Undergraduate Student Handbook
2018-2019
Located within the world's finest public university and one of the most diverse regions in the nation, the UC Berkeley School of Social Welfare strives to transform the systems that perpetuate poverty and social disadvantage by:

- Developing effective leaders and scholars committed to solving complex social problems;
- Producing, disseminating and utilizing research to improve social service delivery and policy through critical thinking and evidence-based knowledge;
- Preparing the next generation of culturally competent social workers, researchers and teachers dedicated to serving the most vulnerable members of our society.
Welcome! 4

The Bachelor of Arts in Social Welfare 5
- Advising for Social Welfare Majors 5
- Prerequisite Entry Requirements 6
- When and How to Declare the Social Welfare Major 6
- Degree Requirements 7

Academic Opportunities in Social Welfare 10
- Berkeley Connect in Social Welfare 10
- Social Welfare Undergraduate Honors Program 10

Academic Policies and Procedures 12
- Academic Accommodations 12
- Email Communication Policy 12
- Grade Grievances 12
- Repeating a Core Class 12
- Special Studies Courses 13
- Study Abroad Courses for Social Welfare Major Requirements 14
- Use of Transfer Credit in the Social Welfare Major 14

Student Rights, Responsibilities and Resources 15
- Berkeley Campus Code of Student Conduct 15
- Berkeley Campus Principles of Community 15
- Counseling and Psychological Services at the Tang Center 16
- Disabled Students Program 16
- Haviland Hall: Home of Berkley Social Welfare 16
- Nondiscrimination and Harassment Policies and Resources 18
- The Social Research Library 20
- Student Involvement in Berkeley Social Welfare 20
- Student Learning Center 20
- Student Parent Center 21
- Undocumented Student Program 21

Careers in Social Work 22
Welcome!

We are delighted that you are interested in Social Welfare for your undergraduate studies at Berkeley!

Berkeley’s first woman faculty member, Jennifer Peixotto, established the social work curriculum at Berkeley in 1918 in the Department of Economics. The graduate Certificate in Social Service was established in 1927 and was accredited by the American Association of Schools of Social Work the next year. The School of Social Welfare was formally established at UC Berkeley in 1944, and since then we have prepared over 11,000 social work professionals for leadership positions in public and nonprofit human service sectors. Our faculty represents an array of disciplines and specialties that will provide you a professional education of the very highest caliber.

The Undergraduate Major in Social Welfare, offered under the auspices of the College of Letters and Sciences, provides you with a solid foundational education in the basic liberal arts and social sciences. In pursuit of your Bachelor of Arts degree, you will be introduced to the major problems, policies and methods that define and shape the field of social welfare and the profession of social work. You will gain knowledge of the professional practices, policies, and programs required to address a wide range of contemporary societal problems.

Undergraduates from our program are well prepared to enter graduate programs in social welfare, social work, family therapy, law, counseling, psychology, sociology, health education, human resource management and other fields where foundation knowledge in the social sciences is important. Many program graduates not seeking higher degrees successfully pursue careers as human service workers, counselors, family life educators, and family specialists, non-profit organization administrators, and staff members of other agencies addressing human needs.

About this Handbook

This Undergraduate Student Handbook is your major resource and reference guide for practical advice about your major program. It includes essential information about School of Social Welfare operations; the undergraduate major program, curriculum and degree requirements; student expectations; and the valuable resources available to help students succeed at Berkeley. The handbook also sets forth the obligations that you have, not only to the School, but also to your fellow students and the faculty in terms of academic and professional conduct and ethical standards.

All students, faculty and staff should be familiar with the School and University policies, procedures, and information resources outlined in this handbook. If you prefer to use an online version of this guide with active links to campus resources, please visit http://socialwelfare.berkeley.edu/.
The Bachelor of Arts in Social Welfare

The Social Welfare undergraduate major emphasizes an education experience that is grounded in the liberal arts rather than specialized training in the profession of social work—thus its designation as a Bachelor of Arts (BA) degree, and not the professional Bachelor of Social Work (BSW) degree.

The Undergraduate Social Welfare major reflects the Berkeley Social Welfare’s goal to provide Berkeley undergraduate students with a broad-based introduction to America’s social welfare problems and social policies within a social science context. Students gain knowledge of organized networks of public and private social services, and the basic practice methods associated with the social work profession. In doing so, students acquire the knowledge needed to understand, address, and actively participate in the amelioration of critical social problems in American Society.

The objectives of the Undergraduate Social Welfare major are to:

1) Provide an overview of the field of social welfare within the context of the major social science disciplines (e.g., sociology, psychology, anthropology, economics, and political science) as part of a liberal arts program.

2) Provide an overview of the history and domains of the social work profession, with attention to cultural competence (e.g., racism, discrimination, difference sensitivity, acceptance and tolerance).

3) Provide an overview of the welfare state as a collective enterprise addressing human need, through a description of social welfare policies (e.g., public assistance, social security, child welfare and child protection, mental health and health care) and practices (e.g., case management, community advocacy, family support, crisis intervention).

4) Foster the intellectual resources and critical thinking skills relevant to a wide range of careers and civic responsibilities.

Social Welfare is a popular major and enrollment controls for required courses are in place to manage student demand.

This means that students interested in declaring the Social Welfare major should:

1. Thoroughly explore the Social Welfare field as a major, and become familiar with the curriculum and its required sequence.

2. Complete the prerequisite entry requirements as soon as possible.

3. Be aware of priority deadlines to declare the major, and file the Request to Declare the Social Welfare Major no later than in the semester they plan to have completed all of the prerequisites.

