

WESTERN KENTUCKY UNIVERSITY

DEPARTMENT OF SOCIAL WORK

BSW PROGRAM

STUDENT HANDBOOK

2016 Edition

A Note from the BSW Program Director

Welcome to the Western Kentucky University, Undergraduate Social Work Program! This is a baccalaureate program accredited by the Council on Social Work Education (CSWE). Graduates are awarded a Bachelor of Social Work or BSW which is recognized as the entry level degree for the practice of professional social work by the National Association of Social Workers (NASW). Given that the Department of Social Work offers both undergraduate and graduate programs, the undergraduate program will be referred to as the BSW program.

The WKU BSW program was initially accredited by the CSWE in 1978. The BSW program currently has more than 200 premajors and majors. The goal of this handbook is to ensure that all premajors, majors, and students interested in undergraduate social work education have access to relevant information regarding the BSW program. This handbook is designed to provide students with relevant policies, procedures, and program requirements. It is designed to assist both premajors who are considering social work as a major, as well as social work majors as they progress through the BSW program. The purpose of the handbook is to provide you with a source of helpful information concerning the general needs of social work students.

The BSW program at WKU will help prepare you in your goal of being a competent, ethical social work practitioner. Hopefully, you will find your experience with the program to be both stimulating and rewarding. The goal of the faculty is to provide you with an educational environment that is both challenging and supportive. It is within this context of challenge and support that you are encouraged to take advantage of the many opportunities that are available.

Make the most of your interactions with the WKU BSW program. Opportunities for personal and professional growth await you. The faculty possesses tremendous expertise, knowledge, and skills. Your relationship with the faculty as your instructors, advisors, and mentors will assist you as you begin your career in social work.

Once again, welcome to the WKU BSW program.

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Associate Professor and Director, BSW Program

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Western Kentucky University

Vision

WKU—A Leading American University with International Reach.

Mission

Western Kentucky University (WKU) prepares students of all backgrounds to be productive, engaged, and socially responsible citizen-leaders of a global society. The University provides research, service and lifelong learning opportunities for its students, faculty, and other constituents. WKU enriches the quality of life for those within its reach.

Mission Parameters

As a nationally prominent university, Western Kentucky University engages the globe in acclaimed, technologically enhanced academic programs. An inspiring faculty promotes entrepreneurial success and a unique campus spirit to attract an intellectually exciting and diverse family of the nation's best students.

WKU provides students with rigorous academic programs in education, the liberal arts and sciences, business, and traditional and emerging professional programs, with emphasis at the baccalaureate level, complemented by relevant associate and graduate-level programs.

The University places a premium on teaching and student learning. Its faculty engages in creative activity and diverse scholarship, including basic and applied research, designed to expand knowledge, improve instruction, increase learning, and provide optimum service to the state and nation. The University directly supports its constituents in its designated service areas of Kentucky with professional and technical expertise, cultural enrichment, and educational assistance.

The University encourages applied research and public service in support of economic development, quality of life, and improvement of education at all levels, especially elementary and secondary schools. In particular, WKU faculty contribute to the identification and solution of key social, economic, scientific, health, and environmental problems within its reach, but particularly throughout its primary service area. Maintaining a campus of distinctive history and character, WKU sustains a student population of increasing quality. It fulfills its responsibility for access through its community college, extended campus programs, and distance learning.

WKU's commitment is to ensure value in a holistic learning experience through high standards for student achievement and conduct, a strong faculty, technological innovation, personalized attention, broad access, and public accountability for actions and outcomes.

WKU recognizes that its mission continues to evolve in response to regional, national, and global changes, and the need for lifelong learning.

WKU's Mission and the QEP Theme

Western's Quality Enhancement Plan (QEP) theme, Evidence & Argument: Information Mastery for Meaningful Discourse, is based on the premise that students who are more actively involved in their education will learn more, and thus be more successful during their educational careers and beyond.

The QEP theme was developed as a means of extending, focusing and realizing aspects of the university mission stated in its strategic plan, Challenging the Spirit.

QEP Student Learning Goal:

WKU students will bring evidence and argument to life through written, oral, and visual means. Graduates will apply and adapt this learning to their professional, social, and personal lives.

STUDENT LEARNING OUTCOMES:

1. WKU students will demonstrate the ability to gather sound and relevant evidence to address an issue. (Evidence-Gathering)
2. WKU students will demonstrate the ability to analyze and synthesize the assembled evidence. (Sense-Making)
3. WKU students will demonstrate the ability to articulate a logical and supported argument based on this analysis. (Argumentation)

Statement of Compliance

Western Kentucky University is committed to equal opportunity in its educational programs and employment. It is an equal opportunity - affirmative action employer and does not discriminate on the basis of age, race, color, religion, sex, sexual orientation, national origin or disability. On request, the University will provide reasonable accommodations, including auxiliary aids and services, necessary to afford an individual with a disability an equal opportunity to participate in all services, programs, activities and employment.

The University has published policies and procedures for investigating and/or addressing discrimination or harassment in its educational programs and/or employment. If you believe you have experienced discrimination or harassment in such programs, activities or employment, the University policies and procedures are published in [Hilltopics: A Handbook for University Life](#); the [Western Kentucky University Personnel Policies and Procedures Manual](#); and the [Catalog](#). These publications, including information about University procedures, are available in the following locations:

Equal Opportunity/ADA Compliance Office Room G33 Wetherby Admin. Bldg WKU (270) 745-5121	Office of Human Resources Room 42, Wetherby Admin. Bldg. WKU (270) 745-5360	Office of the President Room 135 Wetherby Admin. Bldg WKU (270) 745-4346
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Inquiries about alleged discrimination may also be made directly to the Office of Civil Rights, U.S. Department of Education, The Wannamaker Building, Suite 515, 100 Penn Square East, Philadelphia, PA 19107, (215) 656-8548; the Kentucky Commission on Human Rights, 832 Capital Plaza, 500 Metro Street, Frankfort, Kentucky, 60601, (502) 595-4024 or (800) 292-5566; or the Equal Employment Opportunity Commission, 600 Martin Luther King, Jr. Place, Suite 269, Louisville, Kentucky 40202, (502) 582-5851.

BSW Program

Mission Statement

The mission of the BSW Program at Western Kentucky University is to prepare culturally competent professionals who can work with diverse, multi-generational populations and client systems of various sizes. The program promotes a commitment to social justice and lifelong learning in order for graduates to work successfully in a global society.

Goals

The goals of the BSW program at Western Kentucky University are:

1. To prepare generalist social workers who are culturally competent and adept at integrating professional knowledge, values, and skills for practice with diverse populations and multigenerational client systems of various sizes.
2. To foster a respect for diversity and a commitment to the common good through the advancement of social justice.
3. To instill a sense of oneself as a citizen of the world who is committed to ongoing professional growth and development.

Statement of Nondiscrimination

The WKU BSW program is committed to a policy of nondiscrimination in all aspects of its program activities. The program respects and values diversity and does not discriminate on any

basis including the following: race, color, gender, age, creed or religion, ethnic or national origin, disability, political orientation, or sexual orientation.

Accreditation

Western Kentucky University

Western Kentucky University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, master's and specialist degrees.

BSW Program

The BSW program is accredited by the Council on Social Work Education (CSWE).

CSWE Commission on Accreditation Educational Policy

Core Competencies

In 2008 CSWE adopted a competency-based education framework for its EPAS. As in related health and human service professions, the policy moved from a model of curriculum design focused on content (what students should be taught) and structure (the format and organization of educational components) to one focused on student learning outcomes. A competency-based approach refers to identifying and assessing what students demonstrate in practice. In social work this approach involves assessing the students' ability to demonstrate the competencies identified in the educational policy. (EPAS, 2015, p. 4)

Competency 1: Demonstrate Ethical and Professional Behavior

Social workers understand the value base of the profession and its ethical standards, as well as relevant laws and regulations that may impact practice at the micro, mezzo, and macro levels. Social workers understand frameworks in practice, research, and policy arenas. Social workers recognize personal values and the distinction between personal and professional values. They also understand how their personal experiences and affective reactions influence their professional judgment and behavior. Social workers understand the profession's history, its mission, and the roles and responsibilities of the profession. Social workers also understand the role of other professions when engaged in inter-professional teams. Social workers recognize the importance of life-long learning and are committed to continually updating their skills to ensure they are relevant and effective. Social workers also understand emerging forms of technology and the ethical use of technology in social work practice. Social workers:

- Make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models of ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to context;
- Use reflection and self-regulation to manage personal values and maintain professionalism in practice situations;
- Demonstrate professional demeanor in behavior; appearance; and oral, written and electronic communication;
- Use technology ethically and appropriately to facilitate practice outcomes; and
- Use supervision and consultation to guide professional judgment and behavior.

