



FSU

COLLEGE OF SOCIAL WORK

**BSW PROGRAM HANDBOOK
2026-2027**

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[Access the full Faculty and Staff
Directory on the College of Social
Work website.](#)

CALENDAR 2026-2027

FALL 2026

Classes Begin August 24

Semester Ends December 11

SPRING 2027

Classes Begin January 6

Spring Break March 15-19

Semester Ends April 30

SUMMER 2027

Classes Begin May 10

Session C Ends July 30

This document is available in alternate formats upon request. The publisher has attempted to present information that at the time of preparation for printing most accurately describes the course offerings, faculty listings, policies, procedures, regulations, and requirements of the university. However, it does not establish contractual relationships. The university reserves the right to alter or change any statement contained herein without prior notice.

PROFESSIONAL STANDARDS

The College of Social Work's Academic Affairs Committee (AAC) started developing Professional Standards (also called Technical Standards) the spring semester of 2020. Professional Standards hold students accountable for minimal expectations students will need to demonstrate to participate in the program. Many social work programs and other professional programs have standards. Professional Standards outline clear expectations for students that extend beyond academics to ensure fit for the profession of social work.

AAC developed a committee to create the attached Professional Standards. The committee led by Fran Gomory included faculty members Lisa Schelbe, Carol Campbell Edwards, Dina Wilke, Margaret Petronio, Katrina Boone, Roslyn Deckerhoff, and Lisa Johnson. The committee reviewed examples of Professional Standards from various social work programs. Dr. Jennifer Mitchell at the Office of Accessibility Services and Dr. Jennifer Buchanan at Faculty Development and Advancement reviewed the Standards, and their feedback is incorporated.

The AAC approved the Professional Standards. At the April 2021 faculty meeting, faculty voted to adopt the Professional Standards for the BSW and MSW programs. Students applying to the BSW and MSW programs will agree to the Professional Standards before starting the social work program.

DEAN'S WELCOME



Welcome to the Florida State University College of Social Work!

The profession of social work seeks to bring people together to enhance human well-being and promote social justice. You are joining a tradition of excellence here at the College. FSU Social Work graduates are using their skills daily to improve the world in which we live. As you complete your degree, you will acquire knowledge and skills that will enhance your abilities to be an effective agent of change.

FSU has the oldest and most highly ranked Social Work program in the state of Florida. For this reason, we have an alumni base of exceptional practitioners and scholars across the state and throughout the nation. Our graduates and partnering agencies and community organizations offer wonderful field placements with the highest quality supervision as well as a large professional network to enhance career opportunities. Whether you plan to work directly with individuals,

families or communities or you aspire to shape policy or administer programs, you have come to the right place. Our faculty includes seasoned clinicians, policy experts, and world-class researchers who are interested in preparing you for a successful career. While much of the teaching happens within the classroom, our instructors work with students to apply their knowledge in real-world settings and situations to see where the curriculum meets community. Additionally, our staff and college community provide guidance and support along the way. We are all committed to providing you with an excellent learning experience where you feel valued.

The College of Social Work experience offers so much more than the curriculum. There are a number of different social work clubs and organizations that will allow you to explore specific interests while providing opportunities to engage in service. The college also has five research centers and institutes that are engaged in translational research as well as service provision, offering frequent opportunities for student involvement.

Please take advantage of all we have to offer. We are looking forward to getting to know you while we facilitate your educational journey!

Kirk Foster, PhD

Dean, Professor, Guy and Delores Spearman
Professor of Social Work

THE COLLEGE, THE UNIVERSITY AND COMMUNITY

COLLEGE OF SOCIAL WORK

The College of Social Work's tradition of excellence started with the introduction of social welfare into FSU's curriculum in 1926 by Dr. Raymond Bellamy, professor of sociology. Our fully-accredited program was the first in Florida and remains one of the longest standing in the Southeast. U.S. News and World Report ranks the FSU College of Social Work as among the top in the country. The College of Social Work adheres to accreditation standards established by the Council on Social Work Education.

OUR MISSION

It is the mission of the Florida State University College of Social Work to provide quality educational services at the baccalaureate, master, and doctoral levels that prepare professional social workers to enhance human well-being and help meet the basic needs of a variety of populations with particular attention to the empowerment of people who are vulnerable or living in poverty.

The College of Social Work also has as its purpose to contribute to the knowledge base that supports

social work practice and social policy development and to provide leadership through community service at the local, state, national, and international levels.

THE UNIVERSITY AND COMMUNITY

The Florida State University is a major research and teaching university comprised of 17 colleges, serving a student population of more than 44,500 and the people of Florida. The university maintains an intellectual climate of learning and strives for excellence and innovation in all pursuits. In the last few years, the university has reached a high level of innovation, thanks to its dedication to graduate study and research, and to its superior teaching faculty and student bodies.

Nestled in Tallahassee, Florida's state capital, the university enjoys the extraordinarily rich cultural climate created by the presence of state and local government, a community college and a second major university. Along with the beauty of the "Big Bend" area, Tallahassee is near a wealth of Florida's resources including the Gulf of Mexico, the Apalachicola National Forest, and natural recreation areas.



BACHELOR OF SOCIAL WORK PROGRAM

PROGRAM DESCRIPTION AND GOAL

Social work is a profession committed to serving individuals, families, and communities that reflect a broad cross-section of humanity. In the interest of serving a variety of populations, the College of Social Work places a strong emphasis on recruiting a student body, which reflects these values. It is the goal of the BSW Program at Florida State University to educate students for entry-level, generalist social work practice. The BSW program at Florida State is a SPECIALIZED ADMISSIONS program; therefore, students must meet minimum admissions requirements and complete an application to both the BSW Program and the university.

PROGRAM STRUCTURE

The BSW Program on the main campus in Tallahassee is designed for full-time students in the last two years of their baccalaureate education, following completion of general education requirements and other prerequisites. You may take courses on a part-time basis, but most courses are offered during daytime hours.