Advising for Social Welfare Majors

Julie Pratt, is the Undergraduate Major Advisor in the School of Social Welfare. Julie has drop-in advising hours which are listed on the website. She can be reached at jmackin@berkeley.edu, or by phone at (510) 642-4407.
Prerequisite Entry Requirements

Before you can petition to declare Social Welfare as your major, you must complete all of the prerequisites listed below. These prerequisite courses can be taken at UC Berkeley or at another university or at a community college. For courses taken at another institution, the course title must indicate Introductory, Beginning, Elementary etc., and a transcript (unofficial is acceptable) must be presented at the time of declaring for grade verification. High school AP scores that are high enough to provide university units can be accepted in place of a prerequisite class.

Courses at UCB that will fulfill the prerequisites are indicated below:

1. **Letters & Science Reading and Composition (R&C) Requirement:**
   The College of Letters & Science requires two semesters of lower division work in composition - Reading and Composition (R&C), parts A and B, in sequential order. All undergraduates must complete the R&C requirement by the end of their fourth semester. For information on courses that satisfy the R&C requirement, please see [http://ls-advise.berkeley.edu/requirement/rc.html](http://ls-advise.berkeley.edu/requirement/rc.html).

2. **Introductory Psychology:**
   Psychology 1 or 2, or equivalent

3. **Introductory Sociology:**
   Sociology 1 or 3AC, or equivalent

4. **Letters and Science Quantitative Reasoning Requirement:**
   Fulfillment of the College of Letters and Science Quantitative Reasoning Requirement through an approved math, statistics and computer science course or the Foundations of Data Science (Data 8) course: [https://data.berkeley.edu/education/foundations](https://data.berkeley.edu/education/foundations). For more information on the courses that satisfy the Quantitative Reasoning requirement, please see: [https://ls.berkeley.edu/quantitative-reasoning](https://ls.berkeley.edu/quantitative-reasoning)

**GPA Guideline**

All prerequisite courses must be successfully completed with a minimum letter grade of C.

**When and How to Declare the Social Welfare Major**

Students are eligible to submit the Major Declaration Petition e-Form once they have satisfied all of the prerequisite entry requirements, and received a letter grade for each required course. Each petition must include unofficial transcripts and a 4-year program plan. For assistance with program planning, please plan to meet with the major advisor or attend an information session. Incomplete applications will not be considered.

Social Welfare is considered a high-demand major which means that there are specific eligibility requirements that must be met without exception. Students must meet the following requirements to be considered:

- Have completed all prerequisites with a C or better
- Have minimum GPA of 2.0
- Have accrued less than 80 cumulative units (this includes units in progress)
Applications are accepted during the first 4 week of the Fall and Spring semesters. Specific due dates for will be posted on the website each semester with along with a link to the e-Form to ensure that students are aware of deadlines and timelines related to the current application period. Given the high demand for the major, it is recommended that students submit their petition form as soon as they are eligible to do so (meaning that all grades have been posted for prerequisite courses). Students will be notified of their petition status as quickly as possible the week after the application period closes. Applicants are selected on a first-come, first-serve basis taking into consideration their proximity to graduation and ability to complete the major requirements in their remaining time at UC Berkeley. Once a student has been declared in the major, they are eligible to begin taking the core courses the following semester.

Transfer Students:
Transfer students who wish to declare Social Welfare as their major should list that intention on their application to UC Berkeley. All incoming transfer students who list Social Welfare as their intended major and have completed the required prerequisites will be declared. Transfer students who are accepted to UC Berkeley with an intention to declare another major and then subsequently decided to instead declare Social Welfare may find it difficult to do so due to the impacted nature of the major. Transfer student attempting to change majors to Social Welfare should contact the Undergraduate Advisor immediately after submitting their Statement of Intent to Register (SIR). Transfer students who intended another major will be declared if space is available, although those students will likely be subject to enrollment restrictions.

Instructions for Requesting to Declare the Social Welfare Major:
2. Complete e-Form entirely and attach transcript documents (unofficial are acceptable) as well as a 2-year program plan indicating how you will complete the major requirements. The 2-year planning worksheet can be found on the Social Welfare website under “advising resources”.

Degree Requirements
To earn the Bachelor of Arts degree in Social Welfare, you must satisfy all requirements of the University of California, the Berkeley campus and the College of Letters & Science, in addition to the specific requirements for the Social Welfare major. Social Welfare major requirements are summarized below. For more information and details about UC and campus degree requirements, please see the College of Letters and Science Summary of Degree Requirements.

Social Welfare majors must complete four required upper-division Social Welfare courses and a minimum of five approved social science electives, totaling at least 18 units, from other departments.

- All courses used to fulfill major requirements, including core and elective courses, must be taken for a letter grade.
- In order to graduate, Social Welfare majors must earn a minimum GPA 2.0 in both the core social welfare classes, and in the elective social science classes taken to fulfill major requirements.
Core Class Requirements

Social Welfare majors must successfully complete all of the following required upper-division courses:

**SOC WEL 110: Social Work as a Profession**  
3 units  
**Prerequisite:** Declared as a Social Welfare major (enrollment restricted to declared majors)

This first core course required for undergraduate Social Welfare majors introduces the field of social welfare and the profession of social work. Students explore the social, political, and historical contexts in which social welfare and social work have developed. Current social welfare issues are critically examined within the context of social work practice and in terms of their effectiveness in meeting needs of diverse clients and communities. Requires concurrent enrollment in discussion section.

**SOC WEL 112: Social Welfare Policy**  
3 units  
**Prerequisite:** Completion of SW 110 and declared Social Welfare major.

