

ARKANSAS STATE UNIVERSITY

DEPARTMENT of SOCIAL WORK

STUDENT HANDBOOK



Offered By:  
College of Nursing and Health Professions  
Department of Social Work

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## I. INTRODUCTION

The faculty, staff and students of the Arkansas State University (ASU) Department of Social Work welcome you to our community. We want you to know that we value you and will do everything we can to assist you in having the most fulfilling educational experience possible at ASU. This handbook and our advisement program serve as guides as you make your career decisions, develop your multi-year degree plan, lay out your semester course schedules, and generally negotiate your way through the Bachelor of Social Work (BSW) Program.

Please familiarize yourself with the Table of Contents. You will note that it includes a section on the mission, goals, objectives and values of the BSW Program. This is important information as it describes in a broad way what we're about. Another section details admission policies and procedures. This section is important because you initiate the application process. The calendar tells you when to apply for admission and when to apply for Field Experience. Yet another section provides information about the student organizations, which we hope you'll join. Every section included in this handbook is there because it contains information key to your success in the program. Please take time to read it.

The handbook does not, of course, tell the whole story or answer every question you might have about social work or a career in the profession. The faculty and staff will make every effort to aid you in selecting courses and a plan that will meet your needs.

Faculty office hours are available on the syllabus and at the reception desk. Appointments are made with individual faculty members. If the faculty you wish to see is not available, the departmental secretary will direct you to an alternate faculty member who can address your concern.

Again, welcome. We hope you find this to be a great place to learn and grow.

*The Faculty, Staff, and Students of the ASU Department of Social Work*

## II. CALENDAR

### August\*:

Classes begin

### September:

**Advising:** Eligible sophomores apply for Admission to the Social Work program

### October:

**Field:** Seniors apply for Field II

**Advising:** All student advising in preparation for spring semester enrollment

### November:

**Field:** Student/Field Instructor interview for Field II placement

**Advising:** All student advising in preparation for spring semester enrollment

Seniors review check sheets for graduation

### December:

**Field:** Confirmation of Field II placement for seniors

Fall semester ends.

### January:

Spring semester begins.

**Advising:** Eligible students apply for Admission

### February:

**Field:** Field Fair for all social work majors and prospective majors

### March:

**Field:** Juniors apply for Field I

**Advising:** All continuing students in preparation for summer and fall semester enrollment

### April:

**Field:** Student/Field Instructor interview for Field I placement.

**Advising:** Enroll in summer and fall courses.

**Social Work Student Organization:** Celebration for May and August graduates.

### May:

Spring term ends

\*Specific dates will be posted on the bulletin boards outside the Departmental Suite.

### III. ARKANSAS STATE UNIVERSITY

#### Mission

The mission of the Bachelor of Social Work Program is to educate generalist practitioners who will work to enhance and enrich lives through social justice and service specifically with rural populations.

#### Core Values

We are committed to:

The pursuit and use of knowledge and skills in serving the specific needs and interests of the individuals, families, groups, agencies, and communities we serve

- focusing on those communities developing partnerships with us to address common concerns, and
- also on the role we play in serving the state, national, and global community

#### Governed by

Excellence  
Genuine Opportunity and  
Diversity

#### Strategies

We will distinguish ourselves through differentiated strategies that include:

A student-centered focus  
Globalized opportunities  
Learning together/Student Centered Teaching  
Excellence in teaching  
Attitudes that reflect a caring community  
Enhanced accessibility

### IV. SOCIAL WORK PROGRAM OVERVIEW

**Mission** The mission of the Bachelor of Social Work Program at ASU is to educate generalist practitioners who will work to enhance intellectual growth, and to enrich lives through social justice and service specifically with rural populations. It employs a problem-solving process and relies on critical thinking. Generalist practitioners work within an organizational structure in which they use appropriate supervision and assume a wide range of professional roles (DuBois & Miley, 1996). These roles include broker, enabler/counselor, mediator, educator, evaluator, case manager/coordinator and advocate/activist (Kirst-Ashman & Hull, 1999). Empowerment oriented social workers focus on clients' strengths and adaptive skills as well as clients' competencies and potential. They work collaboratively with their clients. Empowerment joins personal power and political power so as to increase an individual's ability to control his or her destiny and "...to alter systems, redistribute resources, open up opportunity structures, and reorganize society" (Hartman, 1990; Lee, 1994 cited in DuBois & Miley, 1999, p. 28).

The BSW Program at ASU has four goals. Each of these goals consists of guiding principles for curriculum development and support program activities. Our goals are:

Goal 1: To prepare graduates for practice with individuals, families, groups, organizations, and communities.

- Objective 1: Apply critical thinking skills within the context of generalist social work practice.
- Objective 2: Demonstrate the professional use of self.
- Objective 3: Apply the knowledge and skills of a generalist social work practice with systems of all sizes (individual, family, group, organization, and community).
- Objective 4: Apply the knowledge of biological, psychological, sociological, and spiritual factors that affect the individual development and behavior, and use theoretical frameworks to understand the interactions between individuals as well as between individuals and various social systems.
- Objective 5: Use communication skills differentially with a variety of client populations, colleagues, and members of the community.

Goal 2: Graduates will apply knowledge pertaining to the contexts of social work practice, the changing nature of those contexts, the behavior of organizations, the dynamics of change, and develop the skills necessary to become change agents.

- Objective 1: Understand and interpret the history of the social work profession as well as its contemporary structures and issues.
- Objective 2: Formulate, influence, and analyze the impact of social policies on client systems, workers, agencies, and communities.
- Objective 3: Function within the structure of organizations and service delivery systems and seek organizational change when necessary.
- Objective 4: Understand the value base of the profession and its ethical standards and principles, and practice accordingly.
- Objective 5: Apply planned changed process in or among social work practice levels.

Goal 3: To infuse throughout the curriculum the values and ethics that guide professional social workers in their practice.

- Objective 1: Understand the forms and mechanisms of oppression and discrimination and the strategies of advocacy and social change that advance social and economic justice.
- Objective 2: Practice within the value and ethics of the social work profession and with an understanding of and respect for the positive value of multiple dimensions of diversity, including age, class, color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation.
- Objective 3: Evaluate research studies and apply research findings to practice, and under supervision, to evaluate their own practice interventions and those of other relevant systems.

Goal 4: Graduates of the BSW Program will understand their responsibility to continue their professional development.

- Objective 1: Demonstrate the ability to plan for and implement appropriate

lifelong professional development activities including maintaining appropriate professional credentials.

Objective 2: Demonstrate an ability to assess and incorporate new knowledge and skills for competent generalist practice.

Objective 3: Use supervision and consultation appropriate to generalist practice.

### **Core Values**

The core values embraced by the ASU Social Work Department are the shared values of the social work profession throughout history; and are the foundation of this program and social work's unique purpose and perspective. These six values are:

1. Service
2. Social justice
3. Dignity and worth of the person
4. Importance of human relationships
5. Integrity
6. Competence

### **Brief History and Structure**

Arkansas State University began a social work sequence in 1970; and upon completion of the pre-social work sequence, a certificate was granted. The social work curriculum was subsequently expanded; and in 1975, Arkansas State University began offering a B.A. degree in Social Work. The program was accredited in 1978, 1986, and 1994 and again in 2002 and currently satisfies the Council on Social Work Education accreditation standards. The program was given departmental status July 1, 2003, and moved administratively to the College of Nursing and Health Professions. The department offices are located in the Eugene W. Smith Building Suite 327.

The faculty consists of two full-time tenure track members including the Director of the BSW Program excluding the Department Chair and three part-time IV-E faculty, plus a Director of Field Education. This diverse group brings to the teaching profession varied backgrounds that make it possible to present curriculum content from multiple perspectives. The program also employs adjunct faculty who routinely teach and serve as faculty liaisons in the field program. Advising is done by full time faculty.

### **The Profession of Social Work**

According to the preamble of the NASW Code of Ethics:

The primary mission of the social work profession is to enhance human well-being 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 holistic 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. "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 responsiveness of organizations, communities, and other social institutions to individuals' needs and social problems (NASW Code Ethics, Approved 1996, revised 1999, p. 1).

Social work is not for everyone. For those persons who are suitable for social work, ASU has designed a Bachelor of Social Work (BSW) Program that will equip them with entry level skills which provide a foundation of knowledge for helping people. Social work is a profession committed to improving the quality of life for people without regard to economic status, race, ethnicity, national origin, religion, sex, sexual orientation, age, physical ability.

## **V. ADMISSION TO THE PROGRAM**

### **Admission to the University**

Social work majors must first be admitted to Arkansas State University. Students must meet the requirements of ASU relative to the ACT test, etc. Students whose ACT scores reflect the need for remedial work should complete these courses prior to seeking formal admission to the BSW Program.

### **Admission to the Bachelor of Social Work Program Requirements**

After admission to the University, any student may declare social work as a major. Admission to the BSW Program is selective. To be admitted to the BSW Program, students must meet the requirements of the program that are in effect at the time they seek admission. These currently are:

1. Must have completed a minimum of 45 semester hours of course work at a college/university.
2. Have an overall GPA of 2.5 at the time of application. Maintain a minimum GPA of 2.50 overall and a 2.5 in the major. Overall GPA is defined as all coursework that is being used to satisfy requirements for the BSW degree regardless of the institution from which the credits were earned.
3. Must have completed SW 2203: Introduction to Social Work, ENG1003: Freshman English I, and ENG1013: Freshman English II with a grade of "C" or better on all three courses.

### *Steps in the Admission Procedure*

1. The student is to complete an Application for Admission form (See Appendix A). This application should be presented along with a personal statement to his/her advisor by the date on the departmental calendar. The spring and fall admission dates are posted on the Department's website and the tables inside and outside of the departmental office.
2. The student is responsible for submitting their application to their advisor. The faculty person reviewing the student's application completes a review sheet designating his/her recommendation.

3. The advisor will submit the student's application packet to the Admission's Committee, which consists of social work faculty members from the BSW and the MSW Programs. The committee may accept, reject, or accept with conditions.
4. The Admission's Committee's decision is conveyed to the student in writing by the Director of BSW Program. Students have a right to appeal the decision (See Denial of Admission and Termination from the Program below).