The College of Social Work also offers the major at FSU's Panama City Campus, part-time or full-time. All policies regarding sequencing and other educational requirements apply to students on both campuses. For further information about the program offerings in Panama City, please contact the main BSW Program Office or [visit](#).

[the website for the Panama City Campus.](#)

The academic load for full-time undergraduate student ranges from 12-18 credit hours. An overload must be approved by the Director of the BSW Program if you wish to register for more than 18 credit hours. You are generally advised to take 15 hours each fall and spring semester. In summer, you should seek academic advising if you wish to take more than six hours; social work courses in the summer semester are offered in an 8-week session making it difficult to take more than two courses.

The curriculum sequence is structured and requires at least four semesters to complete all course requirements for the major. A minimum of 50 credit hours in social work is required for graduation: 38 hours of coursework and 12 hours of field education. Field education takes place in a 12-credit-hour field placement of 512 clock hours at the end of the program of studies. While our program is 50 credit hours, you will need a total of 120 credits to earn a bachelor's degree.

Academic credit is not given for previous paid employment, volunteer work, or life experience

The Social Work Academic Map outlines the courses that must be completed in specific semesters, as well as the grade point average that must be achieved. These requirements are called "milestones" which are achieved to remain in the program and to keep from having a registration stop. We have a full-time academic advisor who will work closely with you to design your program of study, helping you to move through the program in a timely manner through the program in a timely manner.

ADMISSIONS INFORMATION

PREREQUISITE COURSES

Social work as a profession requires a broad knowledge base drawn from a variety of disciplines. In addition to general education courses, you will complete one three-credit-hour course in each of the specific content areas: human biology, economics, American national government, introductory psychology, and introductory sociology.

Other courses than those listed may also satisfy these requirements if they cover comparable content in a three-credit hour course, consult with our academic advisor about these equivalents. However, the requirement for the satisfaction of the prerequisites will not be waived in any case, whether by disability or other circumstance. Provisions are made for disabilities in accordance with university policy by allowing for extra time on tests, use of tutors, etc., to assist them with mastery of this required content. These courses may not be taken on an S/U basis, and you will have TWO ATTEMPTS PER CATEGORY to successfully meet our requirement.

APPLICATION PROCESS

The Bachelors of Social Work program is a specialized admissions program. You must meet minimum admission requirements and complete an application before the deadline dates. The requirements for admission to the program are as follows:

1. An application to FSU.
2. A cumulative GPA of 3.0 (please be aware we use cumulative GPAs for admission, which includes ALL graded attempts, and may differ from your transfer GPA);
3. All General Education requirements (a minimum of 60 hours of posted AA degree);
4. Submission of the BSW Program Application;
5. Successful completion of the above prerequisite courses.

TRANSFER STUDENTS

A general credit evaluation is completed for entering transfer students by the Transfer Evaluation Section of the university's Office of Admissions. This evaluation determines whether courses can be accepted for credit toward university graduation requirements. If your student's transcript reflects the designation of the Associates of Art degree from a Florida institution, they have satisfied the university's general education requirement. The College of Social Work makes decisions about transfer of credit toward requirements specifically for the social work major. The College of Social Work only accepts social work coursework from 1) a CSWE-accredited institution, 2) a maximum of 24 social work credit hours and 3) with a grade of 3.0 ("B") or better.

PREREQUISITE COURSE (COURSE NUMBER AND TITLE)	SUBJECT AREA	MINIMUM GRADE REQUIREMENT
BSC1005: General Biology for Nonmajors	Human Biology	C
BSC1020: Introduction to Human Biological Sciences		C
BSC2010: Biological Sciences		C
BSC2085: Anatomy and Physiology		C
POS1041: American National Government	Political Science/ US Government	C
PUP3002: Introduction to Public Policy		C
ECO2000: Introduction to Economics	Economics	C
ECO2013: Principles of Macroeconomics		C
ECO2023: Principles of Microeconomics		C
PSY2012: General Psychology	Psychology	C
SOP3004: Social Psychology		C
SYG1000: Introduction to Sociology	Sociology	C
SYG2010: Social Problems		C
SYO2101: Families in the United States		C

BSW APPLICATION DEADLINE (TALLAHASSEE AND PANAMA CITY CAMPUSES)

FALL SEMESTER – JUNE 1
SPRING SEMESTER – NOVEMBER 1

REGISTRATION FOR SOCIAL WORK CLASSES

All social work courses and their availability on the [FSU Registrar website](#). When classes are full, however, or "holds" that prevent students from registering, contact the BSW Program Office.

POLICIES FOR REPEATING COURSES, DROPPING COURSES AND WITHDRAWAL

1. Repeating Courses – If you do not pass a particular course, you may repeat the course for no academic credit, but grades from both attempts will be recorded on your transcript and figured into the GPA.
2. Drop/Add – The deadline for you to drop courses without grade liability is the end of the seventh week of classes (except for summer schedules). a. Between the eighth and twelfth week of the semester, you are allowed a cumulative three drops during your college career. Two of these drops may only be used before 60 hours; the remaining drop may only be used after 60 hours. Classes may only be dropped after the twelfth week under extreme

circumstances. All drops after the seventh week must be approved by the BSW Program Director.

3. Withdrawal Policy – You may withdraw from ALL your courses if there are serious health problems or personal concerns. They must see the BSW Program Director for approval.
4. You are strongly encouraged to consult with your BSW Advisor about dropping courses, withdrawing, or any other circumstances involving changing your schedules after classes begin.

BSW COURSE DESCRIPTIONS

The FSU College of Social Work has many different courses, both core and elective. To view full course descriptions, please review the [FSU Undergraduate Bulletin](#).

ACADEMIC POLICIES

As a student in the College of Social Work, you are governed by the academic regulations and procedures outlined in the FSU General Bulletin as well as those of the College of Social Work. You are expected to read, understand, and adhere to these policies.

