



DEPARTMENT OF  
SOCIAL WORK  
ST. CLOUD STATE UNIVERSITY™

*College of Health and Wellness Professions*

**BSW Student Handbook**

**-Revised-2022**

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## Preface

The BSW Student Handbook serves to familiarize social work students with the undergraduate Social Work Program at St. Cloud State University (**SCSU**). The handbook has the following specific purposes:

1. To introduce potential and current students to the Social Work Program;
2. To serve as a resource for students in planning their undergraduate experience in social work education;
3. To articulate the policies and procedures of the Social Work Program;
4. To describe activities of the Social Work Program.

To plan a successful educational experience, students should also refer to the SCSU Undergraduate Catalog, available on-line at:

<https://catalog.stcloudstate.edu/programs/4DpVAI6QGCTtmbiQGUVi>

The BSW Student Handbook focuses primarily on the Social Work Major, and does not articulate all of the requirements for graduation from SCSU. If any of the contents of this Handbook are in conflict with SCSU Undergraduate Catalog, the Catalog takes precedence. All social work students are encouraged to be familiar with both this Handbook and the SCSU Undergraduate Catalog. Additionally, a student's academic advisor can also be of help in learning about and participating in the Social Work Program.

## **The Social Work Profession**

For the right student, social work can be an exciting, challenging, and rewarding profession. A career in social work involves helping people to find ways to live a more satisfying and productive life. Social workers are concerned with the various social problems, circumstances, and barriers that prevent people from achieving the goal of living satisfying and productive lives. There are many problems and circumstances that interfere with the efforts of people to achieve these goals including, but not limited to, child abuse and neglect, health problems, alcohol and drug abuse, mental illness, poor education, a lack of job skills, marital and family disruption, racial discrimination, oppression, sex discrimination, and impoverished living circumstances.

To accomplish the purpose of helping people live a more satisfying and productive life, social workers engage clients at multiple levels of practice such as working with the individual, families, groups, organizations, and communities. Social workers recognize that people's lives are influenced by the environment that they live in- family, friends, organizations with which they interact, communities, state and national government, and society as a whole, therefore, they must have the knowledge and skills to practice at multiple levels.

As a result, social workers are employed in various settings. Some examples where social workers can be employed include mental health facilities, family service agencies, schools, hospitals, child protection agencies and programs, public welfare agencies, alcohol and drug abuse programs, Veteran's centers, programs for the elderly, hospice and home health, and AIDS agencies. To be effective, social workers must master a wide range of knowledge from the social and behavioral sciences. For example, social workers must understand the various dimensions of human growth and development; they must also understand the nature and importance of interpersonal communication and family dynamics. Social workers must also understand the influence of culture, social structure, and social institutions in the lives of people. It is also necessary for social workers to learn about effective helping approaches including the ability to think critically about helping interventions and engage in research-informed social work practice. Social work practice is based on knowledge and the ability to use that knowledge in understanding the challenges of people.

However, having this knowledge is not enough. Knowledge leads to understanding, but understanding is only part of the depiction. Social workers must be able to do something with this knowledge. As such, social workers must learn a broad array of helping skills. These skills are then used to help individuals, families, groups, organizations, and communities.

It is also important that social workers understand and identify with the values, ethics, and goals of the profession. Furthermore, as professionals, social workers must be able to apply these ethical principles to their daily work. The most fundamental value of the social work profession is a belief in the inherent worth and dignity of all people. Closely associated with this belief is the view that society has the responsibility to ensure that all people have access to the opportunities for developing, to their fullest potential as human beings. Social work, as with most professions, has a well-articulated statement of professional values, which is put forth in the National Association of Social Worker's Code of Ethics which is available on-line at:

<http://www.naswdc.org/pubs/code/Default.asp>. Effective social work practice is a planned, purposeful process that combines knowledge, helping skills, and professional social work values and ethics.

### **Professional Social Work Organizations**

The National Association of Social Workers (NASW) is the primary professional organization. More information can be obtained at <http://www.naswdc.org>. This organization was founded in 1955 as the result of a merger of seven separate and specialized social work associations. Regular membership in NASW is available to anyone who has an undergraduate or graduate degree in social work from an accredited program. Social work students may join NASW, at reduced rates, if they are enrolled in an accredited social work educational program.

NASW is involved in many various activities, and sets standards for social work practice. The Association offers a full range of professional publications designed to keep social workers up-to-date with respect to new knowledge in the field. Services provided by NASW include group insurance rates and continuing education opportunities. Members of NASW are active in the political arena at the national, state, and local levels, seeking to improve services to client groups.

Council on Social Work Education (CSWE) is the accrediting organization of all social work educational programs in the United States. More information about CSWE can be found at: <http://www.cswe.org>. The Council is a national entity and has a smaller scope than the NASW, although a most important function in maintaining the integrity of the social work profession. CSWE is the only organization authorized to set standards for social work education programs and to provide accredited status to those programs that meet those standards. As of October 2021, there are 539 accredited undergraduate social work programs, including SCSU, in colleges and universities across the United States. The Educational Policy and Accreditation Standards (Council on Social Work Education [CSWE], 2015) that guide all social work programs in curriculum development can be found at:

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

## **SOCIAL WORK LICENSURE**

Social work licensure helps ensure the public that people calling themselves social workers, and those practicing social work have met the minimum standards for professional competence. Most social work jobs require licensing. One can obtain licensing by completing a social work degree from an accredited school and passing a standardized test for the appropriate level. A person who graduates from SCSU's BSW Program may become licensed if she or he applies and passes the test for the baccalaureate level. Each state has its own set of licensure laws and procedures. Minnesota's social work licensing law provides for licensing social workers at four levels: baccalaureate (LSW), graduate (LGSW), certified level (LCSW), LICSW, and Private Independent Practice (PIP).

## **MINNESOTA BOARD OF SOCIAL WORK LICENSURE**

The mission of the Minnesota Board of Social Work is to establish and enforce professional standards to assure that quality social work services are provided to the citizens of Minnesota. The Board is a state agency that establishes and enforces standards for licensure, conducts licensing exams throughout the year, and monitors social workers' on-going professional development to assure licensed social workers continued competency. It also monitors ethical practice and provides information to the public on the purpose of the Board and how to register complaints regarding unethical practice. As of 2015 the State of Minnesota requires all social workers to be licensed.

**\*For more information, go to the Board's website:**

[www.socialwork.state.mn.us](http://www.socialwork.state.mn.us)

Social work students at SCSU can prepare for the licensure exam in many ways. First, the social work curriculum provides the knowledge base and critical thinking opportunities needed to prepare for the exam. Students can save notes and textbooks from all their courses to review after graduation. Second, the SCSU Social Work Program provides students with practice exam software. Third, there are other study guides available for students and graduates to utilize in preparation for the exams.

## **BSW PROGRAM ACCREDITATION**

In 1973 the Minnesota Higher Education Coordinating Committee gave approval to St. Cloud State University to have a Social Work program granting students a Bachelor of Science degree.

### **Council on Social Work Education Accreditation**

The Council on Social Work Education accredited this program in 1981; this national body is referred to as CSWE. Its authority extends over Social Work programs in schools all over the country. CSWE accreditation is awarded only after programs meet CSWE Standards by extensively documenting their goals, curriculum, evaluation and achievements. This accreditation has to be renewed at seven-year intervals in a process referred to as the “reaffirmation” of accreditation. The last time the SCSU BSW Program was reaffirmed was in 2015 and is preparing for reaffirmation of its accreditation in February 2023. CSWE granted an extension for the current reaffirmation to coincide with the MSW Program reaffirmation. In Minnesota and most states, legal licensure as a social worker requires graduation from a CSWE accredited Social Work program. Advanced standing in many Masters of Social Work programs also is available to students who have graduated from a CSWE accredited Social Work program.

### **COUNCIL ON SOCIAL WORK EDUCATION**

#### **Purposes of Social Work Education**

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

**\*For more information,** read the CSWE Curriculum Policy Statement found on the CSWE website: [www.cswe.org](http://www.cswe.org)

#### **THE BSW PROGRAM AFFIRMATION TO DIVERSITY**

Over the years, the mission, goals, objectives and curriculum of the BSW Program have been updated to reflect changing conditions in society, social problems, social work practice and education, the St. Cloud area, and St. Cloud State University.

Historically, the St. Cloud area has been challenged with various diversity issues. However, the community, and in particular, St. Cloud State University has made some strides as to how it relates to diverse populations. As such the emphasis on Anti-Racist Practice and Anti-Oppression and economic justice is a significant and focus for the BSW Program given these challenges. Therefore the BSW Program has taken specific stance on the issue of Race and Sexual Diversity. An assessment of the Program highlights where changes are needed and curriculum development is viewed as an ongoing process. This is also reflected in the program mission, goals and objectives.

### **Anti-Racist Practice**

Anti-Racist practice recognizes the structural inequalities in society that result in differential access to, and distribution of power (economic, political, social, and cultural) for groups of people. The Social Work Department at SCSU recognizes that the amelioration of structural inequalities is at the heart of social work practice. Therefore, the Social Work Department strives toward achieving Educational Equity.

Educational equity recognizes the structural inequalities in society that result in differential access to, and distribution of power (economic, political, social, and cultural) for groups of people. The Social Work Department recognizes that the amelioration of structural inequalities is at the heart of achieving educational equity and is crucial to good social work practice. To affirm its commitment the Department has adopted a Mission Statement on Anti-Racist and Anti-Oppressive Practice. The Program recognizes all groups that have faced historical exclusion and marginalization. This includes: Native American people; people of color; Refugees and Immigrants; persons with disabilities; lesbian, gay, bisexual, transgender and transsexual persons; and persons disadvantaged by their economic position.

In response to these structural impediments, the Department affirms the principle that all groups should have the opportunity to learn and to contribute in a supportive environment that validates and develops their knowledge as well as promotes and encourages their insights, and perspectives within that environment. The Department believes that this will create education equity that promotes a teaching and learning environment that is inclusive and enriching for students, faculty, staff, and the broader community.

Students are challenged to recognize and examine how privileges impact the lives of people not advantaged. They are further challenged to examine how their privileges impact how they view the world and perceive people with different life experiences and culture.

Faculty and staff within the Social Work Department are not exempted from self-examining how privilege impacts their lives as well. Faculty and staff are equally challenged to politically and socially confront racism and other forms of oppression so that conditions within the Department and the University will improve for faculty, staff, and students who are impacted by oppression.

### **Social Work Department Position Statement on Openness to Learning about Gay Males, Lesbians, Bisexual and Transgendered People**

Legislation in the State of Minnesota protects people who may be discriminated against on the basis of their sexual orientation. Therefore, to harass or discriminate against people because they are gay males, lesbian, bisexual or transgendered is illegal on this campus. Gay males, lesbian, bisexual and transgendered students who have experienced harassment or discrimination are encouraged to bring their concerns to faculty or to the Affirmative Action Officer in accordance with the statements above.

In addition to this legal prohibition against discrimination, the BSW Program and the Department recognizes that to discriminate against people on the basis of sexual orientation is unethical and inconsistent with Social Work ethics and values as outlined by the CSWE and the NASW Code of Ethics. Students who plan to become Social Work professionals need the values; skills and knowledge that will enable them relate to and work with all people.

The BSW Program has adopted the above statement on learning about Gays, Lesbians, Bisexuals and Transgendered people.

## **BSW PROGRAM MISSION, GOALS AND PROGRAM OBJECTIVES**

### **Mission Statement:**

The mission of the BSW Program at St. Cloud State University is to use an anti-oppressive lens for all dimensions of diversity, with a focus on race, class, poverty, sexuality, and gender, to inform the environmental context of generalist social work education and practice. Faculty, staff and students commit to building on a strong Liberal Arts education, an experiential and transformative learning process, and valuing evidence-based practice that incorporates the core values

of the social work profession. We empower our students to think critically, analyze, and [actively] challenge systemic inequalities in the United States and the world. This process will prepare professional generalist social workers to be change agents in a diverse world.

## **Goals**

The goals of the BSW Program are as follows:

1. Educate social work students who are grounded in the liberal arts and understand the responsibilities of global citizenship.
2. Develop students' identity as social workers who understand the connections between the well-being of individuals, families, groups, organizations, and communities and the promotion of a just society.
3. Educate social work students to value cultural and global diversity and to engage in anti-oppressive practice.
4. Foster a commitment in social work students to develop social policies that promote culturally competent and sustainable changes in service delivery.
5. Prepare social work students to be able to integrate professional knowledge, skills, values, and the codes of ethics of the National Association of Social Workers, the International Federation of Social Workers and the International Association of Schools of Social Work necessary for generalist practice.

## **Program Objectives**

Upon graduation social work majors will be able to:

1. Implement the values and ethics of the social work profession;
2. Practice generalist social work effectively at all levels, incorporating systems theory and integrating a strengths perspective;
3. Practice without discrimination, and with respect, knowledge, and skills, related to clients' age, class, color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation;
4. Understand the forms and means of oppression and discrimination, and advocate for social, economic, and political justice;
5. Use supervision, consultation, and collaboration to enhance social work practice within organizational structures and service delivery systems, as well as to seek necessary organizational change;
6. Analyze and formulate policy alternatives and understand how to influence social policies on all levels;
7. Apply research findings to practice and evaluate one's own practice interventions;

8. Know the history of the social work profession and understand its relationship to contemporary issues;
9. Use all modes of communication skillfully and demonstrate critical thinking skills in all professional encounters.

## **BSW PROGRAM'S CORE COMPETENCIES AND PRACTICE BEHAVIORAL OUTCOMES**

Based on the mission statement, program goals, objectives, the BSW Program's curriculum is designed to provide students with the knowledge, values, skills, cognitive and affective competency at the generalist level of practice. CSWE mandates that each accredited undergraduate program address Nine Social Work Competencies. "Each competency describes the knowledge, values, skills, and cognitive and affective process that comprise the competency at the generalist level of practice" (CSWE, 2015, p 7)." A competency-based approach to social work education is designed to help students assimilate and apply knowledge, values and skills acquired across multiple courses into effective generalist social work practice (CSWE, 2008). The BSW Program adopted the nine Social Work competencies as outlined by the CSWE's Educational Policy and Accreditation Standards (CSWE, 2015 pp 7-9), and are as follows:

### **Competency 1: Demonstrate Ethical and Professional Behavior**

Social workers understand the value base of the profession and its ethical standards, as well as relevant laws and regulations that may impact practice at the micro, mezzo, and macro levels. Social workers understand frameworks of ethical decision-making and how to apply principles of critical thinking to those frameworks in practice, research, and policy arenas. Social workers recognize personal values and the distinction between personal and professional values. They also understand how their personal experiences and affective reactions influence their professional judgment and behavior. Social workers understand the profession's history, its mission, and the roles and responsibilities of the profession. Social Workers also understand the role of other professions when engaged in inter-professional teams. Social workers recognize the importance of life-long learning and are committed to continually updating their skills to ensure they are relevant and effective. Social workers also understand emerging forms of technology and the ethical use of technology in social work practice. Social workers:

- Make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making,

ethical conduct of research, and additional codes of ethics as appropriate to context;

- Use reflection and self-regulation to manage personal values and maintain professionalism in practice situations;
- Demonstrate professional demeanor in behavior; appearance, and oral, written, and electronic communication;
- Use technology ethically and appropriately to facilitate practice outcomes; and
- Use supervision and consultation to guide professional judgment and behavior.