### **Transfer Students**

General Education transfer work can only be evaluated by the Office of Admissions and Records. Social work courses will be evaluated by the Director of BSW Program with support from the Chair of the Department of Social Work.

### **Continuation Requirements**

Student's eligibility to continue in the program is monitored each semester and at the time of entry into Field I and Field II. Should the student's overall and major GPA fall below 2.5, the student will not be allowed to register for the next course(s) in the sequence. The student will be allowed to continue when their overall and major GPA is raised back up to the required 2.5 level.

## **VI. CURRICULUM**

The social work curriculum is based on the liberal arts (See General Education Requirements below) and consists of content area on social work values and ethics, diversity, social and economic justice, populations-at-risk, human behavior and the social environment, social welfare policies and services, social work practice, research and field experience. The baccalaureate curriculum meets the standards of the Council on Social Work Education.

Students graduating from ASU with a bachelor's degree must successfully complete **124** credit hours. The 124 credit hours are broken down in the manner described below for social work majors.

### **General Education: 43 hours**

Social work is based on a strong liberal arts foundation. The degree designation for social work is a Bachelor of Social Work (BSW) degree. All students receiving the BSW degree must meet the General Education (Gen Ed) requirements of the Undergraduate Bulletin in force when they entered ASU. A total of 43 hours in Gen Ed courses are required. These 43 hours are comprised of the following:

- Communication 6 hours
- Mathematics 3 hours
- Critical Thinking 3 hours
- Understanding Global Issues 3 hours
- Arts and Humanities 9 hours
- Social Sciences 9 hours
  - **Social Work REQUIRES (3 hours each)**
    - **POSC 2103 Intro to U. S. Government**
    - **PSY 2013 Intro to Psychology**
    - **SOC 2213 Principles of Sociology**
- Sciences 8 hours
- Health and Wellness 2 hours

## **Social Work Major Course Requirements: 49 hours**

The following courses are required:

PSY 4533 Psychology of the Abnormal (3)  
SOC 2223 Social Problems (3)  
SOC 3381 Social Statistical Methods Lab (1)  
SOC 3383 Social Statistical Methods (3)  
SOC 4293 Methods of Social Research (3)  
SW 2203 Introduction to Social Work (3)  
SW 3253 Social Work Practice I (3)  
SW 3303 Human Behavior and Social Environment I (3)  
SW 3333 Human Behavior and Social Environment II (3)  
SW 3363 Cultural Diversity (3)  
SW 4263 Social Work Practice II (3)  
SW 4273 Field Experience I (3)  
SW 4283 Field Experience Seminar (3)  
SW 4296 Field Experience II (6)  
SW 4303 Social Work Practice III (3)  
SW 4213 Social Welfare Policy (3)

Twelve hours of upper division Social Work electives are required.

### **Electives**

Free electives are any courses that are not included in the Gen Ed (43 hours), social work major (49 hours), or the 12 hours of upper division social work elective courses. A minimum of 20 credit hours of free electives are required to complete the 124 hours to graduate.

### **45 Credit Hours at the Junior/Senior Level**

The University requires that students complete 45 credit hours at the junior/senior level (courses numbered 3000 and 4000). This requirement is met within the Social Work curriculum. Students should meet with their adviser to select the required electives that best suit personal interests and career goals. Micro or Macro Economics are recommended for students planning on pursuing graduate study in Social Work.

### **Suggested Degree Plan**

Social work student degree plans vary, but some principles apply that make the suggested plan useful as a guide. Some courses must be taken before others (e.g., Intro to Social Work before Practice I), and some courses must be taken at the same time as others (e.g., Field Experience II, Field Experience Seminar, and Social Work Practice III). All courses are not offered every semester. Consult the Undergraduate Bulletin for course descriptions and semesters in which courses will be offered. **Do not attempt to take social work courses out of sequence.** Students may desire to take summer courses to lighten their load during regular semesters or to make up deficiencies in course requirements. Degree plans should be developed with assistance from an advisor.

Following is **one** suggested sequence in which requirements for the BSW degree may be met in four years. Refer to the Undergraduate Bulletin regarding developmental courses for students with specified ACT scores.

# Model Degree Plan

Course	Hours	Course	Hours
<b>Freshman Year</b>			
<b><u>Fall Semester (15)</u></b>		<b><u>Spring Semester (15)</u></b>	
ENG 1003 Composition I	3	PE 1002 Concepts of Fitness	2
PSY 2513 Introduction to Psychology (required)	3	ENG 1013 Composition II	3
Understanding Global Issues (Gen Ed)	3	BIOL1003 Biological Science	3
MATH 1023 College Algebra*	3	BIOL 1001 BIO LAB	1
SOC 2213 Principles of Sociology (required)	3	POSC 2103 US Government (required)	3
		Elective	3
<b>Sophomore Year</b>			
<b><u>Fall Semester (16)</u></b>		<b><u>Spring Semester (18)</u></b>	
ENG 2003 Intro to Lit I	3	ENG 2013 Intro to Lit II	3
PHSC 1203 Physical Science	3	ANTH 2233 Intro to Cultural Anthropology	3
PHSC 1201 Physical Science Lab	1	Soc 2223 Social Problems	3
FA 2503 Fine Arts	3	Electives	3
Critical Thinking (Gen Ed)	3	Electives	3
SW 2203 Introduction to Social Work	3	Electives	3
<b>Junior Year</b>			
<b><u>Fall Semester (16)</u></b>		<b><u>Spring Semester (15)</u></b>	
SW 3303 Human Behavior/Soc. Environ. I	3	SW 3253 Social Work Practice I	3
SOC 3383 Social Statistical Methods & Lab	4	SOC 4293 Methods of Social Research	3
PSY 4533 Psychology of Abnormal	3	SW 3333 Human Behavior/Soc Environ. II	3
Elective	3	SW Elective	3
Elective	3	SW Elective	3
<b>Senior Year</b>			
<b><u>Fall Semester (15)</u></b>		<b><u>Spring Semester (15)</u></b>	
SW 4263 Social Work Practice II	3	SW 4303 Social Work Practice III	3
SW 4273 Field Experience I	3	SW 4283 Field Experience Seminar	3
SW 4313 Social Welfare Policy	3	SW 4296 Field Experience II	6
SW 3363 Cultural Diversity	3	SW Electives	3
SW Elective	3		

This program will meet the 124 hour requirement for graduation in 4 years.

## **VII. POLICIES AND PROCEDURES**

### **Non-Discrimination Policy**

The ASU BSW Program celebrates diversity. We welcome all applicants for admission without regard to race, color, gender, age, religious affiliation, ethnicity or national origin, physical condition, or sexual orientation.

### **Advisement**

In the BSW Program, advising is taken seriously. ASU policy requires that students be advised every semester. An automatic adviser hold will be placed on student records. It is the student's responsibility to make an appointment with their academic advisor each semester to have their advising hold removed. When social work is declared as a major, the student will be assigned an advisor by the Chair of the Department of Social Work. The student/advisor relationship is a very important one. All contacts with advisees will be recorded on an Advising Log that will be maintained in the student advising file (See Appendix E). The responsibilities of the advisor include the following:

1. Providing academic guidance for choosing courses appropriate to the student's academic level, which focus on specific areas of interest and that prepare individuals for professional practice. As part of this process, the student and their advisor complete a Graduation Check List (See Appendix B) and a Model Degree Plan (Appendix C). Students should retain a copy for future reference and for selecting appropriate courses.
2. Providing a role model in the areas of social work ethics and values, and overall professionalism (See Appendix F, NASW Code of Ethics).
3. Assisting in self-evaluation concerning aptitude and suitability for a career in social work.
4. Providing opportunities for discussion of both academic and personal concerns that affect academic performance: and when appropriate, referral for appropriate services (e.g. Counseling Services, Career Services). In keeping with University policy, Social Work faculty cannot offer personal counseling to students.

### **Denial of Admission and Termination from the Program Policy and Procedure**

Social work majors are expected to exhibit certain values. For example, a potential social work major may be advised by the faculty to seek a different major if the student is identified as someone who would have difficulty working with diverse populations, and/or, he or she does not ascribe to basic social work values. Further, evaluation of students is an ongoing process; and after admission to the BSW Program, if a student feels that he or she has made the wrong choice, the student's advisor will assist the student in evaluating the possibility of transferring to another major. However, under certain circumstances, a student may be denied admission or be dismissed from the program. The criteria are set forth below.

### **Policy**

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

1. Failure to meet acceptable academic standards.
2. Illegal behavior which would preclude their licensure in the State of Arkansas. This includes, but is not limited to conviction in this state or any other state of a crime that is a felony;

conviction of a felony in a federal court. (Arkansas Code Chapter 39 Social Work Licensing); or conviction of a misdemeanor which involves family violence (whether against an adult or child).

3. Failure to conform to the NASW Code of Ethics (Appendix F). Examples of failure to conform to the NASW Code of Ethics include, but are not limited to the following:
  - a. Falsifying information on the application for admission or other violations of academic integrity.
  - b. Discriminatory behavior including harassment based on race, gender or sexual orientation, physical ability, etc.
  - c. Sexual misconduct with clients.
  - d. Threatening or other behavior that endangers the health or safety of student, clients or others; or is so inappropriate that it interferes with another student's opportunity to participate in a class or the program.

### **Procedure**

The denial or termination procedure is subject to due process requirements of notice, hearing, and the accused's opportunity to confront evidence against him/her. The procedure is as follow:

1. After the admissions committee has reached a decision to deny admission or to terminate a student, the Chair of the program will give written notice to the student outlining reasons or allegations on which the denial or termination decision is based.
2. If the student wishes to appeal the proposed action, s/he should respond in writing to the committee putting them on notice as to his/her challenge to the allegations.
3. The student will then meet with the committee and present evidence as to why she/he should not be denied acceptance into the program.
4. If an agreement cannot be reached, the student should then consult the University Student Handbook regarding appeal procedures.

### **Students Rights and Responsibilities**

Students in the Social Work Program have the following rights:

1. The right to ethical treatment from others.
2. The right to be informed of expectations of them in classes and in the field.
3. The right to engage in free inquiry.
4. The right to express unpopular or different views
5. The right to learn in an environment free from discrimination and harassment.