ACADEMIC STANDARDS

If your GPA falls below a 2.0, you will be placed on academic probation by the university and given one semester to bring your GPA up to 2.0. If you do not, you will be dismissed from the university. You can only be reinstated with permission of the BSW Program Director. However, the college reserves the right to decline to readmit any student who is off-map has been dismissed, is deemed inappropriate for the profession, or has been officially suspended from the university for academic or other reasons. As per university standards, for students to complete a degree, at least half (25 hours) of the program of studies must be taken at FSU.

MAPPING

The Social Work Academic Map includes a sample schedule to illustrate one of the many ways to satisfy all requirements in four years. More important are the MILESTONES identified for the major. Milestones are courses and/or GPAs that must be achieved by specified points within your college career. Failure to achieve a milestone identifies you as off-course for the major, places a hold on registration, and requires you to meet with our advisor. Failure to get back on-course

the next semester will result in a hold on registration and removal from the current major. You will not be able to change into a major unless you are on course for the new major. To see more information on the milestones for majors at FSU go to fsu.edu Students/Current Students and select the Majors & Academic Maps Quick Link on the right. In addition, all social work courses must be completed with a minimum grade of “C-” for credit toward the social work major. * Keep in mind, students must maintain a 3.0 social work GPA.

INCOMPLETE GRADES

You are required to satisfy any “Incomplete” grades by the end of the following semester. “Incomplete” grades are designed for unexpected situations that arise when you have satisfactorily completed a majority of the work in a given course. It is your responsibility to contact the instructor promptly, provide documentation if requested and to secure written clarification of specific work to be completed to receive a satisfactory grade in the course.

You must submit this work directly to the instructor at least a month before the end of the semester immediately following the one in which you earned the “Incomplete” grade unless you have secured written approval from the instructor in advance. You should be aware that “I” grades may cause you to be “off map” and to receive a registration hold and that you will not be eligible for your field placement (SOW4510) unless you have earned a 3.0 GPA in all SOCIAL WORK COURSES completed. No exceptions are made for

this requirement. In some cases, you may need to defer your field placement and take additional electives until you achieve a 3.0 social work GPA.

WAIVER EXAMS

A waiver exam is available to BSW students if you believe you have completed coursework that covers the content required.

in SOW4414: Statistics for Social Workers, SOW4403: Introduction to Social Work Research and SOW4101: Human Behavior in the Social Environment. If you pass the exam with a score of 70% or better, you are not required to take the corresponding course, but instead will take another social work elective in its place. No student may waive out of Statistics on the basis of disability or difficulty with math. If you transfer from another accredited social work program, you must have all other social work courses evaluated by the BSW Program Director for equivalence of content.

DIRECTED INDIVIDUAL STUDY

If you have a strong academic record with a GPA of at least 3.0 and wish to pursue a particular area of interest, you may opt to take a Directed Individual Study (DIS) course as an elective. You should first discuss your interest in enrolling in a DIS course with a particular faculty member; and if agreed, you may then pursue registration for the course. DIS courses may not be taken instead of required social work courses.

TAKING GRADUATE COURSES AS AN UNDERGRADUATE

If you are a senior you can enroll in graduate courses for undergraduate credit provided:

1. You have earned an overall GPA of 3.0 (B) or better.
2. You have earned 90 hours toward graduation.
3. You register for a course load of no more than 15 semester hours.
4. You have the advance approval of the BSW Program Director, the department offering the course, and the instructor

The approval forms can be obtained from the Office of the Registrar after securing a memo from the Director of the BSW Program.

Note: Fees for graduate-level courses are higher than those for undergraduate courses, regardless of your status or whether credit is applied to the undergraduate degree. Also, these courses may count for undergraduate OR graduate credit, not both. Only

6 hours of coursework taken at the undergraduate level can count toward a graduate degree.

DOUBLE MAJORS

If you wish to have your official Florida State University transcript to reflect the fact that you have earned a double major, you must review the university requirements for a double major and contact the appropriate department for the major requirements. If you are declaring a double major, you must indicate to the Office of the Registrar which shall be considered the “first major” and which will be considered the “second major.” The Registrar’s Office will automatically place both majors on your transcript. The Registrar’s Office will require proof in the form of a memorandum from the school/department of the second major stating that all requirements have been met. A copy of the memorandum will be kept in your academic folder. If you decide to pursue a double major, you will be advised through both academic departments regarding your respective requirements.

MINOR IN SOCIAL WELFARE

The College of Social Work offers a “Minor in Social Welfare” which is available to non-social work students interested in exploring the field. There is a brief application required. If accepted, the students complete twelve (12) hours of social work credits. These courses include SOW 3203: The Social Work Profession; SOW 3350: Interviewing & Documentation in Social Work; and two social work electives of your choosing.

SECOND BACCALAUREATE DEGREES

You may receive a second baccalaureate degree provided that:

1. the requirements for each major/minor as well as individual college or school requirements for both the first and the second degrees are satisfied; and
2. thirty (30) semester hours in residence are completed, in addition to the hours required for the first degree. The additional thirty (30) semester hours must be completed in residence after the completion of the first degree. Hours earned during the completion of the first baccalaureate degree, over and above those extra credit hours required for the first degree, may not be included in the thirty (30) semester hours.

HONORS IN THE MAJOR

honors.fsu.edu/honors-major

The College of Social Work encourages students with a GPA of 3.2 or better to apply for the Honors

Program. The university requires that a student accepted to do honors work in the major field:

1. Have at least 60 college credits;
2. Have a 3.2 or higher overall cumulative FSU GPA, based on at least 12 graded FSU hours, and a 3.2 or higher GPA on ALL college work attempted.
3. Make formal application to the Honors Program. The application includes a brief description of the thesis or intended research project and the signature of the faculty member who will direct the project. The deadline for application is the end of the third day of classes during the first semester the applicant is registering for Honors credit. You must be cleared by the Honors Program before beginning Honors work or registering for the 4000-level Honors thesis course in their department. Forms are available at the:
University Honors Program
Honors, Scholars, and Fellows House
127 Honors Way, Suite 3002.

