

School of Social Work

Student Handbook

www.mnstate.edu/socialwork

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APPENDIX A – Application for Social Work Program

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This handbook will identify important information and explain procedures required for the social work major. It will not answer all questions but should be used as a resource. The student is encouraged to read this handbook along with the *Minnesota State University Moorhead Student Handbook*.

WHAT IS SOCIAL WORK?

Social work is a profession that establishes linkages between people and the resources available to them in our society. The professional social worker employs a problem solving process aimed at assisting people in enhancing their lives, resolving a problem, or creating a change that will improve their lives.

Social work is unique among the helping professions in its holistic emphasis. In assessment of a client's needs, a social worker examines biological, social, cultural, spiritual, psychological and economic factors. Additionally, a social worker is trained to intervene in a calculated way on a variety of different systemic levels (i.e. individuals, groups, families, communities, and organizations). This holistic emphasis distinguishes social workers from other helping professionals like psychologists, counselors, family therapists, psychiatric nurses, etc.

One of social work's primary value orientations is a belief in the importance of client self-determination. Social work clients are often citizens who have low status in our society due to their gender, age, racial group, economic resources, educational level, disabilities, sexual preferences or other characteristics. As a result, these populations are often not allowed to make major decisions affecting their lives or are disempowered in other ways. This limits clients' ability to help themselves. Therefore, social workers attempt to foster client self-determination.

Professionally, social work maintains its unique identity in three major ways: educational standards, practice standards, and professional associations. The Council on Social Work Education (CSWE) has established minimum requirements for professional social work education (Minnesota State University Moorhead's social work program is a CSWE accredited program). Most states license social workers, and have minimum requirements for supervision and continuing education (for example, social workers must be licensed in ND). Many social workers belong to a professional organization called the National Association of Social Workers (NASW). NASW promotes the profession through social work publications, professional conferences, political lobbying around social issues, etc.

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SCHOOL OF SOCIAL WORK

Mission Statement

The Minnesota State University Moorhead (MSUM) School of Social Work prepares competent and effective professionals for entry-level generalist social work practice. The MSUM School of Social Work also provides leadership in developing service delivery systems and advancing social and economic justice.

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Program Goals

The MSUM baccalaureate social work program will:

1. Provide curricula that builds on a liberal arts perspective to promote breadth of knowledge, critical thinking, and communication skills;
2. Prepare students to make informed and professionally ethical decisions when providing services and assisting in the change process;
3. Prepare students to practice professionally without discrimination, with respect, and with knowledge and skills related to clients' age, class, color, culture, disability, ethnicity, family structures, gender, marital status, national origin, race, religion, belief, sex, and sexual orientation;
4. Prepare students to assist in alleviating poverty, oppression, and other forms of social injustice;
5. Prepare students to engage in prevention and intervention practice with individuals, families, groups, organizations, and communities;
6. Prepare students to evaluate the processes and effectiveness of practice;
7. Prepare students to formulate and influence social policies and social work services in diverse political contexts;
8. Maintain collaborative relationships with, and promote continual professional development among, social work practitioners, groups, organizations, communities, and practitioners in other disciplines;
9. Work to oppose oppression and discrimination, and promote social and economic justice within the university and larger community.

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Program Objectives

MSUM baccalaureate social work program graduates will be able to:

1. Apply critical thinking skills within the context of professional social work practice;
2. Understand the value base of the profession and its ethical standards and principles, and practice accordingly;
3. Practice without discrimination and with respect, knowledge, values, and skills related to clients' age, class, color, culture, disability, ethnicity, family structures, gender, marital status, national origin, race, religion, and sexual orientation;
4. Understand the forms and mechanisms of oppression and discrimination, and apply the strategies of advocacy and social change that advance social and economic justice;
5. Understand and interpret the history of the social work profession and its contemporary structures and issues;
6. Apply the knowledge and skills of generalist social work practice with systems of all sizes;
7. Use theoretical frameworks supported by empirical evidence to understand individual development and behavior across the life span and the interactions among individuals and between individuals and families, groups, organizations, and communities;
8. Analyze, formulate, and influence social policies;
9. Evaluate research studies, apply research findings to practice, and evaluate their own practice interventions;
10. Use communication skills differentially across client populations, colleagues, and communities;
11. Use supervision and consultation appropriate to generalist practice;
12. Function within the structure of organizations and service delivery systems and seek necessary organizational change.

MSUM baccalaureate social work program faculty will:

13. Provide continuing education to area practitioners in order to maintain collaborative relationships with, and promote continual professional development among, social work practitioners, groups, organizations, communities, and practitioners in other disciplines;
14. Serve as consultants and agency board members in order to influence the delivery of social services and work to oppose oppression and discrimination, and promote social and economic justice in the university and larger community;

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Student Rights

Adapted from the MSUM Student Handbook, <http://www.mnstate.edu/sthandbook>

Part 1. Freedom to Learn

In addition to the basic constitutional rights enjoyed by all citizens, students in colleges and universities have specific rights related to academic freedom and their status as students. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students are expected to exercise their freedom with responsibility.

Part 2. Freedom of Expression

Individual students and student organizations shall be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They shall be free to support causes by orderly means that do not substantially disrupt the regular and essential operation of the institution. Students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

Part 3. Freedom of Association

Students shall be free to organize and join organizations to promote their common and lawful interests, subject to institutional policies or regulations. Registration or recognition may be withheld or withdrawn from organizations that violate institutional regulations.

Part 4. Student-Sponsored Forums

Students shall have the right to assemble, to select speakers, and to discuss issues of their choice. The college or university shall establish reasonable time, place and manner restrictions to assure that the assembly does not substantially disrupt the work of the institution or does not interfere with the opportunity of other students to obtain an education or otherwise infringe upon the rights of others. Such regulations shall not be used as a means of censorship. The president or designee may prohibit any forum when there is a likelihood of harm to individuals or damage to property if the event is held. Prior to any such prohibition, the president shall make his or her best effort to consult with the student association.

Part 5. Student Publications

Student-funded publications shall be free of censorship and advance approval of copy, and their editors and managers shall be free to develop their own editorial and news coverage policies. Editors and managers of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. The student fee allocation process shall not be used as a means of editorial control of student-funded publications. All student publications shall explicitly state on the editorial page that the opinions there expressed are not necessarily those of the college, university, system, or student body.

Part 6. Student Policies

The policies of the college or university regarding student expectations, rights and responsibilities shall be readily accessible to students.

Part 7. Catalog and Course Information

To the extent possible, students shall be provided relevant and accurate information regarding courses prior to enrollment. Catalog descriptions and website postings shall be accurate and based on information existing at the time of publication. To the extent possible, class schedules shall list the names of faculty teaching courses.

Part 8. Student Academic Standing Information

Students shall have access to accurate information for establishing and maintaining acceptable academic standing, information which will enable students to determine their individual academic standing, and information regarding graduation requirements.

Part 9. Academic Evaluation

Student academic performance shall be evaluated solely on the basis of academic standards, including any requirements that are noted in the catalog, course syllabus, or student handbook. Students shall have protection against prejudiced or capricious evaluation and shall not be evaluated on the basis of opinions or conduct in matters unrelated to academic standards. Students shall have the right to review their corrected examinations or other required assignments used by the faculty in evaluating the student's academic performance.

