

## *Social Welfare Program FAQ Sheet*

***Q: What kind of Social Welfare programs are offered by UNF?***

A: The UNF Department of Sociology and Anthropology offers two Social Welfare programs – a Social Welfare track for Sociology majors and a Social Welfare minor for students majoring in other disciplines. Students may earn a Certificate of Social Welfare by completing either program.

***Q: What are the requirements for the Social Welfare track or minor?***

A: In order to complete the Social Welfare track or earn a Social Welfare minor, students must complete the following required courses with a grade of “C” or better: SOW 3203: Social Welfare Institutions (3 hours), SOW 4302: Social Work Practice I (3 hours), SOW 4322: Social Work Practice II (3 hours), SOW 4511: Community Agency Practicum (3 hours), and SOW 4510: Practicum Seminar (1 hour). Social Welfare minors must also complete one elective (3 hours) with a grade of “C” or better. A list of approved electives is available on the Social Welfare Program webpage. Additional Sociology requirements for Social Welfare track students may also be found on the Social Welfare webpage. Students should consult their advisor for a specific course of study.

***Q: Do I have to take my required Social Welfare courses in any particular order?***

A: Yes. Because each course builds on the previous course, students should take their required courses in order. SOW 3203 is a prerequisite of SOW 4302 and SOW 4322. And, SOW 3203, SOW 4302, and 4322 are prerequisites of SOW 4511 and SOW 4510, which must be taken concurrently.

***Q: Do I have to participate in a practicum to complete the Social Welfare track or minor?***

A: Yes. The Community Agency Practicum (SOW 4511) is a 3 credit course in which students must complete 150 hours of unpaid service at a designated community provider of social services. While completing their practicum, students must also participate in the Practicum Seminar (SOW 4510).

***Q: When can I start my Social Welfare Practicum?***

A: Prior to enrolling in SOW 4511, social welfare students are required to complete SOW 3203, SOW 4302, and SOW 4322 with a grade of “C” or better.

***Q: How do I find and secure a practicum placement?***

A: Students who wish to enroll in the Community Agency Practicum (SOW 4511) must receive prior approval from the Social Welfare Program Director. In order to receive approval, social welfare students must submit a Practicum Application by the specified deadline. Deadlines and other important dates are posted on the Social Welfare webpage. An electronic copy of the Practicum Application and the Practicum Handbook may be printed or downloaded from this page as well.

Upon receipt and review of the student's completed Practicum Application, the Social Welfare Program Director will contact the student to arrange an appointment to discuss his or her career goals and interests as well as potential placement agencies. Following the interview, the Social Welfare Program Director will grant successful applicants approval to enroll in SOW 4511 and SOW 4510 and to contact prospective agencies. *Students are prohibited from contacting agencies prior to receiving approval from the Social Welfare Program Director.* Placement agencies must be selected from the Agency Placement List, which is posted on the Social Welfare Program webpage. Students who wish to complete their practicum at an agency not included in the list must receive approval to do so from the Social Welfare Program Director.

Upon approval from the Social Welfare Program Director, students may contact prospective agencies to arrange interviews with each agency's practicum supervisor. If a student wishes to accept an agency's placement offer, he or she should then submit the following paperwork to the Social Welfare Program Director to confirm his or her placement:

- **Placement Confirmation Form** – This document must be signed by both the student and the agency practicum supervisor.
- **Release of Liability** – This document must be signed and dated by the student or his or her guardian.

The Placement Confirmation and Release of Liability forms must be submitted prior to the first day of the semester in which the student wishes to complete his or her practicum. Deadlines for submission will be posted on the Social Welfare Program webpage. Students who do not submit all required forms will not be permitted to begin their practicum.

**Q: *Are there any additional eligibility criteria required for securing a practicum placement?***

A: Yes. Although criteria vary, agencies commonly require practicum students to successfully pass local, state, and federal background screenings as well as drug tests. Students who are not able to secure a practicum placement due to a criminal history or the use of illicit substances will not be able to complete the social welfare program or earn a Certificate of Social Welfare.

**Q: *I am a Criminal Justice Major and a Social Welfare Minor. Do I have to complete a Social Welfare practicum placement in addition to my Criminal Justice internship?***

A: No, not necessarily. However, students must coordinate with the Criminal Justice and Social Welfare Program Directors to select a placement that meets the requirements of both programs. Students are also required to enroll in SOW 4511 and SOW 4510 while completing their Criminal Justice internship and earn a grade of "C" or better in order to earn a Social Welfare Minor and receive a Certificate of Social Welfare.

**Q: *Where can I find more information about the Social Welfare Program?***

A: General information can be found on the Social Welfare Program webpage (<http://www.unf.edu/coas/soc-anth/Sociology%20Files/socwel-minor.htm>). You may also contact Jennifer Spaulding-Givens, MSW, Social Welfare Program Director, at (904) 620-1640 or [j.spaulding-givens@unf.edu](mailto:j.spaulding-givens@unf.edu).