



Bachelor of Social Work Student Handbook

AY 2024-2025

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Visit us at <https://w1.mtsu.edu/socialwork/>

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Welcome

Dear Students:

We welcome you to the Middle Tennessee State University (MTSU) Department of Social Work! Whether you are beginning or continuing your educational journey with us, we look forward to learning, exploring, and growing together. We prepare students to address the complex social problems of our time to achieve social, racial, and economic justice for all people. We believe that justice can be more than an ideal. Now more than ever, social workers are needed to meet societal challenges. Whether pursuing a Bachelor of Social Work (BSW) or Master of Social Work (MSW), we offer a unique and innovative curriculum to reflect current and future social service needs.

The MTSU Department of Social Work faculty comprises an outstanding group of scholars actively engaged in innovative research to address complex challenges facing our community and worldwide. Their practice experience and research expertise reinforce our social and economic justice commitment. Our goal is to promote intellectual curiosity and embrace academic debate. In addition to various stimulating courses, we offer various Practicum education sites and community engagement opportunities.

We are dedicated to educating future contributors and leaders and learning from each other. Therefore, we encourage one another to foster a community free of anti-racism, discrimination, and intolerance. We promote a respectful, civil, supportive, and safe climate. These core values allow us to provide a learning environment where we can all pursue our dreams and reach our highest potential.

Earning a degree in social work is a collaborative experience. We hope you make personal and professional connections that last throughout your program of study and beyond. Our community is a source of strength and support, and we encourage you to reach out to faculty, staff, and classmates for information, resources, and support. Do not hesitate to engage with others or ask questions. Even if answers are not readily available, you can enjoy the experience of discovering them together.

We are grateful to have you and look forward to working with you and getting to know you.

Faculty and Staff
Department of Social Work

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Section I. Department of Social Work

Accreditation and Certification

The Bachelor of Social Work (BSW) program at Middle Tennessee State University (MTSU) has been professionally accredited by the Council on Social Work Education (CSWE) since 1976 and has maintained accreditation since then. This accreditation allows graduates to join organizations such as the National Association of Social Workers (NASW), qualify for licensure, and apply for advanced standing in Master of Social Work (MSW) programs. Accreditation is vital in the social work profession, as most positions require graduates from an accredited program. Additionally, MTSU is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

Mission

The Department of Social Work at MTSU prepares students to serve as social work practitioners, scholars, and leaders who assist individuals, families, groups, and communities at the local, national, and international levels. Our faculty seeks to develop culturally informed, community-engaged students who promote social justice and respect for diversity and human rights through research, coursework, practicum work, and public service.

Vision

Our vision is to create a world where social workers are leaders in promoting a society that values equity, diversity, inclusiveness, and concern for the well-being of all humanity.

Goals

The goals of the Department of Social Work are to:

1. Prepare a diverse student body for generalist social work practice with systems of all sizes grounded in the profession's values and ethical standards;
2. Offer a flexible educational program that enhances the student's understanding of diversity and difference, which are essential for shaping professional identity;
3. Foster students' recognition of fundamental human rights and provide strategies to eliminate oppressive barriers, promoting social, racial, economic, and environmental justice;
4. Equip graduates with knowledge of both quantitative and qualitative research methods, advancing social work science and evaluating practice;
5. Ensure students understand how human rights and justice are influenced by policy at federal, state, and local levels, and the global factors that shape social policy; and,
6. Prepare students through academic rigor and experiential learning to engage, assess, intervene, and evaluate diverse individuals, families, groups, organizations, and communities using evidence-based theoretical frameworks, teamwork, and collaboration.

Faculty Information

The Department of Social Work at MTSU features a diverse team of full- and part-time faculty with a wide range of experience and expertise across various areas of social work. A professional advisory board, consisting of practicing social workers from the community, provides valuable input and feedback to the faculty. The Department of Social Work faculty and staff can be listed at the following link:

<https://w1.mtsu.edu/socialwork/faculty.php>.

Campus Location

In 2020, the Department of Social Work and two other disciplines relocated to the new 91,000-square-foot Academic Classroom Building (ACB). This \$39.6 million facility houses faculty offices, classrooms, and lab spaces. The ACB features 14 classrooms, five computer labs, 900 seats for classes and labs, and 14 discipline-specific research rooms with 87 student workstations. The Department of Social Work is located on the first floor in room ACB 130.



For additional information about the Department of Social Work, please visit <https://w1.mtsu.edu/socialwork/index.php>.

Important Dates

Important dates regarding university registration and the department application process are listed below. The actual dates will be posted on the department's website: <https://w1.mtsu.edu/socialwork/index.php>.

	Fall Semester	Spring Semester
Application to the Major	September	February
Admissions Orientation to the Major	September	February
Program Major Orientation (required)	November	April
University Priority Registration	November	April
Practicum Orientation (required)	September	February
Practicum Introduction Week (required)	1 st week of the semester	1 st week of the semester
Application to Practicum	October	March
Departmental Scholarships		February
University Priority Registration	November	April
University Scholarships	October 1 (due February 15)	

Section II. Bachelor of Social Work (BSW) Curriculum Design

Core Competencies

The Council on Social Work Education (CSWE) is the accrediting body for baccalaureate and master's level social work programs in the United States. It establishes the Educational Policy and Accreditation Standards (EPAS). These standards direct the. The BSW program's mission, vision, and goals at MTSU shape its curriculum design and structure. Successfully completing the core courses and practicum signifies that a student demonstrated their ability to meet the following competencies outlined in the CSWE 2022 EPAS:

1. Demonstrate Ethical & Professional Behavior
2. Advance Human Rights and Social, Racial, Economic, and Environmental Justice
3. Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice
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

Each core course includes a department Standardized Assignment designed to assess students' competencies and practice behaviors. Along with a numeric grade, the assignment will provides competency scores at specific stages of the student's education. Instructors will issue a competency report before the semester ends, which can be found in the Tevera Practicum Management and Accreditation Software (refer to the last page of the core course syllabus), which will be available in the. Tevera is accessible at <https://mtsu.tevera.app/#/login>. Additional information about social work education competencies is available at <https://www.cswe.org/accreditation/policies-process/2022epas/> and in the CSWE Educational Policy and Accreditation Standards (Appendix A).

Generalist Model

The Bachelor of Social Work (BSW) degree is recognized as the entry-level professional qualification for generalist social work practice in both public and private social service settings. This generalist approach emphasizes a systems perspective, problem-solving techniques, analysis understanding of human diversity, analysis of social work research, self-evaluation in practice, and a commitment to human rights, empowering vulnerable populations, and upholding social work values and ethics to promote social change and justice.

At MTSU, the BSW curriculum is developed, delivered, and assessed within this generalist framework, in alignment with university and Department of Social Work requirements and the CSWE's EPAS. The curriculum prepares students for entry-level generalist practice with individuals, families, groups, organizations, and communities.

Social work is grounded in six core values: service, social justice, dignity and worth of the person, the importance of human relationships, integrity, and competence. These values and their principles set the standards for ethical conduct in the profession. Social workers must continually develop the knowledge, skills, and judgment needed for safe and ethical practice. Students are encouraged to review the ethical standards of social work, guided by the following professional organizations:

International Federation of Social Workers (IFSW)	https://www.ifsw.org/global-social-work-statement-of-ethical-principles/.
National Association of Black Social Workers (NABSW)	https://www.nabsw.org/page/CodeofEthics,
National Association of Social Workers (NASW)	https://www.socialworkers.org/about/ethics/code-of-ethics,

In addition to fulfilling MTSU's General Education Curriculum requirements, students pursuing a BSW degree must complete 54 credit hours within the major. This includes 48 credit hours of required core courses and six (6) credit hours of social work electives. The BSW curriculum covers key areas such as human behavior in the social environment, social work practice, social policy, research, social and economic justice, human rights, values and ethics, and a Practicum experience. Students must maintain an overall GPA of 2.0, a 2.5 GPA in all social work courses, and complete 425 hours of Practicum Education, which provides experiential learning in a social service agency.

Social Work Course Descriptions

Figures 1 and 2 present the required and elective social work courses. Admission to the BSW Program is a prerequisite for enrolling in SW 3120, SW 3161, SW 3200, SW 4580, SW 4581, SW 4582, SW 4681, and other courses designated for Social Work majors.

Figure 1. Required Social Work Courses

SW 2570	Introduction to Social Work The methods, history, philosophy, and present organization of the social work profession.	3 credit hours
SW 2630	Interviewing Skills for Social Work Practice An introduction to principles and processes of social work practice including interviewing and developing relationships.	3 credit hours
SW 3000	Social Policy 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.	3 credit hours
SW 3110	Research Methods for Social Work Practice Research processes; includes information about values for research, knowledge of methods, and opportunities for skill development.	3 credit hours
SW 3120	Data Analysis for Social Work Practice Prerequisite: SW 3110. Data entry, coding, analysis, interpretation, and presentation. 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 steps leading up to and including data analysis.	3 credit hours
SW 3160	Human Behavior and the Social Environment I: Conception to Adolescence Major theories of human development and behavior across the life course. Ecological relationships of diverse individuals and families with other systems in the social environments are described with a focus on biological, psychological, and social context and content.	3 credit hours

- SW 3161 Human Behavior and the Social Environment II: Young Adulthood to Death/Dying** 3 credit hours
Prerequisite: SW 3160. Major theories of human development across the life span and life course. Ecological relationships of diverse individuals and families with other systems in the social environments are described with a focus on biological, psychological, and social context and content.
- SW 3200 Cultural Diversity: Competency for Practice** 3 credit hours
Examines culturally appropriate practice issues that are essential considerations for effective service delivery, including African Americans and other historically oppressed groups in the U.S.
- SW 4580 Social Work: Practice I** 3 credit hours
Prerequisites: SW 2570, SW 2630, SW 3000, SW 3110, SW 3160. Must be admitted to the Social Work program. Theories and related techniques for beginning level social work practice with individuals and families.
- SW 4581 Social Work: Practice II** 3 credit hours
Prerequisites: SW 2570, SW 2630, SW 3000, SW 3110, SW 3120, SW 3160, SW 3161, SW 3200, SW 4580, and senior standing. Must be admitted to the Social Work program. Group process and group techniques as they apply to social work practice, including both treatment and task groups.
- SW 4582 Social Work: Practice III** 3 credit hours
Prerequisites: SW 2570, SW 2630, SW 3000, SW 3110, SW 3120, SW 3160, SW 3161, SW 3200, SW 4580, and senior standing. Must be admitted to the Social Work program. Theories and related techniques for advanced-level social work practice
- SW 4681 Practicum Education: Block Placement** 12 credit hours
Prerequisites: SW 2570, SW 2630, SW 3000, SW 3110, SW 3120, SW 3160, SW 3161, SW 3200, SW 4580, SW 4581, SW 4582, and senior standing; Must be admitted to the Social Work program. Provides student instruction through experience in a social service agency under the joint supervision of an agency practicum instructor and a practicum liaison with a concurrent seminar. Applications must be made the preceding semester.
- SW 4690 Integrative Seminar in Social Work** 3 credit hours
Prerequisites: SW 2570, SW 2630, SW 3000, SW 3110, SW 3120, SW 3160, SW 3161, SW 3200, SW 4580, SW 4581, SW 4582, and senior standing; Must be admitted to the Social Work program. 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.
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Figure 2. Social Work Elective Courses

SW 2000	Social, Economic, and Environmental Justice This course advances knowledge and skills embedded in the values of social and economic justice for all people across systems of all sizes that are essential in generalist practice. This course may satisfy an MTSU True Blue Core requirement in History and Civic Learning.	3 credit hours
SW 2010	Professional Writing for Social Work Practice Writing case notes for Social Work. Focuses on the use of APA formatting to assist students in preparing effective documentation for practice and acceptable manuscripts for publication.	3 credit hours
SW 2750	Introduction to Substance Abuse Provides an overview of issues related to substance abuse. Addresses the role of social workers and other helping professionals, models of addiction, treatment and recovery. Introduces evidence-based intervention strategies and the effects of addiction on family systems and communities.	3 credit hours
SW 3010	Technology in Social Work Focuses on the use of technology in social work, including legal and ethical issues and the use of technology in social services (e.g., direct services, electronic data management, and HIPAA) and activism (e.g., advocacy, disparity, and adaptation of intervention).	3 credit hours
SW 3020	Social Work and Health Provides health-related information including policy, program description, and diverse individual perspectives on health; students will develop an understanding of the role of social work in health education, health literacy, the development of health-related policy, and the impact of health on daily living among clients served in social work settings.	3 credit hours
SW 3030	Social Work with At-Risk Youth Examines social work practice with the adolescent population who is at risk for involvement in the juvenile justice system or criminal justice system.	3 credit hours
SW 3040	Financial Capability Introduces the field of financial capability and asset building. Influences of social inequality and marginalization, diverse contexts, the lifespan, policy and practice, and emerging trends included.	3 credit hours
SW 3050	Women and Poverty This course examines gender and social inequality. The course provides an exploration of poverty in America and the dynamics of what is called the feminization of poverty.	3 credit hours
SW 3060	Case Management Overview of the case management system and the tools to evaluate and analyze policies and programs that intersect with case management.	3 credit hours
SW 3170	Family Caregiving Across the Life Span Caregivers--gender roles, cost of caregiving, managing stress, respite care, finding recourses, financial and legal matters, establishing support groups, differential caregiving tips for various illnesses and disabilities from infancy to old age, emerging trends, and long-distance caregiving.	3 credit hours
SW 4010	Juvenile Justice Overview of the juvenile justice system and the tools to evaluate and analyze juvenile justice policies and programs.	3 credit hours

- SW 4020 Social Work with Older Adults** 3 credit hours
Provides a strengths-based, multigenerational family and community focused framework that values diversity, resiliency, empowerment, social justice, and social change among older adults.
- SW 4030 Child Welfare Services I** 3 credit hours
The contemporary child welfare system and services designed to strengthen families. Historical trends, policy issues, and child advocacy.
- SW 4031 Child Welfare Services II** 3 credit hours
Prerequisite: SW 4030. The contemporary child welfare system and services designed to strengthen families, historical trends, the changing family, challenges, policy and practice implications, and culturally responsive skills and solutions for permanency.
- SW 4070 Social Work with the Military and Veterans** 3 credit hours
Introduces evidenced based theories for working with U.S. military personnel, veterans, and their families. Explores the unique needs of special populations in the military such as women, LGBT, aging veterans, and the intersectionality of race and ethics..
- SW 4100 International Social Work** 3 credit hours
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.
- SW 4150 Topics in Social Work** 3 credit hours
Selected topics important in current social work practice but too specialized to be taught as regularly scheduled courses.
- SW 4150 Topics in Social Work: Family Violence** 3 credit hours
The purpose of this course is to educate future, social workers, psychologists, medical professionals, Religious leaders and People involved in human services as to the subtly of family violence across the human life span. To define and respond to the profound impact on all aspects of human life. To challenge beliefs and myths about family violence based on religious_ cultural, social traditions. To inspire critical thinking that can lead to meaningful contributions to prevention and intervention the field of Family Violence.
- SW 4210 Social Work Practice in Criminal Justice Setting** 3 credit hours
Roles that social workers play within criminal justice settings such as law enforcement, probation and parole, court systems, and corrections.
- SW 4250 School Social Work** 3 credit hours
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.
- SW 4430 Social Work with the Terminally Ill** 3 credit hours
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.