This required course for undergraduate social welfare majors is designed to enhance understanding of social policies and programs in the United States, including public assistance, social insurance, social services, health and mental health. Its focus is on the circumstances of the disadvantaged and impoverished. Students explore and begin to analyze major social welfare policies and programs, the choices involved in their formulation, and the nature of their implementation and results. Requires concurrent enrollment in discussion section. **Enrollment in Social Welfare 112 is reserved for students who have completed Social Welfare 110.**

**SOC WEL 114: Practice in Social Work**  
3 units  
**Prerequisite:** Declared as a Social Welfare major (enrollment restricted to declared majors)

This course introduces students to basic social work practice skills through the generalist intervention model. Both direct and indirect practice methods will be introduced. Students will be exposed to both theory and research that informs understanding of client system’s strengths, problem development, and intervention. Biophysical, psychological, environmental, social, and cultural contributions to effective and ethical social work assessment and intervention with individuals, families, and communities experiencing a range of challenges will be examined. Requires concurrent enrollment in discussion section.

**Social Welfare Focused Topic Core Class: A Social Welfare Elective Class**  
2-3 units

The Social Welfare Focused Topic Core Class is the fourth “core class” requirement. **ANY upper division Social Welfare elective class (any class other than the core classes listed above) can be used to fulfill this fourth core requirement.** Current SOC WEL elective classes which fulfill the requirement include:

- SOC WEL 105
- SOC WEL 107
- SOC WEL 116
- SOC WEL 148
- SOC WEL 150AC
- SOCWEL 181
- SOC WEL 150L
- SOC WEL 155
- SOC WEL 174
- SOC WEL 186

Enrollment in an MSW-level class can also fulfill the Focused Topic Core requirement.

**Social Sciences Elective Requirement**

Social Welfare majors must complete a minimum of **FIVE approved social science electives, totaling at least 18 upper-division units.** At least three of the five must be selected from a Primary Social Science department. The remaining two electives may come from either a Primary or Secondary Social Science department.
Supplemental Elective Units:
Students who choose five Social Science Electives that do not total 18 units will need additional coursework to supplement the required five electives. Supplemental units can be chosen from the approved courses in either a primary or a second social science department, or from Social Welfare elective coursework. Special Studies course units (e.g., group study or community service units) may be counted towards supplemental elective units only if there are no more than 3 units remaining to meet the 18 unit threshold. Courses taken to fulfill supplemental units may be taken on a Pass/No Pass basis.

PRIMARY SOCIAL SCIENCE DEPARTMENTS:
Anthropology
Economics
Political Science
Psychology
Social Welfare (Upper-division Social Welfare electives and MSW-level courses)
Sociology

SECONDARY SOCIAL SCIENCE DEPARTMENTS:
| African American Studies       | Global Poverty & Practice |
| American Studies              | Health & Medical Sciences |
| Asian American Studies        | History                   |
| Business Administration       | Legal Studies             |
| Chicano Studies               | LGBT Studies              |
| City & Regional Planning      | Native American Studies   |
| Demography                    | Peace & Conflict Studies  |
| Education                     | Public Health             |
| Environmental Science, Policy & Management | Public Policy |
| Ethnic Studies                | Undergraduate Interdisciplinary Studies |
| Gender & Women’s Studies      |                          |

Courses currently approved as Primary and Secondary Social Science electives for Social Welfare majors are listed in the Berkeley Guide and can be found on our [Master Elective List](#).

If you wish to petition the Undergraduate Committee for a class not currently on the approved lists to count as an approved primary or secondary social science elective, you may state your request in an e-mail to the Major Advisor, Julie Pratt in e-mail: jmackin@berkeley.edu. Please include a copy of the current course syllabus (course descriptions are not sufficient for evaluation). The course must be at least 2 units and be numbered 100 or higher.
Academic Opportunities in Social Welfare

Berkeley Connect in Social Welfare

Berkeley Connect is a mentoring program, offered through various academic departments, that helps students build intellectual community. Over the course of a semester, enrolled students participate in regular small-group discussions facilitated by a graduate student mentor (following a faculty-directed curriculum), meet with their graduate student mentor for one-on-one academic advising, attend lectures and panel discussions featuring department faculty and alumni, and go on field trips to campus resources. Students are not required to be declared majors in order to participate.

Social Welfare Undergraduate Honors Program

Graduating with Honors indicates an ability to independently examine and conduct a critical analysis of a social welfare topic and to write clearly and persuasively. The Honors Program in Social Welfare provides an opportunity for qualified undergraduate majors in social welfare to study a topic of interest in depth and write a thesis on this topic.

A broad range of topics are possible but generally the focus is on a social problem or a social welfare intervention or a theory relevant to social work or social welfare. Students are expected to demonstrate their thorough knowledge and critical understanding of the topic. The thesis is typically 40 pages in length, substantial enough to permit a description and detailed analysis of the topic.

The H195 course extends over two semesters. In the Fall semester, students enroll in a 1 unit (two hour) bi-weekly seminar when, under the direction of the instructor, they finalize the topic, write an abstract, prepare an outline and compile a bibliography. A thesis advisor will also be identified at this stage. To proceed to the Spring semester, students must receive an “A” grade for their work in the Fall seminar. In the Spring semester, students enroll for 3 units and write the thesis under the direction of a faculty adviser. The final draft of the thesis should be submitted to the adviser by the end of April but students are expected to submit regular drafts of their thesis chapters before then. Each student will agree a writing schedule with their adviser. The thesis is assessed by the adviser and a second reader who will assign a grade (which must be an “A” or “A+”) and designation of the level of honors to be awarded. Normally, students receive the designation of “Honors” and the designation of “High Honors” or “Highest Honors” is only awarded for exceptionally outstanding theses. In addition to completing the honors thesis, students must earn a 3.5 GPA in the major (the four required upper-division Social Welfare courses plus the five social sciences electives) and a 3.3 GPA overall to graduate with Honors.

