



STUDENT HANDBOOK

2006 Student Editors Karen Fleming & Oliver Groves

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Current Students

Locations

Where is the Department of Social Work located?

The Department of Social Work is located in the lower level of Nethery Hall.

<http://www.andrews.edu/safety/map.htm>

Where can I find out about parking on campus?

Please park according to the campus signage. Residence hall parking lots are strictly off limits to anyone who is not a residence hall resident. However, we do offer an ample supply of additional parking near these restricted areas. See the campus parking map for details.

<http://www.andrews.edu/safety/map.htm>

Where can campus visitors get a parking permit?

All visitors and guests of Andrews University must obtain a parking permit to park on Andrews University property. Permits are free and can be picked up at the Safety Department during regular office hours. If you are staying in a campus guest room, you can obtain a permit at the front desk when checking in. To locate the safety office use the following web-site:

<http://www.andrews.edu/safety/map.htm/map/>

Where can I find a campus map?

A campus map is available at the following web-site:

http://www.andrews.edu/about/visiting/campus_map.html

Where is the handicap accessible ramp for the Department of Social Work?

Students who need special access to Nethery Hall can use the ramp on the east side of Nethery Hall. That is the best place to access the Nethery elevator as well.

http://www.andrews.edu/about/visiting/campus_map.html

Social Work Department Information

What is North Central Association accreditation?

The Higher Learning Commission of the North Central Association (NCA) accredits colleges, universities, and other organizations of higher learning in the north central region of the United States. Andrews University is accredited by NCA for the degrees it offers. For more information on this accreditation process you can look at their web site: <http://www.ncacihe.org/>.

What is Council on Social Work education (CSWE) accreditation?

Many professional programs are required to be accredited through a national organization. Both the MSW and BSW programs are accredited by the Council on Social Work Education (CSWE). CSWE is a nonprofit national association representing over 3,000 individual members as well as 158 graduate and 453 undergraduate programs of professional social work education. Founded in 1952, this partnership of educational and professional institutions, social welfare agencies, and private citizens is recognized by the Council for Higher Education Accreditation as the sole accrediting agency for social work education in this country. For more information visit <http://www.cswe.org/>.

What is the philosophy of Social Work at Andrews?

We, the faculty and students of the Andrews University Social Work Department, strive to be a community joined together in excellence, compassion, and a desire to serve others. While each student is not required to hold the following beliefs, our department strives to affirm the following philosophy in classroom, field, and interpersonal interactions:

We rejoice

- In a personal, loving God who cares about all persons and gives us freedom of choice;
- In our capacity to be loving, joyful, spiritual human beings who were made in God's image;
- In our ability to live in healthy relationships with God and our fellow human beings;
- In the privilege of interacting in communities where we can demonstrate God's mercy, love, and healing.

We affirm

- That God's present Kingdom embraces and includes all people, regardless of race, ethnicity, age, class, gender, sex, sexual orientation, cultural background, religious belief, health status, ability, choice, or action;
- The life and example of Jesus, who modeled a life of compassionate service to others and sought to end institutional and social oppression and improve the lives of others in the here and now;
- That people possess strengths and are resilient and capable of love, respect, and self-determination;
- The values of individual worth and dignity, and the importance of life.

We lament

- The personal, institutional, and social pain which humans inflict on one another, whether rooted in power, religious intolerance (e.g. anti-Semitism), or secular philosophy;
- The injustice and violence which pervades our communities and our world;
- The fear and selfishness expressed in racism, sexism, social class, and homophobia which separate us from one another;

- The exploitation of the earth and its poor for economic gain;
- The ways in which those with power attempt to impose their beliefs and will on the powerless, whether because of religious or secular dogma, ignorance, ideology, or personal gain;
- The ways we fail to consistently demonstrate God's message of peace, hope, impartial justice, holistic healing, and unconditional love for all people and communities;

We urge

- Faculty to model compassion, personal and professional balance, Christian servant leadership, and excellence in teaching, community service and research;
- Staff to offer caring service and support in ways that empower students, faculty, and community partners to achieve the mission of the department;
- Students to carry forward the department's mission with professionalism, compassion, and dedication to preserving and healing all God's creation.
- The entire social work department to demonstrate a commitment to excellence in practice and maintain a commitment to life-long learning.

What is the department mission?

Our mission is "Preparing individuals for excellence during a lifetime of professional service and Christian compassion in action."

What are the department goals?

The BSW/MSW goal is to foster excellence in teaching and learning of distinctive social work knowledge, values, and skills while preparing professionals for both the entry-level and advance practice.

What are the department objectives?

BSW Ability Objectives state that prior to the completion of the BSW program, students will successfully demonstrate the ability to . . .

- Optimize their use of self.
- Practice ethical decision-making.
- Perform oral and written communication.
- Conduct micro generalist person-in-environment assessments and practice intervention skills across a variety of settings and systems.
- Demonstrate micro generalist practice skills in a field practicum experience.
- Conduct macro generalist person-in-environment assessments and practice intervention skills across a variety of settings and systems.
- Demonstrate macro generalist practice skills in a field practicum experience.
- Promote social justice through policy analysis and use of basic social action skills.
- Strengthen and empower diverse and at-risk populations globally.
- Use professional knowledge and literature to inform generalist practice.

- Evaluate generalist practice outcomes.
- Use technology for enhancing practice.

MSW Ability Objectives state that prior to the completion of the MSW program students will successfully demonstrate the ability to . . .

- Optimize their autonomous use of self.
- Practice complex ethical decision making.
- Perform advanced oral and written communications.
- Conduct micro generalist person-in-environment assessments and practice intervention skills across a variety of settings and systems.
- Demonstrate both micro generalist practice and/or advanced interpersonal practice concentration skills if they chose that concentration in their field practicum experience.
- Conduct macro generalist person-in-environment assessments and practice intervention skills across a variety of settings and systems.
- Demonstrate macro generalist practice and/or advanced administration and development practice skills if they chose the administration and development concentration field practicum.
- Promote social justice through policy analysis and use of advanced social action skills.
- Prior to completion of the MSW program students will successfully demonstrate the ability to strengthen and empower diverse and at-risk populations globally.
- Critically use professional knowledge and literature to inform advanced practice.
- Evaluate advanced practice outcomes.
- Use technology for enhancing practice.

About Faculty/Staff

Who are the faculty?

Oliver Davis, [BSW Program Director](#)

Ann-Marie Jones

Sue Murray

Shelly Perry, [Director of Field](#)

Karen Stockton

Curt VanderWaal, [Department Chair](#)

Jan Wrenn

Michael Wright, [MSW Program Director](#)

How can I get a faculty/staff position in the Department of Social Work?