Part 10. Property Rights

Term papers, essays, projects, works of art, and similar property including property in which the student has intellectual property rights pursuant to Board Policy 3.26 shall be returned to a student upon request, within a reasonable timeframe, when no longer needed for evaluation purposes, unless the student grants written permission for them to be retained.

Part 11. Student Review and Consultation

Students shall have the right to appropriate levels of participation in college and university decision-making pursuant to Policy 2.3 and Procedure 2.3.1, Student Involvement in Decision-Making.

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Student Responsibilities

Adapted from the MSUM Student Handbook, <http://www.mnstate.edu/sthandbook>

The University views the student conduct process as a learning experience that can result in growth and personal understanding of one's responsibilities and privileges within the University community. Therefore, it is the responsibility of the student who has been accused of misconduct to participate conscientiously in the discipline process. Students are responsible for becoming familiar with university policies and procedures. Failure to be informed does not excuse misconduct.

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Non-Discrimination

The MSUM School of Social Work is committed to providing equal educational opportunities to all persons and does not discriminate based on race, color, gender, age, creed, ethnic or national origin, disability, or political or sexual orientation.

Social Work Curriculum

MSUM's social work degree combines study in social work with study in a variety of disciplines offering knowledge vital to social workers. Students admitted to the program are expected to complete 45 social work semester credits. Required social work courses include an introduction to social work and social welfare, human behavior and the social environment, social policy, social work research, and social work with individuals, groups, families, communities and organizations, a social work internship, senior seminar, and social work electives.

The social work curriculum introduces students to the challenges facing the profession. Social work majors learn about working with individuals, families, groups, and communities. Students learn about change strategies for assisting clients in need. The curriculum gives students the skills necessary for evaluating their practice and understanding social work research. Students also learn the relationship between social work and health care services and government programs. Elective courses offer a more detailed study of special groups such as children, the elderly, the chemically dependent, and people with physical and mental health problems. The curriculum offers students the opportunity to develop practice skills that are necessary for becoming a professional social worker.

Social work education is grounded in a liberal arts foundation. In addition to the social work courses, there are a number of related area requirements including: two psychology courses, two sociology courses, one political science course, one paralegal course and one course each in human biology, economics, and history of social welfare. Though these requirements are in other disciplines, social work majors increase their understanding of political considerations behind social programs, how society and race relations affect our behavior, and how our mental attitudes determine our actions. For a more detailed description of the course requirements and their sequences see, pages 20-21 of this handbook and *The Bulletin: Undergraduate Catalog*.

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Social Work Faculty

Social work faculty at Minnesota State University Moorhead hold master's degrees in social work and some hold PhDs. They bring a diverse background of social work experience to their courses. Faculty members have worked in private practice, mental health programs, medical settings, chemical dependency programs, advocacy programs, domestic violence programs, in small rural communities, in university research settings, and in large public welfare agencies.

The School of Social Work reflects the philosophy of the university: teaching is a priority. This department gives you individual attention. Graduate assistants never replace the expert instruction of the professors themselves, even in introductory level courses. Faculty make themselves readily available for student advisement. Minnesota State University Moorhead social work classes are small with 15 students on the average in upper level courses.

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Student Advisement

Social work majors are assigned faculty advisors who develop individualized relationships with students to maximize their educational experience at MSUM. The advisor serves as a resource to the student, providing information regarding the university's programs, social work program, and pertinent support services and educational resources. Contact with the faculty advisor allows the student to ask questions about a social work major, social welfare minor, and a social work career. Also, regular meetings with a social work advisor provides the opportunity for students to obtain assistance in planning their course of study, and provides some assurance that the student is fully aware of the department's requirements, and their progress toward graduation. Students are required to obtain faculty advisor approval for social work admission, course enrollment, internship priority listing, and graduation application approval. Faculty advisors will post office hours for the semester, which is normally ten hours per week for each faculty member. Students who wish to see an advisor may come to the department office and sign up for an appointment in the advisor's schedule book during the advisor's scheduled office hours. Students sign their name and telephone number for the desired appointment time(s), requesting the amount of time they feel will be needed. Advisors will schedule time outside designated office hours if the student cannot find an appropriate time to meet with their advisor.

"Each semester all faculty advisors are sent a copy of an advising transcript for each advisee along with each advisee's Personal Data Form and registration access code. Students must see their advisor each semester to discuss registration and obtain their access code. Advisors are expected to post reasonable office hours so you may contact them. Your advisor will assist you in selecting a suitable program and will give you your access code once this advice has been given. Change of Program forms and Application for Graduation forms must also be signed by your advisor." (MSUM Student Handbook, <http://www.mnstate.edu/sthandbook>).

If there is a need to change social work advisors, students may fill out a *Change of Advisor* request. This form can be obtained from the department secretary. However, advisor changes within the department will depend on the availability of the faculty.

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Admissions

Each student deciding to major in social work must formally apply for admission to the department. Admission to the department is required for continuation in the curriculum sequence after SW 330. The admission policy establishes guidelines for students admitted to the social work major. While admissions is a selective process, it is more directly related to assisting the student in choosing a suitable career which will meet the student's needs, and in which the skills and competencies of the student will meet the needs of the social work profession.

At the end of this handbook is an *Application for Admission* form. Students must complete the application, take a pre-admission writing proficiency assignment, and then meet with their social work faculty advisor to discuss all aspects of the application. Applications may be submitted during the semester in which the student is taking SW

330 or any subsequent semesters. **Applications must be submitted by the fifth week of the semester in which the student wishes to be considered for admission.** The faculty advisor will then present the application to the entire departmental faculty for a decision.

The successful applicant will have a minimum 2.5 Cumulative GPA, have completed the required courses, have completed a minimum of 30 hours human service experience, and have sufficient writing skills. Applicants who do not satisfy these requirements, but who still wish to be considered for application may present a written argument for an exception for one or more requirements to the social work faculty. Successful applicants will be notified in writing of admission to the department. Unsuccessful applicants will also be notified in writing of their denial along with the reason(s) for denial.

Unsuccessful applicants may appeal the admissions committee decision by following the grievance procedure outlined on page 16. Students will be admitted once the admission requirements are satisfied. A student is considered an admitted social work major in the semester in which the student is formally approved by the faculty for admission.

To receive approval for continuation in social work as a major, the student must complete the following admission requirements:

1. The student must obtain a grade of “C-” or higher in **ALL Social Work courses and related requirements** (a current academic transcript will serve as verification);
2. The student must have an overall Cumulative GPA of 2.5 or higher at the time of application for admission (a current transcript will serve as verification);
3. The student must have completed or be enrolled in SW 250 Introduction to Social Work and Social Welfare and SW 330 Human Behavior in the Social Environment, or their approved equivalents at other colleges or universities (equivalent courses must be approved in advance of application for admission by the faculty advisor);
4. The student must complete a self-evaluation essay (Section III of Application for Admission). The self evaluation essay is used to assess the student’s writing ability as well as the students’ choice of social work as their profession;
5. The student must complete a writing proficiency assignment. Students lacking the necessary writing skills will receive a letter outlining a plan of improvement. This plan might include taking a writing class or working with the Write Site.