Competency 2: Engage Diversity and Difference in Practice

Social workers understand how diversity and difference characterize and shape the human experience and are critical to the formation of identity. The dimensions of diversity are understood as the intersectionality of multiple factors including but not limited to age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status. Social workers understand that, as a consequence of difference, a person's life experiences may include oppression, poverty, marginalization, and alienation as well as privilege, power, and acclaim. Social workers also understand the forms and mechanisms of oppression and discrimination and recognize the extent to which a culture's structures and values, including social, economic, political, and cultural exclusions, may oppress, marginalize, alienate, or create privilege and power. Social workers:

- Apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels;
- Present themselves as learners and engage clients and constituencies as experts of their own experiences; and
- Apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies.

Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice

Social workers understand that every person regardless of position in society has fundamental human rights such as freedom, safety, privacy, an adequate standard of living, health care, and education. Social workers understand the global interconnections of oppression and human rights violations, and are knowledgeable about theories of human need and social justice and strategies to promote social and economic justice and human rights. Social workers understand strategies designed to eliminate oppressive structural barriers to ensure that social goods, rights, and responsibilities are distributed equitably and that civil, political, environmental, economic, social, and cultural human rights are protected. Social workers:

- Apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels; and
- Engage in practices that advance social, economic, and environmental justice.

Competency 4: Engage in Practice-informed Research and Research-informed Practice

Social workers understand quantitative and qualitative research methods and their respective roles in advancing a science of social work and in evaluating their practice. Social workers know the principles of logic, scientific inquiry, and culturally informed and ethical approaches to building knowledge. Social workers understand that evidence that informs practice derives from multi-disciplinary sources and multiple ways of knowing. They also understand the processes for translating research findings into

effective practice. Social workers:

- Use practice experience and theory to inform scientific inquiry and research;
- Apply critical thinking to engage in analysis of quantitative and qualitative research methods and research findings; and
- Use and translate research evidence to inform and improve practice, policy and service delivery.

Competency 5: Engage in Policy Practice

Social workers understand that human rights and social justice, as well as social welfare and services, are mediated by policy and its implementation at the federal, state, and local levels. Social workers understand the history and current structure of social policies and services, the role of policy in service delivery, and the role of practice in policy development. Social workers understand their role in policy development and implementation within their practice settings at the micro, mezzo, and macro levels and they actively engage in policy practice to effect change within those settings. Social workers recognize and understand the historical, social, cultural, economic, organizational, environmental, and global influences that affect social policy. They are also knowledgeable about policy formulation, analysis, implementation, and evaluation. Social workers:

- Identify social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services;
- Assess how social welfare and economic policies impact the delivery of and access to social services; and
- Apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice.

Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities

Social workers understand that engagement is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers value the importance of human relationships. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to facilitate engagement with clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand strategies to engage diverse clients and constituencies to advance practice effectiveness. Social workers understand how their personal experiences and affective reactions may impact their ability to effectively engage with diverse clients and constituencies. Social workers value principles of relationship-building and inter-professional collaboration to facilitate engagement with clients, constituencies, and other professionals as appropriate. Social workers:

- Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies; and
- Use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies.

Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities

Social workers understand that assessment is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in the assessment of diverse clients and constituencies, including individuals, families, groups, organizations and communities. Social workers understand methods of assessment with diverse clients and constituencies to advance practice

effectiveness. Social workers recognize the implications of the larger practice context in the assessment process and value the importance of inter-professional collaboration in this process. Social workers understand how their personal experiences and affective reactions may affect their assessment and decision-making. Social workers:

- Collect and organize data, and apply critical thinking to interpret information from clients and constituencies;
- Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies;
- Develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies; and
- Select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies.

Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities

Social workers understand that intervention is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers are knowledgeable about evidence-informed interventions to achieve the goals of clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to effectively intervene with clients and constituencies. Social workers understand methods of identifying, analyzing and implementing evidence-informed interventions to achieve clients and constituency goals. Social workers value the importance of inter-professional teamwork and communication in interventions, recognizing that beneficial outcomes may require interdisciplinary, inter-professional, and inter-organizational collaboration. Social workers:

- Critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies;
- Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies;
- Use inter-professional collaboration as appropriate to achieve beneficial practice outcomes;
- Negotiate, mediate, and advocate with and on behalf of diverse clients and constituencies; and
- Facilitate effective transitions and endings that advance mutually agreed-on goals.

Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

Social workers understand that evaluation is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individual, families, groups, organizations, and communities. Social workers recognize the importance of evaluating processes and outcomes to advance practice policy, and service delivery effectiveness. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in evaluating outcomes. Social workers understand qualitative and quantitative methods for evaluating outcomes and practice effectiveness. Social workers:

- Select and use appropriate methods for evaluation of outcomes;
- Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes;
- Critically analyze, monitor, and evaluate intervention and program processes and outcomes, and
- Apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels.

Why the BSW?

The BSW is recognized by both the CSWE and the National Association of Social Workers (NASW) as the beginning professional degree, indicating that students are prepared for generalist social work practice.

Professionally, graduates of BSW programs are eligible to pursue licensure at the baccalaureate level in states which offer or require such licensure for social work practice. Academically, the BSW is recognized as the basis for eligibility for advanced standing in master's level social work education (MSW). This means that a person holding the BSW may be able to complete the master's program in a shorter period of time than someone who holds a baccalaureate degree from another discipline. Please consult the graduate school of your choice for specific requirements concerning advanced standing.

Academic Conduct

The *Western Kentucky University Catalog Issue 2015-2016* outlines WKU's Student Life Policies Statement on Student Rights and Responsibilities. These policies can also be found at:

https://www.wku.edu/undergradcatalog/documents/15_16_ugrad_catalog/judicial_affairs.pdf
In addition, students are encouraged to be familiar with the Student Complaint Procedure. This procedure can also be found at:

<https://www.wku.edu/handbook/academic-complaint.php>

Students taking social work courses and interacting with the department and its faculty and staff are expected to understand and abide by these University policies and procedures.

NASW Code of Ethics

The current *NASW Code of Ethics* was approved in 1996 and revised in 2008 by the NASW Delegate Assembly. The following are excerpts from the *NASW Code of Ethics*. For a complete review of the *NASW Code of Ethics*, please see:

<http://www.socialworkers.org/pubs/code/default.asp>

Purpose of the NASW Code of Ethics

Professional ethics are at the core of social work. The profession has an obligation to articulate its basic values, ethical principles, and ethical standards. The NASW Code of Ethics sets forth these values, principles, and standards to guide social workers' conduct. The Code is relevant to

all social workers and social work students, regardless of their professional functions, the settings in which they work, or the populations they serve.

The NASW Code of Ethics serves six purposes:

1. The Code identifies core values on which social work's mission is based.
2. The Code summarizes broad ethical principles that reflect the profession's core values and establishes a set of specific ethical standards that should be used to guide social work practice.
3. The Code is designed to help social workers identify relevant considerations when professional obligations conflict or ethical uncertainties arise.
4. The Code provides ethical standards to which the general public can hold the social work profession accountable.
5. The Code socializes practitioners new to the field to social work's mission, values, ethical principles, and ethical standards.
6. The Code articulates standards that the social work profession itself can use to assess whether social workers have engaged in unethical conduct. NASW has formal procedures to adjudicate ethics complaints filed against its members.* In subscribing to this Code, social workers are required to cooperate in its implementation, participate in NASW adjudication proceedings, and abide by any NASW disciplinary rulings or sanctions based on it.

Ethical Principles

The following broad ethical principles are based on social work's core values of service, social justice, dignity and worth of the person, importance of human relationships, integrity, and competence. These principles set forth ideals to which all social workers should aspire.

Value: *Service*
Ethical Principle: *Social workers' primary goal is to help people in need and to address social problems.*

Value: *Social Justice*
Ethical Principle: *Social workers challenge social injustice.*

Value: *Dignity and Worth of the Person*
Ethical Principle: *Social workers respect the inherent dignity and worth of the person.*

- Value:** *Importance of Human Relationships*
Ethical Principle: *Social workers recognize the central importance of human relationships.*
- Value:** *Integrity*
Ethical Principle: *Social workers behave in a trustworthy manner.*
- Value:** *Competence*
Ethical Principle: *Social workers practice within their areas of competence and develop and enhance their professional expertise.*

Ethical Standards

The following ethical standards are relevant to the professional activities of all social workers. These standards concern:

1. Social workers' ethical responsibilities to clients.
2. Social workers' ethical responsibilities to colleagues.
3. Social workers' ethical responsibilities in practice settings.
4. Social workers' ethical responsibilities as professionals.
5. Social workers' ethical responsibilities to the social work profession.
6. Social workers' ethical responsibilities to the broader society.