Becoming a faculty member within the Andrews University Department of Social Work depends on several things. First, a position must be available and publicly posted. Such postings can always be found on the Andrews University Human Resources website. Second, the person must have an MSW degree and at least two years of practice experience in a social work setting. Third, there is a strong preference for a Ph.D. degree (not necessarily in social work) and

membership in the Seventh-day Adventist church. Previous college teaching experience and an aptitude for research are also preferable. The [Department Chair](#) will be able to help you further.

What are faculty researching that students can get involved with?

Faculty are involved in many exciting research projects. The specific projects change all the time, but faculty generally have areas of special interest that they continue studying throughout their career. By looking over the faculty bios you can see what professional interests each faculty member develops into scholarship. If you see a general area where your professional interests overlap with a faculty member's feel free to contact them and see what research projects you could get involved with. Often there are faculty in related disciplines who may also be interested in mentoring you. The social work faculty can help you find interdisciplinary mentors. Just ask them. You could also check the Andrews Office of Scholarly Research for more information about faculty research activities. <http://www.andrews.edu/GRAD/OSR/>.

Where can I get a current Social Work Departmental calendar?

Departmental calendars are made toward the beginning of each semester. When they have been prepared, you should receive one in your student file or find them on top of the filing cabinet for you to pick up. If you do not receive one, feel free to ask for one from a staff member.

The purpose of the department calendar is to help you know of upcoming departmental events and deadlines. The department calendar also includes a number of campus events and deadlines which are important for many students, but you should always consult the campus calendar to find a more complete listing of these events.

How can I find the general campus deadlines?

<http://www.andrews.edu/news/calendar>

Where is the academic calendar for the entire campus?

<http://www.andrews.edu/news/calendar>

What are the specific BSW deadlines?

Students are formally admitted into the BSW program after their sophomore year. Application packets are given to potential candidates in February of each year, to be turned in no later than the first week of March. The admissions interview with an advisor is required no later than mid-March.

BSW senior portfolio documentation submission and defenses will be during April this year (rather than during exam week).

What are the specific MSW deadlines?

Although an admissions requirement, many students are unable to submit GRE scores prior to beginning their course work. Students who have been allowed to register provisionally (pending GRE scores) MUST submit GRE scores by the end of the first semester for continued enrollment.

MSW portfolio documentation submission and defenses will be during April this year (rather than during exam week).

Social Work Curriculum**How can I find out when a class is scheduled?**

There is a web site where you can do a computer search for your class schedules.

<http://www.cc.andrews.edu/cgi-bin/AUSched.cgi>

What are my elective course options?

There are a number of electives that students can take in the summer and throughout the year. Faculty are also open to taking your suggestions for crafting new topics classes if there is enough student interest in a specific social work area. Students are encouraged to select courses from other departments in areas that relate to the student portfolio interests. Each spring the BSW and MSW program directors survey students to see which of the elective courses draw the most interest. Share your ideas with them early. Also remember that students can take independent studies with a faculty member who has expertise in a given area. Search the web class schedule for electives that would round out your educational experience. <http://www.cc.andrews.edu/cgi-bin/AUSched.cgi>

How can I access my Desire 2 Learn program?

You will need to get access to your Web CT class at the following web site.

<http://d2l.andrews.edu/>

How can I get help, and who can help me with my writing and grammar skills?

One of the most common things social work students struggle with is quality writing. Good writing and documentation skills are vital for social work professionals, for much of what we do is communication. If you receive feedback from faculty or sense that you need help with your writing skills please know that the Andrews Writing Center is there for you. The mission of the AU Writing Center is to help students, faculty, and staff of Andrews University grow as writers in their personal, professional, and scholarly lives. You may stop by their office or make an appointment by calling 471-3358. <http://www.andrews.edu/WC/>

Who can I give feedback about my overall BS/MSW training?

You may send an email message to the [MSW Program Director](#) or [BSW Program Director](#). You may also send feedback via a feedback card to the social work if you are really eager to get involved in the program design and development of curriculum, you may become the student representative or speak to [Academic and Student Services](#).

Who can I give feedback to about my clinical training?

Your Field Placement Liaison is possibly the first person with whom you should speak about your clinical training. The program has a [Director of Field](#) who will be happy to talk to you about your clinical training as well. If you have suggestions about the skills and techniques you are learning, we are open to hearing your ideas.

Who plans events and community service projects for students and faculty?

Both faculty and students are very involved in service projects in the community. Social Workers Assembling Together (SWAT), often arranges service activities that you may become involved with. If you have a special project you would like to be involved in, ask whether you can set it up as an independent study project with your advisor or a faculty who could appropriately mentor you.

What is the Andrews University Office of Scholarly Research and the Human Subjects Review Board?

Students or faculty members who plan to conduct research involving human subjects as objects of the research need to apply for clearance from the HSRB. Unless your social work research projects are on-campus with adult voluntary participants you must clear the HSRB. The only exception is if you are using existing records and not human subjects. The following website has the procedures and the forms needed to navigate this process. <http://www.andrews.edu/GRAD/OSR/IRB/>

I am having a personal struggle. How can I get help?

Advisors cannot become your personal counselor, but they can help you with a variety of academic concerns. Typically it is not a good idea to turn to your fellow students to solve your personal issues and/or crises. The best solution for addressing personal issues is to see one of the caring professionals at the [Andrews Counseling and Testing Center](#). These services are available free of charge to students.

How should I go about petitioning for class substitutions and waivers?

The Department of Social Work must receive all petitions for class substitutions or waivers at least one semester prior to the semester in which the petitioned class is offered. The procedure for filing a petition is as follows:

1. Students obtain petition forms from the Department of Social Work office.
2. Students must complete petition forms. A bulletin description must accompany any petition for classes taken at schools other than Andrews University. The student consults with the faculty advisor. Whether the advisor agrees or disagrees with the petition, he/she must sign the petition to certify that he/she has discussed it with the student.
3. Petition forms are forwarded to the program director for approval.
4. The department Chair, in consultation with the Program Director, makes the final departmental decision. She/He may take a petition to a faculty meeting for faculty input.
5. Petitions are forwarded to the Dean of the College of Arts and Sciences. Approved petitions are then forwarded to the records office.
6. Students receive a written response from the records office.
7. It is the student's responsibility to ensure that their petition has completed all channels.

Students may inspect their records by making a request to the BSW or MSW program directors. Files may not be removed.