## **Competency 2: Engage Diversity and Difference in Practice**

Social workers understand how diversity and difference characterize and shape the human experience and are critical to the formation of identity. The dimensions of diversity are understood as the intersectionality of multiple factors including but not limited to age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status. Social workers understand that, as a consequence of difference, a person's life experiences may include oppression, poverty, marginalization, and alienation as well as privilege, power, and acclaim. Social workers also understand the forms and mechanisms of oppression and discrimination and recognize the extent to which a culture's structures and values, including social, economic, political, and cultural exclusions, may oppress, marginalize, alienate, or create privilege and power. Social workers:

- Apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo and macro levels;
- Present themselves as learners and engage clients and constituencies as expert of their own experiences; and
- Apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies.

## **Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice**

Social workers understand that every person regardless of position in society has fundamental human rights such as freedom, safety, privacy, an adequate standard of living, health care, and education. Social workers understand the global interconnections of oppression and human rights violations, and are knowledgeable about theories of human need and social justice and strategies to promote social and economic justice and human rights. Social workers understand strategies designed to eliminate oppressive structural barriers to ensure that social goods, rights, and responsibilities are distributed equitably and that civil, political, environmental, economic, social, and cultural human rights are protected. Social workers:

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

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

Social workers understand quantitative and qualitative research methods and their respective roles in advancing a science of social work and in evaluating their practice. Social workers know the principles of logic, scientific inquiry, and culturally informed and ethical approaches to building knowledge. Social workers understand that evidence that informs practice derives from multi-disciplinary sources and multiple ways of knowing. They also understand the processes for translating research findings into effective practice. Social workers:

- Use practice experience and theory to inform scientific inquiry and research;
- Use and translate research evidence to inform and improve practice, policy and service delivery.

#### **Competency 5: Engage in Policy Practice**

Social workers understand that human rights and social justice, as well as social welfare and services, are mediated by policy and its implementation at the federal, state, and local levels. Social workers

understand the history and current structures of social policies and services, the role of policy in service delivery, and the role of practice in policy development. Social workers understand their role in policy development and implementation within their practice settings at the micro, mezzo, and macro levels and they actively engage in policy practice to effect change within those settings. Social workers recognize and understand the historical, social, cultural, economic, organizational, environmental, and global influences that affect social policy. They are also knowledgeable about policy formulation, analysis, implementation, and evaluation. Social workers:

- Identify social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services;
- Assess how social welfare and economic policies impact the delivery of and access to social services;
- Apply critical thinking to analyze, formulate and advocate for policies that advance human rights and social, economic, and environmental justice.

### **Competency 6: Engage with individuals, Families, Groups, Organizations, and Communities**

Social workers understand that engagement is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers value the importance of human relationships. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to facilitate engagement with clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand strategies to engage diverse clients and constituencies to advance practice effectiveness. Social workers understand how their personal experiences and affective reactions may impact their ability to effectively engage with diverse clients and constituencies. Social workers value principles of relationship-building and inter-professional collaboration to facilitate engagement with clients,

constituencies, and other professionals as appropriate. Social workers:

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

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

Social workers understand that assessment is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in the assessment of diverse clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand methods of assessment with diverse clients and constituencies to advance practice effectiveness. Social workers recognize the implications of the larger practice context in the assessment process and value the importance of inter-professional collaboration in this process. Social workers understand how their personal experiences and affective reactions may affect their assessment and decision-making. Social workers:

- Collect and organize data, and apply critical thinking to interpret information from clients and constituencies;
- Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the analysis of data from clients and constituencies.
- Select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies.

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

Social workers understand that intervention is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers are knowledgeable about evidence-informed interventions to achieve the goals of clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to effectively intervene with clients and constituencies. Social workers understand methods of identifying, analyzing and implementing evidence-informed interventions to achieve client and constituency goals. Social workers value the importance of inter-professional teamwork and communication in interventions, recognizing that beneficial outcomes may require interdisciplinary, inter-professional, and inter-organizational collaboration. Social workers:

- Critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies;
- Apply knowledge of human behavior and social environment, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies;
- Use inter-professional collaboration as appropriate to achieve beneficial outcomes.

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

Social workers understand that evaluation is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations and communities. Social workers recognize the importance of

evaluating processes and outcomes to advance practice, policy, and service delivery effectiveness. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in evaluating outcomes. Social workers understand qualitative and quantitative methods for evaluating outcomes and practice effectiveness. Social workers:

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

## **GENERALIST SOCIAL WORK PRACTICE**

The Bachelor's in the Social Work program at St. Cloud State University (SCSU) is a professional course of study grounded in a liberal arts education. Students choosing this course of study will be educated in the practice of generalist social work practice. They will be prepared to enter the professional work world, and practice with many different populations in a variety of different settings. Their practice will be guided with an understanding of social work models and theories as well as a strong foundation of social work ethics.

*“Generalist practice is grounded in the liberal arts and the person-in-environment framework. To promote human and social well-being, generalist practitioners use a range of prevention and intervention methods in their practice with diverse individuals, families, groups, organizations, and communities based on scientific inquiry and best practices. The generalist practitioner identifies with the social work profession and applies ethical principles and critical thinking in practice at the micro, mezzo, and macro levels. Generalist practitioners engage diversity in their practice and advocate for human rights and social and economic justice. They recognize, support, and build on the strengths and resiliency of all human beings. They engage in research-informed practice and are proactive in responding to the impact of context on professional practice.” (EP 2.0, 2015 EPAS)*

In the BSW program at SCSU, students are prepared for generalist practice as defined by CSWE. They are oriented in an understanding of ecological systems

perspective and the problem-solving model as understood from the strengths perspective. Students are grounded in the generalist practice model and are taught skills in engagement, assessment, intervention, endings, and evaluation. Students are taught skills in work with individuals, families, groups, community, organizations and with broader society. Students are educated regarding research modalities crucial to evidence-based practice. They also learn the importance of policy for Social Workers at all levels of practice.

The BSW program at SCSU bases its understanding of effective practice on the six core values as defined by the National Association of Social Workers: Service, Social Justice, Dignity and Worth of a Person, Competence, Integrity, and the Importance of Human relationships. In addition, the BSW Program considers and utilizes the International Federation of Social Workers and the International Association of Schools of Social Work to inform our teaching and learning. These values represent our core understanding of what is social work practice and how this profession distinguishes itself from other professions. Within this framework, the BSW program teaches students to be ethical, empathic practitioners who work with clients from a strength-based perspective-honoring their stories and respecting their right to self-determination. Understanding and practicing these ideals is core to effective social work practice.

### **Purposes, Values and Principles of Social Work**

The BSW Program adopted as their view of social work, the mission of the social work profession as noted in the NASW Code of Ethics Preamble (NASW, 2008), which is as follows:

#### **Profession's Purpose:**

*“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.” (pg. 5, 2015 EPAS)*

#### **Profession's Values:**

*“Service, social justice, the dignity and worth of the person, the importance of human relationships, integrity, competence, human rights, and scientific inquiry are among the core values of social work. These values underpin the explicit and*

*implicit curriculum and frame the profession's commitment to respect for all people and the quest for social and economic justice.” (EP 1.0, 2015 EPAS)*

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

This view of social work is further operationalized by the purposes, values and principles chosen by the BSW faculty. The CSWE defined six purposes of social work in its Educational Policy and Accreditation Standards (CSWE, 2015) to which the Social Work Program subscribes. These purposes are as follows:

1. Promote human and community well-being;
2. Be guided by a person and environment construct;
3. Be guided by a global perspective;
4. Respect for human diversity;
5. To be guided by knowledge based on scientific inquiry;
6. To recognize social work's purpose is actualized through its quest for social and economic justice, the prevention of conditions that limit human rights, the elimination of poverty, and the enhancement of the quality of life for all persons (p.1).

While not exhaustive, the NASW Code of Ethics (2008) lists many ethical guidelines for social work practice and following are several values and principles that are taken as central to the social work profession:

- Social workers' primary goal is to help people in need and to address social problems.
- Social workers challenge social injustice.
- Social workers respect the inherent dignity and worth of the person.
- Social workers recognize the central importance of human relationships.
- Social workers behave in a trustworthy manner.
- Social workers practice within their areas of competence, develop, and enhance their professional expertise.

These ethical principles are based on the values of service, social justice, dignity and worth of the person, the importance of human relationships, integrity and competence. Thus, the Program's conception of generalist practice is underpinned by the mission of the profession, the values and principles of the profession, and the purposes of social work as defined by CSWE. These values,

combined with the Program's mission statement, the definition of a generalist practitioner and the core competencies, and behavioral outcomes mandated by CSWE, provided the guidelines for curriculum development, and the overall development of the Social Work Program.

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

The National Association of Social Workers (NASW) is the largest professional organization representing social workers in the U.S. It keeps them apprised of changes in the field through educational meetings, conferences, publications, and advocates for clients, agencies and the profession through social welfare legislation. Activities occur on the national, state, and local level. Social Work students are welcome to apply for membership.

The NASW has a professional Code of Ethics that serves as the foundation for professional behavior. This Code appears in many Social Work texts, it is discussed in all classes. Copies of the NASW Code of Ethics are also available on the board outside the Social Work Department main office. It is also expected that all social work major students retain a current copy during their enrollment in the program.

**\*For more information**, go to the national and state NASW websites: [www.naswdc.org](http://www.naswdc.org) or [www.naswmn.org](http://www.naswmn.org)

### **Organization of the Department**

The BSW Program is located on the second floor of Stewart Hall, Room 226, and open from 8:00 a.m. to 4:30 p.m. each day of the week during the nine-month academic year. The main number is 320-308-3139, and fax number is 320/308-3285. The Department of Social Work web page is [www.stcloudstate.edu/socialwork](http://www.stcloudstate.edu/socialwork)

The Department has 10 full-time faculty, 4 of the faculty are principally assigned to the BSW Program. The faculty offices are located down the hall from the social work main office. Overall administration of the Department formally rests with the faculty who collaborate in the design, implementation, and evaluation of curriculum and administrative policies and procedures. The Department is organized collectively with all decisions made by this faculty as a group. Every three years faculty nominates a Chair from among them who coordinates many of the Department activities and acts as a facilitator for decision-making. The current chair of the department is Dr. Patience Togo Malm, Stewart Hall 236, phone number 320-308-3939 and email address is [ptogo@stcloudstate.edu](mailto:ptogo@stcloudstate.edu).

Dr. Patience Togo Malm also serves as the BSW Program Director. She is responsible for carrying out most of the administrative duties of the BSW program. There is also a Field Education Director who handles all field related issues in the program. However, the position is currently vacant, but all the field education responsibilities are primarily being handled by the Department Chair/Program Director and supported by the MSW program Director.

The Program has a BSW Community Advisory Board and a BSW Field Advisory Committee. These two groups of social work practitioners provide advice and counsel to the Department.

At any given time approximately 160 students have formal status as Social Work majors. Approximately 80 students graduate annually from this program with a Bachelor of Science in Social Work Degree that qualifies them to take a state exam to become a Licensed Social Worker.

### **Organization of the Academic Program**

As a BSW major, students are expected to complete 45 credits (13 classes) in the Department of Social Work. However, to achieve the educational goals and competencies described above, students complete an additional 16 credits in prerequisite classes offered by other departments. These classes will be taken early in the students' education to provide them a liberal arts foundation to support the professional content in the Social Work major classes.

Among the 45 credits, 12 credits will be earned off-campus in a 480-hour practicum with a field instructor at a social service agency. For most students, this internship comes at the end of the senior year and graduation follows. Given the prerequisites that exist for admission to many of the courses within the 45-credit block, a student can plan on taking Social Work classes during at least 5 semesters. If a student is not admitted to a required class because a cap exists on the number to be enrolled, more than five semesters may be needed to complete the 45 credits.

Periodically, the Department offers Elective Courses that focus on a specific aspect of Social Work. These electives have included Child Welfare Services, Social Work with Gays and Lesbians, Social Work with Adolescents, and Social Work Practice with the Aging. Such electives are not included among the required credits.

Many students complement their Social Work major with a Minor Degree earned by taking a defined set of courses from another department. Commonly selected minors include those offered in Human Relations, Sociology, Women's Studies, Child and Family Studies, Psychology and Community Studies, Gerontology and Ethnic Studies.

While Social Work faculty can offer suggestions and help students think about if they want a minor, the academic expectations and paperwork for admission to a minor is done within the department offering the minor. Students also can focus on their own areas of interest by selecting related elective courses from across the curriculum. In this case no specific recognition of such focus appears on the graduation diploma.

\*For more information about Social Work courses, consult the SCSU Undergraduate Bulletin or the list of Social Work courses from the wall rack outside the main Department office. Course information from the SCSU Undergraduate Bulletin is also available online

<https://catalog.stcloudstate.edu/programs/4DpVAI6QGCTtmbiQGUVi>

### **BSW Social Work Faculty 2020-2021:**

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Field Education Director Position: Vacant

### Social Work Core and Major Requirements

Course Number	Title	Credits
<b>Pre-Core Course Requirements</b>		
BIO 103	Human Biology	3
Soc 160	Principles of Sociology	3
HURL 201	Non-oppressive Relationships	3
HURL 206	Understanding Oppression	1
CPSY 262 <b>OR</b> PSY 240	Human Growth and Development  Developmental Psychology	3  3
STAT 103	Statistical Thinking	3
SW 190	Social Welfare and Democratic Citizenship	3
SW 216	Introduction to Social Work	3

### Social Work Major Course Requirements

SW 330	Human Interaction in Social Systems	3
SW 340	Fundamentals of Generalist Practice	3
SW 345	Cross Cultural Social Work Practice	3
SW 350	Social Work Research Methods	3
SW 360	Social Welfare Policy	3
SW 410	Practice I	3
SW 411	Practice II	3
SW 412	Practice III	3
SW 442	Pre-Field Practicum	3
SW 444	Field Practicum	12
SW 445	Field Practicum Seminar	3

## BSW Program Suggested Plan of Study for Social Work Major

The suggest plan of study for the BSW Program can be completed in eight semesters. This includes students taking all Social Work Major Pre-requisites in addition to other Liberal Education courses. St. Cloud State University requires a minimum of 120 semester credits to earn a Bachelors' degree, with 45 of these credits must be at the 300 or 400 level.

