



**Coppin State University**  
**College of Behavioral & Social Sciences**  
**Department of Social Work**  
**Undergraduate Checklist Advisement Form**

**Directions:** Use this form to plan your course schedule based on the program course offerings. Each semester, you should meet with an advisor and submit both this checklist advisement form and the computerized audit form printed from Eaglelinks. Remember to apply for graduation when registering for your final semester. A student must graduate with no less than 120 credits, even if all requirements have been completed.

Name \_\_\_\_\_ ID # \_\_\_\_\_ Semester Entered \_\_\_\_\_

**Gen Ed - Category 1: English (6 hrs)**

	Sem	Credit	Grade
ENGL101 Composition I	11	3	
ENGL 102 Composition II	12	3	

**Gen Ed-Category 4: Mathematics (3 hrs)**

	Sem	Credit	Grade
MATH 203 Basic Statistics	21	3	

**Gen Ed – Category 2: Hum & Fine Arts (15 hrs)**

ART 103	11	3	
PHIL 102	21	3	
SPAN 101	21	3	
HIST 205 African American History I	11	3	
HIST 202 World Hist II	12	3	

**Gen Ed- Category 5: Natural Sciences (7 hrs)**

BIOL 101	12	4	
Non-lab Science Course (PHSC 103)	11	3	

**Gen Ed – Category 3: Social and Behavioral (6 hrs)**

PSYC 201 General Psychology	12	3	
SOCI 201 Intro to Sociology	11	3	

**Gen Ed- Category 6: Interdisciplinary (3hrs)**

MISY 150	21	3	
----------	----	---	--

**Category 7: Program Core Courses (54 hours)**

SOWK 205 Writing in Social Work	22/31	3	
SOWK 210 Intro to Social Work	22/31	3	
SOWK 260 Social Welfare & Policy I	22/31	3	
SOWK 360 Social Welfare & Policy II	31/32	3	
SOWK 379 Social Work Methods I	31/32	3	
SOWK 388 Human Behavior I	31/32	3	
SOWK 389 Human Behavior II	31/32	3	
SOWK 460 Info Technology in Social Work	32/41/S	3	
SOWK 461 Social Work Research	41/42	3	
SOWK 480 Beginning Field I	41	6	
SOWK 481 Social Work Methods II	41	3	
SOWK 482 Advanced Field Experience	42	6	
SOWK 483 Social Work Methods III	42	3	
SOWK 490 Professional Issues Seminar	42	3	
SOWK 390- Special Topics	32-42	3	
SOWK 390- Special Topics	32-42	3	

**Category 7: Other Program Requirements (8 hours)**

Free Elective (ORI*)	11	1	
Free Elective (HEED 102*)	12	3	
Free Elective (POSC Elec*)	21	3	
Free Elective*	32	1	

**Category 8: Elective Cluster OR Minor (18-21 credits)**

Course 1*	22	3	
Course 2*	22	3	
Course 3*	22	3	
Course 4*	31	3	
Course 5*	31	3	
Course 6*	31	3	
Course 7* (if required by minor)	32	3	

**NOTES:**

In order to graduate, a student must complete a minimum of 120 credits including any transfer credits. The student must meet with the departmental advisor who will evaluate the student's progress towards completion of the General Education program. The departmental advisor should also evaluate the student's progression towards degree completion.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Advisor Signature

\*Based on advisement.

Semester Ledger:	11 = First Year, First Semester	31 = Third Year, First Semester
	12 = First Year, Second Semester	32 = Third Year, Second Semester
	21 = Second Year, First Semester	41 = Fourth Year, First Semester
	22 = Second Year, Second Semester	42 = Fourth Year, Second Semester
	S1= Summer 1	F = Fall
	S2 = Summer 2	SP = Spring
	W = Winter	C= General Education Designated Category

Approved: November 14, 2018



**Coppin State University**  
**College of Behavioral & Social Sciences**  
**Department of Social Work**  
**Undergraduate Checklist Advisement Form**