Technology Resources

How do I get an e-mail address?

E-mail addresses are available from ITS. Students should go to the computer store located in the ITS building to request one. It is part of the registration process and is necessary for all students to have in order to be included in any WebCT courses.

Where is the computer lab?

There are a number of labs available on campus. The one closest to the department is on the top floor of Nethery Hall above the Social Work Department. Other labs can be found in Bell Hall, Chan Shun Hall, and Harrigan Hall.

Where can I get equipment for class presentations?

Contact your instructor at least 3 days in advance of your presentation to ensure the availability of audio/visual equipment.

What equipment is available for class presentations?

LED projector
laptop
VCR & TV
overhead projector

[Academic Success Resources](#)**How can I electronically access the James White library resources?**

<http://www.andrews.edu/library/>

Where can I do literature searches of the social work literature?

All social work students should be familiar with the library resources. Among the most common resources you will use is a very comprehensive data base in social work literature. You can access this by using your Andrews e-mail login and password at the following website. As a successful student you may want to bookmark this site as a timely and ongoing resource for your research or for expanding the quality of your learning assignments.
<http://www.andrews.edu/library/screens/databases/ONLsocialwork.html>

How can I access the AU Bulletin online?

The current and past years of AU bulletins are available online.
<http://www.andrews.edu/bulletin/index.php>

Who can help me survive my courses?

If you are having trouble with a class, always make your first stop a visit or an e-mail to the course instructor. He/She will be happy to help you understand the syllabus or an assignment, or help you better prepare for an exam. Also, students have informally found help from students who have taken that class before, so always check with students for advice about how to survive what might appear to be a difficult class. If none of these suggestions work, don't just murmur and complain! As a developing social worker, you need to be constructively resourceful in getting the help you need to be successful. You can always check with the [BSW Program Director](#) or [MSW Program Director](#), who will have constructive suggestions for you as well.

Why don't all professors require the same things?

Students struggle with different requirements in courses and different instructor styles. It is not unusual for students to find one or two "favorite" teachers. Life, however, is best when we appreciate the diversity of both faculty and students! There is not a right way or a wrong way to learn or to teach. There are many different learning styles, so all faculty teach from the perspective that best fits their strengths. If you have ideas about things that could help you learn more effectively, take your ideas to the faculty member and see what you can negotiate. Please

remember that all faculty in our department want to be sure that students responsibly reflect good social work values in dealing with the challenges that they face.

What is APA Style Formatting?

The profession of social work has chosen the American Psychological Association (APA) style format for documenting and formatting our literature. Other professions may choose a different format (e.g. Turabian or MLA) which you may have seen before. However, it is expected that all student assignments will reflect the APA guidelines. The AU bookstore (<http://www.andrews.edu/bookstore/bshome.html>) and/or online book stores have *APA Manuals* students may purchase. There are also web-resources that can be helpful for exploring APA guidelines. A couple of helpful ones are <http://www.apastyle.org/eleceref.html> <http://www.editavenue.com/?maintitle=APA>. Regarding specific formatting questions for a paper or project assigned, you need to be sure to check requirements and expectations with your class instructor.

What is Citation Software?

Whew! No more 3X5 bibliography cards -like back in high school. Citation software is used by the social work faculty and students to track their bibliographic resources and offer a ready resource for writing quality papers. The software is capable of formatting information in APA format to help you with that part of writing assignments. All social work students have access to a special academic purchase price because they are students. Students may take advantage of this resource or to try a free demo on-line at the following web-site. <http://www.citationonline.net/demoform.htm> or <http://citationmachine.net>

MSW Student Information

How can I stay in touch with what's going on in the MSW program?

Both new and returning students need to be sure that the program director has your current e-mail address. In the past several years, communication with students has improved by way of virtual news updates that are provided by faculty and staff via an MSW student Listserv. To be on top of the latest jobs, departmental news, course changes, and graduation deadlines, be sure to check your e-mail frequently! Send your current e-mail address to the [MSW Program Director](#)

Who can I talk to about the MSW program?

Faculty, staff, current students, and alumni are able to share information about the social work program with you. If you have admission questions, having trouble with your studies, or navigating the academics see your personal academic advisor and/or the [MSW Program Director](#). If you still don't have the answers you need, contact the [Department Chair](#).

Why do I need to see my academic advisor?

You need to see your advisor at the beginning of each term regarding registration for classes. The advisor is also your first stop for discussions about the portfolio. During the semester, you should see your advisor about any barriers impeding your success as an MSW student. They are very knowledgeable about resources that students can access. Advisors **cannot** become your personal counselor, but they can help you with a variety of academic concerns. For personal issues you can see the [Andrews Counseling and Testing Center](#). These services are often available free of charge to students.

Which Graduate MSW Learning Plan should I choose?

The only one who can know what you should take is you. Ask yourself this question, "When I have been energized and excited about helping was I working with individuals and families, or was I organizing a group or community activity?" If you have strong leadership skills and like motivating organizations to change, you might want to explore the Administration and Development Learning Plan. If, on the other hand, you enjoy working one-to-one or with clients directly, you should explore further the Clinical Practice Learning Plan. Others things you may do to help you make the best decision are to:

- Talk with people who know you well and whose advice you trust, and ask them what they think you do best;
- "Shadow" both types of social workers in a real-life setting and see which ones are doing things you would enjoy more;
- Talk with you advisor

BSW Students Information

How can I stay in touch with what's going on in the BSW program?

Both new and returning students need to be sure that the program director has your current e-mail address. In the past several years, communication with students has improved by way of virtual news updates that are provided by faculty and staff via a BSW student Listserv. To be on top of the latest jobs, departmental news, course changes, and graduation deadlines, be sure to check your e-mail frequently! Send your current e-mail address to the [BSW Program Director](#).

Who can I talk to about the BSW program?

Faculty, staff, current students, and alumni are able to share information about the social work program with you. If you have admission questions, talk with the [Department Chair](#)

Why should I see my academic advisor?

You need to see your advisor at the beginning of each term regarding registration for classes. During the semester, you should see your advisor about any barriers impeding your success as a BSW student. They are very knowledgeable about resources that students may access. Advisors **cannot** become your personal counselor, but they can help you with a variety of academic concerns. For personal issues you can see the [Andrews Counseling and Testing Center](#). These services are often available free of charge to students.

Field Practicum

What is field practicum?

Field practicum provides opportunity for students to practice their skills and apply their in-class learning in a professional social work setting. The hours required are set by the Council on Social Work Education. The practicum experience can be thought of as a lab to accompany practice classes. For this reason, field typically can not be accomplished in a short period of time. It needs to be spread out over the course of your in-class learning experience or taken in a block after you have finished classes (e.g. international placements).