### SEQUENCE OF SOCIAL WORK REQUIRED COURSES

**Completion of these course REQUIRED BEFORE TAKING SW 330, 340, 345: (19 Credits)**

<ul style="list-style-type: none"> <li>• Social Work 190 Democratic Citizenship (3cr)</li> <li>• Biology 103-Human Biology (3cr)</li> <li>• Human Relations 201- Non- Oppressive Relationships (3cr)</li> <li>• Human Relation 206- Understanding Oppression (1cr)</li> <li>• SW 216-Introduction to Social Work (3cr)</li> </ul>	<ul style="list-style-type: none"> <li>• Psychology 240- Developmental Psychology (3cr) <b>OR</b> CPSY 262- Human Growth and Development (3cr)</li> <li>• Sociology 160- Principles of Sociology (3cr)</li> <li>• Statistics 103-Statistical Thinking(3cr)</li> </ul>
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***Social Work Courses Recommended To Be Taken During Junior Year:***

**Semester 1**

**Semester 2**

<ul style="list-style-type: none"> <li>• SW 330- Human Interaction &amp; Social System (3cr)</li> <li>• SW 340- Fundamentals of Generalist Practice (3cr)</li> <li>• SW 345- Cross Cultural Practice (3cr)</li> </ul> <p><b>*Application for Admission to Social Work Major usually occurs in SW 340.</b></p>	<ul style="list-style-type: none"> <li>• SW 350 - Social Work Research Methods (3cr)</li> <li>• SW 360— Social Welfare Policy (3cr)</li> <li>• SW 410 -Practice I (individuals/families) (3cr)</li> </ul> <p><b>*Admission to Social Work Major is <u>REQUIRED</u> for SW 350, 360, 410.</b></p>
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**\*Pre-Core MUST be completed before Admission into the Social Work Major.**

***Social Work Courses Recommended To Be Taken During Senior Year:***

<b>Semester 3</b>	<b>Semesters</b>
<p><b>4</b></p> <ul style="list-style-type: none"> <li>• SW 411- Practical II (families &amp; group) (3cr)</li> <li>• SW 412-Practical III (organization/communities) (3cr)</li> <li>• SW 442- Pre-Field Practicum (3cr)</li> </ul>	<ul style="list-style-type: none"> <li>• SW 444- Field Practicum(12cr)</li> <li>• SW 445-Practicum Seminar 93cr)</li> </ul>

**Social Work Course Descriptions**

	<b>Pre-Core Classes</b>	<b>Credits</b>
BIOL 103	<b>Human Biology-</b> Organization and general functioning of the human body. Reproduction; heredity; social implications of biological principles.	3
HURL 201	<b>Non-Oppressive Relationships-</b> Development of practical skills for eliminating racism, sexism, and other oppressive elements from personal, professional, and public life.	3
HURL 206	<b>Understanding Oppression-</b> Consultants from oppressed groups will share expertise on various contemporary human relations issues (racism, sexism, disabilities, poverty, religious oppression, homophobia, etc.)	1
CPSY 262 or PSY 240	<p><b>Human Growth and Development-</b> A life span approach to growth and development; physical, intellectual, emotional, and social phases as related to total growth.</p> <p><b>Developmental Psychology-</b> Human development from a life span perspective, including multicultural, theoretical, and research perspectives.</p>	3

STAT 103	<b>Statistical Thinking-</b> Statistical background to critically read results reported in today's media regarding social, environmental and medical choices; how to collect good data; describe data graphically and numerically; uses and abuses of statistics; understanding variation and statistical significance; modeling chance; statistics in the courtroom, lotteries, opinion polls and other case studies; emphasis on understanding concepts rather than on computations; use of software packages and the internet.	3
SOC 160	<b>Principles of Sociology-</b> Human social interaction, including culture, groups, group and personality, group interaction, community, social institutions, cultural change, social disorganization.	3
SW 190	<b>Democratic Citizenship-</b> Democratic citizenship and social welfare, stat institutions and citizen engagement locally, nationally and globally.	3
SW 216	<b>Introduction to Social Work-</b> Introduction to social work profession. Fields of practice and an orientation to the knowledge, skills, and values of the profession. Strongly recommended to be taken before SW 340.	3
<b>Semester 1</b>	<b>Social Work Classes</b>	
SW 330	<b>Human Interaction in Social Systems-</b> Human behavior from a social system perspective. Systemic model of family, group, organizations, and communities as an integrated framework to assess problem situations.	3
SW 340	<b>Fundamentals of Generalist Practice-</b> Description of the social work profession. Presentation of the generalist practice model integrated with volunteer experience in the community.	3
SW 345	<b>Cross Cultural Practice-</b> Marginalized populations with a diversity sensitive social work practice model.	3
<b>Semester 2</b>		
SW 350	<b>Social Work Research Methods-</b> Research methodologies for use in agency settings. Quantitative and qualitative approaches, program and practice evaluation.	3

SW 360	<b>Social Welfare Policy-</b> The social welfare institution and its policies; specific poverty issues are examined and critiqued.	3
SW 410	<b>Practice I- Work with Individuals-</b> The generalist model of social work practice with focus on work with individuals and families.	3
<b>Semester 3</b>		
SW 411	<b>Practice II- Work with Groups-</b> The generalist model of social work practice with focus on work with groups and families.	3
SW 412	<b>Practice III- Work with Communities-</b> the generalist model of social work practice with focus on macro level practice.	3
SW 442	<b>Pre-Field Practicum-</b> Preparation of students for the required field placement. Contact with and orientation to social agencies under the supervision of the instructor.	3
<b>Semester 4</b>		
SW 444	<b>Field Practicum-</b> Extensive educationally directed social work field placement in an approved social service agency. Arranged with the field practicum instructor one semester prior to the actual placement.	12
SW 445	<b>Field Work-</b> Integration of knowledge from field practicum and classroom.	3

### **Academic Credit for Life Experience**

Pursuant to CSWE policies, academic credit is not given by the BSW Program for life experience or prior work or volunteer experience.

### **Enrollment in Social Work Courses**

SCSU students' register online using a Numeric Access Code obtained from their faculty advisor to identify them. Course codes are available for each semester by

going to the registrar's website <http://www.stcloudstate.edu/registrar/default.asp> click course schedule. This process is used for enrollment in the prerequisite pre-professional core classes for SW 190, in addition to 216, 330, 340, 345 and for social work electives. Students are expected to have completed prerequisites before registering for the first 300 level classes in the program. Students will continue to require access code for registration when they are admitted to the social work major. The numerical access code is required until graduation.

Students are required to be formally admitted to the Social Work major before registering for SW 350, 360, 410 or subsequent courses in the major. Before registering for SW 444 students must maintain a GPA of 2.6 and a "C-" in all requirements for the Major.

### **Exceptions to Regular Curriculum**

If for some reason a student cannot follow the curriculum course sequencing with the courses and prerequisites as approved by the faculty and the University Curriculum process, they may request an exception. An Exception Form is available in the Main Social Work office. This can also be accessed online from the Department website. With this form a student can explain their circumstance and submit the Exception Form request to their academic advisor who has the authority to support exceptions in a student's academic program. The advisor presents the matter to the BSW Program Committee for a decision. However, exceptions will be granted only under unusual circumstances. Receiving permission for an exception to the required sequencing of classes does not guarantee your admission into any class; admission is decided by the instructor of the class taking into account, class size and student preparation.

**\*For more information and form see Appendix A**

### **Request for Prerequisite Deferment**

Students must complete all the pre-core classes before enrolling in the SW 330, 340, 345 sequence. If a student is missing any of the pre-core classes they can request for a prerequisite deferment.

**\*For more information on this see Appendix M**

## ACADEMIC ADVISING

### Student Assistance through Faculty Advising

The Social Work Department faculty value academic advisement as such they make themselves available to meet the advising needs of potential and admitted social work majors.

Faculty members post their office hours outside of their offices, in the Department office, and on their course syllabi. Email addresses, phone numbers and FAX numbers are also listed on their syllabi.

The BSW Program Director answers email and phone requests for information and works with the Records and Registration office to coordinate individual meetings with transfer students visiting campus. The BSW Program Director or Department Chair also meets regularly with a representative of the SCSU Advising Center to ensure that their information about the social work major is accurate.

Department faculty also works with the office of College of Health and Wellness Professions Office staff and Associate Dean's office, staffing tables to provide information during Student Admission Days for prospective students.

The University assigns potential social work students a faculty advisor in the Social Work Department who receives computerized admission information about you and receives a copy of your transcripts. Before registration each semester, a computer access code number is sent to your advisor by the SCSU registrar. This access code is required to complete registration, and must be obtained from the students' advisor. When students meet with their advisor it will also give them an opportunity to discuss plans for their academic program. Students can also receive help with general education advising through the SCSU Advising Center located at Centennial Hall 366. Social Work major students will continue to require an access code to register after admission into the program to maintain continued contact with your academic advisor.

When a student is formally admitted into the Social Work major they are assigned a Major advisor in the Department based on the first letter of your last name. This major advisor may be different from the faculty advisor they had prior to admission to the major. However, students are free to seek consultation from any social work faculty and may also request a particular faculty advisor through the SCSU Academic Advising Center. Each semester all faculty posts office hours showing when they are available; they are also willing to make appointments at unscheduled times. Faculty is familiar with a wide range of University and

community resources and can refer you to various offices and organizations to enhance your experience on campus.

### **Transfer Student Advising**

Many transfer students visit campus before they start attending classes at SCSU so they can arrange to meet with a faculty member from the Department during one of these visits.

Once on campus, the BSW Program Director advises all transfer students. This facilitates adaptation of students' credits from previous programs to the Social Work major requirements at SCSU and provides advising focused on each student's special needs. The current BSW Program Director is Dr. Patience Togo Malm. Her office is located in Stewart Hall 236, phone number is 320-308-3939, and email address is [ptogo@stcloudstate.edu](mailto:ptogo@stcloudstate.edu).

All transfer students must complete 45 upper division semester hour credits to be eligible for a Bachelor's degree from SCSU.

Students currently in another school in the Minnesota State Colleges and Universities (MNSCU system) can visit the SCSU website to see how their previously earned credits will transfer to SCSU. Web address is: [www.stcloudstate.edu/scsu4u/transfer/transferringcredits.asp](http://www.stcloudstate.edu/scsu4u/transfer/transferringcredits.asp).

The BSW Program Director handles all advising matters regarding students' transfer credits. When uncertain about the appropriateness of credit transfer to meet our pre-core prerequisites, the BSW Program Director will require the student to submit a syllabus from the course for comparison of curriculum with SCSU Social Work program requirements. On rare occasions a student transfers from another accredited BSW program. It is the policy of the Department to accept appropriate equivalencies from other accredited social work programs with the exception of credit for practice classes and the field practicum. To graduate from the SCSU BSW Program students must have completed SW 410, 411, 412, 444 and 445 with SCSU.

**\*For more information** regarding admission for High School Seniors, Transfer Students, International Students and Special Students, see SCSU Student Handbook.

## **ADMISSIONS POLICIES AND PROCEDURES**

Students who are interested in the BSW major can declare this the first time they meet with an Academic Advisor at the University. Students are then assigned a social work faculty as an advisor who will assist them in selecting courses towards a successful graduation. Also, any interested student is encouraged to meet with a member of the social work faculty to discuss any aspect of the major or the profession.

### **Admission to Social Work Major**

A student must be admitted to SCSU and have at least 12 credits of work at SCSU before being eligible to apply for a major in any Department.

An Admissions packet is made available to students in the SW 340 class. The information details the procedures involved in the Admissions process, which occur during the sixth or seventh week of each semester. Any faculty member can discuss the process with potential students.

#### **Instructions for Applying for the BSW Major**

1. Students can only apply to the major when they are taking the first 300 level social work classes (SW 330, 340, 340).
2. The entire admissions process is reviewed with students enrolled in SW 340 during class sessions.
3. Students can get detailed information about the application from the instructor for SW 340 or the BSW Program Director.
4. The process includes a Letter of Application, two Letters of Reference to be sent directly to the Department. One letter is to be from an employer or a supervisor of a volunteer experience. The other letter is to be from a teacher or professor from outside the Social Work Department. These Letters of Reference are completed on forms provided with the Admissions material.
5. Each student meets with a BSW faculty member for an interview to discuss questions included in the Admissions packet. The same faculty member evaluates students by looking at their Letter of Application, the interview, and letters of recommendation, in combination with the students' GPA, using a quantitative scale. They then provide an overall quantitative score of the student.
6. Each student is required to complete a Disclosure form related to legal and ethical issues.
7. Each student is scheduled to interview with a faculty member to evaluate their application and respond to questions related to Social Work Profession and the Code of Ethics.

\*For more information see Appendix C

## **Application Evaluation Process**

The BSW Program considers a student for admission to the Major according to the following guidelines:

1. A student must have established a grade point average of at least 2.6 and have completed the prerequisite pre-professional core of classes before applying for admission. The listing of prerequisite pre-professional classes appears on page 18 of this Handbook.
2. A student must have a “C-” grade or better in all pre-professional core classes and successfully complete all major classes taken prior to admission. This “C-” average in all required classes must be maintained to graduation. Occasionally students with a GPA below 2.6 have requested admission. These cases have been individually evaluated. To be considered for this exception a student will have to complete an Exception to a GPA requirement (See Appendix J)
3. If a student is admitted with a GPA lower than 2.6 they are instructed in their admission letter that their GPA must be at 2.6 before they are able to begin their field practicum.
4. Students admitted to the major will be those with the highest quantitative scores. Forty students are admitted each semester.
5. Students admitted into the major must attend an orientation typically when students are still enrolled in the first social work cohort classes: SW 330, 340, and 345. Students are required to sign a contract to comply with the program student conduct, as well as, the Social Work Core Values and Principles. **See Appendix K** a copy of the contract.
6. Students must be admitted to the major in order to register for Social Work major classes beyond SW 330, 340, and 345.

\* For more information see **Appendix C**

### **The possible decisions include:**

1. Admission to the BSW Major represents that in the judgment of the Social Work Faculty the student meets criteria for admission to the BSW Program.
2. Conditional admission to the program will stipulate the condition(s) that should be met before admitted into the program. For example, if such a condition is related to GPA this will be considered in the judgment of the Program faculty that this condition can be met within the given timeframe.
3. A deferred decision represents that in the judgment of the Faculty the student does not meet all the criteria for admissions but is offered the

opportunity to develop and implement a written plan for remediation and will be reconsidered at a later date.

4. Denied admission to the BSW Major represents that in the judgment of the Social Work Faculty, the student does not meet criteria for admission to the social work program. A student will be denied Admission to the BSW Program if they do not meet the academic and/or non-academic criteria.

The Chair of the Department will communicate the decision and rationale of the decision in writing to each student. If the student questions the outcome of their application, the student may request that the faculty reconsider his/her application for admission. The request for reconsideration must be made in writing to the Department Chair within 5 days of the date of the letter informing the student of the original decision by the Social Work Faculty. The request for reconsideration must include why the student disagrees with the faculty's decision and may include additional information to augment the original application for admissions. The BSW Program Committee will reconsider the student's request for reconsideration. The possible decisions are the same three listed above. The Department Chair will communicate the faculty's decision in writing. If the student continues to disagree with the decision of the faculty, the student may contact the Student Relations Coordinator, who will assist the student with the appropriate appeals process.

