3. Program Governance, Administrative Structure, and Resources

3.0 The social work program has the necessary autonomy and administrative structure to achieve its goals and objectives.

The Bachelor of Social Work (BSW) program, Council on Social Work Education (CSWE) approved in 1970, was first accredited by CSWE in May 1977. Until its severance in 1998, the Social Work Program existed as an autonomous unit within the Department of Social Sciences. On November 13, 1998, Dr. Randall J. Webb, President of the University, established the Department of Social Work. The new Department received approval by the Board of Supervisors of the University of Louisiana System on December 5, 1998 and by the Board of Regents on January 27, 1999. The CSWE accredited BSW program is the only program in the department.

The Department of Social Work has the necessary autonomy and administrative structure to realize the program's goals and objectives. The Department continuously receives the support of the Dean of the College of Liberal Arts, the Vice President of Academic Affairs, and the University’s President. Northwestern State University has policies and practices that charge the Department of Social Work and its faculty with the rights and responsibilities necessary to achieve high-quality professional education. A Policy and Procedure Manual is located in the administrative office of the Department outlining university practices for maintenance of an academic program. The Department Head, who is the chief administrative officer, has the following responsibilities outlined in the annual appointment letter from the Vice President of Academic Affairs:

1. Assuming total academic and fiscal control of the Department of Social Work.
2. Serving as the leader of this curriculum area. This role involves creativity, public relations, faculty development, curriculum development, promotion of programs, and in general, and the quest for academic excellence. We expect nothing less than becoming state, regional and national leaders in the areas under your supervision.

3. Scheduling classes in a manner that will achieve cost effectiveness.

4. Participating in all official Northwestern State University functions labeled as such by the President or Vice President (e.g. commencement and any other called meetings.)

5. Teaching classes in a manner that will promote academic excellence.

6. Maintaining 40-hour workweek as required by University policy.

7. Advising and counseling students.

8. Participating in scholarly activities appropriate to your discipline or position.

9. Supervising faculty members in their assigned functions.

10. Creating and maintaining a positive, aggressive, student-oriented and caring academic atmosphere.

11. Maintaining a collegial relationship with peers and colleagues throughout the University.

12. Supporting the President, the Vice President for Academic Affairs, and the Dean in carrying out their responsibilities.

13. Acknowledging and agreeing to comply with University of Louisiana System Board of Supervisors Compensatory Time Policy, for unclassified annual leave earning employees.


The administrative unit of the Department of Social Work has sufficient autonomy to realize program's goals. This autonomy is evidenced by the following criteria.
3.0.1 The social work faculty defines program curriculum consistent with the Educational Policy and Accreditation Standards and the institution’s policies.

The Department of Social Work faculty has the **complete authority to determine program curriculum within the structure of the university's policies**. When changes to program design, curriculum, etc., are required, utilizing the following process is the only means to do so. Proposed changes are discussed among the faculty. Upon the faculty’s approval, modifications are submitted to the Dean of the College of Liberal Arts, who then approves and forwards written changes to the University Curriculum Review Committee. This Committee then reviews the requested changes and either approves or denies the proposal. Changes made at this level become a part of the University’s *General Catalog*.

The Social Work faculty has the following responsibilities outlined in the annual appointment letter from the Vice President of Academic Affairs.

1. Teaching all classes in a manner that will promote academic excellence to the fullest extent.

2. Participation at all official Northwestern State University functions as determined for you by the President, Vice President, Dean, or division Director/Department Head (e.g. commencement, parents' weekend, and any called meetings).

3. Maintaining required office hours as stipulated by your Department Head, Coordinator, Director, or Dean.

4. Advising and counseling students during required office hours and at other times and settings established by your Dean, Department, coordinator, or director.

5. Engaging in scholarly activities, including research, scholarly publications, and presentations appropriate to your academic discipline.

6. Participation in departmental development, recruitment of students, and other professional endeavors germane to the mission of the unit within the University.

7. Maintaining a collegial relationship with peers and colleagues throughout the University.
8. State of Louisiana which regulates the activity and employment of state employees including but not limited to the "Code of Governmental ethics", LA R.S. 45:1101 et seq", and "Dual Office Holding and Dual Employment LA R. S> 45:61 et seq." (Note: Faculty must adhere to this standard.)

The above outlined responsibilities document that the program chair and faculty are wholly responsible for the curriculum.

3.0.2 The administration and faculty of the social work program participate in formulating and implementing policies related to the recruitment, hiring, retention, promotion, and tenure of program personnel.

The Department of Social Work Head and Faculty are charged with the responsibility of hiring, retaining, promoting, and awarding tenure to the program personnel. Committees within the Department of Social Work are established for Promotion of program personnel, and Tenure, Evaluative Review, and Retention. This committee is responsible for reviewing and then recommending to the department head retention or termination of program faculty. All faculty searches are the responsibility of the department. The faculty evaluation process at the University is completed at the departmental level, by utilizing the following:

1. Faculty members complete Faculty Productivity Reports, based on self-evaluation of self-determined goals and objectives;

2. The Department Head observes a class for each faculty member on a semester basis;

3. Student Evaluations are conducted in each class taught; and

4. These components are then combined and reported in an Annual Evaluation written by the Department Head and signed by the faculty member in the annual review process. This process is detailed in the NSU Faculty Handbook.

3.0.3 The chief administrator has demonstrated leadership ability through teaching scholarship, curriculum development, administrative experience, and other academic and professional activities in the field of social work. At the baccalaureate level, the social work program director who is the chief administrator, or his or her designee, has a master’s of social work degree from a CSWE-accredited program with a doctoral degree preferred or a
baccalaureate degree in social work from a CSWE-accredited program and a doctoral degree.

