



WESTERN MICHIGAN UNIVERSITY

COLLEGE OF HEALTH & HUMAN SERVICES

SCHOOL OF SOCIAL WORK



Undergraduate Student Handbook
2016 – 2017

Bachelor of Social Work Program
2016-17

Accreditation

In conformance with the requirements of the Council on Social Work Education, the School of Social Work has met the evaluative standards for accreditation of both the Bachelor of Social Work and Master of Social Work programs. The Council on Social Work Education is the authorized professional accrediting body for social work education in the United States. The Council has set forth a curriculum policy statement, which specifies certain content areas on which all social work education programs are required to build their curricula to provide social work students with a professional foundation. A copy of the Accreditation Standards and Procedures Manual is located in the office of the Director of the School of Social Work, 4434 CHHS, Western Michigan University.

In conformance with the requirements of the Council on Social Work Education, the School of Social Work cannot grant social work course credit nor field hours for life experience or previous work experience.

School of Social Work Mission, Vision, and Guiding Principles

Mission

Our core purpose:

Western Michigan University School of Social Work educates social workers to advocate for social and economic justice and personal well-being for all people. The faculty provides leadership on a local, national, and international level through research, scholarship, community service and partnerships, and other creative activities relevant to the profession.

Vision

We seek to be a school that:

- strengthens students' critical thinking skills, helps them formulate a vision of a just society, and enables them to move towards the realization of their vision
- prepares ethical, competent, reflective practitioners to work with individuals, families, groups, organizations, communities, and institutions within a global and changing environment
- fosters sensitivity to diversity, cultural competence, and practice effectiveness
- is a nurturing, respectful, inclusive environment that maximizes the contributions and development of students, faculty, and staff

Guiding Principles

We believe in:

- facilitating excellence in professional education
- integrating theory and practice
- conducting research on best practices that foster solutions to community needs
- participating in and seeking out mutually collaborative relationships
- ensuring professional competence through gate-keeping and bridge-building activities
- understanding and intervening within a person-centered ecological model
- evaluating educational outcomes, skills, knowledge, and values
- creating a student-centered educational environment
- maintaining a commitment to life-long professional learning for faculty, staff, and alumni
- preparing social workers to advocate for social justice

UNDERGRADUATE STUDENT HANDBOOK

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INFORMATION ABOUT THE SCHOOL OF SOCIAL WORK

The Journal of Sociology and Social Welfare

The Journal of Sociology & Social Welfare (JSSW) is an international publication housed in the School of Social Work at Western Michigan University. It has 625 individual and library subscribers from the United States and abroad. The Journal's mission is to promote the understanding of social welfare by applying social science knowledge, methodology and technology to problems of social policy, politics, the social ecology, and social services. It also features an outstanding book review section as a regular feature of each issue.

Since its first printing in 1974, JSSW has published articles on such topics as social change, gender, race, homelessness, social welfare history, cultural diversity, international social welfare, and the social dimensions of health and mental health. It is published quarterly in March, June, September, and December. At least one issue in every year is dedicated to a special theme. For example, in June 2011, JSSW published a special issue on "*Peace, Conflict, and War*" with Guest Editors Sondra J. Fogel and Daniel Liechty.

The Editorial Board includes outstanding scholars such as Mimi Abramowitz, Pallassana Balgopal, Richard M. Grinnell, Jr., Alice K. Johnson, Wilma Peebles-Wilkins, Eunice Shatz, James Midgley, and John Tropman. Robert D. Leighninger, Jr., serves as Editor and Gary Mathews as Managing Editor. The International Editor is Jason L. Powell, the Associate Editor is Robert Moroney, the Assistant Editor is Melinda McCormick, and the Book Review Editors are Marguerite Rosenthal and Jennifer Zelnick. JSSW is indexed and abstracted in the Applied Social Sciences Index and Abstracts, Elsevier Bibliographic Databases, Psychological Abstracts, Social Work Research & Abstracts, and Sociological Abstracts.

<http://www.wmich.edu/socialwork/journal>.

The School of Social Work Non-Discrimination and Human Diversity Policy

1. As faculty in the School of Social Work at Western Michigan University, we declare our support for institutional equity. We subscribe to the institutional equity policies of the university and believe that they are essential in promoting equal access to education, improving the quality of education for all students, and contributing to equality of opportunity in the society at large.
2. The School of Social Work will comply with all applicable laws regarding institutional equity and equal opportunity. The school will not discriminate on the basis of race, gender, age, color, national origin, height, weight, marital status, sexual orientation, religion, handicap or Veteran's status in its educational programs, activities, admissions, or employment practices.