### **Appeals Process for Non-Admission to the Social Work Major**

Application for the Social Work Major includes completion of the paper work and process outlined above and detailed in the Admissions information packet. Any student not admitted will receive a letter and will be invited to meet with the Department Chair to discuss admissions decisions. An appeal process exists for any student not recommended for admission to the major.

**\*For more information** see Appeals Procedure in **Appendix F**

### **Special Request after Admission**

Life happens, therefore sometimes after a student is admitted into the program they might not be able to start immediately due to special circumstances. If this happens, the student is expected to following any of the appropriate requirements listed below as they see relating to their circumstance.

### **Deferred Admission (Appendix-G)**

Admitted student who would like to postpone enrollment from the Social Work Program may do so by requesting to defer their admission. Students may request a deferral up to one semester from their original application term (i.e. from fall to spring). Be aware that the program may not approve deferral or may not accept applications for particular terms. For example, the Social Work Program does not allow students to begin their studies in the summer term. All deferrals are subject to **program approval**. Please note the following action items if you plan to defer your admission.

### **To Request a Deferral:**

- Contact the BSW Program Director about your intent. You will be required to complete the Request for Deferred Admission Form (**see appendix G**). Students will also be informed of any additional required documentation. If approved, the program will update the students' admission/application term. It is important to follow up with other administrative requirement (i.e. Financial Aid) that might impact the student because of taking a semester off.
- If a student wishes to defer beyond one semester then they will be considered as a returning student, and the appropriate procedures need to be followed.

### **Returning Student:**

Students planning to return to the Social Work Program who have attended St. Cloud State University in the past, and who have been away from University for more than a period of one semester, will need to formally notify the BSW Program Director that they wish to return. Students will be required to submit the appropriate form (i.e. Readmission, or Reinstatement) to the Program Director for the Program committee consideration.

**Special note:** No matter how long an international student has been away, such students must always contact the International Student office to check their status eligibility.

### **Readmission:**

Students who have been out for more than a year or more will have to complete the Readmission Form. To be considered, a completed form including a recent transcript must be submitted to the BSW Program Director at least one month prior to the end of the semester that you intend to return. The application will be reviewed by the Program Committee to determine whether student can be readmitted or not. The student will be notified of the Program's decision by the end of the academic year in time to enable student to register for classes.

After admission, student will have to schedule an appointment with an Advisor to ensure smooth transition into the program. In addition to this requirement student must also comply with university readmission policy.

**\*For information on the form See Appendix H**

### **Intent to Discontinue the Program:**

If a student informs the Department that they are leaving the Program, they will receive a formal notification from the Program Director acknowledging this intent. A copy of the letter will be placed in the students' file for future reference. The Student Relations Coordinator will also be notified. The student will then be dropped from all social work classes.

### **Reinstatement:**

However, if student decides to return to the program, they will be required to submit a **Reinstatement Form**. This will be reviewed by the BSW Program Committee to determine the appropriateness of their return, and make recommendations as to what conditions if any should be complied with before the student is reinstated in the program. The student will be formally notified of the Program Committee decision in writing 5 days after a decision is made.

### **To Request Reinstatement:**

- The student will have to complete the Reinstatement Form and submit to the Chair of the Department.
- The Chair will inform the Department of the students' intent to return to the program.
- The subcommittee will review the application and make recommendations to the Department regarding the status of the student.
- If a return to the program is approved, a letter will be sent by the Program Director to the student to inform them of the decision. The letter will outline any conditions that must be fulfilled.
- The student will sign an agreement to comply with the conditions stated in the agreement and a copy will be placed in the students' file.
- At any time, if the student violates this agreement, they will be formally dropped from all their social work classes and terminated from the program.

- If the application is denied the student have the right to appeal the decision to the Dean of the College of Health and Wellness Professions.

**\*For Information on the form See Appendix I**

### **Criteria for Admission and Continued Enrollment in the Social Work Program**

In addition to intellectual ability, professional social workers must be able to engage in constructive helping relationships with people. They must possess good judgment, and a high degree of emotional stability. It is not in the best interest of the program and the profession, that students who do not possess characteristics necessary for professional practice continue in the program. It is also not in the student's best interest to pursue a professional career path that is not appropriate for her.

Expectations for admission, continued enrollment, and graduation from the program include:

1. Academic performance:

Students must maintain a GPA of at least 2.25. Students who do not have at least a GPA of 2.6 after completion of their graduation and social work major requirements will not be permitted to graduate with a BSW. They will receive a BS and their designated major will appear on their transcript as social work. This degree qualifies them for advanced standing in MSW programs and will it be recognized as a professional social work degree. Students may also choose to complete or declare another major prior to graduation.

2. Ability to develop constructive helping relationships:

Students shall act in a manner that shows recognition of individual worth and dignity and must be willing and able to communicate clearly and effectively.

Students who have drug, alcohol, mental health, or criminal justice problems that consistently and significantly impact their performance may not be able to develop these constructive professional relationships.

3. Standards of Professionalism:

Poor or tardy class or field placement attendance, failure to notify instructors or field supervisors of illness when unable to attend class or field placement, and violations of the SCSU and the BSW Code of conduct are examples of unprofessional behavior and demonstrate a poor potential for successful social work practice.

4. Upholding Social Work Values and Ethics:

Students must exhibit an appreciation and respect for human diversity and a willingness to serve all people in need, regardless of age, race, ethnicity, religion, gender, handicap, or sexual preference. Students must uphold

the NASW Code of Ethics.

### **Termination from the BSW Program**

St. Cloud State University maintains a Code of Conduct for all students (See SCSU Student Handbook online). Appropriate conduct is expected of all SCSU students while they are engaged in the activities of their education. Violations of local, state, and federal law can result in university discipline or termination.

Any Social Work student can be discontinued from the Social Work major as a result of breach of contract that includes academic dishonesty or failure to inform the BSW Program, as described in the Social Work Admissions process, of circumstances that could hinder her or his ability to be a social worker.

Failure to follow the process of deferment or drop out without appropriate communication when reasonably able to do so, a student will be dropped by the end of the semester from all the social work classes. Students will then have to follow the reinstatement process if they choose to be reconsidered for the program.

Social Work students are also required to adhere to the NASW Code of Ethics that defines the ethical principles of the profession and delineates the values and ethical standards relevant to the professional activities of all social work practitioners. Termination from the Social Work major can be recommended if a student is considered to have violated the Code of Ethics.

Any faculty member who is concerned about a student's continuation in the program for any of the above stated reasons will file a form for recommended termination with the Chair of the Social Work Department. This will specify the cause for concern in as much detail as possible, clearly identifying the behaviors that justify the termination of a student from the major.

The Department Chair will notify the Department that a student has been recommended for termination. A sub-committee will review the case and make a recommendation to the Department who in turn will discuss the matter. If the Department agrees on the need to explore the issue further a letter will be sent to the student informing her/him that a meeting with the student will be held regarding his/her continuation in the major. The student will also receive a copy of the termination form originally filed with the Department Chair.

At the scheduled meeting, the student and the faculty will be given an opportunity to discuss the circumstances that were the cause of concern. The student is

entitled to bring an advocate to the meeting. The student may also have the option not to attend.

The Department may decide:

1. to drop concern for termination
2. to recommend that the student meet specific conditions to continue in the program
3. to assist the student in exploring other major possibilities
4. to terminate the student from the program

**Termination Appeal Process**

Students who are terminated from the BSW program may appeal, in writing, within seven days, to the Department Chair. The Department Chair will respond, in writing, within two weeks.

Students may appeal the decision of the Department Chair, in writing, within seven days, to the Dean of the School of Health and Human Services. (Adopted 6/9/98-revised 4/04) The Dean will respond, in writing, within two weeks. Appeals received at times other than during regular academic terms may require a longer response time.

\*For information for the form See **Appendix J**

**Student Files**

A file is created for each Social Work major student. In the past these files were kept in a locked cabinet at the main office. The office Manager gives the key to any faculty advisor who requests to see a student file. In spring of 2012 the Department started an electronic file for each student. This contains a copy of the application form, a Student Information form, SW 340 Volunteer Work Evaluation Forms, Field Evaluations, Field Work documentations, and copies of forms that may have been used to grant a student modification in her/his program.

The confidentiality of student files is important; they are password protected. Students wanting access to her/his own file must contact the Department Chair who will retrieve copies of the file for the student. When the student is finished with the file, it is returned to the Chair who ensures that the file appropriately discarded. Students are given copies of their student file once they have graduated from SCSU. The department keeps a copy an electronic file of the students' final, "Field Practicum Student Evaluation Form", filed by year of graduating from the social work program. The Social Work Department adheres to the Family Educational Rights and Privacy Act (FERPA), a federal law that protects the privacy rights of students 18 years or older.

## **Minnesota Board of Social Work: Licensure**

The mission of the Minnesota Board of Social Work is to establish and enforce professional standards to assure that quality social work services are provided to the citizens of Minnesota. The Board is a state agency that establishes and enforces standards for licensure, conducts licensing exams throughout the year, and monitors social workers' on-going professional development to ensure licensed social workers continued competency. It also monitors ethical practice and provides information to the public on the purpose of the Board and how to register complaints regarding unethical practice.

Since 2015, the State of Minnesota requires all social workers to be licensed. Therefore, upon graduation students who practice social work will need to be licensed to meet this criterion.

## **Student Participation in Department Policy and Program Evaluation**

The Social Work faculty is responsible for setting and implementing Department policies. These policies include the content of the curriculum, the process for admission into the Major, the time and frequency of course offerings, and many other decisions that directly affect students. Students are able and encouraged to have input in the Program in several ways.

1. Any individual or group of students may discuss an idea or concern with a faculty member and ask that faculty member to bring it to a Department faculty meeting. It is strongly suggested that students put their ideas or concerns in writing so that the faculty member accurately represents them.
2. Any individual or group of students may request the Chair to schedule a time at a Department faculty meeting during which the student or group can present their own ideas or concerns. A request for this should be made with realization that the student presentation cannot necessarily be scheduled to occur at the very next meeting.
3. The Social Work Student Association initiates activities that reflect professional values. This organization enables students to collectively voice their ideas and concerns. The Social Work Student Association is invited to have representatives sit in on Department faculty meetings that focus on certain present or prospective student issues. Individual students can bring their ideas and concerns to this student group, which in turn can bring them to the meeting.

4. The Department Chair holds open meetings each semester to listen to student ideas and concerns. Any student is welcome to directly voice or proposes new ideas or share concerns.
5. Faculty periodically bring questions to students in the classroom and survey student responses so the Department has more information with which to make decisions about such matters as scheduling courses. Faculty also conducts demographic surveys of students and alumni surveys to gain information to help in assessing the educational process offered within the Department.
6. Students also have access to a Student Relations Coordinator, to whom they can direct any concerns. This position is currently held by Russell Waisanen, located at Brown Hall 215, phone number 320-308-4238, email address [russell.waisanen@stcloudstate.edu](mailto:russell.waisanen@stcloudstate.edu)

### **Complaints and Appeals**

Annually, each dean/faculty supervisor or designee will send out a call for nominations and establish a Student Complaint Review Pool. This pool will be comprised of both faculty and students. Because students serving on this committee will access protected data they would not otherwise access, they shall complete a confidentiality form agreeing to keep data private. Members may be called upon during the year to serve on the Student Complaint Review Committee when official complaints are filed. Following is the complaint process:

1. When a student (or group of students) has a complaint, the student(s) shall contact either the chair of the department offering the course or a Student Relations Director (SRD)/or the faculty member's supervisor (who will assign a designee) to be informed of the process and obtain the Student Complaint Procedure Timeline. The Athletic Director supervises coaches and will assign the designee for complaints against coaches. If the complaint is against the chair, the student should contact the SRD/designee. If unclear about who to contact students may ask the Dean or College office or the Provost and Vice President for Academic Affairs office.
2. Students are encouraged to communicate directly, in person or via university email, with the faculty member in an attempt to resolve a complaint. The chair or supervisor's designee may assist in this communication to the faculty member.
3. When a student (or group of students) has a complaint which remains unresolved (preferably after consultation with the faculty member) the student(s) may file a Student Complaint Concerning Faculty Form (the complaint form) with

the appropriate department chairperson or supervisor's designee no later than thirty (30) calendar days after the first day of classes of the next full term. To file as a group, the students must have a common complaint. Students filing as a group may file one form, but all students must be identified and include their specific complaint(s). All forms for this procedure can be found in the Supporting Documents section. Upon receipt of the form, the chair can assist with informal resolution. If the student has questions about the formal process the chair can provide advice. Once the student submits the form, within three (3) duty days the chair or supervisor's designee will provide the faculty member and the dean or supervisor with the complaint form. The dean or supervisor will then evaluate whether a remedy can be provided through this process, and if so, they will form the Student Complaint Review Committee by selecting members from the Student Complaint Review Pool within six (6) business days of receipt of the notification and shall provide the committee chair with the complaint form. The student(s) and faculty may provide additional documentation to the committee chair once contacted about meeting with the committee.

4. When a complaint is referred to a Student Complaint Review Committee, the committee shall meet with the student(s) first and subsequently with the faculty member separately within fifteen (15) duty days. The student(s) may bring a consultant to all meetings. This person may provide support and advise the student but cannot speak or present for the student. (See Assisting Students with University Policy and Procedure in the Related SCSU Policies section for a description of this role and resources for connecting with consultant options.) Following the review process, the committee must submit a written report to the dean/faculty member's supervisor within five (5) duty days. The report should include suggestions for non-disciplinary resolution of the immediate complaint that drew majority support and the ideas voiced by other members of the committee if offered. All committee members shall sign the report. Upon receipt of the Student Complaint Committee Report Form, the dean/supervisor will evaluate the report and may meet with the student(s) and faculty member separately to assist in forming a decision. The dean/supervisor will issue a written determination within ten (10) business days. The student(s) and the faculty member will be provided with separate determination letters.

5. The student(s) may appeal to the Provost/Provost's designee within ten (10) business days of receipt of the determination letter if one or more of the criteria on the Student Complaint Concerning Faculty Appeal Form are met. The Provost/Provost's designee may seek additional information and respond in writing within ten (10) business days of receipt of the appeal form. At the end of this process, all records should be forwarded to the Dean's office and will be subject to the record retention schedule.

### **Expedited Complaints and Appeals**

It is expected that the student complaint process will be continuous throughout the academic year. This is especially necessary for students on suspension and for students waiting to progress in their programs. However, due to the nature of the course (i.e. an 8 week course), scheduling issues, the contractual availability of faculty (i.e. during summer or academic calendar breaks), or other unique situations there may be times when the student could be harmed by a prolonged complaint and/or appeal process.

In the event that a complaint is unable to be processed in the normal manner, the dean or supervisor may appoint an ad-hoc committee of on-duty faculty or chairs and a student to resolve the issue rather than selecting members from the annually established pool. The dean or supervisor will consult with the Provost or Provost's designee to determine shortened deadlines for an expedited process and will communicate those new deadlines with the chair of the ad-hoc committee.

