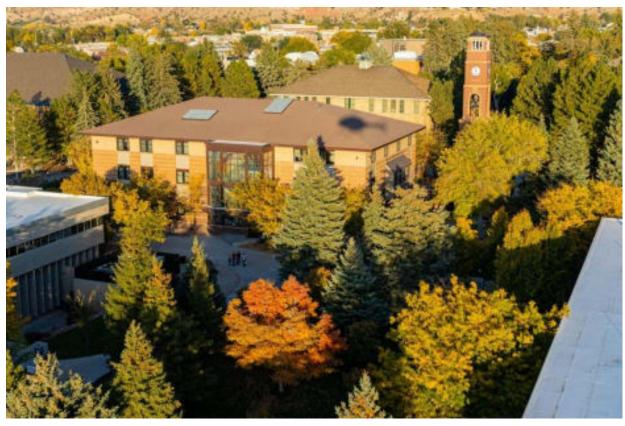# Bachelors of Social Work Program

Southern Utah University

Student Manual

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Letter from the Director

Dear BSW Students:

Welcome to the BSW program at Southern Utah University! Social work impacts all parts of our lives. It is a very noble profession that is geared toward helping those who are often the most neglected of society. Social work seeks to ennoble the disenfranchised through educating individuals who are professional, ethical, and highly skilled. This is a challenging program, and you were selected to be part of the BSW program because you have demonstrated a commitment to helping vulnerable populations, promoting social justice, and a respect for individual worth. You will have many opportunities to engage in service, be steeped in scholarship, and become a talented professional through experiential learning. This program is uniquely positioned to prepare you in an experiential way. BSW graduates from Southern Utah University are prepared for careers in child and adult protective services, schools, mental health settings, women's shelters, nursing homes, hospitals, treatment centers and other agencies that serve people in need. You also will be ready for graduate school if you choose to pursue a higher level degree. We, as faculty and staff, are excited that you have chosen to pursue a degree in social work.

Welcome to the social work family at SUU.

Brad Simpson DSW, LCSW
BSW Program Director / Assistant Professor

SUU's Mission:

Southern Utah University is a dynamic teaching and learning community that engages students in experiential education leading to personal growth, civic responsibility, and professional excellence.

Approved by Trustees 06/24/2016

SUU's Vision:

Southern Utah University will receive national recognition for its innovations in learning, student success, and providing the best educational experience in the intermountain west.

Approved by Trustees 06/24/2016

SUU Social Work Mission:

The Social Work program at Southern Utah University prepares generalist Social Work professionals through experiential learning, high-impact practices, and attention to the dignity and worth of each individual. Graduates will lead locally, nationally, and globally by serving others with integrity, standing for social and economic justice, human rights, and human relationships. Their ability to integrate evidence-based practices and research applicable to individuals, families, communities, and groups will create lasting practice based evidence and outcomes for generations.

SUU Social Work Vision:

The Bachelor of Social Work program will be recognized as a premier program for its experiential education, professionally prepared practitioners, and extraordinary attention to each student.

SUU Program Goals:

1. Prepare students to use knowledge, values, and skills to promote the well-being of individuals, groups, and communities

2. Prepare students to apply and practice generalist social work in a manner that values service, social justice, the dignity and worth of the person, the importance of human relationships, integrity, competence, human rights, safety, and scientific inquiry

3. Teach students to understand the application of theory through evidence-based practice and practice-based evidence

4. Prepare students to become competent and effective generalists, and social work professionals, by applying ethical principles and critical thinking while incorporating diversity into their practice

5. Prepare students to use scientific inquiry, theory, and practice to advocate for social justice

6. Prepare students to engage in research-informed practice, respond proactively to the impact of context on professional practice, and integrate all of the BSW Program's core competencies in practice

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BSW Program Overview

Students who complete a Bachelor of Social Work (BSW) will be prepared to pass the Utah exam for the Social Service Workers license, which is required for many social services jobs. Students will have the skills, knowledge, and competencies to work with individuals and families in a variety of social service careers. They will also have the foundational knowledge to be accepted into a Master of Social Work degree program that prepares students to be licensed as social workers and clinicians.

The BSW Program subscribes to the mission statement of the social profession as adopted by the National Association of Social Workers (NASW) (2008),

The primary mission of the social work profession is to enhance human wellbeing and help meet the basic human needs of all people, with particular attention to the needs and empowerment of people who are vulnerable, oppressed, and living in poverty. A historic and defining feature of social work is the profession's focus on individual well-being in a social context and the well-being of society. Fundamental to social work is attention to the environmental forces that create, contribute to, and address problems in living. Social workers promote social justice and social change with and on behalf of clients. Social workers are

sensitive to cultural and ethnic diversity and strive to end discrimination, oppression, poverty, and other forms of social injustice.

SUU Generalist Practice

Generalist practice in the SUU Social Work program is characterized by:

1. Entry-level social work practice wherein the student has acquired core knowledge for social work practice; including the development of knowledge and skill to engage in professional relationships, identifying issues, problems, resources, assessments, appropriate intervention, evaluation, and termination with diverse client systems (individual, family, group, organization, and community).

2. Operation from a multidimensional perspective, i.e. multiple theoretical perspectives (systems theory, ecological theory), and a holistic foundation.