There are five criteria for evaluating the writing examination:

- This writing is mechanically sound.
 - This writing is grammatically sound.
 - This writing clearly expresses intended ideas.
 - This writing reflects an inherent organization.
 - This writing reflects an inherent fluidity.
6. The student must complete a minimum of 30 hours of supervised human service experience (volunteer or paid) PRIOR TO the application for admission to the program. The student must submit the necessary evaluation forms within the guidelines provided by the Department of Social Work (Section IV, b and c of the *Application for Admission*).

7. In the event that the Social Work faculty feels additional information is required, they may ask for additional documentation and/or a personal interview with the student.

American Psychological Association Paper Format

The School of Social Work has adopted the paper format of the American Psychological Association (APA) as the official format to be used when writing papers for social work classes. Not all faculty will elect to use an official paper format in their classes, but for those who do, the format used will be APA. Students should nonetheless become familiar with the APA format method, and can work with MSUM's Write Site when they need assistance. The School of Social Work faculty suggests that students purchase the current edition of the *Publication Manual of the American Psychological Association* either in the MSUM Bookstore or at another local vendor. For extra help on writing in APA style, please visit <http://www.dianahacker.com/resdoc>.

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Minors or Second Majors

In addition to pursuing a social work major, a number of students choose to obtain a minor or a second major while at MSUM. Although a second area of study will not necessarily make a student more marketable as a social worker, it can provide the student with a much greater depth of understanding in the selected area of study. The most popular areas of concentrated study for social work students include: criminal justice, gerontology, psychology and sociology. Many of the requirements for minors/majors in these four areas are consistent with the social work requirements, which facilitate the completion of the minor or second major. Social work students who are interested in pursuing a minor or major in any of these or any other concentration areas should consult with the chair of the respective departments. Students who seek more than one baccalaureate degree (different designation, i.e. B.S.W. and B.A.) will be required to complete at least 30 credits beyond the minimum of 120 or 128 credits applied to the first degree.

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Human Service Experience

Students are required to successfully complete a minimum of 90 hours of human service experience (paid or volunteer) as a social work major; a minimum of 30 hours prior to admission and another 60 hours prior to internship. These can be completed in two to three different human service settings, each with a minimum of 30 hours. However, one volunteer experience totaling 90 hours is acceptable provided the experience occurs at a preapproved agency that requires formal training and a one year commitment. i.e. specifically FirstLink (Hotline), Rape and Abuse Crisis Center, and Hospice of the Red River Valley. One-half of the training hours can be counted towards the 90 hours.

The human service experience requirement has two main goals. First, human service experience prior to admission to the social work program allows the student to receive an initial exposure to working with people in a human service setting. Second, both experiences allow the student to begin utilizing skills and knowledge gained in the beginning social work courses. By doing so, students become more confident about their choice of social work as a major.

Criteria for acceptable Human Service experiences:

1. The experience must have occurred post high school and no more than ten years prior to admission;
2. A minimum of 30 hours must have been completed for each experience;
3. The experience must have involved contact with a client system(s) such that social work skills and knowledge were utilized;
4. The experience must involve work within a “helping through problem solving” context. This is contrasted with contexts that are primarily educational, recreational, or caretaking in nature. For example, the Boy Scouts or your local child care center are fine organizations, but may be unacceptable as Human Service experience sites. Any questions regarding the appropriateness of Human Service sites should be directed to the student’s faculty advisor;
5. It is preferred that contact with a social worker(s) be a part of the volunteer experience. This contact may be in the form of supervision or working with the social worker in some fashion;
6. Human Service experiences must be documented by having the supervisor fill out a *Human Service Experience* form included in the *Application for Admission* located in Appendix A of this manual, as well as in *The Social Work Field Education Manual*, both available online at www.mnstate.edu/socialwork.

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National Association of Social Work (NASW)

All social work majors must have applied for NASW Student Membership through NASW at the time of their application for admission. Information on NASW membership and Professional Liability Insurance is available in the Social Work Department or at www.naswdc.org. Students must maintain NASW membership from admissions to the social work program through internship. Membership in NASW affiliates the student with their national professional association and pledges them to uphold the Code of Ethics during their professional training.

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Internship Planning

Internship is a very important part of the social work student’s professional education and requires advance planning. The School of Social Work has designed a specific process for internship planning. Students are responsible for following this process to assure fair consideration to all students. Students should consider internship as a privilege, not a right.

- A. Prior to internship, students must have a minimum of 2.5 overall MSUM GPA, a C- or better in all social work courses and related requirements, completion of all required related coursework, and documentation of 90 human service hours completed to be eligible for internship.

- B. A projected coursework form will identify students' anticipated internship semester and will serve as the primary document for contacting students to begin planning preparations for internship one semester prior to their identified internship semester. Students will be placed on the Internship Priority List once they have completed this form and turned it in to the department secretary.

The semester prior to internship will be spent planning and obtaining an internship placement. Students who are on the next semester's internship priority list will be provided with a letter notifying them of the first of three mandatory internship meetings which will occur over the course of the semester. Students are expected to read/download the Social Work Field Manual at the internship information link on the Social Work web page at www.mnstate.edu/socialwork. They are also required to come to the first meeting with a completed copy of the internship application.

Students may choose their internship setting and make their own arrangements for internship through a process that resembles an employment search. The details of this process are outlined in the field education manual as well as at the internship preparation meetings.

When students complete an internship outside the Fargo-Moorhead area (at least outside a 30 mile radius of Fargo-Moorhead) up to 50% of the student activity fee for that semester may be reimbursed to the student. Those students' names will be submitted to the MSUM Business Office by the department secretary.

Any questions related to the internship process should be directed to the School of Social Work Field Coordinator.

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Field Experience

Field Experience is different from internship in that internship is required for the major and Field Experience I and II are not. Field Experience I and II are opportunities for those who want additional "hands on" experience in an agency setting. SW 369 - (Field Experience I) can be taken prior to Internship and SW 479 - (Field Experience II) can be taken after internship. For more information regarding Field Experience, students should consult their faculty advisor and the Field Coordinator, or consult the social work field manual.

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Transfer Students

Requirements on pages 20-21 outline the requirements for a Baccalaureate of Social Work (BSW) degree at MSUM.

Transfer students may also have completed numerous social work related area course requirements and/or social work courses by the time they transfer to MSUM. Transfer students must also meet MSUM's liberal studies requirements (Dragon Core 7 and 8) for Human Diversity and Global Perspective. If the previous transfer classes do not include these courses, the transfer student must take Dragon Core 7 and 8 courses or

other substitute courses approved by the School of Social Work. For more information about Dragon Core please visit www.mnstate.edu/acadaff/dragoncore.

For a course from another university to substitute for a course required by the MSUM Social Work Department, a Course Substitution Form must be filled out and signed by the student's advisor and the department chair. This form tells the Registrar's Office that you have met the requirements for the listed course(s).

Social work courses taken after SW 250 must be from a social work program accredited by the CSWE to satisfy MSUM's requirements for credit transfer. Faculty may require submission of materials such as syllabi, texts, etc. to assist in making decisions about course equivalency. Only those social work courses determined to be similar in content will be substituted. No proficiency exams are permitted by the School of Social Work for foundation curriculum.