- SW 4440 Social Work with the Disabled Individual** 3 credit hours
The effects of disability on the individual, the family, and society. An examination of a variety of intervention strategies from a social work perspective.
- SW 4640 Health: Organizations, Policy, and Ethics** 3 credit hours
(Same as SOC 4640.) A resource allocation assessment of U.S. health care systems. Applied ethics topics (i.e., justice, virtue, and informed consent) included.
- SW 4720 Crisis Intervention** 3 credit hours
The basis of crisis theory applied to intervention services for suicide, rape, natural disasters, and other crises.
- SW 4800 Special Projects** 1 to 6 credit hours
Practicum 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.
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Section III. Bachelor of Social Work (BSW)

The BSW major equips students for generalist social work practice, emphasizing the promotion of human and community well-being. Our courses are designed to cultivate competent, ethical professionals with the knowledge, values, and skills to effectively work with individuals, families, groups, agencies, and communities. Social work is rooted in understanding individuals within their environments, a global perspective, respect for human diversity, and knowledge grounded in scientific inquiry. The profession's mission is to advance social and economic justice, prevent conditions that limit human rights, eliminate poverty, and improve the quality of life for all.

Recommended Curriculum Sequence

- * = True Blue Core
- ** = Apply for Admission as a Social Work major to Practicum Education
- ***= Apply for Admission to Practicum Education

- Part-time students should work closely with their academic and faculty advisors to ensure courses are taken in the correct sequence.
- Grade of C-or better in Social Work courses
- Scan the QR Code for more information about the new True Blue Core (TBC)



Bold courses-students must be admitted to the Social Work Program

Freshman Year			
First Semester		Second Semester	
*Written Communication	3 hours	*Information Literacy	3 hours
*Quantitative Literacy (Math 1010 or higher recommended)	3 hours	*Scientific Literacy (One must come from Discovery)	4 hours
*Scientific Literacy (One must come from Discovery; BIOL 1030/1031 recommended)	4 hours	*Human Society and Social *Relationships (One must come from Discovery; SOC 1010 recommended)	3 hours
*Non-Written Communication Univ 1010 or Elective	3 hours	SW 2570 Introduction to Social Work	3 hours
	3 hours	Elective or Minor	3 hours
Total	16 hours	Total	16 hours
Sophomore Year			
First Semester		**Second Semester	
Creativity and Cultural Expression Literature	3 hours	History and Civic Learning (One must come from Discovery)	3 hours
History and Civic Learning (One must come from Discovery)	3 hours	Creativity and Cultural Expression (One must come from Discovery)	3 hours
Creativity and Cultural Expression (One must come from Discovery)	3 hours	Human Society and Social Relationships (One must come from Discovery; PSY 1410 recommended)	3 hours
SW 2630 Interviewing Skills	3 hours	SW 3000 Social Policy	3 hours
Elective or Minor	4 hours	Elective or Minor	3 hours
Total	16 hours	Total	15 hours
Junior Year			
First Semester		*Second Semester	
SW 3110 Research Methods	3 hours	SW 3120 Data Analysis	3 hours
SW 3160 HBSE I	3 hours	SW 3161 HBSE II	3 hours
SW Elective	3 hours	SW 3200 Cultural Diversity	3 hours
Elective or Minor	6 hours	SW 4580 Practice I	3 hours
		Elective or Minor	3 hours
Total	15 hours	Total	15 hours
Senior Year			
**First Semester (classes MW only)		Second Semester (classes M or Fri only; Practicum M-TH or Tu-Fri)	
SW 4581 Practice II	3 hours	SW 4681 Practicum Education: Block Placement	12 hours
SW 4582 Practice III	3 hours	SW 4690 Integrative Seminar	3 hours
SW Elective	3 hours		
Elective or Minor	3 hours		
Total	12 hours	Total	15 hours

MT Engage Major Pathway

The BSW program at MTSU is part of the MT Engage (MTE) Major Pathway, which promotes active learning, integrative thinking, and reflection across educational experiences. MTE encourages students to participate in activities beyond the classroom and make connections between different learning opportunities. Each semester, courses certified as MTE will be labeled in PipelineMT, and students will submit designated MTE assignments to their ePortfolio in D2L. As part of the program, students will create an ePortfolio presentation demonstrating their ability to integrate and reflect on their learning experiences. In the BSW program, students will submit and present their final ePortfolio in SW 4690: Integrative Seminar in Social Work. Additionally, students will receive emails from MTE regarding ePortfolio training and information on qualifying for MTE scholarship competitions. For more information, visit https://w1.mtsu.edu/mtengage/about_us.php.

Experiential Learning (EXL)

The BSW program offers several EXL applied learning courses each semester, designated in PipelineMT. These courses count toward earning the EXL Scholar Graduation Distinction, which requires at least 16 credit hours of EXL coursework, including the 1-credit EXL 4000 course to be taken in the final semester. Additional requirements for the EXL Scholar Distinction include completing an external experience and participating in an MTSU-sponsored service activity. For more information about the EXL Scholars Program, visit <https://w1.mtsu.edu/exl/index.php>.

Credit for Life, Volunteer, or Employment Experience

Applicants should know that, per CSWE standards, the MTSU-BSW Program does not grant academic credit for life, volunteer, or work experience. Credit for social work courses cannot be awarded based on prior life or work experiences.

Transfer Credits

General Education courses transferred from another college or university are evaluated by the Registrar for transfer credit. Social work courses from a CSWE-accredited BSW program at another four-year institution may be accepted as equivalent to social work major courses at MTSU. Coursework from accredited Social Work Programs will be accepted under the following conditions:

- a. Introduction to Social Work, advanced electives, and comparable junior-level course(s). No senior-level course(s) will be accepted.
- b. The senior year core courses must be taken as part of the 30 hours in residency required by MTSU.
- c. 30 hours must be taken at MTSU-not transferred; 18 of the last 30 hours must be taken at MTSU-not transferred.
- d. The social work faculty will determine equivalencies on a course-by-course basis. If the registrar accepts social work courses transferred from another institution but is not deemed equivalent to MTSU courses, they may be counted as electives.

BSW Program Admissions Process

The admissions process for the BSW program involves three stages: (1) Pre-Social Work Major, (2) Social Work Major, and (3) Practicum Education.

Pre-Social Work Major

Before declaring social work as their major, students must gain admission to MTSU through the University's Office of Admissions. New students who select Pre-Social Work as their major are directed to the College of Behavioral and Health Sciences (CBHS) for academic advising and registration during a CUSTOMS New Student Orientation session. Transfer students who choose Pre-Social Work are promptly assigned to a CBHS academic advisor and the Department of Social Work for advisement. All BSW program students, whether incoming freshmen, transfers, or those changing majors, are encouraged to work closely with their academic and social work faculty advisors for guidance on academic matters, assistance with problem-solving, and consultation regarding professional development and career opportunities in social work. Students not formally admitted to the program will be classified as Pre-Social Work majors.

Social Work Major

Students must work closely with their advisors to prepare for the application process for the Social Work major. All Social Work majors must be formally admitted to the Social Work Program to take the practice and practicum courses and obtain a Bachelor of Social Work degree.

BSW Admission Requirements

A student may apply for admission to the Social Work major when the following requirements are met:

1. Completion of at least 60 semester hours toward a degree, including at least 41 hours of True Blue Core (general education) requirements;
2. Completion of SW 2570: Introduction to Social Work, and three (3) additional hours in social work courses with a minimum grade of "C-" or better;
3. An overall Inclusive GPA of 2.00 for degree credit courses-Inclusive means all courses (MTSU and transfer) taken except developmental courses;
4. Completion of volunteer work in a social service setting is recommended to enhance application; and,
5. Possess personal qualities consistent with social work values and ethics and the ability to relate to others with warmth and emotional stability.

Once the requirements above are fulfilled, the student can apply for the social work major. Applications are accepted in September and February of each academic year. Students may attend an **Admissions Orientation** during the semester they apply, and all applicants **must** complete online orientation modules. The application process is conducted through the university's dynamic form, accessed via the department's website at <https://www.mtsu.edu/programs/social-work/info2>.

BSW Admission Application Process

The formal application for admission to the Social Work Program includes the following:

1. A completed application form, which includes the student contract
2. An essay;
3. Five (5) recommended professional letters of reference (three for the application process); one must be from an MTSU Social Work professor or Social Work faculty advisor. If the applicant is a recent transfer student, a Social Work professor from another college may be used;
4. The Upper Division Form, which will be uploaded to your application by your Academic Advisor, Ms. Crystal Owen, or Faculty Advisor (be sure to schedule an advising appointment with Ms. Owen);
5. A current copy of your unofficial University transcript, saved as a PDF from PipelineMT and uploaded to the application form.

Screenshots of documents or forms **will not be accepted**. Additionally, students may submit confirmation from student organizations (e.g., a letter from the organization or a receipt of payment). Students must complete the application packet and upload all required forms and documents by the department's deadline.

Admission Review Process and Criteria

The BSW Admissions Committee comprises department faculty members who review applications for admission to the major and oversee the application process. The committee evaluates applicants and makes recommendations for admission, with the final decision made by the entire faculty. Please note that admission to the BSW program is competitive. Applicants are assessed based on the following criteria:

1. Submission of completed application packet by the deadline of the appropriate semester;
2. Judgement of satisfactory quality of application materials as determined by the score on the admissions form completed by at least two members of the Social Work Admissions Committee;
3. Recommendations of the admission committee must be approved by faculty vote; and,
4. Students receiving a score of 85 or higher on the admissions assessment form are assured of acceptance into the major.

Application Decision

There are three (3) possible outcomes for admission into the BSW Program:

1. **Full Admission:** Full admission as a Social Work major is granted to a person who meets all criteria and has completed all admission activities.
2. **Conditional Admission:** The Social Work Program may admit students whose specific conditions must be met, such as those still completing social work prerequisites and general education requirements. Full admission is granted once students complete prerequisite and general education courses after the semester. Students who do not complete these courses with a C- or better after the semester are not admitted into the program. The student is considered a full admission to the program upon completing the conditions. *The student will not be admitted to the program without completing these activities.*

Another example of conditional admission is the requirement to revise and resubmit the application essay. Students needing to resubmit **must** schedule an appointment with their social work faculty advisor to discuss the essay and visit the MTSU Writing Center for support. Full admission may be granted upon successful revision and resubmission of the essay by the end of the semester. For more information or to schedule an appointment with the Writing Center, visit <https://w1.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 them at uwcenter@mtsu.edu.

3. **Denial Admission:** Denial admission is due to failure to meet all admission criteria.

Students denied admission may reapply to the BSW program or choose another major, such as a Social Welfare minor. Those considering a major change are encouraged to explore the Bachelor of Science in Integrated Studies offered by University College. More information about this degree is available at <https://www.mtsu.edu/program/integrated-studies-b-s/>.

All students are notified of their admission status via email simultaneously, with notifications sent before registration opens for the fall or spring semester. Admitted students **must attend a Social Work Major Orientation** during the semester in which they apply and are accepted into the BSW Program.

No student will be allowed to begin practicum until the student has met full admission criteria.

Conditional Admission Policy

Applicants may receive conditional admission to the program if one or more admissions requirements have not yet been met but are in progress (see Application Decision). It is the applicant's responsibility to ensure that all outstanding conditions are completed. Once the remaining requirements are fulfilled, the conditional admission will be upgraded to full admission.

Practicum Education

Practicum education is a crucial component of the BSW degree, involving applied learning and the demonstration of practice competence. It is the signature pedagogy for professional social work and is mandatory for all majors. The Tevera Practicum Management and Accreditation Software provides a list of social service agencies, and students may also discuss their interests with the BSW Practicum Coordinator.

The Practicum Coordinator and faculty make the final decision regarding practicum placements. Once accepted into a practicum, students receive professional guidance from their on-site practicum instructor (supervisor) and the faculty practicum liaison, who supports them throughout the semester. All social work students are placed in social service agencies for practicum experiences as generalist social workers.

Professional Liability Insurance

Students must obtain professional liability insurance before enrolling in SW 4681: Practicum Education: Block Placement. This handbook provides further details on pages 40-41.

Section IV. Undergraduate Student Requirements

Graduation Requirements and Information

Students must satisfy the following graduation requirements for the Bachelor of Social Work (BSW) degree:

1. A minimum "C-" grade in all social work courses.
2. A total of 120 credit hours with at least a 2.0 GPA of these 120 hours:
 - a. A minimum of 41 hours of general education courses (True Blue Core).
 - b. 54 hours in the major of social work (48 hours in required social work core courses and 6 hours in social work elective courses).
 - c. 25 hours of electives or minor (minor is not required; a course **can not** be used for both majors and minors).
 - d. 30 hours must be taken at MTSU, not transferred.
 - e. 18 of the last 30 hours must be taken at MTSU.
 - f. 50 senior college hours must be taken at a four-year college.
 - g. Of the 120 semester hours, 36 must be upper division hours (3000/4000 level course) with at least a 2.0 GPA.
 - h. **No** substitution of 1000/2000 level courses towards 3000/4000 level courses.

In all instances, meeting the graduation requirements is the student's responsibility. Review the University Catalog for a complete listing of all graduation requirements at <https://w1.mtsu.edu/ucat/>

Standardized Examinations Requirements

The following are **required standardized examinations** for **all graduating seniors at MTSU**.

1. **General Education Core** - All university graduates must complete a group of basic courses known as the General Education Core. Undergraduate students demonstrate their basic knowledge by taking a General Education exam the semester they graduate. MTSU's current General Education exam is the California Critical Thinking Skills Test (CCTST). The exam is given to all seniors who will graduate with a bachelor's degree. Test dates are scheduled during the summer, fall, and spring semesters. Testing sessions last approximately one hour online. The exam is online at the University Testing Center in the KUC. Students will take this exam on their own time, not class time. For additional information, send an email to iepr@mtsu.edu.
2. **Area Concentration Achievement Test (ACAT)**—All graduating seniors at MTSU must take a Major Field Test. For social work, the Major Field Test is the Area Concentration Achievement Test (ACAT), an online exam that assesses content knowledge and retention by students after their major field of study. **Students should schedule the above major field tests by visiting the website <https://w1.mtsu.edu/testing/online.php>.**

Students registered with the Disability Access Center (DAC) must check to see if they can waive both exams. To receive a waiver, students must check with DAC at 615-898-2783 or dacemail@mtsu.edu. Additional information regarding these examinations can be found at https://w1.mtsu.edu/iepr/field_test.php.