3. Generalist practice is carried out using professional values/ethics, appreciation, sensitivity to human diversity, and the pursuit of social and economic justice.

SUU BSW Program Learning Outcomes, Competencies, and Behaviors

Competency 1: Demonstrate Ethical and Professional Behavior

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

Competency 2: Engage Diversity and Difference in Practice

a. Apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels
b. Present themselves as learners and engage clients and constituencies as experts of their own experiences
c. 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

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

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

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

Competency 5: Engage in Policy Practice

a. Identify social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services
b. Assess how social welfare and economic policies impact the delivery of, and access to, social services
c. 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

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

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

a. Collect and organize data, and apply critical thinking to interpret information from clients and constituencies
b. 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
c. Develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies
d. Select appropriate intervention strategies based on the assessment, research knowledge, values, and preferences of clients and constituencies

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

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

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

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

BSW Admission and Curriculum

Program Eligibility

The BSW is a competitive admission program. Due to accreditation standards, we will admit a limited number of students will be accepted to begin each academic year. Students submit their applications in the semester before desiring to be admitted and are notified regarding their admission status the month following their application due date regarding acceptance for the next semester. Apply during the semester that prerequisites will be completed.

Admittance for Spring semester application due September 1st
Admittance for Fall Semester application due February 1st

In order to be admitted to (and remain in) the BSW program, students must:
1. Be currently admitted to SUU
2. Have a minimum cumulative GPA of 3.0
3. Have completed:

a. ENGL 1010 with C+ grade or higher
b. ENGL 2010 with C+ grade or higher
c. SW 1010 with B- grade or higher
d. Math 1040 or 1031 with a C+ or higher
e. All general education requirements (before beginning the program)

Students who have most of their general education requirements may apply and be admitted into the program under the condition that they complete all general education requirements during

their first semester in the program. For example, if a student meets all program admission requirements, but has not taken Math 1040 or Math 1031, that student may apply and be conditionally admitted into the BSW program under the condition that they complete Math 1040 or Math 1031 during their first semester in the program. If the student does not complete Math 1040 or Math 1031 with a C+ grade or higher during their first semester in the program, then their conditional admission may be revoked. The student will be notified of any changes in conditional admission status via email. The students will then notify the university via email if they have accepted this status for admission.

All students who meet the minimum application requirements are welcome to apply. No student will be denied admission based upon race, gender, disability, age, religion, sexual orientation, culture, creed, class, ethnicity, or national origin.

A criminal conviction or pending criminal charges will not necessarily disqualify a student from admission to the BSW. However, past or future criminal activity, or conduct, may limit or inhibit a student from completing a social work internship which is required to complete the degree, or render the student ineligible to receive state certification or licensure to practice social work. For more information, contact the Utah Division of Professional Licensing (DOPL) at: http://www.dopl.utah.gov/

How to Apply (Student Instructions)

To make your application to the BSW program as strong and accurate as possible, and for the benefit of the admissions committee members who will be reviewing and scoring each application, please ensure that you have carefully read and follow the instructions below before submitting your application. Incomplete applications will not be reviewed. Questions regarding the application process can be directed to your academic advisor.

1. Ensure you are eligible for the program, see program eligibility within this document

2. Complete the application at the following link (https://www.suu.edu/ed/flhd/bsw/)
   a. You will be asked to upload a one-page resume that details your educational, professional, and volunteer experience relevant to a career in social work. Include agency, supervisor name, dates worked, how many hours you worked per week or month, and a total number of hours for volunteer and professional work experience.
   b. Upload an official transcript from each higher education institution you have attended (including SUU). Transcripts from the school you are attending in the semester immediately before the application deadline must include the grades earned in that semester. Therefore, you must request these transcripts after your grades have been posted. Official transcripts must come directly from the institution.

Students admitted to the program are those who have a combination of an excellent GPA and relevant work/internship/volunteer experience. Students denied admission to the program may reapply.

If needed, students may be asked to complete a formal interview with the admission committee and/or submit additional documentation to support a student's readiness for a career in social work. The admissions committee may seek additional information from faculty, applicant, or other formal sources.

Students are notified in writing and via email regarding their admission status at least 8 weeks prior to the start of the semester.

Students admitted to the program are those who have a combination of a 3.0 or higher GPA and relevant work/internship/volunteer experience. Students denied admission to the program may continue to apply. Students may not apply to the BSW program more than two times.

Program Admissions

Students may declare Pre-Social Work as their major at any time. All course offerings in social work require formal acceptance into the program. Once accepted students will then be able to register for courses in Social Work. The field practicum courses (SW 4891 and SW 4892), require completion of the field education application and formal program acceptance. Social work students are expected to take courses in sequence in order to have the professional foundational knowledge required for each class.

Career Additional Matriculation Requirements: Students must apply for the program and field practicum placement in the Social Work major. Students submit their program applications in the semester before desiring to be admitted and are notified regarding their admission status the month following their application due date regarding acceptance for the next semester. Students apply during the semester when prerequisites will be completed.