Transfer students who believe they satisfy the requirements for social work admissions must consult their faculty advisor early in the transfer process since students are required to be admitted to the program prior to enrolling in SW 400 or above. In some cases, the faculty advisor will expedite the admissions process that would enable a transfer student to proceed toward a social work degree without delay.

Minnesota State University Moorhead and North Dakota State College of Science have developed a Memorandum of Understanding delineating terms of agreement between the two colleges relating to curriculum requirements for students attending the North Dakota State College of Science's *Mental Health Care Associate Program* who desire to transfer into the BSW Program at Minnesota State University Moorhead. Please contact the School of Social Work if you would like more information.

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Policy on Academic Credit

The social work program adheres to the CSWE policy of not offering waiver or course credit for prior life or work experience in lieu of credits required in internship or other required foundation content courses.

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Graduation Applications

At the beginning of the semester that a student intends to graduate, the student must print and fill out a graduation application. This application can be found on the Record's Office website (<http://www.mnstate.edu/records/graduation.cfm>). This form must be signed by a faculty advisor and the department chair. The department will send the form to the Record's Office for final authorization.

To graduate with a BSW degree from MSUM, a student must:

1. Complete the university's Dragon Core requirements (these requirements are listed in The Bulletin);
2. Complete a minimum of 45 semester credits in social work courses and 27 semester credits in related areas (see Major in Social Work, pages 20-21). Transfer students must understand that even though they may receive credit for these courses, they still must satisfy the minimum credit hour requirements;
3. Have a minimum of 120 total credits;

4. Possess a minimum 2.5 overall MSUM GPA;
5. Complete all social work courses and related requirements with a “C-” or better.

The Formative Performance Evaluation Process

The School of Social Work utilizes a formative, or process evaluation model, rather than a summative model. Thus, the intent of the faculty is to assess students’ performance throughout the curriculum, and to move students toward successful completion of the program, or toward the selection of another major.

Students are assessed academically to determine whether they have mastered the knowledge necessary for entry-level social work practice. Additionally, students are monitored non-academically to determine whether they can function effectively and professionally in a field placement, and ultimately as autonomous professionals. Therefore, the MSUM Social Work Department equally emphasizes both academic and non-academic performance standards during all phases of the evaluation process employed at MSUM when evaluating student suitability to the social work profession.

Academic Assessment

Being more quantifiable, academic assessment is done in each social work and non-social work course via the following grading designations:

<u>Grade Entry</u>	=	<u>Performance</u>
A+	=	4.00 Grade points per credit
A	=	4.00 Grade points per credit
A-	=	3.67 Grade points per credit
B+	=	3.33 Grade points per credit
B	=	3.00 Grade points per credit
B-	=	2.67 Grade points per credit
C+	=	2.33 Grade points per credit
C	=	2.00 Grade points per credit
C-	=	1.67 Grade points per credit
D+	=	1.33 Grade points per credit
D	=	1.00 Grade points per credit
D-	=	0.67 Grade points per credit
F	=	0.00 Grade points per credit
N	=	0.00 Grade points per credit
I	=	Incomplete
P	=	Satisfactory
IP	=	In Progress
AU	=	Audit
W	=	Withdrawal

These designations are determined by the university, and set forth in several university publications. Each social work student is required to earn a “C-” or better in all social work courses and related requirements while at MSUM; and each student is required to maintain an overall MSUM GPA of 2.5 on a 4.0 scale.

Non-Academic Assessment

In addition to an ongoing academic assessment, each student is formatively assessed non-academically both in class and outside of the classroom (e.g., advising, informal faculty-student(s) interaction within the department, complaints lodged by others, etc.).

The following conduct standards are used when considering each student's suitability for professional social work, and continuation in the social work program. These standards are divided into two genres: (1) those established by the university and used by all programs on campus; and (2) those used by the School of Social Work in addition to general university standards.

1. MSUM's non-academic university performance violations:

- 1) Academic Integrity
- 2) Computer Misuse
- 3) Complicity in Prohibited acts
- 4) Disruption of Operations of the University
- 5) Disruptive Behavior
- 6) Disruptive Demonstration
- 7) False Complaint
- 8) Falsification of Records/Representation
- 9) Fire/Arson
- 10) Gambling
- 11) Hazing
- 12) Interfering with Judicial Procedures
- 13) Laws and Ordinances
- 14) Official Compliance
- 15) Physical Harm and Threat
- 16) Harassment and Sexual Harassment
- 17) Sexual Violence
- 18) Skateboarding, In-line skates, and Bicycles
- 19) Stalking
- 20) Theft, Vandalism, Defacement and Damage to Property
- 21) Unauthorized Use of University Property
- 22) Psychological/Emotional Abuse
- 23) Unlawful Use and Possession of Alcohol
- 24) Unlawful Use and Possession of Drugs

(MSUM Student Handbook,

http://www.mnstate.edu/sthandbook/policies_student_conduct_code/conduct%20code/violations.htm)

2. Social Work's non-academic performance violations:

- a) breach of NASW Code of Ethics (see Appendix A)
- b) clear violation of client confidentiality
- c) current chemical abuse
- d) conditions (e.g., mental health problems) that interfere with student functioning
- e) sexual involvement with a client
- f) failure to respect interpersonal boundaries with others (i.e., students, faculty, placement staff, clients, etc.)
- g) inability to master the skills necessary for acceptable social work practice
- h) inability to relate to faculty
- i) inability to relate to clientele
- j) inability to relate to other students

All students are held equally to the above academic and non-academic performance standards, and each student's continuance in the MSUM Social Work Program is determined by her or his suitability for professional social work practice as judged by social work faculty, and as evidenced by acceptable performance while in the program (overall MSUM GPA \geq 2.5 and no violation of non-academic behavioral criteria).

The School's process of evaluation may result in some students reassessing their choice of Social Work as a major due to unresolved personal issues which were unable to be controlled in the classroom, lack of "fit" with the profession's value system, lack of

academic or writing ability, or other concerns. When a concern is noted by an advisor or instructor, the course of action will be as follows:

1. The student will receive a Formative Performance Evaluation Student Notice (Appendix B) dealing with the concern(s). A copy of this notice will also be given to the student's advisor.
2. The student then has 10 days to meet with his or her advisor to discuss the concern. This meeting will include the faculty with the concern, and other faculty as deemed appropriate. The faculty with the concern and the student then develop a written plan to assist in addressing the concern. The Remediation Plan (Appendix B) will be developed within 10 days by the faculty member which will have a prescribed time frame, and can include university resources available to the student such as Write Site, Hendrix Health Center, the Counseling Center, Disability Support Services, and other university or community resources that the faculty assess to be appropriate. The student will sign the plan indicating agreement or disagreement with the plan. A copy of the plan will be given to the student and to the student's advisor who will place the plan in the student's file.
3. In extreme instances (severity of problems) the faculty holds the right to bypass the remediation plan and process the student out of the Social Work program.
4. In the event that the student does not follow the process of remediation, the faculty may terminate the student from the program.
5. The School of Social Work utilizes the university appeals policy and students have the right to appeal any departmental decision using this process (<http://www.mnstate.edu/acadaff/AcadSupport/AcadAppeals.htm>).