People You Should Know

Dr. Earlie M. Washington
(269) 387-2638

Dean, College of Health and Human Services

Dr. Hector Diaz
(269) 387-3171

Director, School of Social Work

Dr. Donna Weinreich
(269) 387-3191

Associate Director, School of Social Work

Dr. Linda Reeser
(269) 387-3177

Coordinator of Baccalaureate Program

Ms. Jennifer Harrison
(269) 387-3173

Coordinator of Field Education

Ms. Amy Vliek
(269) 387-3200

Director of Admissions and Student Services

2016-2017 Academic Calendar

<http://www.wmich.edu/registrar/calendars/academic/>

School of Social Work Office Directory 2016-2017

		<u>Rm#</u>	<u>Office Phone</u>
ADAMS, Mrs. Michelle	Administrative Assistant I	4435	387-3201
BROWN, Ms. Robin Beth	Administrative Assistant I	4436	387-3171
COONEY, Dr. Donald	Associate Professor	4404	387-3190
COUSINS, Dr. Linwood	Professor	4444	387-8451
CRISWELL, Mrs. Patricia	Instructor	4401	387-3174
DIACONU, Dr. Mioara	Assistant Professor	4412	387-3170
DÍAZ, Dr. Hector	Director and Professor	4434	387-7329
DUNTLEY-MATOS, Dr. Roxanna	Assistant Professor	4416	387-3191
GRINNELL, Dr. Rick	Professor and Endowed Chair for SW Research	4403	387-3189
HARRISON, Dr. Jennifer	Faculty Specialist II & Field Coordinator	4438	387-3173
HENRY, Dr. James	Professor	4402	387-3175
HOYLE-KATZ, Ms. Sarah	Administrative Assistant I, Grand Rapids	Beltline	2-5038*
MAILLOUX, Mr. Paul	Faculty Specialist I, Southwest Campus	2204	4-1517*
	Kalamazoo Office	4444	387-8451
	Grand Rapids Office	2002-H or I	1-9470*
MATHEWS, Dr. Gary	Professor	4432	387-3198
McCORMICK, Ms. Melinda	Assistant Editor JSSW	4415	387-3205
McKINNEY, Dr. Robin	Associate Professor	4422	387-3192
MONTERROSAS, Rubi	Administrative Assistant I, Southwest Campus	2202	4-1524*
ONGSTAD, Miss Erica	Administrative Assistant II	4440	387-3172
P/T INSTRUCTOR'S Office		4413	387-3176
REESER, Dr. Linda	Professor and BSW Coordinator	4406	387-3177
RENSTROM, Mr. Daniel	Instructor	4407	387-3199
SARTORIS, Ms. Mary Ellen	Faculty Specialist & GR Field Coordinator	Beltline	1-9486*
	Kalamazoo Office	4411	387-8432
SCHMIDT, Dr. Linda	Assistant Professor	4405	387-3202
SCHROCK-HERDECK, Ms. Rebecca	Continuing Education Coordinator	4415	387-3158
SHERWOOD, Dr. Dee	Program Coordinator, Grand Rapids	Beltline	1-9480*
	Kalamazoo Office	4409	387-3674
TRIPPLETT, Ms. Marian	Faculty Specialist I, Southwest Campus	2103	4-1512*
	Kalamazoo Office	4409	387-3674
UNRAU, Dr. Yvonne	Professor	4420	387-3185
VANDEUSEN, Dr. Karen	Professor	GR Dwntrwn	1-9928*
	Kalamazoo Office	4411	

VARNEY, Mr. Mark	Faculty Specialist I	4414	387-7319
VLIEK, Ms. Amy	Director, Admissions & Student Services	4430	387-3200
WAY, Dr. Ineke	Professor	4418	387-3195
WEINGER, Dr. Susan	Professor	4408	387-3196
WEINREICH, Dr. Donna	Associate Director & Associate Professor	4424	387-3193

Social Work Primary Number	(269) 387-3180	Benton Harbor Office (LuAnn Harden) Ph: (269) 934-1513
Social Work Fax Number	(269) 387-3183	Fx: (269) 934-1505
Field Grad Assistant	(269) 387-3206	
Grand Rapids Fax # (Beltline):	(616) 771-9483	Grand Rapids Fax # (Downtown): (616) 771-4200
Help Desk for IT requests:	(269) 387-7309	LRC-Helen Beck: (269) 387-7305
Bella Vita:	(269) 387-7111	

***From Campus phone. Otherwise must dial (616) 771- last 4 digits for Grand Rapids and (269) 934-last for digits for Southwest Campus.**

PROGRAM PREPARATION

Orientation to the Social Work Major

Mandatory New Student Orientation

The New Student Orientation is provided for all incoming BSW students prior to the start of their program. The School of Social Work invites all faculty members to come to introduce themselves and to be present when students introduce themselves. The agenda for the orientation always includes a welcome from the director, DASS, and the BSW coordinator; and information about the program policies and procedures, student services assistance, field education, NASW membership, student organizations, and preparing for acceptance into the MSW Advanced-standing program. Orientation is mandatory. If students fail to attend or are late in attending orientation, they are at risk of delaying their enrollment in the undergraduate social work program.

New Student Orientation and Student Handbook Materials

In addition to the previously mentioned orientation presentations, new BSW students receive information packets provided at orientation and in the student handbooks. Information includes:

- Program goals and objectives.
- Course registration information.
- Social work curriculum.
- Field education.
- Criminal background checks: policy and procedure statement.
- Course sequencing requirements.
- Prerequisites.
- Course grades and grading requirements.
- Incomplete grades.
- Dealing with problems in the school of social work.
- Course grade appeal process.
- Academic dishonesty.
- Student academic and professional evaluation policy.
- The Professional Review Committee (PRC).
- Student dismissal, grievance, and appeal procedure.
- Student requests for enrollment changes.
- Requesting a change of course scheduling.
- Taking a leave of absence.
- Withdrawing from the school.
- University policies.
- NASW membership benefits.
- NASW Code of Ethics.
- University services and support program.
- Student organizations.

Registration & ID

BroncoNet ID (not the same as the Bronco ID Card or Student Number)

New Students:

New students will receive a letter from the Admissions office with their BroncoNet ID, WIN (Western Identification Number), e-mail address and temporary password. A temporary password *must* be changed before using the Bronco NetID to access WMU services. [Go here to change your temporary password.](#)

Main Campus Students:

Main campus students may obtain their Bronco NetID and a temporary password by swiping their Bronco/WMU ID card at one of the card swipe locations:

- [CAE Center](#), Parkview Campus
- On the second floor of the University Computing Center (next to Waldo Library)
- [Registrar's Office](#), Room 3210 Seibert Administration Building

Branch Campus or Distance Education Students

If you know you have a Bronco NetID, but do not know what it is, or what your password is, you may obtain your Bronco NetID or password by:

- Contacting your local [Branch Campus](#)
- Contacting the [Account Coordinator](#) — you will receive a response in one to two business days
- Swiping your [Bronco/WMU ID card](#) at one of the above Kalamazoo card swipe locations

If you DO NOT have a Bronco NetID, you may:

- Contact your local [Branch Campus](#)
- Submit an [account application](#) - you will receive your Bronco NetID via USPS mail
- Swipe your [Bronco/WMU ID card](#) at one of the above Kalamazoo card swipe locations

Need More Help? If you need assistance, please contact the account coordinator at (269) 387-HELP, option 2, or send e-mail to account_mgr@wmich.edu.

Student Photo ID (Bronco ID Card)

The Bronco ID Card is your photo identification card at WMU. Your Bronco ID Card is also your access card for library, dining areas, Student Recreation Center, computer centers and security access card for buildings on campus. Your Bronco ID Card enables you to ride Metro Bus Service on any route around Kalamazoo area.

The Bronco ID Card will be your University ID for as long as you are a student at Western Michigan University. Students attending the New Graduate Student Orientation (which is not the same as the New MSW Orientation) will receive their Bronco ID Card as part of the orientation process with a \$5 fee charged to their student account. Currently registered students can obtain a new or replacement Bronco ID Card with a \$25 fee by going to the lower level of Bernhard Center. If your Bronco ID Card is lost or stolen, call **269-38-SMART** to make a report. If your card is not reported lost or stolen you may be liable for the use of your Bronco ID Card. Bring picture ID to obtain a new Bronco ID Card. All students will be charged \$30 for a new Bronco ID Card if their old Bronco ID Card is confiscated. Bring a picture ID and a Course Registration with you. Your Bronco ID a can be printed immediately; Bronco ID Cards should be kept protected and separate from keys and other cards. The Bronco ID Card Center provides card jackets at no cost for students (supplies limited).