6. The right to exercise the grievance and appeals procedures, or report instances of discrimination or sexual harassment or violations of the NASW Code of Ethics without fear of reprisal.
7. The right to have meaningful input into their educational experience.
8. The right to participate in a feedback process that keeps them informed of their progress and performance throughout their educational experience.
9. The right of persons with disabilities to reasonable accommodations.

**Students of the Social Work Program have the following responsibilities:**

1. The responsibility to stay informed of policies and procedures of the Social Work Program and the University as a whole.
2. The responsibility to maintain ethical and legal behavior.
3. The responsibility to maintain high standards of academic integrity (e.g. plagiarism and cheating).
4. The responsibility to inform faculty or register with Disabilities Services if they need special accommodations to successfully complete course work or field work.
5. The responsibility to know and meet the requirements of their particular ASU Undergraduate Bulletin.
6. The responsibility to treat members of the academic community as well as those associated with their field experience, especially clients, with dignity and respect.

**Readmission of Suspended Students**

After one semester or summer session in suspended status, students who were dismissed from the BSW Program because their overall and major GPA grades fell below 2.5 may be readmitted on probation, but only upon the recommendation of the student's faculty advisor and the Director of the BSW Program. The Director of the BSW Program and the Department Chair will conduct the readmission process for students who were dismissed from the BSW Program because of their behavior and/or for cheating. The Director of the BSW Program and the Department Chair will meet with the student and review the student's application material. Students who were dismissed from the BSW Program because of their behavior and/or for cheating must submit a statement about their behavior with their application material.

**Grade Appeal and Grievance Policy and Procedure**

The social work program operates in conformity with the University's Student Academic Grievance Procedure which is detailed in the ASU Student Handbook. The Appeal and Grievance policy is summarized below (<http://www2.astate.edu/dotAsset/123807.pdf>).

A grievance is a complaint alleging that one or more of the “academic rights of students” (as stated in the Student Handbook) has been violated. In cases where the alleged grievance is based upon a complaint involving sexual harassment, the student should contact the department chair, college dean, or the affirmative action officer for direction. In cases where the alleged grievance is based upon a complaint involving discrimination because of race, color, religion, disability, sex, or national origin, the student should also notify the affirmative action officer.

Step 1. Since the faculty has the primary responsibility of course development, course delivery, and the assessment of student achievement, any student who has a complaint related to a course should first consult with the course instructor within 10 working days of the complaint issue/incident and try to resolve the complaint.

Step 2. If the complaint is not resolved in Step 1, and the student wishes to pursue the complaint further, the student shall consult with the department chair/unit supervisor (Social Work Program Director) within 15 working days of the complaint issue/incident.

Step 3. If the complaint is not resolved in Step 2, and the student wishes to pursue the complaint further, the student shall file a written complaint with the department chair/supervisor within 35 working days from the complaint issue/incident.

Step 4. If either party feels the complaint has not been resolved in Step 3, that party may appeal to the Dean of the College (or other appropriate supervisor). The appeal must be filed within 10 working days of the date of notification in Step 3, shall be in writing, shall address the recommendation in Step 3, and shall address why that recommendation is not acceptable.

Step 5. If the complaint is not resolved in Step 4, the Step 4 dean/supervisor shall appoint within 10 working days of completion of the Step 4 process, a college hearing committee.

### **Students with Special Needs**

Students who require special accommodations in the classroom or field due to a disability should register with Disability Services; and then schedule an appointment with the instructor during the first two weeks of class. Reasonable accommodations will be made to ensure access. The Disabilities Services number is 972-3964.

### **Transfer Credit**

Transfer credit for major requirements, courses with a social work (SW) prefix, will be accepted only from schools with programs accredited by the Council on Social Work Education with one exception: Introduction to Social Work. This course may be taken from a non-accredited institution, provided the instructor holds a Masters Degree in Social Work. Due to sequencing of courses, the length of time required for transfer students to complete the requirements for the BSW degree is sometimes longer than for others. Under no circumstances will course credit be given for work or other life experience.

## VIII. MISCELLANEOUS

### **Phi Alpha Honor Society**

Students who meet eligibility requirements may become members of Iota Sigma Chapter of the Phi Alpha Honor Society.

#### **Purpose**

The purpose of the Arkansas State University Chapter of Phi Alpha is:

1. To recognize and promote scholastic achievement among students and faculty involved in the undergraduate social work program at ASU.
2. To recognize, improve, and further the goals of social work in the community, state, nation, and world.
3. To stimulate interest in preparation for a career in social work.
4. To encourage continued study and research at the undergraduate level, graduate level, and in professional practice.
5. To encourage those professional social workers and others whose services, contributions, and leadership are held in esteem.

#### **Eligibility**

To be eligible for membership, a student must:

1. Declare social work as a major.
2. Achieve sophomore status.
3. Complete nine semester hours of social work courses.
4. Achieve an overall GPA of 3.0.
5. Achieve a 3.25 GPA in required social work courses.

### **Student Social Work Organization of Arkansas State University**

As a student interested in social work, you are welcome to join the Student Social Work Organization (SSWO) of Arkansas State University.

The purpose of the organization shall be to promote interest in and understanding of social work. In accordance with the Council on Social Work Education's guidelines, students should participate actively in curriculum development and evaluation. The student organization will also serve as a line between the educational foci of the university and the service delivery foci on social service agencies within the community. The purpose of the linking function is to promote a view of the social work program at Arkansas State University as responsive and valuable to the needs of Northeast Arkansas.

Based on this purpose, the organization meets monthly, forms action committees, and celebrates the accomplishment of graduating seniors in May and December. You are welcome to serve on one of the following committees which meet monthly:

- Curriculum and Alumni
- Membership and Publicity
- Social Action
- Program
- Fund Raising
- Social Building

Dues are \$10 per semester. For more information, contact the SSWO President or the Faculty Advisor.

### **National Association of Black Social Workers ASU Chapter**

National Association of Black Social Workers (NABSW) ASU Chapter was started in 2003 by Dr. Patricia Guy-Walls. NABSW is committed to enhancing the quality of life and empowering people through advocacy, human service delivery, and research. The ASU Chapter focuses on education, service, and gaining experience in the field. The ASU Chapter attended the national NABSW Conferences in 2005 and 2008. Any social work student can be a member of NABSW ASU Chapter. To become a member, interested students complete the membership application and agree to participate in the organizations service activities. An example activity is the clothing drive for children of Haiti.

Dues are \$10 per semester. For more information, contact the NABSW President or the Faculty Advisor.

### **National Association of Social Workers**

As a social work major, we encourage you to join the NASW, the nation's largest professional organization for social workers. It's important to begin your connection to the profession as a student. Membership benefits include subscriptions to NASW News and Social Work, and a reduced rate at NASW national and state conferences. Every year, a group of faculty and students attends the Arkansas Chapter of NASW conference in Little Rock. We hope you will join NASW and us on one of our trips.

For membership information, see Dr. Richard Freer, NASW liaison or call/write:

NASW  
 750 First Street, N.E.  
 Washington, D.C. 20002-4241  
 1-800-638-8799  
<http://www/naswdc.org/>

### **Licensure**

Social work licensing is a fact of professional life. Graduates of ASU's Social Work Department are eligible for social work licensure at the Licensed Social Worker (LSW) level. Graduates will need to take the Licensed Social Worker exam after you complete the degree. For general information on social work licensing, visit the Association of Social Work Board's website at [www.aswb.org](http://www.aswb.org) or call 1-800-225-6880. For Arkansas application materials and information on testing dates and locations, call:

**1-501-372-5071, M-F 8:30 a.m. - 1:30 p. m.**

### **Appropriate Undergraduate Bulletin**

A student should plan to graduate within no less than seven years or she/he will fall under the requirements of a later Bulletin. A change in Bulletin may necessitate taking additional courses to satisfy the requirements of that Bulletin. A student may choose to move up a Bulletin year if it is to his/her advantage; but the student must take the responsibility to make certain that the guidelines of that Bulletin are met. He/she will need to assess how the change of Bulletin will affect their graduation plans.

## Appendix A

### **BSW Admissions Policy & Procedures Spring 2009 for Fall 2009 Admittance**

#### **Admissions Policy**

The social work program operates under a selective admissions policy. The policy is based on the need to maintain a program of excellence in the classroom and to assure availability of quality internship placements. Admission numbers are also impacted by the CSWE accreditation requirements. Therefore, the nature of the educational goals for social work majors requires that admissions be limited and competitive. The Department of Social Work reserves the right to admit a limited number of students each semester. Meeting the minimum standards does not guarantee a student will be admitted to the major. The following admissions procedure is intended to strengthen the student's certainty regarding this career choice and to enhance the student's focus and sense of purpose in curriculum planning.

#### **Application Procedures**

The following procedures will apply to the admissions process for Spring 2009.

- The application deadline is Friday, March 20, 2009.
- Students will submit a completed application to their faculty advisors by 5pm, Friday, March 20, 2009 along with a copy of their current transcript. Applications materials must be hand delivered to Advisors during office hours or by appointment.
- Advisors will verify students' eligibility to apply. Only students with a GPA of 2.5 or higher **at the time of application** will be considered eligible. Also, students must have completed Introduction to Social Work, ENG 1003, and ENG 1013 with a "C" or higher.
- The student's application packet will consist of the application form, unofficial transcripts, and a Personal Statement writing sample, all of which will be evaluated as part of the admissions process.
- Advisors will review applications and submit recommendations to the Admissions Committee no later than 1:00 PM on April 3, 2009. After reviewing applications, Advisors must send to the Admissions Committee Chair a list of applicants and the Advisor's recommendations for admissions: 1) admit to program, 2) admit to program with the following conditions, and 3) do not admit to program, with reasons for decision included.
- The Admissions Committee will convene no later than April 7, 2009 to review Advisor recommendations.
- Recommendations will be presented to the Department of Social Work's faculty for final approval by April 18, 2009.

- The Chair of the Department of Social Work will notify all applicants of their admissions status in writing by the end of the Spring 2009 semester.