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Grievance Procedures

Students who feel they have been unjustly treated by a faculty member, the department or the university have the right to grieve the action. Grievance procedures related to student conduct and discipline and student rights and responsibilities are spelled out in detail in the MSUM Student Handbook. Briefly, the suggested process is as follows:

1. Discuss the matter directly with the instructor or individual with whom the grievance is being registered. If unresolved;
2. Take the grievance to the department chair for action. If unresolved;
3. Take the grievance to the Dean of the College of Education and Human Services. If unresolved;
4. Take the grievance to the vice-president of academic affairs. If unresolved;
5. Take the grievance to the university president.

Steps 2-5 may require a written statement to initiate and continue the process.

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Policy on Re-admission to the Social Work Program

If a student has successfully gone through the admissions process, has been admitted to the social work program, and leaves the program and/or Minnesota State University

Moorhead for over one academic year (or two full semesters), a new admissions process will need to take place. A student requesting readmission should meet with the chair of the School of Social Work to discuss readmission. The chair will then request one or more of the following documents from the student:

- 1) A new social work admissions application
- 2) Updated transcript
- 3) Letter explaining the absence
- 4) A background check
- 5) Proof of NASW membership
- 6) Other materials deemed appropriate

These materials will be turned in to the School of Social Work chair and will be reviewed by the faculty prior to re-admitting the student to the social work program. The faculty may also request an individual interview with the student.

Once the faculty have made a decision regarding re-admission, the program chairperson will contact the individual to notify him/her of the faculty's decision. In the case that the student is not re-admitted, the chairperson will provide the student with an explanation of why re-admittance is not occurring at that time.

Reasons for not being re-admitted might include (but are not limited to) the following:

- 1) Criminal offense record
- 2) No proof of membership in NASW
- 3) GPA so low that 2.5 cannot be attained by internship time
- 4) Concern about "fit" with the social work profession.

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STUDENT ORGANIZATIONS

National Association of Social Workers (NASW) Membership

The NASW is the recognized social work professional organization. Students may join and participate in local unit activities throughout the time they are students at MSUM. The Fargo-Moorhead geographical unit of NASW is composed of both North Dakota Chapter and Minnesota Chapter members. This unit meets monthly during the year (usually September - June). Discussion of professional issues and information for social work professionals are a part of the monthly programs. Membership to NASW is a requirement for admission to the Social Work Program. Applications for NASW membership are available at <https://www.socialworkers.org/nasw/join/default.asp>.

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Dragon Society of Social Workers (Dragon SOS)

Dragon SOS is a student organization open to all majors across campus. The preamble to the Dragon SOS constitution states that this organization aims "to enhance the student socially and educationally; and to act as a liaison between student and faculty; and to promote student involvement in the community." Dragon SOS has sponsored various activities such as field trips, fund raising events, educational events, recognition dinners, social gatherings, and student representation at faculty meetings. All social

work students are encouraged to join Dragon SOS. For further information, contact your faculty advisor to obtain the name of the Dragon SOS faculty sponsor or a Dragon SOS student representative.

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Phi Alpha

Phi Alpha is a national honorary social work society designed to support and encourage academic achievement. New members are initiated each semester. Activities vary from providing educational presentations to being involved in activities that enhance the department of social work. Information on membership is distributed to students in social work classes and is available in the social work department. Students must have a minimum overall MSUM GPA of 3.25 to be a member.

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SCHOLARSHIPS

For scholarship information please visit our website at <http://www.mnstate.edu/socialwork>

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SOCIAL WORK CAREERS

Graduates of MSUM School of Social Work find opportunities to work in a variety of settings emphasizing mental health, aging, corrections, advocacy, public welfare, children's services, and family services. Positions are available in human services agencies, federal or state social services offices, chemical dependency facilities, juvenile detention centers, mental health centers, medical facilities, schools, and long-term care facilities.

There may be more social workers in certain geographic areas (particularly urban areas) than there are available jobs. Also new graduates may be competing against job applicants with significant work experience. Therefore, students are encouraged to be involved in significant volunteer experiences while in school to build professional relationships in the network of service providers. New graduates may also need to consider moving to obtain their first social work job (e. g. there are numerous opportunities for entry level jobs in rural locales) or find part time social work employment to build an experience base.

Career Services

The Minnesota State University Moorhead Career Services Office wishes to serve students as soon as they arrive. They help plan careers, not merely help students seek jobs. The office provides a wide variety of services for students and alumni in the career awareness and development areas. Resources available include company and governmental job descriptions, projections on the job market, and a career information library open to students, faculty and alumni. In addition, staff members are available to speak to classes or seminars on careers for particular majors or for college graduates in general.

The office continues to provide placement services for graduates and alumni of MSUM. These career services consist of on-campus interviewing, notification of job vacancies and maintaining a credential file. Additional career services deal with job interviewing techniques, resume and letter writing and the development of a job search strategy and are available to all MSUM students and graduates.

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Social Work Licensure

Most BSW students will want to apply to become a Licensed Social Worker. Most states require that any job listed under the title of social worker be filled by a Licensed Social Worker. Separate fees are charged for the test, the application for licensure, and the actual license. The test and subsequent application for licensure may occur no earlier than six months prior to graduation. Minnesota and North Dakota use the Association of Social Work Boards licensure exams, study materials can be obtained on the ASWB website at http://www.aswb.org/exam_info_studyguide.shtml.

The North Dakota Board can be contacted for an application at: North Dakota Board of Social Work Examiners, Box 914, 2900 E Broadway, Bismark, ND, 58502-0914, Phone #: (701) 222-0255 or online at www.ndbswe.com. The Minnesota Board can be contacted for an application at: Minnesota Board of Social Work, 2829 University Ave. SE, Suite 340, Minneapolis, 55414, Phone #: (612) 617-2100 or 1-888-234-1320 or online at www.socialwork.state.mn.us.

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School Social Work Licensure

Students wishing to be employed as a social worker in a Minnesota school will need to obtain a school social work license. To be licensed as a School Social Worker I in Minnesota, an applicant must have a BSW and a Minnesota Social Work License, and make an application to the Minnesota Board of Teaching. No additional test is required, however there is a fee for licensure.

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Public Employee Lists

The applications for the Minnesota Merit System and North Dakota Human Resources Management Services are available on the MSUM Career Services website at <http://www.mnstate.edu/career/jobvac.cfm>. Anyone wishing to work as a social worker in a public welfare agency in Minnesota or North Dakota must get on the respective lists. To be listed on the Minnesota Merit System, a person needs to pass a test or submit his/her licensing score by contacting the Association of Social Work Board at 888-579-3926 or www.aswb.org. In North Dakota, a person just needs to submit an application to be listed.

MAJOR IN SOCIAL WORK - B.S.W. DEGREE
MINNESOTA STATE UNIVERSITY MOORHEAD
www.mnstate.edu/socialwork

The Minnesota State University Moorhead (MSUM) School of Social Work prepares competent and effective professionals for entry-level generalist social work practice. The MSUM Social Work Program also provides leadership in developing service delivery systems and advancing social and economic justice.