If students experience a break in their academic career (e.g., a term or year off), students should retain their original Bronco ID Card, as it is still an official ID card. If students complete their undergraduate degree and enter graduate studies at the University, their original Bronco ID Card is still valid.

For more information please visit: <http://www.wmich.edu/registrar/calendars/onestop/>

Problem Areas in Registration

All students can access their current registration and billing in the **GoWMU portal**. This portal can be found on the WMU home page at www.wmich.edu. To access all student records, students need to know their Bronco NetID and password. This information was sent to all new students with their admission confirmation from the University.

If you owe any money to the University or have any other restrictions on your registration, the Customer Account Services Office will place your course registration on “hold” status until you satisfy your obligation. Your course registration will be canceled on the payment deadline if the obligation is not cleared. Registration is withheld by the Customer Account Services Office because of outstanding debts, i.e., past due student rent, parking tickets, and tuition from previous semesters and will be allowed upon settlement of money due. **THE SCHOOL OF SOCIAL WORK CANNOT REGISTER ANY STUDENT WHO HAS A HOLD ON THEIR ACCOUNT.**

Drop/Add

You may add or drop a course or courses anytime the system is available during the drop/add period for the semester. See the [academic calendar](#) for specific dates.

Withdrawal from a Class

<http://www.wmich.edu/registrar/students/withdraw/>

Financial Aid Resources

College Work-Study Program

<http://www.wmich.edu/finaid/workstudy>

Student Loans

<https://wmich.edu/finaid/loans>

Employment Opportunities

<http://wmich.experience.com>.

School of Social Work Scholarships

<http://www.wmich.edu/socialwork/scholarships/>

THE UNDERGRADUATE SOCIAL WORK PROGRAM

BSW Program Goals

1. To provide a professional education that prepares generalist practitioners to enhance, advocate, and support social and economic justice and personal well-being for all people.
2. To prepare generalist practitioners who demonstrate the knowledge and skills necessary to work effectively with diverse, vulnerable, and underserved populations.
3. To prepare generalist practitioners who possess critical thinking skills, embrace social work values, and have the requisite skills needed to formulate and realize a vision of a just society.
4. To prepare ethical, reflective, and competent generalist practitioners in Interpersonal Practice to work with

individuals, families, and groups; and in Policy, Planning, and Administration to work with organizations, communities, and institutions within a global and changing environment.

5. To prepare generalist practitioners who effectively intervene with individuals, families, groups, organizations, communities, and institutions by utilizing evidence-based knowledge and theories and guided by person-centered ecological models.
6. To prepare generalist practitioners who possess the knowledge and skills necessary to consume and produce social work knowledge and the ability to actively participate in the evaluation of professional practice.
7. To prepare generalist practitioners who are grounded in a bio-psycho-social-spiritual framework, understand the historical roots of the social work profession, and can analyze, develop, and utilize social policy.

BSW Program Objectives

BSW Program (and MSW Foundation) Objectives

1. Conduct reflective practice, develop and articulate reasons for practice decisions, and generate alternative intervention strategies as needed.
2. Practice within the values and ethics of the social work profession and with an understanding of and respect for the positive value of diversity.
3. Demonstrate an awareness of how personal feelings, thoughts, attitudes, values, and experiences influence your practice.
4. Maintain the mutuality of worker-client system and demonstrate a willingness to explore, learn, and grow through interactions with client systems.
5. Assess the psychosocial impact of oppression and discrimination, and empower clients by mobilizing and enhancing their strengths and resources to resolve problems and reduce oppression.
6. Understand the histories of social welfare and the profession of social work, and appreciate the profession's unique commitment to social justice.
7. Apply the principles and techniques of generalist social work practice in intervening with individuals, families, groups, organizations, and communities.
8. Use a theoretical framework to understand the interactions among individuals and between individuals and social systems (i.e., families, groups, organizations, and communities).
9. Apply knowledge of bio-psycho-social variables to interpret human growth, development, and behavior relative to the broader environmental context. The broader environmental context is understood to encompass social, cultural, historical, political, and economic forces.
10. Analyze the impact of social policies on client systems, workers, and agencies, and engage in intervention strategies that facilitate socially just policies and practices within human service systems and the larger community.
11. Seek out, critically consider, integrate, and apply relevant professional literature to practice.
12. Evaluate the effectiveness of your own professional practice through reflection, consultation, supervision,

and application of formal models of practice evaluation.

13. Recognize and appropriately respond to the unique characteristics, strengths, and dynamics of diverse populations and client systems.
14. Communicate effectively with colleagues and members of the community to build networks and engage in collaborative processes for decision making.
15. Demonstrate a commitment to professional development by seeking out and using consultation and supervision, through participating in professional associations, and by keeping abreast of the professional literature.
16. Assess organizational structure (formal and informal) and function effectively within the parameters, strengths, and constraints of the agency.
17. Evaluate organizational and/or program effectiveness and advocate for improvements in order to enhance service delivery and client functioning.

The Advising System

The purpose of advising is to provide information on program requirements and curricular matters, professional development, and resource location and referral. School of Social Work faculty and staff are committed to assisting each student to achieve their educational goals. Advising is one important element in the educational enterprise.

The School of Social Work Advising Policy

At the beginning of each year, the director of the School assigns student advisees to members of the faculty. According to the current Agreement between Western and the WMU-AAUP, “The academic advising of students is a regular part of the responsibilities of a full-time faculty member...Advising is defined as giving advice on program requirements and curricular matters.” Maintenance of regularly scheduled office hours provides convenient, predictable access for advisees. Another key is communication, by means of meetings, e-mails, telephone contacts or letters.

Pre-social work advising, (including general education requirements), program and curricular planning and graduation audits are accomplished through the College Advising Office. Once admitted into the BSW program, undergraduate students are also assigned a faculty adviser for information about the profession of social work, advice on how to cope with problems of a general nature which interfere with the educational process, and information and referral on the topic of graduate education. Academic advising and program planning for BSW students is handled by the College Advising Office.