Admittance for Spring Semester application due September 1st
Admittance for Fall Semester application due February 1st

Applicants must have a *cumulative GPA of 3.0 or better. However, students with a GPA lower than 3.0 may apply and be admitted to the program under the condition that they maintain a GPA of 3.0 or higher, during their first semester. If such students are admitted and do not retain a GPA of 3.0 or higher for their first semester their admission may be revoked. The student will be notified of any changes in conditional admission status in writing via email.* At the end of the junior year, social work majors qualify for the practicum with a B- or better in all practice classes.

Transfer Credit Policy

The Social Work Program Director and FLHD Department Chair makes final decisions about the evaluation of transfer credit for social work required classes. This is done in consultation with the SUU Social Work Program Director and social work faculty who teach the same or similar

course as the transfer course. Courses proposed for transfer credit for core SUU Social Work Program practice courses must have been taught in a social work program with Council on Social Work Education (CSWE) accreditation and be equivalent to a course taught in the SUU Social Work Program.

All other courses proposed for transfer credit must have been taught at a regionally accredited institution of higher education, and must also be equivalent to the course taught at SUU. The Social Work Director and the FLHD Department Chair also oversee substitutions, waivers, exceptions to major requirements, and graduation applications. This is done on a case-by-case, or course-by-course basis.

Life or Work Experience Policy

The Social Work program at SUU does not grant social work course credit for life experience or previous work experience.

Program Information

All courses must be passed with a "C" (2.0) or better to be counted in the major.
General Education Requirements (30-35 Credits)
See General Education for course options
Core Course Requirements (12-15 Credits)
Knowledge Area Requirements (16-20 Credits)

Please note: All students must complete a minimum of 30 credits between the Core and Knowledge Area requirements.

Social Work Curriculum (58 Credits)

CRN	Course Name	Credits
Social Work Courses (36 Credits)		
SW 1010	Introduction to Social Work and Family Services	3
SW 2100	Human Behavior in the Social Environment	3
SW 3350	Values and Ethics in Social Work	3
SW 3370	Diverse Individuals and Families in Societal Contexts	3
SW 3600	Research Methods in Social Work	3
SW 3100	Social Work Practice 1: Individuals and Families *	3
SW 3200	Social Work Practice 2: Groups *	3
SW 3300	Social Work Practice 3: Communities and Organizations *	3

SW 4500	Family and Social Welfare	3
SW 4891	Beginning Field Practicum*	6
SW 4892	Advanced Field Practicum*	6

FLHD Courses (12 Credits)

FLHD 1500	Human Development Through the Lifespan	3
FLHD 4100	Family Problems and Solutions	3
FLHD 4250	Marital Problems and Solutions	3
FLHD 4350	Fostering Family, School, and Community Partnerships	3

Support Courses (11 Credits)

MATH 1040	Statistical Inference	4
NFS 1020	Scientific Foundations of Human Nutrition	3
ENGL 1010	Intro to Academic Writing	3
INFO 1010	Information Literacy	1

Free Electives (27-41 Credits)

* Must be formally admitted to complete these courses

Social Work Credits Breakdown Table

First Year Fall	Cr.Hr	First Year Spring	Cr. Hr.
SW 1010 Social Work and Social Welfare			
Total	0	**Total**	0
Second Year Fall		**Second Year Spring**	**Cr. Hr.**
SW 2100 Human Behavior in the Social Environment	3		
Total	3	**Total**	0
Third Year Fall		**Third Year Spring**	**Cr. Hr.**
SW 3100 Social Work Practice 1: Individuals and Family	3	SW 3200 Social Work Practice 2: Groups	3
SW 3350 Values and Ethics in Social Work	3	SW 3300 Social Work Practice 3: Communities and Organizations	3
SW 3370 Diverse Individuals and Families in Societal Contexts	3	SW 4500 Family and Social Welfare	3
		SW 3600 Research methods in Social Work	3
Total	9	**Total**	12
Fourth Year Fall		**Fourth Year Spring**	**Cr. Hr.**
SW 4891 Beginning Field Practicum	6	SW 4892 Advanced Field Practicum	6
Total	6	**Total**	6

Total elective credit is determined by General Education courses taken, degree type selected, additional credits earned, and any additional math or other prerequisite courses needed. For a bachelor's degree, students must earn a minimum of 40 upper-division credits (courses numbered 3000-4999). Students may need to select additional upper-division courses not included in their major requirements in order to reach this minimum. Please consult your Student Success Advisor for details.

Total Credits, B.S.W. Degree: 120

BSW Degree Map

First Year Fall		First Year Spring	Cr. Hr.
SW 1010 Intro to Social Work and Social Welfare	3	Humanities	3
NFS 1020 Scientific Foundations of Human Nutrition	3	American Institutions	3
ENGL 1010 Intro to Academic Writing	3	ENGL 2010 Intermediate Writing	3
FLHD 1500 Human Development Through t the Lifespan	3	Elective	3
Elective	3	Elective	3
Total	15	**Total**	15
Second Year Fall		**Second Year Spring**	**Cr. Hr.**