Claudia M. Triche serves as the program's chief administrator. She provides educational and administrative leadership to the program, the department, faculty members, and students. She has demonstrated leadership ability at the University serving as program chair since 1996. When the program became a freestanding department in 1998, she was appointed Head of the Department of Social Work. She is well respected among University personnel evidenced by her promotion to full professor in 1999. To quote Dr. Randall Webb, President of the University, “Claudia is to be commended for developing a highly trained faculty…” and “It is a credit to Claudia that she has quietly and methodically put together an outstanding faculty in the department…” She has 33 years of academic experience in this program, serving as Director of Field Instruction and Program Chair. Mrs. Triche has remained professionally active in direct practice. Currently she owns her own private practice, Counseling Services, Inc. (CSI). CSI has contracts with the Veterans Administration to provide readjustment counseling to combat veterans and Boise Cascade to provide employee assistance to three plants in Louisiana. She participated and co-authored the self-study for the program’s Initial Accreditation and has since participated in four self-studies for the Reaffirmation for Accreditation with the Council on Social Work Education. Mrs. Triche holds the MSW from Louisiana State University and is a Louisiana Licensed Clinical Social Worker. She holds the Academy of Certified Social Workers (ACSW) and Diplomate in Clinical Social Work credentials from the NASW. The American Board of Examiners in Clinical Social Work certifies Claudia Triche as a Board Certified Diplomate in Clinical Social Work. She has authored funded grants in excess of seven million dollars throughout her tenure at the
University. These grants have funded numerous community projects as well as curriculum development and training at the University. She has served as the Associate Editor of the *BPD Update*. She attends the annual meeting of the Association of Baccalaureate Program Directors (BPD) and CSWE Annual Program Meeting (APM) regularly.

3.0.4 **Social work program directors have a full-time appointment to the social work program and sufficient assigned time (at least 25% at the baccalaureate level) to provide educational and administrative leadership.**

Claudia M. Triche serves as the Head of the Department of Social Work and holds the rank of Professor of Social Work. She is assigned 50% administrative time over the full academic year for carrying out administrative duties within the Department. The normal teaching load for a full-time NSU faculty member in Social Work is 12 hours per semester. Mrs. Triche teaches six hours during the fall and spring semesters. The remainder of the time, she serves in an administrative role for the Department of Social Work. As a twelve-month employee, she ensures continuity of coverage of these duties throughout semester breaks and the summer.

3.0.5 **The field education director has a master’s degree in social work from a CSWE accredited program and at least two years post-baccalaureate or post-master’s social work degree practice experience.**

Dr. Wade M. Tyler serves as the director of field education. He holds a Master of Science in Social Work degree (MSSW) from the University of Louisville and a Ph.D. degree in social work from Louisiana State University. He holds the ACSW and Diplomate in Clinical Social Work credentials from NASW. He is a Louisiana Licensed Clinical Social Worker (LCSW). He is a Louisiana Board Approved Clinical Supervisor (BACS). Dr. Tyler has 12 years of post-master’s social work experience serving on
faculties (in Louisiana and Kentucky) and 15 years of practice experience. He has worked in the residential childcare field, supervising personnel in both social work and non-professional positions. Immediately prior to coming to Northwestern State University, he worked as the campus clinician at a liberal arts college. There, he was responsible for mental health counseling, helping students develop study and time management skills, freshman orientation, standardized testing--American College Testing (ACT) and Graduate Record Exam (GRE). He supervised career counseling, campus health services, and the campus post office. For six years he served as Louisiana’s representative to the ACT testing corporation. Currently he is supervising three master’s level social workers toward state licensure. While at NSU he has served on two social agency boards: Court Appointed Special Advocates (CASA) of Central Louisiana and Family Counseling Agency in Alexandria.

3.0.6 The field education director has a full-time appointment to the program and sufficient assigned time (at least 25% for baccalaureate programs and 50% for master’s programs) to provide educational and administrative leadership for field education.

Dr. Tyler holds the rank of Associate Professor of Social Work. He is assigned 50% administrative time during the nine-month year for carrying out field instruction education duties in the Department of Social Work. The normal teaching load for a full-time NSU faculty member in Social Work is 12 hours per semester. He teaches three hours of course work and two field seminars during the fall semester and six hours of course work and one field seminar during the spring semester.

Dr. Tyler is responsible for the placement-student match and any field instruction difficulties that may arise with students, field instructors, or faculty liaisons. He provides field instructors with opportunities to receive support through orientation/continuing
education sessions, site visits, and phone contacts with faculty liaisons. He is responsible for establishing and maintaining the placement sites used by the program.

**3.1 The social work program has sufficient resources to achieve program goals and objectives.**

The University continues to support its commitment to the Department of Social Work financially. Believing that CSWE accreditation is imperative, the University provides sufficient funding to carry out the program's specified goals. The budget for the program is developed by the Department Head using the University’s Strategic Plan, which links all budget items to both the program and the university’s goals. In this manner, allocations are ensured to be sufficient to carry out the program's specified goals and resulting objectives.

**3.1.1 The program has sufficient support staff, other personnel, and technological resources to support program functioning.**

The Department of Social Work has one full-time Administrative Assistant II, Bessie Jones, assigned to the department. Her main function is responsibility of departmental duties, including purchasing of departmental equipment and instructional materials and supplies. She has excellent work and communication skills, and is an asset to the program. She is a mature and responsible employee, and has a vital role in the daily functioning of the department. The Department of Social Work is a high production unit. Mrs. Jones is capable of handling the department’s workload and in assisting full-time, part-time, and adjunct faculty members. In addition, she also has the following responsibilities:

1. Aiding the department head with class scheduling for various semesters and inputting course requests for the department;
2. Aiding students during class registration periods;
3. Assigning students advisors; and

4. Supervising student workers assigned to the department.

The number of student workers assigned to the Department of Social Work, by the University’s Office of Student Employment, varies by semester. Student workers complete tasks assigned to them by Mrs. Jones, which include general office work, assisting the faculty and running campus related errands. The average time per month students are employed is 30 hours.

3.1.2 The program has sufficient and stable financial supports that permit program planning and achievement of program goals and objectives. These include a budgetary allocation and procedures for budget development and administration.

The Department of Social Work is an autonomous budgetary unit responsible for planning and developing a yearly budget, which is consistent with the University and program goals. The department head, Mrs. Triche, serves as the budget unit head, develops the proposed budget and presents it to the Dean of the College of Liberal Arts and the Vice President of Academic Affairs. Upon the Board of Supervisors approval, the program has clear responsibility for managing the budget and any subsequent reports, which may be requested by the University. This budget includes personnel, travel, operating services, supplies, and equipment. In the university budget system, faculty development support is considered a portion of travel. Additionally, the Vice President of Business Affairs and the staff of the Business Affairs office are all very supportive and helpful in assisting the Department Head to manage all budgets associated with the Department of Social Work.