The School of Social Work Advising Practice

Advisers guide the student’s matriculation through the program. They follow current policy according to official program documents such as the *Undergraduate catalog*. Advisers make contact within two weeks of being assigned an advisee, and at least once each semester. Advisers make every effort to respond to communications from advisees promptly. They are available during office hours and by appointment. During those times of the year that faculty members are absent the director of the School or the director of admissions and student services will be responsible.

Advisers familiarize themselves with the special circumstances and individual concerns of each student to whom

they are assigned. Advisers know where the program plans are kept in hard copy and on-line. The adviser knows how to direct students to the website of the Office of Field Education.

When students experience difficulty in academic or internship performance, the adviser is informed by the advisee, involved faculty, and/or the School administration. The adviser's first step is to talk with the advisee directly. The next step is to participate with the advisee to record plans to correct student problems, in concert with the director of admissions and student services, the coordinator of Field Education, and/or members of professional review committees (PRCs), and all other involved parties.

Advising is an important aspect of the educational experience. The goal of advising is to facilitate matriculation, adhere to University policy, and eventually graduate every social work student, undergraduate and graduate, on-campus and off. Advising is a collective enterprise which requires active participation and frequent communication on the part of every member of the School of Social Work community of scholars.

The advising process is an integral part of your social work education. It is a process that is shared by faculty and students in the School. The goal of the advising process is to assist students in course selection, program planning, and career plans.

Program Planning

Social Work majors see the College adviser, Ms. Sheena Bolton, to complete program planning. During program planning, the adviser will map out remaining semesters at WMU. A specific academic plan is developed outlining remaining General Education requirements, completion of the Interdisciplinary Minor, and required social work courses. The most important part of this plan will be the scheduling of students' field education, SWRK 4100/4110. Students are scheduled into these courses in advance and in limited numbers.

Ongoing Advising

Students are assigned to a School of Social Work faculty adviser at admission to the undergraduate major. Students are encouraged to see their adviser whenever questions arise about items beyond program planning or about a career in social work. All changes to program plans require meeting with the BSW coordinator.

Social Work Curriculum Requirements

Please visit the following link for a detailed description of curriculum requirements:

http://catalog.wmich.edu/preview_program.php?catoid=1&poid=16

Social Work Course Descriptions

SWRK 1000 INTRODUCTION TO SOCIAL SERVICES (Not part of the BSW Major)

This course provides a fundamental image of the subject matter with the profession of social work. It takes a look at the broadest units of consensus within the profession and differentiates one broad topic from another. It identifies exemplars, theories, and methods of practice in a way that newcomers to the profession can comprehend.

SWRK 2100 SOCIAL WORK SERVICES AND PROFESSIONAL ROLES

This course introduces students to the social work profession: its code of ethics, value base, commitment to social and economic justice, and historical development. The course examines the evolution of social work as a profession, acquaints students with contemporary roles and fields of practice, and examines the profession's responsibilities in the delivery of social work services to minority and majority groups in the public and private sectors.

SWRK 3000 SOCIAL WELFARE AS A SOCIAL INSTITUTION

This course analyzes social welfare as a response to social problems and human needs. It examines the social, economic, political, and philosophical forces that have led to the historic development and institutionalization of social welfare. It encourages students to develop a critical perspective on social welfare policies and programs and stresses an understanding of the impact of age, race, gender, sexual orientation, and social class upon social policy and service delivery. Restriction: Excludes Freshman status.

SWRK 3200 SOCIAL WORK INTERVIEWING AND DOCUMENTATION

This course seeks to provide students with professional interviewing skills, an enhanced understanding of verbal and nonverbal communication listening skills, and an awareness and understanding of diverse issues related to the interviewing process. The person-in-environment perspective will be utilized throughout this course. Students will develop beginning proficiency as generalist social work practitioners when interviewing clients and other professionals who may work in an interdisciplinary setting. Various approaches to practice will be introduced including observation and rapport development within the context of strengths-based social work practice. Students will begin to develop knowledge and proficiency in how to translate interview information into a written format. Professional documentation and recording skills will be developed. Students will learn specifically how to translate interview information into a bio-psycho-social assessment. Students will also learn introductory skills relating to the problem-solving model, particularly engagement and problem identification. Students are expected to demonstrate increased insight into their own behaviors, values, beliefs, and attitudes as they relate to professional social work practice. Prerequisites: COM1040, SWRK 2100. Corequisite: SWRK 3330.

SWRK 3330 INTRODUCTION TO CULTURE, ETHNICITY, AND INSTITUTIONALIZED INEQUALITY IN SOCIAL WORK PRACTICE

This course focuses upon ethnic/racial groups who are among social welfare consumers and social work clientele. Individual and institutional racism are examined. Racial/cultural characteristics and group strengths, needs, priorities, and experiences in the context of social welfare and social work are also explored. The course reviews implications of ethnic factors for social work practice, social policy, and social work education. Prerequisites: SWRK 2100, SOC 2000. Corequisite: SWRK 3200 or Consent.

SWRK 3500 HUMAN BEHAVIOR AND THE SOCIAL ENVIRONMENT

This course provides the student with a basic understanding of human behavior related to human development processes, ego psychology, learning theory, and family social and cultural dynamics. The course examines socialization and its influence on human behavior; identifies significant physical, mental, emotional, social, and cultural factors which affect client systems. The social and cultural factors examined include such things as social class, race, gender, age, sexual orientation. Prerequisites: SWRK 2100, PSY 1000, SOC 2000, OT 2000. Prerequisite with concurrency SOC2830 or STAT1600 or STAT 3660 or PSY3000, Junior Status

SWRK 3510 SOCIAL WORK CONCEPTS IN GROUP, COMMUNITY AND ORGANIZATIONAL BEHAVIOR

This course introduces the student to human behavior as it relates to small group process, formal organizations, and community dynamics. Students are introduced to selected systems concepts. The interplay of various forces which affect the development of social groups, organizations, and communities, and the effect of such interdependent systems on the client system are examined. The impact of race, sex, and age is considered in relation to groups, organizations, and communities. Prerequisites: SWRK 2100, SWRK 3000, SWRK 3200, SWRK 3330, SWRK 3500, PSCI 2020, and Junior status. Corequisites: SWRK 3650, SWRK 4000.

SWRK 3650 SOCIAL WORK RESEARCH METHODS

This three-credit course is designed to increase students' knowledge of research as a tool for social work practice. Students will acquire the basic skills and knowledge to utilize existing social research for practice related decision making as well as the capacity to carry out systematic methods of inquiry in their practice setting. The

implementation of these research skills will enhance social service delivery and contribute to the knowledge of the profession. The course also emphasizes program evaluation in human service organizations and the opportunity to integrate the content learned through experiential practice examples and applications in social work. Prerequisites: ENGL 1050, SWRK 3500 and (any general statistics course). Corequisites: SWRK 3510 and SWRK 4000.