**RECOMMENDED FOUR YEAR PLAN OF STUDY**

<p><b><u>Year 1 – FALL</u></b></p> <p>ENGL 101 – Composition I (C1) (3 credits)</p> <p>ART 103 – Basic Design (C2) (3 credits)</p> <p>HIST 205 – African American History (C2) (3 credits)</p> <p>PHSC 103 – Non-lab Physical Science (C5) (3 credits)</p> <p>SOCI 201 – Intro to Sociology (C3) (3 credits)</p> <p>ORI - Freshman Orientation (C7) (1 credit)</p>	<p><b><u>Year 1- SPRING</u></b></p> <p>ENGL 102- Composition II (C1) (3 credits)</p> <p>HIST 202 – World History (C2) (3 credits)</p> <p>PSYC 201 – General Psychology (C3) (3 credits)</p> <p>BIOL 101 - Biological Science (C5) (4 credits)</p> <p>HEED 102 – Human Sexuality (C7) (3 credits)</p>
<p><b><u>Year 2 – FALL</u></b></p> <p>PHIL 102 - Logic (C2) (3 credits)</p> <p>SPAN 101 – Spanish I (C2) (3 credits)</p> <p>MATH 203 - Basic Statistics (C4) (3 credits)</p> <p>MISY 150 – Technological Fluency (C6) (3 credits)</p> <p>POSC Elec - _____ (C 7) (3 credits)</p>	<p><b><u>Year 2 – SPRING</u></b></p> <p>SOWK 205 – Writing in Social Work (3 credits)</p> <p>SOWK 210 – Introduction to Social Work (3 credits)</p> <p>Minor/EC Course - _____ (3 credits)</p> <p>Minor/EC Course - _____ (3 credits)</p> <p>Minor/EC Course - _____ (3 credits)</p>
<p><b><u>Year 3 – FALL</u></b></p> <p>SOWK 260 – Policy I (3 credits)</p> <p>SOWK 388 - HBSE I (3 credits)</p> <p>Minor/EC Course - _____ (3 credits)</p> <p>Minor/EC Course - _____ (3 credits)</p> <p>Minor/EC Course - _____ (3 credits)</p>	<p><b><u>Year 3 – SPRING</u></b></p> <p>SOWK 360 - Policy II (3 credits)</p> <p>SOWK 389 – HBSE II (3 credits)</p> <p>SOWK 379 – Methods I (3 credits)</p> <p>SOWK 390 – Special Topics (3 credits)</p> <p>Minor/EC Course/Free Elective (OPT.) (1 -3 credits)</p>
<p><b><u>Year 4 – FALL</u></b></p> <p>SOWK 460 – Info. Tech. in Social Work (3 credits)</p> <p>SOWK 480 – Beginning Field Experience (6 credits)</p> <p>SOWK 481 – Methods II (3 credits)</p> <p>SOWK 390 – Special Topics (3 credits)</p>	<p><b><u>Year 4 – SPRING</u></b></p> <p>SOWK 461 – Social Work Research (3 credits)</p> <p>SOWK 482 - Advanced Field Experience (6 credits)</p> <p>SOWK 483 – Methods III (3 credits)</p> <p>SOWK 490 – Professional Seminar (3 credits)</p>

\*At least Two Elective Cluster Courses must be 300-level or higher. Also, some flexibility is available for *italicized* courses in Categories 2, 5 and 7.

**Admissions Process:**

Below are the steps for admission and advisement for the Social Work program.

1. Admission to the University
2. Transition to the Department of Social Work
  - o Analyzes Academic Record/Transcript (Department Chair)
    - GER courses and/or Associate's Degree
  - o Assigns Social Work Faculty Advisor (Department Chair)
  - o Advises Students (Social Work Faculty Advisor)
  - o Signs Declaration of Major as "Pre-Social Work/Social & Community Services" as Major (Department Chair)
  - o Transmits form to Registrar's Office (Student)
3. Submission of Social Work Admission Application
  - o Submits in SOWK 210; approximately 2 weeks after mid-term period
    - signed NASW and CSU SOWK policy statement (provided by the Department)
4. Interview by Admissions Committee
5. Admission Decision Made By Department\* (after grades are posted)
  - o Copy of letter to student and assigned Social Work Advisor
    - If Admitted,
      - Declaration of Major Form Signed by Student and Chair
      - MOU for Social Work Majors Will be signed by student
    - If Not Admitted,
      - student referred to CBSS Academic Advisement Center

\* Student's full admission to the Social Work Program rests on completion of GER program, a consistent cumulative GPA of 2.5 or higher, successful completion of courses recommended by department (including SOWK 210), submission of application package into the program and successful interview. The student will be a "Social Work Major" once he/she has been admitted into the program, and the Declaration of Major form indicates "Accepted" as a "Social Work Major" which is signed by the Chair. Students "accepted" into the major must maintain a cumulative GPA of 2.5 throughout and be in "good and regular standard" throughout his/her matriculation in the department. Students whose cumulative GPA falls below a 2.5 cumulative GPA or demonstrate several "Indicators of Concern" will be placed on "probation" for the first semester and will be dismissed from the program if the cumulative GPA falls below 2.5 for two consecutive semesters with no opportunity for re-admission.

Students with a criminal background should be aware that, while they may be accepted into the social work program, his/her criminal background may impact acceptance into specific field placements, admissions into graduate programs and the opportunity to sit for the social work licensure exam in various states.

<p>Semester Ledger:</p> <p>11 = First Year, First Semester</p> <p>12 = First Year, Second Semester</p> <p>21 = Second Year, First Semester</p> <p>22 = Second Year, Second Semester</p> <p>S1= Summer 1</p> <p>S2 = Summer 2</p> <p>W = Winter</p>	<p>31 = Third Year, First Semester</p> <p>32 = Third Year, Second Semester</p> <p>41 = Fourth Year, First Semester</p> <p>42 = Fourth Year, Second Semester</p> <p>F = Fall</p> <p>SP = Spring</p> <p>C= General Education Designated Category</p>
--	--

Approved: November 14, 2018