MAJOR REQUIREMENTS IN THE DEPARTMENT OF SOCIAL WORK
45 credits (a grade of “C-” or better is required in all social work courses)

<u>Course Number</u>	<u>Course Description</u>	<u>Semester Credits</u>	<u>Prerequisites</u>
SW 250	Introduction to Social Welfare and Social Work	3	
SW 330	Human Behavior & the Social Environment	3	SW 250*, Soc 110, Soc 120*, Psy 113, Psy 202* and Bio 104*

SOCIAL WORK ADMISSIONS PROCEDURE

SW 250*, SW 330*, 2.5 or better GPA, minimum of 30 hours of volunteer or paid work experience in a human service setting, and successful completion of a writing proficiency assignment.

All course work below requires admission to the Social Work major prior to enrollment

SW 400	Research Methods	3	
SW 420	Generalist Practice: Individuals	3	SW 400*
SW 430/530	Generalist Practice: Families	3	SW 400*, SW 420*
SW 440/540	Generalist Practice: Groups	3	SW 420
SW 450/550	Generalist Practice: Communities & Organizations	3	SW 420
SW 460/560	Social Policy	3	Econ 100, Pol 120, Para 470, Hist 241
SW Elective	Minimum of 3 credits	3	
SW Elective, or Related Elective	A Social Work Elective, or other related course approved by the student's advisor Minimum of 3 credits	3	
SW 469	Internship A grade of “C” or better is necessary in all SW courses to enroll in internship	12	Total of 90 hours human service experience in up to three settings, SW 400, 420, 430, 440, 450, 460, SW Elective(s), MSUM GPA of 2.5 and consent
SW 470	Senior Seminar	<u>3</u>	SW 469*

TOTAL CREDITS REQUIRED

45

* Indicates that this course may be taken as a co-requisite

REQUIREMENTS IN RELATED FIELDS - 27 CREDITS
(A grade of "C-" or better is required in all prerequisite courses)

<u>Course Number</u>	<u>Course Description</u>	<u>Semester Credits</u>
Biol 104	Human Biology	3
Econ 100	The American Economy	3
Hist 241	History of Social Welfare	3
Para 470	Government Benefits	3
Pol 120	National Government and Politics	3
Psy 113	General Psychology	3
Psy 202	Developmental Psychology	3
Soc 110	Introduction to Sociology	3
Soc 120	Social Psychology	<u>3</u>
		27

<u>Social Work Electives Offered</u>	<u>Credits</u>	<u>Prerequisites</u>
SW 308 Introduction to Gerontology	3	
SW 369 Field Experience I	3-6.....	SW 330 and consent
SW 390 Topics in Social Work	1-3	
SW 402/502 Child Welfare Services	3	
SW 410 Gerontology: Policies and Practices	3.....	SW 308
SW 411/511 Chemical Dependency	3	
SW 431/531 Readings in Social Welfare	2-3.....	SW 330 and consent
SW 479 Field Experience II	3-10.....	SW 469 and consent
SW 497/597 Independent Study	2-3.....	SW 400 and consent
SW 499/599 Social Work Workshops	1-3	

<u>Optional Recommended Courses in Other Departments</u>	<u>Credits</u>	<u>Prerequisites</u>
AMCS 372 Dynamics of Prejudice & Oppression	3	
Biol 300 Biology of Women	3.....	Biol 104
Econ 305 Economics of Poverty, Discrimination and Inequality	3.....	Econ 100 or Econ 202
Pol 340 Public Administration	3	
Pol 341 Public Policy	3	
Psy 463 Abnormal Psychology	3.....	9 Psy. credits or consent
Soc 310 Dominate/Subordinate Group Relations	3.....	Soc 110
Soc 350 Methods and Statistics for Social Research	4.....	(A course in statistics may be required for graduate school)
SPED 320 Educational Services for Individuals with Exceptionalities	3.....	(Recommended for School Social Work; Needs faculty override)

Transfer students must meet Minnesota State University Moorhead's Dragon Core Requirements for Human Diversity and Global Perspective. If the previous transfer classes do not include these courses, the Transfer Student may take one category 7 course and one category 8 course or other substitute courses approved by the Social Work Department. See your Advisor.

Appendix A

MINNESOTA STATE UNIVERSITY
moorhead

ADMISSION APPLICATION STUDENT CHECKLIST

- √ This page is designed to help you complete each of the following tasks:
- READ THE ENTIRE APPLICATION THOROUGHLY BEFORE COMPLETION!**
(Please discuss any admissions questions immediately with your Faculty Advisor.)
 - SECTION I: GENERAL INFORMATION completed**
 - SECTION II: UNDERSTANDING OF THE PREREQUISITES TO ADMISSION**
 - SECTION III: STUDENT SELF EVALUATION ESSAY completed**
*Be sure that your completed essay is attached to your application.
In addition, include mention of special criteria {if any} that you believe the Admissions Committee should consider. Special criteria are items that you believe are crucial to be reviewed in the event that you do not meet specific admission requirements.*
 - SECTION IV/Part A: PRE-ADMISSION HUMAN SERVICE: GUIDELINES**
 - SECTION IV/Part B: PRE-ADMISSION HUMAN SERVICE: STUDENT EVALUATION**
(To be completed by the student. See attached PRE-ADMISSION VOLUNTEER/WORK EXPERIENCE GUIDELINES for details.)
 - SECTION IV/Part C: PRE-ADMISSION HUMAN SERVICE: SUPERVISOR EVALUATION**
(To be completed by the student's supervisor. See attached PRE-ADMISSION VOLUNTEER/WORK EXPERIENCE GUIDELINES for details.)
 - PRE-ADMISSION WRITING ASSIGNMENT**
 - COPY OF THE CURRENT TRANSCRIPT ATTACHED**
(You can obtain one online at "eservice" on the MSUM home pages.)
 - SOCIAL WORK FACULTY ADVISOR APPOINTMENT SCHEDULED**
(Please do this well in advance of the semester deadline so that you and your advisor may then review together your application and changes or additions can be made.)
 - I HAVE READ THE NASW CODE OF ETHICS SUMMARY IN SECTION V**
 - I HAVE APPLIED FOR STUDENT MEMBERSHIP IN NASW**

Please ensure that materials are completed, clear, and promptly submitted **prior to the deadline** for the current semester. Failure to be formally admitted in the program *will* prevent enrollment in required social work courses. **Misrepresentation** of any information used for admissions purposes, or any other formal processes in the Social Work Department may be grounds for immediate dismissal!

PLEASE TALK WITH YOUR ADVISOR --- EARLY!!!

Each semester's submission date is posted in the department early in that semester

PRE-ADMISSION WRITING ASSIGNMENT

Because professional writing ability is requisite to successful professional social work practice, students applying to the Social Work Program are asked to complete a written assignment to demonstrate their writing abilities, and enable the admissions committee to determine whether remedial coursework in writing is indicated. The writing exam is offered twice a semester; you will need to sign up in the School of Social Work to attend a scheduled writing exam. ***Please be sure to be prompt in arriving for this session as students who are late cannot be given additional time.*** Upon arrival to the writing exam, directions and grading will be discussed. Three topical questions will be presented and you will be asked to choose one of the three questions to elaborate on. A computer will already be prepared for you to type out your thoughts. You will have 30 minutes to formulate and write your response. Your response must be double-spaced and more than one page in length. After completion (i.e., 30 minutes), your writing will be immediately printed from this computer. One copy will be given to you for your records; and three copies will be held in the office to be included with your application. The electronic version will then be destroyed.