POLICY FOR STUDENT SANCTIONS FOR ACADEMIC AND PROFESSIONAL REASONS

The primary objective of the College of Social Work is to prepare you for social work practice. The college is responsible for the educational preparation of students for this role and for the evaluation of students' achievement of our academic standards. Moreover, as a professional school, we are responsible for ensuring that you meet standards of behavior that are congruent with expectations of the social work profession, as outlined in the NASW Code of Ethics and in standards for Licensed Clinical Social Workers in the State of Florida. Such professional schools have the ability to set consequences for behavior that go beyond those for other departments on campus.

NOTE: The College of Social Work reserves the right to determine a student's appropriateness for the profession at any point during the admission process or for our students in the major.

UNIVERSITY ATTENDANCE POLICY

Excused absences include documented illness, deaths in the family and other documented crises, call to active military duty or jury duty, religious holy days, and official university activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid written excuse. Consideration will also be given to students whose dependent children experience serious illness.

ACADEMIC HONOR POLICY

The Florida State University Academic Honor Policy

outlines the university's expectations for the integrity of students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to "... be honest and truthful and ... [to] strive for personal and institutional integrity at Florida State University." (For more details see the **FSU Academic Honor Policy and procedures for addressing alleged violations.**)

Your academic success is a top priority for Florida State University. University resources to help you succeed include tutoring centers, computer labs, counseling and health services, and services for designated groups, such as veterans and students with disabilities. The following information is not exhaustive, so please check with your advisor or the Department of Student Support and Transitions to learn more.

Examples of Academic Honors Violations:

- 1. PLAGIARISM. Presenting the work of another as one's own (i.e., without proper acknowledgment of the source).**
Typical Examples Include: Using another's work from print, web, or other sources without acknowledging the source; quoting from a source without citations; using facts, figures, graphs, charts, or information without acknowledgment of the source.
- 2. CHEATING.** Improper application of any information or material that is used in evaluating academic work.
Typical Examples Include: Copying from another student's paper or receiving unauthorized assistance during a quiz, test or examinations; using books, notes, or other devices (e.g., calculators, cell phones, or computers) when these are not authorized; procuring without authorization a copy of or information about an examination before the scheduled exercise; unauthorized collaboration on exams.
- 3. UNAUTHORIZED GROUP WORK.** Unauthorized collaboration with others.
Typical Examples Include: Working with another person or persons on any activity that is intended to be individual work, where such collaboration has not been specifically authorized by the instructor.
- 4. FABRICATION, FALSIFICATION, AND MISREPRESENTATION.** Intentional and unauthorized altering or inventing of any information or citation that is used in assessing

academic work.

Typical Examples Include: Inventing or counterfeiting data or information; falsely citing the source of information; altering the record of or reporting false information about practicum or clinical experiences; altering grade reports or other academic records; submitting a false excuse for absence or tardiness in a scheduled academic exercise; lying to an instructor to increase a grade.

5. MULTIPLE SUBMISSIONS. Submitting the same academic work (including oral presentations) for credit more than once without instructor permission. It is each instructor's responsibility to make expectations regarding incorporation of existing academic work into new assignments clear to the student in writing by the time assignments are given. Typical Examples Include: Submitting the same paper for credit in two courses without instructor permission; making minor revisions in a credited paper or report (including oral presentations) and submitting it again as if it were new work.

6. ABUSE OF ACADEMIC MATERIALS. Intentionally damaging, destroying, stealing, or making inaccessible library or other academic resource material.
Typical Examples Include: Stealing or destroying library or reference materials needed for common academic purposes; hiding resource materials so others may not use them; destroying computer programs or files needed in academic work; stealing, altering, or intentionally damaging another student's notes or laboratory experiments. (This refers only to abuse as related to an academic issue.)

7. COMPLICITY IN ACADEMIC DISHONESTY. Intentionally helping another to commit an act of academic dishonesty.
Typical Examples Include: Knowingly allowing another to copy from one's paper during an examination or test; distributing test questions or substantive information about the material to be tested before a scheduled exercise; deliberately furnishing false information.

8. ATTEMPTING to commit any offense as outlined above. Students who violate the Academic Honor Policy will be disciplined according to university procedures detailed in the FSU General Bulletin.

of your academic performance is inherent in the grading process and hence should not be overturned except when you can show that the grade awarded represents a gross violation of the instructor's own specified evaluation (grading) statement and therefore was awarded in an arbitrary, capricious, or discriminatory manner.

The evaluation (grading) statement utilized during the grade appeals process is the one contained in the instructor's syllabus at the beginning of the semester. This system does not apply to preliminary or comprehensive exams or to thesis or dissertation defenses; these issues are reviewed by the Student Academic Relations Committee via the Dean of Faculty Development and Advancement. If you need further information, please contact Dr. Jennifer Buchanan at 644-6876.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Americans With Disabilities Act

Students with disabilities needing academic accommodation should:

1. Register with and provide documentation to the Office of Accessibility Services; and
2. Request a letter from the Office of Accessibility Services to be sent to the instructor indicating the need for accommodation and what type; and
3. Meet (in person, via phone, email, Skype, zoom, etc...) with each instructor to whom a letter of accommodation was sent to review approved accommodations. This syllabus and other class materials are available in alternative format upon request. For the latest version of this statement and more information about services available to FSU students with disabilities, contact the:

Office of Accessibility Services

874 Traditions Way

108 Student Services Building

Florida State University Tallahassee, FL 32306-4167

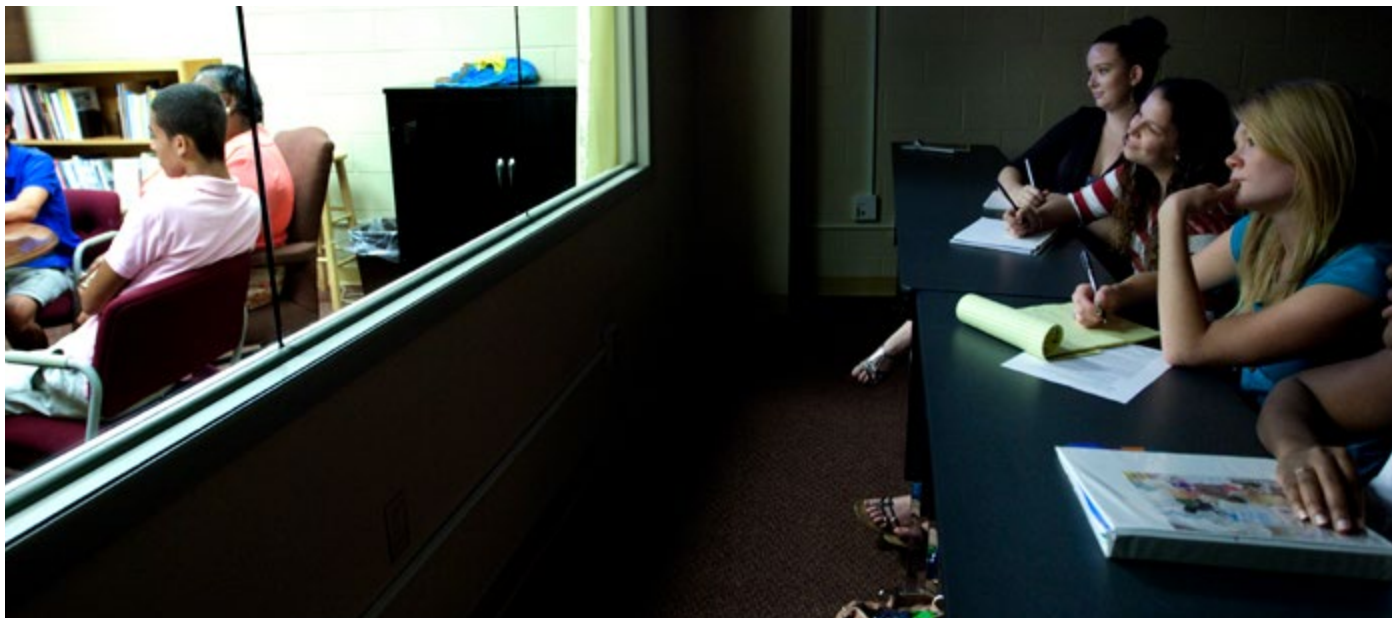
(850) 644-9566 (voice)

(850) 644-8504 (TDD)

oas@fsu.edu

GRADE APPEALS

The purpose of the grade appeals system is to afford an opportunity to appeal a final course grade under certain circumstances. Faculty judgment



FIELD EDUCATION

Field education is a signature component of the Bachelor of Social Work (BSW) program and is designed to provide students with high-quality educational experience in a supervised agency placement. This hands-on learning experience is intended to:

1. Enhance the ability to translate social work theory into effective practice.
2. Broaden professional knowledge and skill development.
3. Strengthen awareness of the attitudes, motivations, values, and professional judgment associated with the social work profession.

BSW field placements are generalist placements that provide students with exposure to the broad, foundational practice of social work with individuals, families, groups, organizations, and communities. Students gain experience in a variety of settings, including, but not limited to, corrections, developmental disabilities, healthcare, mental health, schools, and substance use treatment programs.

BSW field placements are typically completed as a one-semester block placement, requiring a total of 512 field hours. Students may complete the placement over two semesters. Part-time placements require approximately 256 hours per semester, for a total of 512 hours. The College of Social Work does not offer evening or weekend field placements.

Field education is a required component of the BSW curriculum and is completed during the final semester of the senior year, after all required coursework is completed. Students must enroll

in SOW 4510 Undergraduate Field Instruction (12 credit hours) concurrently with SOW 4522 Integrative Seminar (2 credit hours). Completion of a field application is required, and application materials are available through the student management system.

Application deadlines are posted regularly on the College of Social Work website and through official program communications. Students are responsible for adhering to all deadlines and attending required meetings.

To be eligible for field placement, students must:

- Earn a minimum 3.0 GPA in all social work courses prior to entering the field.
- Successfully complete all required coursework.
- Meet all University graduation requirements.

The BSW Program Office conducts eligibility reviews before and after final grades are posted. No exceptions are made to these requirements.

The College of Social Work is responsible for coordinating field placements based on available agency resources and educational quality. The Office of Field Education works to ensure that all placements provide meaningful learning opportunities and qualified professional supervision. Because field faculty are best positioned to evaluate the educational appropriateness of placements and the quality of supervision provided by agencies, students may not be able to arrange their own field placements independently.

Students are encouraged to identify their preferences regarding practice areas, populations served, and

geographic location within their field applications. Prior to placement confirmation, students will meet individually with a field faculty member and participate in interviews with potential agencies and field supervisors. This process promotes collaboration among the student, the College, and the agency.

The Office of Field Education strives to accommodate student interests and offers internship opportunities throughout the State of Florida; however, placement options may be limited by agency availability, supervision capacity, and educational requirements.

Undergraduate Field Education is graded on a Satisfactory (S), Unsatisfactory (U), or Incomplete (I) basis.

Placements outside the local service area can only be arranged within the State of Florida and in locations where faculty liaison support is available

Students with a criminal record may be ineligible for certain internships due to agency policies and requirements. Students are strongly encouraged to discuss any criminal history with field faculty as early as possible to explore potential limitations and available options.

Students are required to follow all procedures, policies, and deadlines established by the Office of Field Education. Failure to comply with these requirements may delay placement or result in other consequences.

Students are responsible for monitoring and responding to all official communications, deadlines, and meeting requirements.