SWRK 4000 SOCIAL WORK PRACTICE: THE PROBLEM SOLVING PROCESS WITH INDIVIDUALS AND FAMILIES

This is the first of three generalist practice courses within the BSW Program. Students will learn practice theories and intervention strategies for use with individuals and families. The course focus on problems related to violence, substance abuse, and crisis as they pertain to intervention with individuals and families. The aim of this course is to assist students in building upon the assessment skills learned in SWRK 3200 and translate assessment data into intervention strategies. The problem-solving process serves as the basis of intervention strategies for this course. Students will also utilize a person-in-environment framework as well as focus on client strengths consistent with the life-cycle development perspective as learned in SWRK 3500. Emphasizing the generalist intervention model, students learn social work roles including advocate, facilitator, case manager, and broker. Students will be expected to demonstrate an ability to formulate case plans including intake, assessment, plan of service, evaluation of intervention, and termination of services. Methods of practice evaluation are presented, including single-system design. Prerequisites: ENG 1050, SWRK 3500. Corequisites: SWRK 3510, SWRK 3650. Social Work Major.

SWRK 4010 SOCIAL WORK PRACTICE: PROBLEM SOLVING PROCESSES WITH GROUPS AND ORGANIZATION

This course is the second in a three-part sequence in generalist social work practice. This course specifically focuses on assessment and interventions with groups and organizations. Students will learn basic systems theory and its application to assessment and intervention with groups and organizations. Students will also learn application of the problem-solving process to groups and organizations. Particular emphasis will be placed upon race, ethnicity, gender, sexuality, and environmental influences on group and organization functioning. As with the preceding practice courses, the strengths perspective will provide a framework from which students will learn to engage groups and organizations, building upon skills learned in SWRK 4000. Prerequisite: SWRK 4000. Corequisites: SWRK 4100 and SWRK 4020. Social Work Major, Senior Status.

SWRK 4020 SOCIAL WELFARE POLICY

This is the second course of the undergraduate social welfare policy sequence. Its purpose is to introduce the subject area of social welfare policy as a central concern of social work. The goals of the course are to help the student identify evolving socio-cultural and economic bases of social welfare in America, to gain understanding of the substance of particular social policy areas, and to learn to approach the study of social welfare policy within the context of analytic frameworks. It pays attention to the impact of social policy on human service organizations analyzing the effects of specific policies on workers and clients. While SWRK 4020 places primary focus on the content of social welfare policy, other policy courses focus on specific subject areas or on the development of policy practice skills. Prerequisites: ECON 2010, PSCI 2000, Social Work Major, Senior status, SWRK 4000. Corequisites: SWRK 4010, SWRK 4100.

SWRK 4100 FIELD EXPERIENCE AND SEMINAR I

This is the first of two field education courses that entails two hundred (200) hours practicing in a human service agency under the guidance of an agency social worker and a faculty member. Also included in the course are three six-hour field labs and biweekly seminars. Field placement forms an integral part of the preparation of students for professional responsibilities in social work and serves as the integration of coursework into actual practice. All placements begin with an in-depth orientation to the specific agency setting. Students develop a working knowledge of the agency's functions, structure, processes, and its service provider role within the community. Students apply knowledge and develop skills in conducting interviews, problem identification, data collection, problem assessment, and goal formulation with the client systems in the context of social work values and ethics.

Students integrate self-awareness and appreciation of diversity into professional practice. The BSW field experience emphasizes generalist social work practice at the micro, mezzo, and macro levels. This course is graded credit/no credit. Prerequisite: SWRK 4000. Corequisites: SWRK 4010 and SWRK 4020, Social Work Major and Senior Status.

SWRK 4110 FIELD EXPERIENCE AND SEMINAR II

This is the second of two field education courses that entails an additional two hundred (200) hours of practice in a human service agency under the guidance of an agency social worker and a faculty member. Biweekly field seminars are continued as a required part of the course as in SWRK 4100. Field placement forms an integral part of the preparation of students for professional responsibilities in social work and serves as the integration of coursework into actual practice. Students continue to develop a working knowledge of the agency's functions, structure, processes, and its service provider role within the community. Students improve their abilities to apply knowledge and develop skills in conducting interviews, problem identification, data collection, problem assessment, and goal formulation with the client systems in the context of social work values and ethics. Students continue to integrate self-awareness and appreciation of diversity into professional practice. The BSW field experience emphasizes generalist social work practice at the micro, mezzo, and macro levels. This course is graded credit/no credit. Prerequisites: SWRK 4010, SWRK 4020, and SWRK 4100, Corequisites: SWRK 4600, Social Work Major, Senior Status.

SWRK 4600 SOCIAL WORK WITH COMMUNITIES

Social workers have a rich heritage in advocating for social justice. This course involves an examination of major theoretical and conceptual tenets of community practice from a social work perspective. Students will learn practice methods for community organizing, advocacy, community development and other community practice skills. It also involves a practical integration of theoretical and conceptual knowledge of community practice through assignments which will focus on communities that are available through field placements or other arrangements. Students will learn about community practice, social work's historical and contemporary emphasis on "empowerment" and the person-environment interface. Prerequisites: SWRK 4010, SWRK 4020 and SWRK 4100. Corequisites: SWRK 4110, Senior Status

FIELD EDUCATION MANUAL

<http://www.wmich.edu/socialwork/academics/field/manual>

THE SCHOOL OF SOCIAL WORK POLICIES AND ACADEMIC REGULATIONS

Grading Policies: Interdisciplinary Minor and Social Work Major

<http://wmich.edu/registrar/policies/grades>

Incomplete Grades

Under extenuating circumstances, you can request an "incomplete" (I) from an instructor. The instructor may give this temporary grade to a student when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the semester or session. The student must be passing the course and have completed the majority of the course work to be eligible to receive an "I". **The grade of "I" cannot be given as a substitute for a failing grade (D, E, or X).**

Once the incomplete has been granted by the instructor, the student cannot enroll in any course where the course is a prerequisite, until the incomplete is removed. Additionally, if the incomplete is not removed within one calendar year, the grade will be converted to an "X", which equates to a no-credit and is figured into your grade point

average as zero honor points. Students who receive an incomplete grade in a course must not reregister for the course in order to remove the "I".