The Department of Social Work is the most well funded program in the College of Liberal Arts. We receive sufficient university funding to meet our basic needs. Our
university allocation has been consistent for the last ten years indicating stable support. Although the university has been on a standstill budget for several years, the Administration sees that the department is provided funding for any additional needs. The Department of Social Work is partnered with the Louisiana Department of Social Services (DSS), Office of Community Services (OCS). In this venture, the department contracts with OCS and receives Title IV-E funding. The present contract extends through 2008 in the amount of $337,845. Although we benefit greatly from external funding sources, the university provides all of our basic needs to sustain the program. The university administrative support permits department planning and implementation by faculty and administration. Our allocation, coupled with external funding, has been able to provide full travel to the department’s faculty to attend two national professional conferences each year. We have ample faculty, instructional materials, equipment, supplies, library purchases, departmental videotape purchases and other operating expenses.

Table 1.1 Comparative Funding of Departments in the College of Liberal Arts

<table>
<thead>
<tr>
<th>College of Liberal Arts Department</th>
<th>FY 2007 Travel Budgeted in Operating Fund</th>
<th>FY 2007 Travel Expended in Operating Fund</th>
<th>FY 2006 Travel Budgeted in Operating Fund</th>
<th>FY 2006 Travel Expended in Operating Fund</th>
<th>FY 2005 Travel Budgeted in Operating Fund</th>
<th>FY 2005 Travel Expended in Operating Fund</th>
<th>FY 2007 # of Faculty Using Funds for Travel</th>
<th>FY 2007 Travel Funds per Faculty Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creative and Performing Arts</td>
<td>4545</td>
<td>3296</td>
<td>4821</td>
<td>4650</td>
<td>4308</td>
<td>4308</td>
<td>35</td>
<td>130</td>
</tr>
<tr>
<td>Journalism</td>
<td>1009</td>
<td>335</td>
<td>1415</td>
<td>1414</td>
<td>2165</td>
<td>2158</td>
<td>4</td>
<td>252</td>
</tr>
<tr>
<td>Language &amp; Communication</td>
<td>2262</td>
<td>1373</td>
<td>1407</td>
<td>1285</td>
<td>3228</td>
<td>3228</td>
<td>34</td>
<td>67</td>
</tr>
<tr>
<td>Psychology</td>
<td>6195</td>
<td>547</td>
<td>3672</td>
<td>3589</td>
<td>3112</td>
<td>3112</td>
<td>11</td>
<td>563</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>1424</td>
<td>1420</td>
<td>1629</td>
<td>1629</td>
<td>1136</td>
<td>1130</td>
<td>23</td>
<td>62</td>
</tr>
<tr>
<td>Social Work</td>
<td>6443</td>
<td>4398</td>
<td>4399</td>
<td>4399</td>
<td>8073</td>
<td>8072</td>
<td>10</td>
<td>644</td>
</tr>
</tbody>
</table>
AS 3.1.2
The program has sufficient and stable financial supports that permit program planning and achievement of program goals and objectives. These include a budgetary allocation and procedures for budget development and administration.

Combined programs must submit as many copies of this form as necessary to present their budget arrangement. Provide all information requested below.

Type of Program:  Baccalaureate:   X   Master’s:    _______  Combined:  _______

**PROGRAM EXPENSE BUDGET**

<table>
<thead>
<tr>
<th></th>
<th>Previous Year 2005-06 *</th>
<th>Current Year 2006-07</th>
<th>Next Year 2007-08</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>% Hard Money</td>
<td>$</td>
</tr>
<tr>
<td>Faculty, Administrators</td>
<td>346,333</td>
<td>100</td>
<td>379,479</td>
</tr>
<tr>
<td>Support Staff</td>
<td>55,256</td>
<td>100</td>
<td>58,388</td>
</tr>
<tr>
<td>Temporary or Adjunct Faculty &amp; Field Staff</td>
<td>15,573</td>
<td>100</td>
<td>16,702</td>
</tr>
<tr>
<td>Fringe</td>
<td>72,908</td>
<td>100</td>
<td>88,926</td>
</tr>
<tr>
<td>Supplies/Services</td>
<td>6,478</td>
<td>100</td>
<td>6569</td>
</tr>
<tr>
<td>Travel</td>
<td>4,632</td>
<td>100</td>
<td>6,495</td>
</tr>
<tr>
<td>Student Financial</td>
<td>2,217</td>
<td>100</td>
<td>3000</td>
</tr>
<tr>
<td>Equipment</td>
<td>3,384</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Other (Specify)</td>
<td>96</td>
<td>100</td>
<td>13</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>506,877</strong></td>
<td><strong>100</strong></td>
<td><strong>559,572</strong></td>
</tr>
</tbody>
</table>

* These figure reflect actual expenditures, rather than budget allocation.
The University is served by three libraries that are collectively referred to as the Watson Libraries. Watson Libraries include the main library in Natchitoches, referred to as Eugene P. Watson Memorial Library, the College of Nursing Library in Shreveport, and a satellite campus library in Leesville. The Learning Center for Rapides Parish (LCRP), a consortium of postsecondary institutions in Alexandria, also has a library, but it is not a component of the Watson Libraries. The Eugene P. Watson Memorial Library is a three-story facility opened in 1972. It is accessible to persons with disabilities.

The combined holdings for the three libraries include 320,561 books, 75,800 bound journals, government documents, and subscriptions to 1,376 journals, 70 journal databases, and several hundred thousand nonprint records. University Libraries has subscriptions to 1,376 journals and provides access to periodical literature for on-campus students, commuter students, and distance learners. The Academic Search Premier database, for example, indexes nearly 5,000 journals, with many articles that can be printed or downloaded. The library staff is converting paper journals to electronic format. The library subscribes to three electronic collections via NetLibrary, providing access to more than 23,000 books.

The libraries receive support in library automation, training and consulting, and are provided access to electronic resources via membership to Louisiana Library Network Consortium (LOUIS). Academic institutions in the state participate in the LOUIS consortium. Borrowing privileges, joint purchasing of full-text and other bibliographic databases, and cooperative resource planning and sharing are part of the consortium’s activities. University Libraries also belongs to AMIGOS, a regional consortium based in
Dallas, which provides a comprehensive line of services including cataloging, reference, resource sharing, preservation, digital imaging, consulting, and training. Resources like LOUIS and AMIGOS have allowed the libraries to develop a sophisticated public services program impossible just a few years ago.

Research and instruction services are available to students and faculty. A toll free telephone number is provided for research inquiries and assistance. Handbooks are available to supplement class lectures. The Main Campus library faculty is working on developing an undergraduate research program that will connect faculty, students and the university community in cultivating strong intellectual and social bonds. This program is being designed and spearheaded by the reference librarian in charge of information literacy.