The Office of Field Education reserves the right to terminate placements for students who violate College policies, agency policies, professional standards, or ethical practice requirements. Additional information regarding field education policies and procedures is available in the Field Education Manual on the College of Social Work website: csw.fsu.edu.

In accordance with the Council on Social Work Education (CSWE) accreditation standards, under no circumstance may previously work experience or life experience be credited or substituted for the required field education component of the BSW program.

CERTIFICATE PROGRAMS

CHILD WELFARE PRACTICE CERTIFICATE

The Child Welfare Practice Certificate Program is designed for undergraduate and graduate social work students who wish to develop knowledge and skills in child welfare practice and children's mental health. Students who complete the certificate program will be provided instruction in several areas of child welfare practice. Internships are primarily located within the Department of Children and Families and Community-based Care Agencies around the state of Florida; however other child welfare agencies may be approved by the Director of Field Education and the Certificate Program Director if they meet the certificate program and field education guidelines.

For further information about requirements for this certificate, please contact the BSW Program Office at bsw@csw.fsu.edu or review the information online at csw.fsu.edu.

Undergraduate certificates do not allow, expect or require the completion of graduate-level coursework to count towards the undergraduate certificate process must complete all certificate. Students who begin an undergraduate certificate process must plan to complete all certificate requirements prior to undergraduate degree completion.



INTERNATIONAL PROGRAMS

STUDY ABROAD

BELFAST, NORTHERN IRELAND, UNITED KINGDOM

Belfast and Northern Ireland are defined by The Troubles, a period of sectarian conflict from the 1970s to 1998, with tensions rooted in centuries of division. The conflict largely centered on Protestants loyal to the United Kingdom and Catholics seeking social equality and potential reunification with Ireland. Despite the peace established by the 1998 Good Friday Agreement, Belfast remains divided by peace walls. The region faces challenges in social welfare and human rights yet is home to a rich cultural heritage and stunning natural landscapes. Studying here offers exposure to a unique social and political environment alongside remarkable scenery. Visit csw.fsu.edu/ip for information on Belfast Summer 2027. Scholarships may be available.

FIELD PLACEMENTS

International internships opportunities for BSW students to complete their internships abroad may include Canada, United Kingdom and the Republic of Ireland (*Placement availability vary each semester). Students take advanced, full-time placements in a wide range of settings, including HIV/AIDS service organizations, child welfare agencies, criminal justice settings and homelessness service teams.

New partnerships are constantly in development. Living options range from the comforts of the FSU Study Centre in London to independent living arrangements. Considerable planning is required, and interested students should contact Tan Edgerton, 3 semesters before placement.

ALTERNATIVE SPRING BREAK

Each March, students may participate in a week-long service, learning, and cultural exchange experience, engaging with local partners and agencies in St. George's, Grenada. This trip includes lodging with easy access to beautiful beaches and the vibrant capital city. Students complete a 3-credit hour course beginning in January. The application opens each fall before travel and is available on the CSW website. Please watch for announcements of opening dates, as spots fill quickly.

EXCHANGE PROGRAMS

Extended semester-abroad experiences are available in collaboration with Jonkoping University (Sweden). Students take a full-time course load of required or elective social work courses taught in English and receive credit towards their BSW degrees. Students pay FSU tuition and fees (Bright Futures can be used). Contact BSW Program Director Carol Edwards at carol.edwards@fsu.edu.

Note: Please stay in touch with FSU College of Social Work International Programs administrators to learn the latest information regarding the status of available International Programs. We are eager to work with MSW students to find pathways to these great opportunities.

LEARN MORE: csw.fsu.edu/ip

CONTACT:

Jane Dwyer Lee, jane.dwyerlee@fsu.edu

Tan Edgerton, Academic Program Specialist
tedgerton@fsu.edu

GRADUATION

GRADUATION CHECKS

Your undergraduate advisor will complete a graduation check when you have earned ninety (90) semester hours of credit or two terms before the planned graduation date.

Once a field placement application is submitted, a formal departmental graduation check will automatically be completed. If you have not applied for Field Placement and have earned 110 semester hours, you must submit a separate request for a departmental graduation check.

You may review your online academic status report (also referred to as the “unofficial graduation check”) at any point during your enrollment to monitor your progress towards your degree.

APPLICATION FOR GRADUATION

Application for a degree must be made to the Office of the University Registrar by the date stated in the academic calendar in the General Bulletin during the term in which you expect to graduate. If you are unable to graduate at the end of the term for which the application was made and the diploma was ordered, you must again make application for the degree no later than the deadline for the next term in which you expect to graduate. You must also bear the expense of the second diploma request. You may apply for graduation online through your my.fsu.edu page. Students must check for deadlines for application for graduation and commencement dates on the [FSU Registrar website](https://www.fsu.edu/registrar).

DEGREES OF DISTINCTION

Three degrees of distinction are granted to graduating students, based on all college-level work attempted (excluding physical education activity courses) and including the term's work in which baccalaureate degree requirements are completed:

- Cum Laude for an overall average of 3.50.
- Magna Cum Laude for an overall average of 3.70.
- Summa Cum Laude for an overall average of 3.90.

* These GPA requirements include a student's cumulative and FSU GPA.

Degrees with distinction are granted to transfer students who meet all three of the following requirements:

1. You must complete at least forty (40) semester hours of graded work at the

university, including the final term's work.

2. You must have the required average on all work taken at this university; and you must have the required overall average on all work attempted, including any transfer credit excluding any physical education activity courses or vocational courses, regardless of how many years have elapsed since the credit was earned. Transfer credit cannot raise your Florida State University grade point average.

GRADUATION AND COMMENCEMENT

University Commencement is held at the end of every semester: fall, spring, and summer. The ceremonies are held at the Tallahassee/Leon County Civic Center. Information about graduation tickets, invitations, and caps and gowns are distributed by the Graduation section of the Office of Admissions and Records after you complete your application for graduation. The Panama City campus holds separate ceremonies in Panama City.