Upon applying for admission to the BSW program, students must sign a one-page form as part of the overall application process indicating they have read the *Code*, agree to support its principles, and understand that violation of the *Code* may result in their termination as a social work major.

The Academic Program

Requirements for the Social Work Major

The primary goal of the BSW program is to prepare students for beginning level generalist social work practice. This preparation begins with a strong liberal arts base and required prerequisites followed by foundation curriculum content mandated by the CSWE, including: values and ethics; diversity; populations-at-risk and social and economic justice; human behavior and the social environment; social welfare policy and services; social work practice; research; and field education.

The social work major consists of 54 semester hours, 48 hours in social work and 6 hours in advisor consent electives. Consistent with the program's emphasis on a liberal arts foundation, during the freshman and sophomore years, students will typically take courses in English, speech, political science, economics, math (college algebra), biology, sociology, psychology, western civilization, and the humanities. These courses will also fulfill general education requirements. Specific prerequisites to be completed prior to admission to the BSW program include:

- * SWRK 101
- * SWRK 205
- * ENG 100
- * Math 115 or Math116 or Math 117 or Math 118 or Math 119 (can be completed as late as the first semester admitted to the program)
- * PSY 100/PSYS 100 or PSY 220/PSYS 220
- * PS 110
- * ECON 150 or ECON 202 or ECON 203
- * SOCL 100 or AGRI 108
- * BIOL 113 or BIO 120 or BIO 131

Students must complete either PSY/PSYS or SOCL/AGRI prior to admission. The other can be taken the first semester into the major. Students must also complete ECON or PS prior to admission. The other can be taken the first semester into the major.

Complete application procedures and guidelines can be found at:

<http://www.wku.edu/socialwork/bsw/admissions.php>

Major requirements are as follows: SWRK 101, 205, 330, 331, 344, 345, 375, 379, 378, 381, 395, 480/481, 482/483, one SWRK elective, and six hours of advisor consent electives which should be courses at the 300-400 level. These electives must be approved by the advisor.

Life or Work Experience:

Consistent with the expectations of the Council on Social Work Education Commission on Accreditation's Handbook of Accreditation Standards and Procedures (2013, p. 55), the WKU BSW program does not grant academic credit for life or work experience.

Social Work Course Descriptions:

SWRK 101-Foundations of Human Services

Starting with the basic principles, concepts and a historical perspective, the course will examine problems addressed by diverse social service programs and explore their activities.

SWRK 205-Introduction to Social Work

An introduction to the social work profession and its value, skill and knowledge bases. The history, development, and current status of the social work profession are explored. This introductory course emphasizes appreciation of and respect for human diversity as core concerns of professional social work practice.

SWRK 270- Mental Health and Social Policy

A survey course of the mental health delivery system in the United States. Services and issues will be discussed.

SWRK 325-Social Work and Women in Society

Prerequisite: Junior standing or consent of instructor. This course will provide an analysis of women's status and position within our society, based on the premise that women's experiences emerge from society's political, social, and economic structures. Content areas emphasized include women and social change, violence, poverty, men, and feminist change strategies.

SWRK 326-Services for Older Americans

Prerequisite: Junior standing or consent of instructor. This course focuses on individual and societal aspects of aging with emphasis on programs, resources and services to meet the social tasks of later life. Field trips to off-campus locations are required. Students are responsible for providing their own transportation.

SWRK 330-Human Behavior in the Social Environment I

Prerequisites: *SWRK 101 and 205*. Prerequisite for majors: Admission to the program.

The social, natural, and behavioral sciences are used to examine human behavior across the life span, especially as influenced by ethnicity, class, gender, sexual orientation, and ability.

SWRK 331-Human Behavior in the Social Environment II

Prerequisite: *SWRK 330*. Human behavior in the social environment with emphasis on families, groups, organizations, communities, and cultures. The importance of diversity and the human environment as factors in influencing behavior will be highlighted.

SWRK 344-Social Work Statistics and Data Analysis

Prerequisites: *MATH 116 or equivalent, SWRK 101 and 205*. Enrollment limited to a social work major or minor. An introduction to descriptive and inferential statistics, focusing on integrating research and social work practice, and computer applications in research.

SWRK 345-Social Work Research Methods

Prerequisite: SWRK 344. An introduction to concepts, research design, and program evaluation in social work research. Emphasis will be placed on developing skills in utilizing research information in social work practice.

SWRK 356-Services for Juvenile Offenders

Prerequisite: Junior standing or consent of instructor. The nature and extent of delinquency, structure, and function of the juvenile court will be stressed. Emphasis will be on the provision of services to the juvenile offenders and their families. Field trips to off-campus locations are required. Students are responsible for providing their own transportation.

SWRK 357-Case Management

This course introduces students to the fundamental aspects of case management (service coordination), including common case management roles, processes, responsibilities, and employment challenges. Major content areas include: case management roles (including advocate, broker, resource coordinator), the roles and responsibilities of the multidisciplinary team (including nurses, social worker, physicians, and other disciplines), case management with special populations (forensic, geriatric, children, diverse populations), and the responsibilities of a case manager working in health care and mental health settings. Students will be introduced to the employment challenges of case management (types of programs that hire case managers, workforce retention issues, expectations of case manager, and job satisfaction). Students will develop familiarity with how case managers and clients interface with individual, group, and family systems. Students will develop knowledge of case management ethics and explore common ethical dilemmas and boundaries issues that confront case managers.

SWRK 375-Social Work Practice I

Pre-requisites: SWRK 101 and SWRK 205, and admission to the program. Co-Requisite: SWRK 330. The first of three practice classes that equip students with theory and skills for effective generalist social work practice with individuals and their interpersonal networks.

SWRK 378-Social Work Practice II

Pre-requisites: SWRK 330 and SWRK 375, restricted to social work majors. The second of three practice classes that equip students with theory and skills for effective generalist social work practice with groups.

SWRK 379-Introduction to Social Work Communication Skills

Pre-Requisite: SWRK 330 and SWRK 375. Study and practice of interviewing individuals, families, and groups. The skill of relationship building as it relates to both micro and macro practice of social work is emphasized.

SWRK 381-Social Work Practice III

Prerequisite: SWRK 379. The third of three practice classes that equip students with theory and skills for effective generalist social work practice with organizations and communities.

SWRK 395-Social Welfare Policy and Issues

Prerequisites: SWRK 330. An understanding of the historical perspectives of social welfare policies as they affect current policy issues. Includes examination of the processes of policy formulation. Models of policy analysis assist students in identifying, and their impact on citizens representing a diversity of backgrounds.

SWRK 433-Ethical Issues in Social Work

Prerequisites: SWRK 101 and SWRK 205 or permission of instructor. An examination of professional ethics and common ethical dilemmas in social work. Models of ethical decision making are applied in case vignettes.

SWRK 433G-Ethical Issues in Social Work

Prerequisite: permission of instructor. An examination of professional ethics and common ethical dilemmas in social work. Models of ethical decision making are applied in case vignettes.

SWRK 436-Services to Children

Prerequisite: Junior standing or consent of instructor. A survey of institutional and community services with focus on principles of social services for children and their families.

SWRK 436G-Services to Children

A survey of institutional and community services with focus on principles of social services for children and their families.

SWRK 450-Child Maltreatment

Prerequisite: Junior standing. Comprehensive introduction to child abuse and neglect from a social work perspective. The extent of the problem, effects on children, treatment issues, the social worker's role, and advocacy on behalf of individuals and families are explored. This course is the first of two specific course requirements for the Public Child Welfare Certification Program available through WKU and the Kentucky Cabinet for Families and Children.

SWRK 451-Child Maltreatment Intervention

Prerequisites: SWRK 375 and 450. Second of two specific course requirements for the Public Child Welfare Certification Program available through WKU and the Kentucky Cabinet for Families and Children. Covers various practice skills and treatment interventions related to social work with abused neglected children and their families. Students will have several opportunities to develop their own skills through a variety of teaching methods.

SWRK 480-Social Work Field Practicum I

Prerequisites: *SWRK 345, 378, 381*, field director approval and senior standing. Corequisite: SWRK 481. Social Work practice experience in a social agency. (Grading: Pass/Fail).