AS THIS WRITTEN ASSIGNMENT IS DESIGNED TO ILLUSTRATE YOUR WRITING SKILLS TO THE ADMISSIONS COMMITTEE, PLEASE NOTE THE FOLLOWING POSSIBLE OUTCOMES:

- In cases where no remedial work is indicated by your written response to the above writing assignment, your admission to the department will not include additional writing coursework in writing.
- In cases where remedial work is indicated by your written response to the above writing assignment and such remedial work is deemed practical given your level of need, your admission to the Department will be contingent upon your concurrent enrollment in the prescribed remedial writing coursework as prescribed by the Admissions Committee. Unencumbered progress through the program will also depend on your successfully completing prescribed written coursework. The writing skills of students in this category will be monitored by Social Work Faculty to ensure that reasonable improvement is being made.
- In cases where considerable remedial work is indicated in the written response to the above writing assignment, your admission to the department may be denied. If you are denied admission because of writing deficiencies, you may choose to complete whatever necessary remedial writing coursework you choose in order to raise your writing skills to meet the department's standards. When writing deficiencies are remedied, students denied admission because of writing difficulties may then reapply for admission.

ADMISSION APPLICATION

SECTION I: GENERAL INFORMATION

Name: _____ **Date:** _____
Local Address: _____ **Dragon ID:** _____
_____ **Current Cumulative GPA:** _____
_____ **Faculty Advisor:** _____
Local Telephone: () _____ **Advisor Reviewed:** _____
Permanent Address: _____ **Same as Local**

Permanent Telephone: () _____ **Same as Local**
Email Address: _____

PREREQUISITES FOR ADMISSION

1. The student must provide a copy of her/his *transcript* from most recent institution that shows the last cumulative GPA.
2. The student must obtain pre-admission grades of “C-” or better in ***all Social Work² courses and related requirements*** used for admission.
3. The student must have an ***overall Cumulative GPA of 2.5 or higher*** at the time of admission.²
4. The student must be enrolled in or have completed SW 250 (*final grade of “C-” or better*):
Date Enrolled _____ Grade _____ ***Currently Enrolled***
-or-Equivalent Course ¹ _____ Grade _____ University _____
5. The student must be enrolled in or have completed SW 330 (*final grade of “C-” or better*):
Date Enrolled _____ Grade _____ ***Currently Enrolled***
-or-Equivalent Course ¹ _____ Grade _____ University _____
6. The student must submit a self-evaluation. (Use Section III guidelines provided herein--any special criteria are included in this section, and should be discussed with your advisor.)
7. The student must complete at minimum 30 hours of supervised post high school experience in a human service setting, within the past ten years (Submit Section IV herein).
8. All admission materials must be completed and reviewed with your Social Work Faculty advisor ***by the fifth*** week of the semester in which the candidate applies. Students are notified of the admissions decision during that same semester.
 1. In the case of social work transfer students using SW 250 and SW 330 equivalents, applications should be submitted and prior to your first MSUM semester. Contact the department for details.
 2. Please note that students must receive a final grade of “C-” or better in all social work classes and related requirements attempted prior to internship and graduation.

ACTION: **APPROVE** **DENY** **DISCUSS**

SECTION II: AGREEMENT OF UNDERSTANDING FOR ADMISSION

Please write your initials in the space before or after each statement or question below. Your initials indicate that you have read and understand each prerequisite as listed below.

_____ I have read and agree to abide by the NASW Code of Ethics (see Section V.).

_____ I have read and understand the Social Work Department's policies and procedures for the Formative Performance Evaluation Process as outlined in the Department's Student Handbook.

_____ I have read and understand the University's student policies as well as student rights and responsibilities as articulated in the University's and the Social Work Department's handbooks.

_____ I understand that my GPA may be reviewed periodically to determine compliance with the social work major requirements.

_____ I understand that my misrepresentation of any information requested as part of admissions or any other formal process used in the Social Work Department may be grounds for denial of admission or dismissal from the program.

_____ I understand that the material in the admissions packet shall be confidential, and used only during the admissions process, and only by the admissions committee to help determine my writing capabilities and suitability for the social work profession.

_____ I have applied for or have proof of current student membership in NASW.

Were you ever convicted of an adult offense other than minor traffic violations?

- If Yes, Please attach a statement explaining the conviction.
- If No, Please sign and date

Student's Name Printed

Student's Signature

Date

SECTION III: STUDENT SELF EVALUATION SURVEY

Please write an essay, not to exceed three typed, double spaced pages that answers the following:

- What stimulated your interest in social work practice (e.g., critical life events, etc.)?
- What are key values in your life and how do they relate to those embraced in social work?
- What strengths do you have that will enhance your professional social work practice?
- In what areas do you need/wish to grow and develop in order to enhance your professional social work practice abilities?
- Please list any special criteria, which you think should be considered when evaluating your application for admission. Please discuss these circumstances with your faculty advisor, who will present any special criteria to the School of Social Work.

Attach a copy of the essay to your application.

SECTION IV: PRE-ADMISSION HUMAN SERVICE EXPERIENCE

PART A: PRE-ADMISSION VOLUNTEER/WORK EXPERIENCE GUIDELINES

The overall goal of the requirement for volunteer/work experience prior to admission to the social work program is to enable the student to receive initial exposure to working with people in a human service setting. Toward this end, the following guidelines have been established:

Guidelines

1. The experience must have been completed after completing high school yet within 10 years prior to application.
2. The experience must have been in a formal human service setting.
3. The experience must have involved direct contact with some client system that does not include members of your own family.
4. The experience must have enabled the student to reflect on her/his potential for working in the field of social work with people seeking services from social work providers.
5. The experience must be documented by completion of Parts A, B, and C of Section IV of this application for admission to the Social Work Program.
6. This experience must be completed before acceptance into the major.

ADMISSION APPLICATION

SECTION IV: PRE-ADMISSION HUMAN SERVICE EXPERIENCE

PART B: PRE-ADMISSION VOLUNTEER/PAID HUMAN SERVICE EXPERIENCE: THE STUDENT REPORT AND SELF EVALUATION

Student's Name: _____

Human Service Setting: _____

Address: _____ Telephone: () _____

Name of supervisor: _____

Position of supervisor: _____

Dates of Human Service experience: _____

Total Hours Completed (minimum of 30 required): _____

Briefly describe your activities and responsibilities in this experience, focusing particularly on the client system(s) with which you had contact.

What did you learn about yourself and your potential for professional social work practice through this experience?

What kinds of problems, if any, did you experience?

I understand this material will be used for the admissions process.

(Student's Signature)

(Date)

ADMISSION APPLICATION

SECTION IV: PRE-ADMISSION HUMAN SERVICE EXPERIENCE

PART C: PRE-ADMISSION VOLUNTEER/PAID HUMAN SERVICE EXPERIENCE:
THE SUPERVISOR'S REPORT AND EVALUATION

Student's Name: _____

Human Service Setting: _____

Address: _____ **Telephone:** (____) _____

Name/Position of supervisor: _____

Dates of Human Service experience: _____

Total Hours Completed (minimum of 30 required): _____

What were the activities and responsibilities assigned to this student while at your agency?

