

REQUEST TO ADD OR CHANGE AN UNDERGRADUATE ACADEMIC CERTIFICATE PROGRAM AND/OR REQUEST FOR RECOGNITION ON THE UNIVERSITY TRANSCRIPTS¹

- Type of Proposal: New Certificate Program
 Change an Existing Certificate Program
 Delete a Program

Note: If the certificate program proposed for addition or change includes a requirement of 21 to 24 semester credit hours, an additional form is required for THECB approval/notification.²

Proposed classification:³ Exclusive General Major

1. IF THE ANSWER TO ANY OF THE FOLLOWING QUESTIONS IS YES, THE COLLEGE MUST CONSULT LINDA DICKENS, DIRECTOR OF ACCREDITATION AND ASSESSMENT, TO DETERMINE IF SACSCOC APPROVAL IS REQUIRED.

- Is this a new transcript-recognized certificate program? Yes No
- Is this a request to delete an existing transcript-recognized certificate program? Yes No
- Does the certificate offer courses that will be taught off campus? Yes No
- Will courses in this program be delivered electronically? Yes No
- Will courses be developed specifically for the new certificate? Yes No

2. THIS PROPOSAL INVOLVES: (Please check all that apply)

- | | | |
|--|--|--|
| <input type="checkbox"/> Courses in other colleges | <input type="checkbox"/> Courses in proposer's college that are frequently taken by students in other colleges | <input type="checkbox"/> Flags |
| <input type="checkbox"/> Course in the core curriculum | <input type="checkbox"/> Change in course sequencing for an existing program | <input checked="" type="checkbox"/> Courses that have to be added to the inventory |
| <input type="checkbox"/> Change in admission requirements (external or internal) | <input type="checkbox"/> Requirements not explicit in the catalog language (e.g., lists of acceptable courses maintained by department office) | |

3. SCOPE OF PROPOSED CHANGE:

- a. Does this proposal impact other colleges/schools? Yes No
If yes, then how?
- b. Do you anticipate a net change in the number of students in your college? Yes No
If yes, how many more (or fewer) students do you expect?
- c. Do you anticipate a net increase (or decrease) in the number of students from outside of your college taking classes in your college? Yes No
If yes, please indicate the number of students and/or class seats involved.
- d. Do you anticipate a net increase (or decrease) in the number of students from your college taking courses in other colleges? Yes No
If yes, please indicate the number of students and/or class seats involved.

If 3 a, b, c, or d was answered with yes, please answer the following questions. If the proposal has potential budgetary impacts for another college/school, such as requiring new sections or a non-negligible increase in the number of seats offered, at least one contact must be at the college-level.

How many students do you expect to be impacted? **6-10/yr.**

Impacted schools must be contacted and their response(s) included:

Person communicated with:

Date of communication:

Response:

4. **OFFICIAL CERTIFICATE NAME:** Undergraduate Certificate: Public Safety
5. **PROPOSED IMPLEMENTATION DATE:**⁴ Fall 2018
6. **CIP CODE** (administrative unit awarding the certificate):⁵ Social Work (44.0701)
7. **STATEMENT OF OBJECTIVE:**⁶ The certificate in public safety will provide undergraduate social work students with coursework and service learning opportunities that prepare them for careers in public safety. These careers may include work in such settings as law enforcement, fire departments, Emergency Medical Services (EMS), and emergency management at the local, state, and national levels.
8. **NUMBER OF STUDENTS EXPECTED TO RECEIVE THE CERTIFICATE EACH SEMESTER:** 6-10/yr. Students will complete an application form and submit it to the Undergraduate Program Coordinator, who, in consultation with the Sr. Associate Dean for Academic Affairs, will offer admission to the Certificate Program.
9. **NUMBER OF HOURS REQUIRED FOR COMPLETION (Note: If the number of required hours is 21 to 24, THECB form is required):**⁷ 18 hours
10. **LIST FACULTY ON THE CERTIFICATE PROGRAM FACULTY COMMITTEE.**⁸

Name of Faculty Member	College/Department	Title at UT Austin	Highest Degree and Awarding Institution
Allan Cole	Social Work	Sr. Assoc. Dean/Professor	Ph.D., Princeton Seminary
Michael Lauderdale	Social Work	Professor	Ph.D. Univ. of Oklahoma
Lori Holleran-Steiker	Social Work	Professor	Ph.D. Arizona State Univ.
Tanya Voss	Social Work	Clinical Professor/Asst. Dean	MSSW, The University of Texas at Austin
Cossy Hough	Social Work	Clinical Associate Professor	MSSW, The University of Texas at Austin
Mary Mulvaney	Social Work	Clinical Professor	MSSW, The University of Texas at Austin

11. **ACADEMIC COURSE REQUIREMENTS:**⁹ Use this table to identify the courses that qualify for this certificate program.