Students who do not achieve an “A” or higher the Spring semester will be awarded a grade judged appropriate by the advisor but will not receive the degree with Honors. Students who do not receive an “A” grade for their work in the Fall seminar will be awarded a grade judged appropriate by the instructor but will not be permitted to enroll for the Spring semester thesis writing stage of the course. Incomplete will only be awarded in exceptional circumstances and will require a formal petition as required by the School supported by medical or other appropriate documentation.

Undergraduate students in the Social Welfare major who wish to be considered for admission to the Honors Program must have achieved at least a 3.5 grade point average in at least two core courses to be considered. They must also have completed course SW 110 and either have completed or be enrolled in course SW 112 and SW 114.
How to Apply

The Undergraduate Major Advisor will distribute an e-Form application to the listserv during the Summer. Eligible students who are interested are welcome to apply by submitting the e-Form by the determined due date. The School currently admits ten students per year to the Honors program. Those who apply will be ranked according to overall undergraduate GPA and their GPA in the major. They must also provide a brief outline of their proposed topic as part of the application requirement. Only topics for which the School has faculty advisers will be accepted. Students enrolled in the honors program must be in residence and are required to attend all prescribed classes and meetings with their adviser.
Academic Policies and Procedures

Academic Accommodations

Students registered with the Disabled Students Program (DSP) should inform their Social Welfare instructors of any required academic accommodations at the beginning of the semester, so that accommodations which require extra time or an isolated room to take an exam can be arranged in a timely manner.

Email Communication Policy

Per campus policy, all University of California, Berkeley students must establish and maintain a @berkeley.edu e-mail address. Students are responsible for keeping the address current and for regularly monitoring their e-mail for official communications from the University. Email service at Berkeley is included in the suite of bConnected communication tools, Berkeley’s name for Google Apps for Education.

To establish your bConnected account and get started with your @berkeley.edu email address, go online to the bConnected home page.

Student Email Lists

The Student Services Office maintains the following moderated Google Group listserve to facilitate communication among and between students, faculty and staff:

sswundergrad@lists.berkeley.edu

To be added to this list, please contact the Undergraduate Major Advisor, Julie Pratt.

Grade Grievances

If a student feels he/she has a valid grievance about an assignment or final grade, the first step is to meet with the class instructor to discuss the grievance with the hope of resolving the issue. If the student is not satisfied and still feels a grievance is valid after meeting with the instructor, the student should meet with Julie Pratt, The Undergraduate Major Advisor, who can be reached at jmackin@berkeley.edu, or at 510 642 4407. If the student is still unsatisfied after the initial meeting, the next step would be a meeting with Dean Jeff Edleson by making an appointment with him with his assistant in Room 122.

Repeating a Core Class

College of Letters and Science (L&S) policy allows a student who received a grade of D+, D, D-, or F to repeat the class in order to improve the grade.
Special Studies Courses

Subject to the conditions and limitations outlined in the policies and procedures below, students may receive credit for supervised, individual or organized group independent study exploring social welfare topics not typically addressed in the existing curriculum. There are three options:

1. **SOC WEL 97/197: Field Studies in Social Welfare**
   A student may propose an individual 97/197 or a group 97/197. These courses typically include community service, as well as meetings and academic assignments. Each section of a 97/197 field study course requires a written proposal that the sponsoring faculty member must sign and submit to the department chair for approval.

2. **SOC WEL 98/198: Group Study for Advanced Undergraduates**
   Directed Group Study courses (SOC WEL 98/198) may be designed and taught by faculty members, or may be facilitated by undergraduate students. Each section of a student-facilitated course (also known as a “DeCal” course) requires a written proposal that must be reviewed and approved by an instructor of record and the department chair, and then submitted to the Academic Senate for review.

3. **SOC WEL 199: Supervised Independent Study and Research**
   This course is for students seeking supervised independent study and research on a social welfare topic under the direction of a Berkeley Social Welfare faculty member. Each student enrolled in an Independent Study course must have prior consent of the supervising instructor and submit a written proposal that specifies the nature of the study, the number of units to be credited, and the basis for grading.

Policies Applying to All Social Welfare Special Studies Courses

1. Faculty are required to evaluate and approve the syllabus for any proposed Special Study course. The syllabus and proposal is then submitted to the Academic Coordinator for final approval by the department chair. Faculty maintain contact with student coordinators during the semester for further oversight.

2. Student facilitators and participating students of Social Welfare Special Study classes are responsible for confirming the accuracy of all enrollments prior to each semester’s published deadline for adding and dropping courses. The Department will not support late adds or drops if enrollment mistakes are not resolved by that deadline.

3. Special Studies Courses must be taken on a P/NP (Passed/Not Passed) grading option only. Exception: students enrolled in an Independent Study course (199) may petition the College of Letters & Science (L&S) to take the course on a letter grade basis.

4. No more than 16 units of Special Studies Courses may be used to satisfy requirements for the B.A. in Social Welfare degree

How to Propose a Special Studies Course in Social Welfare

All Social Welfare Special Studies Courses must be pre-approved by following these procedures:

1. **Obtain the appropriate application form/packet:**
   Applications can be downloaded from the School of Social Welfare website at [http://socialwelfare.berkeley.edu/undergraduate-program](http://socialwelfare.berkeley.edu/undergraduate-program).

