



The Eta Pi Chapter  
of  
The Phi Alpha National Honor Society

HANDBOOK



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*“THANK YOU”*

*This handbook would not have been possible without the combined efforts of students and faculty in the Oakwood University Social Work Department.*



# **Oakwood University**

## **Phi Alpha National Honor Society**

### **Eta Pi Chapter**

#### **Purpose of the National Phi Alpha Honor Society**

*“Through knowledge – the challenge to serve”*

The purposes of the Phi Alpha National Honor Society (“Phi Alpha”) is to provide a closer bond among Social Work students and promote humanitarian goals and ideals. Phi Alpha fosters high standards of education for social workers and invites, into membership, those who have attained excellence in scholarship and achievement in social work.

#### **History of the Phi Alpha National Honor Society**

The concept of a national social work honor society came from a group of undergraduate social work students at Michigan State University in 1960. Investigation revealed that local chapters existed at three schools. Those three schools, along with a few other schools, formed a National Honor Society Committee in November, 1960. For more than a year, this committee worked on the constitution and other administrative matters. The name Phi Alpha and the keys were adopted from the local chapter, which existed at Florida State University.

The constitution and formal organization were completed in 1962, and six chapters qualified to become “charter chapters.” They were: Florida State University, Michigan State University, Ohio North University, Central State College, University of Dayton, and the University of Tennessee. Over 380 chapters are now in existence, and the addition of new chapters is continuing.

Phi Alpha offers membership to social work students, faculty and practitioners, and each chapter is free to develop a program to meet local needs. The National Council is the policy-making body and meets each year at the time and place of the Annual program meeting for CSWE. Each chapter has one voting representative on the Council.

#### **National Qualifications for Chapter Membership**

1. A chapter of the Phi Alpha National Honor Society (“Phi Alpha”) may be established at Colleges and Universities with MSW and/or BSW program accredited by the Council on Social Work Education, or accepted into candidacy status.
2. A college or university must designate its desire to become a chapter of Phi Alpha by filing an application with the National Faculty Advisor. The application must be signed by six applicants, including one faculty member.
3. The application shall contain a brief history of the college or university and a brief history of the social work program. The chapter Constitution and By-Laws, indicating compliance with National Standards, are part of the application process.
4. Local chapters shall be designated according to the letters of the Greek alphabet.

### **National Qualifications for Individual Membership**

1. An undergraduate student is eligible for membership after achieving the following national requirements and meeting local chapter requirements.
  - a. Declared social work as a major
  - b. Achieved sophomore status
  - c. Completed 9 semester hours or 12 quarters hours of required social work courses
  - d. Achieved an overall grade point average of 3.0 (on a 4.0 scale)
  - e. Achieved a 3.25 grade point average in required social work courses
  - f. Local chapters may establish high eligibility requirements
  - g. Service in the club at least one semester prior to application/acceptance (Spring semester of sophomore year).
2. A graduate student is eligible for membership after achieving the following national requirements and meeting local chapter requirements.
  - a. Completed one term of course work with the minimum number of social work credits as determined by the local Chapter
  - b. Achieved a minimum grade point average of 3.5 (based on a 4-point scale)
  - c. Local chapters may establish high eligibility requirements.
3. Membership is available to all full-time social work faculty.
4. Each chapter may select two persons each year for honorary membership. This recognition is available to persons outside the program who have made a significant contribution to the program and/or society. Membership certificates for honorary members are provided by the National Office without cost to local chapter.

### **Membership Dues**

1. A charter fee of \$20 for each new chapter.
2. A lifetime membership fee of \$20 for each individual member.
3. Membership dues are subject to change.

### **Services Provided by the National Office**

1. Annual meeting in conjunction with the CSWE-APM
2. Chapter membership certificate
3. Phi Alpha banner for each chapter

4. Individual membership certificates
5. Phi Alpha ribbon and button for each member
6. Brochures
7. Information about ordering items with the Phi Alpha logo. Pins, pendants, medallions, plaques, shirts, and caps are available from outside vendors
8. Consultation