Students must successfully complete SWRK 480 and 481 in the same semester to continue in the BSW major.

SWRK 481-Social Work Field Seminar I

Prerequisites: *SWRK 345, 378, 381*, field director approval, and senior standing. Corequisite: SWRK 480. Integration of the knowledge, skills, values, and experiences gained in the internship.

SWRK 482-Social Work Field Practicum II

Prerequisites: *SWRK 480/481*. Corequisite: SWRK 483. Continued social work practice experience in a social service agency. (Grading: Pass/Fail)

SWRK 483-Social Work Field Seminar II

Prerequisites: *SWRK 480/481*. Corequisite: SWRK 482. Integrates the knowledge, skills, values, and experiences gained during the second semester of the internship.

Students must successfully complete SWRK 482 and 483 in the same semester to continue in the BSW major.

SWRK 490-Selected Topics in Social Work

Prerequisite: *Consent of instructor*. This course permits in-depth examination of selected topics in social work. The specific topics vary. May be repeated with different topics.

SWRK 495- Directed Study

Prerequisites: *Junior standing and consent of director*. Available to students who wish to conduct individual, intensive reading and research in a specific area of social work, in close cooperation with supervising faculty. Approval required prior to enrollment.

SWRK 496- Directed Study

Prerequisites: *Junior standing and consent of director*. Available to students who wish to conduct individual, intensive reading and research in a specific area of social work, in close cooperation with supervising faculty. Approval required prior to enrollment.

Course Sequencing for the Social Work Major

Students wishing to MAJOR in Social Work must complete 48 hours of social work courses and 6 hours of advisor consent electives for a total of 54 hours. The following is the recommended sequencing of courses for the social work major:

Students with a catalog term prior to fall 2014

http://www.wku.edu/degreepaths/documents/social_work_594.pdf

Students with a catalog term of fall 2014 or later

http://www.wku.edu/degreepaths/15-16/documents/chhs/social_work_594.pdf

Special Interest Opportunities for the Social Work Major

Public Child Welfare Certification Program (PCWCP)

What is the PCWCP?

The Public Child Welfare Certification Program (PCWCP) has been implemented by the Kentucky Cabinet for Health and Family Services and eleven university undergraduate social work programs in order to better serve the children and families in this state. The goal of this program is to fill the ranks of Child Welfare Workers with the most competent and well trained workers who can provide high quality services immediately following employment. The Cabinet has partnered with the Universities to offer Bachelor Social Work juniors and seniors their academic program in conjunction with participating in the Cabinet's child welfare training curricula prior to graduation. These students are provided in-state tuition, a stipend and must complete a two year employment commitment with the Cabinet upon successful completion of this program

Who is eligible?

To be eligible for this program, you must:

- * Be a full-time social work major (No pre-majors).
- * Have an overall cumulative GPA of 2.5, a cumulative GPA of 3.0 in social work courses, and receive no less than a "B" in the required PCWCP and field courses.
- * Be enrolled in either SWRK 330/375 or SWRK 331/375 or 379 this current semester.

* Participate in an intensive screening process.

***An application selection process is used to choose full-time students twice each academic year. The PCWCP program is exclusively for students who are not Cabinet for Health and Family Services employees. **

An application selection process is used to choose full-time students each academic year at each of the participating universities.

The PCWCP program is exclusively for students who are non-Cabinet for Health and Family Services employees. Those employees can take advantage of the agency's tuition assistance program.

What are the benefits?

There are numerous benefits to this program.

There are numerous benefits to this program:

* Your in-state tuition will be paid through this project for up to four semesters (PCWCP tuition benefits are earmarked and can only be applied to tuition).

* You will be given a \$1300 per semester stipend (\$650.00 in summer) for your books, living expenses and travel related to this program for up to four semesters.

* Once you have completed this program and have graduated with at least a 2.5 overall GPA and a 3.0 GPA or a "B" average in your social work courses, you will be certified as having successfully completed the Public Child Welfare Certification Program and will be assisted in acquiring employment with the Department for Community Based Services consistent with state personnel requirements

What would my obligations be?

* As a participant in this program you will be obligated, by contract, to the Cabinet for Health and Family Services. You will be expected to apply for employment 30 days prior to graduation and accept apposition with the Department for Community Based Services, in the Social Service Worker series, and remain employed there for two (2) years. If a participant does not meet these obligations or does not successfully complete the program, this may result in the forfeiture of all funds received and the reimbursement to the Cabinet for its costs.

* A participant must complete a minimum of three semesters in the PCWCP prior to graduating; however, cannot receive any more than four semesters of benefits.

* Students are required to complete two PCWCP courses (SWRK 450 and 451), attend two retreats per year, participate in mandatory trainings, and complete their social work internships with the Office of Protection and Permanency.

* It is the responsibility of the PCWCP student to notify their instructors at the beginning of each semester of their upcoming PCWCP obligations to ensure that these obligations are compatible with the instructor's course guidelines and expectations.

* Graduates may have to relocate based on job availability (will list 20 counties on employment application).

Should I apply?

* If you are interested in being a part of this exciting, unique program, ask yourself the following questions:

* Do I have the necessary GPA?

* Do I have at least three semesters and no more than four semesters remaining before graduation?

* Will I graduate within two years?

* Am I willing to work for the Department for Community Based Services in the Social Service Worker series for two (2) years after I graduate?

* Do I have a positive, optimistic attitude toward working with families and children in crisis?

For further information regarding this opportunity, please contact the WKU PCWCP Site Coordinator, Dr. Dean May (745-5312 or dean.may@wku.edu).

Note – Also, see section entitled “Student Organizations and Departmental Awards” later in this handbook for additional student engagement opportunities.

Directed Independent Study

The directed independent study option, SWRK 495 and SWRK 496, is available to students who (1) have attained junior standing and (2) have obtained instructor consent for an independent study. Independent study is available to the student who wishes to conduct individual, intensive reading and research in a specific area of social work, in close cooperation with supervising faculty. It may not be taken in lieu of, or as a substitute for, those courses which are specified in the curriculum as requirements. Students may enroll in a maximum of six credit

hours of independent study; one to three hours of credit is available for SWRK 495 and 496.

Eligibility for Field: SWRK 480/482 and SWRK 481/483

The field component of the social work curriculum is an experiential learning opportunity in which students apply conceptual and theoretical material to practice situations in agency settings. Field is taken during the senior year and consists of two complementary experiences: the supervised practice, SWRK 480 (3 credit hours) and SWRK 482 (3 credit hours), and the related seminars (both of these are graded as Pass/Fail), SWRK 481 (3 credit hours) and SWRK 483 (3 credit hours). SWRK 480, Social Work Field Practicum I, and SWRK 481, Social Work Field Seminar I, are taken upon completion of all required social work classes. SWRK 482, Social Work Field Practicum II, and SWRK 483, Social Work Field Seminar II, are taken concurrently the following semester. Students must successfully complete SWRK 480 and 481 in the same semester to continue in the BSW major. Students must successfully complete SWRK 482 and 483 in the same semester to continue in the BSW major.

In preparation for the field, students are introduced to social service agencies and social work practice in the local community through field trips, agency interview assignments, guest speakers from the practice community, and throughout the advising process. Students are encouraged to consider employment and volunteer work in social service agencies. In addition, students are required to have pre-field volunteer experiences in SWRK 101 - Foundations of Human Services.

The application process for field begins with the student submitting an application for field placement no later than the fourth week into the semester preceding placement. The application is available from the Department of Social Work's Office of Field Instruction. It is the responsibility of the student to take the initiative in obtaining and submitting this form. The Director of Field Instruction will verify eligibility for field placement. Students may not enroll in SWRK 480, 481, 482, or 483 without senior status and completion of all social work courses, except for electives.

Students receiving a "D" in any required social work course will not be allowed to enroll in the field courses until the deficiency has been corrected. All social work core courses and electives (including ACE electives) must be completed with a grade of "C" or higher.

It is the responsibility of the Director of Field Instruction to provide field placement resources. Students are not to solicit placements on their own. Students are encouraged to suggest new field settings, keeping in mind the time required for approval, and that final responsibility for approval lies with the Director of Field Instruction.

All field students must provide verification of individual professional liability insurance coverage in a minimum amount of \$1,000,000 occurrence/\$5,000,000 aggregate in effect during the time

of field practicum. A student will not be allowed to begin participating in practicum at an agency until proof is submitted to the Director of Field Instruction and a contract agreement has been made between Western Kentucky University and the agency. A student must complete and pass all assigned pre-field work before being allowed to start their practicum.