2. **Arrange for a faculty sponsor:**
   Students should approach faculty members with relevant topical research interests and expertise to solicit sponsorship; consult the Berkeley Social Welfare faculty directory at [http://socialwelfare.berkeley.edu/people](http://socialwelfare.berkeley.edu/people).
Anyone who has been approved to serve as instructor of record for a course (excluding graduate students) may sponsor a 97/197 or 98/198 course. Only Berkeley Social Welfare ladder-rank faculty may sponsor a 199 Independent Study course.

Also, please be aware that faculty members on sabbatical are generally not available to sponsor Special Studies courses.

3. **Submit a syllabus or lesson plan and appropriate Special Studies Course Application Form to the faculty sponsor for review and approval:**
The faculty sponsor must approve the syllabus or lesson plan and sign off on the appropriate Special Studies Course Application Form. An application will not be considered complete without the faculty sponsor’s approval signature, and no incomplete applications will be considered for review.

4. **Return the original faculty-signed application for departmental approval:**
 Applications should be submitted to the Social Welfare Dean’s Office (120 Haviland Hall).

   **No application will be considered after its deadline:**

   - **SOC WEL 97/197 Courses:** Due by 1st Week of Current Semester
   - **SOC WEL 98/198 Courses:** Due NO LATER THAN 6 weeks before the end of instruction in the previous semester
   - **SOC WEL 199 Courses:** Due by 1st Week of Current Semester

**Study Abroad Courses for Social Welfare Major Requirements**

Students who take a semester abroad from UC Berkeley often want to use classes taken at the other institution to fulfill requirements. Education Abroad coursework may be used to fulfill social science elective requirements when appropriate. Coursework taken abroad is **not** allowed to fulfill core requirements. If you are interested in using courses taken abroad to fulfill elective requirements, contact the Undergraduate Advisor prior to going abroad.

**Use of Transfer Credit in the Social Welfare Major**

Students who are accepted into or who are currently declared in the Social Welfare undergraduate major may wish to enroll in courses at other universities to meet some of their social work elective requirements. Transfer credit may be used to fulfill Social Welfare major elective requirements. **Transfer credit may not count towards any of the core Social Welfare major requirements** (i.e., SOC WEL 110, 112, 114, or the 116/Focused Topic Core requirement).
Student Rights, Responsibilities and Resources

Berkeley Campus Code of Student Conduct

The Berkeley Code of Student Conduct outlines expectations for student behavior as well as the process for determining if students violated the Code, and the consequences (or sanctions) that can be imposed. The Code of Student Conduct is enforced on all University-owned or operated properties, at all University-sponsored events, and off-campus within the limitations defined in the Code. Student Conduct works in conjunction with academic departments, residential units, health services, and campus and local police to ensure that the campus environment is as safe and productive as possible.

➲ All Berkeley Social Welfare students, including undergraduate majors, are subject to the Code of Student Conduct. The Code is available online at http://sa.berkeley.edu/code-of-conduct.

The Center for Student Conduct investigates and resolves cases of individual and student organizational misconduct, including allegations of academic dishonesty, forgery, hazing, inappropriate use of University resources, computer-related violations, misuse of alcohol or drugs, physical abuse and threats of violence, and sexual harassment or assault. Please contact the Center for Student Conduct with any questions about the Code or related processes: studentconduct@berkeley.edu; or (510) 643-9069.

Berkeley Campus Principles of Community

UC Berkeley’s "Principles of Community" statement was developed collaboratively by students, faculty, staff, and alumni, and issued by the Chancellor. Its intent is to serve as an affirmation of the intrinsic and unique value of each member of the UC Berkeley community and as a guide for our personal and collective behavior, both on campus and as we serve society.

These principles of community for the University of California, Berkeley, are rooted in our mission of teaching, research and public service. They reflect our passion for critical inquiry, debate, discovery and innovation, and our deep commitment to contributing to a better world. Every member of the UC Berkeley community has a role in sustaining a safe, caring and humane environment in which these values can thrive.

- We place honesty and integrity in our teaching, learning, research and administration at the highest level.
- We recognize the intrinsic relationship between diversity and excellence in all our endeavors
- We affirm the dignity of all individuals and strive to uphold a just community in which discrimination and hate are not tolerated.
- We are committed to ensuring freedom of expression and dialogue that elicits the full spectrum of views held by our varied communities.
- We respect the differences as well as the commonalities that bring us together and call for civility and respect in our personal interactions.
- We believe that active participation and leadership in addressing the most pressing issues facing our local and global communities are central to our educational mission.
• We embrace open and equitable access to opportunities for learning and development as our obligation and goal.

Counseling and Psychological Services at the Tang Center

Counseling and Psychological Services (CPS) provides a variety of services for students to help with personal, academic, career, and crisis concerns. Professional counselors are available at the Tang Center, as well as at several satellite offices, which offer access specifically for graduate students. Graduate student-specific groups and workshops focus on managing stress, anxiety, and depression, with support groups for graduate women and men.

All undergraduate students are eligible for CPS services, regardless of their insurance coverage. A maximum of up to eight sessions is offered per academic year. The first five sessions are offered at no charge. If you need longer term counseling or specialized services, CPS can facilitate connecting you to mental health providers in the community, and where sliding additional scale and low fee options are available.

Disabled Students Program

The Disabled Students’ Program (DSP) offers a wide range of services for students with disabilities, including federal and state legally mandated services and accommodations for eligible students with verified disabilities, non-mandated services, and exam proctoring services for faculty. Services for students are individually designed, and based on the specific needs of each student as identified by DSP Disability Specialists.