How do I get information about field?

You will get information about field when you take the field seminar class. You can access the full-text narrative of the field manual at: <http://www.andrews.edu/SOWK/FORMS/fieldofframes> It provides comprehensive information about the field program at Andrews University and how it operates. You can also make an appointment with the [Director of Field](#) and he/she can answer additional questions either in person or by e-mail.

How do I know what agencies are available for a field placement?

The Director of Field will let you know about the agencies available for placement. There are times some agencies have requested not to have a student or there may be a number of students already placed at an agency. It is up to the [Director of Field](#) to co-ordinate the internship sites, so please work with him/her.

When planning for field, think of the population you would like to work with or what the focus of your portfolio will be (see portfolio in FAQ). If you are aware of an agency you would like to pursue with an internship, let the Director of Field know. He/she often works out new agency sites for students. There must be an official contract between the school and the agency site before the internship begins.

Who is qualified to supervise me in field?

MSW students must have a supervisor with an MSW degree. This person can be someone either who works at the agency or who agrees to do the professional supervision, providing oversight and mentoring for at least one hour once a week. (A field week is usually about 20 hours). MSW students may have a "task supervisor" from within the agency who does not have an MSW degree, as long as he/she can arrange and interact with the MSW student mentor. It is preferred that BSW students also receive an hour of supervision from an MSW professional per week, but alternatives for supervision qualifications may be considered with permission from the [Director of Field](#).

When can I start accruing my field hours?

Both BSW and MSW students must be taking social work classes before the internship hours are counted toward their overall field experiences. No student can receive field hours for past work and/or volunteer experiences.

How do I do field if I live a long way from the school?

The [Director of Field](#) will help you work out an internship site close to where you live. This option brings with it additional responsibilities for the student. When you find an agency that is willing to take you on as a student, the following steps must occur:

- You should give the pertinent information to the director of field (name of agency, field instructor, phone number of each, etc.);
- The agency will be interviewed for appropriateness of the learning experience;
- A contract will be drafted;
- The field instructor must cover the field training materials available on the web; and
- A long-distance faculty liaison will be assigned who will be available to work with both the student and the agency throughout the experience.

How much time do I do in field each week?

A field week is generally about 20 hours. However, many student do fewer hours per week. It is up to you and your field instructor to work out your time schedule. You need to either be taking classes concurrently with your field practicum experience or have successfully completed the sequence of required class work before completing your field placement, in which event you might qualify for a block placement.

What can I do to help assure my safety in my field experience?

There are some important web resources that students should explore to provide significant information about personal safety in the "real" world of social work. One is the [North Carolina Division of Social Services web site](#).

Agencies/Students

In order to provide some measure of safety and to keep the student in contact with headquarters or a source of assistance, cellular car phones should be installed/provided for official use when staff are assigned to duties which take them into private homes and the community.

Hand held alarm or noise devices or other effective alarm devices are highly recommended to be provided for all field staff. Beepers or alarm systems which alert a central office of problems should be investigated and provided. Other protective devices should be investigated and provided such as pepper spray.

Students should not enter any location where they feel threatened or unsafe. This decision must be the judgment of the employee. Procedures should be developed to assist the student to evaluate the relative hazard in a given situation. In hazardous cases, the managers must facilitate and establish a "buddy system." This "buddy system" should be required whenever a student feels insecure regarding the time of activity, the location of work, the nature of the client's problem and history of aggressive or assault behavior or potential for aggressive acts.

Agencies must provide for the field staff a program or personal safety education. This program should be, at the minimum, one provided by local police departments or other agencies which includes training on awareness, avoidance, and action to take to prevent mugging, robbery, rapes and other assaults.

Procedures should assist students to reduce the likelihood of assaults and robbery from those seeking drugs or money, as well as procedures to follow in the case of threatening behavior and provision for a fail-safe back-up in administration offices.

All incidents of threats or other aggression must be reported and logged. Records must be maintained and utilized to prevent future security and safety problems.

Police assistance and escorts should be required in dangerous or hostile situations or at night. Procedures for evaluating and arranging for such police accompaniment must be developed and training provided.

Portfolios

What is a portfolio?

A social work student's portfolio is a collection of items showing what they have become personally and professionally as a student in the program. Students entering the program are asked to develop some goals and objectives for what they would like to achieve. In many classes students are given assignments that can be used to demonstrate that they have successfully mastered various skills. These assignments, along with other documentation, become part of every student's portfolio. Some ideas of things that you might find in a portfolio are abstracts from papers or evidence of your competence and professional growth.

Portfolios are required to be submitted in 1-inch three ring binders along with a CD-ROM.

Who will help me with my portfolio?

Your advisor is responsible for assisting you to develop a professional portfolio. But you must be proactive in contacting them to ask for help in planning and developing your portfolio strategy. You will also be given information about the development of your portfolio in your professional development classes SOWK489 or SOWK689.

May I take summer classes?

In the social work program, electives are offered during each of the summer sessions. They will be listed toward the end of spring semester and in the Andrews University summer's *Class schedule* bulletin. With approval from your advisor, you may also take classes from other university departments/schools to fulfill your elective/portfolio requirements. BSW/MSW required classes are generally not offered during the summer sessions.

What is advancement to candidacy?

It qualifies you to apply for graduation. For an MSW student, upon completion of 50% of your course work, you must apply through the office of Dean of Arts & Sciences or the graduate program coordinator for advancement to degree candidacy. By the university's specified deadline, the forms should be completed by the student, approved by the advisor and the department chair, and returned to the office of the dean or graduate program coordinator.

Why portfolios rather than comprehensive exams?

Satisfactorily completing required and elective courses is sufficient evidence that each student has mastered the academic/skill content of social work. Rather than continuing to test a student's cognitive learning (knowledge, values and skills) our program, like many other cutting-edge

professional programs, recognizes the unique qualitative development of our graduates. A portfolio document benchmarks this journey, development of competence, and the student's specific growth areas providing a more effective record of professionalism.

Student Rights & Responsibilities

What is the Andrews University Nondiscrimination Statement?

Andrews University is committed to the same policy of nondiscrimination in education, research, and all aspects of faculty, staff, student, and alumni relations. All personnel policies, including all matters affecting compensation, benefits, promotions, and employee discipline, are administered without regard to race, color, creed, ethnic background, country of origin, age, sex, height, weight, physical handicap, marital status, political preference, sexual orientation, or past military service.