During expedited student complaints concerning faculty, the student(s) and faculty shall be given every reasonable opportunity (including the use of electronic means of communication) to participate in the process. If deemed necessary by the Provost/Provost's designee, an extra duty day can be paid to faculty serving on an ad-hoc Student Complaint Review Committee.

### **Student engagement in policy making**

#### Student Participation in Department Policy and Program Evaluations

The Social Work faculty is responsible for setting and implementing Department policies. These policies include the content of the curriculum, the process for admission into the program, the time and frequency of course offerings, and many other decisions that directly affect students. Students are able and encouraged to have input in the Program in several ways.

Any individual or group of students may discuss an idea or concern with a faculty member and ask that faculty member to bring it to a department faculty meeting. It is strongly suggested that students put their ideas or concerns in writing so that the faculty member accurately represents them.

Any individual or group of students may request the Program Director to schedule time at a department faculty meeting during which the student or group can present their own ideas or concerns. A request for this should be made with the realization that the student presentation cannot necessarily be scheduled to occur at the very next faculty meeting.

The BSW program director may hold open meetings each semester to listen to

student ideas and concerns. Any student is welcome to directly voice or propose new ideas or share concerns.

Faculty periodically bring questions to students in the classroom and survey student responses so the Department has more information with which to make decisions about such matters as scheduling courses. Faculty also conduct demographic surveys of students and alumni surveys to gain information to help assess the educational process offered within the Department. (BSW Student Handbook, 2022)

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## **ACADEMIC PERFORMANCE**

### **Requirements for Academic Achievement**

Social Work majors must maintain a grade of “C-” or better in all pre-professional core and required social work courses. If you receive a grade lower than “C-” in any pre-professional core or required social work course, the course must be retaken with the intent to earn a higher grade. For graduation you will not be considered to have officially completed the Social Work major unless you have “C-” or better in all required courses. Application for admission into the program requires a 2.6 overall grade point average (GPA); this is the equivalent of the letter grade “C+/B-“. (See Admission process) Occasionally students with a GPA below 2.6 have requested admission. These cases have been individually evaluated. If a student is admitted with a GPA under 2.6, they are instructed in their admission letter that their GPA must be at 2.6 before they are able to begin their field practicum.

Syllabi for all Social Work classes outline shared Department policies and course expectations for academic performance in individual classes.

In order to graduate with designated honors from SCSU, a student must have completed a minimum of 30 upper division semester hours of credit graded “A-F” at SCSU. That is, students must have taken 30 credits of 300-400 level SCSU classes with letter grades being the mark of achievement. The 12 credit hours of Social Work Internship are graded on an “S-U” basis and are not counted toward these 30 credits for the honors designation.

**\*For more information** about Academic Progress and Graduation with Honors, see the SCSU Undergraduate Bulletin.

## **University Resources for Strengthening Academic Achievement**

Assistance is available in many forms for students experiencing academic problems or wanting to strengthen their skills. Talk to your faculty advisor about strategies for getting help or contact the following people or services that seem appropriate to the needs you might have. For a list of the various available resources-**See Appendix O**

## **Grading Standards**

“A” reflects excellent work –

It incorporates *and evaluates* original sources/ideas/examples beyond those available from the text or class; it analyzes issues beyond merely summarizing them or reporting. These expectations are in addition to those outlined at the “B” level.

Such work cannot be achieved by waiting until the night before an assignment is due.

“B” reflects very good work –

It includes full and creative development of each aspect of an assignment. It demonstrates an investment of time and original thinking. Writing is clearly organized with examples to clarify central ideas. These expectations are in addition to those outlined at the “C” level.

“C” reflects average work –

It covers all aspects of the assignment and reflects an understanding of social work values and ethics. All writing is proofread to remove grammatical and spelling errors, to avoid slang, cliché’s and colloquialisms, is turned in at the assigned time and looks professional.

“D” represents passing work but D is not acceptable as a final grade in a social work course. If you receive a D, you must retake the course.

Social Work faculty may apply a plus or minus to the final letter grade if that best represents the student’s level of work.

## **Standards for and Evaluation Academic and Professional Behavior Responsibilities**

Students are expected to learn, practice, and model the skills inherent in professional behavior. However, critical thinking and clear, respectful communication also are basic to success in your academic education overall and to participation as a citizen in this democracy. Students will assess themselves and be assessed by their professor.

Prepare before class so as to think critically & speak clearly about assignments.

Participate verbally so others can learn from your insights.

Ask questions for clarification.

Show respect for peers, guests, and professors by responding to their ideas.

Participate non-verbally by practicing professional listening.

Carry yourself as a professional

Learn from, rather than resent, feedback.

Collaborate fairly by sharing responsibility in team projects.

Offer input and leadership in small and large group exercises and discussions.

Identify your own strengths and use them.

Identify areas needing to be strengthened and work on them.

Identify how the NASW Code of Ethics applies to your behavior as a student.

There is also a **Professional Behavior Scale** that is used by both Faculty and students to evaluate students’ preparedness in regards to Professional Behavior.

**\*For information see Appendix L.**

## Standards for and Evaluation of Written Assignments

### Standards for Preparing All Written Work

All written work must be typed, spell check and proofread to remove spelling and grammatical errors. Include a cover sheet stating your name, course name, date, and assignment title. Use inclusive language regarding gender; don't write "he' if you mean "he and she."

### Resources for Strengthening Your Writing

The Write Place located in Ruby Cora Webster Hall, Room 117, 320-308-2031, is opened from Monday to Friday, 9:00a.m.-4:30p.m. There is also an office located at the Miller Center, which is opened Monday through Thursday, 10: 00a.m-4:00p.m. This resource is to help students improve their writing skills. Grammatical advice and the APA citation style can also be found on their website <https://www.stcloudstate.edu/writeplace/default.aspx>. Some Social Work courses have Designated Writing Assignments. For this particular work a scale is used. **For more information see Appendix L.**

### Policies for All BSW Program Courses

1. As a student in any SW course, you have a right to be treated with dignity and respect by the professor and by the other students in the room.
2. As a student in any social work course you have the right and responsibility to grow as a critical thinker. That is, to apply the critical reasoning skills developed in PHL 194 to all of your thinking, to reflect on possible bias and conflicts with social work ethics and values in your thinking, to critically evaluate the sources of information that you make use of, and to value feedback from others to enhance your critical thinking skills.
3. As a student in any SW course you have the right to have your academic efforts supported by other students and by your professor and have a responsibility to support the academic effort of others. At times, support will mean being challenged.
4. As a student with a disability you have the right to accommodation to enable you to satisfy course objectives in this class. Express your needs privately to the faculty person and/or to Student Accessibility Services in Centennial Hall 202.

5. As a student in any course you must abide by the University's Code of Conduct. This is available in the University Student Handbook and on line at <https://www.stcloudstate.edu/studenthandbook/code/default.aspx>
6. As a student in any course, you must not intentionally or knowingly participate in academic dishonesty in the form of cheating, plagiarism or fabrication of work. This is described more fully as the first example of *Prohibited Conduct* in the University Student Handbook. Engaging in academic dishonesty will have negative consequences for your grade in the course.
7. If you need to communicate with the professor, try all of these alternatives: visit the professor during office hours; e-mail a message to the address on page one of the syllabus; phone or FAX the professor at the numbers listed on page one of this syllabus
8. If you are dissatisfied with your final grade in this class, consult the University Student Handbook for the Grade Appeal Process.
9. If you have other concerns about this class, please communicate them to the professor in person. You also should consult the University Student Handbook for the Student Complaint Process. The Department Office has forms on which you can document a concern to begin a resolution process.
10. Social Work professors expect assignments to be completed on time; this is consistent with professional responsibility. Your assignments will be graded down for lateness.
11. Social Work professors expect you to be pro-active in informing them beforehand if some unusual circumstance will cause you to be absent, miss an exam, or delay turning in an assignment. Any changes must be negotiated with the professor. Failure to do so will likely prevent you from being able to make up the work.

## **FIELD PRACTICUM**

Students will complete a 480-hour field practicum during the last semester of your Social Work program. Students find their practicum a challenging and exciting educational experience that integrates and builds on the knowledge, skills, values and ethics that they have received in the Social Work program up to that point.

With the support of the BSW Field Education Director, students will find a placement where they will spend between 30-32 hours a week over the course of 4 ½ months. A students' work in the field practicum will take place under the supervision of an agency field instructor who is a social worker in the agency/organization in which the student is placed. While at the practicum

placements, students also participate in SW 445, a 3-credit A-F senior seminar that meets once a week to support the education that happens in their placement.

### **Preparation for the Field Practicum**

When students are in their third semester in the program, they will take a class, SW 443, designed to prepare students for your placement experience. In this class, students will learn about how to write resumes and cover letters for their human service field. Students will learn about how to do a professional interview. Students will learn about the specific practice behaviors you are expected to know upon completion of your degree and in preparation for the licensure process. Students will also prepare a learning contract. This is a document that they will use to direct their learning while at their field placement.

There are many excellent opportunities for internship in St. Cloud and surrounding communities including the Twin Cities for BSW students. The BSW Field Education Director will assist students in choosing options for placement, and support them through the interview and selection process.

### **Performance in the Field Practicum**

While in their internships, students will participate in a weekly seminar where they will work together with their colleagues to examine the relationship between the learning they acquired in the classroom and their social work experience in the field. Students will also problem solve around professional issues that arise in their practice. Participation in these seminars is an essential aspect of the field performance.

Twice during the semester practicum, a faculty liaison who is teaching a students' seminar will visit each student at her/his field site to discuss progress related to their learning contract. At mid-semester, a conference phone call is made.

**\*For more information,** make an appointment to speak with the BSW Field Education Director. The position is currently vacant, but the Chair/BSW Program Director can assist with any questions. Dr Patience Togo Malm, is located at Stewart Hall 236, phone number 320-308- 3939, email address [ptogo@stcloudstate.edu](mailto:ptogo@stcloudstate.edu)

## STUDENTS' RIGHTS & RESPONSIBILITIES

### Students' Rights

Social Work students have the right to be treated with dignity and respect by their professors, staff, and other Social Work students. Strategies for helping this to occur include the following list of students' rights in this program.

#### Students have the Right:

1. To be informed about the Social Work program including its mission, goals, objectives, policies, and procedures.
2. To know the purpose of each Social Work class in which they are enrolled and how each class fits into the overall Social Work curriculum. To also know the expectations of the class and methods used in assigning a grade. This right means that course syllabi should specify the relationship of course activity to the Program Objectives, the connection to the rest of the curriculum, assignments, and methods of grading and evaluation. It does not mean that assignments and methods of evaluation and grading cannot be revised somewhat by the professor as the course unfolds.
3. To get faculty support for their ideas and actions which promote social justice.
4. To get support from their academic advisor who will meet with them to help them understand the Social Work program and make informed choices about their education and careers.
5. To have Social Work faculty who uphold the values of the profession and act as professional role models.
6. To participate in the ongoing development of the Social Work program. Also, to participate in the development of Departmental policies and procedures as suggested in Section I-F on Student Participation. This right is limited to the right to give input. All final decisions rest with the faculty who, by contract, are the responsible parties for setting Departmental policy and procedure.
7. To appeal all decisions made by the Department, which directly affect them as individual students. This includes decisions about admissions, eligibility to enroll in specific classes and termination from the Major.
8. To learn in an environment that supports diversity and is free from discrimination or harassment, and to ***practice without discrimination, and with respect, knowledge, and skills, related to clients' age, class, color, culture, disability, ethnicity, gender, gender identity and expression, immigration status, political ideology, race, religion, sex, and sexual orientation.***

## Students' Responsibilities

Social Work students are expected to treat faculty, staff, and peers with dignity and respect. In addition, all students have the following Responsibilities:

1. To learn about and work for social, economic, and political justice.
2. To uphold the values and ethics of the profession.
3. To abide by the SCSU Student Code of Conduct this includes among other responsibilities, academic honesty and other behaviors that support rather than intimidate members of the University community.
4. To attend their classes, participate, and contribute to learning in the classroom and to turn in assignments when due.
5. To pursue their education with openness to learning about new ideas, about human diversity, and about themselves in relationship to others.
6. To inform the Department about barriers such as active chemical abuse that may interfere with their ability to effectively practice Social Work.
7. To pursue their Social Work education in an active manner taking primary responsibility for their own learning. This requires progressive movement towards self-directed learning in which faculty are viewed as guides, facilitators, and collaborators in the learning process.
8. To ensure an environment that supports diversity and is free from discrimination or harassment, and to ***practice without discrimination, and with respect, knowledge, and skills, related to clients' age, class, color, culture, disability, ethnicity, gender, gender identity and expression, immigration status, political ideology, race, religion, sex, and sexual orientation.***

## SCSU Procedures for Reporting Complaints of Discrimination and Harassment

Students not only have rights and responsibilities within the Social Work Department, but as students at St. Cloud State University they are protected from bias and harassment by legal statutes and have rights as set forth by the Minnesota State Colleges and Universities.

**\*For more information or assistance**, contact the Office for Institutional Equity and Access at 320-308-5123. The office is located in AS 121 and the website is [oea@stcloudstate.edu](mailto:oea@stcloudstate.edu)

## Social Work Department Position Statement on Openness to Learning about Gay Males, Lesbians, Bisexual and Transgendered People

Legislation in the State of Minnesota protects people who may be discriminated against on the basis of their sexual orientation. Therefore, to harass or discriminate against people because they are gay males, lesbian, bisexual or transgendered is illegal on this campus. Gay males, lesbian, bisexual and transgendered students who have experienced harassment or discrimination are encouraged to bring their concerns to faculty or to the Affirmative Action Officer in accordance with the statements above.

In addition to this legal prohibition against discrimination, the BSW Program and the Department recognizes that to discriminate against people on the basis of sexual orientation is unethical and inconsistent with Social Work ethics and values as outlined by the CSWE and the NASW Code of Ethics. Students who plan to become Social Work professionals need the values, skills and knowledge that will enable them relate to and work with all people.

The BSW Program has adopted the above statement on learning about Gays, Lesbians, Bisexuals and Transgendered people.

### **Compliance with Americans with Disabilities Act**

The University provides support services for students with physical, cognitive, mental or emotional disabilities so that the campus and curriculum are accessible and enable every student the same opportunity for academic success. These services include many things such as the provision of note takers in classes, translation of class discussion into American Sign Language, alternative arrangements for taking tests, assistance in acquiring taped textbooks, and support for coping with a disability on the campus.

To become eligible for such services, a student must apply to the Student Accessibility Services office and have documentation of disability as recognized under the Americans with Disabilities Act (ADA). Documentation may include medical documentation, an agency diagnosis, or confirmation of a disability from a previous school. Ideally, the student will apply for services before the semester they first intend to attend SCSU so that necessary arrangements can be accomplished.

In working with students who have disabilities, the BSW Program intends that administrative and classroom processes be in compliance with the ADA. This includes, but is not limited to, assisting students in making use of the University's Disabilities Services. Students are also encouraged to draw the attention of faculty to ways in which the program may inadvertently create disadvantages for people with disabilities so that these may be addressed.