Revised 3/10/09, 2/10/09, 09/30/08

## Appendix A

### APPLICATION FOR ADMISSION INTO THE BACHELOR OF SOCIAL WORK PROGRAM ARKANSAS STATE UNIVERSITY DEPARTMENT OF SOCIAL WORK

Date of Application \_\_\_\_\_

Name \_\_\_\_\_ Student ID Number \_\_\_\_\_  
Last First

Gender \_\_\_\_\_ DOB \_\_\_\_\_ Ethnicity/Race (Optional): \_\_\_\_\_

Email \_\_\_\_\_ Hometown \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Current Mailing Address \_\_\_\_\_

Name of Social Work Advisor \_\_\_\_\_

Total Semester Hours Completed \_\_\_\_\_ (Min.30 hrs.) Overall GPA \_\_\_\_\_

An individual making application into the Bachelor of Social Work Program at Arkansas State University must have earned at least 45 credit hours and have achieved a minimum overall GPA of 2.50. The GPA calculation must include all credits transferred to ASU from other institutions as well as those credits earned while at ASU. Please attach a copy of your **current transcript**, including any transferred credits and your completed Personal Statement. In some cases the applicant may be identified as needing writing remediation based on his or her submitted Personal Statement.

Please indicate the grade you received in the following courses. You must have completed each course with a grade of **C** or better prior to applying for admission to the Bachelor of Social Work Program.

1. ENG 1003 Freshman English I \_\_\_\_\_
2. ENG 1013 Freshman English II \_\_\_\_\_
3. SW 2203 Introduction to Social Work \_\_\_\_\_
4. Semester Hours Completed \_\_\_\_\_
5. Overall GPA \_\_\_\_\_

Second language ability: (Please list languages in which you can hold a conversation, e.g. Spanish, Sign Language, etc). \_\_\_\_\_

Notice to all applicants re: Section 17-103-307 Criminal background checks (Selected parts).

- (f) On and after October 1, 1997, each first-time applicant for a license issued by the Arkansas Social Work Licensing Board shall be required to apply to the identification Bureau of the Department of Arkansas State Police for a state and national criminal background check, to be conducted by the Federal Bureau of Investigation.
- (g) No person shall be eligible to receive or hold a license issued by the board if that person has pleaded guilty or nolo contendere to, or been found guilty of any of the following offenses by

any court in the State of Arkansas, or of any similar offense by a court in another state, or of any similar offense by a federal court (The Social Work Licensing Act and the Regulations for the Administration of the Social Work Licensing Act, 2001, 17-103-307 [http://www.state.ar.us/swlb/licensing\\_info.html](http://www.state.ar.us/swlb/licensing_info.html)).

Please review the list of offenses using the web address above to determine if you will qualify for a social work license in the State of Arkansas. Even though you may be admitted to the BSW Program and successfully complete a social work degree from Arkansas State University, you may not qualify for licensure in this state and/or in any other state.

### **Denial of Admission and/or Termination from the Program: Policy and Procedure**

Social work majors are expected to exhibit certain values. For example, a potential social work major may be advised by the faculty to seek a different major if the student is identified as someone who would have difficulty working with diverse populations, and/or, he or she does not subscribe to basic social work values. Further, evaluation of students is an ongoing process; and after admission to the BSW Program, if a student feels that he or she has made the wrong choice, the student's advisor will assist the student in evaluating the possibility of transferring to another major. However, under certain circumstances, a student may be denied admission or be dismissed from the program. The criteria are set forth below.

#### **Policy**

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

- Failure to meet acceptable academic standards.
- Illegal behavior which would preclude their licensure in the State of Arkansas. This includes, but is not limited to conviction in this state or any other state of a crime that is a felony. Conviction of a felony in a federal court. (Arkansas Code Chapter 39 Social Work Licensing) Conviction of a misdemeanor which involves family violence whether against an adult or child.
- Failure to conform to the NASW Code of Ethics (Appendix X). Examples of failure to conform to the NASW Code of Ethics include, but are not limited to the following:
  - Falsifying information on the application for admission or other violations of academic integrity.
  - Discriminatory behavior including harassment based on race, gender or sexual orientation, physical ability, etc.
  - Sexual misconduct with clients.
  - Threatening or other behavior that endangers the health or safety of student, clients or others or is so inappropriate that it interferes with another student's opportunity to participate in a class or the program.

#### **Procedure**

The denial or termination procedure is subject to due process requirements of notice, hearing, and the accused opportunity to confront evidence against him/her. The procedure is as follows:

- After the Admission's Committee has reached a decision to deny admission or to terminate a student, the Director of the BSW Program will give written notice to the student outlining reasons or allegations on which the denial or termination decision is based.
- If the student wishes to appeal the proposed action, she/he should respond in writing to the Admission's Committee putting them on notice as to his/her challenge to the allegations.
- The student will then meet with the Admission's Committee and present evidence as to why she/he should not be denied acceptance into the program.
- If an agreement cannot be reached the student should then consult the University Student Handbook regarding appeal procedures.

**Code of Ethics Compliance Statement**

My signature below indicates that I have read and evaluated the National Association of Social Workers (NASW) Code of Ethics and find my values and beliefs are consistent with them. **Note: To sign the statement without having read the code is a violation of the code.**

\_\_\_\_\_  
Applicant's Signature date

After completing this section of the application, submit it to your faculty advisor for review. **The deadline for submitting applications is Monday, March 23, 2009.**

\_\_\_\_\_  
Advisor's Signature (attesting to courses completed and GPA) date

**Application for Admission to the BSW Program  
Personal Statement Instructions**

This statement will be read and evaluated as one criterion in determining applicant's admission status. The statement must address all of the items listed below. Statements should include a cover page with the applicant's name. Statements should be two to three pages long (not counting the cover page), double spaced with 1" margins.

- What character traits do you have that will help you be successful in the Social Work profession?
- Identify current personal limitations that may present obstacles to your professional development as well as how your plan to overcome these limitations.
- Describe and elaborate on your experiences with diversity.
- Explain when and how you became interested in social work as a profession.
- Identify a client population you would like to work with and elaborate on why you selected this group.

## Appendix B

### Graduation Check List

Catalog Year: 2008-2009

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

Degree AND Major: BSW-Social Work

Address: \_\_\_\_\_

Minor (if applicable): \_\_\_\_\_

ASU ID #: \_\_\_\_\_

Substitution of Transfer Course No.      Grade

Substitution of Transfer Course No.      Grade

**General Education Requirements:**

SW 1203 Makin Con \_\_\_\_\_

**Physical Sciences, Select one of the Following:**

GEOL 1003 Envir Geog & \_\_\_\_\_

GEOL 1001 Envir Geog lab \_\_\_\_\_

PHSC 1203 Phys Sci & \_\_\_\_\_

PHSC 1201 Phys Sci Lab \_\_\_\_\_

CHEM 1013 Gen Chem I & \_\_\_\_\_

CHEM 1101 Gen Chem Lab \_\_\_\_\_

PHYS 1103 Intro to spa Sci \_\_\_\_\_

PHYS 1101 Space Sci Lab \_\_\_\_\_

PHYS 1103 Univ Physics I \_\_\_\_\_

PHYS 2054 Gen Phys I \_\_\_\_\_

**Communications-6hrs**

ENG 1003, Fresh Eng I \_\_\_\_\_

ENG 1013, Fresh Eng II \_\_\_\_\_

**Mathematics- 3 hrs**

MATH 1023 College Alg \_\_\_\_\_

MATH 1054 PreCal Math \_\_\_\_\_

Or any higher level mathematics course for college Algebra is a prerequisite

**Critical Thinking- 3hrs**

One of the following courses:

PHIL 1103 Intro to Phil \_\_\_\_\_

PHIL 1503 Logic & Pra Reas \_\_\_\_\_

SCOM 1203 Oral Comm \_\_\_\_\_

**Health & Wellness:**

PE 1002 Concepts of Fitness \_\_\_\_\_

NRS 2203 Nutrition \_\_\_\_\_

**OTHER RULES:**

A course may be counted in satisfaction of only one area requirement. At least one History course must be selected. With the exception of English courses (ENG), no more than two selections may have the same prefix. A science course and its lab will count a single section.

**Understanding Global Issues- 3hrs**

ANTH 2233 Intro Cul Anth \_\_\_\_\_

GEOG 2613 Intro to Geog \_\_\_\_\_

HIST 1013 W Civ to 1660 \_\_\_\_\_

HIST 1023 W Civ since 1660 \_\_\_\_\_

**ARTS & Humanities- 9hrs**

One of the following in Fine Arts & One Humanities

**Fine Arts:**

MUS 2503 FA Musical \_\_\_\_\_

ART 2503 FA Visual \_\_\_\_\_

THEA 2503 FA Theater \_\_\_\_\_

\_\_\_\_\_

**Humanities:**

ENG 2003 Intro to Lit of WWI \_\_\_\_\_

ENG 2013 Intro to Lit of WWII \_\_\_\_\_

PHIL 1103 Intro To Philos \_\_\_\_\_

**Social Sciences- 9hrs**

ECON 2313 Prin Macro \_\_\_\_\_

ECON 2333 Econ Iss/Con \_\_\_\_\_

HIST 2763 U.S to 1876 \_\_\_\_\_

HIST 2773 U.S Since 1876 \_\_\_\_\_

POSC 1003 Into to Politics \_\_\_\_\_

\*POSC 2103 Intro to US Gov \_\_\_\_\_

\*PSY 2013 Intro to Psy \_\_\_\_\_

\*SOC 2213 Intro to Soc \_\_\_\_\_

**Sciences- 8hrs**

Life Sciences, Select one of the following

BIOL 1003/1001 Bio Sci/lab \_\_\_\_\_

BIOL 1033/1001 Bio of Sex/lab \_\_\_\_\_

take

BIOL 1043 Plants & People \_\_\_\_\_

Physiology

BIOL 1001 Bio Sci Lab \_\_\_\_\_

**Major Requirements – Social Work- 49 Hrs**

PSY 4533 Psy Of Abnormal \_\_\_\_\_

SOC/SW 2223 Social prob \_\_\_\_\_

SW 3363 Cultural Diver \_\_\_\_\_

SOC 3383 Soc Stat Meth \_\_\_\_\_

SOC 3381 Soc Stat Meth lab \_\_\_\_\_

SOC 4293 Methods \_\_\_\_\_

SW 2203 Intro to social work \_\_\_\_\_

SW 3253 Social wrk Practice I \_\_\_\_\_

SW 3303 Hum Beh/Soc En I \_\_\_\_\_

SW 3333 Hum Beh/Soc En II \_\_\_\_\_

SW 4263 Social wrk Practice II \_\_\_\_\_

SW 4273 Field Experience I \_\_\_\_\_

SW 4283 Field Experience Sem \_\_\_\_\_

SW 4296 Field Experience II \_\_\_\_\_

SW 4303 Social work Prat III \_\_\_\_\_

SW 4313 Social Wel Policy \_\_\_\_\_

12 hours of upper division electives( to be desided in conjunction

with advisor).