Requirements for the Social Work Minor

Students wishing to minor in Social Work must complete 21 hours of Social Work courses, including the following:

SWRK 101:	Foundations of Human Services
SWRK 205:	Introduction to Social Work
SWRK 330:	Human Behavior in Social Environment I
SWRK 331:	Human Behavior in Social Environment II
SWRK 395:	Social Welfare Policy and Issues
SWRK Electives:	Select two. Electives are usually offered each Fall, Spring, and Summer semester.

SWRK 101 and 205 must be completed before taking SWRK 330. SWRK 330 must be completed before proceeding to SWRK 331 and SWRK 395. Social work electives are typically taken any time after SWRK 101 and 205.

Practice courses and Field Practicum courses are not available to minors. Minors may use SWRK 344 (Social Work Statistics and Data Analysis) or SWRK 345 (Social Work Research Methods) as an elective with instructor permission, if prerequisites are met.

For further information, contact the Department of Social Work, Academic Complex, Room 211, (270) 745-5312.

*The student should be informed that a minor in social work does not qualify the student as a professional social worker, as eligible for membership in the National Association of Social Workers, for licensure by the State of Kentucky, for advanced standing in a graduate school of social work, nor for social work practice in an employment situation.

Academic Advising

The University Advising System

Please see the WKU Undergraduate Catalog for general information regarding academic advisement. The Academic Advising and Retention Center (AARC) is located in DSU A-330 and can be contacted at (270) 745-5065. The university website address for AARC is www.wku.edu/advising.

Any student intending to major or minor in social work should contact the Department of Social Work for further information (270) 745-5312.

Advising in the BSW Program

When planning a program of study, each student should be aware of the University's academic requirements and regulations contained in the current catalog issue in the chapter entitled "Academic Information." Specific attention should be given to the subsections in the chapter entitled (1) Academic Programs, (2) General Education Requirements, and (3) Academic Requirements and Regulations.

Students interested in majoring or minoring in social work should contact the departmental office, (270) 745-5312. During this contact, the student will be assigned an advisor and encouraged to make an appointment with the assigned advisor. During this initial meeting several issues will be addressed. Pertinent information for the social work database will be gathered. A Change of Major/Advisor Form will be filed if needed. Program requirements, prerequisites, and admission procedures will be discussed. Students switching majors or transferring to WKU will have their previous course work applied toward their undergraduate degree program as appropriate. This process will be documented in the student's folder.

Students will meet with their assigned advisor each semester. Students work closely with the advisor who assists in the selection of courses that will provide appropriate preparation for career objectives and assure timely completion of degree program requirements. The University, as well as the BSW Program requires students to meet each semester with the advisor in order to register for classes. In addition to academic planning, the advisor will assist in planning career directions within the profession of social work. When appropriate, the advisor can also refer the student to other university and community services.

If, for some reason, a student would like to change advisor, he/she needs to see the BSW program director and complete the Change of Major/Minor/Advisor form, indicating "yes" for change of advisor. The BSW program director will consider making a new advisor assignment. Pre majors are advised by the ACE lab staff and the ACE director will make advisor assignments.

Admission and Retention Policies and Procedures

Admissions Procedures

See Appendices of this handbook for the section entitled, "Application Procedures." The application process and forms are also available at the departmental website at www.wku.edu/socialwork/bsw.

Students applying to and continuing in the BSW Program at Western Kentucky University are expected to possess, appreciate, and continue to develop the following qualities:

Self-awareness

Aspiring social workers must know themselves reasonably well and, on the whole, should like themselves. The knowledge of their own personal strengths and weaknesses should allow them to focus on working effectively with others.

Professional commitment and behavior

Social work students should have a strong commitment to the goals of social welfare and to the ethical standards of the social work profession. They should work collaboratively with others to use professional knowledge, values, and skills to bring about the changes necessary for people to achieve their life goals more easily.

Knowledge as a base for practice skills

The activities of professional helpers must be grounded in relevant social, behavioral, and biological science knowledge. Helpers have to understand why people act as they do and the ways that behavior can be changed when that is desired.

Objectivity

Professional helpers must be able to recognize the worth and dignity of every human being. Objectivity involves being able to systematically evaluate people and their situations in an unbiased, factual way. Professional helpers must, at the same time, be warm and caring toward those with whom they are working. Rejecting people because of their situations or creating barriers for those seeking help will destroy the helping process.

Empathy

Empathy is the ability to comprehend another's subjective reality and feelings. Empathy and support are necessary to enable the client to use both personal and outside resources, to develop and implement a solution to his/her problem, and to respond appropriately to client's

needs.

Energy

Helping is an exhausting activity; not only does it require the careful use of knowledge and skill, but it is also a constant drain on feelings and emotions. Professional helpers must work on avoiding burnout by developing cooperative and facilitating interactions with colleagues and users of services (Federico, 1984, pp. 158-160).

Acceptance of diversity

Helping professionals must appreciate the value of human diversity. They must be willing to serve in an appropriate manner all persons in need of assistance regardless of the person's race, religious affiliation (or lack of), gender, disability, sexual orientation, political affiliation, and/or value system. Helpers must not impose their own personal, religious, sexual, political, and/or cultural values on their clients.

Ability to apply knowledge learned in the academic setting to practice situations

Since social workers must be able to function as practitioners, it is essential that they be able to demonstrate the ability to apply knowledge gained in coursework (e.g., ability to relate to others, assess problem situations, develop intervention plans and implement appropriate intervention strategies).

Freedom from chemical dependency or unresolved emotional issues

Since social workers must serve as healthy role models, they must be mentally healthy and free from chemical dependency problems. Admission to the BSW program is based on a minimum of one year in sobriety. If a student is currently in treatment for emotional problems, an independent psychological evaluation and/or assessment by a recognized agency or professional may be required. The faculty will consider applicants on a case by case basis.

Transfer Students

Transfer courses from Council on Social Work Education (CSWE) accredited programs are accepted when they satisfy BSW program requirements. Decisions regarding the acceptability of transfer work from other CSWE accredited programs are made by the BSW program director or by the BSW Admissions and Retention Committee if needed. Required social work courses taken at community or junior colleges may not be accepted as substitutes for upper level courses at WKU. All transfer students will be required to follow stated admissions requirements. Students transferring from community colleges within Kentucky will follow the articulation agreement formulated between the community colleges and the four-year

institutions. The Office of Admissions completes transfer evaluations on all incoming transfer students. The BSW Program follows these recommendations in terms of general education requirements, however, the Office of Admissions defers to the BSW Program when making decisions regarding transfer courses for the major. Transfer courses required as pre-requisites for the major must have been completed within the past six (6) years.

Students wishing to substitute a required social work course must verify that the course complies with the following criteria:

1. A course that the student wishes to substitute for a required social work course must have social work content.
2. The course to be substituted must have been taken in an accredited BSW program and the student must have received at least a grade of "C" in the course.
3. The course must have been taken within six (6) years from the date the request is made to substitute it for a required social work course.
4. The student should be prepared to provide the course syllabus and other supportive material to the BSW program director.
5. If the program director needs to consult with the BSW Admissions and Retention Committee, the committee will make the decision about approving the substitution in collaboration with the program director.
6. The course must have been taught by an instructor or professor holding an MSW or DSW degree.

Every effort will be made by the BSW program director and/or the BSW Admissions and Retention Committee to ensure that students avoid redundancy when transferring, while at the same time maintaining the curricular integrity of the BSW program.

The general policy of the BSW program is to not accept transfer credit from nonaccredited social work programs, however, students can complete a Student Exception Form (Appendices of this Student Handbook) requesting an exception by the BSW Admissions and Retention Committee. The steps outlined above should be followed. The student would be expected to provide comprehensive written materials to document the content of the course(s). In addition to, or in lieu of, the comprehensive written materials, oral proficiency exams may be utilized by the Admissions and Retention Committee for any student seeking to transfer in required social work courses.

Exception Policy/Procedure

The admission process to the WKU BSW program has several requirements, including completion of prerequisite courses prior to admission. In addition, the program's structured sequencing of courses is designed to meet the accreditation guidelines of the CSWE. Exceptions to these procedures are extremely rare; however, occasionally a student presents a situation that requires flexibility in serving the student's best interest, but does not jeopardize the integrity of the BSW program's policies and procedures. In these cases, a student can request an exception. The Student Exception Form can be found in the Appendices of this Student Handbook. This form is filed with the student's advisor and the request is considered by the Admission and Retention Committee.