Northwestern State University’s Watson Libraries contain 8630 references, books, and e-books related to social work. It houses 58 print journals used by the discipline, and has access to 143 online journals. Several years ago Watson Libraries purchased all titles in the CSWE publication, *Building the Undergraduate Social Work Library*. The library’s current collection is varied and includes titles from a number of related fields.

The library is constantly moving toward a virtual environment and has in place a number of features that enhance distance education (such as online and/or Internet) programs. It provides a number of full-text databases, including *Expanded Academic ASAP*, *Educational Resources Information Center (ERIC)*, *Education Index*, and *Lexis-Nexis Academic Universe*. All of these databases are accessible through the World Wide Web using either EZProxy or a password. Databases of specific use to social work students include *Social Work Abstracts*, *Social Sciences Infonet*, *Social Sciences*
Abstracts, Sociological Abstracts, and Psychological Abstracts. The library also subscribes to net Library, a collection of e-books. It holds approximately 1800 titles.

In addition, the library utilizes the Illiad, a nationwide Online Computer Library Center (OCLC) program for interlibrary loan requests. The turn-around time is minimal for in-state requests and 3-5 days for out-of-state requests. Students can make interlibrary-loan requests electronically utilizing a form located on the library homepage.

The library also utilizes a fax machine and a copier(scanner) that digitizes images and sends them to specified printers and/or computers to fill patron requests for journal articles and book chapters, including those on microfilm.

The library is a selective repository for Federal Government Documents and has an inventory of 476,585 pieces. As a selective depository for publications of the U.S. Government, the library makes available documents in accordance with the rules and policies of the Government Printing Office.

The budget for social work resources for 2005-2006 was $790 for books, $4,512 for journals, and $5,000 for databases. The budget for 2006-2007 includes $5,410 for journals, and $4500 for databases. This year’s budget provided $1268 for books.

All academic departments are assigned a liaison with the library. The primary duty of the library liaison is to regularly forward CHOICE book review cards to the departmental chairperson and then collect them when departmental faculty has made their selections. Any special needs or services can also be referred to the library liaison.
Council on Social Work Education
Commission on Accreditation

Librarian’s Report
Form B_2002

This form is used to evaluate the program’s compliance with Accreditation Standard (AS) 3.1.3.

**AS 3.1.3**

The program has comprehensive library holdings and electronic access, as well as other informational and educational resources necessary for achieving the program’s goals and objectives.

1. Person(s) completing report may use forms and charts in the narrative discussion of social work resources. Tables, charts, or spreadsheets may be used to provide numerical data representing as many of the following areas as applicable to the program. Discuss the following:

(a) Holdings of books, monographs, journals, and other collection resources pertinent to social work study and research.

The Library has 8,630 books relevant to the study of Social Work, 58 print journals in the current subscriptions, and access to 143 online journals. A listing of both categories of journal titles is provided below:

**Social Work Online Journals 2007**

<table>
<thead>
<tr>
<th>Journal Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Addiction (Blackwell)</td>
<td>1993-present</td>
</tr>
<tr>
<td>also (Taylor &amp; Francis)</td>
<td>1997-2000</td>
</tr>
<tr>
<td>Addiction Research</td>
<td>1997-2000</td>
</tr>
<tr>
<td>Addiction Research and Theory</td>
<td>2001-present</td>
</tr>
<tr>
<td>Aging</td>
<td>1990-1993</td>
</tr>
<tr>
<td>Aging Male</td>
<td>2003-present</td>
</tr>
<tr>
<td>Alcohol</td>
<td>1999-1999</td>
</tr>
<tr>
<td>Alcohol Health and Research World</td>
<td>1990-1999</td>
</tr>
<tr>
<td>Alcohol Research and Health</td>
<td>1994-present</td>
</tr>
<tr>
<td>Alcoholic Society</td>
<td>1993-1993</td>
</tr>
<tr>
<td>Alcoholism</td>
<td>2000-2000</td>
</tr>
<tr>
<td>The American journal of drug and alcohol abuse</td>
<td>1993-present</td>
</tr>
<tr>
<td>American Journal of Sociology</td>
<td>1895-present</td>
</tr>
<tr>
<td>American sociologist</td>
<td>1965-present</td>
</tr>
<tr>
<td>Analyses of social issues and public policy</td>
<td>2001-present</td>
</tr>
</tbody>
</table>
Annual review of sex research 1996-2005
Annual review of sociology 1975-2005
Archives of Sexual Behavior 1993-present
Australian and New Zealand journal of family therapy 2003-present
Asian journal of social psychology 1998-present
Australian social work 2003-present
Basic and Applied Social Psychology 1980-present
Behavioral Health Management 1994-2005
Behavioral Theory in Sociology 1977-1977
Best Practices in Mental Health: An International Journal 2005-present
British journal of addiction 1980-1992
British Journal of Social Work 1999-present
The British journal of sociology 1950-present
Brookings-Wharton Papers on Urban Affairs 2003-present
Brown University child and adolescent behavior letter 1994-present
Canadian Journal of Occupational Therapy 2000-present
Canadian Journal of Urban Research 2002-present
Canadian Journal of Sociology 1975-present
Changing Racial Regime 1995-1995
Child abuse & neglect 1995-2007
Child and Youth Care Forum 1998-present
Child Care in Practice 2002-present
Child Welfare 1990-present
Children & society 1996-present
Children's Services 1999-2002
Chinese sociology and anthropology 2001-present
City: Analysis of Urban Trends, Culture, Theory, Policy, Action 2000-present
City and Community 2002-present
Clinical Social Work Journal 2004-present
Community Care 2002-present
Comparative sociology 2002-present
Contemporary Drug Problems 1999-present
Contemporary Sociology 1972-present
Counseling & Psychotherapy Journal 2004-present
Crime and Delinquency 1999-present
Crime, Law, and Social Change 2004-present
Critical sociology 1988-present
Deviant Behavior 1999-present
Disability and Society 1994-present
Disability, Handicap & Society 1986-1993
Drugs and alcohol today 2003-present
Drugs: Education, Prevention, and Policy 1999-present
Ethnic and Racial Studies 1978-present
European Journal of Social Psychology 1971-present
European Journal of Social Work
European sociological review
Families in Society: The Journal of Contemporary Human Services
The future of children
Health & Social Care in the Community
Health & social work
Hong Kong Journal of Social Work
Housing, care and support
Inside case management
International family planning perspectives
International Journal of Comparative Sociology
International journal of drug testing
International journal of Japanese sociology
International journal of social welfare
International Journal of Sociology
International Review of Sociology
International Social Work
Irish Journal of Sociology
Issues in Child Abuse Accusations
Journal of aging studies
Journal of Alcohol and Drug Education
Journal of Applied Rehabilitation Counseling
Journal of Baccalaureate Social Work
Journal of child sexual abuse
Journal of Children and Poverty
Journal of Community and Applied Social Psychology
Journal of Drug Education
Journal of Drug Issues
Journal of elder abuse and neglect
Journal of family violence
Journal of Health and Social Behavior
Journal of Homosexuality
Journal of Marital and Family Therapy
Journal of marriage and family
Journal of public mental health
Journal of Rehabilitation
Journal of research on adolescence
Journal of sex education and therapy
Journal of Sex Research
Journal of Social Psychology
Journal of Social Work Education
Journal of Social Work Practice
Journal of Sociology
Journal of Substance Use
Journal of Urban Affairs       1996-present
NACSW Convention Proceedings      2002-present
New Zealand Sociology      2004-present
Personal relationships      2002-present
Policy & Practice of Public Human Services      1998-present
Race and Class      1997-1999
Race and Ethnicity in Comparative Perspective      1999-1999
Race and Revolutionary Consciousness      1971-1971
Race, Radicalism and Reform      1989-1989
Reclaiming Children and Youth: J of Emotional and Behavioral Problems      2003-present
Revue Francaise de Sociologie      1960-2003
Sexual Abuse: A Journal of Research and Treatment      2004-present
Social Analysis      2003-present
Social Behavior and Personality      1973-present
Social Choice and Welfare      1997-present
Social justice: a journal of crime, conflict & world order      2004-present
Social psychology of groups      1986-1986
Social Psychology Quarterly      1975-2004
Social Research Update      2005-present
The social service review      1992-present
Social Work      1956-present
Social Work & Christianity      2004-present
Social work in health care      1976-2006
Social work research      1994-present
Sociological review      1953-present
Sociological spectrum: the official j of the Mid-South Sociological Assn      1980-present
Sociological theory      1983-present
Substance use & misuse      2001-present
Teaching sociology      1973-2004
Volta Review      1996-present
Volta voices      2005-present
Working with older people: community care policy and practice      2003-present
Workplace Substance Abuse Advisor      1996-present