IF BIOL 2103 is selected, the student must also

either BIOL 2003, Human Anatomy and

I and BIOL 2001, Laboratory for A&P I, or BIOL

BIOL 1013 Biol of the cell \_\_\_\_\_  
 BIOL 1021 Biol of cell Lab \_\_\_\_\_  
 BIOL 1063 People & enviro \_\_\_\_\_  
 BIOL 2103 Microbiology \_\_\_\_\_  
 BIOL 2101 Biol Sci lab \_\_\_\_\_  
 BIOL 1501 Biol of Plants lab \_\_\_\_\_

2013, Human Anatomy & Physiology II &  
 BIOL 2011.

**\*MUST HAVE A TOTAL OF 124 HRS TO GRADUATE\***

**Graduation Check List**

Catalog Year: 2008-2009

Name: \_\_\_\_\_ Degree AND Major: BSW-Social Work  
 Address: \_\_\_\_\_ Minor (if applicable): \_\_\_\_\_  
 \_\_\_\_\_ ASU ID #: \_\_\_\_\_

**Graduation Check List**

3 Hours Hist 2763 or Posc 2103	_____	Current Enrollment:
2.50 Average in Major	_____	1)
2.50 average over all	_____	2)
2.00 at ASU	_____	3)
Maximum 31 hours corr/ext/exam	_____	4)
CLEP/MS/USAFI/Maximum 30	_____	5)
Hours by exam/CLEP	_____	6)
45 Hr/Sr hours after 30 hours	_____	7)
124 Hours for degree	_____	

18 of last 124 hours on ASU campus \_\_\_\_\_  
 Minimum of 57 Hours from 4-year  
 Institutions \_\_\_\_\_

The above named student has met all requirements for graduation providing he/she satisfactorily completes the courses of current enrollment. If correspondence or Transfer credit, official transcript must be filed with registrar at least three weeks prior to graduation.

\_\_\_\_\_  
 Advisor DATE

\_\_\_\_\_  
 Department Chair DATE

\_\_\_\_\_  
 Dean of Nursing and Health Professions DATE

## Appendix C

### Model Degree Plan

Freshman Year					
Fall			Spring		
ENG1003	Composition I	3	ENG1013	Composition II	3
PSY2513	Intro to Psychology	3	PE1002	Concepts of Fitness or	2
Global Issues		3	NRS2203	Basic Hum Nutrition	3
MATH1023	College Algebra	3	BIOL1001	Bio Lab	1
SW1202	Making Connections	3	BIOL1003	Bio Science	3
			POSC2103	US Government	3
			SOC2213	Sociology	3
Total		15	Total		15-16
Sophomore Year					
Fall			Spring		
ENG2003	Intro to Lit I	3	ENG2013	Intro to Lit II	3
PHSC1203	Physical Science	3	Open	Elective	3
PHSC1201	Physical Science Lab	1	SOC2223	Social Problems	3
FA2503	Fine Arts	3	Open	Elective	3
SW2203	Intro to SW	3	Open	Elective	3
Critical Thinking		3	Open	Elective	3
Total		16	Total		18
Junior Year					
Fall			Spring		
SW3303	HBSE I	3	SW3253	SW Practice I	3
SOC3383	Social Stats	3	SOC4293	Meth of Soc Research	3
SOC3381	Social Stats Lab	1	SW3333	HBSE II	3
PSY4533	Psych Abnormal	3	SW	Elective	3
SW	Elective	3	SW	Elective	3
SW	Elective	3			
Total		16	Total		15
Senior Year					
Fall			Spring		
SW4263	SW Practice II	3	SW4303	SW Practice III	3
SW4273	Field Experience I	3	SW4283	Field Exp Seminar	3
SW4313	SW Policy	3	SW4296	Field Experience II	6
SW3363	Cultural Diversity	3	SW	Elective	3
SW	Elective	3			
Total		15	Total		15

Appendix D

Degree Plan Sheet

Student Name \_\_\_\_\_

SID #: \_\_\_\_\_

Date of initial plan \_\_\_\_\_

Advisor \_\_\_\_\_

**SEMESTER:** \_\_\_\_\_ **YEAR:** \_\_\_\_\_  
Course Title

**SEMESTER:** \_\_\_\_\_ **YEAR:** \_\_\_\_\_  
Course Title

\_\_\_\_\_ Hrs \_\_\_\_\_

\_\_\_\_\_ Hrs \_\_\_\_\_

\_\_\_\_\_ Hrs \_\_\_\_\_

\_\_\_\_\_ Hrs \_\_\_\_\_

\_\_\_\_\_ Hrs \_\_\_\_\_

\_\_\_\_\_ Hrs \_\_\_\_\_

\_\_\_\_\_ Hrs \_\_\_\_\_

\_\_\_\_\_ Hrs \_\_\_\_\_

\_\_\_\_\_ Hrs \_\_\_\_\_

\_\_\_\_\_ Hrs \_\_\_\_\_

\_\_\_\_\_ Hrs \_\_\_\_\_

\_\_\_\_\_ Hrs \_\_\_\_\_

\_\_\_\_\_ Hrs \_\_\_\_\_

\_\_\_\_\_ Hrs \_\_\_\_\_

Semester Total \_\_\_\_\_

Semester Total \_\_\_\_\_

Cumulative Total \_\_\_\_\_

Cumulative Total \_\_\_\_\_

Student's initials: \_\_\_\_\_ Date: \_\_\_\_\_  
I understand that my picture is used for advising purposes only.

Student's initials: \_\_\_\_\_ Date: \_\_\_\_\_

**SEMESTER:** \_\_\_\_\_ **YEAR:** \_\_\_\_\_  
Course Title

**SEMESTER:** \_\_\_\_\_ **YEAR:** \_\_\_\_\_  
Course Title

\_\_\_\_\_ Hrs \_\_\_\_\_

\_\_\_\_\_ Hrs \_\_\_\_\_

\_\_\_\_\_ Hrs \_\_\_\_\_

\_\_\_\_\_ Hrs \_\_\_\_\_

\_\_\_\_\_ Hrs \_\_\_\_\_

\_\_\_\_\_ Hrs \_\_\_\_\_

\_\_\_\_\_ Hrs \_\_\_\_\_

\_\_\_\_\_ Hrs \_\_\_\_\_

\_\_\_\_\_ Hrs \_\_\_\_\_

\_\_\_\_\_ Hrs \_\_\_\_\_

\_\_\_\_\_ Hrs \_\_\_\_\_

\_\_\_\_\_ Hrs \_\_\_\_\_

\_\_\_\_\_ Hrs \_\_\_\_\_

\_\_\_\_\_ Hrs \_\_\_\_\_

Semester Total \_\_\_\_\_

Semester Total \_\_\_\_\_

Cumulative Total \_\_\_\_\_

Cumulative Total \_\_\_\_\_

Student's initials: \_\_\_\_\_ Date: \_\_\_\_\_

Student's initials: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix E**

**SOCIAL WORK ADVISING  
STUDENT LOG**

STUDENT: \_\_\_\_\_ SID#: \_\_\_\_\_

PHONE, CELL, PAGER \_\_\_\_\_

EMAIL: \_\_\_\_\_ DOB: \_\_\_\_\_ PIN \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_  
Circle: Appointment Walk In Phone Advising Other Advising hold Removed \_\_\_\_\_

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Follow up required: \_\_\_\_\_ Initials \_\_\_\_\_

---

Date: \_\_\_\_\_  
Circle: Appointment Walk In Phone Advising Other Advising hold Removed \_\_\_\_\_

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Follow up required: \_\_\_\_\_ Initials \_\_\_\_\_

---

Date: \_\_\_\_\_  
Circle: Appointment Walk In Phone Advising Other Advising hold Removed \_\_\_\_\_

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Follow up required: \_\_\_\_\_ Initials \_\_\_\_\_

---

Date: \_\_\_\_\_  
Circle: Appointment Walk In Phone Advising Other Advising hold Removed \_\_\_\_\_

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Follow up required: \_\_\_\_\_ Initials \_\_\_\_\_

## Appendix G

### Code of Ethics *of the National Association of Social Workers*

#### Preamble

The primary mission of the social work profession is to enhance human well-being 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. "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.

#### **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.

\*For information on NASW adjudication procedures, see NASW Procedures for the Adjudication of Grievances.

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.

## **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 well-being 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.

## 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.

Some of the standards that follow are enforceable guidelines for professional conduct, and some are aspirational. The extent to which each standard is enforceable is a matter of professional judgment to be exercised by those responsible for reviewing alleged violations of ethical standards.

### **1. Social Workers' Ethical Responsibilities to Clients**

#### **1.01 Commitment to Clients**

- Social workers' primary responsibility is to promote the well-being of clients. In general, clients' interests are primary. However, social workers' responsibility to the larger society or specific legal obligations may on limited occasions supersede the loyalty owed clients, and clients should be so advised. (Examples include when a social worker is required by law to report that a client has abused a child or has threatened to harm self or others.)

#### 1.02 Self-Determination

- Social workers respect and promote the right of clients to self-determination and assist clients in their efforts to identify and clarify their goals. Social workers may limit clients' right to self-determination when, in the social workers' professional judgment, clients' actions or potential actions pose a serious, foreseeable, and imminent risk to themselves or others.

#### 1.03 Informed Consent

- Social workers should provide services to clients only in the context of a professional relationship based, when appropriate, on valid informed consent. Social workers should use clear and understandable language to inform clients of the purpose of the services, risks related to the services, limits to services because of the requirements of a third-party payer, relevant costs, reasonable alternatives, clients' right to refuse or withdraw consent, and the time frame covered by the consent. Social workers should provide clients with an opportunity to ask questions.
- In instances when clients are not literate or have difficulty understanding the primary language used in the practice setting, social workers should take steps to ensure clients' comprehension. This may include providing clients with a detailed verbal explanation or arranging for a qualified interpreter or translator whenever possible.
- In instances when clients lack the capacity to provide informed consent, social workers should protect clients' interests by seeking permission from an appropriate third party, informing clients consistent with the clients' level of understanding. In such instances social workers should seek to ensure that the third party acts in a manner consistent with clients' wishes and interests. Social workers should take reasonable steps to enhance such clients' ability to give informed consent.
- In instances when clients are receiving services involuntarily, social workers should provide information about the nature and extent of services and about the extent of clients' right to refuse service.
- Social workers who provide services via electronic media (such as computer, telephone, radio, and television) should inform recipients of the limitations and risks associated with such services.
- Social workers should obtain clients' informed consent before audiotaping or videotaping clients or permitting observation of services to clients by a third party.

#### 1.04 Competence

- Social workers should provide services and represent themselves as competent only within the boundaries of their education, training, license, certification, consultation received, supervised experience, or other relevant professional experience.
- Social workers should provide services in substantive areas or use intervention techniques or approaches that are new to them only after engaging in appropriate study, training, consultation, and supervision from people who are competent in those interventions or techniques.
- When generally recognized standards do not exist with respect to an emerging area of practice, social workers should exercise careful judgment and take responsible steps (including appropriate education, research, training, consultation, and supervision) to ensure the competence of their work and to protect clients from harm.

#### 1.05 Cultural Competence and Social Diversity

- Social workers should understand culture and its function in human behavior and society, recognizing the strengths that exist in all cultures.
- Social workers should have a knowledge base of their clients' cultures and be able to demonstrate competence in the provision of services that are sensitive to clients' cultures and to differences among people and cultural groups.
- Social workers should obtain education about and seek to understand the nature of social diversity and oppression with respect to race, ethnicity, national origin, color, sex, sexual orientation, age, marital status, political belief, religion, and mental or physical disability.

#### 1.06 Conflicts of Interest

- Social workers should be alert to and avoid conflicts of interest that interfere with the exercise of professional discretion and impartial judgment. Social workers should inform clients when a real or potential conflict of interest arises and take reasonable steps to resolve the issue in a manner that makes the clients' interests primary and protects clients' interests to the greatest extent possible. In some cases, protecting clients' interests may require termination of the professional relationship with proper referral of the client.
- Social workers should not take unfair advantage of any professional relationship or exploit others to further their personal, religious, political, or business interests.
- Social workers should not engage in dual or multiple relationships with clients or former clients in which there is a risk of exploitation or potential harm to the client. In instances when dual or multiple relationships are unavoidable, social workers should take steps to protect clients and are responsible for setting clear, appropriate, and culturally sensitive boundaries. (Dual or multiple relationships occur when social workers relate to clients in more than one relationship, whether professional, social, or business. Dual or multiple relationships can occur simultaneously or consecutively.)
- When social workers provide services to two or more people who have a relationship with each other (for example, couples, family members), social workers should clarify with all parties which individuals will be considered clients and the nature of social workers' professional obligations to the various individuals who are receiving services. Social workers who anticipate a conflict of interest among the individuals receiving services or who anticipate having to perform in potentially conflicting roles (for example, when a social worker is asked to testify in a child custody dispute or divorce proceedings involving clients) should clarify their role with the parties involved and take appropriate action to minimize any conflict of interest.

#### 1.07 Privacy and Confidentiality

- Social workers should respect clients' right to privacy. Social workers should not solicit private information from clients unless it is essential to providing services or conducting social work evaluation or research. Once private information is shared, standards of confidentiality apply.
- Social workers may disclose confidential information when appropriate with valid consent from a client or a person legally authorized to consent on behalf of a client.
- Social workers should protect the confidentiality of all information obtained in the course of professional service, except for compelling professional reasons. The general expectation that social workers will keep information confidential does not apply when disclosure is necessary to prevent serious, foreseeable, and imminent harm to a client or other identifiable person. In all instances, social workers should disclose the least amount of confidential information necessary to achieve the desired purpose; only information that is directly relevant to the purpose for which the disclosure is made should be revealed.
- Social workers should inform clients, to the extent possible, about the disclosure of confidential information and the potential consequences, when feasible before the disclosure is made. This applies whether social workers disclose confidential information on the basis of a legal requirement or client consent.
- Social workers should discuss with clients and other interested parties the nature of confidentiality and limitations of clients' right to confidentiality. Social workers should review with clients circumstances where confidential information may be requested and where disclosure of confidential information may be legally required. This discussion should occur as soon as possible in the social worker-client relationship and as needed throughout the course of the relationship.
- When social workers provide counseling services to families, couples, or groups, social workers should seek agreement among the parties involved concerning each individual's right to confidentiality and obligation to preserve the confidentiality of information shared by others. Social workers should inform participants in family, couples, or group counseling that social workers cannot guarantee that all participants will honor such agreements.
- Social workers should inform clients involved in family, couples, marital, or group counseling of the social worker's, employer's, and agency's policy concerning the social worker's disclosure of confidential information among the parties involved in the counseling.
- Social workers should not disclose confidential information to third-party payers unless clients have authorized such disclosure.

- Social workers should not discuss confidential information in any setting unless privacy can be ensured. Social workers should not discuss confidential information in public or semipublic areas such as hallways, waiting rooms, elevators, and restaurants.
- Social workers should protect the confidentiality of clients during legal proceedings to the extent permitted by law. When a court of law or other legally authorized body orders social workers to disclose confidential or privileged information without a client's consent and such disclosure could cause harm to the client, social workers should request that the court withdraw the order or limit the order as narrowly as possible or maintain the records under seal, unavailable for public inspection.
- Social workers should protect the confidentiality of clients when responding to requests from members of the media.
- Social workers should protect the confidentiality of clients' written and electronic records and other sensitive information. Social workers should take reasonable steps to ensure that clients' records are stored in a secure location and that clients' records are not available to others who are not authorized to have access.
- Social workers should take precautions to ensure and maintain the confidentiality of information transmitted to other parties through the use of computers, electronic mail, facsimile machines, telephones and telephone answering machines, and other electronic or computer technology. Disclosure of identifying information should be avoided whenever possible.
- Social workers should transfer or dispose of clients' records in a manner that protects clients' confidentiality and is consistent with state statutes governing records and social work licensure.
- Social workers should take reasonable precautions to protect client confidentiality in the event of the social worker's termination of practice, incapacitation, or death.
- Social workers should not disclose identifying information when discussing clients for teaching or training purposes unless the client has consented to disclosure of confidential information.
- Social workers should not disclose identifying information when discussing clients with consultants unless the client has consented to disclosure of confidential information or there is a compelling need for such disclosure.
- Social workers should protect the confidentiality of deceased clients consistent with the preceding standards.

#### 1.08 Access to Records

- Social workers should provide clients with reasonable access to records concerning the clients. Social workers who are concerned that clients' access to their records could cause serious misunderstanding or harm to the client should provide assistance in interpreting the records and consultation with the client regarding the records. Social workers should limit clients' access to their records, or portions of their records, only in exceptional circumstances when there is compelling evidence that such access would cause serious harm to the client. Both clients' requests and the rationale for withholding some or all of the record should be documented in clients' files.
- When providing clients with access to their records, social workers should take steps to protect the confidentiality of other individuals identified or discussed in such records.

#### 1.09 Sexual Relationships

- Social workers should under no circumstances engage in sexual activities or sexual contact with current clients, whether such contact is consensual or forced.
- Social workers should not engage in sexual activities or sexual contact with clients' relatives or other individuals with whom clients maintain a close personal relationship when there is a risk of exploitation or potential harm to the client. Sexual activity or sexual contact with clients' relatives or other individuals with whom clients maintain a personal relationship has the potential to be harmful to the client and may make it difficult for the social worker and client to maintain appropriate professional boundaries. Social workers--not their clients, their clients' relatives, or other individuals with whom the client maintains a personal relationship--assume the full burden for setting clear, appropriate, and culturally sensitive boundaries.
- Social workers should not engage in sexual activities or sexual contact with former clients because of the potential for harm to the client. If social workers engage in conduct contrary to this prohibition or claim that an exception to

this prohibition is warranted because of extraordinary circumstances, it is social workers--not their clients--who assume the full burden of demonstrating that the former client has not been exploited, coerced, or manipulated, intentionally or unintentionally.

- Social workers should not provide clinical services to individuals with whom they have had a prior sexual relationship. Providing clinical services to a former sexual partner has the potential to be harmful to the individual and is likely to make it difficult for the social worker and individual to maintain appropriate professional boundaries.

#### 1.10 Physical Contact

- Social workers should not engage in physical contact with clients when there is a possibility of psychological harm to the client as a result of the contact (such as cradling or caressing clients). Social workers who engage in appropriate physical contact with clients are responsible for setting clear, appropriate, and culturally sensitive boundaries that govern such physical contact.

#### 1.11 Sexual Harassment

- Social workers should not sexually harass clients. Sexual harassment includes sexual advances, sexual solicitation, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

#### 1.12 Derogatory Language

- Social workers should not use derogatory language in their written or verbal communications to or about clients. Social workers should use accurate and respectful language in all communications to and about clients.

#### 1.13 Payment for Services

- When setting fees, social workers should ensure that the fees are fair, reasonable, and commensurate with the services performed. Consideration should be given to clients' ability to pay.
- Social workers should avoid accepting goods or services from clients as payment for professional services. Bartering arrangements, particularly involving services, create the potential for conflicts of interest, exploitation, and inappropriate boundaries in social workers' relationships with clients. Social workers should explore and may participate in bartering only in very limited circumstances when it can be demonstrated that such arrangements are an accepted practice among professionals in the local community, considered to be essential for the provision of services, negotiated without coercion, and entered into at the client's initiative and with the client's informed consent. Social workers who accept goods or services from clients as payment for professional services assume the full burden of demonstrating that this arrangement will not be detrimental to the client or the professional relationship.
- Social workers should not solicit a private fee or other remuneration for providing services to clients who are entitled to such available services through the social workers' employer or agency.

#### 1.14 Clients Who Lack Decision-Making Capacity

- When social workers act on behalf of clients who lack the capacity to make informed decisions, social workers should take reasonable steps to safeguard the interests and rights of those clients.

#### 1.15 Interruption of Services

- Social workers should make reasonable efforts to ensure continuity of services in the event that services are interrupted by factors such as unavailability, relocation, illness, disability, or death.

#### 1.16 Termination of Services

- Social workers should terminate services to clients and professional relationships with them when such services and relationships are no longer required or no longer serve the clients' needs or interests.
- Social workers should take reasonable steps to avoid abandoning clients who are still in need of services. Social workers should withdraw services precipitously only under unusual circumstances, giving careful consideration to all factors in the situation and taking care to minimize possible adverse effects. Social workers should assist in making appropriate arrangements for continuation of services when necessary.
- Social workers in fee-for-service settings may terminate services to clients who are not paying an overdue balance if the financial contractual arrangements have been made clear to the client, if the client does not pose an imminent danger to self or others, and if the clinical and other consequences of the current nonpayment have been addressed and discussed with the client.

- Social workers should not terminate services to pursue a social, financial, or sexual relationship with a client.
- Social workers who anticipate the termination or interruption of services to clients should notify clients promptly and seek the transfer, referral, or continuation of services in relation to the clients' needs and preferences.
- Social workers who are leaving an employment setting should inform clients of appropriate options for the continuation of services and of the benefits and risks of the options.

## **2. Social Workers' Ethical Responsibilities to Colleagues**

### 2.01 Respect

- Social workers should treat colleagues with respect and should represent accurately and fairly the qualifications, views, and obligations of colleagues.
- Social workers should avoid unwarranted negative criticism of colleagues in communications with clients or with other professionals. Unwarranted negative criticism may include demeaning comments that refer to colleagues' level of competence or to individuals' attributes such as race, ethnicity, national origin, color, sex, sexual orientation, age, marital status, political belief, religion, and mental or physical disability.
- Social workers should cooperate with social work colleagues and with colleagues of other professions when such cooperation serves the well-being of clients.

### 2.02 Confidentiality

- Social workers should respect confidential information shared by colleagues in the course of their professional relationships and transactions. Social workers should ensure that such colleagues understand social workers' obligation to respect confidentiality and any exceptions related to it.

### 2.03 Interdisciplinary Collaboration

- Social workers who are members of an interdisciplinary team should participate in and contribute to decisions that affect the well-being of clients by drawing on the perspectives, values, and experiences of the social work profession. Professional and ethical obligations of the interdisciplinary team as a whole and of its individual members should be clearly established.
- Social workers for whom a team decision raises ethical concerns should attempt to resolve the disagreement through appropriate channels. If the disagreement cannot be resolved, social workers should pursue other avenues to address their concerns consistent with client well-being.

### 2.04 Disputes Involving Colleagues

- Social workers should not take advantage of a dispute between a colleague and an employer to obtain a position or otherwise advance the social workers' own interests.
- Social workers should not exploit clients in disputes with colleagues or engage clients in any inappropriate discussion of conflicts between social workers and their colleagues.

### 2.05 Consultation

- Social workers should seek the advice and counsel of colleagues whenever such consultation is in the best interests of clients.
- Social workers should keep themselves informed about colleagues' areas of expertise and competencies. Social workers should seek consultation only from colleagues who have demonstrated knowledge, expertise, and competence related to the subject of the consultation.
- When consulting with colleagues about clients, social workers should disclose the least amount of information necessary to achieve the purposes of the consultation.

### 2.06 Referral for Services

- Social workers should refer clients to other professionals when the other professionals' specialized knowledge or expertise is needed to serve clients fully or when social workers believe that they are not being effective or making reasonable progress with clients and that additional service is required.

- Social workers who refer clients to other professionals should take appropriate steps to facilitate an orderly transfer of responsibility. Social workers who refer clients to other professionals should disclose, with clients' consent, all pertinent information to the new service providers.
- Social workers are prohibited from giving or receiving payment for a referral when no professional service is provided by the referring social worker.

#### 2.07 Sexual Relationships

- Social workers who function as supervisors or educators should not engage in sexual activities or contact with supervisees, students, trainees, or other colleagues over whom they exercise professional authority.
- Social workers should avoid engaging in sexual relationships with colleagues when there is potential for a conflict of interest. Social workers who become involved in, or anticipate becoming involved in, a sexual relationship with a colleague have a duty to transfer professional responsibilities, when necessary, to avoid a conflict of interest.

#### 2.08 Sexual Harassment

- Social workers should not sexually harass supervisees, students, trainees, or colleagues. Sexual harassment includes sexual advances, sexual solicitation, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

#### 2.09 Impairment of Colleagues

- Social workers who have direct knowledge of a social work colleague's impairment that is due to personal problems, psychosocial distress, substance abuse, or mental health difficulties and that interferes with practice effectiveness should consult with that colleague when feasible and assist the colleague in taking remedial action.
- Social workers who believe that a social work colleague's impairment interferes with practice effectiveness and that the colleague has not taken adequate steps to address the impairment should take action through appropriate channels established by employers, agencies, NASW, licensing and regulatory bodies, and other professional organizations.

#### 2.10 Incompetence of Colleagues

- Social workers who have direct knowledge of a social work colleague's incompetence should consult with that colleague when feasible and assist the colleague in taking remedial action.
- Social workers who believe that a social work colleague is incompetent and has not taken adequate steps to address the incompetence should take action through appropriate channels established by employers, agencies, NASW, licensing and regulatory bodies, and other professional organizations.

#### 2.11 Unethical Conduct of Colleagues

- Social workers should take adequate measures to discourage, prevent, expose, and correct the unethical conduct of colleagues.
- Social workers should be knowledgeable about established policies and procedures for handling concerns about colleagues' unethical behavior. Social workers should be familiar with national, state, and local procedures for handling ethics complaints. These include policies and procedures created by NASW, licensing and regulatory bodies, employers, agencies, and other professional organizations.
- Social workers who believe that a colleague has acted unethically should seek resolution by discussing their concerns with the colleague when feasible and when such discussion is likely to be productive.
- When necessary, social workers who believe that a colleague has acted unethically should take action through appropriate formal channels (such as contacting a state licensing board or regulatory body, an NASW committee on inquiry, or other professional ethics committees).
- Social workers should defend and assist colleagues who are unjustly charged with unethical conduct.

### **3. Social Workers' Ethical Responsibilities in Practice Settings**

#### 3.01 Supervision and Consultation

- Social workers who provide supervision or consultation should have the necessary knowledge and skill to supervise or consult appropriately and should do so only within their areas of knowledge and competence.
- Social workers who provide supervision or consultation are responsible for setting clear, appropriate, and culturally sensitive boundaries.
- Social workers should not engage in any dual or multiple relationships with supervisees in which there is a risk of exploitation or of potential harm to the supervisee.
- Social workers who provide supervision should evaluate supervisees' performance in a manner that is fair and respectful.

### 3.02 Education and Training

- Social workers who function as educators, field instructors for students, or trainers should provide instruction only within their areas of knowledge and competence and should provide instruction based on the most current information and knowledge available in the profession.
- Social workers who function as educators or field instructors for students should evaluate students' performance in a manner that is fair and respectful.
- Social workers who function as educators or field instructors for students should take reasonable steps to ensure that clients are routinely informed when services are being provided by students.
- Social workers who function as educators or field instructors for students should not engage in any dual or multiple relationships with students in which there is a risk of exploitation or potential harm to the student. Social work educators and field instructors are responsible for setting clear, appropriate, and culturally sensitive boundaries.

### 3.03 Performance Evaluation

- Social workers who have responsibility for evaluating the performance of others should fulfill such responsibility in a fair and considerate manner and on the basis of clearly stated criteria.

### 3.04 Client Records

- Social workers should take reasonable steps to ensure that documentation in records is accurate and reflects the services provided.
- Social workers should include sufficient and timely documentation in records to facilitate the delivery of services and to ensure continuity of services provided to clients in the future.
- Social workers' documentation should protect clients' privacy to the extent that is possible and appropriate and should include only information that is directly relevant to the delivery of services.
- Social workers should store records following the termination of services to ensure reasonable future access. Records should be maintained for the number of years required by state statutes or relevant contracts.

### 3.05 Billing

- Social workers should establish and maintain billing practices that accurately reflect the nature and extent of services provided and that identify who provided the service in the practice setting.

### 3.06 Client Transfer

- When an individual who is receiving services from another agency or colleague contacts a social worker for services, the social worker should carefully consider the client's needs before agreeing to provide services. To minimize possible confusion and conflict, social workers should discuss with potential clients the nature of the clients' current relationship with other service providers and the implications, including possible benefits or risks, of entering into a relationship with a new service provider.
- If a new client has been served by another agency or colleague, social workers should discuss with the client whether consultation with the previous service provider is in the client's best interest.

### 3.07 Administration

- Social work administrators should advocate within and outside their agencies for adequate resources to meet clients' needs.
- Social workers should advocate for resource allocation procedures that are open and fair. When not all clients' needs can be met, an allocation procedure should be developed that is nondiscriminatory and based on appropriate and consistently applied principles.
- Social workers who are administrators should take reasonable steps to ensure that adequate agency or organizational resources are available to provide appropriate staff supervision.
- Social work administrators should take reasonable steps to ensure that the working environment for which they are responsible is consistent with and encourages compliance with the NASW Code of Ethics. Social work administrators should take reasonable steps to eliminate any conditions in their organizations that violate, interfere with, or discourage compliance with the Code.

### 3.08 Continuing Education and Staff Development

- Social work administrators and supervisors should take reasonable steps to provide or arrange for continuing education and staff development for all staff for whom they are responsible. Continuing education and staff development should address current knowledge and emerging developments related to social work practice and ethics.

### 3.09 Commitments to Employers

- Social workers generally should adhere to commitments made to employers and employing organizations.
- Social workers should work to improve employing agencies' policies and procedures and the efficiency and effectiveness of their services.
- Social workers should take reasonable steps to ensure that employers are aware of social workers' ethical obligations as set forth in the NASW Code of Ethics and of the implications of those obligations for social work practice.
- Social workers should not allow an employing organization's policies, procedures, regulations, or administrative orders to interfere with their ethical practice of social work. Social workers should take reasonable steps to ensure that their employing organizations' practices are consistent with the NASW Code of Ethics.
- Social workers should act to prevent and eliminate discrimination in the employing organization's work assignments and in its employment policies and practices.
- Social workers should accept employment or arrange student field placements only in organizations that exercise fair personnel practices.
- Social workers should be diligent stewards of the resources of their employing organizations, wisely conserving funds where appropriate and never misappropriating funds or using them for unintended purposes.

### 3.10 Labor-Management Disputes

- Social workers may engage in organized action, including the formation of and participation in labor unions, to improve services to clients and working conditions.
- The actions of social workers who are involved in labor-management disputes, job actions, or labor strikes should be guided by the profession's values, ethical principles, and ethical standards. Reasonable differences of opinion exist among social workers concerning their primary obligation as professionals during an actual or threatened labor strike or job action. Social workers should carefully examine relevant issues and their possible impact on clients before deciding on a course of action.

## **4. Social Workers' Ethical Responsibilities as Professionals**

### 4.01 Competence

- Social workers should accept responsibility or employment only on the basis of existing competence or the intention to acquire the necessary competence.

- Social workers should strive to become and remain proficient in professional practice and the performance of professional functions. Social workers should critically examine and keep current with emerging knowledge relevant to social work. Social workers should routinely review the professional literature and participate in continuing education relevant to social work practice and social work ethics.
- Social workers should base practice on recognized knowledge, including empirically based knowledge, relevant to social work and social work ethics.

#### 4.02 Discrimination

- Social workers should not practice, condone, facilitate, or collaborate with any form of discrimination on the basis of race, ethnicity, national origin, color, sex, sexual orientation, age, marital status, political belief, religion, or mental or physical disability.

#### 4.03 Private Conduct

- Social workers should not permit their private conduct to interfere with their ability to fulfill their professional responsibilities.

#### 4.04 Dishonesty, Fraud, and Deception

- Social workers should not participate in, condone, or be associated with dishonesty, fraud, or deception.

#### 4.05 Impairment

- Social workers should not allow their own personal problems, psychosocial distress, legal problems, substance abuse, or mental health difficulties to interfere with their professional judgment and performance or to jeopardize the best interests of people for whom they have a professional responsibility.
- Social workers whose personal problems, psychosocial distress, legal problems, substance abuse, or mental health difficulties interfere with their professional judgment and performance should immediately seek consultation and take appropriate remedial action by seeking professional help, making adjustments in workload, terminating practice, or taking any other steps necessary to protect clients and others.

#### 4.06 Misrepresentation

- Social workers should make clear distinctions between statements made and actions engaged in as a private individual and as a representative of the social work profession, a professional social work organization, or the social worker's employing agency.
- Social workers who speak on behalf of professional social work organizations should accurately represent the official and authorized positions of the organizations.
- Social workers should ensure that their representations to clients, agencies, and the public of professional qualifications, credentials, education, competence, affiliations, services provided, or results to be achieved are accurate. Social workers should claim only those relevant professional credentials they actually possess and take steps to correct any inaccuracies or misrepresentations of their credentials by others.

#### 4.07 Solicitations

- Social workers should not engage in uninvited solicitation of potential clients who, because of their circumstances, are vulnerable to undue influence, manipulation, or coercion.
- Social workers should not engage in solicitation of testimonial endorsements (including solicitation of consent to use a client's prior statement as a testimonial endorsement) from current clients or from other people who, because of their particular circumstances, are vulnerable to undue influence.

#### 4.08 Acknowledging Credit

- Social workers should take responsibility and credit, including authorship credit, only for work they have actually performed and to which they have contributed.
- Social workers should honestly acknowledge the work of and the contributions made by others.

### **5. Social Workers' Ethical Responsibilities to the Social Work Profession**

#### 5.01 Integrity of the Profession

- Social workers should work toward the maintenance and promotion of high standards of practice.
- Social workers should uphold and advance the values, ethics, knowledge, and mission of the profession. Social workers should protect, enhance, and improve the integrity of the profession through appropriate study and research, active discussion, and responsible criticism of the profession.
- Social workers should contribute time and professional expertise to activities that promote respect for the value, integrity, and competence of the social work profession. These activities may include teaching, research, consultation, service, legislative testimony, presentations in the community, and participation in their professional organizations.
- Social workers should contribute to the knowledge base of social work and share with colleagues their knowledge related to practice, research, and ethics. Social workers should seek to contribute to the profession's literature and to share their knowledge at professional meetings and conferences.
- Social workers should act to prevent the unauthorized and unqualified practice of social work.

#### 5.02 Evaluation and Research

- Social workers should monitor and evaluate policies, the implementation of programs, and practice interventions.
- Social workers should promote and facilitate evaluation and research to contribute to the development of knowledge.
- Social workers should critically examine and keep current with emerging knowledge relevant to social work and fully use evaluation and research evidence in their professional practice.
- Social workers engaged in evaluation or research should carefully consider possible consequences and should follow guidelines developed for the protection of evaluation and research participants. Appropriate institutional review boards should be consulted.
- Social workers engaged in evaluation or research should obtain voluntary and written informed consent from participants, when appropriate, without any implied or actual deprivation or penalty for refusal to participate; without undue inducement to participate; and with due regard for participants' well-being, privacy, and dignity. Informed consent should include information about the nature, extent, and duration of the participation requested and disclosure of the risks and benefits of participation in the research.
- When evaluation or research participants are incapable of giving informed consent, social workers should provide an appropriate explanation to the participants, obtain the participants' assent to the extent they are able, and obtain written consent from an appropriate proxy.
- Social workers should never design or conduct evaluation or research that does not use consent procedures, such as certain forms of naturalistic observation and archival research, unless rigorous and responsible review of the research has found it to be justified because of its prospective scientific, educational, or applied value and unless equally effective alternative procedures that do not involve waiver of consent are not feasible.
- Social workers should inform participants of their right to withdraw from evaluation and research at any time without penalty.
- Social workers should take appropriate steps to ensure that participants in evaluation and research have access to appropriate supportive services.
- Social workers engaged in evaluation or research should protect participants from unwarranted physical or mental distress, harm, danger, or deprivation.
- Social workers engaged in the evaluation of services should discuss collected information only for professional purposes and only with people professionally concerned with this information.
- Social workers engaged in evaluation or research should ensure the anonymity or confidentiality of participants and of the data obtained from them. Social workers should inform participants of any limits of confidentiality, the measures that will be taken to ensure confidentiality, and when any records containing research data will be destroyed.

- Social workers who report evaluation and research results should protect participants' confidentiality by omitting identifying information unless proper consent has been obtained authorizing disclosure.
- Social workers should report evaluation and research findings accurately. They should not fabricate or falsify results and should take steps to correct any errors later found in published data using standard publication methods.
- Social workers engaged in evaluation or research should be alert to and avoid conflicts of interest and dual relationships with participants, should inform participants when a real or potential conflict of interest arises, and should take steps to resolve the issue in a manner that makes participants' interests primary.
- Social workers should educate themselves, their students, and their colleagues about responsible research practices.

## **6. Social Workers' Ethical Responsibilities to the Broader Society**

### 6.01 Social Welfare

- Social workers should promote the general welfare of society, from local to global levels, and the development of people, their communities, and their environments. Social workers should advocate for living conditions conducive to the fulfillment of basic human needs and should promote social, economic, political, and cultural values and institutions that are compatible with the realization of social justice.

### 6.02 Public Participation

- Social workers should facilitate informed participation by the public in shaping social policies and institutions.

### 6.03 Public Emergencies

- Social workers should provide appropriate professional services in public emergencies to the greatest extent possible.

### 6.04 Social and Political Action

- Social workers should engage in social and political action that seeks to ensure that all people have equal access to the resources, employment, services, and opportunities they require to meet their basic human needs and to develop fully. Social workers should be aware of the impact of the political arena on practice and should advocate for changes in policy and legislation to improve social conditions in order to meet basic human needs and promote social justice.
- Social workers should act to expand choice and opportunity for all people, with special regard for vulnerable, disadvantaged, oppressed, and exploited people and groups.
- Social workers should promote conditions that encourage respect for cultural and social diversity within the United States and globally. Social workers should promote policies and practices that demonstrate respect for difference, support the expansion of cultural knowledge and resources, advocate for programs and institutions that demonstrate cultural competence, and promote policies that safeguard the rights of and confirm equity and social justice for all people.
- Social workers should act to prevent and eliminate domination of, exploitation of, and discrimination against any person, group, or class on the basis of race, ethnicity, national origin, color, sex, sexual orientation, age, marital status, political belief, religion, or mental or physical disability.

Appendix G

COLLEGE OF NURSING AND HEALTH PROFESSIONS  
Incident Report Form

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

Time: \_\_\_\_\_

Location: \_\_\_\_\_  
(On Campus/Off Campus)

- CLINICAL LABORATORY SCIENCES \_\_\_
- COMMUNICATION DISORDERS \_\_\_
- NURSING \_\_\_
- PHYSICAL THERAPY \_\_\_
- RADIOLOGIC SCIENCES \_\_\_
- SOCIAL WORK \_\_\_

Student: \_\_\_\_\_ ID#: \_\_\_\_\_

Description of Incident (Name all persons involved):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witnesses of the Incident: \_\_\_\_\_

Action taken (notification of/by whom):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Review/Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does this need review by the Infection Control Committee? Yes \_\_\_ No \_\_\_

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty

\_\_\_\_\_  
Date

Follow-up:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If more space is necessary, use additional pages or back of sheet.

Two copies (one copy in student file; one in Departmental Office file).