Graduation Information

Additional graduation information can be found at <https://w1.mtsu.edu/one-stop/index.php>.

Minor in Social Welfare

Social Work majors are not eligible to minor in Social Welfare. However, non-social work majors can earn a Social Welfare minor by completing 15 credit hours. This includes SW 2570, SW 3000, SW 3200, and two additional social work courses of the student's choice that are open to non-social work majors.

Advisement Policies and Procedures

Student advisement is an essential component of the Department of Social Work. Students have both academic and social work faculty advisors. There are three broad purposes of advisement:

- Provide guidance on academic matters
- Assist with problem-solving
- Offer consultation on professional development and social work career opportunities

Advisement in the BSW program takes place at two levels. Academic advisement ensures that students remain on track with their academic sequence. Both the academic advisor and the social work faculty advisor are key members of the student's success team. They serve as the primary connection between the student and the University faculty and the main communication link with the administration.

Faculty advisement focuses on assessing a student's alignment with the social work profession. The program's developmental approach to advisement emphasizes student growth as the primary objective. This includes helping students with self-awareness and self-acceptance, exploring life and career goals, and creating an educational plan.

For course-related concerns or questions, the instructor should be the first point of contact. Other inquiries should be directed to the student's assigned Academic or Faculty Advisor. The Academic Advisor is in the College of Behavioral and Health Sciences Advising Office, Academic Classroom Building, Suite 140. Additionally, all full-time social work faculty members serve as faculty advisors, and students can access their advisor's contact information via PipelineMT.

Advisor Roles

Academic Advisor

The **Academic Advisor** is the first point of contact for any academic issues. They can offer direction about curriculum planning and assist in completing course registration. The purpose of academic advisement is to:

1. Advise the student through obtaining a BSW degree, which includes completing an academic map, preparing an application packet, obtaining a final degree check, and preparing for Practicum and graduation.
2. Assist the student in preparing semester schedules before registration.
3. Work with the student about any academic problems that may arise.
4. Work with students to meet graduation requirements (i.e., intent to graduate).

Students **must** meet with their assigned academic advisor each semester to outline their social work program and goals and set semester schedules. The student's academic map and college transcripts provide consistent academic information to assist in accurate planning of their progression through the program.

Faculty Advisor

The **Faculty Advisor** is a social work faculty member who provides an additional link to the field of social work. The faculty advisor is available to assist with clarification on social work topics, licensure, the Code of Ethics, and mentorship. They can assist with career advising, progress toward achieving career objectives, practice experience, and practice interests. They can also coach students on time management, problem-solving, and additional support in adjusting to college and thriving academically and professionally. The faculty advisor serves as a role model of social work values and professionalism; the advisor assists with the student's professional development, helping the student to assess their aptitude and motivation for a career in social work and to clarify their career goals and options. **Students are encouraged to meet with their faculty advisor at least one time per semester.** Students can access social work faculty advisors during office hours and/or via email.

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. The assigned social work faculty advisor can be found on each student's PipelineMT account. To locate the social work faculty advisor's name:

- Log in to **PipelineMT** at <https://www.mtsu.edu/> and sign into your PipelineMT account.
- Click **Registration and Student Records**.
- Click on **Assigned Advisor(s)** icon.
- Select a term and **Submit** (ensure you select the correct term).
- All student-assigned advisor(s), including office locations, emails, and phone numbers, are provided

Advisement Procedure

Once submitted, students will have access to the name of their assigned faculty advisor. 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 issues germane to student academic needs.

Student Rights and Responsibilities

Student Participation

The Social Work Program fully supports students' rights and responsibilities in formulating and modifying academic and student affairs policies. Social work students are encouraged to participate fully in the rights and duties provided at Middle Tennessee State University as outlined in the university catalog, available at <https://catalog.mtsu.edu/>. The program also encourages and will facilitate students' organizing in their interests.

Student Organizations

Participation in student organizations is integral to the student college experience and offers experiences beyond the classroom environment. The benefits of participating in student organizations are networking, peer support, and opportunities to grow personally and professionally in social work. There are several student social work organizations in the Department of Social Work.

Multicultural Student Social Work Organization (MSSWO)

The MSSWO, formerly known as the Bilingual Students' Social Work Organization, was chartered at

MTSU in 2019 will be a safe space for bilingual social work students, enhance and expand the members' professional skills, learn more about diverse communities and how to serve them and improve individual and group cultural awareness and sensitivity. Membership applications are available in the Social Work office. Additional information is located at <https://w1.mtsu.edu/socialwork/BilingualStudentsSW.php>.

National Association of Black Social Workers, Student Chapter (NABSW)

NABSW was established in 1968 to advocate for and address critical social issues impacting the health and welfare of the Black community. NABSW comprises over 100 membership chapters and over 30 university and college student chapters throughout the continental United States, Canada, and the Caribbean. MTSU's chapter of NABSW was established in 2010.

The mission of NABSW is to enhance the quality of life and empower people of African ancestry through advocacy, human services delivery, and research. NABSW's vision is rooted in the Seven Principles of Nguzo Saba (Unity, Self-determination, Collective Work and Responsibility, Cooperative Economics, Purpose, Creativity, and Faith) and the Seven Cardinal Virtues of Ma'at, which are Right, Truth, Justice, Order, Reciprocity, Balance, and Harmony. The purpose of the organization is to: (a) raise cultural awareness and understanding of the African American community; (b) promote awareness of African American social work pioneers' contributions in addressing past and present social welfare challenges; (c) create opportunities for support, training, personal and professional growth and development; (d) improve the quality of life and empower the African American community through advocacy, human services, and research; and, (e) collaborate with other community groups to advance human and social, racial, economic, and environmental justice. In collaboration with national, international, and other appropriate groups, NABSW will continue to leverage its collective expertise to strategically develop the capacity of people of African ancestry to sustain and flourish. Additional information is located at <https://w1.mtsu.edu/socialwork/nabsw.php>.

Phi Alpha Honor Society

The Phi Alpha International Honor Society is for BSW and MSW social work students dedicated to excellence in scholarship and high professional standards. Established in 1962, Phi Alpha International Social Work Honor Society boasts over 500 chapters nationwide and internationally. Phi Alpha International Social Work Honor Society was chartered at MTSU in 1998. The purpose of the Phi Alpha International Social Work Honor Society is to provide closer bonds among social work students and promote humanitarian goals and ideals. Phi Alpha fosters high education standards for social workers and invites those who have attained excellence in scholarship and achievement in social work into membership. Membership applications are available in the Social Work office. Additional information is located at <https://w1.mtsu.edu/socialwork/phialpha/index.php>.

Student Social Work Organization (SSWO)

The SSWO, formerly known as the Social Work Forum, is an organization of social work majors officially recognized by MTSU. All social work students are invited to join other interested students. The mission of SSWO is to (a) advance excellence in social work practice, (b) encourage members, (c) provide an opportunity for members to socialize with peers and colleagues, and (d) provide opportunities for students to participate in various learning experiences. SSWO is comprised of students who would like (a) an opportunity to meet other students also interested in social work, (b) to keep current on issues related to the social work profession, (c) to attend conferences, and (d) to participate in social service activities in the community. SSWO is a great way to reach out, make new friends, and make a difference. SSWO is an informal organization that meets regularly during the fall and spring semesters. Membership applications are available in the Social Work office. Additional information is located at <https://w1.mtsu.edu/socialwork/swforum.php>.

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 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. NASW meetings are held annually, both at the national and state levels. 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 may also be obtained from NASW, sometimes required during a student's practicum semesters. Insurance and NASW membership applications can be obtained in the Department of Social Work office. Additional information is available at <https://www.naswtn.com/> and <https://www.socialworkers.org/>. 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.

Faculty Meetings

A student will be elected by the student social work organizations (Bilingual Students' Social Work Organization, National Association of Black Social Workers, Phi Alpha Honor Society, Student Social Work Organization) as a liaison between social work students and the faculty. Social work faculty may select additional student(s) to serve as student liaisons. The liaison(s) will be non-voting participants at social work department faculty meetings. They 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

The social work student organizations (Bilingual Students' Social Work Organization, National Association of Black Social Workers, Phi Alpha Honor Society, Student Social Work Organization) will elect a student representative on the Social Work Department Advisory Board, and the student will participate fully in board activities.

Grade Appeal

University Policy 313 provides an avenue for MTSU students to appeal a final course grade in cases where the student alleges that unethical or unprofessional actions by the instructor or grading inequities improperly impacted the final grade. Additional information can be located at <https://www.mtsu.edu/policies/p313/>.

Academic Integrity/Misconduct

Students should review the [Academic Integrity Webpage](#). Academic integrity is a hallmark of MTSU. We expect students to present original work for all educational assignments turned in for academic credit or hours and appropriately credit all sources used. Academic misconduct includes, but is not limited to:

1. **Plagiarism:** Plagiarism includes, but is not limited to, the adoption or reproduction of ideas, words, statements, images, or works from another source as one's own without proper attribution. This includes

self-plagiarism, which occurs when an author submits material or research from a previous academic exercise to satisfy the requirements of another academic exercise and uses it without proper citation of its reuse. Plagiarism also includes the unauthorized use of paraphrasing tools or “text spinners” and artificial intelligence software.

2. **Cheating:** Cheating includes, but is not limited to, using or attempting to use unauthorized materials, information, or aids in any academic exercise or test/examination. Cheating also includes unapproved collaboration, which occurs when a student works with others on an individual academic exercise without the express permission of the faculty member. Unapproved collaboration can also include, but is not limited to, sharing of any physical or electronic papers, exams/quizzes, assignments, and/or posting of same to unauthorized websites.
3. **Fabrication:** Fabrication includes, but is not limited to, unauthorized falsification or invention of any information or citation in an academic exercise.

Going online and using information without proper citation, copying parts of other students’ work, creating information to establish credibility, or using someone else’s thoughts or ideas without appropriate acknowledgment is academic misconduct. If a student has a question about an assignment, they should ask the class instructor. All cases of academic misconduct will be reported to the Director of Student Academic Ethics and may result in failure on the test/assignment or for the course.

Students guilty of academic misconduct are immediately responsible to the class instructor. In addition to other possible disciplinary sanctions (including suspension from the university), which may be imposed through the regular institutional procedures as a result of academic misconduct, the instructor has the authority to assign an “F” or zero for an activity or to assign an “F” for the course. Students accused of plagiarism will be immediately reported to the Director of Student Academic Ethics.

Some instructors may submit course materials to Turnitin.com, an online service that checks for plagiarism. Students are encouraged to review the plagiarism report generated for each assignment and perform a self-check. Guidance on proper citation is available within the course modules or through the [University Writing Center](#).

Performance Standards

Because of social workers' positions of authority and the potential to harm those positions, academic requirements in social work programs are, by necessity, comprehensive. In addition to educational requirements for completion of courses at specific grade levels, social work students are expected to behave in a manner consistent with the values, ethics, and conduct required of professional social workers. Students demonstrate these performance requirements in three primary roles: as learners, students in a professional program, and future professional practitioners. Comprehensive academic performance standards in the social work program include cognitive-affective skills and behavioral and professional components, primary indicators of professional readiness for social work practice.

Students who cannot achieve or demonstrate the essential behavior identified in this document will come before the Academic and Professional Standard Review Committee by the program policies and procedures that govern how issues of student continuation in and termination from the program are addressed.

Academic Performance Standards Policies

- Students must achieve and maintain an overall GPA of 2.0.
- Students must maintain a minimum GPA of 2.5 in required social work courses.

- Students cannot meet social work requirements if they earn below a C- in required social work courses. If a grade below C- is earned in a course required for admission to the program, the course must be successfully repeated (with a C- or better) before the student can apply for admission to the major. If the course is a prerequisite to another social work course, the student cannot enroll in the next course in the sequence until the prerequisite is successfully repeated with a C- or higher.
- All social work students (including majors and students declaring social welfare as a minor) who earn a grade below C- in a required social work course are eligible to repeat the course once only. Any student earning a grade below C- at the time of withdrawal from a required social work course will be allowed to repeat the course **one time only**.
- All social work students (including majors and students declaring social welfare as a minor) can repeat **only two required social work courses** in which they received a grade below a C-. Every effort is made to ensure the student's success while completing the Practicum experience. Therefore, students who earn a grade below C- in the Practicum Experience may not repeat the course and cannot graduate with a BSW degree.

Behavioral Performance Standards

- Students must demonstrate judgment and conduct consistent with the values and ethics of the profession as advanced in the "NASW Code of Ethics," as well as the established laws, policies, and professional standards of practice.
- Show a willingness to receive and accept feedback or supervision positively and to use the feedback to enhance professional development.
- Demonstrate the ability to deal with life stressors using appropriate coping mechanisms.
- Relates interpersonally in a respectful, non-manipulative, and nondiscriminatory manner characterized by maturity.
- Use proper channels for conflict resolution.
- Maintain appropriate boundaries in all relevant relationships and arenas.
- Show potential for responsible and accountable behavior by observing deadlines, keeping or canceling appointments if unable to keep them, attending class regularly and on time, and observing assignment due dates.
- Respond promptly and appropriately to communication from faculty, supervisors, Practicum instruction personnel, and clients.
- Speaks with dignity, respect, and cultural sensitivity to peers, clients, faculty, staff, advisors, supervisors, agency personnel, and Practicum Instructors.
- Prepares written products that reflect mastery of the conventions of the written word in clarity, accuracy, and completeness, utilizing correct grammar and syntax, proper diction, accurate reasoning, and APA formatting.

Social Media and Professional Communication Standards

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 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. Additionally, students must critically evaluate any material that is posted regarding community agencies and professional relationships, as specific material could violate the standards set by the Department of Social Work, the Tennessee Code of Conduct for Social Workers, or the National Association of Social Workers Code of Ethics.

Social work students should consider that they will be representing professional social work practice, MTSU, and the Department of Social Work while in the classroom and the broader community. Additional information regarding professional practice and ethical standards can be located at <https://www.cswe.org/accreditation/policies-process/2022epas/>.

Students with Disabilities

Middle Tennessee State University is committed to campus access in accordance with Title II of the Americans with Disabilities Act and Section 504 of the Vocational Rehabilitation Act of 1973. Any student interested in reasonable accommodations can consult the Disability & Access Center (DAC) website, <https://w1.mtsu.edu/dac/index.php> or contact the DAC for assistance at 615-898-2783 or dacemail@mtsu.edu. Accommodations are not provided unless they are approved in advance by the Disability Access Center.

Title IX

Students who believe they have been harassed, discriminated against, or been the victim of sexual assault, dating violence, domestic violence, or stalking should contact a Title IX/Deputy Coordinator at 615-898- 2185 or 615-898-2750 for assistance or review [MTSU's Title IX website](#) for resources. MTSU faculty are concerned about the well-being and development of our students and are legally obligated to share reports of sexual assault, dating violence, domestic violence, and stalking with the University's Title IX coordinator to help ensure students' safety and welfare. Please refer to [MTSU's Title IX website](#) for contact information and details.

Harassment

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 the Middle Tennessee State University Institutional Equity and Compliance Office, Cope Administration Building, 615-898-2185.

Section V. Scholarships and Awards

The MTSU Scholarship Application opens each year on October 1, with a due date of February 15. Go to www.mtsu.edu/scholarships/opportunities and log in using your Pipeline MT username and password. Once logged in, complete the General Scholarship Application and the Supplemental Application, where social work-specific scholarship questions are located. To learn more about the Department of Social Work awards and scholarships, visit <https://w1.mtsu.edu/socialwork/scholarships.php>.

HOPE Scholarship

Do you have a lottery scholarship? To retain the 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 after that. A grade of C, D, F, FA, or I in this class may negatively impact TELS eligibility. If you drop this class, withdraw, or stop attending this class, you may lose eligibility for your lottery scholarship and may be unable to regain eligibility. For additional Lottery rules, please refer to your Lottery Statement of Understanding form or contact your MT One-Stop Enrollment.

Department of Social Work Scholarships and Awards

The Department of Social Work provides several awards and scholarships each academic year. Important dates are listed on page 8 of this handbook. Additional information regarding the department's scholarships and awards can be located at <https://w1.mtsu.edu/socialwork/scholarships.php>.

Brian Burdette Scholarship

Amount: \$500 per semester (1-year maximum-Fall & Spring; available for full-time BSW candidates only); First preference will be afforded to applicants who are first-generation college students or who are struggling with complex life challenges.

Requirements:

- a. Must have an overall GPA of 3.0 or higher, as reflected on the transcript from PipelineMT.
- b. Must be majoring in social work (BSW), completing at least 60 hours when the scholarship is received (full-time student with Junior or Senior standing).
- c. Must be in good academic standing.
- d. Must have demonstrated financial need, as determined by the University.
- e. Must have demonstrated a firm commitment to helping people experiencing homelessness, food insecurity, social injustice, or other social or economic life challenges.

Dale Seime Scholarship

Amount: \$300 per semester (1-year maximum – Fall & Spring). The scholarship is intended to pay for textbook/material expenses.

Requirements:

- a. Must have an overall GPA of 3.0 or higher, as reflected on the transcript from Pipeline.
- b. Must be majoring in social work (BSW), completing at least 60 hours when the scholarship is received (full-time student with Junior or Senior standing).
- c. Must exhibit a commitment to the field of medical social work.
- d. Must have demonstrated financial need, as determined by the University.

Marian Clark Scholarship

Amount: Varies based on need and number of awards; available for full-time BSW and MSW (part-time or full-time) candidates. The scholarship's purpose is to help pay tuition during practicum education. As many as 20 scholarships are awarded each year.

Requirements:

- a. Must be taking practicum the summer or the next academic year.
- b. BSW candidates must have a minimum overall GPA of 3.0 or 3.5 in the social work major; MSW candidates must have a minimum GPA of 3.0.
- c. Must have demonstrated financial need.

Outstanding Student Nomination-Bachelor of Social Work Student Award

The due dates for nomination forms and letters are on the department's webpage at <https://w1.mtsu.edu/socialwork/scholarships.php>. The application deadline is the last Friday in September and the second Friday in February each year. Selected students will be recognized at the College of Behavioral Health and Sciences annual scholarship ceremony during the spring semester.

Requirements:

- Nominees must be Junior or Senior Social Work majors (already accepted into the program). GPA, Practicum work performance, and public service outside the Department of Social Work 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 professional and department of social work
- Those making nominations should include a "Statement of Nomination" on the nomination form. The Statement will assist the committee in determining the award recipient.
- Any social work student or faculty member can nominate; nominations must come from two people (e.g., two students, two faculty, or one student and one faculty).

Phillip and Janet Lawson Scholarship

Amount: Varies based on need and number of awards; available for full-time BSW and MSW (part-time or full-time) candidates. The scholarship is intended to help pay expenses once during the social work program. One or more scholarships will be awarded.

Requirements:

- a. Any student admitted to the BSW or MSW program.
- b. BSW candidates must have a minimum overall GPA of 2.0 or 2.25 in the social work major; MSW candidates must have a minimum GPA of 3.0.
- c. Must have demonstrated financial need.

LINCS (Leaders in Inclusive Service)

Amount: \$10,000 with varying number of awards. The scholarship intends to financially assist social work students in their work supporting people with disabilities, older adults, or children with complex medical needs.

Requirements:

- a. This program is open to high school senior(s), incoming freshmen, upperclassmen, and graduate social work students. Transfer students are also eligible.
- b. Currently working as a direct care professional with TennCare or the Department of Intellectual and Developmental Disabilities (DIDD) program.
- c. Must have worked in this direct care provider for approximately two semesters.
- d. Minimum GPA of 2.0 for pre-social work and BSW candidates; Minimum GPA of 3.0 for MSW candidates.
- e. Must have demonstrated financial need.

Section VI. General Information

Writing Standards

Students are expected to prepare written assignments and communication (e.g., email, etc.) in a scholarly and professional manner. Writing skills are emphasized throughout the curriculum. All written work submitted to the Department of Social Work shall follow the format of the Publication Manual of the American Psychological Association (7th ed.). APA style is the most commonly used writing style in the social sciences. Academic writing requires the student to master an accepted and uniform writing style.

Submissions should be typewritten in double-space format and carefully edited for spelling and grammar. The APA Manual guides the style and format of all papers submitted in the BSW program. Information regarding APA style and writing guide can be located at https://owl.purdue.edu/owl/research_and_citation/apa6_style/apa_formatting_and_style_guide/apa_powerpoint_slide_presentation.html <https://apastyle.apa.org/>. Additional information on guides to social work journals can be located at <https://library.mtsu.edu/home>.

Writing Assistance

Students are expected to use good academic English; grades will be lowered for poor grammar, syntax, or spelling. The University Writing Center (UWC) offers *free writing assistance* for any writing assignment in any class. The UWC staff, comprised of English graduate assistants, works with students to develop the skills necessary to become confident, competent writers by providing one-to-one consultations and helpful handouts. The Writing Center offers many online services, including a Grammar hotline for quick questions, a learning environment system (LES) email dropbox and chat room, and a website with helpful handouts, exercises, and resource links for individual work. Check the Center website for hours. Access to online services is available 24/7. Additionally, students may refer to the MTSU Watson Library website, <https://w1.mtsu.edu/writing-center/index.php>.

Tutoring

Student tutoring resources include the [University Computer Labs](#), and the [University Writing Center](#). Other tutoring resources are available on the [Student Support website](#).

D2L Assistance

Students needing assistance with the D2L system must contact the support staff at 615-904-8189 or visit <https://elearn.mtsu.edu>.

Technical Support

Students encountering technical problems such as trouble logging into their course, timing out, or using course website tools are encouraged to contact the [MTSU Help Desk](#) online (available 24/7) or by phone at 1-615-898-5345.

Outreach and Support Programs

The MTSU community is committed to each student's academic achievement, and we understand that difficulty meeting basic needs can impact academic performance. If you face challenges with securing stable housing or accessing enough food, please contact <https://mtsu.edu/one-stop/outreach.php> or call 615-898-2808. You can also visit the MTSU Food Pantry at the MT One Stop or speak with your instructor to get the assistance and resources you need.

Licensure

The Bachelor of Social Work (BSW) program at Middle Tennessee State University (MTSU) is accredited by the Council on Social Work Education (CSWE). MTSU discloses that the BSW program meets the educational requirement for seeking licensure in Tennessee. Admission to a program does not guarantee that students will obtain a license or certificate. Additionally, licensing authorities for each state set and enforce their requirements and standards, which are subject to change. State requirements may include additional and recurring requirements such as an application, supervision, examination, continuing education, fees, fingerprinting, background check, etc. States may also have reciprocity agreements for licensed social workers.

Prospective and current students in the MTSU BSW program who are outside Tennessee or plan to practice outside Tennessee should consult the table below for state-by-state disclosures and licensing board information. They must discuss their plans with an advisor. Additionally, If you are interested in practicing outside Tennessee upon graduation, we strongly encourage you to review the licensure and certification requirements for your states of interest.

The Association of Social Work Boards provides a guide to licensure at <https://www.aswb.org/> and a list of state licensing boards, statutes, and administrative rules at <http://aswbsocialworkregulations.org/licensingWebsitesReportBuilder.jsp>.

Career Opportunities

Graduates are employed in many different public and private work settings, including:

Advocacy programs	Homeless shelters
Aging services	Hospices
Business and industry	Hospitals/clinics
Child and adult day care centers	Income maintenance programs
Child welfare agencies	Legal service agencies
Churches	Mental health services
Community action agencies	Nursing homes
Criminal justice agencies	Public health agencies
Disability service agencies	Residential treatment programs
Domestic violence programs	Schools (elementary and secondary)
Family service agencies	Substance abuse programs
Home care agencies	Vocational rehabilitation services

Employers of MTSU Alumni

ACLU of Tennessee	Middle Tennessee State University
Alzheimer's Association	Murfreesboro City Schools
Big Brothers Big Sisters	Nashville Vet Center
Boys and Girls Clubs of Rutherford County	Project Help
Catholic Charities	Rutherford County Schools
Child Advocacy Center	Sunnington Assisted Living
Domestic Violence & Sexual Assault Center of Murfreesboro	Tennessee Commission on Children and Youth
Meharry Medical College	Tennessee Department of Children's Services
Metro Nashville Public Schools	Youth Villages

Section VII. Academic Standards, Policies, and Procedures

Procedure for Termination of Enrollment

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

1. Failure of the student to maintain a satisfactory GPA;
2. Failure to meet the Academic and Professional Standards in the social work program, including violations of the National Association of Social Workers (NASW) Code of Ethics; and,
3. Violations of the University Code of Student Conduct.

Additional information can be located at <https://w1.mtsu.edu/student-conduct/code/>
<https://w1.mtsu.edu/student-conduct/quick-guide.php>

Academic and Professional Standards

According to the following process, a student may be dismissed from the BSW program on recommendation by a faculty member, Practicum Instructor, or a participating practicum agency. The recommendation is made to the Social Work Department Chair or the Academic and Professional Standards Committee. Faculty are familiar with the student's performance and must be consulted before this action is taken taking this action. A formal vote from the Academic and Professional Standards Committee is required to initiate dismissal.

A student may be terminated from the program based on the following Academic and Professional Standards:

1. **Academic Performance:** Students must pursue academic honesty and meet grade requirements. Students are required to maintain a grade of C - or better in all social work courses. Students who earn a final grade of "D" or "F" in any social work course may not re-enroll in these courses or subsequent courses in the program without written permission from the program coordinator. Students may request written permission to re-enroll within ten (10) days of receiving the final grade from the BSW Program Coordinator. Students may retake a required social work course once. Failure to achieve a passing grade of C or better on the second attempt will result in referral to the Academic and Professional Standards Committee. Students are allowed to repeat a maximum of two required social work courses. Students who cannot meet this standard will be terminated from the program.
2. **Absenteeism:** Students must meet the requirements of class and practicum attendance and professionalism or professional behavior as stated in course syllabi.
3. **Professional Behavior:** Students must act professionally when engaging in the classroom, University, agency, and broader community. Students must treat peers, faculty, agency personnel, clients, and 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. Students must demonstrate professionalism in appearance, oral, written, and electronic communication. Students are expected to use technology appropriately, professionally, and ethically. Additional information regarding social media and Professional Behavior is located on pages 27-28 of this handbook and <https://www.cswe.org/getmedia/bb5d8afe-7680-42dc-a332-a6e6103f4998/2022-EPAS.pdf>.
4. **Assaultive or Threatening Behavior:** Students will not participate in violent, assaultive, or threatening behavior that is directed at peers, clients, colleagues, staff, instructors, or others.
5. **Damaging Behavior:** Students must treat others with respect, demonstrate respect for diversity and difference, protect confidentiality, ensure freedom of expression, and demonstrate a commitment to the community.
6. **Ineffectiveness in Working with Clients:** Students must demonstrate professional behavior and effective performance and apply progressive learning techniques to evidence progress in working with clients. Students must not violate practicum agency policy.

The BSW Admission application details the requirements and comportment expected of a student majoring in social work. The student must sign the application when it is submitted.

Resolution of Academic and Professional Standards Violations

Progressive Discipline. If a student violates any of the above tenets, the student will be terminated from the program or may receive an Improvement Plan, which initiates termination. Refer to Appendix B for an example of the Improvement Plan. Continuation of the identified behavior will result in termination from the program. However, dangerous or severe behaviors or violations can result in immediate expulsion. The Academic and Professional Standards Committee assigns, reviews, and terminates student improvement plans.

Informal Resolution

Informal Resolution (minor professional violations) is a professional standard violation and is considered minor if the harm is minimal and manageable. Examples of minor violations include but are not limited to the first incidence of (1) a student being disrespectful to another student, faculty member, adjunct, or staff, which does not cause harm, (2) a student exercises bad judgment in Practicum which does not cause severe harm or other violations and, (3) failing grades.

The Academic and Professional Standards Committee will meet with the student(s) involved to discuss the actions or concerns. The instructor must complete the Academic and Professional Standards Violation form (Appendix C) for each student and each offense. The improvement plan (Appendix B) offers support to students who meet the criteria for termination but shows potential for improvement in the program given more support. Criteria that warrant an improvement plan include failing grades and unprofessional behavior. Possible outcomes may consist of (1) mandatory faculty advising sessions or (2) the instructor or faculty advisor requiring the student to complete an assignment or read an article(s) to reinforce social work concepts, values, and ethics.

Formal Resolution

Formal Resolutions are major professional standards violations. Examples of professional performance that may result in termination from the program:

- Professional disrespect of the personal rights and dignity of all persons, including students, faculty, supervisors, and clients receiving services from the student;
- Discrimination or harassment related to race, sexual orientation, gender, religion, age;
- Violating the confidentiality of the professional relationship;
- Hostility and disrespect towards students, faculty, or others at school or in the Practicum;
- Consistent failure to demonstrate practical interpersonal skills necessary for forming professional helping relationships;
- Continued inability or unwillingness to demonstrate a nonjudgmental attitude; or
Any other violations of the NASW Code of Ethics, such as violations of the MTSU Code of Student Conduct and Department of Social Work policies.

The protocol for the improvement plan includes:

1. The faculty advisor, practicum Coordinator, Practicum Liaison, Practicum Instructor (as deemed necessary), or a participating practicum agency refers the student to the program coordinator or department chair using the Academic and Professional Standards Violation form (Appendix C) for academic and/or unprofessional behavior.
2. The program coordinator will request that the Academic and Professional Standards Committee convene

to review the student's case and decide whether to initiate an improvement plan. Improvement plans may be informal or formal. Informal improvement plans are intended to be short-term (less than one academic year), while formal improvement plans remain in place throughout the student's matriculation. The student improvement plan can be located in Appendix B.

- a. The committee reviews the documentation and/or meets with the student, the student's faculty advisor, and faculty familiar with the student's performance.
 - b. After reviewing all documentation, the Committee initiates an improvement plan. The student and social work faculty advisor complete the improvement plan.
 - c. Students have ten (10) business days to sign the improvement plan. Students who do not sign the improvement plan will be terminated from the program. Students may have one semester to fulfill the expectations of the improvement plan unless the behavioral issues continue.
 - d. The social work faculty advisor submits the improvement plan's outcome to the Academic and Professional Standards Committee. The committee recommends to the department chair whether the student should be terminated or continued in the program.
3. The department chair or a designee informs the student of their termination or continuation in the BSW program.
- a. 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.
 - b. Students who wish to challenge the improvement plan or termination have ten (10) business days to write an appeal letter to the department chair. The appeal letter must provide the student's reasons for challenging termination.
 - c. The expectations of the program's academic and professional standards remain in place for enrollment.

When students do not show evidence of improvement in the program, termination from the program is recommended. Criteria that warrant immediate termination include refusal to participate in an improvement plan, unsuccessful completion of an improvement plan, failing grades, and unprofessional behavior including dangerous and/or serious behaviors or violations. The protocol for termination includes the following:

1. Faculty advisor, Practicum Coordinator, Practicum Liaison, Practicum Instructor (as deemed necessary), or a participating practicum agency refers the student for academic and/or unprofessional behavior to the Academic and Professional Standards Committee or department chair.
2. The Academic and Professional Standards Committee reviews a student's case and decides on the termination from the social work program.
 - The committee reviews documentation or meets with students and faculty who are familiar with the students' performance.
 - If the committee decides to terminate a student from the social work program, it will recommend this to the department chair.
3. The department chair or a designee informs the student of their termination from the BSW program. Students who wish to challenge termination have ten (10) business days to write an appeal letter to the department chair. The appeal letter must provide the student's reasons for challenging termination. The department chair reviews the student's appeal letter with the Academic and Professional Standards Committee.

In certain circumstances, a student may be terminated from the BSW program, and specific remedial steps must be taken before a formal re-application to the program may be made. Students have the right to appeal the termination process through the identified grievance procedures of the Social Work Program and the University.

Grievance Procedures

Any student who is dissatisfied with his/her treatment in any academic situation (except grades) in the Social Work Department may have his/her grievance addressed by utilizing the Department's grievance procedures.

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 department of social work chair.
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 student's steps to resolve it.
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 except for 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. If unsatisfied, the student may confer with the chair of the Department of Social Work and the Dean of the College of Behavioral and Health Sciences.

Section VIII. Practicum Education

Purpose of Practicum Education

The purpose of the practicum is to provide an educationally directed practice experience for the BSW student. The Council on Social Work Education (CSWE) has identified practicum education as the signature pedagogy of social work education. Signature pedagogy embodies the core method of teaching and learning through which a profession socializes its students. In social work, Practicum education serves as the signature pedagogy. The two interconnected curriculum components—classroom and Practicum—hold equal significance, each contributing to developing essential professional competencies. This approach cultivates a learning environment prioritizing anti-racism, diversity, equity, and inclusion (CSWE, 2022).

The Practicum experience provides opportunities for students to apply the knowledge and skills learned in the classroom to real-life interactions with clients. Students can observe the benefits and challenges of working within various organizational settings with diverse client populations. Through this experience, students become socialized to the profession and deepen their understanding of its values and ethics and its commitment to social, economic, and environmental justice.

At MTSU's Department of Social Work, a Practicum placement is provided through a school-agency partnership. This is referred to as "Practicum." The Practicum is made up of two components:

1. Supervision by a professional social worker in the agency (Practicum Instructor/supervisor).
2. Faculty member (Practicum Liaison) from the social work department.

Throughout the practicum experience, students attend a Practicum Instruction course and meet with their Practicum Liaisons to ensure their academic progress is developed, directed, monitored, assessed, and supported.

The Department selects all Practicum sites and Practicum Instructors (Supervisors) through a prescribed process overseen by the Practicum Education Coordinator. Each agency signs an Affiliation Agreement before a student's placement begins. Students are placed in various generalist practice social work settings designed to include all course content. Practicum placements are geared toward student interests and educational feasibility.

Structure of Practicum Education

- I. Required Hours of Practicum
 - a. Practicum education will provide 12 credit hours through the 425-hour block internship practicum and the Practicum instruction course (SW-4681: Practicum Education: Block Placement). Students must complete 425 hours of Practicum education four days per week throughout the semester.
 - b. Students complete 30-32 hours per week (commuting time and lunch breaks are not counted as part of students' Practicum hours).
 - c. Students attend Practicum Instruction Seminar course (SW 4681: Practicum Education: Block Placement)
 - d. Students must enroll in SW4690: Integrative Seminar for 3-credit hours.
- II. Documentation
 - a. Students will record their hours daily in Tevera, the online Practicum management program.
 - b. Students will generate a monthly timesheet in Tevera, which will be signed by the student, Practicum Instructor (Supervisors), Task Supervisors (if appropriate), and Practicum Liaison.

During the block practicum experience, students will practice applying theoretical knowledge and skill learned in the classroom while receiving on-site support and instruction from the Practicum Instructor, Task Supervisor, and faculty Practicum Liaison. Students will acquire the ability to respond with greater autonomy to increasingly complex practice situations involving diverse client systems of various sizes (micro, mezzo, macro); diverse populations and those at risk or experiencing discrimination, oppression, and abuse; and situations that reflect issues of injustice and need for increased advocacy.

Definition of Terms

This section includes definitions of Practicum agency, Practicum Instructor (Supervisors), Task Supervisor, Practicum Liaison, and Practicum Coordinator.

Practicum Agency

Agencies at which BSW Practicum is performed are known as **Practicum agencies**. Practicum agencies are public or private nonprofit, or private for-profit organizations that meet the selection criteria described in the next section. Practicum agencies are carefully screened to ensure they can provide various learning experiences for students completing Practicum education. A Practicum agency and MTSU will have an Affiliation Agreement on file, or one will be initiated.

Practicum Instructor (Supervisor)

The social worker who provides supervision and instruction for the BSW student in the Practicum is termed the “Practicum Instructor.” In most cases, the Practicum Instructor is an agency employee who works in the program or unit to which the student is assigned; however, the role is occasionally assumed by someone who may not be at the placement site (see discussion in the next section).

The responsibilities and duties of Practicum Instructors are varied and extensive. Practicum Instructors meet with prospective students to discuss what a practicum at the agency would entail and then determine the student(s) selection. Practicum Instructors orient students to the agency, acquainting students with the policies, procedures, and service delivery strategies as well as with other relevant organizations in the agency’s environment. They consult with students in developing a learning contract, structure and supervise student learning experiences, give feedback to students on their performance, and participate in evaluating the student’s competency level after the completion of the Practicum education experience. Practicum Instructors engage in problem-solving with students and Practicum Liaisons when challenges arise in the Practicum setting. Practicum Instructors communicate with the BSW Practicum Coordinator regarding any agency changes that may impact the placement.

Of most importance, Practicum Instructors serve as professional role models. They reflect and model professional social work values, skills, and behaviors. Students know how their Practicum Instructor interacts with clients, co-workers, and other community contacts. Practicum Instructors can help students to understand different communication styles and contexts, dynamics of the agency and community, and how to balance real life dynamics with text-book ideals.

Task Supervisor

Occasionally, the professional at the Practicum agency to whom a student directly reports does not meet the requirements to be appointed as a Practicum Instructor. This individual, **Task Supervisor**, provides a student’s day-to-day supervision and is termed a Task Supervisor. The Task Supervisor does not replace the Practicum

Instructor but instead works with the Practicum Instructor (Supervisors) and the Practicum Liaison (faculty) to develop, implement, and monitor the student's learning tasks.

Practicum Liaison (Faculty)

A **Practicum Liaison is a faculty member** who provides supervision and instruction for a student's Practicum and linkage between the university, the student, and the Practicum agency. Practicum Liaisons are primarily responsible for coordinating students' assignments and activities during the Practicum. They can utilize their professional experiences in the Practicum to assist students in integrating theory with practice, thereby enhancing agency-based instruction. They work in partnership with students and their agency-based Practicum Instructors to ensure that learning activities build on students' strengths and allow them to develop the competencies of an advanced generalist social worker progressively. Practicum Liaisons (faculty) monitor and evaluate students' performance in the Practicum, engage in problem-solving should issues arise in the placement, and ultimately assign students' grades for the semester.

Practicum Coordinator

A **Practicum Coordinator** is a faculty member who has been identified as responsible for the overall operations of the student Practicum education component. This person works to ensure that high-quality foundation and concentration Practicum agency placements are available, agency-based Practicum Instructors are oriented to their responsibilities, students are prepared to enter Practicum and are matched appropriately with a Practicum agency, Practicum education policies and procedures are carried out, and feedback is regularly obtained to strengthen the Practicum component as well as the social work program as a whole.

Practicum Instructor (Supervisor) Expectations

Practicum Instructors are expected to attend a Practicum orientation and other training sessions that may be provided during the academic year. In addition, input and participation from Practicum Instructors are appreciated in order to continue upgrading and enhancing the Practicum program, the BSW curriculum, and the entire BSW Program.

There is no monetary compensation for serving as a Practicum Instructor for the BSW Program. However, the social work program offers continuing education credit for participation in the Practicum Instructor training and may also provide access to other university resources.

Expectations for Practicum

Attendance

If possible, all BSW students must observe agency work hours and notify the Practicum Instructor of any unavoidable absences or lateness in advance. Students must make up time for being late and/or absent. Students must complete the required Practicum hours within the university academic semester. Students are also expected to adhere to university and agency policies regarding the observation of holidays.

Adherence to Agency and University Policies

Students are expected to comply with agency and university policies during their Practicum placements. Students represent their practicum agencies, the BSW Program, and the university in their contacts with clients, other agencies, and the general public. Therefore, they are expected to present themselves

professionally and demonstrate behavior that is consistent with agency requirements, university standards, and the NASW Code of Ethics (<https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>).

Dress Code

Students are expected to follow the agency dress code. They are expected to present a professional appearance and adhere to agency protocol regarding clothing, tattoos, piercings, footwear, and other accessories. Since expectations may vary among agencies, students should consult the agency Practicum Instructor to learn more about the dress code policy within the practicum placement.

Avoiding Conflicts of Interest

BSW students should take appropriate steps to avoid conflicts of interest that could arise when selecting a practicum placement and during placement. BSW students should inform the Practicum Coordinator of any actual or potential conflicts of interest that could influence the Practicum placement selection process. Once in a placement, students should immediately notify the Practicum Instructor and Task Supervisor, if applicable, when an actual or potential conflict of interest arises and take action to resolve the matter expeditiously to afford maximum protection to clients' interests.

Dual Relationships

Students should refrain from engaging in dual or multiple relationships with clients or former clients in which there is a risk of potential harm or exploitation to the client. Dual or multiple relationships occur when BSW students relate to clients in more than one relationship, whether professional, social, or business. Additional information can be located at <https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English/Social-Workers-Ethical-Responsibilities-to-Clients>.

Confidentiality

BSW students are expected to maintain the confidentiality of information obtained during their practicum experiences and to behave in ways consistent with the NASW Code of Ethics (<https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>). Students will sign a confidentiality statement in Tevera when applying to Practicum confidentiality in Tevera when applying to practicum.

Professional Liability Insurance

Although the risk is relatively small, the BSW Program requires that all students in placement obtain professional liability insurance. In some cases, agencies may be able to include students, especially students who are their employees, under the agencies' "blanket policy." However, neither the BSW Program nor the university can cover the costs of students obtaining such coverage. Students are encouraged to check with their insurance providers and with NASW (<https://naswassurance.org/professional-liability-insurance/>) for information about the availability and costs of such coverage. Students must submit documentation of the liability insurance in Tevera when applying to Practicum.

Transportation

MTSU Practicum students are **not** to transport clients in their personal vehicles for any reason. Students may ride with an agency employee in a vehicle when transporting clients as part of service delivery. For students completing an employment-based practicum, consult agency personnel and their supervisor to discuss transportation-related responsibilities, insurance needs, and liability considerations.

Students are responsible for providing their own transportation to and from their Practicum. Neither the MTSU-BSW/MSW Programs nor MTSU can cover practicum-related transportation costs or provide vehicles for student use. All costs incurred traveling to and from the Practicum placement agency, including but not limited to gas, parking, and tolls, are the responsibility of the student. In some cases, students may be required to use their own vehicles to perform activities associated with the Practicum experience, such as making home visits or attending case conferences at other agencies. Students who use their vehicles for agency business should talk with their Practicum Instructor/Task Supervisor about agency policy and procedures for reimbursing expenses. It is the responsibility of the student to submit documentation required for reimbursement to the agency.

Agency Selection

Practicum agencies provide students the opportunity to engage in supervised experiential learning – that is, to apply what they have learned in the classroom to actual situations faced by client systems of all sizes and to bring their practice experiences back to the classroom. The learning activities created in practicum agencies encourage students to deepen their understanding of the profession’s values and ethics, commitment to populations at-at risk, social and economic justice, and emphasis on issues of diversity and cultural competence. Students, in turn, provide Practicum agencies with the opportunity to bring innovative ideas and insights to service delivery.

The university or the agency can initiate contact regarding a Practicum. The affiliation process begins with a phone conversation between the agency and the Practicum Coordinator to determine if the agency meets the criteria below. An agency can apply to become a Practicum education site by contacting the Practicum Coordinator. If appropriate as a Practicum site, an agency application form is sent and a visit to the agency may be scheduled. The Practicum Coordinator reviews the application; if approved, an Affiliation Agreement is signed by authorized agency and university representatives. To become affiliated, agencies must meet the following criteria:

1. The agency's philosophy of service should be compatible with the philosophy, values, and ethics of the social work profession. The organization's primary purpose (or program's primary purpose) must be to address human needs.
2. The agency's services must be appropriate for bachelor's social work practice, the learning opportunities must be suitable for generalist social work practice, and there must be a sufficient caseload of clients (and work) for students to gain “hands-on” experience. Placements must be in-person with clients or constituents to allow for direct practice experiences.
3. The availability of appropriate supervision is crucial. Therefore, having at least one staff member with a BSW or MSW and two (2) years post-graduate practice experience who can serve as the student’s Practicum Instructor is essential. The preference is for licensed practicum instructors to practice social work in Tennessee (See below for exceptions to this requirement).
4. Agencies must support the Practicum education process by providing release time for Practicum Instructors to carry out their responsibilities and attend Practicum-related meetings.
5. Agencies must provide students with adequate workspace and office supplies, access to a telephone, computer and other resources needed to carry out their learning tasks, and access to clients and agency

records appropriate for the learning experience. When travel is required by the agency, students should have access to transportation and/or travel reimbursement as well as information regarding transportation policies and liability coverage.

6. Agencies must provide an agency orientation and review safety procedures and guidelines of the organization with the individual student at the start of the practicum.
7. Agencies should not engage in discriminatory practices in the hiring of personnel, the acceptance of students, or the provision of services to clientele.
8. Agencies must agree to participate in various processes of the Practicum program, including Practicum orientation, periodic Practicum agency updates, and interviews with prospective Practicum students, and communication with faculty serving as Practicum Liaisons as well as others representing the university.
9. Agencies must agree to abide by the policies and procedures of the university with which it is partnering.
10. Agencies must agree to inform the Practicum Coordinator as soon as possible regarding staff or organizational changes that affect the Practicum placement.
11. Agencies must be willing to work in partnership with the faculty serving as Practicum Liaisons, as well as others representing the university, to maximize the Practicum education of social work students and, as necessary, to engage in creative problem-solving to resolve problems arising in the Practicum placement.

There may be unique situations when agencies do not have a BSW or MSW practitioner available to provide direct Practicum instruction, although the agency's philosophy is consistent with that of the social work profession, its services address human needs, it offers learning opportunities appropriate to the development of foundation generalist knowledge and skills, and it has staff capable of offering day-to-day task supervision. In such instances, a qualified Practicum Instructor from another program within the agency, another agency, or from the Department of Social Work will be assigned. The assigned Practicum Instructor will work collaboratively with the day-to-day Task Supervisor and the student to ensure the appropriateness of learning assignments, guide student activities, and evaluate student performance. The assigned Practicum Instructor will help the student integrate a social work perspective into the Practicum learning experience.

Practicum Instructor Selection

Practicum Instructors play one of the most critical roles in the educational process of the MTSU-BSW student learning process within the Practicum. They engage in the dual role of agency practitioner and social work educator. Because the primary goal of Practicum instruction is social work education rather than agency service, the teaching role of the Practicum Instructor is critical. Conversely, the primary task of the practicum student is to learn rather than serve agency personnel's needs. To be approved as a Practicum Instructor, an agency employee should meet the following criteria:

1. BSW or MSW degree from an accredited social work program.
2. At least two years of professional social work employment experience post-BSW, including at least six months of employment at the Practicum agency.
3. Ability to instruct BSW students and provide one hour weekly for supervision, including sensitivity to how differences in learning styles and diverse cultural backgrounds can impact students' learning.
4. Acceptance of the generalist social work educational model of the MTSU-BSW Program.
5. Willingness to engage in problem-solving with students and Practicum Liaisons to address issues that arise during the Practicum placement.
6. Commitment to work cooperatively with the BSW Practicum Coordinator and the Practicum Liaison to ensure a successful placement experience.
7. Demonstrated professional social work values, knowledge, skills, and behaviors in relation to clients, agency co-workers, social work interns, and other community and professional constituencies.

Practicum Education Process

Tevera Practicum Management and Accreditation Software

Tevera is a web-based data management system the Department of Social Work uses to collect data for assessment, evaluation, and accreditation purposes. Tevera is a requirement for students enrolled in SW 3120, SW 3161, and SW 4580. Tevera is an integral part of all core courses, including the Practicum. Practicum candidates are expected to have an activated Tevera account. Candidates for the BSW and MSW programs will complete assignments, assessments, and time logs, which require an activated account. There are no exceptions to this policy for social work majors. Tevera can be accessed at <https://mtsu.tevera.app/#/logon>.

Tevera is a one-time purchase that you will have lifetime access to. Once purchased, Tevera must be activated. You **DO NOT** need to purchase and activate Tevera a second time or for any subsequent courses. Tevera is covered through financial aid with the university's Barnes and Noble Bookstore only.

<https://mtsu.bncollege.com/shop/middle/home>

<https://knowledge.tevera.com/space/AS/622428297/Tevera+Purchase+Options>

Admission of BSW Students to Practicum

Admissions to the Practicum include the following:

- I. Prerequisites for Practicum
 - a. To be accepted for the MTSU BSW Practicum (SW 4681: Practicum Education: Block Placement)
 - b. BSW students must complete the following core courses:
 - SW 2570: Introduction to Social Work
 - SW 2630: Interviewing Skills for Social Work Practice
 - SW 3000: Social Policy
 - SW 3110: Research Methods for Social Work Practice
 - SW 3120: Data Analysis for Social Work Practice
 - SW 3160: Human Behavior in the Social Environment I: Conception to Adolescence
 - SW 3161: Human Behavior in the Social Environment II: Young Adulthood to Death/Dying
 - SW 3200: Cultural Diversity: Competency for Practice
 - SW 4580: Social Work: Practice I
 - SW 4581: Social Work: Practice II
 - SW 4582: Social Work: Practice III
- II. Grade point requirements
 - a. Students must achieve an overall GPA of 3.0 or higher in their social work courses.
 - b. Students must achieve an inclusive University GPA of 2.0.
- III. Additional Requirements
 - a. Students must complete the Introduction to Practicum Education and Tevera D2L module in SW 4580.
 - b. Students must attend a mandatory Practicum orientation session.
 - c. Complete and submit all required paperwork promptly (e.g., Tevera).
 - d. It is the student's responsibility to inform the Practicum Coordinator of any actual or potential conflicts of interest that could influence the Practicum placement selection process.

Students must maintain an overall GPA of 3.0 or higher in their social work courses. Additionally, they are required to complete the Introduction to Practicum Education and Tevera module in SW 4580 during their first year, attend a general Practicum introductory session, and participate in any other required Practicum education meetings, including the weeklong orientation. Students must also complete and submit all necessary paperwork on time and meet with the Practicum Coordinator as needed. It is the student's responsibility to inform the Practicum Coordinator of any actual or potential conflicts of interest that could affect the Practicum placement process.

Placement of Students

Application and Selection Process

The following steps describe the sequence of events for placement in Practicum:

1. Students must purchase and complete Tevera registration (<https://mtsu.tevera.app/#/logon>).
2. Eligible students **must** attend a Practicum orientation session conducted by the Practicum Coordinator in the semester before they enter into Practicum. Important dates are listed on page 3 of this handbook.
3. Students complete and submit a Practicum Application in Tevera. The practicum application will include the BSW practicum application, my resume, and an uploaded copy of my professional liability insurance. In Tevera, students will also sign the Code of Ethics, BSW Confidentiality Statement, and Acknowledgement of Risk.
4. The Practicum Coordinator reviews the Practicum applications for eligibility and completeness.
5. The Practicum Coordinator meets individually with students to discuss Practicum placement options (as deemed necessary).
6. Students schedule and complete interviews with identified contacts at potential Practicum agencies.
7. Students initiate and send the Confirmation of Agency Placement form to the practicum instructor (supervisor) or task supervisor in Tevera.
8. The Practicum Coordinator confirms and finalizes assigned placements and notifies students and Practicum agencies.
9. An agreement will be initiated if no Affiliation Agreement is on file with MTSU.
 - a. Steps for new agencies include application, agency, interview, verification of qualified staff, and site visit. This process could take up to one semester to complete.

The handbook (Appendix D) contains a copy of the practicum education forms accessible in Tevera (<https://mtsu.tevera.app/#/logon>). The students must complete the Practicum education forms in Tevera.

Employment-Based Practicum

Students working in a social service agency or whose employment with a social service agency will begin at least 30 days before their Practicum placement can request a Practicum at their place of employment. This request needs to be directed to the BSW Practicum Coordinator in writing. The student must also upload a job requisition in Tevera for review. The employment agency must be agreeable to serving as the employee's Practicum site and willing to create learning experiences, provide Practicum instruction, and comply with other Practicum education requirements. The practicum assignment must be educational and afford the student learning experiences that contribute to his or her development as a generalist social worker. The use of settings where the student is already an employee as a Practicum site may be permitted if the following conditions are met:

1. Assignments developed for the practicum must be educationally focused and meet the CSWE competencies for Practicum education.

2. The work supervisor should not be the student's practicum instructor.
3. The agency must meet the same criteria as other Practicum agencies.
4. The person designated as the Practicum Instructor must meet the same criteria as other Practicum Instructors.
5. The Practicum Coordinator may make an agency visit.
6. If the student is employed at a social service agency that is not yet an approved Practicum site, the student should notify the BSW Practicum Coordinator approximately four months before the anticipated internship start date to allow ample time for the agency to undergo the agency approval process. Agencies must meet all the criteria outlined on page 38.

Developing the Learning Contract

One of a student's first activities after starting a Practicum placement is developing their Practicum learning contract. The student, with consultation from the Practicum Instructor, identifies learning tasks that, throughout the placement, will allow them to achieve the educational competencies specified in the syllabus and the Practicum Education Learning Contract and Evaluation form located in Tevera. Nine (9) competencies and supportive behaviors have been established for generalist placements. Students will develop a learning plan and receive feedback from their Practicum Instructor (Supervisors), Task Supervisor (if applicable), and faculty Practicum Liaison. The learning plan is an essential tool to guide the learning experience and ensure an increased understanding of the nine (9) core competencies and 31 practice behaviors outlined by CSWE. By completing the practicum, students will achieve competency in generalist social work practice, measured by completing the learning plan.

CSWE Competencies and Practice Behaviors

The goals of the BSW program focus on educational areas such as practice, policy, research, human behavior, cultural competence, and professional development. In alignment with these goals, our generalist curriculum is structured to help students achieve the following generalist competencies and behaviors:

Competency 1: Demonstrate Ethical and Professional Behavior

- a. Make ethical decisions by applying the standards of the National Association of Social Workers Code of Ethics, relevant laws and regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics within the profession as appropriate to the context.
- b. Demonstrate professional behavior, appearance, and oral, written, and electronic communication.
- c. Use technology ethically and appropriately to facilitate practice outcomes.
- d. Use supervision and consultation to guide professional judgment and behavior.

Competency 2: Advance Human Rights and Social, Racial, Economic, and Environmental Justice

- a. Advocate for human rights at the individual, family, group, organizational, and community system levels.
- b. Engage in practices that advance human rights to promote social, racial, economic, and environmental justice.

Competency 3: Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice

- a. Demonstrate anti-racist and anti-oppressive social work practice at the individual, family, group, organizational, community, research, and policy levels.

- b. Demonstrate cultural humility by applying critical reflection, self-awareness, and self regulation to manage the influence of bias, power, privilege, and values in working with clients and constituencies, acknowledging them as experts of their own lived experiences.

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

- a. Apply research findings to inform and improve practice, policy, and programs.
- b. Identify ethical, culturally informed, anti-racist, and anti-oppressive strategies that address inherent biases for use in quantitative and qualitative research methods to advance the purposes of social work.

Competency 5: Engage in Policy Practice

- a. Use social justice, anti-racist, and anti-oppressive lenses to assess how social welfare policies affect the delivery of and access to social services.
- b. Apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, racial, economic, and environmental justice.

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

- a. Apply knowledge of human behavior and person-in-environment, as well as interprofessional conceptual frameworks, to engage with clients and constituencies.
- b. Use empathy, reflection, and interpersonal skills to engage in culturally responsive practice with clients and constituencies.

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

- a. Apply theories of human behavior and person-in-environment, as well as other culturally responsive and interprofessional conceptual frameworks, when assessing clients and constituencies.
- b. Demonstrate respect for client self-determination during the assessment process by collaborating with clients and constituencies in developing a mutually agreed-upon plan.

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

- a. Engage with clients and constituencies to critically choose and implement culturally responsive, evidence-informed interventions to achieve client and constituency goals.
- b. Incorporate culturally responsive methods to negotiate, mediate, and advocate with and on behalf of clients and constituencies.

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

- a. Select and use culturally responsive methods for evaluation of outcomes.
- b. Critically analyze outcomes and apply evaluation findings to improve practice effectiveness with individuals, families, groups, organizations, and communities.

With input from their Practicum Instructors, students are expected to articulate two learning tasks for each identified behavior. Reflecting the generalist orientation, the learning tasks within the behaviors should be structured to provide learning opportunities with client systems of diverse sizes and characteristics. The Practicum Education Learning Contract and Evaluation should be completed within the first two weeks of a student's Practicum placement and submitted to the Practicum Liaison for review in Tevera. The Practicum Liaison will contact the student and the Practicum Instructor with questions.

In addition to creating the learning plan, students will track their hours daily in Tevera (<https://mtsu.tevera.app/#/logon>). Monthly timesheets will be submitted at the beginning of each new month.

The Practicum Instructor, Task Supervisor (if applicable), and faculty Practicum Liaison will sign and review these.

All BSW Practicum placements begin at the beginning of each semester, both Fall and Spring semesters. In advance, students must plan to attain 30-32 hours per week at the Practicum placement. Students must pace their hours to attain 425 hours in a 14-week semester. Although students may like to complete more than the required number of hours per week to reduce the number of weeks in the practicum setting, they should be aware that they have committed to the agency and are expected to extend their practicum throughout the semester in which they are enrolled. Therefore, students should not expect to complete their practicum before the final week of classes.

All students must observe agency work hours and notify the Practicum Instructor of any unavoidable absences or lateness in advance if possible. Students must make up time for being late or absent. Students are entitled to hazardous weather closings and holidays observed by the Practicum agency. Students are not expected to report to their practicum agency during holidays observed by the university. Should these differ from the holidays observed by the practicum agency, students are expected to communicate with their practicum instructors before the absence.

During each semester, BSW students have opportunities to have additional experiential learning or educational opportunities outside of the practicum that deepen their knowledge of social work practice. The Practicum Education Coordinator will approve additional learning opportunities that can also count toward accumulating Practicum hours. Should the opportunity conflict with the Practicum, the student will be responsible for communicating with the Practicum Instructor in advance. No more than 5% of hours can be accrued outside of the practicum agency.

Practicum Supervision

Meeting with the Practicum Instructor. BSW students are expected to meet regularly with their Practicum Instructors for supervision. Typically, these meetings occur weekly, at a prescheduled time, for one hour. Informal conversations arising during the ordinary course of work interactions supplement but do not replace these formally scheduled Practicum supervision meetings. The weekly meetings are educationally focused and intended to foster students' Practicum-based learning, classroom and experiential learning integration, and professional development. These regular meetings afford students (and Practicum Instructors) opportunities for reflection. They also allow students to receive ongoing feedback on their performance throughout the semester.

Faculty Practicum Liaison contact. Students have regular contact with the faculty Practicum Liaison during their Practicum placements. At least once during the semester, the Practicum Liaison visits the placement agency to meet with the student, Practicum Instructor, and Task Supervisor, if applicable. Students also have regular online contact with the liaison; each week, students are expected to electronically submit Practicum journals to the faculty Practicum Liaison. In addition to ongoing placement monitoring, the Practicum Liaison is available to both the student and the Practicum Instructor to assist in addressing concerns that may arise during the placement.

Evaluation

A formal evaluation is conducted in Tevera during the mid-term and completion of the practicum placement. The educational competencies and behaviors associated with tasks established in the learning contract provide the criteria against which the student's progress is assessed. The Practicum Education Learning Contract and Evaluation form in Tevera includes space for recording competency-specific and general evaluative

assessments. The student, Practicum Instructor, and Practicum Liaison will sign the evaluation at mid-term. The Practicum Coordinator will sign with the other individuals at the final evaluation.

Students completing the Practicum and accompanying instruction course will receive a letter grade at completion. The Practicum Instructor recommends a grade to the Practicum Liaison. However, it is the Practicum Liaison, as a faculty member, who is responsible for assigning the grade and submitting it to the university.

In addition to the above evaluation of learning, the student is also asked to provide feedback on the learning experience at the end of the placement. The Practicum Agency Student Evaluation documents the student's assessment of the Practicum learning opportunities and the Practicum instruction received at the placement site. The Practicum Coordinator and MTSU-BSW Social Work Department will review this data and utilize the feedback to continue to improve the Practicum experience for students.

Change of Practicum

Problem-Solving

If difficulties arise in a Practicum placement, the student, Practicum Instructor, and Task Supervisor (if applicable) must work together to resolve the issues. A student should make the Practicum Instructor aware of the problem (and vice versa) and explore ways to address the matter before involving others. At times, however, the student and their Practicum Instructor cannot achieve a resolution. In these instances, the Practicum Liaison should be contacted and asked to participate in problem-solving.

Occasionally, difficulties arising in a Practicum placement change the agency placement. If the difficulty is sufficiently severe and cannot be resolved by the student, Practicum Instructor, Practicum Liaison, and Task Supervisor (if applicable) through engaging in problem-solving, the Practicum Liaison will apprise the BSW Practicum Coordinator of the situation, and the Practicum Coordinator will consider a change of placement. Additionally, per the educational agreement between the university and the agency, the agreement to place students at the agency is strictly voluntary and can be canceled at any point.

Termination of Student from Practicum

A student can be removed from their Practicum placement due to unsatisfactory performance at the practicum. Reasons for termination include engaging in unethical, illegal, or dangerous behavior toward clients or staff, breaching agency policy, refusing to be supervised, failing to keep the agreed-upon schedule, or being unable to fulfill agency assignments. A student terminated from their Practicum placement will receive a "Fail" grade for the Practicum education credits in which they are registered and will be referred to the academic and professional standards committee. Additionally, a student should review:

NASW Code of Ethics

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

University Code of Student Conduct

<https://w1.mtsu.edu/student-conduct/code/>
<https://w1.mtsu.edu/student-conduct/quick-guide.php>

Academic and Professional Standards outline the process of student dismissal from the program/practicum

BSW student handbook, pages 30-32

Resolution of Academic and Professional Standards Violations, informal and formal

BSW student handbook, pages 37-39

Grievance Procedures

BSW student handbook page 40

Safety and Risk Management

Safety

Student safety protocol for practicum placement is conducted during the required practicum orientation in the BSW Program. Students are asked to self-assess any issues concerning their Practicum experience and are encouraged to identify the issues on their Practicum application and/or with the Practicum Coordinator. Students should also consult with their Practicum Instructor and Task Supervisor (if applicable) on such issues.

Acknowledgment of Risk

Middle Tennessee State University faculty believes that you have a right to be informed of risks associated with this aspect of your educational and professional preparation and that risks can be minimized with proper knowledge and preparation. Students must maintain professional liability insurance. A copy of a student's liability insurance policy is submitted as part of the application to Practicum in Tevera. Students will sign the Acknowledgement of Risk Form (Appendix D) as part of the application to Practicum in Tevera (<https://mtsu.tevera.app/#/logon>). Students should maintain health insurance and automobile insurance. Students need to discuss personal safety issues with their Practicum Instructor (Supervisor) and Faculty Liaison to be informed of agency policies and procedures. Students should also become aware of COVID-19 vaccination, TB, Flu, Hepatitis B, or any additional vaccination requirements.

Incident Reporting

The student should complete the Incident Report (Appendix E) if any of the following have occurred during the Practicum placement: sexual harassment, personal injury (i.e., by violent client or other persons, auto accident, personal injury by animal, exposure to or contraction of infectious disease, damage to personal property, etc.). This report should be completed in Tevera (<https://mtsu.tevera.app/#/logon>) within 24 hours of the incident. If you are unsure about completing this form, contact the Practicum Education Coordinator for assistance.

Section IX. Appendices

Appendix A – CSWE Educational Policy and Accreditation Standards (EPAS)

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 describes 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. A complete listing of the CSWE EPAS can be located at <https://www.cswe.org/getmedia/bb5d8afe-7680-42dc-a332-a6e6103f4998/2022-EPAS.pdf>.

Appendix B – Student Improvement Plan

BSW Academic and Professional Standards Improvement Plan

BSW students are expected and agree to meet the academic and professional standards of the Department of Social Work at MTSU. These standards include:

1. Maintain a satisfactory GPA;
2. Meet the academic and professional standards in the social work program including the National Association of Social Workers (NASW) Code of Ethics and expectations in the social work program (refer to procedure for termination of enrollment in the BSW handbook); and,
3. Meet the University Code of Student Conduct (refer to university catalog).

Student who do not meet the academic and professional standards may be terminated from the program or receive an improvement plan. Students who receive improvement plans will meet with their social work faculty advisor to discuss the identified behavior and a plan for resolution. If the behavior is not resolved in one semester, the student may be terminated from the program. The academic and professional standards are in place for the duration of the BSW program; however, students have one semester to address identified issues in the improvement plan. Students have ten (10) days to sign improvement plan. Additional information regarding procedure for termination of enrollment can be located in the BSW handbook.

Today's Date: _____ **Semester/Year:** _____

Student Name (Print): _____ **M#:** _____

Summary of Identified Behavior or Lack of Progress/Participation

Informal Improvement Plan

Formal Improvement Plan

Appendix C – Academic and Professional Standards Violations Form

Date of Referral	
Student Name	
Student M#	
Faculty Member Making Referral	
Course Number	

The purpose of this form is to identify and bring awareness to initial concerns regarding observed student behavior(s) and academic performance. This process is designed to ensure students have the resources they need and a plan for action in order to be successful in the Social Work Program.

Identify the concerning behavior from the list below and include a numerical value next to that behavior indicating evidence of severity. For behaviors not included on this list, please write in under “Other.”

The faculty member/Practicum team raising the concern will schedule a meeting with the student to discuss the issue(s) and develop a plan for success. When this form is completed and signed by both the faculty member and student, the student will receive a copy of the form; and it will be included in the student’s file. Faculty should forward this form to the BSW/MSW Program Coordinator for review by the Academic and Performance Committee.

Severity Rating	
1	Minor evidence of concern: Behavior has been observed infrequent or minimally disruptive
2	Moderate evidence of concern: Behavior has been observed occasionally or is becoming disruptive
3	Significant evidence of concern: Behavior has been observed frequently or is severely disruptive

Academic Concerns	1	2	3
Absent from or tardy to class/Practicum or leaves class/Practicum early			
Sleeps during class			
Inappropriate attire			
Poor written or oral communications skills; poor grammar; inability to articulate points in a professional manner; overuse of informal language in written assignments			
Lacks independence in completing work (for example: overly dependent on additional instructions from instructor; dependent on other students for help, etc.)			
Disruptive behaviors in class /Practicum (foe example: chatting with others; inappropriately using cell phone or computer; overly communicative, which bars others from contributing to discussions and impedes instructor’s ability to conduct class, Practicum environment, etc.)			
Academic Performance: Students must pursue academic honesty and meet grade requirements. Students are required to maintain a grade of C- or better in all social work courses.			
Work performance does not meet minimal requirements or expectations; work turned in incomplete or late; unprepared for class/Practicum-significantly impacting overall performance			
Personal problems and issues interfere with learning and performance			
Issues associated with Practicum (tardiness, absences, non-professional behavior, ethics violations, boundary issues, etc.) – significantly impacting ability to be successful			
OTHER CONCERN(S) NOT LISTED (Describe)			

Behavior Concerns	1	2	3
Dishonesty of any type			

Disrespectful to clients, faculty, staff, or other students (for example: in discussing sensitive issues such as diversity; being insensitive to the feelings or needs of others, etc.)			
Mental health problems interfering with acceptable performance			
Evidence of substance abuse interfering with acceptable performance			
Legal issues impacting professional progression			
Inability to work in groups.; does not carry fair load in the group; lack of collaborative skills in working with others			
Inappropriate comments in class/Practicum; too much personal sharing, often inappropriately; acts out self- interest in most situations; egocentric- significantly impacting overall performance			
Immaturity in behavior; lack of self-awareness– significantly impacting ability to be successful			
Boundary issues– significantly impacting ability to be successful			
Poor coping skills– significantly impacting ability to be successful			
Evidence of volatility or violent behavior; lack of self-control			
Inability to form healthy and/or productive relationships with others; critical of others; discourteous; poor social skills; little or no self-awareness of impact of behavior on others			
Not receptive to constructive criticism or negative feedback; doesn't take ownership of problems; blames others for shortcomings; defensive or nonresponsive to feedback			
Personal and/or ethnocentric viewpoints that interfere with acceptance of core social work values; unable to internalize core social work values; overly biased with religious viewpoints to the extent that there is no openness to professional growth; danger of imposing these beliefs in practice			
OTHER CONCERN(S) NOT LISTED (Describe)			

Provide a short narrative that further elaborates concern(s):

Plan for Corrective Action:

Referred to Academic and Professional Standards Committee (please check all that apply)

Referred to Academic and Professional Standards Committee

_____ Yes _____ No

If Yes, please indicate the date submitted _____

_____ Faculty advisor has also been notified

Faculty Signature	
Date	
Student Signature	
Date	

Appendix D – Practicum Education Forms

Application for BSW Practicum

This application is for students considering enrollment in SW 4681: Practicum Education: Block Placement. The completed application requires:

1. Reviewing and signing electronic forms in Tevera (Safety and Risk Management, Code of Ethics Agreement, Confidentiality Statement)
2. Complete the application form, review it, and sign it by the student.
3. One copy of your professional resume (in the required standard format) uploaded to Tevera. Visit the career center for assistance: <https://w1.mtsu.edu/career/resource-resumewriting.php/>
4. An unofficial transcript from PipelineMT was uploaded to Tevera.
5. Proof of Student Liability Insurance.

Date:

What semester do you plan to start your Practicum?

- Fall Spring

Student Name:

M#:

MTSU Student Email:

Phone:

Are you a U.S. Veteran:

- Yes
 No

The Practicum Education Program within the MTSU Department of Social Work strives to offer BSW students quality learning environments to practice the knowledge and skills gained in the classroom. Every attempt is made to match students with compatible agencies based on the following: information provided in the application, agency, and Practicum instructor availability, and Practicum coordinator judgment. However, students are expected to be open to Practicum internships at all agencies working with various populations, Practicums of practice, and geographic locations.

Interests: Please indicate your level of interest in the following: Client Population, Focus of Practice, Agency Setting, and Roles. Please indicate your level of interest by checking the correlating box.

Client Population

Adolescents

- Very Some Neutral Limited

Adults

- Very Some Neutral Limited

- Children
 Very Some Neutral Limited
- Families
 Very Some Neutral Limited
- LGBTQIA+
 Very Some Neutral Limited
- Men
 Very Some Neutral Limited
- Older Adults/Geriatric
 Very Some Neutral Limited
- People and Communities of Color (BIPOC, Refugees, etc.)
 Very Some Neutral Limited
- Women
 Very Some Neutral Limited
- Veterans/Military
 Very Some Neutral Limited
- Other:
 Very Some Neutral Limited

Focus of Practice

- Adoption/Foster Care
 Very Some Neutral Limited
- Child Welfare/Abuse, Neglect
 Very Some Neutral Limited
- Corrections/Delinquency/Probation (Justice System)
 Very Some Neutral Limited
- Developmental Delays/Disabilities/Neurodiverse
 Very Some Neutral Limited
- Domestic Violence and Sexual Assault
 Very Some Neutral Limited
- Education/Schools/Early Childhood
 Very Some Neutral Limited

Income Constrained/Low SES

Very Some Neutral Limited

International/Global Focus

Very Some Neutral Limited

Housing/Food Insecurity

Very Some Neutral Limited

Human Trafficking

Very Some Neutral Limited

Medical

Very Some Neutral Limited

Mental Health

Very Some Neutral Limited

Public and Community Health

Very Some Neutral Limited

Substance Abuse/Recovery

Very Some Neutral Limited

Other:

Very Some Neutral Limited

Agency Type

Community-Based

Faith-Based

Government

Medical

Non-Profit

Roles

Case Management

Very Some Neutral Limited

Community Education/Prevention

Very Some Neutral Limited

Counseling/Facilitating

Very Some Neutral Limited

Crisis Response

Very Some Neutral Limited

Faith-Based/Ministerial

Very Some Neutral Limited

Home Visiting

Very Some Neutral Limited

Non-Profit Work/Grant Writing

Very Some Neutral Limited

Research

Very Some Neutral Limited

Street Outreach (Unhoused Population)

Very Some Neutral Limited

Training

Very Some Neutral Limited

Policy, Law, and Advocacy

Very Some Neutral Limited

Other:

Very Some Neutral Limited

All students are responsible for transportation to and from the Practicum internship. Do you have reliable transportation?

Yes

No

Please share your plans for transportation to and from your agency setting:

Placement Location: Most practicum settings are in Davidson and Rutherford counties. Should you have preference for another county, please list that below:

Please give adequate time and thought to answering the following questions:

(Please provide 4-5 sentences.) When I think about my future career as a social worker, in 5-10 years I will be:

Learning Objective: Discuss your learning objectives. What do you envision for your Practicum experience? Name 3 personal goals you hope to accomplish while learning in the Practicum.

Personal strengths: What personal strengths can you identify that will contribute to a successful Practicum experience?

Do you anticipate any barriers to completing your practicum? If yes, please explain: What limitations or challenges are you facing that could create barrier or difficulty? (Ex: daycare limitation for children between 7 am-6 pm in Murfreesboro; unreliable transportation, etc.).

Most Important Factors: In order of importance, list the most important factors you would like to be taken into consideration during the matching process. (Example: population of interest, agency setting, location, etc.)

- 1.
- 2.
- 3.

Other Information to Consider: Please share any other information you feel is necessary for the Practicum Coordinator to know and consider during the matching process.

Top Three Preferred Agencies (if known):

- 1.
- 2.
- 3.