Only the instructor who teaches the course can give or remove an "I." If you request an "I," it is to your advantage to have the professor clearly write out what requirements need to be fulfilled to remove the "I." While University policy requires that an "I" grade must be removed within one year, the instructor can set any deadline within that year. Once you fulfill the requirements, it is up to the instructor to initiate the necessary paper work to remove the "I."

Criminal Background Check: Policy and Procedure Statement

<http://www.wmich.edu/socialwork/field-policies>

Policy

The school of social work closely reviews applicants' criminal history during the admissions process. The school's policy on criminal history is rooted in the strengths perspective and begins with a belief that an applicant will not commit further offenses. This is balanced by the school's recognition of the social work education role of gatekeeping, and the school seeks to protect current and future clients from possible harm.

The School of Social Work requires all applicants to report any/all criminal history on the application to the MSW or BSW programs. Criminal history is defined as a history of substantiated charges of abuse and/or neglect of a child or adult, civil adjudication, and/or criminal conviction(s).

The Criminal History Review Team (CHRT), consisting of the Admissions Director, Field Education Coordinator, and the MSW, WMU regional locations, or BSW Program Coordinator, makes recommendations for admission for all applicants with a criminal history. Applicants with a criminal history must provide a Department of Human Services Central Registry Report and/or a criminal background check report upon request of the CHRT. Applicant must provide the criminal background check from the state in which the offense occurred. For offenses that occurred in Michigan applicants are required to supply the Internet Criminal History Access Tool, Michigan State Police (ICHAT) report. Applicants who do not supply the request reports cannot move forward in the application review process. The applicant is responsible for paying any fee required for the criminal background check(s) or Department of Human Services Central Registry Report.

Applicants will be required to attend either (1) an informational meeting or (2) a complete criminal history interview. An informational interview informs the applicant of the potential impact a criminal record may have on securing a field placement, obtaining a social work license, malpractice insurance, and future employment as a social worker. A complete criminal history interview requires the applicant to answer questions relevant to the adjudication/conviction(s), such as his or her personal development since the offense(s) and her/his ability to provide social work services to vulnerable clients. An applicant who participates in a complete criminal history review and is offered admission must participate in an informational interview before accepting an offer of admission.

MSW applicants who graduated from Western Michigan University's BSW program are required to supply an updated criminal history report determined by the CHRT and/or Department of Human Services Central Registry Report. If the report shows no new offenses since admission into the BSW program applicants will be required to participate in an informational interview only. If the report shows new offenses since admission into the BSW program the applicant must participate in a complete criminal history interview.

The School of Social Work reserves the right to deny any applicant whose civil adjudication and/or criminal conviction is of a nature that is contrary to the NASW Code of Ethics. In some circumstances, the School of Social Work may request additional information from a higher level background check before an admission decision is reached. Final acceptance is dependent upon the applicant signing a waiver, holding the School and University

harmless for possible problems associated with obtaining a field placement, licensing, and/or employment.

If the School of Social Work discovers that an applicant did not provide truthful information about their criminal history at the time of application, and the applicant is enrolled in the MSW or BSW program, the director of admissions and student services (DASS) will request and coordinate a professional review committee (PRC) meeting with the student. The PRC committee will determine if the student may continue in the social work program, and if so, may define potential conditions for continuance.

Procedure

All applications will be reviewed based on the admissions criteria outlined in the admissions policies. If the applicant has a criminal history and meets all admissions criteria the application will be reviewed using the following procedures:

1. "Based on the type of crime committed, the admissions committee members should carefully assess the risks associated with a "Miss", or failing to detect and report a danger. It is important to note that this risk is not based on the applicant, but rather on the (nature of the) criminal offense which was committed. Committee members will also review how factors such as race, ethnicity, gender and socio-economic status can bias the criminal justice system. The cost of a "False Positive", or rejecting an applicant who will not re-offend, will also be determined, within a social justice framework. Acknowledging the specific attributes of the applicant and what they can potentially contribute to the field will be taken into account" (Leedy & Smith, 2005, p. 10).
2. At the beginning of the academic year the Admissions Committee determines the threshold for making an error in an applicant's risk of reoffending. Valid and reliable tools will be used to determine the threshold. Based on the information from step one the committee must decide how willing the school is to make each type of error. This level will be different for different offenses.
3. All applicants who meet admissions criteria and have a criminal history are required to supply the Office of Admissions with a criminal history report or Department of Human Services Central Registry Report. Without the appropriate report the application cannot continue in the review process.
4. Using the application information, including the ICHAT report, the CHRT will review the application information, including criminal history and post-conviction rehabilitation.
5. Based on the review developed in step 4 and information in steps 1 & 2, the CHRT will determine, to the best of its ability, the level of risk that [not sure if this is right?] the applicant will reoffend.
6. The committee will compare their decision in step 5 with the threshold developed at the beginning of the year and make one of three decisions:
 - a. Deny admission
 - b. Admit with an informational meeting
 - c. Conduct complete interview to determine admission
7. The committee will conduct the appropriate interview using the approved questions. In the event that an applicant participates in a complete interview the applicant may have two interviews. The first interview will review the criminal history and is intended to gather more information about the applicant's history.
8. After the complete interview, the committee meets to discuss and determine the applicant's suitability to the program, the profession, and his/her ability to safely work with vulnerable clients.
9. The DASS notifies the applicant in writing, the final admission decision. If the applicant is offered admission s/he will be required to attend an informational interview.
10. During the informational interview the student signs a waiver form agreeing to release, indemnify, and hold harmless Western Michigan University and their boards, officers, employees and agents, and the WMU School of Social Work from any and all claims, liabilities, losses, damages and costs arising from problems associated with securing a field placement, license, and/or future employment as a social worker.

If the School of Social Work discovers that an applicant did not provide truthful information about his/her

criminal history at the time of application, and the applicant is enrolled in the MSW or BSW program, the DASS will request and coordinate a professional review committee (PRC) meeting with the student. The PRC committee will determine if the student may continue in the social work program, and if so, may define potential conditions for continuance.

Current BSW Students Arrested and Convicted/Adjudicated During Enrollment

<http://www.wmich.edu/conduct/studentconduct/appeals.html>

Policy

The School of Social Work requires all students to report any criminal activity, defined as charges and rulings of civil adjudication and/or criminal conviction(s) while enrolled in the MSW and BSW programs. The School of Social Work reserves the right to suspend or dismiss any student whose criminal offense and conviction or civil adjudication is of a nature that is contrary to the NASW Code of Ethics, and/or when the conviction/adjudication prohibits the student from securing a field placement after three agency rejections.