Admissions and Retention Committee

The BSW Admissions and Retention Committee is composed of all full-time faculty in the BSW Program. The committee reviews all applications for prospective social work majors. In addition to serving an admissions function, the committee also serves a gate keeping and retention function. If needed, the committee makes decisions regarding termination of students from the program for both academic and nonacademic reasons.

Levels of Acceptance

Acceptance: The student has successfully completed all prerequisite courses, has achieved at least the sophomore status, and has a cumulative GPA of 2.5 or higher. The student has also met with a social work faculty advisor. In addition, the student has met with the BSW program director or designee to complete a screening interview and to submit the appropriate materials, including an application, essay, Code of Ethics Agreement Statement, and Student Handbook Agreement Statement. These materials have been submitted by the program director to the BSW Admissions and Retention Committee. These materials have been reviewed and accepted by the Admissions and Retention Committee.

Non-acceptance: One or more of the criteria for admission to the BSW program have not been achieved. The student is not accepted into the BSW program for the semester for which application is being made. A letter is sent by the BSW Admissions and Retention Committee chairperson to the student notifying the student of the Committee's decision.

Decisions made by the Admissions and Retention Committee can be investigated further by a student filing an appeal or grievance. The Student Grievance Form can be found in the Appendices of this Handbook.

Continued Retention in the Social Work Program

Students receiving a grade of “D” or lower in any course used for the social work major will be required to repeat the course.

Continued retention is contingent upon upholding the principles of the NASW Code of Ethics, being able to demonstrate an understanding of social work knowledge, values, and skills, and completing any recommendations generated by the BSW Admissions and Retention Committee. Any student who fails to enroll or complete their required social work courses for two or more consecutive semesters, must apply for readmission before continuing the program.

A student may be recommended for termination at any time by any social work faculty or field instructor who has evidence that the student’s performance is indicative of non-compatibility with the profession of social work. Since the advisement process within the BSW Program includes ongoing evaluation of the student’s professional potential and progress, use of this termination process is expected to be extremely rare.

Grievance Procedure

Every precaution will be taken to protect students’ rights. If the student does not concur with the recommendations of the BSW Admissions and Retention Committee, appeal may be made through the usual channels within the university consistent with the university grievance procedures (see “Student Complaint Procedure” in the *University Catalog*). Appeal of a BSW Admissions and Retention Committee decision must be made according to the following sequence: file and process the grievance with BSW program director, meet with department head if needed, file the grievance with the College of Health and Human Services Complaint Committee if needed, and file the grievance with the University Complaint Committee if needed. Students will receive written notification at each level throughout this grievance process.

Professional Performance

The NASW Code of Ethics (<http://www.socialworkers.org/pubs/code/code.asp>) is a guiding framework and source for identifying professional performance. Students are expected to practice in an ethical manner while in the classroom or completing assignments pertaining to courses in accordance with the BSW Student Handbook, WKU Student Code of Conduct and the NASW Code of Ethics. Behaviors especially under consideration are those related to professional practice, mental illness and/or substance use, illegal activity and classroom behavior. Concerns in any of these four circumstances will be documented in a Professional Concerns Form and referred for a Student Professional Concerns Review. Students are expected to understand the policy, in its entirety, found in the BSW Student Handbook.

The program has the following termination for professional reason protocol in place (as per the University guidelines found in the *Procedure for Termination for Professional Reasons, Undergraduate and Graduate Students*):

Faculty may initiate a mandatory advising meeting with a student and their advisor by completing the Professional Concerns Form (located in the Appendix).

The Professional Concerns Form will be submitted to the BSW Program Director and the student's Academic Advisor. A copy will be placed in the student record.

The Advisor will meet with the identified Student within 10 days to review the stated concerns and respond in writing within 10 days after reviewing the stated concerns. The student receives a copy of the Professional Concerns Form at the meeting with the Advisor.

After meeting with the Student, the Advisor submits a written recommendation to the BSW Program Director and a copy to the student. The recommendation may have the following outcomes: (1) a plan of action in the form of a Student Success Plan, (2) a referral to BSW Program Committee for further review or (3) a referral to initiate the termination process. If decided to move to a student success plan, this is written jointly by the Advisor and the student. The advisor may consult with the BSW Program Director and/or the BSW Program Committee for assistance. For a Professional Concerns termination, see the appropriate steps in the next section entitled Professional Concerns Termination.

If the student is not in agreement with the actions of the BSW Program Director, the advisor, or the BSW Program Committee, the student may elect to inform the Department Head in writing of their concern and request the Department Head oversee the process. The student will have the opportunity to appeal at any stage of the process by writing to the party and sending a copy to the BSW Program Director.

Professional Concerns Termination

Four categories of behaviors warrant consideration of dismissal from the program:

- 1. Professional Practice:** Any violation of the NASW code of ethics may be grounds for dismissal. Determining whether the violations of an ethical standard is sufficiently serious to warrant dismissal from the program should be based on the nature of the violation, the circumstances surrounding the violation, and the degree to which the violation is part of a pattern of behavior.
- 2. Mental illness/substance abuse:** This category considers impairment as a result of mental illness and substance abuse. While mental illness itself does not constitute a basis for dismissal, of concern is the effect of the symptoms on the students' ability to perform in class and field. Consideration will be given to the students' involvement in remedial intervention. Rarely, there

are also some physical illnesses and other conditions that may warrant probation or termination from the program if the student cannot perform competently and in a professional manner.

3. Illegal activity: Violation of the law, outside a professional social work role, is considered to be serious behavior that may tarnish students' professional image and impair their effectiveness. A felony conviction may also prevent students from acquiring a license to practice social work. The nature of the criminal activity may also violate the values of the profession. The circumstances surrounding students' convictions of crimes will be reviewed on an individual basis with consideration given to an evaluation of whether the criminal activity transgresses the professional values of social work and compromises the students' ability for future professional conduct.

4. Classroom behavior: This category covers behavior by students that undermines the work of faculty, students and staff employed by or in any other way connected with the University and/or the fieldwork agency. Of concern is the nature of the disruptive behavior and the degree to which the behavior is an impediment to learning or assisting client systems. The severity and history of the behavior will be major factors considered in students' dismissal.

In the event that Professional Concerns Termination is being considered, the following steps will occur.

1. Formal allegations will be presented to the BSW Program Director in writing. This documentation must include the Professional Concerns Form along with additional copies of all pertinent documentation concerning the issue(s) of focus (i.e. emails, notes, etc.).
2. The BSW Program Director, in consultation with the student's advisor, will re-examine the situation and determine if termination is the appropriate course of action. If they determine that the situation can be handled informally, the advisor will meet individually with the student to develop a Student Success Plan. If, however, they decide that grounds for termination exist, the procedure continues as described below.
3. The BSW Program Director will meet with the student to discuss the Professional concerns noted in the Professional Concerns Form. As well, the policy and procedure of termination will be reviewed with the student to insure the student understands both the process and his/her right to appeal.
4. The student will meet with an ad hoc committee comprised of the BSW Program Director, and five social work faculty to include if appropriate, field agency personnel. The student may also invite a (willing) faculty member to serve as her or his advocate. This will usually be the advisor, but the student may decide. This must be a WKU faculty member. No outside personnel may attend the ad hoc committee meeting.
5. After the meeting, the faculty majority will determine the outcome, which the BSW Program Director will communicate in writing to the student. (The BSW Program Director will break a tie vote). A copy will be placed in the student's permanent file.
6. The student has two weeks following the meeting in which to appeal to the Department Head. (See Grievance Policy in this manual under University Policies).
7. The BSW Program Director will notify the Registrar's Office of the dismissal.

Termination Policies and Procedures

The Western Kentucky University BSW Program is a professional program accredited by the CSWE. As such, it is interested in promoting professionalism in the social work field and providing quality services to future clients. The termination process of the WKU BSW Program is designed to ensure that those individuals who graduate from the program meet the requirements of an entry-level professional social worker.

Termination from the Program of Social Work

Students may be terminated from the WKU BSW Program if, in the professional judgment of the BSW faculty, violations of academic, professional and/or ethical codes have occurred. These violations may include but are not limited to:

Academic Reasons for Termination

1. Failure to meet the guidelines outlined in this handbook and in the admissions letter.
2. Academic cheating, lying, or plagiarism in any social work course, including field courses.

Students may be terminated from the BSW program for academic reasons any time after admission. The decision to terminate a student from the program is a serious one made collectively by the faculty serving on the BSW Admissions and Retention Committee. Reasons for termination may be categorized as personal or professional reasons. The termination process may be sudden, if the violation is of a serious nature, or it may be gradual, if steps are being taken to address conditions identified as violations.

