, that is, family, peers, the agency or organization, the community and all other systems with which he/she interacts. It is not enough to be there for the client or constituencies; the social worker has to respond effectively and efficiently, providing the best service to the community. Below we present the Social Work Baccalaureate Program curriculum:
School of Social Sciences and Communications

Degree: Bachelor in Arts in Social Work Credits: 122

Program: Social Work

The Bachelor of Arts in Social Work curriculum provides a knowledge base on the relationship and influence of biopsychosocial and spiritual factors on social systems and social policies that frame professional practice. It allows the critical analysis of the structural and functional aspects of the systems and the manifestations of oppression and human diversity in these scenarios. It facilitates the identification and application of the phases of the intervention process from a generalist perspective, as well as the identification of the ethical principles that guide social research and the possible dilemmas that may arise.

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<th>Electives Courses</th>
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<tr>
<td>ELECTIVE Elective course 3</td>
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</table>

V. Admissions Requirements
The Social Work Baccalaureate program admission criteria requires a minimum High School grade point average of 2.25 or equivalent. Students complying with the GPA requirement will write an essay about their interest in the social work profession in the language of their preference (English or Spanish) that will allow for the evaluation of the qualifications and aptitudes to human services, and their awareness of the community’s social problems. The program requires the following results in the CEEB: 427 in verbal aptitudes and verbal achievements. The Spanish language CEEB requirement for applicants in Puerto Rico is not required for applicants in the United States Branch Campuses. All applicants admitted must take English and Spanish Placement Tests. Students that do not place at college level English or Spanish are required to enroll and pass developmental language courses in either or both languages prior to enrolling in Social Work major courses. Students wishing to be admitted to Universidad Ana G. Méndez undergraduate programs must meet the following requirements:

1. Request an application with the Admissions Office within the stipulated time limit.
2. Graduate from an accredited high school or compete studies equivalent to High School and submit the necessary certifications.
3. If 25 years of age or less, take the College Entrance Examination Board and the test of the Diagnostic and Placement Center (DPC) of Universidad Ana G. Méndez. Students over the age of 25 will take the DPC test.
4. Possess the minimum admission index approved by the Academic Board. Candidates with an index below the minimum must be interviewed to determine eligibility.
5. Submit a $25.00 dollars nonrefundable application fee.
6. Candidates for programs with additional admission requirements, such as additional tests, interviews and letters of recommendation, must comply with these requirements.
7. Since May 2012, after reviewing his/her records and complying with the above requirements, the student is referred to the Program Director, who reviews the record, interview the applicant in terms of his/her interests and goals.
8. Students complying with the CEEB and GPA requirement will write an essay about their interest in the social work profession, qualifications and aptitudes to human services, and their awareness of the social problems in Puerto Rico.
9. The admission committee evaluates each admission request, including the essay. This committee will be composed of two faculty members. Afterwards, the committee refers their final decision to the Program Director, following the admission criteria already established. Rejected students who comply with CEEB and GPA requirements but not with the required essay, may appeal the committee decision to the Social Work Program Director. The Director will review the committee’s evaluation, will interview the student and will make a final decision about his or her admission to the program. Those who are not accepted will be encouraged to enroll in another related major to enhance the student awareness on social problems. They may re-apply after their first year of study. Rejected students due to CEEB results or GPA will be advised by the academic counselor to either repeat the CEEB or enroll in another related major and improve the GPA, they will be reconsidered for admission after their first year of study.

The University Admissions Office officially notifies the decision of admission to students by letter.

The undergraduate General Admissions requirements for SUAGM branch campuses are available at Sistema Universitario Ana G. Méndez, Inc., Universidad Ana G. Méndez’s Catalog 2016-2017:


Metro Orlando Campus/South Florida Campus/Tampa Bay Campus: http://www.suagm.edu/florida/strk/


Capital Area Campus in Maryland:

Readmission Conditions

1. Have interrupted the studies for a semester or more.
2. Have an accumulated academic index equal to or higher than the retention rate
3. Approve the percent of credits required and the total of credits attempted.
4. Have completed the period of suspension due to academic index, credits accumulated or by disciplinary motive, if it were the case.
5. Have the authorization of the corresponding program coordinator.
6. Meet the requirements of the program at the time of applying for admission.
Transfer Students

Transfer students are considered for admission if they have followed a course of study in an accredited university and have completed no fewer than 12 credits in the institution from which they come from. The student must submit an official credit transcript, an essay with admission application and description of each approved courses of the institution of origin. In order to transfer credit they must have approved a minimum academic index equivalent to 2.50 in a scale of 4.0. Their grade point average (GPA) must be equal or higher the Program minimum requirement (2.25). The students must not be under academic or disciplinary sanction in their former institution. The Admissions Committee must evaluate all applications to transfer to our program.

Course Validation

Transfer students have the option of validating courses taken no more than 10 years prior to admission for equivalent courses offered at Universidad Ana G. Méndez. The students must have a minimum grade of C in each course. The Social Work Program follows the academic standards of the Universidad Ana G. Méndez, which can be found in the UT Undergraduate Programs Catalog.