If you wish to participate in graduation ceremonies one term prior to actual graduation, you must file a written request with the Graduation section of the Office of Admissions and Records. Certain restrictions apply. Please contact the BSW Program Office for questions about these requirements.





FINANCIAL AID AND SCHOLARSHIPS

FINANCIAL AID

If you need any information about financial assistance, [visit the FSU Office of Financial Aid website](#), or at UCA-4400 University Center, (850) 644-0539. Financial advisors in that office can counsel you about loans, grants, work-study, and other options.

COLLEGE OF SOCIAL WORK SCHOLARSHIPS

Faculty, alumni, social work practitioners, and friends in the community have generously donated funds to support social work students during their academic studies. Applications are accepted in the first part of spring semester each year. Most of the awards are granted in the fall semester each year. Estimated amounts for each award range from \$250-\$3,000. Scholarships for which undergraduate students are eligible are listed below:

- Art Cleveland Play Therapy Scholarship
- Barbara White Social Work Scholarship
- Bill and Nolia Brandt Scholarship
- Bernhard Scher Scholarship
- C. Aaron McNeece Field Education Scholarship
- Coyle E. and Mabel B. Moore Scholarship
- Delia Sanchez Social Work Scholarship
- Gomory Family Scholarship for Homeless Services
- Guy M. and Delores Spearman Scholarship
- James and Mary Koalska Scholarship
- Jane Addams Scholarship
- Jim Clark Leadership Fund
- Joanna F. Gorman Scholarship

- John and Meg Paschal International Social Work Scholarship
- John P. and Jane W. Wakeman Memorial Scholarship for Arts in Social Work
- Karen Oehme Graduate Endowed Scholarship in the Institute for Trauma and Resilience Studies
- Lamar F. Everett Scholarship in Social Work
- MacDill-Wold Unconquered Scholarship
- Mark DeGraff and Lula Hamilton DeGraff Scholarship Fund in Social Work
- Mary DiNitto Scholarship
- Robert P. Hurrle International Study Scholarship
- Spearman Social Work and Veteran Support Scholarship

Applications and more specific information is available [on the College of Social Work website](#).

COLLEGE/SOCIAL WORK RESOURCES AND SERVICES

ACADEMIC ADVISING

Academic advising is an important aspect of your academic and career development. To provide the best opportunities for you to perform well academically, we have a well-developed system of advising with a full-time BSW academic advisor assigned solely to the College of Social Work.

If you intend to declare a social work major, you should consult with the BSW academic advisor, who is also the Mapping Coordinator, for specific information about milestones and program of studies. The BSW academic advisor and the Director of the BSW program provide orientation and advising regarding prerequisite courses, general education, and other university requirements. Throughout their programs of study, you are encouraged to consult with the BSW program office regarding specific procedures, deadlines, and university-wide regulations.

COMMUNICATION

The primary methods of providing you with information about the College of Social Work and its activities are the [college's website \(csw.fsu.edu\)](http://csw.fsu.edu), email using your FSU address, the [College of Social Work Instagram \(@fsu_csw\)](https://www.instagram.com/fsu_csw), TV monitors on the first floor of University Center C, and meetings. You are highly encouraged to check these sources for up-to-date information. Please be sure to [update your contact information via the my.fsu.edu Student Central website](#).

- Faculty mailboxes or e-mail should be utilized to leave messages related to coursework, advising, and requests for appointments. All faculty post their office hours on their course syllabi websites at the beginning of each semester.

SOCIAL WORK CLUBS AND ORGANIZATIONS

csw.fsu.edu/academics/student-resources

To access a list of student resources including:

- FSU CSW Ambassadors and Phi Alpha Honor Society: Leah Gold - lgold@fsu.edu
- Macro Social Work Student Network: Shalay Jackson - skjackson@fsu.edu or macrosw.tlh@gmail.com

NATIONAL ASSOCIATION OF SOCIAL WORKERS

As members, students receive all the benefits and privileges of regular membership at a reduced cost. NASW members receive the national journal,

monthly newsletter, state newsletter; group rate health, disability, and malpractice insurance coverage; discounts on all NASW specialty journals; and other valuable information.

[Learn more on the NASW website](#) and [learn about the Florida Chapter on the NASW Florida Chapter website](#).

FLORIDA A&M UNIVERSITY/ FSU COOPERATIVE PROGRAM

registrar.fsu.edu/records/services/co-op

A full-time student at Florida Agricultural and Mechanical University (FAMU) or FSU may enroll for course credit at the other institution with prior approval. (See the FSU General Bulletin.) Social work majors who have had at least six credit hours of social work and nine credit hours in a given term at FSU may take advantage of this opportunity. However, FSU students may not enroll in courses at FAMU during a semester in which those same courses are offered at FSU.

UNIVERSITY RESOURCES AND SERVICES

ACADEMIC CENTER FOR EXCELLENCE

ace.fsu.edu

On-campus tutoring and writing assistance is available for many courses at Florida State University. For more information, visit the Academic Center for Excellence (ACE) Tutoring Services. High-quality tutoring is available by appointment and on a walk-in basis. These services are offered by tutors trained to encourage the highest level of individual academic success while upholding personal academic integrity.

ASSESSMENT, LEARNING, EVALUATION, AND COUNSELING CENTER (ALEC)

annescollege.fsu.edu/resources/assessment-learning-evaluation-counseling-center-alec

The Assessment, Learning Evaluation, & Counseling (ALEC) Center provides psychoeducational evaluations for college students, adolescents aged 16 and older, and other adults who may be experiencing difficulties due to a learning disorder (LD), attention-deficit/hyperactivity disorder (ADHD), intellectual disability (ID), and other mental health difficulties (e.g., depression, anxiety, bipolar, autism, etc.) that may negatively affect one's academic, vocational, or interpersonal functioning.

ALEC also provides in-person and online ADHD coaching services to help individuals achieve their goals by developing skills and strategies to compensate for areas of functioning affected by ADHD or poorly developed study skills.

