

California State University, Los Angeles

College of Health and Human Services

SCHOOL OF SOCIAL WORK

BACHELORS DEGREE ON SOCIAL WORK (BASW) ADVISEMENT PLAN

MISSION STATEMENT

The mission of the Cal State LA School of Social Work BASW program guides our program goals and urban generalist curriculum. The mission statement reads as follows: The BASW program at California State University, Los Angeles prepares students for beginning strengths-based generalist practice in socially, culturally and economically diverse urban communities. Our BASW graduates are educated to promote social and economic justice and facilitate change and growth at all levels of professional practice.

CONTACT INFORMATION

Location	School of Social Work (Salazar Hall, 8th floor, Room 816)
Phone Number	(323) 343-4680
Email	jguzman@cslanet.calstatela.edu
Hours of operation	Monday-Thursday 8:00 AM -6:00 PM & Friday 8:00 AM – 5:00 PM
School Website	http://www.calstatela.edu/academic/hhs/sw/

WE SERVE

1. All undergraduate Social Work majors and students considering a Social Work major
2. All Social Work MSW students and prospective MSW students

SEEING AN ADVISOR

1. Advising hours vary each quarter; call, email or visit the School of Social Work main office to schedule an appointment.
2. Cancellations - if you know you will not be able to keep your appointment, please call the office as soon as possible to cancel or reschedule.
3. Your appointment may be cancelled if you are 5 minutes late.

PREPARING FOR YOUR ADVISEMENT SESSION

1. If you wish to discuss your academic plan please review and bring your Unofficial Transcript from your GET account and bring a list of questions/concerns to your advisement appointment. If your transcripts have not been evaluated in GET, bring copies of those transcripts. (We are NOT the official evaluators for the University.)
2. If you are meeting with an advisor to talk about policies, procedures, or requirements, do your homework first by reviewing the information provided in the catalog and/or on the School's website at http://www.calstatela.edu/academic/hhs/sw/basw_adv.php
3. Bring a copy of the Social Work Advisement Guide (available in the School's main office), filled in with your progress thus far and with a tentative plan for the next 3 quarters.

4. If you are experiencing academic problems, give some thought to what you believe are causing these problems and have a tentative plan for solving them. The advisor will discuss your situation with you and identify some interventions and strategies for success.

EXPECTATIONS OF STUDENTS

1. Meet with a faculty advisor whenever you have a question regarding your academic plans, your academic progress, or regarding your post-graduation plans.
2. Prepare for your advisement session in order to make your time with an advisor more productive.
 - a. If you have questions about general education requirements or general education course selection, bring a list of questions or courses you are interested in taking. Bring a copy of the General Education Program (available in the back of the Schedule of Classes).
 - b. You are required to bring your Unofficial Transcript from your GET account when meeting with an advisor.
 - c. If you are meeting with an advisor to talk about university policies, procedures, or requirements, do your homework first by reviewing the information provided in the catalog or on the web at www.calstatela.edu.
 - d. Be prepared to clearly explain the reason for your appointment; e.g., course requirements, grad checks, course substitutions, etc.
 - e. If you wish to discuss your academic plan, please review your Unofficial Transcript from your GET account and bring a list of questions/concerns to the advisement session. If your transcripts have not been evaluated in GET, bring copies of your transcripts. (We are NOT the official evaluators for the University.)
3. Be familiar with what is reflected in your Academic Report located at the bottom of your Unofficial Transcripts available to you via your GET account.
4. If you receive a letter from the university concerning graduation, reinstatement or readmission, and you have questions pertaining to the correspondence, you must bring the letter with you to your advisement appointment. The advisor will be unable to assist you without the letter.
5. Be aware of School of Social Work & University Deadlines:
 - a. Graduation check filing dates: these are in the published schedule of classes and posted in the department office. Each student has the responsibility of filing a grad check in anticipation of the quarter they intend to graduate. You must bring your PAID graduation application with you to your grad check appointment.
 - b. Field Internship Placement: Mandatory information orientation meetings for Fall Field Placement are held in the preceding Winter quarter. The dates of BASW field practicum orientation will be available in the Field Education Office (ST 811), it is your responsibility to be aware of the orientation dates and to attend.
6. Maintain accurate and complete advising records; bring your records with you to each advisement appointment.
7. Visit instructors during office hours for additional information and assistance.

EXPECTATIONS OF ADVISORS

1. Assist the student to develop a plan for meeting major requirements.
2. Review the students' selection of classes to make sure courses are appropriate.
3. Provide information on University Policies and Procedures including course withdrawals, course substitutions, academic renewal, academic probation, leave of absence and University reinstatements and readmissions.

4. Advise student on selection of elective courses and importance of satisfying course prerequisites.
5. For transfer students, introduce the student to www.assist.org for accessing information on articulation of general education and lower division math and science courses from other institutions. Assist the student in determining which courses they took at their previous universities articulate with courses required for their major.
6. Verify students' completion of the University writing requirement.
7. Help the student plan appropriate steps to correct academic difficulties.
8. Maintain all undergraduate student files and secure confidentiality and accuracy.
9. Input course substitutions and approved Social Work electives into GET.
10. Provide career advisement or direct students to faculty members most appropriate for providing career advisement for the student.
11. If needed, refer the student to appropriate campus resources.

EXPECTED STUDENT LEARNING OUTCOMES

1. Students will understand what they need to do to be ready to start Field Internship.
2. Students will understand what they need to do to complete the requirements for the Bachelor of Social Work degree.
3. Students will have an awareness of how to utilize the necessary information, resources, and available options to make sound educational and lifelong decisions.

KEY CONSIDERATIONS FOR ACADEMIC SUCCESS

1. Go to class every day and get to know your professors.
2. Understand the policies, procedures, and impact academically and financially for dropping classes within or beyond the no record drop period.
3. Balance school and field placement with other areas of your life. Plan and devote enough study time to do as well as you can in your classes.
4. Have good study habits and get academic assistance early if needed.
5. Always confirm information given by fellow students with your advisor before incorporating it into your academic plan.

ADVISING AND UNIVERSITY RESOURCES

For information regarding other campus advising resources, including the University Academic Advisement Center, go to the UAAC website: www.calstatela.edu/univ/advise. The UAAC can be particularly helpful in dealing with undergraduate General Education requirement and articulation issues.