Course Abbreviation and Number	Course Title	SCH ¹⁰
PSF 311	Social Work and Public Safety	3
SW 325	Foundations of Social Justice	3
PSF 360K	Public Safety Field Immersion	3
SW 311 (Topic 3) SW 360K (Topic 12)	<u>Three Courses Chosen from the Following:</u> Introduction to the Criminal Justice System Social Work in the Legal System	9

SW 360K (Topic 14)	Working with Youth Gangs	
SW 360K (Topic 15)	Youth, Delinquency, and Juvenile Justice	
SW 360K (Topic 8)	Leadership in the Community	
SW 360K (Topic 5)	Advanced Topics in Social and Economic Justice	
SW 360K (Topic 6)	Contemporary Issues in Domestic Violence	
SW 360K (Topic 3)	Treatment of Substance Use Disorders	
SW 360K (Topic 17)	Principles of Recovery and Relapse Prevention	
SW 360K (Topic 11)	Communication Skills in Interdisciplinary Settings	
SW 360K (Topic 4)	Social Work Practice with Abused and Neglected Children and their Families	
SW 360K (Topic 9)	Loss and Grief: Individual, Family, and Cultural Perspectives	
SW 306L (Topic 18)	Mental Health Issues in Public Safety	

12. OTHER CERTIFICATE REQUIREMENTS:

All courses need to be completed with the grade of C or higher. PSF 360K Public Safety Field Immersion will be taken on a pass/fail basis. Field Immersion placements will be completed in public safety related settings, including such possibilities as the Austin Police Department, UT Police Department, Travis County Sheriff’s Office, the Department of Corrections, City of Austin Office of Emergency Management, Travis County Office of Emergency Management, and Austin EMS.

13. GIVE A DETAILED RATIONALE FOR CHANGE(S): Preparing social work students for careers in public safety settings will broaden career options for bachelor-level social workers. This preparation will also enhance opportunities for social work values and skills to shape efforts for ongoing excellence and positive change in a range of human service contexts.

14. COLLEGE/SCHOOL APPROVAL PROCESS:

Department approval date: 10/5/16	Approved by whom: Faculty
College approval date: 10/5/16	Approved by whom: Faculty
Dean approval date: 10/5/16	Approved by whom: Luis H. Zayas

• **PROPOSED NEW CATALOG TEXT**

Catalog language; section [Catalogs](#) > [Undergraduate](#) > [School of Social Work](#) > Minor and Certificate Programs

Certificate in Public Safety for Bachelor of Social Work Students

The certificate in public safety provides undergraduate social work students with coursework and service learning opportunities that prepare them for careers in public safety. These careers may include work in such settings as law enforcement, fire departments, Emergency Medical Services (EMS), and emergency management at the local, state, and national levels.

Requirements

The certificate will be awarded to students whose successful completion of the BSW program of work includes 6 courses (18 hours) in the area of focus, including:

1. PSF 311 _____ Social Work and Public Safety (3 hrs.)
2. SW 325 Foundations of Social Justice: Values, Diversity, Power, and Oppression (3 hrs.)
3. Three courses chosen from the following: (9 hrs.)

SW 311 _____ Introduction to the Criminal Justice System

<u>SW 360K</u>	<u>Social Work in the Legal System</u>
<u>SW 360K</u>	<u>Working with Youth Gangs</u>
<u>SW 360K</u>	<u>Youth, Delinquency, and Juvenile Justice</u>
<u>SW 360K</u>	<u>Leadership in the Community</u>
<u>SW 360K</u>	<u>Advanced Topics in Social and Economic Justice</u>
<u>SW 360K</u>	<u>Contemporary Issues in Domestic Violence</u>
<u>SW 360K</u>	<u>Treatment of Substance Use Disorders</u>
<u>SW 360K</u>	<u>Principles of Recovery and Relapse Prevention</u>
<u>SW 360K</u>	<u>Communication Skills in Interdisciplinary Settings</u>
<u>SW 360K</u>	<u>Social Work Practice with Abused and Neglected Children and their Families</u>
<u>SW 360K</u>	<u>Loss and Grief: Individual, Family, and Cultural Perspectives</u>
<u>SW 360K</u>	<u>Mental Health Issues in Public Safety</u>

4. Public Safety Field Immersion (1 hr./wk. seminar and 120 hrs. of service learning) (3 hrs.)

Field Immersion Placements

Placements will be completed in public safety related settings, including such possibilities as the Austin Police Department, UT Police Department, Travis County Sheriff’s Office, the Department of Corrections, City of Austin Office of Emergency Management, Travis County Office of Emergency Management, and Austin EMS.