Social Work Current print subscriptions 2007

1. Affilia v. 12 (1997)-present
3. American Journal Of Orthopsychiatry v. 26 (1956)-present
4. American Journal Of Sociology (subscription cancelled) 1895 to 2005
5. American Sociological Review v. 7 (1942)-present
7. Arete v. 25 (2001)-present
<table>
<thead>
<tr>
<th>No.</th>
<th>Journal Title</th>
<th>Volume Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>Child Abuse And Neglect</td>
<td>v. 16 (1992)-present</td>
</tr>
<tr>
<td>9.</td>
<td>Child Welfare</td>
<td>v. 27 (1948)-present</td>
</tr>
<tr>
<td>10.</td>
<td>Crime And Delinquency (subscription cancelled)</td>
<td>v. 6-51 (1960-2005)</td>
</tr>
<tr>
<td>11.</td>
<td>Current Sociology (many short gaps in holdings)</td>
<td>v. 1 (1952)-present</td>
</tr>
<tr>
<td>12.</td>
<td>Families In Society: The Jl Of Contemporary Human Servs</td>
<td>v. 71 (1990)-present</td>
</tr>
<tr>
<td>13.</td>
<td>Family Journal</td>
<td>v. 3 (1995)-present</td>
</tr>
<tr>
<td>15.</td>
<td>Gerontologist</td>
<td>v. 39 (1999)-present</td>
</tr>
<tr>
<td>17.</td>
<td>Journal of Abnormal Psychology</td>
<td>v. 70 (1965)-present</td>
</tr>
<tr>
<td>18.</td>
<td>Journal of Addictions and Offender Counseling</td>
<td>v. 16 (1996)-present</td>
</tr>
<tr>
<td>20.</td>
<td>Journal Of Child Sexual Abuse</td>
<td>v. 8 (1999)-present</td>
</tr>
<tr>
<td>22.</td>
<td>Journal Of Drug Education</td>
<td>v. 22 (1992)-present</td>
</tr>
<tr>
<td>23.</td>
<td>Journal of Employment Counseling</td>
<td>v. 5 (1968)-present</td>
</tr>
<tr>
<td>26.</td>
<td>Journal of Marital and Family Therapy</td>
<td>v. 5 (1979)-present</td>
</tr>
<tr>
<td>27.</td>
<td>Journal of Marriage and Family)</td>
<td>v.26 (1964)-present</td>
</tr>
<tr>
<td></td>
<td>(Formerly Journal of Marriage and the Family)</td>
<td></td>
</tr>
<tr>
<td>30.</td>
<td>Journal of Sex and Marital Therapy</td>
<td>v. 8 (1982)-present</td>
</tr>
<tr>
<td>32.</td>
<td>Journal of Social Psychology</td>
<td>v. 45 (1957)-present</td>
</tr>
<tr>
<td>36.</td>
<td>Law and Contemporary Problems</td>
<td>v. 16 (1951)-present</td>
</tr>
<tr>
<td>37.</td>
<td>Policy and Practice of Public Human Services</td>
<td>v. 57 (1998)-present</td>
</tr>
<tr>
<td>39.</td>
<td>Psychotherapy Networker</td>
<td>v. 26 (2002)-present</td>
</tr>
<tr>
<td></td>
<td>(Formerly Family Therapy Networker)</td>
<td></td>
</tr>
<tr>
<td>40.</td>
<td>Rural Sociology</td>
<td>v.1 (1936)-present</td>
</tr>
<tr>
<td>41.</td>
<td>Sociological Quarterly</td>
<td>v. 9 (1968)-present</td>
</tr>
<tr>
<td>42.</td>
<td>Social Policy</td>
<td>v. 4 (1973)-present</td>
</tr>
<tr>
<td>43.</td>
<td>Social Problems</td>
<td>v. 1 (1953)-present</td>
</tr>
<tr>
<td>44.</td>
<td>Social Psychology Quarterly</td>
<td>v. 42 (1979)-present</td>
</tr>
<tr>
<td>45.</td>
<td>Social Research</td>
<td>v. 1 (1934)-present</td>
</tr>
<tr>
<td>46.</td>
<td>Social Service Review</td>
<td>v. 16 (1942)-present</td>
</tr>
<tr>
<td>47.</td>
<td>Social Studies</td>
<td>v. 46 (1953)-present</td>
</tr>
<tr>
<td>48.</td>
<td>Social Work</td>
<td>v. 10 (1965)-present</td>
</tr>
<tr>
<td>49.</td>
<td>Social Work And Christianity</td>
<td>v. 16 (1999)-present</td>
</tr>
<tr>
<td>51.</td>
<td>Social Work In Health Care</td>
<td>v. 28 (1998)-present</td>
</tr>
</tbody>
</table>
(b) **Staffing pertinent to the provision of library services for social work students.**