What is the Social Work student privacy commitment?

In accordance with the *Family Educational Rights and Privacy Act*, the Department of Social Work limits disclosure of educational records or personally identifiable information without the student's permission with the following exceptions. Students should be aware that social work faculty and staff may discuss educationally relevant issues with faculty, staff or with field agencies and/or instructors to ensure positive learning outcomes.

What is the Social Work professional code of ethics?

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

Social workers promote social justice and social change with and on behalf of clients. The term "clients" is used inclusively to refer to individuals, families, groups, organizations, and communities. Social workers are sensitive to cultural and ethnic diversity and strive to end discrimination, oppression, poverty, and other forms of social injustice. These activities may be in the form of direct practice, community organizing, supervision, consultation, administration, advocacy, social and political action, policy development and implementation, education, and research and evaluation. Social workers seek to enhance the capacity of people to address their own needs. Social workers also seek to promote the responsiveness of organizations, communities, and other social institutions to individuals' needs and social problems.

The mission of the social work profession is rooted in a set of core values. These core values, embraced by social workers throughout the profession's history, are the foundation of social work's unique purpose and perspective:

- service
- social justice
- dignity and worth of the person
- importance of human relationships
- integrity
- competence

This constellation of core values reflects what is unique to the social work profession. Core values, and the principles that flow from them, must be balanced within the context and complexity of the human experience.

For the full versions of the Social Work Code of ethics please check out the following web-site: <http://www.naswdc.org/pubs/code/code.asp>

What is academic integrity at Andrews?

Andrews University expects that students will demonstrate the ability to think clearly for themselves and exhibit personal and moral integrity in every sphere of life. Thus, students are expected to display honesty in all academic matters.

Academic dishonesty includes (but is not limited to) the following acts:

- Falsifying official documents
- Plagiarizing, which includes copying others' published work, and/or failing to give credit properly to other authors and creators;
- Misusing copyrighted material and/or violating licensing agreements (actions that may result in legal action in addition to disciplinary action taken by the University);
- Using media from any source or medium, including the Internet (e.g., print, visual images, music) with the intent to mislead, deceive or defraud;
- Presenting another's work as one's own (e.g., homework assignments);
- Using materials during a quiz or examination other than those specifically allowed by the teacher or program;
- Stealing, accepting, or studying from stolen quizzes or examination materials;
- Copying from another student during a regular or take-home test or quiz;
- Assisting another in acts of academic dishonesty (e.g., falsifying attendance records, providing unauthorized course materials).

For additional information on academic integrity and disciplinary action associated with it, refer to the *Andrews University Bulletin*, p. 24.

What are the department's grievance procedures?

Students, as integral members of the academic community, should not be subjected to arbitrary and capricious acts from faculty, student peers, staff or any member of the academic community. These Grievance Procedures are designed to provide students with a path to ensure fair and impartial consideration of alleged wrongs.

University Grievance Policy

"A student who feels he/she has a legitimate complaint or grievance concerning a grade or treatment in a particular class may appeal to the teacher of that class. If a satisfactory solution to the problem cannot be reached, the student may take her/his complaint to the department chair, the dean, the vice president for academic administration, and the president, in that order." (Andrews University Working Policy 3:292)

First Step: Informal Resolution

Consistent with the University's policy, the Social Work Department (the "Department") strongly encourages all students who believe they have a grievance to use all appropriate avenues for informal resolution before initiating the formal grievance procedure. Often, grievances can be resolved through discussion and/or negotiation between the student and the faculty member. Both the student and the faculty member are expected to make a good faith effort to achieve a resolution. Before, during, or after attempts at informal resolution, students are encouraged to seek advice from their advisor(s), the Affirmative Action Officer, the Sexual Harassment Compliance Officer, the BSW or MSW Program Director, and/or the University's Ombudsperson.

Second Step: Grievance Filed

If the first step does not resolve the problem to the student's satisfaction, the student may file a written grievance with the Chair of the Social Work Department (the "Chair"). This written grievance should be filed as soon as possible after informal resolution efforts have proven unsuccessful and, in any event, no later than one hundred eighty (180) days after the date of the decision and/or behavior which is the subject of the grievance.

The Chair should obtain a written report from both the student and the faculty member describing the decision/behavior, the context in which the decision/behavior took place and any efforts that each has made to informally resolve the dispute. The Chair will review the record and, if appropriate, attempt to resolve the grievance through informal discussions or mediation.

Third Step: Committee Review

If the Chair does not facilitate a resolution to the student's satisfaction, the student may request in writing a review by the Department's Student Services Committee (the "Committee"). This written request for Committee review must be submitted to the Chair as soon as possible after the Chair's efforts toward resolution has proven unsuccessful and, in any event, no later than thirty (30) days after the date on which the Chair's resolution efforts have ceased. The written request for Committee review must include a report documenting the nature of the problem/grievance and evidence of unfair, inequitable, or discriminatory treatment. The lack of such information contained in the written request for Committee review will result in the denial of the review request even prior to the Committee's review. Unless circumstances dictate otherwise, the Chair will provide a copy of the written request for Committee review (together with supporting documents) to the faculty member whose decision/behavior is the subject of the grievance.

At the time of the Committee review, the student and the faculty member each should have the opportunity to be heard by the Committee. The student and/or the faculty member may bring one person of their choosing from among the University community (i.e., an individual who is a full-time student, a full-time staff member, or a full or part-time faculty) to assist, advocate for, and support them. The burden of persuasion that unfair, inequitable, or discriminatory treatment took place resides solely with the student. Typically within thirty (30) days of having completed its review, the Committee will submit to the Dean of the College of Arts & Sciences (the "Dean") a written recommendation for appropriate action, if any.

Fourth Step: Dean's Decision

Upon receipt of the Committee's written recommendation, the Dean will review the matter and make a decision as to appropriate action. The Dean will record his/her decision in writing, typically within thirty (30) days from the time he/she receives the Committee's written recommendation, and provide a copy of that decision to the student and to the faculty member.

Fifth Step: Appeal to Provost

If the student is not satisfied with the decision and action of the Dean, the student may file an appeal with the Provost. Any appeal must be submitted within thirty (30) days of the Dean's decision. There are only two grounds for appeal: (1) violation of the procedures outlined here, or (2) substantial new information pertinent to the student's situation that could not have been presented earlier in the grievance process. The Provost will review the record and, if appropriate, attempt to resolve the appeal through informal discussions, mediation and/or decision-making.