### **Goals of the Honor Society**

1. Develop Social Work student leadership skills
2. Create a venue in which all Social Work students can actively participate in leadership and service activities outside of class
3. Design and implement knowledge building opportunities for students in the broad arena of Social Work
4. Expose students to the diverse career choices within the field of Social Work
5. Encourage and assist Social Work students in their academic, emotional, spiritual, and physical capacities
6. Promote peer support among Social Work students
7. Serve as an informational resource for Social Work students (departmental, school, and professional)
8. Promote community awareness and service
9. Develop an awareness of the importance of social justice and how this is fostered within the community

### **Objectives of the Honor Society**

1. Stimulate students' interest and understanding of the profession of Social Work by providing community guest speakers from diverse backgrounds in Social Work
2. Develop and implement campus projects/events that will deepen student awareness and understanding of Social Work as a profession
3. Review films pertinent to current Social Work issues and foster discussions on same
4. Sponsor fundraising activities that will support Club activities
5. Establish a Social Work community of fellowship in which Social Work students can get to know other Social Work students, faculty and staff
6. Encourage students to be more confident about issues related to Social Work
7. Serve as a spiritual enrichment center for Social Work students
8. Create a community of aspiring Social Work professionals
9. Develop *service* opportunities designed to engage Social Work students in activities that will uplift humanity

### **Expectations of Honor Society Members**

1. Voluntarily support Social Work Club activities, both on and in the community; at least one community event each semester
2. Contribute annual dues within the designated timeframe, as established by the Club
3. As Juniors and Seniors, serve as mentors for the freshmen and sophomores by:
  - a. Maintaining regular contact with mentees and serving as a source of spiritual and emotional encouragement
  - b. Responding to questions about the department including field expectations, etc.
  - c. Providing educational support when needed

#### 4. Attend Club meetings

### **General Requirements for Phi Alpha National Honor Society (“Phi Alpha”) Leaders**

- Persons who genuinely enjoy service, working with people and have a pleasant disposition, based on the Disposition Assessment
- Self-starters *who will* take the initiative to make things happen
- Persons of high integrity who are trustworthy
- Persons who have a minimum cumulative GPA of 3.0. Students must have been accepted in the department as a Social Work major
- Clear of any disciplinary action by the university or department.

### **President**

- The “*voice*” of Phi Alpha
- The public persona of Phi Alpha
- Responsible for creating and implementing the “*vision*” of Phi Alpha
- Coordinates the overall *leadership* of Phi Alpha
- Chairs the Executive and general meetings of Phi Alpha
- Responsible for ensuring accountability of tasks for all Phi Alpha officers
- Initiates the call for regular Executive and general meetings of Phi Alpha
- Person in which other Phi Alpha officers are accountable to
- Maintains close contact with the Club Sponsor
- Serves as the official liaison with other organizations
- Completes evaluations for Club officers

### **Vice President**

- Second senior officer
- The second “*voice*” of Phi Alpha
- Works in harmony with the Club President
- Actively serves in a supportive role with the Club President and Club activities
- Actively serves as the leader during the Club President’s absence (e.g., illness)
- Assists the Club president in the coordination of Club events and accountability of other Club officers

### **Secretary**

- Takes the official minutes of all Executive and Society meetings
- Provides copies of minutes at all Executive and Society meetings
- Makes adjustments to minutes that are voted upon by Phi Alpha
- Serves as the administrative support person for the Club President and Club activities
- Holds calendar dates with all upcoming meetings and events

### **Treasurer**

- Counts and records all Club monies collected
- Receipts and deposits all Club monies through the Social Work Department Main office
- At the request of the Club President and/or Club Sponsor, shall secure all necessary expense funds for Club activities through the Social Work Department Main office

### **Assistant Treasurer**

- Assists the Club Treasurer in counting and recording Club monies collected

- Alternate person responsible for receipts and deposits of all Club monies through the Social Work Department Main office
- At the request of the Club President and/or Club Sponsor, alternate person responsible for securing all necessary expense funds for Club activities through the Social Work Department Main office

### **Public Relations**

- Responsible for publicizing upcoming Club events
- Responsible for updating information on the Club bulletin boards

### **Newsletter Editor**

- Responsible for producing a Club newsletter at least once every semester
- Responsible for obtaining articles from students, faculty, alumni, community, and Social Work professionals
- Responsible for submitting articles to the Web-Site Developer for publication

### **Photographer**

- Experienced in photography
- Responsible for photographing Social Work events and submitting those photos to the website developer
- Works with the Newsletter Editor to provide pictures for the articles being submitted
- Responsible for taking photos that will represent a pictorial yearbook of Club activities