All Librarians who work Reference checkpoints are general service librarians. They serve the University’s Faculty and Student body at large, and are fully qualified to serve and advise social work students.

(c) **Budget for social work library resources for the current year, last year, and the next year.**

The budget for social work resources for 2005-2006 was $790 for books, $4,512 for journals, and $5,000 for databases. The budget for 2006-2007 includes $5,410 for journals, and $4,500 for databases. $1268 was allocated for books during Fiscal Year 2006-07. No budgetary information for fiscal year 2007-2008 is available at this time to report. The University has been at a standstill budget in light of Hurricanes Katrina and Rita. It is estimated that the budget will be consistent with the two previous years.

(d) **Circulation or utilization data for items relevant to social work.**

In calendar year 2006 some 2,235 titles in categories pertinent to social work were circulated. Of that number 1,857 were circulated to undergraduates, 52 to graduate students and 43 to faculty.

(e) **Equipment and technology available to social work (computers, copiers, printers, etc.).**

Watson Library is equipped with 25 computers providing access to 71 databases (many of the proprietary variety), the Internet, and the Library’s on-line catalog. In addition, the library has three public photocopiers, two microfilm readers, and three microfilm reader-printers. Copies made from microfilm are free. The library also has a special computer for use with the government documents collection, and the entire building is wired for wireless transmission to be used with laptop computers.
(f) Circulation policies and procedures (policy and procedures to ensure that books and other materials required or recommended in social work courses are made available to students).

There are no restrictive procedures whatsoever that would prevent social work students from charging out any media that circulates. All students may charge out a maximum of twenty books for three weeks. Overdue fines are fifty cents per day, per title.

(g) Describe the library’s online catalogue, e-mail, computerized search services, document delivery, interlibrary loan (identify per-fee versus non-fee), media, and other related services available to students (include other libraries outside the educational institution to which students have regular access and the appropriateness of each library’s holdings for social work).

All media held by Watson Library can be found in a database known as the Online Public Access Catalog (OPAC). The OPAC can be accessed by any authorized library user from the library, outside the library, or off-campus entirely. The latter capacity is particularly useful to distance education students. In the case of books and non-print media, holdings in any subject area can be identified simply by keying in the appropriate subject, or, if known, the name of the author or title of the media (books, journals, or non-print media such as digital video discs (DVD). If the library has the media sought, it will be identified by a call number taken from the Library of Congress classification schedules.

E-mail is a computer facilitated method of communicating. All librarians and other staff regularly use this method to communicate with other university offices.

Any authorized library user can search the Library’s OPAC computer, as well as the computers holding journal databases. Articles found in the latter can be printed regardless of whether the use is on or off campus. The Library’s computers can also be used to check the status of newly-ordered books and place interlibrary loan requests.

Document delivery, in the case of interlibrary borrowing, can often (and is) transmitted directly from the Interlibrary Loan Office to the computer screen of the individual who requested the item, usually a journal article. Other types of documents can be transmitted by e-mail.

Interlibrary lending and borrowing is a long-standing practice by libraries as a means of sharing resources. The Interlibrary Loan Office in Watson Library exists to borrow books and journal articles not found in the Library’s collection. Such media is borrowed primarily for faculty and students. The service is computer supported, and requests for items to be borrowed can be placed from on or off campus. Notification of arrivals is also made by computer to the requestor. The service is very fast. Books borrowed from Louisiana libraries are delivered
daily by a delivery service, and most libraries in Louisiana can send journal articles by a special fax system. Otherwise, materials outside the state are shipped by similarly rapid methods, and five days is usually the maximum amount of time required to receive an order.

The cost of the service is free to all authorized library users (the library pays the cost of photocopying and lending charges by the providing libraries, of course).

At one time or another six university libraries in Louisiana have been member of the Louisiana University Information System (LOUIS) Consortium for the purpose of buying Social Work Abstracts. Besides Northwestern State University, these are Tulane University, Southeastern Louisiana University, Southern University-Baton Rouge, Southern University-New Orleans, and Grambling University.

Any legitimate student of an academic library in Louisiana can obtain a special identification card sponsored by the Louisiana Academic Library Information Network Consortium (LALINC) that will permit them to use the facilities and resources of any library holding membership in LALINC. They can also check out materials, since the library that authorized the borrowing card is responsible for the materials if lost or not returned. Thus, any student of Social Work desiring to use the collections of the Libraries named above can easily do so by obtaining a LALINC card from the Director of Libraries for Northwestern State University.

(h) **Reference coverage and related services (comment on the availability of library staff to provide reference help on social work topics to faculty and students).**

Perhaps the best service the library can offer any student is the assistance of a reference librarian. There is a reference librarian available every hour the library is open, and these individuals are highly skilled in the art of information literacy, as well as computer literacy. It is the nature of their profession to help students locate materials relevant to their academic needs, and in that regard they are extraordinarily successful.

(i) **Is there a library staff member assigned to a liaison role for the social work program? (If yes, describe the nature of this role vis-à-vis the social work program.)**

Every member of the library faculty is assigned the role of liaison with an academic department. In the instance of Social Work, the Library Liaison is the head of the Cammie G. Henry Research Center and the Chief Archivist for the University. Her name is Mary Linn Wernet. She is a certified Archivist and has a Master’s degree in History.
(j) Indicate if there is a librarian (or librarians) with a specific social work designation, such as social work librarian, social work bibliographer, or social work liaison. Describe the job responsibilities of these librarians and other activities. In addition is there involvement by librarians in (a) social work courses or in course management programs (such as Blackboard, WebCT) for social work students; (b) library instruction provided through distance education, continuing education; (c) library services for alumni, outreach, or community services; (d) development of the program’s strategic planning, technology development, curriculum revision, etc.; and (e) activities providing opportunities for professional development.