Field Practice Admission Requirements

1) A registered student majoring in Social Work.
2) The student cannot be in probationer academic status (see Academic Rules).
3) 2.25 Cumulative GPA.
4) 2.50 Major GPA.
5) Be a graduate candidate on May of the year in which they finish their Practicum.
6) Have the following Social Work Major's credits approved when starting the Practicum: SOWO 200, SOWO 211-212, SOWO 311-312, and SOWO 314-315.
7) Not having an "Incomplete" in any of the major courses.
8) Enroll in the Practicum Seminar (SOWO 441-442) and the Supervised Practicum (SOWO 451-452) at the same time.
9) The student must be available 15 hours per week during the assigned schedule
10) Attend orientation meetings regarding the Practicum as determined by the Coordinator and/or Practicum Professors.
11) Delivery of documents required by the program and agencies, such as but not limited to:
Certificate of Health, Certificate of Criminal Record, Certificate of Verification of Criminal
History of Providers of Care Services for Children and Elderly Persons of Puerto Rico (Law
300), Two 2x2 photos.
12) Demonstrate a high level of ethical and professional behavior, according to the Profession's
Code of Ethics.
13) Supervised Practice Course of other Universities and work experience will not be validated.

VI. Standards for Academic Progress

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

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

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

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

Internal procedure to evaluate the performance of our students and monitor their compliance is as follows:

<table>
<thead>
<tr>
<th>Academic Progress Chart</th>
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<tbody>
<tr>
<td>Class room</td>
</tr>
<tr>
<td>Teacher bring orientation about the minimum grade point average in the course</td>
</tr>
<tr>
<td>First evaluation in the course made by the first 20 hours credit.</td>
</tr>
<tr>
<td>Professor identified the students with lower grades.</td>
</tr>
</tbody>
</table>
Second evaluation in the course made by the first 35 hours. Professor evaluates if student improved his average in the course, otherwise they refers to the Program Coordinator or Retention Coordinator. through email, meeting or telephone call. email, meeting or telephone call.

B. Academic Suspensions

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

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

C. Appeals

A student may appeal an institutional decision regarding satisfactory academic progress, if under extenuating or crisis circumstances he or she was not able to meet the requirements or conditions established by the University.
The University will consider the following crisis or extenuating circumstances to accept a student’s appeal and to grant an exemption from the Academic Progress Policies: illness of the student or a relative, economic crisis due to illness affecting the head of household, natural disasters, divorce, death in the immediate family, family problems, legal circumstances, and justified changes in academic objectives which cause an impact on the student’s academic progress.

D. Appeals Committee

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

E. Appeals Application

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

F. Reinstatement of Financial Aid

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

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

G. Professional Performance

The SW Baccalaureate Practice Manual clearly established the rules and procedures to determine unsatisfactory professional performance.
VII. Graduation Requirements

Undergraduate students of Universidad Ana G. Méndez will be eligible to receive academic degrees after meeting the following requirements and procedures:

1. Students must apply for graduation at the Registrar’s Office during the period established in the academic calendar.
2. Completion of the courses required for the degree as set down by the institution.
3. The minimum grade point average in the major is 2.30.
4. Students’ graduation requirements are determined by the year they were admitted.
   Nevertheless, if the curriculum was modified, the student can choose to graduate under the new curriculum, but not by a combination of both.
5. Transfer students must complete at Universidad Ana G. Méndez at least the last thirty (30) credit hours of a bachelor’s degree. The student must complete the last twelve (12) credits of his/her major at Universidad Ana G. Méndez.
6. Students must also settle any debts with the institution. No document certifying graduation will be given until documentation has been presented that there are no outstanding debts. All students applying for readmission will be subject to the requirements for graduation in effect during the year they are readmitted.
7. Commencement exercises will be held once a year, at the end of the second academic semester. Students who meet graduation requirements at the end of any term or summer session may apply to the Office of the Registrar for a certification to that effect.

VIII. Students Participation

Social Work Students Association
The Social Work Program at the Universidad Ana G. Méndez facilitates the development of leadership in students with active participation in processes that respond to their interests; strengthen their commitment to the profession and their leadership abilities. The main vehicle is the Social Work Students Association. This organization began in 2004 and the SWSA mission according to its’ Regulations is “to promote leadership and commitment to social justice and the profession in social work students from the Universidad Ana G. Méndez.”
The board of the SWS Association consists of the following positions: President of UAGM main campus, President of Cayey, President of Yabucoa, President of Ponce, Vice-President, Secretary, Assistant Secretary, Public Relations, Treasurer, Assistant Treasurer and Vocals (3). Each of the additional locations has a board with all the positions and the president represents the additional location association in the board of main Campus of UAGM. To ensure the continuity of the processes, the second positions by title are passed to fill the vacancies of the president, secretary and treasurer, in the following year.

IX. Students rights and Responsibilities

The Students Information Manual and the Student Regulations Manual addresses issues associated with the relationship between the student and the University. It provides information on protection in academic pursuit, and privacy of records, sets forth all the conditions for responsible behavior on the campus, lists the various appeal and grievance procedures available to students, and includes a section on student discipline with control and discipline of college students. These documents complies with relevant federal regulations such as the awarding of financial aid, protection, privacy of records, and equal access/equal opportunity, and are available to all students and set forth the rights of students, along with corresponding responsibilities. You may access the Students Information Manual at: http://ut.suagm.edu/sites/default/files/uploads/Centro-Estudios-Doctorales/Counseling-Psychology/Manual-Informativo-Estudiante.v4.pdf. The Student Regulations Manual is available at: http://www.suagm.edu/une/srtk/pdf/reglamento_estudiantes_suagm_2016.pdf.

X. Institutional Policies:

a. No discrimination Policies

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

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

http://ut.suagm.edu/es/academia/art%C3%ADculo-iv-deberes-de-la-comunidad-universitaria

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