Procedure

1. All students must immediately inform the Director of Admissions and Student Services (DASS) and the Field Education Coordinator if he or she is arrested or convicted of any criminal offense civil adjudication while enrolled in the social work program;
2. The student must provide the DASS with an official Michigan State Police criminal background check and/or DHS Central Registry report (or a background check from the State Police agency in another state when the offense and conviction take place outside of Michigan);
3. The DASS will then schedule a Professional Review Committee (PRC) Meeting with the student, the Field Coordinator, and relevant faculty members;
4. The committee will follow PRC policy and procedures to discuss and recommend whether the student may continue in the program, and under what particular conditions;
5. If the field placement is discontinued due to this offense, and/or the student is rejected for a field placement by up to three field agencies, the DASS will schedule a PRC meeting to discuss and recommend whether the student may continue in the program, and under what particular conditions;
6. The School of Social Work Associate Director will review the PRC recommendations and make final decisions which will be written and sent to the student;
7. If the student is dissatisfied with the committee's decision, the student may submit a written appeal to the Director of the School of Social Work and request a meeting, and if dissatisfied with the Director's recommendations, the student may proceed to the appropriate university appeal procedures (see more about this process on-line at: [Program Dismissal Appeal Process](#)).

Dealing with Problems in the School of Social Work

Students are advised to deal with concerns and problems before they become overwhelming. When a student has a concern, the student is advised to follow these steps when the concern is relevant to:

Classroom Instruction

1. The student should first talk with the instructor and attempt to resolve the issue. If a satisfactory resolution is not reached, then
2. The student meets with the director of the School, who will attempt to ascertain the basic facts of the matter, and
3. In most instances, the director of the School will arrange for a meeting involving both the student and the instructor.

Course Grade Appeal Process

<http://wmich.edu/ombudsman/appeal-grade>

Ethical Behavior or Misconduct Policy

<http://www.wmich.edu/conduct/expectations-students>

The Professional Review Committee (PRC)

Undergraduate students who are not meeting academic and/or professional standards are informed of problems in writing by the DASS, the student's adviser, and/or the student's instructor. If concerns are not addressed by the student, and/or if the student violates the NASW Code of Ethics, the WMU student code, or the School of Social Work academic and/or professional conduct policies; the student will be referred to the School's Professional Review Committee (PRC). The Professional Review Committee reviews the individual student's academic and professional performance during a PRC hearing and develops recommendations concerning the individual's status in the School of Social Work.

The PRC Chairperson¹, the director of admissions and student services, the adviser, and one other relevant faculty member will constitute the minimum required membership of the PRC. Relevant is defined as faculty who have direct knowledge of the student and his or her competence in the areas that are the focus of the professional review. The coordinator of field education, faculty liaison, and field instructor will serve as members when the performance issue is related to the field practicum. The chairperson and the adviser will determine the other members of the committee. The director of admissions and student services will serve as the policy administrator to assure that the relevant School and PRC policies and procedures are being followed, and that the student is being informed of the options that are available to him or her. The director of admissions and student services will serve as a nonvoting member. Students will receive written notification of concerns, date, time and place of the hearing, and composition of the committee.

Students have the option of bringing an observer and relevant supporting material (e.g., signed witness statements) to the hearing. An observer shall not participate in any capacity other than of a silent, nonparticipating observer during the meeting. Students who wish to consult with their observers during the proceedings may call a recess. The consultation will occur outside the meeting room.

The meeting format will consist of the presentation of faculty and/or field instructor concerns, followed by the student's response to the concerns. After all concerns have been discussed, the meeting will conclude and the student will be excused. The meeting is expected to last approximately one hour.

The committee will then meet to discuss issues presented, and develop recommendations. These recommendations will be forwarded to the assistant/associate director, for his/her review. The assistant/associate

¹The director of the School of Social Work will name the chairperson.

director makes the final PRC determinations, and sends the student a letter with his/her decisions. This letter serves as a behavioral contract for the student's continuance in the program, or as a formal notice of the student's dismissal from the BSW program. Dismissal is exercised as a last resort.

The process ideally gives the student sufficient notification and opportunity to improve his or her performance. The student's faculty adviser is responsible for advising and supporting the student through the professional review process.

Student Dismissal Policies

<http://wmich.edu/registrar/policies/standards>

Student Dismissal Appeal Process

<http://wmich.edu/ombudsman/appeal-program>

Taking a Leave of Absence

The School of Social Work requires that when a leave is being considered, the student must:

- Meet with his/her adviser,
- Determine and put in writing a revised program plan of study,
- Document in writing the reason(s) for the leave with an estimated time of return to the program,
- Send all documentation to the Social Work Office of Admissions and Student Services.

Please be aware that prerequisites must be completed prior to continuing with the program plan (e.g., incomplete grades must be removed).

<http://wmich.edu/sites/default/files/attachments/u57/2013/leave-of-absence-form.pdf>

Withdrawing from the School

If for any reason, after enrolling in the School, you find it necessary to leave the program (health, academic considerations, finances, etc.), it is important that you inform your adviser and the Director of Admissions and Student Services immediately. It is important that you discuss your situation with your adviser and the Director of Admissions and Student Services so that you are fully aware of the possible consequences of your withdrawal (e.g., no refund of tuition money, the need to re-apply if wanting to return, exceeding time limits if returning, or losing credit for a course). The school will make every attempt to assist you in your withdrawal.

Student Files/Records

Student files are maintained in the Admissions and Student Services Office. Files contain admission material (application, reference letters, and transcript) and academic material (field evaluations, candidacy application, etc.). Students may request to review their academic file, with the director of admissions and student services, during a scheduled appointment. The University also keeps an academic file. If you wish an official transcript, you must go to the Registrar's Office in the Administration Building and request one in person or in writing.

Students can request an unofficial, student copy of their transcript from the Registrar's Office or in the GoWMU portal without a fee. Student files are maintained in the School of Social Work for ten years after graduation, after which they are destroyed.

Student Mailboxes

All students in the undergraduate and graduate social work programs have student mailboxes. Student mailboxes are located in front of the entrance to the School of Social Work on the fourth floor of the CHHS building for Kalamazoo students. Important information, messages, assignments, events, etc., are communicated through the students' mailboxes. It is important to check the contents frequently. Faculty mailboxes are located at each campus in case you need to leave messages or assignments.