In cases of gradual termination the student's academic advisor along with members of the BSW Admissions and Retention Committee meet regularly with the student in an attempt to alleviate the condition. A contract for change is developed with the student and monitored by the faculty advisor and the BSW Admissions and Retention Committee. Students completing contracts remain in the program. Those not completing contracts to alleviate conditions which are in violation of admissions standards are terminated from the BSW program.

Students who are terminated from the program are notified in writing of that decision and specific reasons for that decision. In some cases, a student who is terminated from the BSW program may reapply for admission at a later date, provided there is clear evidence that the condition/s under question has/have been eliminated. The decision to readmit a previously terminated student is made by the BSW Admissions and Retention Committee.

Students may be denied admission to or terminated from the BSW program for any of the following reasons:

1. Overtly expressed attitudes and values in opposition to those found in the NASW Code of Ethics.
2. Evidence of chemical dependency.
3. Mental/emotional difficulties which impair performance, interactions, and relationships with classmates, faculty, agency staff, and/or clients.
4. Evidence of criminal activity occurring during enrollment or prior to enrollment and becoming known after enrollment.
5. Unresolved personal issues which impair performance, interactions, and relationships with classmates, faculty, agency staff, and/or clients.
6. Personal goals inconsistent with social work goals.

Termination Process

Prior to termination, the student will be provided with verbal and written notification of impending probation and/or termination. A personal interview with the BSW Admissions and Retention Committee may be scheduled with the student to discuss alternate options to termination. If another option is viable, a contract will be negotiated between the committee and the student which will specify steps to be taken toward resolution and will establish a time limit for the accomplishment of this plan. A final interview with the committee may be scheduled to determine if the steps in the contract have been successfully accomplished. The committee may re-negotiate the contract as needed.

Student Complaint Procedure

Complaints regarding a faculty member should follow the Student Complaint Procedure as outlined in the WKU Student Handbook Issue 2015-2016. This procedure can also be found at:

<http://www.wku.edu/handbook/academic-complaint.php>

These steps should be followed precisely. However, this process should begin with the student meeting and attempting to resolve the issue with the faculty member. Given the role of program directors in the Department of Social Work, an unresolved complaint with a faculty member should be processed with the BSW program director for potential resolution prior to meeting with the department head.

Faculty and Staff in the BSW Program

Department Head:

May, J. Dean, Ed.D., M.S.W., Professor, Site Coordinator for Public Child Welfare Certification Program.

BSW Program Director:

Sullivan, Dana, Ph.D., M.S.W., Associate Professor.

Field Director:

McIntyre, Kellye, MSW, Instructor.

BSW Faculty:

Arnold, Eileen, M.S.W., Instructor, Transitional Retiree.

Bain-Selbo, Laura, A.M., Instructor.

Funge, Simon, Ph.D., M.S.W., Assistant Professor.

Harper, Whitney, Ph.D., Assistant Professor.

Hurt, Vivian, MSW, Transitional Retiree.

Mallinger, Gayle, Ph.D., M.S.W., Assistant Professor, Advisor for Social Work Student Union (SWSU) Organization.

Owens, Larry, Ed.D., C.S.W., Assistant Professor.

Peeler, Jan, M.S.S.W., Transitional Retiree.

Smith, Dale, Ph.D., LCSW, Associate Professor, Transitional Retiree.

Sullivan, Dana, Ph.D., M.S.W., Associate Professor & BSW Program Director.

Staff:

Langley, Benita, Departmental and BSW Office Associate.

Gouvas, Emily, Field Office Associate.

Other:

Gabbard, Jay, Ph.D., M.S.W., Associate Professor. Advisor for the Phi Alpha Honor Society.

Student Organizations and Departmental Awards

Social Work Student Union (SWSU)

Purpose:

The Social Work Student Union (SWSU) at Western Kentucky University serves for the betterment, education, and representation of themselves while gaining practical experience and providing service to the community. Membership to SWSU offers the opportunity to enhance student careers through peer recognition and to continue education through practical experience. SWSU is committed to conducting professional relationships in accordance with the National Association of Social Workers' Code of Ethics and comply with the standards set forth by Western Kentucky University to maintain registered status.

Membership in SWSU is available to all students majoring (including pre-majors) or minoring in social work. Membership applications are available on the Social Work bulletin board on second floor of Academic Complex, on SWSU's webpage, or by contacting the SWSU President or faculty sponsor.

National Association of Social Workers

The National Association of Social Workers (NASW) is the largest organization of professional social workers in the world. NASW serves 150,000 social workers worldwide. NASW was formed in 1955 through a merger of seven predecessor social work organizations. According to the NASW, "NASW's primary functions include promoting the professional development of its members, establishing and maintaining professional standards of practice, advancing sound social policies, and providing services that protect its members and enhance their professional status" (<https://www.socialworkers.org/>).

BSW students are encouraged to join NASW and participate in local branch meetings.

Phi Alpha and Departmental Awards

Phi Alpha

Phi Alpha is a national honor society for social work students. The purposes of Phi Alpha Honor Society are to provide a closer bond among students of social work 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. In addition to recognizing excellence, the chapter will carry out one service project per academic year to give back to the community. The Delta Mu Chapter of Phi Alpha Honor Society was established at Western Kentucky University in 1994.

Purpose:

To provide a closer bond among students of social work 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.

An undergraduate student is eligible for membership after achieving the following national and local chapter requirements.

1. Declared social work as a major
2. Achieved sophomore status
3. Accepted in the BSW program at WKU
4. Completed 9 semester hours in social work courses
5. Achieved an overall grade point average of 3.0 (on a 4.0 scale)
6. Achieved a 3.25 grade point average in required social work courses

There is an initiation fee of \$40 which covers the lifetime membership dues and an honor cord for graduation. Application forms are available at the SSW bulletin board on the second floor of Academic Complex or from the Phi Alpha officers or Dr. Jay Gabbard, faculty sponsor.

BSW Awards

The BSW Program recognizes student's accomplishments by identifying outstanding seniors for recognition as award recipients. Students who are selected for the BSW Program's awards are recognized at the annual CHHS Recognition Banquet.

- The Highest GPA award is selected from among graduating students with a GPA of 3.2 or higher.
- The Outstanding Student Award is presented to one senior student from each of the four campuses that offer the BSW degree. This award is based on demonstration of professional commitment, community engagement, and professional relationships with faculty and peers.
- The Outstanding Field Student award is presented to the graduate whose field performance is exemplary and demonstrates outstanding service to clients and agency.

APPENDICES

Dear Prospective WKU Student:

Thank you for your interest in social work at Western Kentucky University. We offer a baccalaureate degree in social work which is accredited by the Council on Social Work Education. We are pleased to provide information to you as you think about social work as a major area of study.

Social work is a rigorous program of study in the areas of human behavior in the social environment, social welfare policy and services, social work practice, research, and field experience. The program also emphasizes social work values and ethics, diversity, social and economic justice, and populations-at-risk. Courses are sequenced with certain areas of study mastered before proceeding to others.

Prerequisite courses for admission to the program are: Social Work 101, Social Work 205, English 100, Math 115 or 116, Biology 113, Psychology or Psychological Sciences 100 or 199 or Sociology 100 (both are needed no later than the end of the first semester following admission to the program), Political Science 110 or Economics 150 (both are needed no later than the end of the first semester following admission to the program). Consideration for acceptance into the program requires that students successfully complete the prerequisite courses, have a grade point average of at least 2.5, submit an application and essay, agree with the NASW Code of Ethics, agree with the BSW Student Handbook, complete an interview with the BSW Program Director, and attain sophomore standing at the time of admission to the program. All application materials must be submitted to the BSW Program Director of Social Work no later than November 1st for students seeking admission for the Spring Semester and no later than April 1st or July 15th for students seeking admission for the Fall Semester. Following admission to the Program, it generally takes five semesters to complete the sequenced program.

Please make an appointment for academic advising with the Program Director. Let us know if there are further questions. We look forward to hearing from you if our program meets your career interests and academic needs.