Second Year Fall		Second Year Spring	Cr. Hr.
INFO 1010 Information Literacy	1	Life Sciences	3
Physical Sciences	3	Fine Arts	3
Math 1040 Statistical Inference or 1031 Statistical Reasoning	4	Humanities	3
SW 2100 Human Behavior in the Social Environment	2	Elective	3
Elective	3	Elective	3
Elective	2		
Total	15	**Total**	15
Third Year Fall		**Third Year Spring**	**Cr. Hr.**
SW 3100 Social Work Practice 1: Individuals and Family	3	SW 3200 Practice 2: Groups	3
SW 3350 Values and Ethics in Social Work	3	SW 3300 Practice 3: Communities and Organizations	3
SW 3370 Diverse Individuals and Families in Social Contexts	3	SW 4500 Family and Social Welfare	3
FLHD 4100 Family Problems and Solutions	3	FLHD 4250 Marital Problems and Solutions	3
FLHD 4350 Fostering Family, School, and Community Partnerships	3	SW 3600 Research Methods in Social Work	3

Total	15	**Total**	15
Fourth Year Fall		**Fourth Year Spring**	**Cr. Hr.**
SW 4891 Beginning Field Practicum	6	SW 4892 Advanced Field Practicum	6
Electives	9	Electives	9
Total	15	**Total**	15

Field Practicum, Licensure, and Placement in the Field Practicum

Placements and Generalist Practice

Field education faculty will collaborate with practicum sites to place practicum students with practicum sites in a manner that will meet the needs of both students and practicum sites. Ideally, students will be matched with organizations and agencies that allow them to practice with individuals, families, groups, and communities in various ways. Placement sites must have the ability to provide BSW practicum students with at least 2 levels of practice such as individuals and families or families and communities. Each year there will be two internship fairs that will allow students the opportunity to present themselves to possible field placement sites. In order to allow students to practice applying skills at a generalist level, at least 2 practicum seminar sessions per semester will be focused on generalist application and approaches. Please see practicum syllabi and seminar schedule (Appendices B & C & D).

Placement Process

It will be the student's responsibility to complete the Practicum / Program Application (Appendix A) and submit it to field education faculty by the deadline on the form. This application qualifies for program admittance and practicum admittance. _Students will not be allowed to register for SW 4891, Beginning Practicum unless this form is completed and turned in by the due date._ Field education faculty will collaborate with practicum sites in order to place students who have completed the form with practicum sites by the end of Spring Semester for students beginning practicum during the Fall Semester. To help match students to practicum sites, each year there will be two internship fairs that will give students the opportunity to find and present themselves to a suitable practicum site. Practicum site assignments will be based on student interest, agency/organization need, and availability of field instructor(s). Practicum placements will remain the same for both SW 4891 and SW 4892 unless an unresolvable issue between practicum student and practicum site arises at which time student and field education

faculty shall follow the process for a change in placement as outlined in the field education manual.

Social Work at the Bachelor's level is a licensed profession in Utah. Practitioners must be able to apply professional knowledge, values, and skills ethically. Practice courses provide skill development activities in order for students to develop skills such as interviewing and assessment, intervention, and evaluation. During their senior year, students complete internships during the *fall and spring* semesters. Students are assigned to social services agencies by the Field Director, with consideration of the student's interests and learning needs, and the availability of field agencies. These internships provide opportunities for students to apply knowledge and skills learned in classes to real-life situations with clients. Field Practicum students are supervised and guided by professional social workers in agencies in order to ensure that they have productive educational experiences. The BSW program expects students to exemplify professional and ethical behavior in accordance with current professional social work standards. The BSW program expects all students to obey the law, show respect for properly constituted authority, perform contractual obligations, maintain absolute integrity and high standards of individual honesty in academic work, and to observe a high standard of conduct within the academic and professional environment. In short, a student enrolled in the program accepts the obligation to conduct themselves in an appropriate manner acceptable at an institution of higher learning and within the social work profession.

Admissions to the Field Practicum

Practicum Student Eligibility

In order to be eligible for a social work practicum, students should have senior status and be eligible for SUU graduation at the end of the academic year and/or semester in which they complete Advanced Practicum. They must have completed the following courses with a "B" or better *before beginning* their field education: SW 2100, 3100, 3200, 3300, 3350, 3370, and 4500. For the first year that students are admitted into the SUU BSW program, SW 2100, 3100, 3200, and 3300 may be taken concurrently with SW 4891 & 4892 Beginning and Advanced Practicum. Before taking these courses a student must be admitted to the BSW program upon completion of an application.

Enrollment in SW 4891 Beginning Practicum and SW 4892 Advanced Practicum will be with the field education director's approval only. Students must be eligible for enrollment in SW 4891 in order to be placed with a practicum site. Additionally, as many field placements will require a successful background check as a condition of placement, students must be able to pay for and pass a background check. The background check does not need to be completed until a student is matched with field placement. At that time, they will follow the policies of their field placement site in regards to a background check which will be paid for by the SUU Department of Family Life and Human Development as long as it is completed with the SUU Campus Police

Department. If the student is unable to complete their background check with the SUU Campus Police Department, they will be required to pay for their background check.

Students must have a GPA of 3.0 in their major and overall and must have completed the application process for Field Practicum and admission to the BSW program. The field experience entails completion of 476 clock hours at the field agency, weekly attendance at a seminar on campus, and enrollment in related, concurrent classes. The Field Director makes field agency assignments with input from the student and field agency staff. Most students feel that their field internships are among the most valuable experiences in the program. Field experiences often help a student narrow their choices for a field of practice within social work. Field Instructors can be very helpful in assisting students with the job search process. Many students are hired by agencies in which they completed internships, or by agencies they learned of while in the field.