DSP students who need academic accommodations must have Letters of Accommodation on file. The purpose of an academic accommodation is to offer students an equal opportunity to meet the department’s academic standards and requirements. To request accommodations, arrange for an individual assessment with your DSP Specialist. For more information or to request services, please visit DSP at http://dsp.berkeley.edu/.

Haviland Hall: Home of Berkeley Social Welfare

Haviland Hall, located on the central north end of campus, is the home of the School of Social Welfare. Most Social Welfare classes, along with administrative, research, and faculty offices, and the Social Research Library, are located in Haviland.

Building Hours and Accessibility

The building is generally open during the week from about 7:30 a.m. until after the last evening class dismisses. The Commons Room on the first floor serves as a student lounge area and is available to all, 8:00 a.m. to 5:00 p.m. Mon.-Fri. Building hours and access may be restricted on weekends and between sessions. No one should be in the building after 9:00 p.m. without permission. Haviland Hall is wheelchair-accessible from the northwest entrance (closest to Hearst Avenue) on the basement level.

Emergency Assembly Area

The assembly area for Haviland Hall is on the far north side of the building on the path leading to the bridge over Strawberry Creek (beyond the Nathan Grove). Do not gather at the back parking area as emergency vehicles will be parking there. At any time the building is evacuated, please proceed immediately to the nearest exit, and follow the road or path around Haviland Hall to the assembly area. Floor Monitors will help guide you.

Building Emergency Procedures for Haviland Hall
Guidelines for Student Events and Fundraising in Haviland

From time to time student organizations request room space in Haviland Hall for meetings and to hold bake sales and other types of fundraising events. In order to provide a safe and effective learning and working environment for all, we must abide by and enforce the following building use guidelines:

1. Use of the hallways for fundraisers and bake sales is not allowed due to safety concerns and campus fire safety regulations. Student groups may use the Social Welfare Commons Room for fundraiser activities, including bake sales. Please be aware that the doorway to Commons must remain unobstructed at all times, and the Commons capacity of 49 persons may not be exceeded at any time.

2. Outside agencies and organizations are not permitted to hold fundraisers or events in Haviland Hall.

3. The distribution or sale of food to the general public on the UC Berkeley Campus at special events is limited to non-profit organizations sponsoring such events no more than 3 times in a 90 day period (California Health and Safety Code 114310-30). The School reserves the right to limit the number of fundraising special events in the event of excessive requests or overly disruptive events.

4. The event sponsor must read the SPECIAL EVENT SAFE FOOD HANDLING PRACTICES (http://was.ehs.berkeley.edu/foodpermit/safefood.jsp) and obtain approval through the campus Office of Environment, Health & Safety (EH&S). Distribution or sale of food to the public is a privilege and the sponsor must comply with EH&S requirements. The signature on the application acknowledges the sponsoring organization’s acceptance of that responsibility.

5. A permit application must be submitted and approved before providing food at an event. There is no charge for the food permit application. Permit forms are available online from EH&S at http://was.ehs.berkeley.edu/foodpermit/. In order to hold a bake sale or other event involving food, the permit must be approved by EH&S and a copy provided to Bob Teague, Director of Student Services, in the Dean’s Office no later than TWO weeks before the event.

6. Because temperature-related foods require special handling and storage, and Haviland Hall does not have sufficient infrastructure to comply with safe food handling requirements, the School does not allow these items to be served (no cooking in the building). You also may not deviate from your food permit approval in any way.

7. For item collection (e.g. Share A Bear), collection bins must not block doors, elevators, bathrooms or stairwells.

Room Reservations and Usage Rules

To reserve a room for an event, see the Receptionist in 120 Haviland Hall or fill out the room reservation request form which can be found on the website under Resources+ Forms. Students can drop the form off at the front desk of 120 Haviland Hall or email it to swdesk@berkeley.edu. Rooms 2, 4, 5, 10, 201 and 309 are available for reservation. All other rooms in Haviland are General Assignment Classrooms controlled by the Registrar’s Office.

- Each room has a capacity specified by the campus -- please reserve a room that can hold all attendees expected for your event, within the allowable rom capacity. Having more people at an event than the capacity of the room allows is not permitted because of potential safety issues.

- Please DO NOT take chairs from other rooms. If the room is re-arranged for the event, please put it back the way it was BEFORE you leave.

- If food and drink are being served at the event and there is a spill, clean it immediately and notify the Front Desk. Please make sure that all food and drink-related trash is completely cleared from the room after use.
**Wireless Network Access**  
Haviland Hall has full building coverage on the campus AirBears wireless network. Please be aware that traffic on the AirBears wireless network is NOT encrypted.

[How to Set Up and Connect To the Airbears Wireless Network](#)

**Nondiscrimination and Harassment Polices and Resources**

**Nondiscrimination Policy Statement**  
The University of California, in accordance with applicable Federal and State Law, does not discriminate on the basis of race, color, national origin, religion, sex (including sexual harassment), gender identity, pregnancy/childbirth and medical conditions related thereto, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. This nondiscrimination policy covers student admission, access, and treatment in University programs and activities.

**Hostile Environment**  
Harassing conduct (e.g., physical, verbal, graphic, or written) that is sufficiently severe, pervasive or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the services, activities or privileges provided by the University creates a racially hostile environment.