### **Website Developer**

- Develops and maintains the Club website
- Inputs information relative to Social Work, primarily Club events

### **Sergeant of Arms**

- Maintains order between the cabinet members
- Ensures all views within cabinet meetings are respected
- Ensures the discussion atmosphere remains open, light, and productive for the exchange and reception of ideas

### **Fundraising Leader**

- Responsible for planning, organizing and, with the assistance of other Club officers and members, implementing fundraising ideas for Club events
- Responsible for delivering ALL fundraising monies collected to the Club Treasurer
- Responsible for collaborating with the public relations officer to ensure fundraising opportunities are properly advertised.

### **Chaplain**

- Promotes the spiritual morale within the Social Work Department
- Ensures that a strong emphasis is placed on trust and reliance in Jesus Christ
- Responsible for leading a spiritually like-minded team in an effort to break the barriers of separation in student classification
- Responsible for spiritual encouragement
- Discovers the spiritual needs and concerns within the student body and actively seeks God's guidance to address these needs

- Creates bridges to present the message, ministry, and purpose of Jesus Christ in harmony with the Word of God in everyday application to the life of the *Social Worker*.

**Considerations for this position should include:**

- The Chaplain position will not be campaigned for. Instead, the Department Chair will initiate a nominating committee to consist of a designated faculty member and three student body members (1 senior, 1 junior & 1 sophomore) and, prayerfully, this group will select the Club Chaplain.
- The Chaplain's Board will be made up of one individual from all classifications to support the Club Chaplain.

**Phi Alpha Sponsor**

- Is a Social Work faculty member
- Is an individual appointed by the Department Chair
- Serves in a “*supportive*” role for the Social Work Executive
- Provides counsel and leadership ideas, when necessary, to help guide the Club in its initiatives
- Meets and completes performance evaluations for the Club officers (once every semester)
- Serves as the primary liaison between the Club and the department





## Social Work Club Officer Evaluation Form

Student: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_

President / Sponsor: \_\_\_\_\_

November/March (circle)

Please rate each student on a scale of 1 to 10. A rating of “1” indicates you feel there is a major problem with this issue. A rating of “10” indicates you feel this is one of the student’s major character strengths, or an area the student has never had difficulties in.

		Strongly Disagree									Strongly Agree
1.	Demonstrates an ability to relate to people with warmth and empathy, communicating feelings appropriately.	1	2	3	4	5	6	7	8	9	10
2.	Demonstrates an openness to change in themselves and in others.	1	2	3	4	5	6	7	8	9	10
3.	Demonstrates a capacity to develop self-confidence and initiative in working with people.	1	2	3	4	5	6	7	8	9	10
4.	Demonstrates an ability to handle problems appropriately and effectively deal with stress and reality.	1	2	3	4	5	6	7	8	9	10
5.	Demonstrates the ability to accept constructive criticism and suggestions in good faith by persons qualified to provide feedback.	1	2	3	4	5	6	7	8	9	10
6.	Demonstrates consistent attendance at Club meetings.	1	2	3	4	5	6	7	8	9	10
7.	Demonstrates a strong work ethic in the completion of tasks.	1	2	3	4	5	6	7	8	9	10
8.	Demonstrates a willingness to effectively work with others.	1	2	3	4	5	6	7	8	9	10
9.	Communicates with other Club officers.	1	2	3	4	5	6	7	8	9	10
10.	Produces quality work in their assigned area.	1	2	3	4	5	6	7	8	9	10





# **Phi Alpha National Honor Society Eta Pi Chapter**

## *STUDENT INTENT TO RUN FORM*

Academic Year: \_\_\_\_\_

Name: \_\_\_\_\_

Classification: \_\_\_\_\_ Student I.D. \_\_\_\_\_

Major/s: \_\_\_\_\_

I have been interviewed and accepted into the OU Social Work Department: \_\_\_\_ Yes \_\_\_\_ No

I have been interviewed and accepted into the OU National Phi Alpha Honor Society: \_\_\_\_ Yes \_\_\_\_ No

I have no pending or current disciplinary action against me by OU or its Social Work Department: \_\_\_\_ Yes \_\_\_\_ No

Position you intend to run for: \_\_\_\_\_

*Please return this form to the main office by 5:00 pm on the indicated deadline date.*