Within the first three weeks, the student, in cooperation with the field instructor, will complete a learning agreement derived from the program competencies. Once the learning agreement is approved by the field director, the field instructor evaluates the student's performance throughout the semester. At the end of the semester, the field instructor completes a final evaluation
    which results in a letter grade for the field practicum (see Field Practicum Manual p 8).

Graduation Requirements

1. Completion of a minimum of 120-semester credits, 40 of which must be upper division.
2. Overall grade point average of 3.0 or above.
3. Residency hours -- minimum of 30 credit hours through course attendance at SUU, with at least 10 credit hours earned in the last 45 credit hours.
4. Cumulative GPA of a 3.0 B or better and at least a *B-* in SW 1010; *B-* in SW 3100, SW 3200, SW 3300, SW 4891, and SW 4892; *C* in remaining major courses. Major requirements may *not* be taken on a pass/fail basis.

Licensure

Most states regulate the practice of social work through certification or licensure. Persons without these credentials are prohibited by law from calling themselves social workers or practicing social work. The State of Utah licenses social workers at several levels: Social Service Worker (SSW); Certified Social Worker (CSW); and Licensed Clinical Social Worker (LCSW). The SSW requires a bachelor's degree, and with a BSW from an accredited program (or from a program in candidacy), you may take the exam during their last semester in the program, rather than having to wait for a year, and fulfill the supervision requirements. The CSW and LCSW both require an MSW from an accredited program (or from a program in candidacy). For more information go to:
http://www.dopl.utah.gov/licensing/forms/applications/074_social_work.pdf

Social Work Student Organization

Participating in the Social Work Society is an excellent way to meet others interested in social work, share resources, and make a difference in others' lives. You do not need to be a social work major to participate but do need to be a social work major to participate in the leadership of the society. The social work society meets together regularly during the semester to address issues such as navigating the social work program, planning for graduate school, learning about different areas of social work practice, providing service, and networking with others. The society also provides an opportunity to organize and address policy changes in the SUU Social Work Program.

Student Rights and Responsibilities

SUU Social Work Program Policies and Procedures

SUU Social Work Program Advising Policy

Academic advising and professional mentoring are key to the mission of SUU and the SUU Social Work Program. It is the responsibility of the SUU faculty and staff to provide advising and mentoring when needed or requested by students. Academic advising addresses issues such as course sequencing, meeting course requirements, selecting electives, and improving academic performance. Professional mentoring includes discussing career goals, graduate school opportunities, providing letters of reference, and consulting about employment opportunities.

Procedure

To ensure students have access to adequate information about their education and career, each student admitted to the SUU Social Work Program will be provided advising in the following ways:

1. Each student will be sent advising information upon acceptance to the SUU Social Work Program.

2. Each student will be invited to participate in a new student orientation

upon acceptance to the program.

3. Each student will be assigned an academic advisor for social work

4. Each student will be provided career advising/mentoring by social work SUU faculty and be oriented to open office hours where they can meet with faculty for further professional or academic support.

Academic performance is evaluated by instructors in each course based on the student meeting the criteria outlined in the course syllabus. Graded assignments are based on course objectives that are linked to program competencies. Students are given regular feedback on their academic performance throughout the semester.

Professional Performance Policy

In addition to in-class assessments of professional performance, the main assessment of student
professional performance takes place in the field practicum experience where a practicing professional social worker assesses student accomplishment of program competencies in a practice setting. This final evaluation of a student's professional competence is based on a learning agreement completed by the student at the beginning of the field practicum placement
with the field instructor. The evaluation also takes the form of verbal feedback, written feedback,
and a grade on the final evaluation.

Termination from Program Policy

A student may be terminated from the SUU Social Work Program for the following 3 reasons:

(1) Failure to meet university standards resulting in the suspension or dismissal of the student by the university.

(2) A student may be placed on probation or be terminated from the program for not meeting the SUU Social Work Program academic standards. If a student fails to maintain a 3.0-grade point average in social work coursework, they will also be placed on academic probation in the SUU Social Work Program. If the student fails to bring their social work grade point average to 3.0 or above or fails to achieve 75 percent progress in two consecutive semesters, they will be suspended from the SUU Social Work Program.

(3) A student may be placed on probation or be terminated from the program for not meeting the SUU Social Work Program professional performance standards. Students may be terminated from the program if, in the professional judgment of the social work department chair and program director, violations of the professional code of ethics have occurred or there are other professional conduct violations. Violations include but are not limited to:

● Mental health/psychiatric disturbance that, in the professional judgment of the social work faculty, could impair effective professional social work services to future clients (see Statement of Psychological Well–being).

● Unresolved personal issues that, in the professional judgment of the social work faculty, could impair effective professional social work services to future clients.

● Evidence of chemical dependency was documented as occurring during the course of study.

● Behavior is judged to be in violation of the NASW Code of Ethics.

● Criminal activity (documented evidence) occurring during the course of study.

● Inappropriate behavior and/or an inability to develop interpersonal skills necessary for effective social work practice. (This includes relationships with field instructors, faculty, clients, and peers).