**\*For more information** about services or the Americans with Disabilities Act, contact the Student Disabilities Service office located in Centennial Hall 202, 320-308-4080; Email: [nicholas.wright@stcloudstate.edu](mailto:nicholas.wright@stcloudstate.edu)

### **Procedure for Student Grade Complaints**

The Administration has established a University-wide policy for addressing grade complaints when a student believes the grade received in a course does not fairly reflect the work done or the conditions for grading initially set forth in a course. This formal complaint process does not begin until after a final grade for a course has been given. However, a student with questions or concerns about her or his grade in a class is encouraged to speak to the professor when the issue first arises. For the student this can lead to further clarity as to how a grade was determined; the professor can gain understanding of how a student is working with the ideas presented in the course and make suggestions for dealing with future assignments. Discussions early in the semester often can prevent misunderstandings or disappointments.

**For more information** about the grade complaint process, see the SCSU Student Handbook online at [www.stcloudstate.edu/studenthandbook/policies/academic.asp](http://www.stcloudstate.edu/studenthandbook/policies/academic.asp).

### **Grade Appeals Process:**

The Department utilizes the University set policy on grade appeal. To file a formal grade appeal student must complete the grade appeal form to the Department Chair including supporting documentation.

The Chair will inform the grade appeal committee. The committee chair will contact student and the identified faculty to set up a date to meet to discuss the appeal. The committee meets with student to go over their concerns. The faculty will also be contacted to present any documentation or explanation of the allegation. The committee will make a recommendation after evaluation of all documentation and presentation from both student and faculty. A written outcome is communicated to the student within the timeframe. If the student is not satisfied with the result you can appeal to the Dean of SHHS, who would follow up from there.

### **Procedure for other Student Concerns**

To assist students with concerns that do not fall within the category of harassment or discrimination, but have to do with faculty and the classroom, the University adopted a comprehensive student complaint process. Ideally, the resolution of concerns can be accomplished at the Department level; some

issues, however, may need to move beyond the Department, to the office of the Dean of School of Health and Human Services.

The BSW Program adopted the following policy to clarify the way in which the St. Cloud State University Complaint Policy will be implemented in the Department and its Programs.

1. Students wishing to file a complaint should first go to the faculty member who is the subject of their complaint. According to University Policy the faculty member may respond at that meeting or set up a meeting for a later time, but within ten days.
2. Any student bringing a concern about a faculty member to the chair or to another faculty member will be informed of the University and Department process and will be referred to step one. Students should be given a copy of the SCSU Student Complaint Form.
3. Students may request mediation to help resolve a difference with the faculty member. If both the faculty member and the student desire mediation, the Department will select a mediator.
4. If mediation is unsuccessful or if the faculty member and student do not desire mediation then the complaint is filed with the Dean of the School of Health and Human Services.

**\*For more information**, see a copy of the University Student Complaint Process and Complaint Form online at [www.stcloudstate.edu/studenthandbook/policies/academic.asp](http://www.stcloudstate.edu/studenthandbook/policies/academic.asp)  
**Social Work Student Association**

The SCSU Social Work Association is a group of students dedicated to working together to empower themselves and to support social justice activities on campus and in the community. In the past, the organization has been effective in encouraging networking among Social Work majors, in bringing speakers to campus, in raising consciousness about social welfare issues on campus, in advertising the Social Work major on campus, and in providing service to the community. Other activities include such things as volunteering at a neighborhood long term care facility, collecting food donations for community food shelves, participating in social welfare demonstrations at the opening of the Minnesota state legislature.

Most members are Social Work majors or pre-majors, but any student is welcome. Dues are paid each semester. Members decide the structure for taking leadership and making decisions. A designated faculty member takes responsibility for helping to plan or problem solve with the group, but all faculty are accessible to the group as sources of ideas and support.

**\*For more information, see the Student Association Bulletin Board located across the hall from Stewart Hall 224.**

### **Department Annual Student Achievement Awards**

Students and area Social Work practitioners who are members of the Department's Community Advisory Board have worked with faculty and staff to raise money to endow a fund that provides annual awards to students. The recipients of these awards are announced each spring. One award recognizes Academic Achievement and the other recognizes Activism for Social Justice. The winners are selected in a competitive process that includes a written application. Application forms are available in the Department office along with an explanation of the qualifications. Dates of the final selection are announced in the spring semester.

### **Civic Engagement**

To help students locate community volunteer opportunities that will result in "service-learning", SCSU operates a program called the Civic Engagement. Whatever your interest is and whatever the amount of time you think you can offer as a volunteer, opportunities exist in the community. For Social Work majors, volunteer experiences in social service agencies are an important way to begin developing a clearer understanding of human diversity and the kinds of social services available. At times it is possible to combine a volunteer experience with the design for an independent study that earns academic credit as an elective. Such an independent study would be done with the supervision and support of a faculty person of your own choosing. Students who register their volunteer hours with the Civic Engagement office can have those hours documented on their permanent Student Activities Transcript. The office is located in Atwood 134 M. The phone number is 320-308-2205, and email address is [civicengagement@stcloudstate.edu](mailto:civicengagement@stcloudstate.edu).

**\*For more information visit-**

<http://www.stcloudstate.edu/campusinvolvement/volunteer/tovolunteer/oncampus.asp>

**Covid 19 Response:**

The BSW Program at SCSU followed all the recommendations of CSWE as it relates to Covid 19.

**\*\* for more information visit:**

<https://www.cswe.org/Accreditation/Information/Accreditation-COVID19-Response>

APPENDIXES

**APPENDIX A:**

**Student Request for Exception to Curriculum/Program Form  
Social Work Department  
St. Cloud State University**

**This form is to be used to request any exception to the curriculum or program**

Date: \_\_\_\_\_  
STUDENT NAME: \_\_\_\_\_  
EMAIL \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
ADVISOR: \_\_\_\_\_ NUMBER OF  
CREDITS \_\_\_\_\_

**DETAILED DESCRIPTION OF AND RATIONALE FOR DESIRED EXCEPTION/S: (To be completed by student)-If you need more space, you can attach a written statement**

---

*Student Signature* *Date*

**There are two steps to this process:**

**STEP 1: Meet with your advisor.** She/he will decide to approve or not approve your request.

Summary of meeting with advisor and decision made:     Approve     Disapprove

***(To be completed by advisor)***

---

Advisor Signature Date

**STEP 2: Approval of Course Instructor**

Instructor's Comments:

---

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_ Course #  
\_\_\_\_\_ Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

**If you want to appeal the decision of this request, contact the Social Work Department Chair to arrange an appeals hearing. See Student Handbook for appeals procedure.**

## Appendix B

### Request for Prerequisite Deferral Form

BSW Program, Department of Social Work, St. Cloud State University

#### Applicable Only for SW330, SW340 & SW345 Sequence

This form is to be completed by students requesting enrollment in the Sequence of SW 330, SW 340 and SW 345, but are missing a prerequisite(s). This form is to be completed in situations such as: difficulty with transferring credits from another institution, not receiving the minimum grade of C-, or changing majors. Follow these steps:

1. Fill out and sign this form, which describes your plan and your agreement to complete the prerequisite(s).
2. **Attach your transcript from either SCSU and/or another institution and submit it to the BSW Program Director by Week 6 of the current semester (e.g. if you are seeking a deferral for spring, submit this form in the fall semester).**
3. You will be notified of the decision regarding your request through your email account. This form will be kept on file as documentation of your request. (Student will be notified the end of November by email).
4. **Upon completion of the courses for which you received the deferral, submit an updated transcript to the BSW Program Director PRIOR to the first day of classes for the following semester.**

If approved for a deferral, the student **MUST complete all prerequisite** courses with at least a C- prior to the next course sequence of: SW 350, SW 360 and SW 410 or your progress in the major will be halted.

Your signature indicates your understanding that if the request for deferral is approved, you must complete the prerequisite(s) and Core courses with a grade of "C- or better to continue in the next sequence of social work courses. If your request is denied, you do have the right to appeal.

Student Name:

Date:

Signature:

Email address:

Phone Number:

Tech ID#:



Course Number	Course Schedule (e.g. MWF, 9-9:50)	Have you taken this course before? If so, when and what grade did you receive?

\*\*\*Enrollment in classes is also contingent upon seat availability if deferment is approved.

## **Appendix C**

### **Instructions for completing the BSW application**

- **Social Work Information Form**: Complete this form by providing all the necessary information required on the form.
- **Disclosure Form**: Complete the Disclosure Form and make sure to sign (by printing your name in the required space)
- **Letter of Application**: Write a 2 page double-spaced Letter stating that you are seeking admission to the social work major. The letter should be in the form of a professional business letter, and begin with a salutation that may read: Dear Social Work Faculty. You must also sign your name at the end.

**This statement must include the following elements:**

- ✓ Your reasons for choosing social work as a major, including specific experiences or information that have helped you make this decision about the profession.
- ✓ Your understanding of the mission of social work as a profession.
- ✓ Your vision for yourself as a social worker, and how your vision includes activities to increase social justice.
- ✓ The ways in which this vision of yourself relates to the mission of the profession.
- ✓ The strengths you bring into your social work education and the areas where you need to continue to grow.

**You will be evaluated on the following:**

1. Clarity of presentation of ideas
2. Writing Skills (organization, spelling, grammar).
3. Clarity of reasons for choosing the SW major.
4. Understanding of the mission of the profession.
5. Your understanding of the connection between your vision of yourself and the mission of the profession.
6. Your understanding of your strengths and areas of growth.

**References**: There are two reference forms that must be completed; one is for work/volunteer reference and the other is for an academic reference. You must first complete and save the personal information part of the form, which is the top part of the form. After that you must email a saved copy of the form to the person who will be completing the reference for you. After completing their portion of the form the referee/person can either email or fax a copy of the completed form to the social work office manager. Please read the instruction on the bottom of the forms.

- **Note**: Make sure that there is ample time for the referee to complete and return form to the social work office manager **on or before the due date** of the application.
- **DARS**: You must submit an electronic copy of your DARS with your application.
- **GPA Exception Form**: This form must **ONLY** be completed if your GPA is below the required 2.6 Grade Point Average (GPA) and believe your circumstance warrant exceptional consideration. Carefully read the instructions on how to

complete the form and make sure to sign the form. The form will not be considered if it is not signed.

- Submit the following material in the drop box of SW 340
  - ✓ Social work information sheet.
  - ✓ Disclosure Form.
  - ✓ Letter of Application.
  - ✓ DARS.
  - ✓ GPA Exception (only if applicable)

## **Appendix D**

**St. Cloud State University**

**Department of Social Work**

**BSW Program**

### **GPA Exception Form Instructions**

If you believe that your circumstances warrant exceptional consideration for a waiver of the minimum admissions requirement of a 2.6 Grade Point Average (GPA) you must submit a petition to the Admissions Committee explaining the circumstances.

The petition should be in the form of a letter to the BSW Admissions Committee explaining how your official GPA does not reflect your potential to be successful in the BSW program and in the social work profession.

The petition should also discuss how you plan to address potential barriers to success that were present in the past.

Your signature on this cover sheet indicates that you believe the information in the letter to be accurate. Attach this cover sheet to your letter and submit with the supplemental application packet.

Name (print):

Signature:

Date:

**Appendix E:**

**Department of Social Work**

**St. Cloud State University**

**Disclosure Form**

By signing this document, I, the student, understand that I am certifying to the truthfulness of the answers to the following questions. Such questions are asked on employment and licensure applications because they may have an impact on your ability to practice social work.

While in the Social Work Department I have a continuing obligation to provide correct and up-to-date information to the following questions. Failure to provide up-to-date information or the provision of willful misinformation or omission of information will effect my continuation in the program.

An affirmative response to any of the questions below will require discussion in the admissions interview but does not mean that you will be automatically disqualified from the major.

Please answer the following questions. If you answer “yes” to any question, please explain below.

1. Have you been convicted of a misdemeanor in the last 5 years?  
Yes                      No

2. Have you been convicted of a felony in the last 5 years?  
Yes                      No

3. Are you currently charged with a felony?

Yes

No

4. Are you currently charged with a misdemeanor?

Yes

No

5. Have you ever been expelled from a post secondary institution or subject to disciplinary action at a post secondary institution?

Yes

No

6. Have you ever had a grade changed due to academic dishonesty or been asked to leave a class due to academic dishonesty?

Yes

No

7. Is there anything in your personal life that could interfere with you becoming an effective social worker?

Yes

No

Explanation:

Date \_\_\_\_\_ Student Signature \_\_\_\_\_

Date \_\_\_\_\_ Signature of Faculty Interviewer \_\_\_\_\_

## **APPENDIX F:**

### **Appeals Procedure for Students Who Are NOT Accepted Into the Social Work Major**

The student who has not been accepted into the major after they have made full application and gone through the interview will receive a letter of non-acceptance.

The letter will ask the student to meet with the chair of the department if they wish to discuss the reasons for non-acceptance. After meeting with the department chair the student may proceed with an appeal. Students should only appeal if they think that they were treated unfairly in the admission process or if they think there is a good reason that the faculty should reconsider their decision. Some students may choose to not appeal and reapply for admissions the following semester.

#### **If the student chooses to appeal, the following process should be followed:**

If the student wishes to appeal the Department's decision, they will inform the chair in writing that they are requesting an appeal. The chair must receive the letter within one week (5 school days) of the student's meeting with the department chair.

1. An appeals committee of 2 faculty members will be formed. The committee will be comprised of any 2 members of the Department. The committee will meet with the student within one week of the time the letter requesting the chair receives an appeal.
2. The student is entitled to bring an advocate to the meeting. However, if the student's advocate is an attorney, the Department will be notified in the letter requesting an appeal that the student intends to bring an attorney. The Department will reserve the right to delay the appeal until University counsel can represent the Department.
3. At the hearing the student will present reasons why the Social Work faculty should review their decision of non-acceptance. The burden of proof is on the student to demonstrate reasons why she/he should be admitted into the major.

4. The committee will report on the meeting with the student to the faculty at a regularly scheduled faculty meeting. The faculty will decide to:
  - a) Admit the student into the major.
  - b) Ask the student to reapply for admission into the major the following semester and/or after the student has completed some recommended educational tasks.
  - c) Not admit the student into the major and advise the student of another major as a possible better educational match.

Even if the department chooses option “c” the student is entitled to reapply to the social work major in the future.

**Appendix G**

**Request for Deferred Admission**

**Instructions:**

To request a deferral of your admission to the Social Work Program, please complete and send the request for Deferred Admission Form to:

St. Cloud State University  
Department of Social Work  
224 Stewart Hall  
720 4th Avenue South

Fax: 320-308-3285 (**Attention- BSW Program Director**)

---

_____ Last Name Middle Initial	_____ First Name
--------------------------------------	---------------------

---

Student tech ID

I was originally admitted for:      Term:      Fall       Spring   
Year: 20\_\_\_\_\_

I am requesting a deferment to:      Tem:      Fall       Spring   
Year: 20\_\_\_\_\_

Address for Correspondence during the deferment period:

---

\_\_\_\_\_  
Street Address

_____ Country	_____ City	_____ State	_____ Zip
------------------	---------------	----------------	--------------

_____ Contact phone number	_____ Email:
-------------------------------	-----------------

**Section 2: Personal Statement:**

Deferments may be granted for the purpose of work, travel, or the pursuit of a special interest. Students may also be granted a deferment for extenuating personal reasons. Deferred student may not enroll at another college or University. Please tell us your plan for the deferred period. Please include relevant dates.