Sincerely,

Dana Sullivan, PhD, MSW,
Director BSW Program

APPLICATION PROCEDURES

1. Apply for admission to Western Kentucky University. Application information can be found at <http://www.wku.edu/atwku/admissions.php> . The Office of Admissions can also be emailed at the following address: admission@wku.edu . The following is the address for the Office of Admissions: Western Kentucky University, Office of Admissions, 1906 College Heights Blvd. #11020, Bowling Green, KY 42101-1020, (270-) 745-2551.
2. Following admission to Western Kentucky University, please contact the Department of Social Work at 270-745-5312 in order to be assigned an advisor and for the department to initiate a student file. Please contact your assigned advisor regarding courses for the upcoming semester.
3. Complete the following prerequisite courses: SWRK 101, SWRK 205, ENG 100, MATH 115 or 116, BIOL 113, PSY/PSYS 100 or PSY/PSYS 220, SOC 100 or AGRI 108 (no later than your first semester in the program), PS 110, ECON 150 or 202 or 203 (no later than your first semester in the program). You must have a GPA of at least 2.5 and be at least a sophomore in order to be admitted to the BSW program.
4. Apply to the BSW Program. BSW application materials can be found in the departmental office (AC 211) or at the following link:

<http://www.wku.edu/socialwork/bsw/applicationprocedures.php>

All application materials should be received, **no later than** the dates listed below:

November 1: for students wishing to begin the major in the following spring semester

April 1: for students wishing to begin the major in the following fall semester

July 15: for students wishing to begin the major in the following fall semester but need to complete the prerequisite classes during the summer session

The BSW application packet should be submitted to the following address: Western Kentucky University, Department of Social Work, AC 211, 1906 College Heights Blvd. #11039, Bowling Green, KY 42101-1039, Attn: BSW Program Director.

5. Read the NASW Code of Ethics and sign the Agreement Form. The form can be found at the following link:

<http://www.socialworkers.org/pubs/code/default.asp>

6. Read the WKU BSW Student Handbook and sign the Agreement Form. The form can be

found at the following link:

http://www.wku.edu/socialwork/documents/bswdownloads/bsw_student_handbook_2009.pdf

7. Meet with the BSW Program Director for a screening interview.
8. Your application will be presented to the BSW Admissions and Retention Committee for review and a final decision on acceptance as a major into the BSW Program.

**Western Kentucky University
Department of Social Work
BSW Program
NASW Code of Ethics Agreement Form**

Please read the National Association of Social Workers' Code of Ethics. You can review it on-line at the following address:

<http://www.socialworkers.org/pubs/code/code.asp>

The office associate of the Department of Social Work also has a few copies of the NASW Code of Ethics on file. You can check out a copy for your review.

_____ I have reviewed and understand the NASW Code of Ethics.

_____ I agree with, support, and commit myself to uphold the principles contained within the NASW Code of Ethics.

_____ I understand that any violation of the principles contained within the NASW Code of Ethics can result in my removal from the BSW program.

SIGNATURE (PRINT)

SIGNATURE (SIGNED)

DATE

Western Kentucky University
Department of Social Work
BSW Program

BSW STUDENT HANDBOOK AGREEMENT

The WKU BSW Student Handbook can be reviewed and/or printed from the Department of Social Work's Homepage:

1. <http://www.wku.edu/socialwork/bsw>
2. Click on BSW Admissions
3. Click on BSW Student Handbook

_____ I have **reviewed and understand** the WKU BSW Student Handbook.

_____ I understand that **I am expected to follow** the policies and procedures of the WKU BSW Student Handbook.

_____ I recognize that failure to follow the policies and procedures set forth in the WKU BSW Student Handbook may affect my standing in the program.

SIGNATURE (PRINT)

SIGNATURE (SIGNED)

DATE

For Office Use Only

Enrolled WKU _____

Advisor _____

Interview _____



Application Deadlines

Upcoming Fall Semester:

April 1 and July 15

Upcoming Spring Semester:

November 1

APPLICATION FOR ADMISSION

DATE: _____

Main _____

When do you wish to enter the program?

E-Town _____

Year: _____

Owensboro _____

Spring Fall **(Circle One)**

Glasgow _____

PERSONAL DATA:

1. Name _____
 First Middle/Maiden Last

2. WKU ID: _____ - _____ - _____

3. Permanent Address _____
 Number and Street City State Zip Code

4. Permanent Phone Number: _____

5. Present Address _____
 Number and Street City State Zip Code

6. Present Phone Number: _____

Email Address: _____

7. Date of Birth: ____/____/____
 Month Day Year

8. Have you ever been convicted of a crime other than a minor traffic violation? (e.g., a misdemeanor or felony related to alcohol/drugs (PI, DUI), threats/assault/restraining orders, domestic violence/child maltreatment, destruction of property/theft (including shoplifting or bad checks), or any other violation)?

___ YES ___ NO (If YES, enclose an explanation with your application. The application cannot be processed without an explanation.)

Note: Background information is needed only to determine your ability to obtain a field placement for your internship, determine barriers to completing the program, and obtaining a license, prior to your acceptance into the program.

9. In Case of Emergency, Contact _____
 Address _____
 Phone Number _____
 Relationship _____

PROFESSIONAL & WORK EXPERIENCE:

10. List professional and work experiences including part-time jobs:

PERSONAL/PROFESSIONAL STATEMENT:

11. As part of the application process for admission to the social work major, each applicant is asked to compose a two-page, double spaced essay that addresses the following:

1. Events and/or experiences in your past that have helped you decide on your major while at WKU.
2. Current activities in which you are involved, such as classes, clubs, work, and/or volunteer experiences, which you believe are moving you close to your career goal. Describe ways in which you are both giving and receiving benefits from your involvement.
3. Describe your hopes and plans for your first entry-level position in your chosen career after receiving your degree from WKU.
4. Demonstrate your capability with identifying and integrating scholarly information by including one paraphrase or directly quoted material, with APA style documentation in your essay. Provide APA style reference list for your source.
5. Essay should be typed and double spaced on a separate sheet of paper.

Your essay will be evaluated on the following:

- Organization: essay begins with a brief introduction, followed by three major paragraphs related to 1-3 above, and ends with a brief summary & conclusion.
- Organization of ideas within any given paragraph
- Grammar: Essay is grammatically correct and accurate
- Spelling: Essay is free of errors in spelling
- Documentation: Essay includes one paraphrase or quote that is accurately documented. Entry in reference list is in APA format.

Information on APA style, along with a sample APA paper, is available on Purdue Online Writing Lab at <http://owl.english.purdue.edu/owl>

Western Kentucky University is committed to equal opportunity in its educational programs and employment. It is an equal opportunity - affirmative action employer and does not discriminate on the basis of age, race, color, religion, sex, sexual orientation, national origin or disability. On request, the University will provide reasonable accommodations, including auxiliary aids and services, necessary to afford an individual with a disability an equal opportunity to participate in all services, programs, activities and employment.

The WKU BSW program is committed to a policy of nondiscrimination in all aspects of its program activities. The program respects and values diversity and does not discriminate on any basis including the following: race, color, gender, age, creed or religion, ethnic or national origin, disability, political orientation, or sexual orientation.

OFFICE USE ONLY

I. Completion of Admission Criteria (Grade):

SWRK 101 _____

SWRK 205 _____

ENG 100 _____

MATH _____

BIO _____

PS 110/ECON _____/_____SOCL 100/AGRI 108/PSY/PSYS

_____/_____

II. Other Academic Criteria:

GPA: _____ # Hours completed: _____

III. Interview (with BSW Program Director):

Date: _____

Recommendations: _____

IV. Faculty Admissions Committee:

Date: _____

Recommendations: Acceptance _____

Non-Acceptance _____

Date Letter Sent _____

BSW PROGRAM STUDENT EXCEPTION FORM

Student's Name _____

Student's WKU # _____

Date Exception Filed _____

Describe Exception: (use additional sheets of paper if necessary or insert below)

Action taken by the Admissions and Retention Committee:

Student's Advisor/Date _____

Program Director/Date _____

BSW PROGRAM STUDENT GRIEVANCE FORM

Student's Name _____

Student's WKU # _____

Date Grievance Filed _____

Describe Grievance: (use additional sheets of paper if necessary or insert below)

Action taken by the Program and/or Departmental Level:

Student's Advisor/Date _____

Program Director/Date _____

Department Head/Date _____
(if needed)

Professional Concerns Form

Date _____

Name _____

ID Number _____

Advisor _____

Professional Concern (see attached documentation)

Reporting Party Signature _____

Date Received by Program Director: _____ Program Director Signature: _____

Date Received by Advisor: _____

Advisor Signature

Recommended Action: Resolution Plan: _____ External Referral: _____

Probation Status: _____ Withdrawal: _____

Initiate Termination Process: _____ Student Appeal

Refer for Committee Review: _____

Action/Date : _____

Signature of Party _____ Date _____

Advisor Signature _____ Date _____

Committee Action: Continue in Program: _____

Withdrawal: _____ Termination: _____

Refer to Program Director: _____ No Action: _____

Signature – Chair and Date

Signature- Dept Head and Date