If a student is suspended or dismissed from the university they will be terminated from the SUU Social Work Program. For reasons other than university suspension or dismissal, prior to termination, the student will be provided with verbal and written notification of impending termination from the social work program.

Academic Probation/Termination Procedure

The student will be contacted by their social work advisor to schedule an interview to discuss alternate options to probation and/or termination. If another option is possible, a contract will be drawn up by the student and the advisor which will specify steps to be taken to resolve the problem(s) and will establish a time frame for the accomplishment of the plan. The contract will be submitted to the program director. If the social work student and advisor cannot resolve the issues or need a third party to help with the plan or negotiations, the SUU Social Work Program Director will be included in the process. The burden of showing that they have fulfilled the contract will be upon the student. At the end of the time frame stipulated by the contract, another meeting will be held between the student, advisor, and the program director to assess if the contract has been fulfilled and whether they will be on further probation or terminated from the program. A written summary of the results of the meeting with a decision regarding probation or termination

will be sent to the student.

In the event, the student is terminated from the SUU Social Work Program and they disagree with the decision, they may appeal the decision. The student will submit a written statement of appeal to the SUU Social Work Program Director and the FLHD Department Chair within two weeks of notification of termination regarding areas that she/he needs clarification or re-evaluation. The procedure/process of appeals follows the same procedure as the formal grievance procedure addressed below. Student Role in Policy development and Modification Student input on existing and future program policies is encouraged by the SUU Social Work Program. Students may propose policy change either as individuals or as an organized group. The SUU Social Work Program Director is responsible for evaluating any proposed policy changes.

Policy Change Procedure

Problems or concerns of the general social work student body can be addressed by the social work student organization in a meeting with the SUU Social Work Program Director on an as-needed basis. Proposals for modification of SUU Social Work Program policies must be submitted in writing and contain the following: Name of student(s) making the proposal, documentation of the problems with existing policies, a statement of the proposed change, and
identification of the pros and cons of the proposed change. Once received, the SUU Social Work
Program Director will provide a written response within 30 days. The SUU Social Work Program Director will consider the following when evaluating a proposed policy change. The Institutional policies and procedures and the overall mission of SUU override any proposed program policy and procedure changes when in conflict. The proposed program policy and procedure changes must be consistent with the overall social work program mission, goals, objectives, and competencies. Proposed policy changes that impact the Social Work program or
other organizations outside of the SUU Social Work Program must be submitted to the department chairman and from there to other appropriate administrators, if necessary, for institutional approval. If proposed policy and procedure changes are found to be in the best interest of the SUU Social Work Program, and students in the program, they may be approved
and implemented. Approved policy and procedure changes will be implemented.

Student Grievance Policy

The SUU Social Work Program adheres to the SUU Grievance Policy and will attempt to resolve any student grievances at the instructor, program, or department level as appropriate. If efforts to resolve student grievances are not successful at the department level, students pursue their grievances at the college or university level.

Informal Grievance Procedure

Students are first encouraged to discuss their grievance with the faculty member or department member against which the grievance is brought. An attempt should be made to resolve the grievance through informal and personal communication with the persons involved. If this attempt at resolution is not successful, a faculty member, not initially involved, is asked to mediate the situation. Both parties involved with the grievance must agree on the selection of the mediating faculty member. If the resolution is not reached, an appeal may be made using the formal procedure listed below.

Formal Grievance Procedure

Process for Student Complaints

Students who have a concern about a faculty (to include adjunct) or staff member should first try to discuss the concern with the individual. This can be the most appropriate and expedient way to resolve such matters; however, if this approach does not lead to resolution of the matter or, if for some reason, the student cannot take the matter directly to the employee, the student should discuss their concern with the employee's immediate supervisor. In the case of a faculty member, this would be the department chair. In the case of a staff member, this would be the director, or manager to whom the employee reports.

If the concern involves a supervisor, as defined above, and if the student and the supervisor cannot reach a resolution, the concern should be brought to the attention of the Dean of Family Life and Human Development.

If the complaint is still not resolved, the department chair will ask the student to draft a formal letter of complaint and submit it to them within 30 calendar days. The supervisor hearing the initial concern can, in consultation with the student, take one of several formal courses of action.

Meet with the faculty or staff member to discuss the concerns while protecting the student's identity. Meet with the faculty or staff member to discuss the concerns to include sharing the source of the complaint. Meet with the faculty or staff member and the student to address the complaint and determine a course of action (as appropriate) to reach a resolution. For any of the actions outlined above to occur, the concern must be formalized into a written complaint signed by the student and submitted to the supervisor. No formal action will be taken without written documentation.

If a resolution is reached, a letter from the supervisor to the student and the faculty or staff member will be provided. The letter will outline the resolution that was reached and a copy, signed by both parties, will be retained by the supervisor and copied to the Dean of The College of Education and Human Development.

If the complaint remains unresolved, the written complaint, along with a narrative of the actions taken, will be forwarded to the appropriate next level of supervision for investigation. This investigation may include informal conversations with individuals who may have knowledge that supports or refutes the allegations. If resolved, a letter of resolution will be provided to the faculty or staff member, the student, and the appropriate department chair or director. A copy signed by all parties involved will be retained by the Dean of the College of Education and Human Development.