**Appendix H**

**REAMDISSION FORM  
St. Cloud State University  
Social Work Department**

Completed application must be submitted to the BSW Program Director before the stated deadlines and final official transcripts (if applicable). To be reviewed and considered complete, official transcripts (final and/or showing work in progress, when applicable) must be submitted with this application.

Send application and official transcripts together in one packet to:

**Attn: BSW Program Director**  
St. Cloud State University  
deadline is May 1  
Social Work Department  
deadline is November 1  
224 Stewart Hall  
720 4<sup>th</sup> Ave. South  
St. Cloud, MN 56301

**Filling Period:**  
Fall Application period is November-  
Spring application period is May-

**Personal Information**

**Student**

ID: \_\_\_\_\_

Last Name \_\_\_\_\_ First  
Name \_\_\_\_\_ M.I. \_\_\_\_\_

Email \_\_\_\_\_ Phone  
Number \_\_\_\_\_

Date of Birth \_\_\_\_\_ other  
name(s) \_\_\_\_\_

---

**Application Information**

Semester you want to return: Fall  Spring  Year \_\_\_\_\_

Academic Standing at time of separation: Good Standing  Academic  
Probation

Special Probation  Academic Dismissal

**Include a brief statement about how you have used your time away to prepare for your return :( you can use separate sheet if needed)**

I certify that I am the above named person and the information I have provided is accurate.

Signature: \_\_\_\_\_

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

Official Use Only		
Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	Proceed
Notification		by

**Appendix I**

**Reinstatement Form**

**St. Cloud State University  
Social Work Department  
BSW Program**

Completed application must be submitted to the Department Chair by the Filling Period.

**Attn: Department Chair**

St. Cloud State University  
deadline is May 1  
Social Work Department  
deadline is November 1  
224 Stewart Hall  
720 4<sup>th</sup> Ave. South  
St. Cloud, MN 56301

**Filling Period:**

Fall Application period is November-  
Spring application period is May-

**Personal Information**

**Student ID:** \_\_\_\_\_

**Last Name** \_\_\_\_\_ **First Name** \_\_\_\_\_  
**M.I.** \_\_\_\_\_

**Email** \_\_\_\_\_ **Phone**  
**Number** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_ **other**  
**name(s)** \_\_\_\_\_

**Application Information:**

**Semester you want to return:** Fall  Spring  Year \_\_\_\_\_

**Academic Standing at time of separation:** Good Standing  Academic  
Probation

Special Probation  Academic Dismissal

**Include a brief statement about why you should be readmitted into the Program.  
Outline any plans that will assist you in your return to the program ( you may use  
separate sheet if needed)**

I certify that I am the above-named person and the information I have provided is accurate.

Signature: \_\_\_\_\_

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

Official Use Only		
Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	Proceed
Notification _____		by _____

**Appendix J:**

**Recommendation for Termination Form**

*Department of Social Work*

**St. Cloud State University**

**Recommendation for Termination from the Social Work Program:**

**Date:**

**Name of Student:**

**Name of Faculty Member Completing Form:**

**Specific description of academic dishonesty, failure to inform Social Work Department of circumstances that could hinder her/his ability as a Social Worker and/or violation of the NASW Code of Ethics:**

**Return form to Chair of Department of Social Work**

## **Appendix K- Code of Conduct Contract**

Applicant's Name:

---

### **Standards of Professional and Ethical Behavior Student Contract**

Saint Cloud State University Department of Social Work

(Adapted from Arizona State University's School of Social Work Program Materials)

Please carefully read the policy statements below. Applicants are required to acknowledge these statements by signing their name at the end of this document. This document will become part of your permanent student record. By signing this document, you are indicating your willingness to follow these policies, as well as the National Association of Social Workers (NASW) Code of Ethics, at the Saint Cloud State University Social Work Program upon admission, during, and after your program of study at any level of the curriculum.

### **Statement of the SCSU Social Work Program Mission**

The mission of the Department of Social Work at St. Cloud State University is to use an anti-oppression lens, with a focus on race, class and gender, to inform both its educational environment and educational programs. Faculty, staff and students commit to an experiential and transformative educational process that will challenge them to think critically and analyze systemic inequalities in the United States and the world. This process will prepare professional social workers to work as change agents in a diverse world.

### **Statement of the SCSU Social Work Program Goals**

1. Educate social workers who are grounded in the liberal arts and understand the responsibilities of citizenship.
2. Develop students' identity as social workers who understand the connections between individual well-being and the creation of a just society.
3. Educate students who recognize cultural and global diversity and are committed to the development of social policies and service delivery systems that embrace this diversity.
4. Prepare generalist social work practitioners who are able to integrate professional knowledge, skills, values, and ethics necessary for beginning level practice.

### **Statement of the SCSU Social Work Program Objectives**

**Upon graduation social work majors will be able to:**

1. Implement the values and ethics of the social work profession;

2. Practice generalist social work effectively at all levels, incorporating systems theory and integrating a strengths perspective;
3. Practice without discrimination, and with respect, knowledge, and skills, related to clients' age, class, color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation;
4. Understand the forms and means of oppression and discrimination, and advocate for social, economic, and political justice;
5. Use supervision, consultation, and collaboration to enhance social work practice within organizational structures and service delivery systems, as well as to seek necessary organizational change;
6. Analyze and formulate policy alternatives and understand how to influence social policies on all levels;
7. Apply research findings to practice and evaluate one's own practice interventions;
8. Know the history of the social work profession and understand its relationship to contemporary issues;
9. Use all modes of communication skillfully and demonstrate critical thinking skills in all professional encounters.

### **Statement of the SCSU Social Work Expectations of Students**

- Students must maintain at least a 2.6 GPA and grades of a C- or better in all required classes in order to progress in the program.
- Appropriate conduct is expected of all SCSU students while they are engaged in the activities of their education. Violations of local, state and federal law can result in University discipline or termination.
- Any Social Work student can be discontinued from the Social Work major as a result of academic dishonesty or failure to inform the Social Work Department, as described in the Social Work Admissions process, of circumstances that could hinder her or his ability to be a social worker.
- Social Work students are also required to adhere to the NASW Code of Ethics that defines the ethical principles of the profession and delineates the values and ethical standards relevant to the professional activities of all social work practitioners. Termination from the Social Work major can be recommended if a student is considered to have violated the Code of Ethics.

### **Academic Dishonesty**

Examples of academic dishonesty include, but are not limited to, the following:

1. Plagiarism: the use by paraphrase or direct quotation of the published or unpublished work of another person without fully and properly crediting the author with footnotes, citations or bibliographical reference; unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; or unacknowledged use of original work/material that has been produced through collaboration with others without release in writing from collaborators.
2. Use of any unauthorized assistance in taking quizzes, tests, or examinations;

3. Dependence upon the aid of unauthorized sources in writing papers, preparing reports, solving problems, or carrying out other assignments;
4. Acquisition or possession without permission of tests or other academic material belonging to a member of the University faculty or staff or student;
5. In any way giving assistance to others who are participating in any of the three preceding types of behavior; or
6. Falsifying attendance records or other official documents.

**Assessment of Personal Competence (Self-Evaluation)**

- Social work students shall seek consultation and supervision whenever their ability and/or understanding is inadequate relative to the competence required of the situation or issue.
- Students are expected to respond to constructive feedback or their own critical reflection by appropriate modification of behavior and/or seek supplemental professional development/consultation.
- It is unacceptable for a social work student to provide any form of clinical therapy or counseling or to have unprofessional relationships with clients or formal clients.

**Impairment**

The social work student will formally acknowledge to the program and seek appropriate supports if impairments impact his/her ability to perform the work of the profession, or could result in compromised client care.

It is the responsibility of every social work student to strive to protect the public from an impaired colleague and to assist that colleague whose capability is impaired to seek appropriate supports.

*“By signing this contract, I am stating my acknowledgement and willingness to follow these policies, as well as the National Association of Social Workers (NASW) Code of Ethics, the Saint Cloud State University Student Code of Conduct, and the student expectations of the Social Work Program upon admission, during, and after my program of study.”*

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

**Appendix L**

**BSW Professional Behavior Scale  
Social Work Program  
St. Cloud State University**

Course\_\_\_\_\_ Instructor name\_\_\_\_\_

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

Year\_\_\_\_

Likert Values: 1= Strongly Disagree, 2= Disagree, 3= Not Sure, 4= Agree, 5= Strongly Agree

**1. Practice personal reflection and self-correction to assure continual professional development (EPAS Practice behavior 2)**

This encompasses student's effective use of self-critique and awareness of own responsibilities to learning.

- Student is able to accept feedback and works to incorporate critical suggestions into improving work.

1                      2                      3                      4                      5

- Student takes responsibility for engaging in learning by attending class, doing readings, and being responsible for missed content.

1                      2                      3                      4                      5

**2. Demonstrate professional demeanor in behavior, appearance, and communication as well as use supervision and consultation effectively. (EPAS Practice behavior 4 &6)**

This includes student's ability to be prepared for class, prompt for class, and communicate effectively with professors regarding missed class times and/or late assignments. Student is able to seek out, communicate effectively with professor, and use them appropriately for issues that arise which impact their success in the classroom setting.

- Student is prepared for class, attends class promptly, and hands in assignments on time.

1                      2                      3                      4                      5

- Student communicates with instructor about expected absences, illness, and missed assignments. Student also makes a plan for missed content and completion of missed work.

1                      2                      3                      4                      5

- Student meets with instructor when she/he has issues that might impact her/his success in class.

1                      2                      3                      4                      5

- Student speaks with instructor when she/he is confused or frustrated about an instructor's comments, actions, or expectations.

1                      2                      3                      4                      5

**3. Recognize and manage personal values in a way that allows professional values to guide practice as well as make ethical decisions by applying standards of the National Association of Social Workers Code of Ethics (EPAS Practice Behavior 7 & 8)**

Student understands their personal values as well as their biases. Student knows the 6 core values of social work, and is able to incorporate them in their relationships with classmates and with instructors.

- Student critically and honestly assesses her/his strengths and weaknesses in these areas when asked to in assignments.

1                      2                      3                      4                      5

- Student understands own values and biases, and examines how they impact her/his learning.

1                      2                      3                      4                      5

**4. Recognize the extent to which a culture’s structures and values may oppress, marginalize, alienate, or create or enhance privilege and power. Gain sufficient self-awareness to eliminate the influence of personal biases and values in working with diverse groups (EPAS Practice Behavior 14 & 15)**

Students are able to effectively challenge themselves on their learning about diversity, oppression, and privilege. Additionally, they honestly assess how their values and biases impact practice and learning.

- Student takes risks in learning about diversity, oppression, and privilege by bringing questions and comments to class and fully participating in discussion around these issues.

1                      2                      3                      4                      5

- Student is able to examine how her/his life history, values, and biases impact how they are able to work with marginalized populations.

1                      2                      3                      4                      5

**5. Critique and apply knowledge to understand person and environment. Additionally, utilize conceptual frameworks to guide the processes of assessment, intervention, and evaluation; (EPAS Practice Behavior 23 & 24)**

Student is able to incorporate theories and learning regarding development, lifespan, strengths-perspective, and systems perspective into their work in subsequent classes as well as the processes and frameworks used in assessment, engagement, intervention, and evaluation.

- Student is able to incorporate theories and perspectives from the previous classwork into work in current classes.

1                      2                      3                      4                      5

- Student is able to critically discuss, question, and expand upon theoretical concepts brought up in class.

1                      2                      3                      4                      5

**Appendix M**

**BSW Social Work Major**

**Prerequisite Pre-Core Courses and Sequence of Social Work Required Courses**

**Prerequisite Pre-Core Courses Recommended To Be Taken During Freshman And Sophomore Years:**

<b><u>Completion of these courses REQUIRED BEFORE TAKING SW 330, 340 or 345:</u></b>	
<b>(19 credits)</b>	
<b>Social Work 190 Democratic Citizenship (3cr)</b>	Psychology
240- Developmental Psychology (3cr) <b>OR</b>	
Biology 103-Human Biology (3cr)	CPYS 262- Human
Growth and Development (3cr)	
Human Relations 201- Non- Oppressive Relationships (3cr)	Sociology
160- Principles of Sociology (3cr)	
Human Relation 206- Understanding Oppression (1cr)	Statistics
103-Statistical Thinking (3cr)	
SW 216 - Intro. To Social Work (if not yet taken) (3cr)	

***Social Work Courses Recommended To Be Taken During Junior Year***

<b><u>Semester 1</u></b>	<b><u>Semester 2</u></b>
<b>SW 350 - Social Work Research Methods (3cr)</b>	
<b>SW 330 - Human Interaction Social System (3cr)</b>	<b>SW 360 –</b>
<b>Social Welfare Policy (3cr)</b>	
<b>SW 340 - Fundamentals of Generalist Practice (3cr)</b>	<b>SW 410 -</b>
<b>Practice I (individuals/families) (3cr)</b>	
<b>SW 345 - Marginalized Population (3cr)</b>	

**\*Application for Admission to Social Work Major usually occurs in SW 340.**

**\*Pre-Core MUST be completed before Admission to Social Work Major.**

**\*Admission to Social Work Major is REQUIRED for SW 350, 360, 410.**

***Social Work Courses Recommended To Be Taken During Senior Year***

**Semester 3**

**SW 411- Practical II (families & group) (3cr)  
Practicum (12cr)**

**SW 412-Practical III (organization/communities) (3cr)  
Seminar (3cr)**

**SW 443- Pre- Field practicum (3cr)**

**Semester 4**

**SW 444-Field**

**SW 445-Practicum**

**Appendix N**

**General Education Program Checklist (MNTC at SCSU) Requirements:**

Goal area	Course	Completed or enrolled
<b>GOAL 1: Communications (7 credits)</b>		
Select one of the following: ENGL 191, 198; ART 198; TH 198		
CMST 192		
<b>GOAL 2: Critical Thinking (3 credits)</b>		
PHIL 194		
<b>GOAL 3: Natural Sciences (Minimum of two courses, 6-8 credits, no more than 4 credits from one department. Include one laboratory course)</b>		
Select one of the following for a lab: ASTR 106, BIOL 102, 103, <u>107</u> ; CHEM 141, 160, 207, 210; CSCI 200; EAS 104, 105, 109; PHYS 103, 231, 234 - BIOL 103		
Select one of the following: ASTR 105, 107, 205; AVIT 101, 103; BIOL 104; CHEM 101; CNA 169 CSCI 169; CSD 130; ECE 101, 102; ETS 186; GEOG 273; MME 101		
<b>GOAL 4: Mathematical/Logical Reasoning (3 credits)</b>		
Select one of the following: MATH 111, 112, 113, 115, 171, 193, 196, 211, 221; STAT 193 - STAT 103 is required		
<b>GOAL 5: History and the Social and Behavioral Sciences (Minimum 3 credits)</b>		
Select one of the following: ANTH <u>101</u> , <u>130</u> , <u>140</u> , <u>188</u> , 198, 201; AVIT <u>107</u> ; BLAW 230; CMTY 200, <u>222</u> , 266; CFS 220, <u>260</u> ; CJS 100, 101, <u>111</u> ; CPSY/CEEP 101, 384; ECON 201, 205, 206, 381; ED 250; ETS 157, 182; ETHS 350; FIRE 201; GEOG <u>270</u> , 275; GERO 208; HIST 101, 105, <u>106</u> , 140, 141, <u>150</u> , 210, 211; HURL <u>101</u> , <u>201</u> , <u>206</u> , <u>497</u> , <u>498</u> ; MGMT 260, 261; MKTG 100, 200; POL 101, <u>320</u> , <u>335</u> ; PSY 115, <u>225</u> , 240, 325; SOC <u>111</u> , 160, 177, <u>200</u> , <u>211</u> , <u>273</u> ; SPED <u>203</u> ; SSCI 104, 204, 460; WS <u>201</u> - SW 190 is required		
<b>GOAL 6: Humanities and Fine Arts (Minimum 6 credits, no more than 3 credits from one department. One course must be from the arts and the other from the humanities.)</b>		