Notice: Many agencies require a background check, health screen, fingerprinting, etc. If there are any issues which may affect your placement, please discuss these with the Practicum Coordinator.

- No issues to discuss
- Yes, I would like to discuss

Employment-Based Practicums/Stipend: There are a limited number of agencies that offer employment-based internships or stipends. No student is guaranteed an internship with an option for employment or stipend. If you consider yourself a student that would need to be considered for one of these locations, please arrange a meeting with the Practicum Coordinator to discuss. Agency personnel will receive the resume of the interested students and determine who will be interviewed/considered for any opportunities that are available.

Statement of Acknowledgement

The Procedure: Students must complete the Application for BSW Practicum and submit this through Tevera by the deadline. Applications received after the deadline or incomplete will be evaluated after all other applications. Students will be notified through their MTSU email of their prospective Practicum assignment. The student will then be responsible for contacting the agency contact and arranging an interview with the Practicum Instructor/Supervisor to finalize the internship placement. The form, Confirmation of Agency Placement-MTSU 1033, must then be completed in Tevera by the Agency Contact and Student. The student is responsible for notifying the Practicum Coordinator when this process is complete as well as sharing any barriers that prevent completion.

Expectation: Again, every attempt is made to match students with compatible agencies based on the information given in the application, agency availability, and Practicum coordinator judgement. However, students are expected to be open to placements at agencies of all populations, Practicums of practice, and geographic locations. Once a student has been matched with a prospective agency, the student is expected to communicate, coordinate and interview with the agency. Once the Confirmation of Agency Placement form has been signed by the student and Practicum instructor, there will be NO changing your assigned Practicum placement without documentation of extenuating circumstances and Practicum Coordinator approval.

I have read and understand the above information regarding MTSU BSW Practicum Education Procedure and Expectations. I have read the MTSU BSW Student Handbook and Practicum Education Information and agree to abide by the structure, guidelines and policies indicated. I have also read the NASW Code of Ethics and understand they apply to me as a BSW intern. I agree to uphold the ethical guidelines for social work practice. I have completed the MTSU SW Practicum Application form completely and accurately to the best of my ability and included all required documentation.

Student Signature:

Date:

Information below line is for internal department use only:

Date application submitted:

Received by:

Auditor Name:

Audit Date:

- Checklist verified and complete
- Application completed accurately with all signatures and forms included

Notes: (anything missing and/or any communication notes):

Top 3 placement options after review:

- 1.
- 2.
- 3.

Practicum Coordinator Signature:

Date:



Code of Ethics Agreement

As a social work student in Middle Tennessee State University's Social Work Program, I will uphold and abide by the NASW Code of Ethics.

I understand that I may be counseled out of the program on the basis of:

- **Academic Performance.** I will meet grade requirements. I will pursue academic honesty.
- **Absenteeism.** I will meet the requirements of class and practicum attendance.
- **Professional Behavior.** At all times, I will act in a professional manner with peers, faculty, agency personnel, and clients; always treating others with respect, courtesy, fairness, and good faith.
- **Assaultive or Threatening Behavior.** I will not participate in inappropriate behavior that is directed at clients, colleagues, or instructors.
- **Damaging Behavior.** I will treat others with respect, demonstrate a respect for diversity, protect confidentiality, ensure freedom of expression, and demonstrate a commitment to community.
- **Ineffectiveness in Work with Clients.** I will demonstrate minimal levels of effective performance and apply progressive learning techniques to evidence progress in working with clients. I will not violate practicum agency policy.
- **Progressive Discipline.** I understand that should I violate any of the above tenets, I will be counseled and receive one warning. Continuation of the behavior will result in my being counseled out of the program. (See Student Handbook).

Student Signature

Date

Note: If you have ever been convicted of a crime, you need to discuss this with your advisor. A criminal conviction will limit the Practicum agencies where you can be placed. A criminal conviction will limit your employment opportunities in social services. A criminal conviction will be considered by the Licensure Board if you apply for a social work license. This does not mean that you cannot be a social worker if you have a criminal conviction, but it would be good to get guidance from your advisor.

Confidentiality Statement

I have read the Confidentiality Statement in the MTSU Department of Social Work Practicum Manual and agree to abide by the terms of that statement. I have also read the NASW Code of Ethics and agree to uphold the ethical guidelines contained therein for social work practice. I will respect the privacy of clients and, in accordance with agency policies, hold in confidence information obtained in the course of my Practicum placement. I will hold in confidence any proprietary information about the agency shared with me during the Practicum placement. I will not disclose data that can be linked to individual clients or staff members when using information from my Practicum experience in course work.

Student Name:

Student Signature

Date



Confirmation of Agency Placement

Agreement for student placement for:

Semester:

Year:

Student Name:

Student Email:

The Department of Social Work at Middle Tennessee State University and Practicum Instruction Agency below jointly agree to Practicum placement for the student for the purpose of providing undergraduate Social Work Practicum Education.

Agency:

Contact:

Address:

City:

Phone:

Email:

For Practicum Instructor

I certify that I have met with the student above and we have agreed on placement for the semester.

Agency Practicum Instructor Signature Date

Student Signature Date

Please keep a copy for your records as this serves as your **official agreement and confirmation** of Practicum placement and submit the original form with signatures to the MTSU Social Work Practicum Coordinator. Any changes after the agreement is signed should be directed to the MTSU SW Practicum Coordinator.

Acknowledgment of Risk in the Practicum

This document is designed to inform you of the potential risks associated with the Practicum. It is the belief of Middle Tennessee State University faculty that you have a right to be informed of risks associated with this aspect of your educational and professional preparation and that with proper knowledge and preparation, risks can be minimized.

1. Malpractice liability insurance: Students are required to maintain professional liability insurance with a minimum amount of \$1million/\$2 million aggregate as a minimum with any higher coverage as acceptable. An important aspect of professional practice is knowing the limits of your knowledge and skills and avoiding interjecting in situations that are not in your area of competence. Whenever you have a question about the handling of a particular case and whether or not a given intervention is appropriate, see your Practicum/Task Supervisor (preceptor).

2. Automobile liability insurance: Students are discouraged from using their personal vehicle for Practicum-related usage (other than travel to and from the practicum). If you will be using your personal vehicle in Practicum, it is recommended that you check with your insurance company for a clear understanding of your coverage. Ask specifically about coverage that will protect you should an incident occur while transporting a client. Check with your Practicum/Task Supervisor (preceptor) to determine if the agency provides coverage for you if you use your personal vehicle to transport clients. Many agencies consider students to be “volunteers” and this may allow them to provide some coverage through policies for volunteers. Whenever possible, use an agency vehicle to transport clients.

3. Personal safety: You may encounter risks to your personal safety during the Practicum when dealing with angry or hostile clients, making home visits, or being exposed to clients who have an infectious diseases and/or mental illnesses. It is important to learn what you can do to minimize the risks to your personal safety. You need to discuss personal safety issues with your Practicum/Task Supervisor (preceptor) early in the practicum so you can be informed of agency policies and procedures and any recommended courses of action.

4. COVID-19: After COVID-19 was declared a global pandemic, numerous restrictions were initiated to limit physical contact. Social Work is an essential service; therefore, your exposure to COVID-19 is a real possibility in face-to-face practicum settings. It is recommended that you take the necessary precautions to shield yourself against exposure.

- a. Wear a face mask (nose and mouth covering at minimum)
- b. Maintain physical distancing of six (6) feet apart at minimum
- c. Use universal precautions (assume that everything is contaminated); therefore, wash hands frequently with soap and water for a minimum of 20-seconds
- d. Cough or sneeze into a tissue and dispose of it,
- e. Clean frequently touched items often
- f. If you are feeling sick (coughing, fever of 101 or higher, chest pain, body aches, etc.) stay home
- g. Get tested for COVID-19 prior to entering the Practicum component. Some settings may require this test.

Students must read the contents from the CDC website below regarding COVID-19 and acknowledge your assumption of risk in the Practicum.

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

5. TB skin test: The prevalence of TB in society has increased in recent years. If you anticipate a Practicum setting that serves populations at risk for TB, it is recommended that you take this test prior to entering the Practicum. Some settings may require this test.

6. Hepatitis B vaccine: If you anticipate a placement where there is the chance of being exposed to

blood-borne pathogens, it is recommended that you get this vaccination. This involves a series of three injections over a six-month period. Students may contact the local health department or their preferred medical provider to obtain the vaccination.

7. Influenza Vaccination: Flu season generally runs from November through the end of March. To minimize exposure, students are encouraged to get the flu vaccination prior to entry into the Practicum. This vaccination may be required by your practicum agency.

I have read the above and acknowledge that the Practicum may present some risks. I understand that any expense or treatment for illness or injury suffered during the Practicum education experience is my responsibility. I also understand that prudent choices and exercising caution can minimize these risks. I further recognize that it is my responsibility to become informed of agency policy and practices regarding the above situations.

Student Signature

Date



BSW Practicum Experience and Learning Plan

Student:

Semester:

Year:

Agency:

Agency Address:

City:

State:

Zip Code:

Agency Phone:

Practicum (Agency) Instructor:

Practicum (MTSU) Liaison:

Practicum (Agency) Instructor email address:

This document will serve as the Educational Contract, Mid-Term Evaluation and Final Evaluation document for MTSU Social Work students who are enrolled in undergraduate Practicum/internship. Each competency and the practice behaviors for each competency are to be demonstrated in Practicum are to be met by all students graduating with a BSW degree from all CSWE accredited programs.

The student, working with the Practicum (Agency) Instructor, will complete the education contract by listing tasks that are to be accomplished by the student at the practicum/ agency site during the designated semester of study. A minimum of one task will be listed for each practice behavior. Students are encouraged to identify and list two (2) tasks for each practice behavior. Tasks are dependent on the setting of the agency and the population served in relation to the level of the student (Practicum I or Practicum II). Tasks should demonstrate specific activities and opportunities available at the agency. The University Faculty Practicum Liaison must approve the Educational Contract.

The Practicum (Agency) Instructor should ensure that he tasks on the educational contract are appropriate for students working under supervision. Evaluation of the student activity is based on task accomplishment and is not related to course grading criteria. In the even a student is graded at level 5 for all tasks relating to one objective at midterm, new activities/ tasks may be developed for the remainder of the semester.

The Practicum (Agency) Instructor should evaluate the student at mid-term and at the end of the semester using the following scale:

- 5=Professional level activity, equivalent to employee
- 4=Component level activity, with indirect supervision
- 3=Meets expectations, with direct supervision
- 2=Beginning level activity only
- 1=Attempted but failed due to engage in this task
- NA=List task deferred at this time.

Competency 1: Demonstrate Ethical and Professional Behavior

a. Make ethical decisions by applying the standards of the National Association of Social Workers Code of Ethics, relevant laws and regulations, models for ethical decision making, ethical conduct of research, and additional codes of ethics within the profession as appropriate to the context

Task(s):

- 1.
 - 2.
- b. Demonstrate professional behavior; appearance; and oral, written, and electronic communication.

Task(s):

- 1.
- 2.
- c. Use technology ethically and appropriately to facilitate practice outcomes.

Task(s):

- 1.
- 2.
- d. Use supervision and consultation to guide professional judgment and behavior.

Task(s):

- 1.
 - 2.
- Competency 2: Advance Human Rights and Social, Racial, Economic, and Environmental Justice**

a. Advocate for human rights at the individual, family, group, organizational, and community system levels.

Task(s):

- 1.
- 2.
- b. Engage in practices that advance human rights to promote social, racial, economic, and environmental justice.

Task(s):

- 1.
 - 2.
- Competency 3: Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice**

a. Demonstrate anti-racist and anti-oppressive social work practice at the individual, family, group, organizational, community, research, and policy levels.

Task(s):

- 1.
- 2.
- b. Demonstrate cultural humility by applying critical reflection, self-awareness, and selfregulation to manage the influence of bias, power, privilege, and values in working with clients and constituencies, acknowledging them as experts of their own lived experiences.

Task(s):

- 1.
 - 2.
- Competency 4: Engage in Practice-Informed Research and Research-Informed Practice**

a. Apply research findings to inform and improve practice, policy, and programs.

- 1.
- 2.
- b. Identify ethical, culturally informed, anti-racist, and anti-oppressive strategies that address inherent biases for use in quantitative and qualitative research methods to advance the purposes of social work.

Task(s):

- 1.
 - 2.
- Competency 5: Engage in Policy Practice**

a. Use social justice, anti-racist, and anti-oppressive lenses to assess how social welfare policies affect the delivery of and access to social services.

- 1.
- 2.
- b. Apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, racial, economic, and environmental justice.

Task(s):

- 1.
- 2.

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

a. Apply knowledge of human behavior and person-in-environment, as well as interprofessional conceptual frameworks, to engage with clients and constituencies .

Task(s):

- 1.
- 2.
- b. Use empathy, reflection, and interpersonal skills to engage in culturally responsive practice with clients and constituencies.

Task(s):

- 1.
- 2.

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

a. Apply theories of human behavior and person-in-environment, as well as other culturally responsive and interprofessional conceptual frameworks, when assessing clients and constituencies.

Task(s):

- 1.
- 2.
- b. Demonstrate respect for client self-determination during the assessment process by collaborating with clients and constituencies in developing a mutually agreed-upon plan.

Task(s):

- 1.
- 2.

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

a. Engage with clients and constituencies to critically choose and implement culturally responsive, evidence-informed interventions to achieve client and constituency goals.

Task(s):

- 1.
- 2.
- b. Incorporate culturally responsive methods to negotiate, mediate, and advocate with and on behalf of clients and constituencies.

Task(s):

- 1.
- 2.

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

a. Select and use culturally responsive methods for evaluation of outcomes

Task(s):

- 1.
- 2.
- b. Critically analyze outcomes and apply evaluation findings to improve practice effectiveness with individuals, families, groups, organizations, and communities.

Task(s):

- 1.
- 2.

Signatures

_____	_____
Student Signature	Date
_____	_____
Practicum (Agency) Supervisor Signature	Date
_____	_____
Practicum Liaison Signature	Date

Incident Report Form

The student should complete this form if any of the following have occurred during the Practicum: sexual harassment, personal injury (i.e.; by violent client or other persons, auto accident, personal injury by animal, exposure to or contraction of infectious disease, damage to personal property, etc.). If you are unsure about completing this form, contact the Practicum Education Coordinator for advisement.

Date of Referral

Student Name

Student M#

Agency Name

Agency Address

Name of Practicum/Task Supervisor

**Practicum/Task Supervisor Contact
Information (Phone, Email Address)**

Date of Incident

Time of Incident

Description of the Incident

Provide the Names of All Parties Involved and Their Relationship to Agency

With Whom Have You Discussed This Incident

Has a Formal Report Been Filed with the Agency?

Describe Any Action Taken to Date

Describe Any Remaining Concerns Related to This Incident

SIGNATURES

Student Date

Practicum Education Coordinator Date

Program Coordinator Date