If it is determined that a complaint against a faculty member warrants a formal hearing, the matter will be referred to the Provost who will follow appropriate University policy to resolve the matter. If in the case of a staff member, a more formal process is warranted, the supervisor will consult with the Director of Human Resources who will assure the appropriate University policies are followed to resolve the matter. Students in need of guidance during this process can find assistance in the Office of the Vice President for Student Affairs.

Public denigration of faculty members through media such as newspapers and petitions is not an acceptable substitute for the steps outlined above. In fact, such actions will dilute the effectiveness of the procedures outlined in representing the best interest of all involved.

If the allegations articulated by the student complainant suggest harassment or discrimination on the part of the faculty member, Policy 5.27 will be followed.

> For further information regarding University Policy see
> https://www.suu.edu/policies/11/04.html

General Rights

A student, while properly enrolled at the institution, will have the right to the following institution services, treatment, and information:

1. Free and open discussion, inquiry, and expression, subject to constitutional limitations regarding time, place, and manner.

2. Protection against the institution's improper disclosure of students' records, work, views, beliefs, and political associations.

3. Procedural safeguard and personal privacy with respect to testing for drugs and infectious diseases (e.g. AIDS).

4. Timely and understandable information and respectful treatment regarding policies, refunds, lab fees, course fees, library fines, lab breakages, and liability, etc.

5. Freedom from a discriminatory and offensive campus environment that may cause emotional stress or a hostile or offensive campus environment directed toward another person.

6. Freedom from sexual harassment.

7. Full protection under the Constitution for freedom of the press, including the Constitutional limitations on prior restraint and censorship.

8. Due process of law is recognized as being essential to the proper enforcement of institution rules.

9. Security for his/her person, papers, and personal effects against unreasonable searches and seizures.

10. Freedom to form and to operate an organized student association within the guidelines prescribed by the institution.

11. Access to the institution's Dean of Students office for a consultation in matters of personal and school issues and concerns.

12. Student representation through student government on institutional committees, councils, commissions, and other formally constituted bodies that make general policy and procedure decisions directly affecting students or that govern student activities and conduct.

13. Access to all student government-sponsored activities.

14. Accurate information in advertising, recruitment, and orientation efforts.

General Responsibilities

A student assumes the responsibility to conduct himself/herself in an appropriate manner. Categories of misconduct that are not considered responsible behavior include, but are not limited to, the following:

1. Failure to respect the right of every person to be secure from fear, threats, intimidation, harassment, hazing and/or physical harm caused by the activities of groups or individuals.

2. Sexual assault, harassment, or any other unwelcome verbal or physical sexual activity, including the support or assistance of such activities.

3. Unauthorized seizure or occupation of any institutional building or facility.

4. Obstruction, disruption, or interference with teaching, disciplinary proceedings, institution sponsored activities, and services or events.

5. Use or possession of any weapon, explosive device, or fireworks on a person, or storage of such on institutional property without prior written approval from the Chief of Campus Police.

6. Unlawful use, possession, distribution, sale, manufacture, or possession for purposes of distribution or sale of any controlled substance or illegal drug on any property or in any building owned, leased, or rented by the institution or at any activity sponsored by the institution.

7. Initiation or circulation of any false report, warning, or threat of fire, bombs, or explosives on institutional premises or during institution-sponsored events.

8. Sale, possession, manufacture, distribution, or consumption of alcoholic beverages on institution properties.

9. Unauthorized possession, forging, altering, misusing, or mutilating of institutional documents, records, educational materials, identification (e.g., personal ID, parking decal, etc.), or other institution property.

10. Theft or malicious destruction, damage, or misuse of institution property or private property of another person on the institution campus or when engaged in activities sponsored or supervised by the institution off-campus.

11. Intentional or reckless destroying, defacing, vandalizing, damaging, or misusing the property, equipment, materials, services, or data of the institution.

12. Obscenity and lewd conduct as defined by institution policy, city ordinances, and/or state statutes.

13. Failure to adhere to all laws and regulations governing the duplication and use of copyrighted materials including, but not limited to, printed and audio materials, video, film, and/or computer software.

Students are encouraged to report violations of this policy to an appropriate institutional office. If a student is deemed to have violated professional and ethical standards of conduct they may be dismissed from the program. Consistent with University policy, programs are given decision making power to dismiss students from their respective programs.

For a complete description of University Policy on Students' Rights and Responsibilities go to: https://my.suu.edu/help/article/1019/112-student-conduct-code/

NASW Code of Ethics

Code of Ethics
of the National Association of Social Workers

Approved by the 1996 NASW Delegate Assembly and
revised by the 2008 NASW Delegate Assembly

Preamble

The primary mission of the social work profession is to enhance human wellbeing and help meet the basic human needs of all people, with particular attention to the needs and empowerment of people who are vulnerable, oppressed, and living in poverty. A historic and defining feature of social work is the profession's focus on individual wellbeing in a social context and the wellbeing of society. Fundamental to social work is attention to the environmental forces that create, contribute to, and address problems in living.

