BACHELOR of SOCIAL WORK
STUDENT HANDBOOK

Revised Fall 2013
Welcome to the Middle Tennessee State University Social Work Program. As you begin preparation for a career in the social work profession, please accept our sincere good wishes for a rich and stimulating professional educational experience.

The MTSU Bachelor of Social Work Program was granted professional accreditation through the Council on Social Work Education (CSWE) in 1976. The program has been fully accredited since that time. Professional social work accreditation enables graduates of the program to belong to professional social work organizations such as the National Association of Social Workers, to be eligible for licensure, and to apply for advanced standing in MSW programs.

The Bachelor of Social Work (BSW) degree is recognized as the entry level professional degree for generalist social work practice in public and private social service agencies. The MTSU social work curriculum consists of 54 hours of required courses that include the study of human behavior in the social environment, social work practice, social policy, research, social and economic justice, human rights, values and ethics, and field experience. Majors must maintain an overall GPA of 2.0, as well as a GPA of 2.0 in all social work courses, and complete a total of 540 hours of practicum, which includes experiential learning activities in a social service agency.

The MTSU Social Work Department has twelve full-time faculty and numerous part-time instructors who are professional social workers. Students have the opportunity to complete field practicum at more than 100 different social service agencies in various locations throughout middle Tennessee. A professional social work advisory board consisting of social workers from the practice community provides input and feedback to faculty.

As a social work major, you will be encouraged to pursue your own interests and goals as well as those of the program in order to become an active and independent learner. Each member of the MTSU social work faculty stands ready to assist you, and we look forward to establishing a team effort towards your social work education.

This handbook is intended to:
* help MTSU social work majors learn about the BSW program
* acquaint prospective students with the program
* serve as a reference for students
* supplement the university catalog

We look forward to working with you and getting to know you. Faculty & Staff
Dept. of Social Work
### CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
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<th>Email</th>
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<tbody>
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DEPARTMENT OF SOCIAL WORK

MISSION STATEMENT

The Social Work Program will provide a learning environment where students are taught to think critically, be creative, participate actively in their education, and grow as individuals while respecting the rapidly changing and diverse world in which they will live and practice social work. Class work and special student work experiences must demonstrate how to relate effectively to all types of people and to appreciate how emotional, social, economic, political, and spiritual forces influence the behavior of those we are helping. Our goal is to develop competent, ethical professionals with the knowledge, values and skills for effective practice with individuals, families, groups, agencies, and communities, and who can provide outstanding leadership in the field of social services.

SOCIAL WORK GOALS

1. To prepare a diverse student population for generalist social work practice to serve client systems of various sizes and types. This includes value based direct services to diverse populations at risk to facilitate the reduction of poverty, oppression and discrimination that will promote social and economic justice.

2. To provide a flexible educational program that increases the students understanding of the bio-psycho-social-spiritual variables that affect the person within the environment and the community, which will include the history of social welfare and the social work profession, its policies, structures, and issues.

3. To develop analytical skills and critical thinking that will encourage active participation in the development, evaluation, and improvement of evidence-based social work knowledge and skills through research aimed at disseminating knowledge and advancing social work practice.

4. To prepare graduates to foster their commitment to lifelong learning and development of social work knowledge, values, and skills, with effective supervision, which will empower them and their clients.

5. To experientially assist students in developing self-awareness and their ability to deal effectively with the stressors of social work practice.
SOCIAL WORK CORE COMPETENCIES

1. Identify as a professional social worker and conduct oneself accordingly.
2. Apply social work ethical principles to guide professional practice.
3. Apply critical thinking to inform and communicate professional judgments.
4. Engage diversity and difference in practice.
5. Advance human rights and social and economic justice.
7. Apply knowledge of human behavior and the social environment.
8. Engage in policy practice to advance social and economic well-being and to deliver effective social work services.
9. Respond to contexts that shape practice.
10. Engage, assess, intervene, and evaluate with individuals, families, groups, organizations, and communities.
CURRICULUM DESIGN

The BSW curriculum at Middle Tennessee State University is organized, implemented and evaluated based on a generalist practice framework. This framework incorporates a systems perspective which includes the problem-solving approach, a focus on human diversity, the ability to understand and analyze social work research and to begin to evaluate one's own practice, a commitment to human rights and to serving populations at risk and working toward their empowerment, and a commitment to the values and ethics of the social work profession that leads toward social change and social justice.

The curriculum design is based upon Middle Tennessee State University's mission and requirements, and is developed in accordance with the Council on Social Work Education (CSWE) Educational Policy and Accreditation Standards (EPAS) (see Appendix). It is designed to prepare students for beginning-level professional generalist social work practice with individuals, families, groups, organizations, and communities.

BACHELOR OF SOCIAL WORK MAJOR

Admission to the Social Work Program is a prerequisite for enrollment in SW 4590 Field I, and other courses restricted to Social Work Majors.

The following courses are required for social work majors

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>SW 2570, Introduction to Social Work</td>
<td>3 hrs</td>
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<tr>
<td>SW 2630, Interviewing Skills</td>
<td>3 hrs</td>
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<tr>
<td>SW 3000, Social Policy</td>
<td>3 hrs</td>
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<tr>
<td>SW 3110, Research Methods</td>
<td>3 hrs</td>
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<tr>
<td>SW 3120, Data Analysis</td>
<td>3 hrs</td>
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<tr>
<td>SW 3160, Human Behavior and the Social Environment I</td>
<td>3 hrs</td>
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<tr>
<td>SW 3161, Human Behavior and the Social Environment II</td>
<td>3 hrs</td>
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<tr>
<td>SW 3200, Cultural Diversity</td>
<td>3 hrs</td>
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<tr>
<td>SW 4480, Social Work with Groups</td>
<td>3 hrs</td>
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<tr>
<td>SW 4580, Social Work Practice I</td>
<td>3 hrs</td>
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<tr>
<td>SW 4590, Field I</td>
<td>6 hrs</td>
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<tr>
<td>SW 4650, Social Work Practice II</td>
<td>3 hrs</td>
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<tr>
<td>SW 4680, Field II</td>
<td>9 hrs</td>
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<tr>
<td>SW 4690, Integrative Seminar</td>
<td>3 hrs</td>
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<tr>
<td>Elective</td>
<td>3 hrs</td>
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TOTAL 54 hrs
Recommended Curriculum Sequence  
(completion within 4 semesters)

Pre-requisites:
- Intro to Social Work
- and required general education courses

Recommended General Education:
- Intro to Sociology
- Intro to Psychology
- Biology

### JUNIOR YEAR

<table>
<thead>
<tr>
<th>First Semester*</th>
<th>Second Semester °</th>
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<tbody>
<tr>
<td>HBSE I</td>
<td>HBSE II</td>
</tr>
<tr>
<td>3 hrs</td>
<td>3 hrs</td>
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<tr>
<td>Research</td>
<td>Data Analysis</td>
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<tr>
<td>3 hrs</td>
<td>3 hrs</td>
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<tr>
<td>Policy</td>
<td>Practice I</td>
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<tr>
<td>3 hrs</td>
<td>3 hrs</td>
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<tr>
<td>Interviewing</td>
<td>Diversity</td>
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<tr>
<td>3 hrs</td>
<td>3 hrs</td>
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<tr>
<td>Elective/Minor</td>
<td>Elective/Minor</td>
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<tr>
<td>3 hrs</td>
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<tr>
<td>Total</td>
<td>Total</td>
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<tr>
<td>15 hrs</td>
<td>15 hrs</td>
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*Apply for admission as a Social Work Major  °Apply for admission to Field

### SENIOR YEAR

<table>
<thead>
<tr>
<th>First Semester (classes MWF only)</th>
<th>Second Semester (classes TTh only)</th>
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<tbody>
<tr>
<td>Practice II</td>
<td>Elective</td>
</tr>
<tr>
<td>3 hrs</td>
<td>3 hrs</td>
</tr>
<tr>
<td>Field I</td>
<td>Field II</td>
</tr>
<tr>
<td>6 hrs</td>
<td>9 hrs</td>
</tr>
<tr>
<td>Groups</td>
<td>Integrative Seminar</td>
</tr>
<tr>
<td>3 hrs</td>
<td>3 hrs</td>
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<tr>
<td>Elec/Minor</td>
<td></td>
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<tr>
<td>3 hrs</td>
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<tr>
<td>Total</td>
<td>Total</td>
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<tr>
<td>15 hrs</td>
<td>15 hrs</td>
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Part-time students should work closely with their faculty adviser to ensure that courses are taken in the correct sequence.
ADMISSION TO SOCIAL WORK MAJOR

Prior to declaring a social work major, a student must first be admitted to Middle Tennessee State University. This procedure is handled by the University's Office of Admissions. Incoming freshmen students are normally advised through University College. That office is responsible for the advisement of students until they are ready to declare Pre-Social Work as a major, at which time advisement becomes the responsibility of the Social Work Department. Transfer students, who have identified Pre-Social Work as their major, are normally assigned immediately to the Social Work Department for advisement.

A student qualifies to change the major from Pre-Social Work to Social Work when the following requirements are completed:

- Completion of at least 60 semester hours toward a degree including at least 41 hours of General Education requirements;
- Completion of SW 2570, Introduction to Social Work, and 3 additional hours in social work courses with a grade of C or better;
- An overall GPA of 2.00 for degree credit courses;
- Completion of up to 40 volunteer hours at a social service agency will enhance the application

APPLICATION PROCEDURE

Students must complete an application packet and submit the packet by the due date. There are two application submission dates each academic year: September 20 and January 30.

The application packet consists of:

1. Application form
2. Three letters of recommendation
3. Signed copy of the Student Contract
4. A completed upper division form
5. A completed intent to graduate form
6. Copy of your transcript
7. The essay

Admission Packets are distributed in SW 3160 HBSE I class or they can be obtained in the Social Work Office at the beginning of each semester.

Criteria for acceptance into the Social Work Program:

1. Submission of completed application packet by deadline date of the appropriate semester;
2. Judgment of satisfactory quality of essay and suitability for professional social work by Social Work Faculty Admissions Committee;
3. Satisfactory performance of required number of volunteer hours based on reference form;
4. A majority of "above average" and "outstanding" ratings on reference forms.

Note that admission to the major is competitive.

ADMISSION TO FIELD: SW 4590 and 4680

There is a formal admission process for students to enter the field practicum.

For Field I, students must complete an application and meet the following requirements:
- Prior admission as a Social Work major
- Completion of at least 90 credit hours
- Completion of all General Education requirements
- Completion of SW 2570, 2630, 3000, 3110, 3160, 3161, 3200, and 4580
- Overall GPA of 2.0

For Field II, students must complete an application and meet the following requirements:
- Completion of SW 4590
- Completion or concurrent enrollment in SW 4480, 4650, and 4690
- Overall GPA of 2.0

See the Field Practicum Manual for information, policy, and procedures.

GRADUATION REQUIREMENTS

A. 2.0 GPA
B. Minimum grade of "C" in all social work courses
C. A total of 120 credit hours must be completed for a BSW degree. This includes a minimum of 41 hours general education and 54 hours in the major. The remaining hours to complete the 120 credit hours for graduation may be taken as free electives from any college or department. Student may select a minor if they choose.
D. 42 hours at the 3000/4000 level must be completed with an average grade of C or better.
E. 30 hours minimum at MTSU.

See the University Catalog for a complete listing of all graduation requirements. In all instances, meeting the requirements for graduation is the responsibility of the student.
MINOR IN SOCIAL WELFARE


Non-social work majors may earn a minor in social welfare by completing 15 hours. Students are required to take SW 2570 and four other social work courses of their choice, which are not restricted to social work majors.

SCHOOL SOCIAL WORK OPTION

To receive a certification in School Social Work from Middle Tennessee State University, the student must take SW 3250 School Social Work and 9 additional hours specified by the College of Education. Students must also complete the two field placements in school settings.

Upon completion of these requirements, students should contact the Social Work Office for authorization to apply for licensure. The Teacher Licensing Office in the College of Education handles the paperwork for application for licensure once authorization is received from the Social Work Department.

EXCEPTIONS TO SOCIAL WORK DEPARTMENT POLICIES

Exceptions to Social Work Department policies are rare, however, in unusual situations students may request an exception by submitting a request in writing. Students who do not meet admission requirements, course prerequisites, or other stated conditions may also appeal the decision in writing. Requests and appeals for exceptions, which are made by students, should include a statement why they believe their case is exceptional and merits additional consideration.

SOCIAL WORK COURSE DESCRIPTIONS

2570 Introduction to Social Work (3 hrs)
The methods, history, philosophy, and present organization of the social work profession.

2630 Interviewing Skills (3 hrs)
An introduction to principles and processes of social work practice including interviewing and developing relationships.

3000 Social Policy (3 hrs) Prerequisite: SW 2570
Emphasis on recurring themes in social welfare policy development processes, historical turning points, societal ethics, causal relationship, social problems, social change, and social welfare policy analytical frameworks for assessing social welfare policy and programs.
3100  International Social Work (3 hrs)
International dimensions of social work. Explores the impact of globalization on social work problems. Includes status of women, aging populations, family breakdown, drug addiction, child abuse and neglect, poverty, and emerging problems such as civil strife, ethnic cleansing, resettlement, and AIDS. **(elective)**

3110  Research Methods of Social Work Practice (3 hrs) Prerequisite: SW 2570
Research processes, includes information about values for research, knowledge of methods, and opportunities for skill development.

3120  Data Analysis for Social Work Practice (3 hrs) Prerequisite: SW 3110
Data analysis and interpretation. Opportunities for skill development in the use of statistical procedures and knowledge of the meaning of results of such procedures. Instruction in computer use for data entry and data analysis, including the development of programming skills using SPSS.

3160  Human Behavior and the Social Environment I: Individuals and Families (3 hrs)
Major theories of human development across the life span and life course; useful for entry-level social work practice. Ecological relationship of diverse individuals and families with other systems in the social environment described with focus on biological, psychological, and social context and content.

3161  Human Behavior and the Social Environment II: Groups, Organizations, and Communities (3 hrs) Prerequisite: SW 3160
Builds on concepts learned in SW 3160. Presents theories on and about the development, structure, and function of small groups, organizations, and communities and how they interrelate eco-systemically with individuals and families.

3170  Family Caregiving Across the Life Span (3 hrs) Prerequisite: SW 2570
Caregivers - gender roles, cost of caregiving, managing stress, respite care, finding resources, financial and legal matters, establishing support groups, differentially caregiving tips for various illnesses and disabilities from infancy to old age, emerging trends, and long distance caregiving. **(elective)**

3200  Cultural Diversity: Competency for Practice (3 hrs)
An examination of culturally appropriate practice issues that are essential considerations for effective service delivery, including African American families and ethnic subcultures predominant in the US.

3250  School Social Work (3 hrs) Prerequisites: SW 2570 and SW 2630
Introduces social work students to practice in school settings. Examines various roles of social workers in school systems and the specifics of practicing with students from 3-21 years of age in individual, group, and organizational level interventions. **(elective)**
4150  Topics in Social Work (3 hrs)
Selected topics important in current social work practice but too specialized to be taught as regularly scheduled courses. (elective)

4200  Creativity and Personal Growth (3 hrs)  Prerequisites: Junior standing, including 18 hours in the arts, social work, and/or social or behavior sciences, or permission of instructor. Introduces the creative process and the use of that process in the development of self-awareness and empathetic relationships with others. Assignments include the creation of individual and group projects and the facilitation of a creative project in a community agency or school. (elective)

4430  Social Work with the Terminally Ill (3 hrs)
Factors and principles involved with the terminally ill which should stimulate students to learn and think about what he/she values and anticipates experiencing in the area of medical social work. (elective)

4440  Social Work with the Disabled Individual (3 hrs)
The effects of disability on the individual, the family, and society. An examination of a variety of intervention strategies from a social work perspective. (elective)

4480  Social Work with Groups (3 hrs)  Prerequisites: SW 2570, 2630, and 4580. Must be admitted as a social work major.
Group process and group techniques as they apply to social work practice, including both treatment and task groups.

4580  Social Work Practice I (3 hrs)  Prerequisites: SW 2570, 2630, 3000, and 3160
Must be admitted as a social work major.
Theories and related techniques for beginning level social work.

4590  Field Instruction I (6 hrs)  Prerequisites: SW 2570, 2630, 3000, 3110, 3160, 3161, 3200, 4580, Completion of all General Education requirements, senior standing. Must be admitted as a social work major. Field application required. Student is assigned to a social agency under the joint supervision of agency and instructor with concurrent seminar. 215 hours at the agency plus class seminar required.

4620  Child Welfare Services (3 hrs)
The contemporary child welfare system and services designed to strengthen families. Historical trends, policy issues, and child advocacy. (elective)

4640  Health: Organizations, Policy, and Ethics (3 hrs)
A resource allocation assessment of US health care systems. Applied ethics topics (i.e., justice, virtue, and informed consent) included. (elective)
4650 Social Work: Practice II (3 hrs) Prerequisites: SW 3110, 3120, 4580, senior standing. Must be admitted as a social work major. Theories and related techniques for advanced level social work practice.

4680 Field Instruction II (9 hrs) Prerequisites: SW 4580, 4590, senior standing. Must be admitted as a social work major. Field application required. Second field placement for social work majors. 325 hours at the agency plus class seminar required.

4690 Integrative Seminar in Social Work (3 hrs) Prerequisites: SW 4650 and 4680 or concurrent enrollment. Must be admitted as a social work major. An opportunity for the student, with instructor and peers, to explore the knowledge, values, and skills gained from academic and field experiences and to synthesize and integrate theory and practice.

4720 Crisis Intervention (3 hrs) The basis of crisis theory applied to intervention services for suicide, rape, natural disasters, and other crises. (elective)

4800 Special Projects (1-6 hrs) Field experiences or reading courses through which special interests or needs of the student may be pursued under individual supervision. Arrangements must be made with an instructor prior to registration. (elective)

ADVISEMENT POLICIES AND PROCEDURES

Student advisement is an important and essential component of the Social Work Department. All full-time social work faculty members serve as academic advisors. All faculty hold a minimum of a master's degree.

The purpose of advisement is to:
1. Advise the student through the process of obtaining a BSW degree, which includes completing a degree plan, preparing an application packet, obtaining a final degree check, and preparing for field practicum and graduation.
2. Assist the student in preparing semester schedules prior to registration.
3. Work with the student around any academic problems that may arise.

The advisor is the student's major link with the University faculty and the channel for communication with the administration. Students are expected to meet with their assigned faculty advisor each semester to outline their social work program and goals, and to set semester schedules.

To declare a Pre-Social Work major, students should visit the Social Work Office and
complete an informational declaration form. A Social Work Faculty Advisor will be assigned and the student will be notified.

During the pre-social work advisement process, the advisor discusses with the students their professional goals and the students' understanding of their suitability for the social work profession. The student's degree plan and college transcripts provide consistent academic information to assist accurate planning of their progression through the program.

When appropriate, advisors inform and refer students to the MTSU Counseling and Career Center, the Writing Lab, the Financial Aid Office, the Student Health Center, and other university services. Faculty confine their role in advisement to those issues germane to student academic needs.

FIELD INSTRUCTION PRACTICUM

The Field Coordinator or faculty representative visits the Practice I class to inform students of the practicum requirements and procedures. Application procedures for practicum are clearly outlined in the Field Practicum Manual. A directory of approved practicum agencies is kept and maintained by the Field Coordinator. Assignments to practicum agencies will be made to take student interests into account. Ultimately, however, placement will be made according to the educational needs of the student, and the educational opportunities available in approved agencies. The final decision rests with the Field Coordinator and faculty. Once they are accepted into a practicum, students receive professional guidance from their on-site field supervisor and the faculty-field liaison who guides them through the semester. All social work students are assigned to social service agencies for field experience as generalist social workers.

NO EXEMPTIONS from practicum will be given. Life/work experience credit is not given for social work practicum. Only social work majors may take practicum courses.

For additional information, please see the Field Practicum Manual which is available online at the department’s home page.

STUDENTS' RIGHTS AND RESPONSIBILITIES

STUDENT PARTICIPATION

The Social Work Program fully supports students rights and responsibilities in formulating and modifying policies affecting academic and student affairs. Social work students are encouraged to be full participants in the rights and responsibilities provided them at Middle Tennessee State University as outlined in the MTSU Catalog. The program also encourages, and will facilitate, students organizing in their interests. To further the goal of student participation in the development of Social Work Department policies, student liaisons and student representatives will be selected as follows:
FACULTY MEETINGS
A student will be elected by the social work club (Forum) to function as liaison between social work students and social work faculty. Social work faculty may choose to select additional student(s) to serve as student liaisons. The liaison(s) will be non-voting participants at social work department faculty meetings and will have a scheduled time on the agenda to share concerns and information from student organizations and the student body. Student liaisons will be excused from the discussion at faculty meetings when the faculty address confidential issues.

SOCIAL WORK DEPARTMENT ADVISORY BOARD
A student will be elected by the social work club (Forum) to be the student representative on the Social Work Department Advisory Board and will be a full participant in board activities.

GRADE APPEAL
Students have the right to appeal grades or other academic matters. These policies are published in the online University Catalog.

ACADEMIC MISCONDUCT
It is expected that all work you complete for all courses is your own. You are expected to include appropriate citations in all of your work for a course. The University policy for academic misconduct will be followed. Academic misconduct includes the following behaviors: Plagiarism, cheating, fabrication, or facilitating any such act. The following definitions apply:

(1) Plagiarism. The adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper acknowledgment.

(2) Cheating. Using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term academic exercise includes all forms of work submitted for credit or hours.

(3) Fabrication. Unauthorized falsification or invention of any information or citation in an academic exercise.

(4) Facilitation. Helping or attempting to help another to violate a provision of the institutional code of academic misconduct.

Refer to the University Catalog for additional information.

REASONABLE ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES
If you have a disability that may require assistance or accommodations, or if you have any questions related to any accommodation for testing, note taking, reading, etc., please speak
with the instructor as soon as possible. You may also contact the Office of Disabled Student Services (898-2783) with any questions about such services.

**REPORTING OF UNOFFICIAL WITHDRAWALS**

Federal regulations require that students who cease class attendance but do not officially withdraw from the University must be reported so that future financial aid will cease and/or the student will be required to return funds. Therefore, during the term, the instructor is required to complete a roster indicating those students who have stopped attending class without officially withdrawing.

**NON-DISCRIMINATION POLICY:**

MTSU is a community of people with respect for diversity that emphasizes the dignity and equality common to all individual faculty, staff, and students. For information on non-discrimination contact the Institutional Equity and Compliance Office, Cope Administration Building #220, 615-898-2185.

The Social Work Department at Middle Tennessee State University makes specific and continuous efforts to provide a learning context in which respect for all persons and understanding of diversity (including age, class, color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation) are practiced. Social work education builds upon professional practice and values; therefore, the MTSU Social Work Department provides a learning context that is nondiscriminatory and reflects the professions fundamental tenets. The learning context, the educational program (including faculty, staff, and student composition; selection of agencies and their clientele as field education settings; composition of program advisory or field committees; resource allocation; program leadership; speakers series, seminars, and special programs; research and other initiatives) and the curriculum model understanding of and respect for diversity.

**HARASSMENT INFORMATION**

MTSU is committed to establishing an atmosphere where your work, education, and participation in the university’s activities and programs will be free from intimidation or offensive behaviors. Sexual, racial or other forms of harassment have no place in a university community. For more information contact: Middle Tennessee State University Institutional Equity and Compliance Office, Cope Administration Bldg 220, 615-898-2185.
ORGANIZATIONS

SOCIAL WORK FORUM is the organization of social work majors officially recognized by MTSU. All social work students are invited to become members along with other interested students. Some of the purposes of the Forum are to advocate for professional social work, to improve interdepartmental communication between faculty and students, and to increase interaction among social work students and the community. Students utilize the Forum to formulate and modify policies affecting academic and student affairs. The Forum provides opportunities and encourages students to organize in their interests. Students receive notices of meetings in classes and on Campus Bulletin Boards. Students are invited to become involved in all the activities. Typical activities include: monthly meetings, fund raising, attending NASW Conferences, parties and receptions.

PHI ALPHA HONOR SOCIETY
This honor society is for social work students dedicated to excellence in scholarship and high professional standards. The national social work honor society was charted at MTSU in 1998. The purposes of Phi Alpha Honor Society are to provide a closer bond among students of social work and promote humanitarian goals and ideals. Phi Alpha fosters high standards of education for social workers and invites into membership those who have attained excellence in scholarship and achievement in social work. Membership requirements include:

1. Approved application for admission to the social work major
2. Achieved at least sophomore status
3. Completed 8 semester hours of social work courses
4. Achieved an overall GPA of 3.0
5. Achieved a 3.25 GPA in required social work courses
6. Payment of dues

Applications for Phi Alpha are available in the Social Work office.

NATIONAL ASSOCIATION OF SOCIAL WORKERS (NASW)
NASW is the national organization for professional social workers with over 150,000 members and 56 chapters throughout the United States and abroad. The organization's programs in professional development, professional standards, professional action to achieve sound social policy affecting those who are served, and membership services, are structured to help all Social Workers to advance their practice in the field of helping people. The organization believes in commitment to a high standard of practice and guides its members to this standard through the Code of Ethics (see Appendix). NASW meetings are held annually, both on the National and State level. Local branch meetings are held monthly. Low student membership rates are offered for those pursuing an education in the field of Social Work. Liability insurance, sometimes required during a student's practicum semesters is also obtained from NASW. Applications for insurance and NASW membership can be obtained in the Social Work Office. Members of NASW also receive the professional journal Social Work, which is committed to improving practice and extending knowledge in social work and social welfare. The journal is published bimonthly and is indexed/abstracted in: Criminal
Justice Abstract, Social Citation Index, Social Work Research and Abstracts, Social Sciences Index, and various other publications.

AWARDS/SCHOLARSHIPS

Outstanding Student Award
Criteria for nomination and selection include:
1. Nominees must be junior or senior social work majors (already accepted into the program); GPA, field work performance, and public service outside the Social Work Department will be considered but the most important criteria will be the following:
   - love of learning
   - assistance to other social work students in their learning process
   - contribution to the Social Work Department
2. Any social work student or social work faculty member can nominate. Nominees must be nominated by two people (two students, two faculty, or one student and one faculty). Nomination forms are available in the Social Work Office. Those making nominations should include a "Statement of Nomination" on the nomination form. This statement will assist the committee in its determination of the recipient of the award
3. Award nomination deadline is in February each year.

Marian Clark Scholarship
Criteria:
- Open to Junior, Senior, or Graduate students in Social Work, Sociology, or Anthropology
- Minimum overall GPA of 3.0 or 3.5 in major
- Demonstrated commitment to the field of social service
- Financial need
Complete information and applications can be obtained in the Department of Social Work office. Application deadline is in February each year.

Dale Seime Scholarship
Criteria:
- Junior or Senior Social Work majors going into medical social work
- Minimum overall GPA of 3.0
- Demonstrated commitment to the field of medical social work
- Financial need
Complete information and applications can be obtained in the Department of Social Work office. Application deadline is in February each year.

HOPE SCHOLARSHIP
To retain Tennessee Education Lottery Scholarship eligibility, you must earn a cumulative TELS GPA of 2.75 after 24 attempted hours and a cumulative TELS GPA of 3.0 thereafter. A grade of C, D, F, or I in this class may negatively impact TELS eligibility. Dropping a
class after 14 days may also impact eligibility. If you withdraw from this class and it results in an enrollment status of less than full time, you may lose eligibility for your lottery scholarship. For additional lottery scholarship rules please refer to your Lottery Statement of Understanding form, review lottery scholarship requirements on the web at http://scholarships.web@mtsu.edu/telsconteligibility.htm, or contact the MTSU financial aid office at 898-2830.

GENERAL INFORMATION

TENNESSEE DEPARTMENT of CHILDREN'S SERVICES IV-E STIPEND PROGRAM
Students have the opportunity to make a commitment to serve Tennessee families and children at risk. Applications are available to all full-time undergraduate social work majors at MTSU. Availability of the stipend program positions vary by semester. Title IV-E trainees are required to take child welfare courses and complete the field placement at approved child welfare service agencies. Financial assistance is provided to help defray educational expenses. Selected students may sign contracts to participate in the Title IV-E Program for up to two years at MTSU. Upon completion of the B.S.W. degree, social workers enter DCS employment as Family Service Workers. Information on this DCS program is available at http://www.state.tn.us/youth/training/TitleIV-E/bsw_overview.shtml

SOCIAL WORK ADVISORY BOARD
A Board of community social service professionals serves in an advisory capacity to the Department of Social Work. The Board meets once each Fall and Spring semester. The Board provides current professional community input to the school.

PROCEDURES FOR TERMINATION OF ENROLLMENT IN THE BSW PROGRAM

Enrollment in the MTSU BSW program may be terminated for the following reasons:

1. Failure of student to maintain a satisfactory GPA.
2. Failure to meet expectations in the social work program. (See Section on Counseling Out)
3. Violations of the University Code of Student Conduct. (See University Catalog)
COUNSELING OUT

"Counseling out" is a term used to describe discontinuing a student's enrollment in the social work program. In most cases, the decision to discontinue a student as a social work major is considered permanent. In certain circumstances, a student may be counseled out with specific remedial steps to be taken before formal re-application to the program may be made.

A student may be counseled out of the program on recommendation by a faculty member, field instructor or a participating practicum agency. The recommendation is made to the Social Work Department Chair. All faculty familiar with the student's performance must be consulted prior to this action being taken. A formal vote of the faculty is required to initiate such a process.

A student may be counseled out of the program on the basis of:

1. Academic Performance: Student must meet grade requirements. Student must pursue academic honesty.
2. Absenteeism: Student must meet the requirements of class and practicum attendance.
3. Professional Behavior: Student must act in a professional manner with peers, faculty, agency personnel, and clients; always treating others with respect, courtesy, fairness, and good faith.
4. Assaultive or Threatening Behavior: Student will not participate in inappropriate behavior that is directed at clients, colleagues, or instructors.
5. Damaging Behavior: Student must treat others with respect, demonstrate a respect for diversity, protect confidentiality, ensure freedom of expression, and demonstrate a commitment to community.
6. Ineffectiveness in Work with Clients: Student must demonstrate minimal levels of effective performance and apply progressive learning techniques to evidence progress in working with clients. Student must not violate practicum agency policy.

Progressive Discipline. If a student violates any of the above tenets, the student will be counseled and receive one warning. Continuation of the behavior will result in being counseled out of the program. However, dangerous violations can result in immediate expulsion.

Understanding of the requirements and comportment expected of a student in the social work major are detailed in the Application to the major and must be signed by the student when the application is submitted.

Students have the right of appeal for the counseling out process through the identified grievance procedures of the Social Work Program and the University.
GRIEVANCE PROCEDURE

Any student who is dissatisfied with his/her treatment in any academic situation (except grades) which may occur in the Social Work Department may have his/her grievance addressed by utilizing the Department's grievance procedures. MTSU has a specific procedure for grade appeals. The Social Work Department's Grievance Procedures are as follows:

1. The student discusses the issue with the faculty member(s) with whom there is a difference.
2. If the issue remains unresolved, the student should contact the Chair of the Social Work Department.
3. If there is still no resolution, the student should prepare a written statement addressed to the Social Work Department Review Committee. The statement should provide the committee with all relevant information about the issue or problem, and the steps the student has taken to obtain a resolution of the problem.
4. Upon receipt of the student's statement, the Committee will meet to consider the issue or problem. The Committee will accept written statements from any involved faculty member. The Committee will prepare a written report with recommendation(s) for resolution. Membership of the committee will include all faculty with the exception of the Department Chair and the faculty member with whom the student has a dispute.
5. The Committee will send the report to the Department Chair for appropriate action.
6. The student, if not satisfied, may confer with the Chair of the Department of Social Work and with the Dean of the College of Behavioral & Health Sciences.
APPENDIX A

APA Style And Writing Guide
APA STUDY GUIDE

The purpose of this study guide is to assist the student in utilizing APA style in writing academic papers in social work classes. This guide does not replace the APA manual. Students are responsible for utilizing APA style in all their papers.

Additional information can be found at www.apastyle.org A list of other web sites is also attached.

WRITING STYLE
- There is no such thing as a one sentence paragraph. A paragraph should have a topic sentence and a minimum of one explanatory sentence, with most paragraphs being 3 to 5 sentences in length.
- You must proofread your paper.
- Critical thinking skills in analyzing the information obtained through the research of literature must be utilized. Personal opinions are not included in academic papers, unless your instructor specifically requests it.
- As you write, you must write for the reader. Explain the ideas completely (don't assume your reader knows certain information).
- Jargon, including professional jargon, should be avoided. For example, don't assume your reader knows what you are writing about when you refer to NASW, CSWE, SASSI, PTSD, etc. You should spell it out, list the abbreviation in parenthesis the first time, then you may use the abbreviation in the remainder of your paper. Example: National Association of Social Workers (NASW)

PLAGIARISM
Plagiarism is representing someone else's work as your own.
- If you use a quote, you must cite your source.
- If you summarize information you have read, you must cite your source.
- If you talk with a representative who gives you information on the topic of your paper, you must cite your source.
- Plagiarism is the fatal flaw from which there is no reprieve.

FORMATTING
- Margins will be a minimum of one inch on all sides
- The entire paper, including the reference page, will be double spaced.
- Font size will be 12
- Font style should be Times New Roman
- Print on only one side of the paper.

PAGE NUMBERS
- All pages are numbered consecutively, beginning with the title page and continuing through the reference list
- The actual number "1" is not shown on the title page
Page numbers are on the upper right corner of the page

RUNNING HEAD
- The running head is the abbreviated title you give to your paper. You can select any title you wish. The running head is at the top of each page of your paper, it is always flush left, it is a header.

TITLE PAGE
There are only four things on the title page:
- The running head (top, flush left)
- The title of the paper (middle, centered)
- The student's name (middle, centered)
- The name of the university the student attends (middle, centered)

HEADINGS
- Headings are required in the text of your paper. The following box illustrates three levels of headings, per APA style.

<table>
<thead>
<tr>
<th>First Level Heading</th>
</tr>
</thead>
<tbody>
<tr>
<td>(centered, boldface, uppercase and lowercase heading)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Level Heading</th>
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<tbody>
<tr>
<td>(flush left, boldface, uppercase and lowercase heading, writing begins on the next line with an indented paragraph)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Third level heading</th>
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</thead>
<tbody>
<tr>
<td>Writing of the paragraph begins on this line. (indented, boldface, lowercase paragraph heading ending with a period, followed by the beginning of the paragraph)</td>
</tr>
</tbody>
</table>

CITATIONS WITHIN THE TEXT OF THE PAPER

When you decide on a topic for your paper and begin finding sources of information, you will be presenting this information in one of three ways:
1. you may quote the source
2. you may summarize the source
3. you may synthesize information you have learned from the sources by applying your own critical thinking skills.

When you quote or summarize a source, you must cite the source. For example, if you put in your paper that there are 605,110 social workers in the US, then you must cite the source of this information or be able to prove that you personally counted all of them. If you put in your paper that agency XYZ provides services to special needs children, then you must cite
the source of this information. If you state that in Social Systems Theory the conversion operation is divided into structure and function, you must cite the source of this information, unless of course you are the theorist who first hypothesized this theory.

The APA style manual does not define plagiarism by number of words in a row but does define plagiarism in relation to ideas. In writing a paper, the student may not put an entire sentence in their paper which is "lifted" from a source unless it has quote marks around it. Also, be careful in summarizing. Taking an entire sentence and changing "the" to an "a," is not a summary. In this instance the student should quote the information.

Examples of Citations within the text of the paper:

- When citing, you must use the author and date.
- You CANNOT use the title of the book or article.
- Quoting requires the page or paragraph number to be shown. Yes, that means that if there are no page numbers, you must count the paragraphs and list the paragraph number.
- Summarizing does not require a page or paragraph number to be shown.

Quoting an author


Page numbers are required for quotes.
Note that the period is after the parenthesis, not before it, as the cite is part of the sentence. A quotation of 40 or more words should be placed in a free standing block.

Summarizing or paraphrasing an author
Jones (2008) compared reaction times . . .
In a recent study of reaction times (Jones, 2008) . . .
Do not list page numbers when summarizing.

Citation from a Secondary Source
In other words Freud did the original work but you read about it in a book or article by Jones. Freud (as cited in Jones, 2008) found . . .
[Note that in the reference section you list only Jones, not Freud]

Citation from a personal communication/interview
Personal communications may be interviews, phone conversations, emails, letters, memos, etc. Because they do not provide recoverable data, personal communications are not included in the reference list. Cite personal communications in text only. Give the initials as well as the surname of the communicator, and provide as exact a date as possible.

T. Jones (personal communication, November 23, 2011) reported that the majority of clients at the XYZ agency . . .
REFERENCES

References for an academic paper must be professional references. For your information The Reader's Digest, Psychology Today, The Family Networker, and Wikipedia are not professional references. You may reference professional pages from the world wide web. Non-professional pages should not be used in academic papers.

Rules for the Reference List
  - The Reference List must be in alphabetical order.
  - The authors must be listed in the order they appear on the title page of the book or in the heading of the journal article.
  - Author's names must be listed last name first, followed by a comma, then the author's first initial. Use of the first name of the author in the reference list means you are incorrectly using APA style.
  - When there are multiple authors, use the ampersand (&) not the word and, before the last author is listed
  - For titles of books or articles, capitalize the first letter of the first word of the title, capitalize proper names, capitalize the first letter of the first word following a colon, do not capitalize the other words in the title.
  - For titles of journals, capitalize the first letter of each word in the title.
  - Italicize the names of books and the names of journals, do not italicize the title of journal articles.
  - If a book has an edition number, the edition is required to be shown.
  - For books, the city and state of publication is required, as is the name of the publisher. If the author is also the publisher, then list the name of the author in the author position, then after the city, state show author as the publisher. For example, Nashville, TN: Author
  - If you are using more than one work by the same author AND it is also the same year, the date must be amended by adding an alpha. Example: (2012a) and (2012b). This commonly happens when you use agency publications, e.g., the agency's web page and the agency's policy manual and the agency's pamphlet, all of which are current. This is required so that when you cite the work within the text of the paper, your citation will correctly refer to the actual work used for the information you are presenting.

Examples for the Reference List:

**Book, which has been authored**
Chapter in an edited book. [Look on the title page of the book. If after the title is shown it states "Edited By" then it is an edited book, otherwise it is an authored book. Also, an edited book has chapters by different authors, that is why you will be listing the chapters separately and you will be listing the page numbers of the entire chapter.]


Journal article [in APA style you never use the words Volume or Page in the listing, instead, the volume number comes first, followed by the page numbers. Note that if pages are consecutively numbered in a journal you do not have to list the issue number:


Journal article obtained online which has a digital object identifier (doi)
doi: 10.1037/0278-6133.24.2.225

Journal article obtained online, url

Information obtained from a webpage.

Pamphlet or Agency produced information

Personal communication/interview
Although cited within the text of the paper, personal communications are not included in the reference list.
THIS GUIDE DOES NOT REPLACE THE APA MANUAL. IT SIMPLY LISTS SOME EXAMPLES WHICH ARE MEANT TO ASSIST YOU AS YOU LEARN APA STYLE.
APPENDIX B

GUIDE TO SOCIAL WORK JOURNALS
GUIDE TO SOCIAL WORK JOURNALS

Addiction and Recovery
Administration in Social Work
Adoption Quarterly
Advances in Alcohol and Substance Abuse
Affilia
Ageing International
Alcohol and Alcoholism
Alcohol and Addiction
Alcoholism Treatment Quarterly
American Journal of Drug and Alcohol Abuse
American Journal of Family Therapy
American Journal of Mental Retardation
American Journal of Sociology
American Sociological Review
American Sociologist
Arete
Behavioral Health Management
Biofeedback and Self Regulation
British Journal of Social Work
Canadian Journal of Social Work Education
Canadian Social Work
Canadian Social Work Review
Care Management Journals
Child Abuse and Neglect
Child and Adolescent Social Work Journal
Child and Youth Services
Child Welfare
Children and Youth Services Review
Clinical Social Work Journal
The Clinical Supervisor
Computer Use in Social Services Network
Computers in Human Services
Contemporary Crises: Law, Crime, and Social Policy
Crime, Law and Social Change
Families in Society
Family Therapy
Feminist Studies
Health and Social Work
Human Services in the Rural Environment
Indian Journal of Social Work [Bombay]
International Journal of Aging & Human Development
International Journal of Children's Rights
International Journal of Sociology and Social Policy
International Social Work
Issues in Social Work Education
Journal of Analytic Social Work
Journal of Applied Social Sciences
Journal of Case Management
Journal of Child Sexual Abuse
Journal of Continuing Social Work Education
Journal of Education for Social Work
Journal of Elder Abuse and Neglect
Journal of Ethnic and Cultural Diversity in Social Work
Journal of Family Social Work
Journal of Gay and Lesbian Social Services
Journal of Gerontological Social Work
Journal of Health and Social Policy
Journal of Homosexuality
Journal of Independent Social Work
Journal of International & Comparative Social Welfare
Journal of Jewish Communal Services
Journal of Long Term Home Health Care
Journal of Marriage and Family Counseling
Journal of Multicultural Social Work
Journal of Policy Analysis and Management
Journal of Progressive Human Services
Journal of Social Service Research
Journal of Social Welfare
Journal of Social Welfare & Family Law
Journal of Social Work and Human Sexuality
Journal of Social Work Education
Journal of Social Work Practice
Journal of Sociology and Social Welfare
Journal of Teaching in Social Work
Journal of Technology in Human Services
Journal of Women and Social Work (Affilia)
Measurement and Evaluation in Counseling and Development
New Social Worker (www.socialworker.com)
Policy & Practice of Public Human Services
Policy Evaluation
Policy Review
<table>
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<th>Prevention in Human Services</th>
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<td>Psychoanalytic Social Work</td>
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<td>Race and Class</td>
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<td>Race and Society</td>
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<td>Research on Social Work Practice</td>
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<td>Research Policy</td>
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<td>Residential Treatment for Children and Youth</td>
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<td>School Social Work Journal</td>
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<td>Social Casework</td>
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<td>Social Development Issues</td>
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<tr>
<td>Social Perspectives</td>
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<tr>
<td>Social Work</td>
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<tr>
<td>Social Work and Christianity</td>
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<tr>
<td>Social Work Education</td>
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<td>Social Work In Education</td>
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<tr>
<td>Social Work In Health Care</td>
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<tr>
<td>Social Work Research</td>
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<tr>
<td>Social Work Research &amp; Abstracts</td>
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<tr>
<td>Social Work Today</td>
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<tr>
<td>Social Work With Groups</td>
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</tbody>
</table>
INFORMATION ON DATA BASES

EbscoHost Masterfile includes indexing for some 3100 periodicals and full text for about 1900 including such titles as:
- Affilia
- Child Welfare
- Health and Social Work
- Journal of Social Work Education
- Social Work
- Social Work in Education
- Social Work Research
- Social Work Research & Abstracts
- Society
- Sociological Methods and Research
- Sociological Perspectives
- Sociological quarterly

Lexis/Nexis: Compendium of social legal, political, economic, and current affairs information in a number of areas, through a broad range of publications, including such journals as
- Administration in Social Work
- Journal of Social Welfare and Family Law

Search Bank, Expanded Academic Index. An index and full text compendium of approximately 1500 periodical titles in a number of fields. Selective full text titles include:
- Administration in Social Work
- Affilia, Journal of Women and Social Work
- Child & Adolescent Social Work Journal
- Child Welfare
- Clinical Social Work Journal
- Families in Society: The Journal of Contemporary Human Services
- Health and Social Work
- International Social Work
- Journal of Gerontological Social Work
- Journal of Social Work Education
- Policy & Practice of Public Human Services
- Public Welfare
- Research on Social Work Practice
- Social Work
- Social Work Research
- Social Work with Groups

EbscoHost Health Source: full text health periodicals, pamphlets, and reference books

ProQuest Direct: full text Research II Periodicals and Research II Peer Reviewed general topics
APPENDIX C

NASW CODE OF ETHICS
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.

For a complete list of the Ethical Principles and Ethical Standards go to:
http://www.naswdc.org/pubs/code/default.asp
APPENDIX D

COUNCIL ON SOCIAL WORK EDUCATION
EDUCATIONAL POLICY AND ACCREDITATION STANDARDS
The purpose of the social work profession is to promote human and community well-being. Guided by a person and environment construct, a global perspective, respect for human diversity, and knowledge based on scientific inquiry, social work's purpose is actualized through its quest for social and economic justice, the prevention of conditions that limit human rights, the elimination of poverty, and the enhancement of the quality of life for all persons.

Social work educators serve the profession through their teaching, scholarship, and service. Social work education – at the baccalaureate, master's, and doctoral levels – shapes the profession's future through the education of competent professionals, the generation of knowledge, and the exercise of leadership within the professional community.

The Council on Social Work Education (CSWE) uses the Educational Policy and Accreditation Standards (EPAS) to accredit baccalaureate- and master's-level social work programs. EPAS supports academic excellence by establishing thresholds for professional competence. It permits programs to use traditional and emerging models of curriculum design by balancing requirements that promote comparability across programs with a level of flexibility that encourages programs to differentiate.

EPAS describe four features of an integrated curriculum design: (1) program mission and goals; (2) explicit curriculum; (3) implicit curriculum; and (4) assessment. The Educational Policy and Accreditation Standards are conceptually linked. Educational Policy describes each curriculum feature. Accreditation Standards are derived from the Educational Policy and specify the requirements used to develop and maintain an accredited social work program at the Baccalaureate or Master's level.

For a complete listing of the Standards go to:

http://www.cswe.org/Accreditation/2008EPASDescription.aspx