Student E-mail

All students are assigned an e-mail address when enrolled at Western Michigan University. Students access their e-mail in the GoWMU portal by typing in their BroncoNet ID and password and clicking on the e-mail icon. Students must review their e-mail on a regular basis as important information from the School of Social Work, Eta Eta, and the University will be sent to their WMU e-mail address throughout the course of enrollment.

Smoking Policy

Smoking is prohibited throughout the entire campus.

Emergency Messages

The School will make every effort to deliver your emergency messages, e.g., calls from babysitter or school concerning an ill child, etc. The phone number to use is (269) 387-3180. If there is no response, call (269) 387-3201, (269) 387-3171 or (269) 387-3172. Non-emergency messages will be left in your mailbox or e-mail address. If you are expecting an important message, please assist the office assistant in room 4045 by providing information on your location throughout the day.

Photocopying

Students are not permitted to operate the photocopying machine in the School of Social Work Faculty Lounge. Personal photocopying can be done in the Learning Resource Center, room 1466 CHHS.

GRADUATION PROCEDURES

The School of Social Work Graduation, Hooding, and Pinning Ceremony

The School of Social Work Graduation, Hooding, and Pinning Ceremony should not be confused with the WMU Commencement. This ceremony is organized and funded by the WMU Master of Social Work Student Organization and the undergraduate student organization, Eta Eta, at the Kalamazoo campus, and the Extended University Program and student fund raising at the Grand Rapids campus. It involves only social work faculty, social work graduates, and their families and friends. This is a time to celebrate the social work profession and the accomplishments of our students. This ceremony is typically held the Friday evening before the April graduation commencement for Kalamazoo campus students, and the Friday evening before the June graduation commencement for Grand Rapids students.

This is an event that is fun for all and should not be missed. It serves as a great way for the School to honor you and your families in all that they have done to help you survive your busy life as a graduate or undergraduate student. It also gives family the opportunity to meet with your instructors and cohorts, to put a face to all the stories they may have heard. While this event cannot be described as “formal”, students and faculty are asked to wear their graduation regalia (cap, gown, hood, and tassel) for the ceremony. All students will be presented individually, and all honors and awards will be announced. Additionally, undergraduate students will be “pinned” by faculty and graduate students will be “hooded” by faculty as an honor for graduating with a Bachelor or Master of Social Work

degree. Students are asked to help in the fundraising and the planning for this ceremony throughout the year. The student organizations always need help, so please help when you can.

Applying for Graduation: The Graduation Audit

In order to graduate, you must obtain an application for graduation and an audit from the Registrar's Office. Return the completed application with the required fee to the Cashiering Office.

Graduation Month	Last Day to Apply	\$45 Application
Fee April	December 1	
July	February 1	
August	February 1	
December	August 1	

<http://www.wmich.edu/registrar/graduation>.

Late applications will not be accepted.

The Graduation Audit

<http://wmich.edu/registrar/graduation-undergrad>

COLLEGE OF HEALTH AND HUMAN SERVICES **BUILDING POLICIES**

Building Hours and Directions

<http://wmich.edu/hhs/directions>

Food and Beverage Guidelines

There will be no food or beverages other than capped bottled drinks in the classrooms. Faculty, staff, students, and administrative personnel should eat in the common area of the first floor or the college break/workroom areas. If eating in other areas of the building, faculty, staff, students, and administrative personnel are responsible for cleaning up after themselves.

Cleanliness Guidelines

It is the responsibility of all occupants of the College of Health and Human Services (CHHS) building to:

- Deposit trash in the appropriate receptacles
- Notify the Building Manager of spills
- Replace chairs and tables which they have moved from their proper locations
- It is everyone's responsibility to maintain generally the physical environment of the building.

Animals

In keeping with University policy, except for service animals such as guide dogs and trained companion dogs, animals are not permitted in the College of Health and Human Services building.

Posters, Fliers, and Information Boards

Signs/fliers may be posted in designated areas only. Tape and other methods of attaching fliers to the walls and glass damage wall surfaces and other areas. The CHHS advising office will assist in locating the numerous options

that are available for posting and some activities can be included on the college website and information boards. Contact Kurt Haenicke about website and information board postings.

The School of Social Work has a bulletin board outside the office that will be updated frequently to include information regarding current events, job postings, student services, and other relevant information.

Open Flames

No open flames are allowed in the College of Health and Human Services building. This includes candles, incense, potpourri, or any other device that uses an open flame. Exceptions may be lab areas. See the department member in charge of the lab for permission.

LINKS TO UNIVERSITY POLICIES AND ACADEMIC REGULATIONS

Academic Standards, Policies, and Information

<http://wmich.edu/registrar/policies/standards>

Academic Dishonesty

http://catalog.wmich.edu/content.php?navoid=451&catoid=13#stud_acad_cond

Western Michigan University Student Code

http://catalog.wmich.edu/content.php?catoid=13&navoid=451#stud_acad_cond.

LINKS TO UNIVERSITY POLICIES: STUDENT RIGHTS

Policy on Sexual Harassment and Sexism

http://catalog.wmich.edu/content.php?navoid=451&catoid=13#sexual_harassment

President's Statement on Racial and Ethnic Harmony

<https://www.wmich.edu/equity/policies/policiesracial-ethnic-harmony>

Discrimination: Complaints and Grievance Policy and Procedure

<http://www.wmich.edu/hr/manual-grievances>

The Family Educational Rights and Privacy Act

<http://www.wmich.edu/registrar/policies/ferpa>

LINKS TO STUDENT ACTIVITIES

NASW Membership

www.socialworkers.org

www.nasw-michigan.org

Social Workers Code of Ethics

www.socialworkers.org/pubs/code/

Undergraduate Student Organizations

<http://wmich.edu/socialwork/organizations>

LINKS TO UNIVERSITY SERVICES & ACADEMIC SUPPORT PROGRAMS

The following links will provide students with all necessary information regarding the various services and support programs provided at Western Michigan University:

Academic Skills Center

<http://wmich.edu/tutoring>

The Writing Center

<http://www.wmich.edu/writingcenter>

Disability Services for Students

<http://www.dsrs.wmich.edu/>

Learning Disabled Students

<http://www.wmich.edu/casp/index.htm>.

Sindecuse Health Center

<http://www.wmich.edu/healthcenter/>.

Counseling Services at Sindecuse Health Center

<http://www.wmich.edu/counseling/index.html>.

Career and Student Employment Services

<http://www.broncojobs.wmich.edu/>

Waldo Library

<http://wmich.edu/library>

Book Store

<http://www.wmubookstore.com>