Social workers promote social justice and social change with and on behalf of clients. "Clients" is used inclusively to refer to individuals, families, groups, organizations, and communities. Social workers are sensitive to cultural and ethnic diversity and strive to end discrimination, oppression, poverty, and other forms of social injustice. These activities may be in the form of direct practice, community organizing, supervision, consultation administration, advocacy, social and political action, policy development and implementation, education, and research and evaluation. Social workers seek to enhance the capacity of people to address their own needs. Social workers also seek to promote the responsiveness of organizations, communities, and other social institutions to individuals' needs and social problems.

The mission of the social work profession is rooted in a set of core values. These core values, embraced by social workers throughout the profession's history, are the foundation of social work's unique purpose and perspective:

• service
• social justice
• dignity and worth of the person
• importance of human relationships
• integrity
• competence.

This constellation of core values reflects what is unique to the social work profession. Core values, and the principles that flow from them, must be balanced within the context and complexity of the human experience.

NASW Code of Ethics

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.

The *Code* offers a set of values, principles, and standards to guide decision making and conduct when ethical issues arise. It does not provide a set of rules that prescribe how social workers should act in all situations. Specific applications of the *Code* must take into account the context in which it is being considered and the possibility of conflicts among the *Code's* values, principles, and standards. Ethical responsibilities flow from all human relationships, from the personal and familial to the social and professional.

Further, the *NASW Code of Ethics* does not specify which values, principles, and standards are most important and ought to outweigh others in instances when they conflict. Reasonable differences of opinion can and do exist among social workers with respect to the ways in which values, ethical principles, and ethical standards should be rank ordered when they conflict. Ethical decision making in a given situation must apply the informed judgment of the individual social worker and should also consider how the issues would be judged in a peer review process where the ethical standards of the profession would be applied.

Ethical decision making is a process. There are many instances in social work where simple answers are not available to resolve complex ethical issues. Social workers should take into consideration all the values, principles, and standards in this *Code* that are relevant to any

situation in which ethical judgment is warranted. Social workers' decisions and actions should be consistent with the spirit as well as the letter of this *Code*.

In addition to this *Code*, there are many other sources of information about ethical thinking that may be useful. Social workers should consider ethical theory and principles generally, social work theory and research, laws, regulations, agency policies, and other relevant codes of ethics, recognizing that among codes of ethics social workers should consider the *NASW Code of Ethics* as their primary source. Social workers also should be aware of the impact on ethical decision making of their clients' and their own personal values and cultural and religious beliefs and practices. They should be aware of any conflicts between personal and professional values and deal with them responsibly. For additional guidance social workers should consult the relevant literature on professional ethics and ethical decision making and seek appropriate consultation when faced with ethical dilemmas. This may involve consultation with an agency based or social work organization's ethics committee, a regulatory body, knowledgeable colleagues, supervisors, or legal counsel.

Instances may arise when social workers' ethical obligations conflict with agency policies or relevant laws or regulations. When such conflicts occur, social workers must make a responsible effort to resolve the conflict in a manner that is consistent with the values, principles, and standards expressed in this Code. If a reasonable resolution of the conflict does not appear possible, social workers should seek proper consultation before making a decision.
The *NASW Code of Ethics* is to be used by NASW and by individuals, agencies, organizations, and bodies (such as licensing and regulatory boards, professional liability insurance providers, courts of law, agency boards of directors, government agencies, and other professional groups) that choose to adopt it or use it as a frame of reference. Violation of standards in this *Code* does not automatically imply legal liability or violation of the law. Such determination can only be made in the context of legal and judicial proceedings. Alleged violations of the *Code* would be subject to a peer review process. Such processes are generally separate from legal or administrative procedures and insulated from legal review or proceedings to allow the profession to counsel and discipline its own members.

> A code of ethics cannot guarantee ethical behavior. Moreover, a code of ethics cannot resolve all ethical issues or disputes or capture the richness and complexity involved in striving to make responsible choices within a moral community. Rather, a code of ethics sets forth values, ethical principles, and ethical standards to which professionals aspire and by which their actions can be judged. Social workers' ethical behavior should result from their personal commitment to engage in ethical practice. The *NASW Code of Ethics* reflects the commitment of all social workers to uphold the profession's values and to act ethically. Principles and standards must be applied by individuals of good character who discern moral questions and, in good faith, seek to make reliable ethical judgments.
>
> *NASW Code of Ethics*

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.*

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

Value: *Social Justice*

Ethical Principle: *Social workers challenge social injustice.*

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

Value: *Dignity and Worth of the Person*

Ethical Principle: *Social workers respect the inherent dignity and worth of the person.*

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

Value: *Importance of Human Relationships*

Ethical Principle: *Social workers recognize the central importance of human relationships.*

Social workers understand that relationships between and among people are an important vehicle for change. Social workers engage people as partners in the helping process. Social workers seek to strengthen relationships among people in a purposeful effort to promote, restore, maintain, and enhance the wellbeing of individuals, families, social groups, organizations, and communities.

Value: *Integrity*

Ethical Principle: *Social workers behave in a trustworthy manner.*

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

Value: *Competence*

Ethical Principle: *Social workers practice within their areas of competence and develop and enhance their professional expertise.*

Social workers continually strive to increase their professional knowledge and skills and to apply them in practice. Social workers should aspire to contribute to the knowledge base of the profession.

For the NASW Code of Ethics in its entirety go to:
http://www.socialworkers.org/pubs/code/default.asp

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