



Social Work Pre-Alumni Association HANDBOOK



Department of Social Work
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Introduction

Each year, the pool of Oakwood University Social Work graduates grows larger. Our social work alumni consist of a diverse field of Christian social work practitioners, educators, counselors, administrators and global leaders for change around the world. We encourage our alumni to stay involved with our Social Work Department as we rely on our fellow alumni to work with us to transform lives and positively impact our world.

Purpose

The purpose of the Oakwood University Pre-Alumni Association is to enhance the professional, educational, and social interests of the Oakwood University Social Work Department and its alumni, individually and collectively. The Association is a *student run* entity designed to promote student leadership skill.

Student Resources

You are part of the vast alumni network in the world. We invite you to get involved and connect now with our alumni in order to leverage your assets to:

- Develop and apply your networking skills;
- Build your network for future career opportunities;
- Be an active participant in the Oakwood University Social Work Department story;
- Learn from those who came before you, lead for those who will come after you; and
- Stay engaged with the Oakwood University Social Work Department.

Requirements for Pre-Alumni Association Membership

- Minimum GPA of 2.0
- Be accepted into the Oakwood University Social Work Program

Qualifications for Pre-Alumni Association Officers

- Persons who 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.
- Students who have been accepted into the Oakwood University Social Work Program.
- Students who are clear of any disciplinary action by the school or Department.
- Students who have served a minimum of one year as an active member

Pre-Alumni Association Officers

The officers of the Pre-Alumni Association will consist of the following:

Pre-Alumni President:

- Calls and leads out in club meetings
- Develops club meeting agendas

- Regularly attends and participates in faculty meetings
- Creates the agenda and leads out in the Officers meetings
- Maintains contact with Alumni through web page announcements
- Contacts Alumni regarding special events and announcements
- Works with the Social Work Pre-Alumni Committee to plan and implement the Alumni Weekend Social Work Event
- Develops criteria for formal acknowledgement of Alumni of the Year (to be announced at each Alumni Weekend Social Work Event)

Pre-Alumni Vice President

- Assists the President in all of the aforementioned duties

Pre-Alumni Secretary

- Takes minutes of all club meetings and assists in the administrative duties of the Social Work Pre-Alumni Committee

Chaplain:

- Is primarily responsible for the spiritual well-being of the club

Scholarship Coordinator

- Is primarily responsible for the appropriate solicitation of funds to be solely used for Social Work scholarships (i.e. Anderson/Mims)

Public Relations Coordinator

- Promotes events sponsored by the Pre-Alumni Association
- Prepares and supervises the creation of promotional media activity
- Publicizes upcoming events according to university policy
- Maintains current information on the Pre-Alumni bulletin boards
- Is primarily responsible for ensuring that the Oakwood University Public Relations Department is aware of all campus initiatives and activities

Newsletter Editor

- Coordinates the Pre-Alumni Association newsletter and/or Oakwood University articles
- Is primarily responsible for the writing and publication of a Pre-Alumni Association “spotlight article” each semester

Local Alumni Co-Coordinator

- Develops strategies for getting local Alumni involved with Department
 - Professional presentations
- Is primarily responsible for securing and maintain current contact info for alumni
- Is primarily responsible for sponsoring Pre-Alumni Association activities
- Develops a roster of *current* and *past* social work graduates (class of 2000, class of 2001, class of 2002, etc.)

Alumni Weekend Coordinators

- Coordinates the **entire** programing for the Alumni Weekend Social Work Event, including the set-up and clean-up of any space(s) being used

Alumni Data Coordinator

- Is primarily responsible for the collection and maintenance of accurate Social Work alumni records, including personal and professional contact info (residential and work addresses, phone numbers, email addresses, etc.)

Demographic Profile:

The Department of Social Work alumni is a global community with more than 500 alumni.

Programs and Events:

Numerous programs and events are held each year for alumni and pre-alumni students.

Alumni Weekend - Each year, the Pre-Alumni Association will host a Social Work “Meet ‘n Greet” Event during the Annual Oakwood University Alumni Weekend, which takes place every Easter weekend on the beautiful campus of Oakwood University. All alumni, as well as pre-alumni, will be invited to meet for a day of reflection, program updates, fellowship, networking, and the sharing of continuing education information.

Workshops - Each semester, the Pre-Alumni Association will coordinate with local alumni to host workshops designed to educate current students about the professional world of Social Work. They will include sessions on Field Education, the various fields of social work practice, licensing, etc.

Holiday Get-together - Each December, the Pre-Alumni Association will host a holiday social event for all local alumni and pre-alumni.

Annual Telethon - At least once annually, the Pre-Alumni Association will conduct a telethon, whereby current students will contact alumni for the purpose of updating contact information and sharing important departmental information.

Scholarships

The Department encourages the development of scholarships for Social Work students. Members of the Pre-Alumni Association will work with alumni to support social work scholarships

The current scholarship listings are:

1. Hedman-Baker McFarlane Foundation

Social Workers are unsung heroes. Even at the collegiate level, the aspirations of prospective Social Workers sometimes go unnoticed and unappreciated, which can be frustrating and at times, discouraging.