Application Process

Students will complete an application form and submit it to the Undergraduate Program Coordinator, who, in consultation with the Sr. Associate Dean for Academic Affairs, will offer admission to the Certificate Program.

Please include a draft of the catalog copy immediately following the above form. If this is an update of an existing copy, the draft should be based on the text of the current catalog available at: <http://catalog.utexas.edu/undergraduate/>. **Strike through and replace (with underlines) only the specific language to be changed. Do NOT use track changes, and do not include hyperlinks in the catalog copy.** Submit form electronically to the Office of the General Faculty and Faculty Council at fc@austin.utexas.edu. For questions on completing this section, please contact Victoria Cervantes, fc@austin.utexas.edu, 471-5934 or Brenda Schumann, brenda.schumann@austin.utexas.edu, 475-7654.

¹ **Minimum Criteria for Certificate Recognition on the Transcript:**

- a) The transcript-recognized undergraduate academic certificate program must be completed in conjunction with or within one year of completion of an undergraduate degree at The University of Texas at Austin; students pursuing an integrated undergraduate/graduate program must complete the requirements for the certificate within one year after completing the undergraduate requirements of their program. A maximum of nine credit hours in the certificate program may be taken after completion of the undergraduate degree.
- b) Transcript-recognized undergraduate academic certificate programs must require a minimum of eighteen hours of certificate course work, but not more than twenty-four hours.
- c) At least half of the required coursework in the certificate program must be completed in residence at The University of Texas at Austin.
- d) A student may **not** earn a certificate in the same field of study as his or her major, and at least one course required in the certificate program must be outside the requirements of the major. However, courses in the certificate program outside the major may fulfill other degree requirements such as general education requirements or required elective hours.

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- e) Students apply for transcript recognized undergraduate academic certificates at the time they complete their undergraduate degree or the certificate program, whichever comes later. Transcript recognition is awarded at that time.

² To add a certificate program that requires 21 to 24 SCH's OR to increase the number of hours of an existing certificate program from 20 or less to 21 to 24 SCH's, complete the [THECB Certificate Program Certification Form](#) and submit it to the provost's office, lydia.cornell@austin.utexas.edu. To change the number of required hours for certificates currently requiring 21 to 24 SCH's, complete the [THECB Request to Change Semester Credit Hours Form](#) and submit it to the provost's office, lydia.cornell@austin.utexas.edu. Certificate programs that require 20 or fewer SCH's do not require THECB forms.

³ **EXCLUSIVE:** of *exclusive* application and of primary interest only to a single college or school ("no protest" period is *seven calendar days*); **GENERAL:** of *general* interest to more than one college or school (but not for submission to the General Faculty) ("no protest" period is *fourteen calendar days*); *major* legislation must be submitted to the General Faculty for adoption ("no protest" period is *fourteen calendar days*).

⁴ Transcript-recognized minors will not appear on the University transcripts until next catalog.

⁵ Use the federal CIP code selector site to pick a code, <http://nces.ed.gov/ipeds/cipcode>. After all other areas of this form are completed, forward a copy to the Office of Institutional Reporting, Research, and Information Systems (IRRIS) IRRIS_data_request@utlists.utexas.edu with a request to verify the CIP code ("CIP CODE" in the subject line). Include your contact information, so an IRRIS member may contact you with any questions.

⁶ Include heading in *Undergraduate Catalog* where changes will be made.

⁷ See footnote 1b above: 18 to 24 hours are required. See footnote 2 above for THECB requirements if over 20 hours.

⁸ For inclusion on transcripts, the faculty committee must have a minimum of five members and at least 2/3 of the committee must be tenured or tenure-track.

Note with an asterisk those faculty members who are tenured or tenure-track. Please also note the program chair who will be responsible for authorizing the students' certificates. Specify changes to the committee membership by noting those no longer on the committee and those added to the committee. (*Add and delete rows as needed.*)

⁹ Note with an asterisk (*) courses that would be added if the certificate program is approved. Specify changes to the qualifying courses by noting those no longer qualifying and those now qualifying. (*Add and delete rows as needed.*) If the course numbers and titles change on a regular basis, please indicate the types of courses and number of hours for required for each. Note with a hashtag (#) courses that require a prerequisite and provide the prerequisite course numbers.

¹⁰ Semester Credit Hours.