None of our librarians have any special Social Work designations, or for that matter designations for any curriculum. All of our librarians are general services librarians and none of our academic departments is large enough to command the exclusive services of a librarian.

(k) Describe how social work faculty suggests items for purchase and how the library staff handles such suggestions for items purchase.

Mary Lynn Wernert has two primary duties. First (when we have a book budget) she selects cards from the Choice Reviews on Cards dealing with Social Work and forwards them to the Social Work Department where they are disseminated among the Social Work Faculty. These cards are then returned to Ms. Wernet, who forwards them to the Director of Libraries (who also serves as the Acquisitions Librarian. Books or whatever is then ordered. None of the liaisons for the Library select books—that is the exclusive prerogative of the instructional faculty.

Second, faculty can initiate orders for materials they find in their own review sources, such as journals. If they want a book found in these sources they only have to contact the library liaison. In the case of Social Work, Ms. Wernet will then verify the bibliographic information and forward the request to the Director of Libraries.

Librarians are not involved in course management as such, but the Reference Department has a very active program for teaching information literacy. During fiscal year 2006 the library taught 5,323 students the art of database searching and other skills related to the successful use of the library. Any faculty member can request a one-hour instructional session with a reference librarian on any subject. Numerous sessions dealing with Social Work are taught every semester.

(l) Describe how often new acquisitions in social work are listed and reported to faculty.
Owing to the fact that all our ordering and processing of books and other media is computer assisted, we have no library initiated method of notifying faculty, since it is easy enough for them to check on the status of an order from their office or home computer. Also, all new books are placed in a special section of the Student-Faculty Reading Room reserved for the display of new books. This is done deliberately, as a way of inviting faculty to come to the library and view not only books purchased for their use but also those purchased for the use of other departments.

(m) Traffic or other counts of users of social work library or social work resources.

In calendar year 2006 some 2,235 titles in categories pertinent to social work were circulated. Of that number 1,857 were circulated to undergraduates, 52 to graduate students and 43 to faculty.

(n) Instructional sessions (number and type of presentations, number of participants, evaluation data).

During FY 2006 the Library taught 106 subject matter classes regarding information literacy in a particular subject. The Library also taught 37 orientation 1010 classes, 4 student workshops, 7 faculty workshops, and a number of miscellaneous classes. These activities were taught to a total of 5,323 students.

(o) Location of library/social work collection relative to classroom and other social work student services.

The Library is in a separate building approximately 1/8th of a mile distance from Kyser Hall, the primary site for social work classes. The first floor of Watson Library houses the Circulation and Reserves area, a computer lab, photocopiers, government documents, the reference room, the Library Instruction Lab, unified workstations and computers with research assistant software, and reference stacks. The second floor houses an open stacks/reading area, a recently established Student/Faculty Reading Room, and the interlibrary loan area. The social work literature, in bound form, is located on the second floor. On the third floor is the Louisiana Room, which incorporates the Cammie G. Henry Research Center and University archives. The third floor also includes serials media and the media center, and the University Libraries administrative office. Group-study rooms are located on the second floor, and the second and third floors each house a seminar room. Because of the University’s growth and development of its electronic formats for materials, University Libraries has been expanded and renovated based on Association Of College And Research Libraries (ACRL) standards.

(p) Library hours for the main library and social work collection library for the full calendar year. (Are there requests for additional hours form social work students? If yes, discuss the library’s response.)
Hours of operation at each library facility are designed to meet student needs. When the University is in session, Watson Library is open 84 hours per week; service hours are extended during peak library-use periods, such as final examinations. Between semesters, it is open weekdays from 8 a.m. to 4:30 p.m. Some holiday hours are also maintained and are announced through various services, including the University’s Messenger e-mail service and the University Libraries Web page. Professional assistance is available during hours of operation at the reference desk, the circulation/reserve desk, and the Government Documents section. The Serials/Media Division is open 80 hours per week during regular sessions. Administrative offices are open 40 hours per week. Watson Library maintains a Web page that provides varied library instructional materials and links to library resources and services. During the summer terms the Library is open 76 hours each week. We have never had a request from social work students to extend these hours.

(q) Samples and results of assessment/evaluation surveys of library services.

The following is data provided by the office of University Assessment (Ms. Veronica Ramirez) for 2006.

(a) ACT Student Opinion Survey

Results (Mean and Standard Deviation) from the 2006 Spring administration for item 6 (Library Facilities/Services). 472 of the 620 participants responded to this item. The mean for the public college sample was 4.04.

(b) Graduating Students Survey

Results (Mean and Standard Deviation) from the Summer and Fall 2005 Graduating Senior Survey for item 20 (The Library) was 3.46.

Results (Mean and Standard Deviation) from the Summer and Fall 2005 Graduating Senior Survey for item 74 (Library Facilities) was 3.71.

Results (Mean and Standard Deviation) from Spring 2006 Graduating Senior Survey for item 20 (The Library) was 3.43.

Results (Mean and Standard Deviation) from Spring 2006 Graduating Senior Survey (Library Facilities) were 3.75.
(c) Graduate Student Exit Survey

The Graduate Student Exit Survey of Fall, 2005 showed that of 10 questions-all 10 were favorable toward the library.

The Graduate Student Exit Survey of Spring, 2006 showed that of 10 questions-all were favorable toward the library.

2. Attach any notes on the following you would like to include:

(a) Strengths

(b) Areas of concern – Adequate funding for new books and journal subscriptions, as well as replacement faculty and staff.

(c) Projections

(d) Assessment plans
3.1.4 The program has sufficient office and classroom space, computer-mediated access, or both to achieve the program’s goals and objectives.