Additionally, we offer individual, couple, and family counseling to students, adolescents (ages 12+), and adults in the Tallahassee community. Our practitioners can help you enhance your psychological well-being, achieve personal growth, and overcome inner turmoil in a supportive and confidential environment. The center offers support and treatment for a wide range of emotional, psychological, interpersonal, and behavioral issues; common issues addressed at ALEC include depression, anxiety, stress management, motivation, self-esteem, anger management, conflict management, relationship issues, and adjusting to changes/challenges.

Counseling is offered year-round, and appointment days and times vary between semesters. Counseling sessions occur once per week for 50 minutes.

CENTER FOR LEADERSHIP AND SERVICE

thecenter.fsu.edu

FSU's Center for Leadership and Service offers numerous volunteer experiences. Through their database they match students with community agencies that provide service opportunities that best match their schedule and interests. The Center also offers SERVSCRIPT, a mechanism to add community service hours to your official transcript. Social work internships can also be documented through SERVSCRIPT.

DEPARTMENT OF STUDENT SUPPORT AND TRANSITIONS

dsst.fsu.edu

The Department of Student Support and Transitions supports, connects, and empowers all students as they navigate their academic and personal journeys. Resources include:

CASE MANAGEMENT SERVICES

dsst.fsu.edu/cms

The Case Manager works with individuals to provide emotional support, counseling, and to identify immediate needs, making appropriate referrals to campus and community resources.

INVESTIGATIONS AND ASSESSMENT

dsst.fsu.edu/vap

Investigative services are provided for allegations of misconduct concerning Recognized Student Organizations (RSOs).

NEW STUDENT AND FAMILY PROGRAMS

dsst.fsu.edu/nsfp

Programs are provided to assist new students and families in their transition to FSU through programs like Orientation, Ask a 'Nole, and Family Connection.

OFFICE OF ACCESSIBILITY SERVICES

dsst.fsu.edu/oas

874 Traditions Way

108 Student Services Building

Florida State University Tallahassee, FL 32306-4167

The Office of Accessibility Services (OAS) serves as an advocate for FSU students with disabilities and ensures that reasonable accommodations are provided.

VICTIM ADVOCATE PROGRAM

dsst.fsu.edu/vap

victims-advocate@fsu.edu

Call 24/7: (850) 644-7161
Text: (850) 644) 756-4320
University Center A, Room 4100
(850) 644-7161
Available 24/7/365, Office Hours: M-F 8-5

The Victim Advocate Program Provides support to victims of crime. An advocate is on call twenty-four hours a day to respond to students or to anyone who has been victimized on FSU's campus. Services offered include emotional support, instructor notification, referrals, and educational programming for our campus community.

WITHDRAWAL SERVICES

dsst.fsu.edu/withdrawal

Withdrawal Services staff provides support to students and families when a student's enrollment is unexpectedly interrupted due to unforeseen circumstances (personal, family, medical or mental health reasons, and/or other crisis).

FSU CAREER CENTER

career.fsu.edu

Center helps you in all phases of your career development. The Center's Curricular-Career Information Service unit helps you explore your skills, interests, and values and helps select appropriate academic programs and occupations to reach your career goals. The Career Experience Opportunities Program helps you explore career choices through various pre-professional internships and cooperative education work experiences. If you are nearing the end of your academic programs, you can find help in the Career Placement Services unit that administers the on-campus recruitment program and helps you develop effective job search techniques. The Career Center also has developed a state-of-the-art online Career Portfolio that enables you to document your skills throughout your academic career.

FSU READING/WRITING CENTER

wr.english.fsu.edu

Another important resource for you is the FSU Reading/Writing Center. It is located in various locations. If you wish to receive individual tutoring, feedback on papers, and special assistance with writing skills you may contact the Center by phone or make an appointment online at fsu.mywconline.com.

UNIVERSITY HEALTH SERVICES

uhs.fsu.edu

Health and Wellness Center

960 Learning Way

Tallahassee, FL 32306

Hours: M-F, 8 am – 4 pm

The mission of University Health Services (UHS) is to

promote and improve the overall health and well-being of FSU students. UHS provides a coordinated continuum of care through prevention, intervention, and treatment. Services include general medical care, priority care, gynecological services, physicals, allergy injection clinic, immunizations, diagnostic imaging, physical therapy, and a medical response unit. The Center for Health Advocacy and Wellness (CHAW) assists students in their academic success through individual, group, and population-based health and wellness initiatives. Topics include wellness, alcohol and other drugs, hazing prevention, nutrition and body image, sexual health, and power based personal violence prevention.

COUNSELING AND PSYCHOLOGICAL SERVICES AT FSU

counseling.fsu.edu

(850) 644-TALK (8255)

250 Askew Student Life Center

942 Learning Way

Walk-in and Appointment Hours: M-F 8 am – 4 pm

Florida State University's Counseling and Psychological Services (CAPS) primary mission is to address psychological needs and personal concerns, which may interfere with students' academic progress, social development, and emotional well-being. The following in-person and virtual (tele-mental health) services are available to all enrolled students residing in the state of Florida:

1. Individual therapy
2. Group therapy
3. Crisis Intervention
4. Psychoeducational and outreach programming
5. After hours crisis-hotline
6. Access to community providers for specialized treatment

UNIVERSITY LIBRARIES

lib.fsu.edu

There are three major libraries on campus: Strozier Library, Dirac Library, and the Law Library. More than a million volumes are available on open shelves, for easy browsing. Every month, 9,000 new journals and periodicals are added to the collection. A sophisticated library data search computer system, and the inter-library loan is also available. Additional resources include computers, reading rooms, calculators, and copying machines. Special exhibits and lectures by faculty authors are sponsored by the libraries, along with the Micromaterials Center, which includes facilities for making reproductions of print and microfilmed materials, is also available.

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Change a Life. Start with Yours.