Sixth Step: Appeal to President

If the student is not satisfied with the decision of the Provost, the student may file an appeal with the President. Any appeal must be submitted within thirty (30) days of the Provost's decision or the end of the Vice President's efforts to resolve the matter through mediation. The President may take any action he/she thinks is appropriate; generally, the President will review the matter only for procedural or fundamental unfairness.

Skipping a Step

Although the steps listed above are important for the proper working of the grievance procedures, there may be circumstances in which following a particular step as described is not desirable or appropriate. For example, if the Department Chair is the individual against whom a student has a grievance, and if attempts at informal resolution are unsuccessful with the Department Chair, the student may then file a request for Committee review. By way of further example, if the student feels uncomfortable or intimidated by the faculty member (as perhaps may be the case where harassment is alleged), the student does not need to first confront the faculty member before initiating a grievance complaint. These Grievance Procedures are, by necessity, flexible when circumstances demand it.

Student Advocate

The Department has a Student Advocate. The primary responsibility of the Student Advocate is to advise, mediate, and make recommendations related to students who are experiencing some difficulty either in the class or field. The difficulty may be identified by an academic advisor, classroom instructor, field instructor/liason or a student. The Student Advocate may be involved at any stage in the above-described process.

Standards of Conduct

All individuals involved in this grievance process (including, but not limited to, students and faculty) are expected to act in good faith and in a professional manner conducive to an environment which encourages the honest and free exchange of ideas and information.

Interaction with Other University Policies and Procedures

The decision/behavior that is the subject of a grievance under this policy may also be subject to and/or dealt with by the terms of another University policy. If that should happen, the above process may need to be altered or stopped. In any event, fairness to the student should be a primary motivating factor in any decision on how to proceed.

Who is the Andrews Ombudsperson?

The Ombudsperson at Andrews University serves students, faculty, and staff by offering confidential, neutral, and independent dispute resolution services. Currently Ombudspersons are Roger and Margaret Dudley. They may be reached at (269) 471.4308.

Serving as a designated neutral, the Ombudsperson does not advocate for an individual or for the organization, but rather advocates for fairness. This entails providing information, answering questions, making referrals and assisting in the resolution of concerns and critical situations.

Potential Students

Why should I be interested in a professional social work degree?

The short answer: Social workers are well equipped to assist others to "become their best selves!" A longer answer: Professional social workers prepared in the AU Social Work program are trained to be insightful, aware, and knowledgeable about human existence. Looking at individuals, groups, and entire populations from a cognitive behavior therapy, strengths- based approach, and the profession of social work pursues social justice and personal empowerment by drawing on human strength and the individual's own faith-experience. For more information about the profession of social work, job trends, career options, and salary information check out the professional overview on the National Association of Social Workers (NASW) web-site <http://www.naswdc.org/profession/overview.asp>. It is also helpful to find a professionally trained social worker to shadow for a few days to find out more about what social workers do.

Where can I find out more about Andrews University Social Work Program?

For information on Social Work, check out our departmental home page at: <http://www.andrews.edu/SOWK>. For information about the School of Graduate Studies view this web-site: <http://www.andrews.edu/GRAD/welcome.html>

How do I know that social work is a good fit for me and will offer me a rewarding career?

It is always important to find a social worker to shadow for a few days. Find a professional who works in a setting that you think would fit you well and observe them and what they do for a couple of days. Talk to as many other social workers as you can. Also read through the social work code of ethics and see how compatible your personal values and ethics are to the ones that social work professionals uphold. <http://www.naswdc.org/pubs/code/code.asp>

Where can I get an application packet?

We are eager to get you a packet. So eager, that we provide you many options for getting one. These options are:

1) Request by mail to the university:

The Graduate or Undergraduate Admissions Office
Andrews University
Berrien Springs, MI 49104;

3) Visit on-line at:

(Undergraduate) <https://www.applyweb.com/aw?au>
(Graduate) <http://www.andrews.edu/GRAD/admissions.html>

4) Call: Susie Oliver, office manager @ (269)471-6196, Toll free, Department of Social Work @ 1(888)297-9280 or Andrews University 1(888)253-2874, or fax us requesting information (269)471-3686

5) Or come into the office and ask! We are always happy to meet prospective students in person!

Can I visit campus before I decide about taking your program?

We are always happy to give you a social work department and campus tour. We would love to introduce you to current students and put you in touch with alumni of our program. You can sign up for an arranged visit at the following web-site: <http://www.andrews.edu/prospect/enroll/> . Fill out the form and email the social work department [Director of Admissions](#) and let us know the dates so we can be available to host you to a departmental tour and lunch! Packets can be mailed both within and outside the US.

How can I talk with a human?

We're ALWAYS delighted to speak directly with anyone interested in information about us. Our main office number is (269)471-6196. Our Toll free number is 1(888)297-9280. We have daily office hours (Monday through Thursday 8:00 a.m. – 12:00 noon and 1:00 p.m. – 5:00 p.m. and on Fridays 8:00 a.m. – 12:00 noon). Although we prefer appointments to insure that someone is available, we also welcome walk-ins. At Andrews you are not a number-you are an important person and we value our personal relationship with you!

Can I apply on the web?

You may inquire about us via the web. You may also obtain the basic application forms and fill them out on the web.) <https://www.applyweb.com/aw?au/>(Undergraduate) <http://www.andrews.edu/GRAD/admissions.html>. (Graduate)

Remember, though, that much of the material we require does not originate with the applicant, i.e., high school, college and graduate school transcripts, letters of recommendation, SAT/ACT scores, GRE scores. Currently we need paper copies for our files, so not everything can be done on the web.

What if I'm an international student?

That's great! We welcome students in both the graduate and undergraduate levels who bring the international flavor to our program. The applicant must successfully pass the Test of English as a Foreign Language (TOEFL) to be accepted into the university. Additionally, our governing board for the graduate school (The Council on Social Work Education--CSWE) requires external universities to document their competence with regard to a liberal arts background. The University Records Office evaluates (and translates if necessary) transcripts to see that they comply with admission criteria. For more information about international student status and immigration issues contact the International Student Services Department at: <http://www.andrews.edu/ISS/>.

Can I transfer to social work from another major or discipline?

Always! In the BSW program, liberal arts general education requirements are usually the same for social work as for other degrees, so they transfer over. In the MSW program, up to 10 semester credits may be transferred in as elective credits IF THEY FIT INTO THE STUDENT'S PORTFOLIO (the plan developed to complete MSW requirements).

Can I transfer to Andrews University from another college?