<b>Arts - Select three credits of the following:</b> <b>ART 130, <u>131</u>; FS 175, 260; MUSM 100, 101, 123, 126; MUSP 101, 102, 103, private lessons (110-410 to 148-448), ensembles 151-164, 166, 167, 258, 360; TH 125, 148, 270</b>		
<b>Humanities - Select one of the following:</b> <b>CMST 210, 220, 229, 318, <u>330</u>; COMM <u>146</u>, 220, 273, 274, <u>275</u>; CSD 171, 220; ED 374; ENGL 184, 201, 202, <u>203</u>, <u>215</u>, <u>305</u>; FREN 110; GER 110; HUMS 250; IM 204, 260; PHIL 112, <u>211</u>, 212; RUSS 110; SPAN 110</b>		
<b>GOAL 7: Human Diversity (Minimum 3 credits)</b>		
<b>Select one of the following:</b> <b>CMTY <u>111</u>, <u>470</u>; ENGL <u>216</u>; ETHS <u>201</u>, <u>205</u>, <u>210</u>, <u>215</u>, <u>220</u>; HIST <u>109</u>; HURL <u>102</u>, <u>105</u>; SOC <u>268</u></b>		
<b>GOAL 8: Global Perspectives (Minimum 3 credits)</b>		
<b>Select one of the following:</b> <b>AFST <u>250</u>; ANTH <u>101</u>; ASTR <u>120</u>; BIOL <u>106</u>;DANC 142, <u>341</u>; EAST <u>250</u>, 363, 364; ECON <u>350</u>;  <b>ETS <u>183</u>; FORL 101, 102, 201, 202; FREN 101, 102, 201, 202; GER 101, 102, 201, 202; GEOG 101, <u>111</u>;  <b>HIST <u>150</u>; JPN 101, 102, 201, 202; LAST <u>250</u>, <u>350</u>; MUSM <u>125</u>; PESS <u>125</u>; PHIL <u>111</u> POL 251, 335, <u>337</u>;  <b>REL <u>100</u>; RUSS 101, 102, 201, 202; SOV 100; SPAN 101, 102, 201, 202; SSCI 470; TH <u>130</u></b> </b></b></b>		
<b>GOAL 9: Ethical and Civic Responsibility (Minimum 3 credits)</b>		
<b>Select one of the following:</b> <b>CMTY 195; ECON 195; GLST 195; HIST 195; PHIL 484; POL 195; SW 195; SOC 195</b>		
<b>GOAL 10: People and the Environment (Minimum 3 credits)</b>		
<b>Select one of the following:</b> <b>BIOL 101, 105, <u>106</u>; CHEM 105; EAS 106; ETS 185, 260; GEOG 372; PHIL 213; PHYS 208; SOC <u>200</u></b>		
<b>Diversity courses (Minimum 3 courses)</b>		
<b>Courses can come from the goal areas. See the undergraduate bulletin for a current list.</b> <b>1)</b> <b>2)</b> <b>3)</b>		

## Appendix O

### Campus Supports:

- **SCSU Multicultural Student Services** is dedicated to meet the needs of students of color at St. Cloud State University. Their goal is to provide comprehensive services including academic assistance, personal development and multicultural programming. Multicultural Students Services is a resource for students who need assistance with financial aid concerns, housing, tutoring, social-cultural issues, and academic support. The role of the office is to create and maintain an environment that promotes cultural understanding and appreciation for all members of the university community. You can contact them through <http://www.stcloudstate.edu/mss/> or by phone at or their various offices on campus.
- **SCSU American Indian Center** seeks to respond to the educational needs and goals of American Indian students and communities. See <http://www.stcloudstate.edu/aic/resources.asp> or contact them by phone at 320-308- 5449.
- **The Lesbian, Gay, Bisexual, Transgender Resource Center at St. Cloud State University** is dedicated to providing an inclusive and educational environment for all SCSU students, staff, faculty, alumni, allies, and the community at large. The LGBT Resource Center is located in Atwood Memorial Center . Phone: (320) 308-5166. Website: <http://www.stcloudstate.edu/lgbt/resources/default.asp>
- **Student Legal Services** The SCSU Student Legal Service Program is a FREE service open to full and part-time SCSU students. This student fee funded program is available for students to sign up for a free consultation with the program's Attorney, who will provide information and guidance to help you understand and address your situation. The attorney offers legal advice on topics including:  
Housing issues, criminal offenses, immigration, veteran's issues, domestic issues, employment law, and other topics. Students must make appointments in person at the Department of Campus Involvement Resource Desk across from AMC 139 or by phone at 320-308-2205.  
<http://www.stcloudstate.edu/campusinvolvement/legalservices.asp>
- **A Non-Traditional Student** Support is for an undergraduate student who is one of the following: 25 years or older, a parent or married student, a veteran, a

refugee or person with immigrant status, or someone who is returning to school after a few years break. The Office for Non-Traditional Students is committed to the intellectual development and academic success of nontraditional students through the combination of classroom learning, technology education, and supportive faculty advising and student mentoring partnerships. If you'd like to meet with or speak to the Non-Traditional Student Coordinator, call (320) 308-3296. <http://www.stcloudstate.edu/sld/nontrad/contact.asp>

- **Young Parent Program** Pregnant and parenting college students face unique parenting challenges as they balance school, work, and family life. The Young Student Parent Support Initiative is here to help address those challenges. The number one priority for this program is to work to create awareness of programs and services available for students, assuring that pregnant and parenting teens and young women and men are able to accomplish their higher education/post-secondary educational goals and to assure that pregnant and parenting young students maintain positive health and well-being for themselves and their children. **Amanda Toppe** 320-308-3246 [atoppe@stcloudstate.edu](mailto:atoppe@stcloudstate.edu) 114a Engineering and Computing Center **Student Parent Social Space** 112a Engineering and Computing Center Website <http://www.stcloudstate.edu/sps/>
- **SCSU Women's Center** With passion and purpose to end sexist oppression, the Women's Center promotes a safe, inclusive and engaged community through advocacy, education, alliance-building and women's leadership. Our services are free and open to students, staff, faculty, and community members. **E-mail address:** [womenscenter@stcloudstate.edu](mailto:womenscenter@stcloudstate.edu) **Phone number:** (320) 308-4958 Website: <http://www.stcloudstate.edu/womenscenter/services/>
- The **Higher Education Veterans Program Regional Office** is on campus and assists veterans as well as past and current military members and their families. **You may contact them at SCSU Administrative Services, Rm 100 or by telephone at 320-308-2185 or see their website at <http://www.stcloudstate.edu/veterans/> .**
- **SCSU Disability Services** at 320.255.4080 or <http://www.stcloudstate.edu/sds/services.asp> or go to their office rm 202 Centennial Hall to discuss your concerns and your options.
- **SCSU Counseling and Psychological Services (CAPS)** is a department within the Division of Student Life and Development that helps undergraduate and graduate students cope more effectively with personal, mental health, and academic issues that arise in their lives. We offer **free** and **confidential** personal counseling and consultation to promote personal development and psychological well-being and assist students in defining and meeting personal, academic, and career objectives contact them through <http://www.stcloudstate.edu/counseling/> or by phone 320 308.3171 or stop in their office located in Stewart Hall room 103

. See <http://www.stcloudstate.edu/counseling/resources/default.asp> for additional support and resources.

**For After Hours Crises**, you can call the crisis line at **(320) 253-5555** or **1-800-635-8008**.

- **Academic Collegiate Excellence (ACE)** (320) 308-2941 | [fytp@stcloudstate.edu](mailto:fytp@stcloudstate.edu)  
A team of committed faculty and staff who care about your personal & academic success as you transition into University life.
- **Academic Learning Center** (320) 308-4993 | [alc@stcloudstate.edu](mailto:alc@stcloudstate.edu)  
Provides study and reading assistance to help students become efficient and effective learners.
- **Advising Center** (320) 308-6075 | [advising@stcloudstate.edu](mailto:advising@stcloudstate.edu)  
Need help choosing a major? The Advising Center can help.
- **Athletes for Success in the Classroom** (320) 308-5392 | [mss@stcloudstate.edu](mailto:mss@stcloudstate.edu)  
Provides support services, advising and encouragement to student-athletes.
- **Center for Continuing Studies** (320) 308-3081 | [cccp@stcloudstate.edu](mailto:cccp@stcloudstate.edu)  
Offering a mix of learning options including evening, online, interactive television, off-campus and weekend courses.
- **Community College Connections Program** (320) 308-1047 | [ccs@stcloudstate.edu](mailto:ccs@stcloudstate.edu)  
Provides an excellent opportunity to freshman applicants who do not qualify for admission.
- **Education Abroad** (320) 308-0119 | [educationabroad@stcloudstate.edu](mailto:educationabroad@stcloudstate.edu)  
The Center for International Studies offers short-term, semester-long and year-long programs on five continents.
- **First Year Transition Programs** (320) 308-2941 | [fytp@stcloudstate.edu](mailto:fytp@stcloudstate.edu)  
Working with you to create a comfortable transition and successful start to your SCSU career.
- **Honors Program** (320) 308-6623 | [honors@stcloudstate.edu](mailto:honors@stcloudstate.edu)  
An intellectually rigorous and personally and culturally enriching interdisciplinary program that provides the liberal arts portion of a bachelor's degree.
- **Husky Bookstore** (320) 308-1489 | [husky@bkstr.com](mailto:husky@bkstr.com)  
SCSU Huskies apparel, textbooks and gifts.

- **Intensive English Center** (320) 308-3062 | [iec@stcloudstate.edu](mailto:iec@stcloudstate.edu)  
International students can improve their English skills and learn more about American culture and customs at this center.
- **Math Skills Center** (320) 308-3840 | [mathskills@stcloudstate.edu](mailto:mathskills@stcloudstate.edu)  
Offers courses for students who need help preparing for college math.
- **Library** (320) 308-2084 | [lrsinfo@stcloudstate.edu](mailto:lrsinfo@stcloudstate.edu)  
Our library has more than 125 searchable databases.
- **Undergraduate College** (320) 308-5272 | [universitycollege@stcloudstate.edu](mailto:universitycollege@stcloudstate.edu)  
Facilitates the transition to college and support student success through a wide range of first year academic support services.
- **Writing Center** (320) 308-2031 | [writeplace@stcloudstate.edu](mailto:writeplace@stcloudstate.edu)  
Known as The Write Place, our Writing Center offers individual writing assistance to undergraduate and graduate students.

## **APPENDIX P**

### **RESOURCE REFERENCE LIST Phone Room**

• Academic Affairs	308-3143 AS209
• Academic Learning Center (Tutoring)	308-4993 CH236
• Advising Center	308-6075 CH366
• Office of Institutional Equity	308-5123 AS102
• Atwood Information	308-4636 Atwood
• Business Services	308-4003 AS122
• Bookstore	308-1489 CH 1 <sup>st</sup> Floor
• Career Services	308-2151 CH215
• Computer Assistance	308-2077
• Help Desk (Computing & Technology)	Atwood OR MC 102
• Computer Lab	308-2068
• Counseling Center (Career/personal)	308-3171 SH103
• Fitness Center	308-3325 Hall S102
• Financial Aid	308-2047 AS106
• Food Services	308-4499 Atwood
• Gender Prevention Program	308-4958 Women's Ctr
• Graduate School	308-2113 AS121
• Health Services Center	308-3191 Health
• Lindgren Child Care Center	308-3296 ECC122
• Math Skills Center	308-3840 CH224
• Multicultural Student Services	308-3003 AMC154
• Public Safety	308-3453 Public Safety
• Records & Registration	308-2111 AS118
• Safety (Escort) Service	308-3333
• Student Disability Services	308-4080 CH202
• U-Choose (Alcohol/Drug Awareness Prevention)	308-6175 AMC 219
• Veterans Resource Center	308-2185 AS100
• Volunteer Connection/Campus Involvement	308-2205 AMC118
• Women's Center	308-4958 WC
• The Write Place Rm117	308-2031 Bldg.51

Appendix Q

DEPARTMENT OF SOCIAL WORK  
COLLEGE OF HEALTH AND WELLNESS PROFESSIONS – ST. CLOUD STATE  
UNIVERSITY

SCALE FOR EVALUATING DESIGNATED WRITING ASSIGNMENT

COURSE \_\_\_\_\_ STUDENT \_\_\_\_\_ SEMESTER \_\_\_\_\_ YEAR \_\_\_\_\_

NAME of WRITING ASSIGNMENT \_\_\_\_\_

This designated Writing Assignment will be evaluated for content as described in the course syllabus. The quality of writing will be evaluated separately using this form.

**Criteria:**

1. Writing demonstrates clear organization to achieve the defined purpose; its content flows logically to provide the necessary information for the task.
2. Writing assumes an appropriate professional tone; its tone is formal or informal according to the defined relationship with the reader.
3. Writing documents the original sources of information and ideas; it is clear in acknowledging which ideas belong to you and which you have adopted and adapted from elsewhere.
4. Writing follows the professionally accepted structure and format for this kind of document.
5. Grammar and spelling are accurate; editing has removed identifiable errors *before* the assignment is turned in.
6. Citations follow the APA format.

**Student's Level of Writing Skill**

**Superior Strong Acceptable Unacceptable**

Clear organization

\_\_\_\_\_

Appropriate professional tone

\_\_\_\_\_

Appropriate documentation

\_\_\_\_\_

Accepted format

\_\_\_\_\_

Grammar and spelling

\_\_\_\_\_

APA citations if used

\_\_\_\_\_

**COMMENTS:**

**PROFESSOR** \_\_\_\_\_ **DATE** \_\_\_\_\_ **GRADE** \_\_\_\_\_