Instead of the customary 3.0 GPA, applicants are required to have a 2.5 GPA or above. While Ms. Hedman-Baker and Ms. McFarlane recognize that a GPA of or 3.0 is something to aspire to, it is really only an indicator that one is “good” academic student, however, it does not reflect one’s character, career aspirations, or their professional “journey” into becoming a social worker. For this Foundation, these characteristics should be taken into consideration to determine student worthiness for this award.

Scholarship - This is a **\$1000 scholarship**, paid in two installments of **\$500** each semester. The qualifications for this scholarship are as follows:

- Have a minimum GPA of 2.5 (please submit a copy of your unofficial transcript with your application).
- Be a declared social work major and already accepted into the Oakwood University Social Work Department Program.
- Aspire to pursue Social Work in the area of Children, Youth & Families.
- Demonstrate commitment to community (must submit in writing how you have, and will, “give back” to your community through service).
- Submit a **two page, double-spaced, typed** essay, detailing your career aspirations and why you chose to major in Social Work.

All applications should be submitted to the Social Work Department Office for review by the Foundation. Also, please ensure that you have proof read your application **PRIOR** to submission, as failure to comply with the aforementioned criteria will result in immediate disqualification of your application. [NOTE: GPA’s will be verified and the chosen recipient will be notified by the Department Chair. **TBD** – application submission deadline.]

Dianna McFarlane (left) and Melissa Hedman-Baker (right) are Social Work Alumni from Oakwood University’s Class of 2002. Together, they have formed the Hedman-Baker & McFarlane Foundation, which is an annual scholarship awarded to a qualified social work student attending Oakwood University.



2. Anderson-Mims Scholarship

Ms. Ellen Anderson was a Social Work faculty member at Oakwood University from 1988 to 1999. Ms. Anderson taught upper division courses and was responsible for the development of the Minority in Aging course. Mr. Gregory Mims was a faculty member in the Department of Social Work from 1982 until 1999. Mr. Mims, who retired in 1999, was responsible for recruiting many students to the field of social work, including some of the faculty members who are currently teaching within the Oakwood University Social Work Department.

This scholarship fund was established in honor of Ms. Anderson and Mr. Mims by their then Department Chair, Dr. Edith Fraser, to be awarded to a current senior or junior Social Work student for distinguished academic achievements.

Scholarship - This is a **\$1000 scholarship**, paid in two installments of **\$500** each semester. The qualifications for this scholarship are as follows:

- Have a minimum GPA of 2.5 (please submit a copy of your unofficial transcript with your application).
- Be a declared social work major and already accepted into the Oakwood University Social Work Department Program.
- Aspire to pursue Social Work in the area of Children, Youth & Families.

Award Recipients

Beginning April 2016, award recipients will be featured on the department's website.

Alumni Newsletter

Each semester, the Pre-Alumni Association will produce a newsletter to be published on the department's website. This newsletter is designed to 1) provide information on current social work events; 2) feature articles on alumni; 3) provide practical articles related to social work practice issues; and more.

The Alumni Newsletter will be comprised of articles from Social Work alumni and pre-alumni on topics of interest to social work students and graduates. Of special interest would be the articles on the topics of:

- Schools of Social Work;
 - Field Placement related articles from “field placement” students;
 - Items related to the various areas in the field of social work;
 - Specific practice specialties;
 - Ethics in social work;
 - Student field placement issues; and
 - Social work careers and job search.
- News items should be 100-150 words. If you are sending a news item, include a photo to illustrate it, if you have one. We also want photos of social workers and social work students “in action”.
 - When writing, please write in a conversational style. In other words, be practical and educational. Write as if you are having a conversation with another student or colleague. What do you want him or her to know about the topic? What would you have wanted to know when you were first starting out? Use examples. Seek to have a specific focus. Please try to include scholarly evidence to support any assertions that you are making (e.g. website, scholarly article, etc.)
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Please send your articles to socialwork@oakwood.edu and be sure to indicate that your articles are for the Alumni Newsletter Editor.

Alumni Hall

Beginning April 2016, the Pre-Alumni Association will begin taking official pictures of each graduating class and archiving them on the department’s website.

Please include the following:

1. Complete Name (include former last name, if married)
2. Degrees earned in Social Work and any other field
3. Degree years
4. Graduating class year at Oakwood University
5. Specific things that you would like to share

Please send your articles to socialwork@oakwood.edu and be sure to indicate that your articles are for the Alumni Newsletter Editor. In addition, pictures and articles will be written at each Alumni Weekend event.

Where Are They Now

Each semester, the Pre-Alumni Association will feature at least one alumni member.

We would like to hear from you about your life. Please tell us about things like your employment/retirement, your family, your hobbies, your special interests, any honors and/or special awards received, books and/or articles written by you and anything else you think would be of interest to your fellow alumni. What you submit will be posted on the Oakwood University alumni website and may be printed in *The Alumni* magazine.

Pre-Alumni Association Officer Evaluation Form

Student: _____

Evaluation Date: _____

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”*** would indicate that you feel this is a major character strength for the student or you never have difficulties with this issue.

		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 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 meeting.	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

Signature of Sponsor:
