

**MIDDLE
TENNESSEE**



STATE UNIVERSITY

**BACHELOR OF
SOCIAL WORK
STUDENT HANDBOOK**

**MIDDLE TENNESSEE STATE UNIVERSITY
COLLEGE OF BEHAVIOR & HEALTH SCIENCES
DEPARTMENT OF SOCIAL WORK**

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 500 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 200 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

Dr. Cathy McElderry Department Chair	PH 125	x5673	Cathy.McElderry@mtsu.edu
Dr. Vickie Harden MSW Coordinator	PH 128	x2510	Vickie.Harden@mtsu.edu
Dr. Nikki Jones BSW Coordinator	PH 121	x8626	Nikki.Jones@mtsu.edu
Prof. Sasha Fallon Field Coordinator	PH 129	x8552	Sasha.Fallon@mtsu.edu
Dr. Justin Bucchio	PH 124	x2477	Justin.Bucchio@mtsu.edu
Dr. Kathleen Darby	PH 126	x2683	Kathleen.Darby@mtsu.edu
Dr. Donna Dopwell	PH 122	x8394	Donna.Copwell@mtsu.edu
Dr. Carmelita Dotson	PH 123	x5364	Carmelita.Dotson@mtsu.edu
Dr. Maggie Fontanesi-Seime	PH 120	x5766	Margaret.Fontanesi-Seime@mtsu.edu
Prof. Tonya Hobbs	PH 136	x5561	Tonya.Hobbs@mtsu.edu
Dr. Ariana Postlethwait	PH 130	x8633	Ariana.Postlethwait@mtsu.edu
Prof. John Sanborn	PH 127	x2685	John.Sanborn@mtsu.edu
Crystal Owen Academic Advisor	CKNB 108	x4803	Crystal.Owen@mtsu.edu
Dian White MSW Administrative Assistant	PH 134	x5859	Dian.White@mtsu.edu
Sarah Pruitt BSW Administrative Assistant	PH 134	x2868	Sarah.Pruitt@mtsu.edu

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. We believe classwork 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 with systems of all sizes that is built on an understanding of the value base of the profession and its ethical standards.
2. To provide a flexible educational program that increases the student's understanding of the ways which diversity and difference characterize the human experience, and which are critical to the formation of professional identity.
3. To help students develop the understanding that every person has fundamental human rights and to assist students in understanding strategies designed to eliminate oppressive structural barriers and promote social economic, and environmental justice.
4. To prepare graduates with an understanding of quantitative and qualitative research methods and their respective roles in advancing a science of social work and in evaluating practice.
5. To ensure students understand that human rights and justice are mediated by policy and its implementation at the federal, state, and local levels, and the global influences that affect social policy.
6. To prepare students through academic rigor and experiential learning to engage, assess, intervene, and evaluate diverse individuals, families, groups, organizations, and communities, utilizing evidence-based theoretical frameworks, teamwork, and collaboration.

SOCIAL WORK CORE COMPETENCIES

1. Demonstrate Ethical & Professional Behavior.
2. Engage Diversity and Difference in Practice.
3. Advance Human Rights and Social, Economic, and Environmental Justice.
4. Engage in Practice-informed Research and Research-informed Practice.
5. Engage in Policy Practice.
6. Engage with Individuals, Families, Groups, Organizations, and Communities.
7. Assess Individuals, Families, Groups, Organizations, and Communities.
8. Intervene with Individuals, Families, Groups, Organizations, and Communities.
9. Evaluate Practice 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 that includes the problem-solving approach; a focus on human diversity; the ability to understand and analyze social work research; an ability 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

SW 2570, Introduction to Social Work	3 hrs
SW 2630, Interviewing Skills	3 hrs
SW 3000, Social Policy	3 hrs
SW 3110, Research Methods	3 hrs
SW 3120, Data Analysis	3 hrs
SW 3160, Human Behavior and the Social Environment I	3 hrs
SW 3161, Human Behavior and the Social Environment II	3 hrs
SW 3200, Cultural Diversity	3 hrs
SW 4480, Social Work with Groups	3 hrs
SW 4580, Social Work Practice I	3 hrs
SW 4590, Field I	6 hrs
SW 4650, Social Work Practice II	3 hrs
SW 4680, Field II	9 hrs
SW 4690, Integrative Seminar	3 hrs
Elective	3hrs
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

First Semester*

HBSE I	3 hrs
Research	3 hrs
Policy	3 hrs
Interviewing	3 hrs
Elective/Minor	3 hrs
Total	15 hrs

*Apply for admission as a Social Work Major

Second Semester^o

HBSE II	3 hrs
Data Analysis	3 hrs
Practice I	3 hrs
Diversity	3 hrs
Elective/Minor	3 hrs
Total	15 hrs

^oApply for admission to Field

SENIOR YEAR

First Semester(classes MWF only)

Practice II	3 hrs
Field I	6 hrs
Groups	3 hrs
Elec/Minor	3 hrs
Total	15 hrs

Second Semester (classes TTh only)

Elective/Minor	3 hrs
Field II	9 hrs
Integrative Seminar	3 hrs
Total	15 hrs

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 apply 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, in September and January.

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. A majority of "above average" and "outstanding" ratings on reference forms.

Note that admission to the BSW program is competitive. Admission decisions include acceptance, conditional acceptance, or denial. When students are in process of completing social work prerequisites and general education requirements, conditional admission may be granted. Students are fully admitted upon completion of prerequisite and general education courses at the conclusion of the semester. If a student does not complete these courses with a C - or better at the conclusion of the semester, then they are not admitted into the program. Another example of contingent admission is for resubmission of the personal essay. Students who must resubmit their personal essay must contact their social work faculty advisor to make an appointment and discuss their essay and visit the MTSU Writing Center for support to improve their essay. These students are fully admitted upon successful revision and resubmission of their essay at the conclusion of the semester. Students who are denied admission may reapply to the BSW program or choose another major with a Social Welfare minor. Students changing majors are recommended to pursue the Bachelor of Science in Integrated Studies, which is offered by University College.

Students can find more about the Bachelor of Science in Integrated Studies (B.S.) at <https://www.mtsu.edu/programs/integrated-studies/degrees>

For more information on the MTSU Writing Center or to make an appointment, visit: <https://www.mtsu.edu/writing-center/index.php> or call (615) 904-8237. The writing center is located in Walker Library, Room 362 or you may email at uwcenter@mtsu.edu

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

Social Work majors cannot 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.

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 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 recourses, 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. 200 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. 300 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. Social work students have both academic and social work faculty advisors. The Social Work program has a full time Academic Advisor located in the College of Behavioral and Health Sciences Advising Office. In addition, all full-time social work faculty members serve as professional advisors. Students may access contact information for their advisors via Pipeline. The advisors hold a minimum of a master's degree.

The purpose of academic 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 academic advisor each semester to outline their social work program and goals, and to set semester schedules. The student's degree plan and college transcripts provide consistent academic information to assist accurate planning of their progression through the program.

After a student has declared a Pre-Social Work major, they are to visit the Social Work Office and complete an informational declaration form to have a social work faculty advisor assigned. Once a Social Work Faculty Advisor is assigned, the student is notified via Pipeline. Both the academic advisor and social work advisor are a part of the student's success team. The social work faculty advisor discusses with the students their professional goals and the students' understanding of their suitability for the social work profession. Students are able to access social work advisors during office hours and/or via email.

When appropriate, both advisors inform and refer students to the MTSU Counseling and Career Center, the Writing Lab, the Financial Aid Office, the Student Health Center, the Disability and Access Center, and other university services. Advisors 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 which is online. 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 which is available online. 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 student social work organizations (Forum, Phi Alpha, NABSW) 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 student organizations (Forum, Phi Alpha, NABSW) 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 Disability and Access Center located on the first floor of the Keathly University Center (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, 615-898-2185.

The Department of Social Work 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, 615-898-2185.

ORGANIZATIONS

STUDENT SOCIAL WORK ORGANIZATION

The SSWO, formerly known as 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. The purposes of SSWO is 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 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 professional conferences, and social gatherings.

BILINGUAL STUDENTS SOCIAL WORK CLUB

The Bilingual Students' Social Work Club was chartered at MTSU in 2019 for the following purposes: to be a safe space for bilingual social work students; to enhance and expand professional skills of the members; to learn more about diverse communities and how to serve them; and to increase cultural competence. Membership requirements include having social work as a major or minor, being bilingual or multilingual (students who have some amount of a second language such as high school Spanish, and who are interested in joining, are quite welcome), and having a minimum GPA of 2.5. In order to be considered in good standing, members must pay dues each semester, attend meetings on a regular basis, and engage in community service activities led by the club.

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 chartered 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 inclusive GPA of 3.3
5. Achieved a 3.3 GPA in required social work courses
6. Payment of dues

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

NATIONAL ASSOCIATION OF BLACK SOCIAL WORKERS, STUDENT CHAPTER

The National Association of Black Social Workers (NABSW) was established in 1968 to advocate and address important social issues that impact the health and welfare of the Black community. The vision of NABSW is guided by the Swahili Seven Principles of (Nguzo Saba). The MTSU student chapter of NABSW is one of many throughout the United States. Student membership is open to students who are pre-social work majors or have a minor in social work or social welfare. Student group activities include monthly meetings, fund raising events, and community and service projects. Membership requirements are as follows:

- (1) Students do not have to major in the field of Social Work or be of African American decent to join but must have an interest in helping others. However, you must be of African American decent to hold office.
- (2) Must have a cumulative G.P.A. of 2.5 and be in good academic standing
- (3) Be able to attend meetings regularly (2 excused absences allowed per semester)
- (4) Participation in at least two community and service projects per semester
- (5) Payment of national membership dues for the academic year

NATIONAL ASSOCIATION OF SOCIAL WORKERS (NASW)

NASW is the national organization for professional social workers with over 120,000 members and 55 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. 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
- 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 and 48 attempted hours and a **cumulative** TELS GPA of 3.0 thereafter. You may qualify with a 2.75 **cumulative** GPA after 72 attempted hours (and subsequent semesters), if you are enrolled full-time and maintain a **semester** GPA of at least 3.0. 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. Lottery recipients are eligible to receive the scholarship for a maximum of five years from the date of initial enrollment, or until a bachelor's degree is earned. For

additional Lottery rules, please refer to your Lottery Statement of Understanding form, review lottery requirements on the web at <https://www.mtsu.edu/financial-aid/scholarships/tels.php> or contact the 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 <https://www.tn.gov/dcs/contact-us/opportunities/sw-majors.html>

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.
3. Violations of the University Code of Student Conduct. (See University Catalog)

A student may be dismissed from the BSW program on recommendation by a faculty member, field instructor, or a participating practicum agency. The recommendation is made to the Social Work Department Chair and/or the Academic and Professional Standards Committee. All faculty familiar with the student's performance must be consulted prior to this action being taken. A formal vote from the Academic and Professional Standards Committee is required to initiate dismissal.

A student may be terminated from the program on the basis of:

1. **Academic Performance:** Student must pursue academic honesty and meet grade requirements. Students are required to maintain a grade of C or better in all sequenced courses (e.g., HBSE II, Practice I/II, Integrative Seminar, or Field). Students who earn a final grade of "D" or "F" in any sequenced courses may not re-enroll in these courses or subsequent courses in the sequence without the permission of the Department Chair or a designee. Students must request written permission to the Department Chair in order to enroll in sequenced courses in which they have earned a final grade of "D" or "F." The department chair or a designee will make the final decision on a student's re-enrollment in a sequenced course courses in which they have earned a final grade of "D" or "F." Faculty will report midterm and final grades to Executive Aid using the BSW Grade Reporting Form.
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. Students must abide by the National Association of Social Workers Code of Ethics and MTSU Student Code of Conduct. Student are expected to use technology appropriately and professionally. See Appendix E, for more information about social media and professional behavior.
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 terminated from the program and/or may receive an Improvement Plan, which initiates termination. See Appendix F, for more information about social media and professional behavior. Continuation of the identified behavior will result in termination from 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.

The protocol for termination includes the following:

1. Faculty member, field instructor, or a participating practicum agency refers student for academic and/or unprofessional behavior to Department Chair or designee.
2. Department Chair or designee refers student's case to the Academic and Professional Standards Committee for review.
3. Academic and Professional Standards Committee reviews student's case and makes a decision to terminate the student from the social work program or initiate the termination process with an improvement plan.
 - Committee reviews documentation and/or meets with student and faculty familiar with the student's performance.
 - The Committee decides to terminate the student from the social work program or the termination process is initiated with an improvement plan. The improvement plan is completed by student and social work faculty advisor.
 - Students have one semester to fulfill the expectations of the improvement plan. A student has ten (10) business days to sign the improvement plan or submit an appeal letter after termination. A student may appeal the Academic and Professional Standards Committee's decision for an improvement plan or termination. Students who wish to challenge the improvement plan or termination must write an appeal letter to the Department Chair. The appeal letter must provide the student's reasons for refusing the improvement plan or challenging termination.
 - Social work faculty advisor submits the outcome of the improvement plan to the Academic and Professional Standards Committee. The Committee makes a recommendation to the Chair for the student's termination or continuation in the program.

4. The Chair or a designee informs the student of their termination or continuation in the BSW program.

In certain circumstances, a student may be terminated from the BSW program with specific remedial steps to be taken before formal re-application to the program may be made. Students have the right of appeal for the termination 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, which is available at:

<https://www.mtsu.edu/information/student-complaints.php>

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 Academic and Professional Standards 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. A case review of the student's grievance will include the Committee and any 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.

Handbook Revised September 2019

APPENDIX A

APA Style And Writing Guide

Department of Social Work Beginner's Guide to APA

The following information is meant to assist you in learning how to write professionally. This applies not only to your social work courses, but to your social work internships, and to your employment after receiving your degree.

WHAT SOURCES CAN I USE FOR WRITING PAPERS AND REPORTS?

- Social Work text books published within the last 10 years
- Peer reviewed journal articles related to the topic of the paper published within the last 10 years (hint: use Google Scholar, not Google)
- Websites: The domain .edu is reserved for colleges and universities and the domain .gov denotes a government website. These two are credible sources of information for papers and reports. Be careful with the domain .org because .org is usually used by non-profit organizations which may have an agenda of persuasion rather than education. If your paper or report is specifically about an organization or agency that has a .org domain, that site would be appropriate. (Examples: Salvation Army, United Way, Catholic Charities, etc – just ensure it is their official web site)
- One caution on .edu, do NOT use a psychology .edu site (or other discipline site) for information about social work. You would need to find a social work .edu site.

WHAT SOURCES CANNOT BE USED?

- Any source more than 10 years old, unless it is recognized as a classical writing in the field
- Magazines or other periodicals which are not peer reviewed (hint: Psychology Today is not peer reviewed, neither is The Family Networker or The Reader's Digest)
- NO: Dictionaries, Encyclopedias, (summarizing a summary is not professional writing)
- Websites: Some domains such as .com, .org, and .net can be purchased and used by any individual for any purpose. It is NOT recommended that you use these domains.
- Social Media (facebook, twitter, blogs, etc): These sites have personal opinion formats. In professional writing we are looking for professionally informed, valid information not the personal opinions of the man on the street.

WHAT FORMAT DO I USE FOR WRITING MY PAPER?

- In each class your instructor will provide you an outline for your papers. Remember that as a profession Social Work uses APA style of writing. This means that headings are required for each section of your paper. The first heading will be Introduction,

- the remaining headings will be related to the paper outline provided by the instructor, and the last heading will be Conclusion.
- Using APA style you must have a title page containing a running head, your name, the name of the paper, and the name of your university.
 - Using APA style you must have a Reference page containing APA style references for each source that you used in the paper.
 - In addition, throughout the paper, quotations and summaries from literature must be cited in APA format.

DOESN'T THE COMPUTER FORMAT THE PAPER THE WAY IT SHOULD BE?

No, you need to ensure you are following the appropriate guidelines.

- Set your computer to the APA requirements. If you do not manually set your computer, then your computer will default to its original settings – AND the original settings are not in APA.
- Margins: one inch, all around
- Font Style: Times New Roman, no other font is accepted
- Font Size: 12, No other size is accepted
- Paragraphs: double space the entire paper
- Your default may be to add additional space between paragraphs, click on Paragraph, under Spacing check the box which says Don't add space between paragraphs
- Page numbers: are required
- Remember, we are not the author's of APA style, nor did we select it as the social work writing style. We are trying to help you understand what to do, not provide a rationale as to why it needs to be done ☺.

Title Page, there are only 5 things on the title page

- Name of the paper, Centered
- Your Name, Centered
- The name of your university, Centered
- A running head
- The page number

Exception: if your instructor puts in their syllabus that they want the name/number of the course and/or the date and/or the instructor's name on the title page, then you can add these. If an instructor does not give you special instructions to ADD, then DO NOT ADD.

Things not on a title page include graphics of any kind (no pictures, drawings, etc)

The paper name, the student name and the university name are centered in the upper half of the page. However, there are examples in the APA manual of these being centered at the top of the page, while other examples show them being centered in the middle of the page, while other examples show them being centered at the bottom of the page. Just center them – we don't care where (top, middle, or bottom).

CAUTION!! If you are using Windows 10, under the Reference tab you have the option to select APA style. Please note that this information is INCORRECT. If you use the Windows 10 setting for APA you will lose points! You are expected to utilize the APA Manual for references and citations within the paper.

The 6th edition of the APA Manual is the current edition.

- There are significant changes in this edition, so do **not** use prior editions of the manual.
- There is free software out there that says that it will format your paper correctly. This is a **caution** against free software. First, it's free, so think about that. Next, **You are responsible** for APA style. Using software which does not reflect current APA style is not an excuse for making errors.
- There are web sites out there that report to have all the APA answers in their online information. Once again, **you are responsible** for APA style.

APA References

- References must be professional references. You can supplement with other references (news articles, etc) but only professional references will count towards the number of references required for the assignment. FYI, Wikipedia is NOT a professional reference.
A Blog is NOT a professional reference. If you want to google for references, then be sure to use Google Scholar to ensure you are using professional literature.
- References must be within the last 10 years, unless they are classically recognized work.
- References must be listed beginning with the top of the page following the end of your paper (start new page).
- The title of the reference page is **References**. You **do not use bibliography or works cited** as the title, since these terms are not APA style.
- Authors must be listed in the order they appear on the title page of the book or in the heading of the journal article (no, you do not change them around).
- On the reference list, the references must be listed in alphabetical order based on the last name of the first author.

EXAMPLES:

Book which has been authored

Hepworth, D., Rooney, R., Rooney, G., Strom-Gottfried, K., & Larsen, J. (2010). *Direct social work practice: Theory and skills* (8th ed.). Belmont, CA: Brooks/Cole, Cengage.

Chapter in an edited book (Look on the title page of the book. If after the title it shows "Edited By" then it is an edited book, other wise it is an authored book. An edited book has chapters written by different authors, this is the reason you will be listing the chapters separately and you will be listing the page numbers for the chapter.)

Raaker, M., & Resnick, E. (2014). Veterans and suicide. In G. Dick (Ed.). *Social work practice with veterans* (pp. 235-250). Washington, D.C.: NASW Press.

Journal article (in APA you never use the words Volume or page in the listing)

Ayala, J. (2009). Blended learning as a new approach to social work education. *Journal of Social Work Education*, 45, 277-287.

Journal article from the web

Morriss, L. (2015). Accomplishing social work identity through non-seriousness: An ethno-methodological approach. *Qualitative Social Work* 14(3), 307-320. doi 10.1177/14733250/4552282.

Information obtained from a web page

Salvation Army. (2018). Homepage. Retrieved from <http://www.salvationarmy.com>.

Personal communication/interview

Although cited within the text of the paper, personal communications are not included on the reference list.

Things to note:

- check your capitalization, APA has their own way of capitalizing
- check the titles that need to be italicized
- a search engine web address (such as Ebscohost, Academic Premier Elite, Medline, etc) should NEVER be listed in the reference list as another user cannot retrieve the article you looked up by inputting a search engine address. **Use the doi or the web address**, not the search engine address.

Citations: When you quote a source or summarize a source, you must cite the source. The source is always the author's name as shown on your reference list.

Quoting an author

“Reaction times . . . “ (Jones, 2015, p. 101)

Jones (2015) found that “reactions times . . .” (p. 101).

Note that page numbers or paragraph numbers if quoting from an online source are required for all quotes.

Summarizing or paraphrasing an author

Jones (2015) compared reaction times . . .

In a recent study of reaction times (Jones, 2015) . . .

You can list page numbers for summaries, but in APA style page numbers for summaries are not required.

Always use the author's name when quoting or summarizing.

NEVER use the title of a book in a citation.

NEVER use a web address in a citation.

ALWAYS use the author's name.

When citing, look at the reference list. Who or What is listed as the author? That is the name that goes in the citation. **Example**

website: www.salvationarmy.org

Reference List: Salvation Army (2017). Homepage. Retrieved from www.salvationarmy.org

Citation: Homeless shelters are historically overcrowded in the winter months (Salvation Army, 2017).....

Plagiarism – 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. **CAUTION: cutting and pasting from the web is plagiarism.** We use plagiarism software which identifies any section of your paper which has been taken from another source, including a paper that you may have previously written and submitted for a grade in any class.

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

Prevention in Human Services
Psychoanalytic Social Work
Public Welfare
Race and Class
Race and Society
Research on Social Work Practice
Research Policy
Residential Treatment for Children and Youth
School Social Work Journal
Social Casework
Social Development Issues
Social Perspectives
Social Work
Social Work and Christianity
Social Work Education
Social Work In Education
Social Work In Health Care
Social Work Research
Social Work Research & Abstracts
Social Work Today
Social Work With Groups

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

Code of Ethics of the National Association of Social Workers
Approved by the 1996 NASW Delegate Assembly
Revised on August 4, 2017 at the NASW Delegate Assembly

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. In situations when conflicting obligations arise, social workers may be faced with complex ethical dilemmas that have no simple answers. 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.

With growth in the use of communication technology in various aspects of social work practice, social workers need to be aware of the unique challenges that may arise in relation to the maintenance of confidentiality, informed consent, professional boundaries, professional competence, record keeping, and other ethical considerations. In general, all ethical standards in this *Code of Ethics* are applicable to interactions, relationships, or communications, whether they occur in person or with the use of technology. For the purposes of this *Code*, "technology-assisted social work services" include any social work

services that involve the use of computers, mobile or landline telephones, tablets, video technology, or other electronic or digital technologies; this includes the use of various electronic or digital platforms, such as the Internet, online social media, chat rooms, text messaging, e-mail, and emerging digital applications. Technology-assisted social work services encompass all aspects of social work practice, including psychotherapy; individual, family, or group counseling; community organization; administration; advocacy; mediation; education; supervision; research; evaluation; and other social work services. Social workers should keep apprised of emerging technological developments that may be used in social work practice and how various ethical standards apply to them.

For the NASW Ethical Principles and Ethical Standards:

<https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>

For the NASW Standard:

<http://www.naswpress.org/publications/standards/index.html>

APPENDIX D

**COUNCIL ON SOCIAL WORK EDUCATION
EDUCATIONAL POLICY AND ACCREDITATION STANDARDS**

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-in-environment framework, a global perspective, respect for human diversity, and knowledge based on scientific inquiry, the purpose of social work 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, locally and globally.

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, the promotion of evidence-informed practice through scientific inquiry, and the and the exercise of leadership within the professional community. Social work education is advanced by the scholarship of teaching and learning, and scientific inquiry into its multifaceted dimensions, processes, and outcomes.

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 and methods of curriculum design by balancing requirements that promote comparable outcomes 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 to each other. 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:

<https://www.cswe.org/Accreditation/Standards-and-Policies/2015-EPAS>

APPENDIX E

POLICY ON SOCIAL MEDIA AND PROFESSIONAL COMMUNICATION

Policy on Social Media and Professional Communication

Public social networks are not private. Even when open only to approved or invited members, users cannot be certain that privacy will exist among the general membership of sites. If social work students choose to participate in such forums, please assume that anything posted can be seen, read, and critiqued. What is said, posted, linked to, commented on, uploaded, subscribed to, etc., can be accessed and archived, posing potential harm to professional reputations and prospective careers.

Social work students who use social media (i.e. Facebook, Instagram, Twitter, etc.) and other forms of electronic communication (i.e. email, blogs, etc.) must be mindful of how their communication may be perceived by clients, colleagues, faculty, and others. Social work students are expected to make every effort to minimize material that could be considered inappropriate for a professional social worker in training. Because of this, social work students are advised to manage security settings at their most private levels and avoid posting information/photos or using any language that could jeopardize their professional image.

Students are asked to consider the amount of personal information posted on these sites and are obliged to block any client access to involvement in the students' social networks. Client material should not be referred to in any form of electronic media, including *any* information that might lead to the identification of a client or compromise client confidentiality in *any* way. Additionally, students must critically evaluate any material that is posted regarding community agencies and professional relationships, as certain material could violate the standards set by the Department of Social Work, the Tennessee Code of Conduct for Social Workers, and/or the National Association of Social Workers Code of Ethics.

Social work students should consider that they will be representing professional social work practice as well as Middle Tennessee State University Department of Social Work while in the classroom, the University, and the broader community.

APPENDIX F
STUDENT IMPROVEMENT PLAN