Certainly! In the BSW program, liberal arts general education (GE) course work is similar between accredited colleges. If you are already in a BSW program, your major courses will transfer easily since CSWE requires course content to be consistent between BSW programs. In the MSW program, up to 10 semester credits may be transferred in as elective credits IF THEY FIT INTO THE STUDENT'S PORTFOLIO (the plan developed to complete MSW requirements). More information is available at: <http://www.andrews.edu/admissions/transfer.php3>.

Why do we have to take the Graduate Record Exam (GRE)?

The GRE is an admissions requirement for the Andrews University Graduate School. Social work majors often feel anxious about taking this exam, but the department understands this and uses the GRE as only one small piece of information about a social work student's ability to succeed in graduate school. Some studies indicate that the ability of the GRE score to predict the success of MSW students is not reliable. However, for overall campus standardization it remains important for Andrews social work graduate students to take this exam. You have until one semester after you begin classes to complete the exam.

What is unique about Andrews social work education?

Our mission statement gives the essence of our program: "Preparing individuals for excellence during a lifetime of professional service and Christian compassion in action." Rather than meet minimal standards, we strive for excellence. We emphasize our lifetime learning partnership. We provide the solution focused, strengths-based, short-term approach to empowering individuals, families, groups, and organizations to grow, recognizing their own faith experience. We specialize in offering students adult-oriented and skills-based education.

What is adult-oriented education?

Sensitive to the many demands of the non-traditional student (those older than the 18-21, single, living-in-the-dorm student), our program is designed to facilitate balanced life. With required classes meeting on Mondays, the student can use the rest of the week for study, the field placement practicum, family life and responsibilities, and possible part-time employment if necessary. In addition, students do not meet all required coursework exclusively in the classroom, for portions of many classes can be completed via internet (from the comfort of their own homes!).

What is skills-based education?

Both clinicians and administrators need effective "people skills" to reach, connect with, and empower their clientele to live more effective lives. Our program provides learning labs (in and outside structured classes) to learn and demonstrate effective micro and macro social work intervention skills. Skills-based education also requires students to demonstrate adequacy in their abilities and competencies. Some students may be able to demonstrate those skills based on past professional training and experiences with some refresher, while some students may need to repeat the skills several times until they have them mastered. Grades become less significant in skills-based education, and students must focus on their professionalism and commitment to not only successfully completing traditional assignments, but also to developing a full spectrum of social work skills and competencies.

The campus has a web page where students can find more information on the Andrews Admission process.

Academic Issues

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What are the department objectives?

BSW Ability Objectives state that prior to the completion of the BSW program, students will successfully demonstrate the ability to . . .

- Optimize their use of self.
- Practice ethical decision-making.
- Perform oral and written communication.
- Conduct micro generalist person-in-environment assessments and practice intervention skills across a variety of settings and systems.
- Demonstrate micro generalist practice skills in a field practicum experience.
- Conduct macro generalist person-in-environment assessments and practice intervention skills across a variety of settings and systems.
- Demonstrate macro generalist practice skills in a field practicum experience.
- Promote social justice through policy analysis and use of basic social action skills.
- Strengthen and empower diverse and at-risk populations globally.
- Use professional knowledge and literature to inform generalist practice.
- Evaluate generalist practice outcomes.
- Use technology for enhancing practice.

MSW Ability Objectives state that prior to the completion of the MSW program students will successfully demonstrate the ability to . . .

- Optimize their autonomous use of self.
- Practice complex ethical decision making.
- Perform advanced oral and written communications.
- Conduct micro generalist person-in-environment assessments and practice intervention skills across a variety of settings and systems.
- Demonstrate both micro generalist practice and/or advanced interpersonal practice concentration skills if they chose that concentration in their field practicum experience.
- Conduct macro generalist person-in-environment assessments and practice intervention skills across a variety of settings and systems.
- Demonstrate macro generalist practice and/or advanced administration and development practice skills if they chose the administration and development concentration field practicum.
- Promote social justice through policy analysis and use of advanced social action skills.
- Prior to completion of the MSW program students will successfully demonstrate the ability to strengthen and empower diverse and at-risk populations globally.
- Critically use professional knowledge and literature to inform advanced practice.
- Evaluate advanced practice outcomes.
- Use technology for enhancing practice.

What is adult-oriented education?

Sensitive to the many demands of the non-traditional student (those older than the 18-21, single, living-in-the-dorm student), our program is designed to facilitate balanced life. With required classes meeting on Mondays, the student can use the rest of the week for study, the field placement practicum, family life and responsibilities, and possible part-time employment if necessary. In addition, students do not meet all required coursework exclusively in the classroom, for portions of many classes can be completed via internet (from the comfort of their own homes!).

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What is a graduate assistantship?

A graduate assistantship is an opportunity for graduate students to get paid for working with faculty and or the community on social work research or service projects. There is an expectation that graduate assistants establish learning objectives with their mentors and assess their practical learning outcomes from being part of the program. In exchange for their work, they are paid for their efforts. Depending on the amount of the assistantship, graduate students are expected to work 10- 20 hours per week.

How can I find the general campus deadlines?

<http://www.andrews.edu/events/index.html>

Excellence & Awards**Why excellence?**

Excellence is a critical dimension of the academic department mission. The Department of Social Work has effectively used the Characteristics of Excellence in social work education in the both the design and implementation our quality improvement program (Munson, 1995). Our goal is to reflect excellence among faculty, staff, and students. While we may not be there yet, we value your feedback to help us make constant improvement in our educational delivery.

Why does the program always make changes?

An important part of the accreditation process requires that the program continue to explore ways to make improvements to our instructional delivery. Therefore, the feedback we receive is taken seriously, and where possible, changes are made to improve student learning and outcomes. Sometimes this appears like the program is always making changes. In fact, only a few changes are made each year, but these often develop because students, faculty, alumni and/or field instructors have suggested new best practices that faculty are trying to implement. If you have suggestions for faculty, be sure to use the student comment cards on top of your student files to provide feedback or suggestions for improving our programs.

What type of Awards does the department offer?

The Department of Social Work offers numerous award and recognition for students who excel. Some are given by student/peer nomination and others are selected by faculty nomination. Typically these are awarded during the department's ceremony during graduation weekend.

The following awards are given by student/peer nomination:

BSW/MSW Student Social Worker of the Year for Excellence in Service
BSW/MSW Student Social Worker of the Year for Excellence in Academics
BSW/MSW Student Social Worker of the Year for Excellence in Leadership
BSW/MSW Student Social Worker of the Year for Excellence in Professionalism
BSW/MSW Student Social Worker of the Year for Excellence Overall

The Reger Smith Award, selected by faculty nomination, is given to a BSW and MSW student for excellence in academics, service, and social work skills.