Whether there is a racially hostile environment must be determined from the totality of the circumstances, and includes the context, nature, scope, frequency, duration, and location of racial incidents, as well as the identity, number, and relationships of the persons involved. The harassment must in most cases consist of more than casual or isolated racial incidents; generally, the severity of the incidents needed to establish a racially hostile environment varies inversely with their pervasiveness or persistence. In some cases, a racially hostile environment requiring appropriate responsive action may result from a single incident that is sufficiently severe, such as injury or threat of injury to persons or property.

Racial acts need not be targeted at the complainant in order to create a racially hostile environment (the acts may be directed at anyone). Moreover, the harassment need not be based on the ground of the victim’s or complainant’s race, as long as it is racially motivated (e.g., it might be based on the race of a friend or associate of the victim). Additionally, the harassment need not result in tangible injury or detriment to the victims of the harassment.

Once the University has notice of a racially hostile environment, the University has a legal duty to take reasonable steps to eliminate it. Moreover, the University can and should investigate and appropriately respond to individual racial incidents if and as they arise - regardless of whether any particular incident is severe enough by itself to establish a racially hostile environment under Title VI. By doing so in a timely and thorough manner, the University may prevent the development of a racially hostile environment. The appropriate response to a racially hostile environment must be tailored to redress fully the specific problems experienced at the University as a result of the harassment. In addition, the responsive action must be reasonably calculated to prevent recurrence and ensure that participants are not restricted in their participation or benefits as a result of a racially hostile environment. Examples of possible elements of appropriate responsive action include imposition of disciplinary measures, implementation of racial awareness training, and provision of counseling for the victims of racial harassment.

**Racial Harassment Reporting**  
The Berkeley campus has in place procedures for responding to reports of racial harassment. The primary purpose of the procedures is to provide all members of the University community with a process for reporting racial incidents and harassment in accordance with Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal funds from discriminating against persons on the basis of race, color or national origin, and to provide for prompt and effective response to reports of racial harassment in accordance with the law. These procedures also cover reports of retaliation related to reports of racial harassment.
All members of the University community are encouraged to contact the Title VI Compliance Coordinator (Racial Harassment Officer) if they observe or encounter conduct that may constitute racial harassment. Reports of racial harassment may be brought to the Title VI Compliance Coordinator (Racial Harassment Officer), to a human resources coordinator, or to any manager, supervisor, or other designated employee responsible for responding to reports of racial harassment. If the person to whom harassment normally would be reported is the individual accused of harassment, reports may be made to another manager, supervisor, human resources coordinator, or designated employee. Managers, supervisors, and designated employees shall be required to notify the Title VI Compliance Coordinator (Racial Harassment Officer) when a report is received.

Reports of racial harassment shall be brought as soon as possible after the alleged conduct occurs. Prompt reporting will enable the University to investigate the facts, determine the issues, and provide an appropriate remedy or disciplinary action.

- For complete policies and reporting procedures please see Berkeley Campus Procedures for Responding to Reports of Racial Harassment.

Office for the Prevention of Harassment and Discrimination
The Office for the Prevention of Harassment and Discrimination (OPHD) is responsible for ensuring the University provides an environment for faculty, staff and students that is free from discrimination and harassment on the basis of categories including race, color national origin, gender, age and sexual orientation/identity. This campus Office has the specific responsibility for providing prompt and effective responses to all complaints of sex discrimination or harassment for faculty, staff and students. The Office also responds to concerns from faculty and students regarding other forms of discrimination as covered by University Nondiscrimination policies—such as, age, religion, national origin, etc.

Sexual Harassment and Violence Policy
The University of California is committed to creating and maintaining a community free of sexual violence and sexual harassment. Sexual violence and sexual harassment violate both law and University policy. Any member of the University community may report conduct that may constitute sexual violence, sexual harassment, retaliation, and other prohibited behavior (“Prohibited Conduct”). The University will respond promptly and equitably to such reports, and will take appropriate action to stop, prevent, and remedy the Prohibited Conduct, and when necessary, to discipline the Respondent.

In addition to sexual harassment, discrimination based on sex, gender, gender identity, gender expression, sex- or gender-stereotyping, and sexual orientation violates law and other University policies. Such discrimination may also contribute to the creation of a hostile work or academic environment based on sex and thus constitute or contribute to sexual harassment. Harassment that may not be sexual, but still contributes to a hostile work or academic environment, may also violate the University’s other non-discrimination policies.

- For complete policies and reporting procedures please see the University of California Sexual Violence and Sexual Harassment Policy (01/01/2016).

Resources & Support for Sexual Harassment & Assault
http://sa.berkeley.edu/conduct/sexual-harassment
Division of Student Affairs/Center for Student Conduct web resources and links to sexual harassment and sexual misconduct policies.

Sexual Harassment & Violence Support & Education
http://survivorsupport.berkeley.edu/
This website provides information regarding sexual assault prevention, education, and reporting. It also contains information about support options, campus policies, and disciplinary procedures relating to sexual misconduct.
The Social Research Library

The Social Research Library is located on the second floor in 227 Haviland. The Social Research Library consists of approximately 35,000 volumes and 200 active serial titles. Library hours are posted each semester. For holiday schedules, schedule variations, and for hours of other campus libraries, consult the Library Hours web page (http://www.lib.berkeley.edu/hours) or call the library at (510) 642-4432. The Circulation Desk closes 15 minutes before library closes; journals and reserve items may be checked out for overnight use within 2 hours of closing time. Your Cal 1 card serves as your library card to check out material.

Student Involvement in Berkeley Social Welfare

SWAGG: Social Welfare Association for the Greater Good!