How did the student carry out her/his responsibilities while at your agency?

How would you evaluate this student's relationship skills with both clients and co-workers?

Please describe areas for growth if this student is to become a professional social worker?

How would you see this student as a future professional social worker? (Use back as needed.)

(Supervisor's Signature)

(Date)

SECTION V: ETHICAL CONDUCT

CODE OF ETHICS

National Association of Social Workers

Approved by the 1996 NASW Delegate Assembly and revised by the 1999 NASW Delegate Assembly

The National Association of Social Workers Code of Ethics is intended to serve as a guide to the everyday professional conduct of social workers. The Code offers a set of values, principles, and standards to guide decision making and conduct and ethical issues arise. Below are the **VALUES**, **ETHICAL PRINCIPLES**, and the **STANDARDS** of the Code of Ethics.

VALUES

SERVICE

Ethical Principle: *Social worker's primary goal is to help people in need and to address social problems.* Social workers elevate service to others above self-interest. Social workers draw on their knowledge, values, and skills to help people in need and to address social problems. Social workers are encouraged to volunteer some portion of their professional skills with no expectation to significant financial return (pro bono service).

SOCIAL JUSTICE

Ethical Principle: *Social workers challenge social injustice.* Social workers pursue social change, particularly with and on behalf of vulnerable and oppressed individuals and groups of people. Social workers' social change efforts are focused primarily on issues of poverty, unemployment, discrimination, and other forms of social injustice. These activities seek to promote sensitivity to and knowledge about oppression and cultural and ethnic diversity. Social workers strive to ensure access to needed information, services, and resources; equality of opportunity; and meaningful participation in decision making for all people.

DIGNITY AND WORTH OF THE PERSON

Ethical Principle: *Social workers respect the inherent dignity and worth of the person.* Social workers treat each person in a caring and respectful fashion, mindful of individual differences and cultural and ethnic diversity. Social workers promote clients' socially responsible self-determination. Social workers seek to enhance clients' capacity and opportunity to change and address their own needs. Social Workers are cognizant of their dual responsibility to clients and to the broader society. They seek to resolve conflicts between clients' interests and the broader society's interests in a socially responsible manner consistent with the values, ethical principles, and ethical standards of the profession.

IMPORTANCE OF HUMAN RELATIONSHIPS

Ethical Principle: *Social workers recognize the central importance of human relationships.* Social workers understand that relationships between and among people are an important vehicle for change. Social workers engage people as partners in the helping process. Social workers seek to strengthen relationships among people in a purposeful effort to promote, restore, maintain, and enhance the well-being of individuals, families, social groups, organizations, and communities.

INTEGRITY

Ethical Principle: *Social workers behave in a trustworthy manner.* Social workers are continually aware of the profession's mission, values, ethical principles, and ethical standards and practice in a manner consistent with them. Social workers act honestly and responsibly and promote ethical practices on the part of the organizations with which they are affiliated.

COMPETENCE

Ethical Principle: *Social workers practice within their areas of competence and develop and enhance their professional expertise.* Social workers continually strive to increase their professional knowledge and skills and apply them in practice. Social workers should aspire to contribute to the knowledge base of the profession.

CODE OF ETHICS

(continued)

National Association of Social Workers

Approved by the 1996 NASW Delegate Assembly and revised by the 1999 NASW Delegate Assembly

BRIEF SUMMARY OF ETHICAL STANDARDS

1. SOCIAL WORKER'S ETHICAL RESPONSIBILITIES TO CLIENTS:

Areas include commitment to clients, self-determination, informed consent, competence, cultural competence and social diversity, conflicts of interest, confidentiality, payment of services, interruption and termination of services, access to records, physical contact, sexual harassment, derogatory language, clients who lack decision-making capacity.

2. SOCIAL WORKER'S ETHICAL RESPONSIBILITIES TO COLLEAGUES:

Areas include respect, confidentiality, interdisciplinary collaboration, consultation, referral for services, sexual relationships, sexual harassment, impairment and incompetence of colleagues, unethical conduct.

3. SOCIAL WORKER'S ETHICAL RESPONSIBILITIES IN PRACTICE SETTINGS:

Areas include supervision and consultation, education and training, performance evaluation, client records, billing, client transfer, administration, continuing education, commitments to employers, labor-management disputes.

4. SOCIAL WORKER'S ETHICAL RESPONSIBILITIES AS PROFESSIONALS:

Areas include competence, discrimination, private conduct, dishonesty, fraud, and deception, impairment, misrepresentation, solicitations, acknowledging credit.

5. SOCIAL WORKER'S ETHICAL RESPONSIBILITIES TO THE SOCIAL WORK PROFESSION:

Areas include integrity of the profession and evaluation and research.

6. SOCIAL WORKER'S ETHICAL RESPONSIBILITIES TO THE BROADER SOCIETY:

Areas include social welfare and public participation.

Appendix B

Formative Performance Evaluation: *Student Notice*

Student's Name: _____

Semester/Year: _____ Date: _____

As you know, the social work program reserves the right to perform a formative evaluation of every student admitted to the program (see your copy of the department's *Student Handbook*, pgs. 13-16). Based on the faculty's formative evaluation, your performance thus far in the social work program is judged to be below minimal acceptable academic and professional standards. The following are specific faculty concerns:

Faculty's Signature: _____

Date: _____

So we can assist you in remedying these concerns, you must meet with your advisor within 10 days of this notice to discuss these concerns and ultimately complete a *Performance Evaluation Deficiency Remediation Plan* to correct these concerns. Failure to respond to this notice will result in the reexamination of your status in the Social Work Program.

Student's Copy

Formative Performance Evaluation: *Student Notice*

Student's Name: _____

Semester/Year: _____ Date: _____

As you know, the social work program reserves the right to perform a formative evaluation of every student admitted to the program (see your copy of the department's *Student Handbook*, pgs. 13-16). Based on the faculty's formative evaluation, your performance thus far in the social work program is judged to be below minimal acceptable academic and professional standards. The following are specific faculty concerns:

Faculty's Signatures: _____

Date: _____

So we can assist you in remedying these concerns, you must meet with your advisor within 10 days of this notice to discuss these concerns and ultimately complete a *Performance Evaluation Deficiency Remediation Plan* to correct these concerns. Failure to respond to this notice will result in the reexamination of your status in the Social Work Program.

Student's Signature: _____

Advisor's Signature: _____

Date: _____

Advisor's Copy

Formative Performance Evaluation: *Remediation Plan*

Student's Name: _____

Semester/Year: _____ Deficiency Notice Date: _____

Remediation Plan Date: _____

As noted in the *Formative Performance Evaluation Student Notice* you received on the above date, your performance thus far in the social work program is judged to be below acceptable minimal academic and/or non-academic standards (see again your copy of the department's *Student Handbook*, pgs. 13-16). The following reflects the specific remedial steps that must be taken to improve your performance in this program:

So that you can continue in the social work program, you must implement this plan and successfully remedy all noted deficiencies by the end of the current semester. If you have not made substantial progress toward resolution of these deficiencies, you may be terminated from the social work program.

I agree/disagree with the remediation plan: (circle one)

Student's Signature: _____

Advisor's Signature: _____

Faculty Signature: _____

Date: _____

Cc: student
student's file