The Department of Social Work is located in John S. Kyser Hall, a four-story structure located in the center of the University’s campus. The site is easily accessible to all students. The program controls usage of the following office space:

**TABLE 1.2 Description of Office Space and Technology**

<table>
<thead>
<tr>
<th>Administrative and Faculty Offices</th>
<th>Room</th>
<th>Square Feet</th>
<th>Technology Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claudia Triche, Department Head</td>
<td>118-C</td>
<td>343.4</td>
<td>2 Computers, Monitors, Printers and Internet Ports, Television and Cable, DVD, VCR, Projection Monitor</td>
</tr>
<tr>
<td>Bessie Jones, Administrative Assistant</td>
<td>118</td>
<td>232</td>
<td>2 Computers, Monitors, Internet Ports, Fax, Television and Cable, VCR</td>
</tr>
<tr>
<td>Faculty/staff mailroom,</td>
<td>118-A</td>
<td>128</td>
<td>Xerox Copier, Computer, Monitor, Internet Port, Binder, Laminator</td>
</tr>
<tr>
<td>Brenda Falcon, Tina Feldt</td>
<td>130</td>
<td>120</td>
<td>2 Computers, Monitors, Printers and Internet Port</td>
</tr>
<tr>
<td>Dr. Wade Tyler</td>
<td>345-B</td>
<td>192</td>
<td>Computer, Monitor, Printer, Internet Port</td>
</tr>
<tr>
<td>Dr. Randy Haley</td>
<td>345-A</td>
<td>192</td>
<td>Computer, Monitor, Printer, Internet Port</td>
</tr>
<tr>
<td>Dr. Ruth Weinzettle</td>
<td>345-K</td>
<td>96</td>
<td>Computer, Monitor, Printer, Internet Port</td>
</tr>
<tr>
<td>Barb Pierce-Cruise</td>
<td>343-I</td>
<td>96</td>
<td>Computer, Monitor, Printer, Internet Port</td>
</tr>
<tr>
<td>Sepora Fisher</td>
<td>343G</td>
<td>96</td>
<td>Computer, Monitor, Printer, Internet Port</td>
</tr>
<tr>
<td>Darron Garner</td>
<td>343-J</td>
<td>96</td>
<td>Computer, Monitor, Printer, Internet Port</td>
</tr>
<tr>
<td>Pat Clark</td>
<td>343-K</td>
<td>96</td>
<td>Computer, Monitor, Printer, Internet Port</td>
</tr>
<tr>
<td>Storage Room</td>
<td>405</td>
<td>85</td>
<td>Computer, Monitor, Internet Port</td>
</tr>
</tbody>
</table>

The Department of Social Work has four classrooms assigned to the department in Kyser Hall on the second and third floors.

**TABLE 1.3 Description of Classrooms and Assigned Equipment**

<table>
<thead>
<tr>
<th>Department of Social Work Classrooms and Assigned Equipment</th>
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<tbody>
<tr>
<td>Classroom</td>
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<tr>
<td>-----------</td>
</tr>
<tr>
<td>220</td>
</tr>
<tr>
<td>205</td>
</tr>
<tr>
<td>308</td>
</tr>
<tr>
<td>310</td>
</tr>
</tbody>
</table>
Rooms 308 and 310 are equipped with a one-way mirror and a Bug-In-Ear system. The rooms can be utilized to work together for observation purposes, or they can be used independently as classrooms. In addition to serving as a classroom, Room 310 is also utilized as the Departmental Conference Room for faculty meetings. Rooms 205 and 220 are utilized as the department’s priority classrooms usage. Students are allowed to use vacant classrooms at any time they need to. Additionally, students have the opportunity to schedule space in the Student Union, located immediately behind Kyser Hall, for any special functions. Our statistics class is taught in a computer laboratory located on third floor of Kyser Hall. Although this lab is assigned to the Department of Language and Communication, our department utilizes the lab and student’s assessed lab fees are allocated to the Department of Language and Communication for maintenance. The departments within the College of Liberal Arts work very closely together to see that students’ needs are met.

In addition to traditional classroom settings, room 429 of Kyser Hall had been converted into a “smart classroom.” This classroom has state of the art computers, with Internet access, permanently mounted projectors and projection screens to utilize Microsoft Power Point presentations and other visual media. It is equipped for distance-learning education to accommodate students at the University’s four satellite campuses. Other classrooms also serve dual roles as computer laboratories, all equipped with Internet access. Kyser Hall computer laboratories utilize a total of 182 computers and are available for the total student population (8,694). Social Work students generally use the computer labs located on second and third floors of Kyser Hall.
The faculty of the Department of Social Work each has a late model computer with Internet access, flat screen monitor, and either a laser or color inkjet printer. Faculty can request a laptop computer, with docking station, be assigned to them for one year to use wherever they choose. All faculty offices are equipped with desks, bookcases, tables, and file cabinets. Faculty members have accessibility to the Department’s video collection to help facilitate student’s learning. The department has the following office and audiovisual equipment for faculty usage: Apollo Over/Head Projector; televisions, DVD players, VCR players, Video Conferencing equipment, Video Camera, Digital Camera, and Sony Sound System and five In-focus Projectors, several of which are affixed to computers and VCRs. These projectors allow video media to be projected onto a large screen to allow for better visibility. They also provide faculty and students with the ability to utilize PowerPoint presentations. Rooms 308 and 310 are equipped with a one-way mirror and a Bug-In-Ear system. The rooms can be utilized to work together for observation purposes, or they can be used independently as classrooms. In addition to serving as a classroom, Room 310 is also utilized as the Departmental Conference Room for faculty meetings. Rooms 205 and 220 are utilized as the department’s priority classrooms usage. Students are allowed to use vacant classrooms at any time they need to. Additionally, the students have the opportunity to schedule space in the Student Union, located immediately behind Kyser Hall, for any special functions. Our statistics class is taught in a computer laboratory located on third floor of Kyser Hall. This lab is controlled by the Department of Language and Communication. Our department utilizes the lab and students pay a fee for maintenance allocated to the Department of Language
and Communication. The departments within the College of Liberal Arts work very closely together to see that students' needs are met.

3.1.5 The program has access to assistive technology, including materials in alternative formats (such as Braille, large print, books on tape, assistive learning systems).

The Office of Disability Services provides all needs for students with disabilities. It is located in Keyser Hall, Room 237. The needs of all students with disabilities are handled on an individual basis with the Coordinator of Disability Services and social work faculty members. These services are also extended to include field instruction settings.

The Office of Disability Services is recognized as the authority at the University on academic accommodations for students with disabilities. Only those students who identify themselves to the University and/or present appropriate written documentation of a disability are eligible for academic accommodations. Students with a disability that require special accommodations on the part of the University are advised to submit documentation to the DS Coordinator prior to the beginning of the term. Students who are found to be without substantial limitations in one or more major life activities are referred to other campus and community resources for assistance. The decision of a student not to self-identify does not constitute a permanent renouncement of the right to accommodations.