SWAGG is a student run organization representing the interests of undergraduates enrolled in the major. SWAGG sponsors events of value to undergraduate students, assists with orientation and graduation planning, and provides undergraduate major representation on the Undergraduate Committee. If you are on Facebook, check out the SWAGG Page: https://www.facebook.com/socialwelfareberkeley/?fref=gs&hc_location=group

Student Groups

There are a variety of student groups through the School of Social Welfare. To connect with current groups, we encourage students to connect with SWGA or visit Social Welfare Student Organizations. There are also many campus student groups across UC Berkeley. To find out about many of them, visit the LEAD center, UC Berkeley’s hub for leadership development, student involvement and co-curricular advising.

Student Learning Center

The Berkeley Student Learning Center (SLC) is the primary academic support unit for UC Berkeley. Professional staff with disciplinary expertise, trained Undergraduate Peer Tutors, and Graduate Student Instructors provide support to undergraduate learners as they transition into the academic and cultural environment of UC Berkeley. Services include:

- Interdisciplinary Resources for Transfer Students
- International Student Program
- Math and Statistics Support
- SLC Science Program
- The Social Science Program supports the efforts of students taking courses in and/or pursuing majors in the Social Sciences
- SLC Writing Program
- Strategies for Success - guidance in the following areas: Time Management & Procrastination, Motivation & Goal-setting, Effective Reading Strategies, and more.

To sign up for SLC services, see their Program web pages for an up-to-date list of current services and registration instructions: http://live-slc.pantheon.berkeley.edu/how-do-i-sign.
**Student Parent Center**

The Student Parent Center is a centralized, multi-purpose campus resource for Cal student-parents. Services include counseling, childcare resources, transition courses, and more. For more information or to request services, please visit the Student Parent Center at [http://studentparents.berkeley.edu/](http://studentparents.berkeley.edu/).

**Undocumented Student Program**

The Undocumented Student Program provides guidance and support to undocumented undergraduates at Cal through a holistic, multicultural, and solution-focused approach that delivers individualized service for each student. UC Berkeley undocumented students can receive assistance with DACA renewal and other legal matters. For more information or to request services, please visit the Undocumented Student Program at [http://undocu.berkeley.edu/](http://undocu.berkeley.edu/).

**Gender Equity Resource Center**

The Gender Equity Resource Center (GenEq) is a UC Berkeley campus community center committed to fostering an inclusive Cal experience for all. GenEq is the campus location where students, faculty, staff and alumni connect for resources, services, education and leadership programs related to gender and sexuality. The programs and services of the Gender Equity Resource Center are focused into four key areas: Women; Lesbian, Gay, Bisexual, & Transgender (LGBT); Sexual & Dating Violence; and Hate Crimes & Bias Driven Incidents.

**Ombuds Office**

The Ombuds Office provides informal and impartial conflict resolution services. The Ombudsperson operates as a designated neutral and independent agent of justice in University-related matters, including academic as well as administrative concerns. All matters referred to this office are held in strict confidence. The only exception, at the sole discretion of the Ombudsperson, are cases where there appears to be imminent threat of serious harm. Contact the Ombuds Office at (510) 642-5754.
Careers in Social Work

Preparing for Graduate School and the World of Work

Social work addresses the barriers, inequities and injustices that exist in society. It responds to crises and emergencies as well as to everyday personal and social problems. Social work utilizes a variety of skills, techniques, and activities consistent with its holistic focus on persons and their environments. Explore with students how these common tasks, skills, areas of expertise, and interventions can be articulated to express their capabilities and the depth of their practice.

What do social workers do?

- Counsel individuals, groups, families, or communities regarding issues including mental health, poverty, unemployment, substance abuse, physical abuse, rehabilitation, social adjustment, school progress, child care, or medical care.
- Educate clients or community members about mental or physical illness, abuse, medication, or available community resources.
- Interview clients individually, in families, or in groups, reviewing records, conducting assessments, evaluating mental/physical status to determine what services are required to meet their needs.
- Collaborate and consult with counselors, physicians and medical staff, courts, service providers, schools, and families to plan or coordinate treatment, serve as liaisons, and provide needed services.
- Refer patient, client, or family to community resources for job placement, debt counseling, legal aid, housing, medical treatment, financial assistance, or substance abuse, following through to ensure service efficacy.
- Assist clients in adhering to treatment plans, such as setting up appointments, arranging for transportation to appointments, or providing support.
- Maintain case history records and prepare reports. Monitor, evaluate, and record client progress with respect to treatment goals.
- Address legal issues, such as child abuse and discipline, assisting with hearings and providing testimony to inform custody arrangements.

Where do social workers work?

Social workers can be found working in nonprofit, governmental, and private sectors in a variety of areas like schools, hospitals, county offices, foster family agencies, community clinics, research centers, political offices, inter-governmental organizations, foundations, rehabilitation centers, probation and correctional facilities, adult care facilities, and other community-based or social services agencies.

The Path to Social Work: Education and Training

A Bachelor’s degree is required for most entry-level positions in social work. Individuals with this degree hold non-certificated positions in beginning generalist social work practice.
A Master’s in Social Work (MSW) is required for advanced social work practice; clinical and private practice. Individuals who provide therapy and intend to pursue licensure must obtain the MSW, first, before applying for a licensing board. Individuals that pursue an MSW engage in field education training, or an internship, that provides them with direct experience in various practice settings and with various clients.

A Doctor of Philosophy (PhD) in Social Work is usually required for individuals pursuing careers in teaching or research. This advanced degree prepares students in a specialized area of expertise as well as provides an opportunity to add new knowledge about social work practice to the field and to support the growth and learning of social work students.

**Job Outlook**
The median annual wages for social workers in California range from $48,200 - $65,600. Social work job opportunities are projected to increase up to 27% by 2022.