How can I present my papers at a professional conference or get them published?

Faculty encourage students to do the quality of work in their class and field assignments that could be either presented at professional conferences or submitted for publication. If you have an interest in building your scholarly reputation and disseminating something you have worked on, contact the faculty who teaches in that area. Faculty are often eager to partner with students to assist them in developing and/or presenting their professional products. Faculty are also knowledgeable about conferences and or journals in their area of specialization.

Professional Associations and Certification

Why should I join NASW?

Students can gain a lot by joining the National Association of Social Workers while they complete their studies. Membership during this time comes with significant cost reductions and opens up a world of professional resources to help move your career options forward. <http://www.socialworkers.org/students/default.asp> Providing job searches, informative articles, web resources, training and social action opportunities, NASW membership should be something all students get. You can find membership application and information at the following web-site. <http://www.socialworkers.org/join.asp>

What are some of the National Social Work Certificate Options?

NASW professional credentials and specialty certifications exemplify a higher level of competence and go beyond a social work degree or state license. More than 80,000 members have earned the Academy of Certified Social Workers (ACSW), the Diplomate in Clinical Social Work (DCSW), and the Qualified Clinical Social Work (QCSW) credentials, are listed in the NASW Register of Clinical Social Workers.

New specialty certifications are also available to qualified members:

- Certified-Clinical Alcohol, Tobacco and Other Drugs Social Worker (C-CATODSW)
- Certified-Advanced Social Work Case Manager (C-ASWCM)
- Certified-Social Work Case Manager (C-SWCM)
- Certified-School Social Work Specialist (C-SSWS)

Members who hold these credentials and certifications are more valuable to employers and clients because their NASW credentials demonstrate advanced practice skills and professionalism. For more information, check out the following web site: <http://www.socialworkers.org/join.asp>

Why should I join the National Association of Christian Social Workers (NACSW)?

NACSW supports the integration of Christian faith and professional social work practice in the lives of its members, the profession and the church, promoting love and justice in social service and social reform. For more information about this dynamic organization check the following web-site: <http://www.nacsw.org>

International Social Work

How can I get involved in international social work projects?

The mission of Andrews University is to serve the global audience of our world-wide church. Hence, both faculty and students are involved in many international social work projects. Some of the international experiences that faculty and/or students have been involved with have involved travel to Mexico, Guatemala, Thailand, Costa Rica, Albania, Kenya, Solomon Islands, India, Romania, Peru, Belize, and Brazil. Social work students have worked internationally with orphans, foster families, refugees, displaced peoples, health projects, research and evaluation, policy and advocacy, and community building. Each year new opportunities are available. For more information about opportunities for short or long-term projects email the [Director of International Initiatives](#).

Can I do an international field practicum?

Yes, there are opportunities for international field work, but they also take additional coordinating. The [Director of International Initiatives](#), working with the [Director of Field](#), will help you with the international internships. The process for exploring options begins when the [Director of International Initiatives](#) provides the interested student with an initial application. Keep in mind that you are responsible for all expenses related to getting to the country (travel, visas, etc.). In some cases we can help you find lodging. Most significantly, appropriate supervision must be arranged by the Director of Field. Students in the past have completed successful international practicums in Peru and Romania. Other options are available.

For information about doing an international field placement, see the Field Manual on the Social Work homepage; look under "special situations."

Can I do an extended project abroad?

A number of students take one year out of formal school to provide a service and to have a significant international cultural experience. For more information about this program you can check out the following web site: <http://www.andrews.edu/CM/wmissions/>

Continuing Education**How can I find out more about getting a Ph.D.?**

More and more social workers are finding that they can make the most professional impact by getting an advanced degree. For those who hope to have a career as an educator, a doctoral degree is very important. <http://cosw.sc.edu/gade/>

What is the Andrews Social Work Department Life-long Learning Guarantee?

Alumni are invited to develop and expand their professional knowledge. We are happy to have our alumni sit in on our classes and share with current students their perspective on the topics being discussed. Alumni are encouraged to come back and learn more and share what they have learned with faculty and students. Any class that an alumnus has taken and passed in the department is open for them to re-take in order to refresh their knowledge or get new and updated information on a subject. Contact your favorite professor and join us for continued learning, sharing, and growing!

Where can I find options for taking continuing education classes?

<nacsww.org>-this organization provides a wealth of opportunities for professional growth from audio conferences, regional conferences, journal-based CEVs, and a national convention.

<athealthce.com>-this site offers online continuing education in a variety of medical and mental health arenas.

Financial Concerns

Why is Andrews tuition so high?

Please conduct an apples to apples comparison of social work programs including applicable fees. In Michigan, you will find that Andrews is not significantly more expensive. Yet, you may observe a difference. Andrews is a private University. Unlike government-sponsored Universities, Andrews must cover all of the teaching expenses with the tuition revenues. It is our desire that at Andrews you also get a value-added education. Most students that attend Andrews qualify for some sort of financial aid. For specific answers to your financial aid questions contact the professional financial counselors in the [Student Financial Services Department](#).

What do our student fees pay for?

All professional programs such as Social Work (Nursing, Physical Therapy, Education, etc.) have more stringent accreditation requirements than non-professional programs (i.e., English, History, etc.) and offer students a more comprehensive education. Professional accreditation allows the degree to qualify graduates for state licensure examinations. Additional services to students include library resources (professional journals, videos), departmental staffing, field liaison supervision, attendance/ presentations at professional conferences, technology with specific soft-ware, and student forum (renamed SWAT-social workers assembling together) activities.

What is a graduate assistantship?

A graduate assistantship is an opportunity for graduate students to get paid for working with faculty and or the community on social work research or service projects. There is an expectation that graduate assistants establish learning objectives with their mentors and assess their practical learning outcomes from being part of the program. In exchange for their work, they are paid for their efforts. Depending on the amount of the assistantship, graduate students are expected to work 10- 20 hours per week.

What is student worker employment?

Andrews University offers a few students opportunity for employment. These are hourly jobs that are typically arranged by contacting the department where the student desires work. These jobs can be basic office assistant positions or, for the student who has advanced skills, a more specialized position. Openings can often be found posted in the student worker office or at the following web-site: <http://www.andrews.edu/HR/old/students/>

How can I get help if I'm struggling financially?

If you are having financial struggles, please talk with your financial counselor as soon as possible. Then advise your academic advisor and/or the [BSW Program Director](#) or [MSW Program Director](#) of the plan you have worked out to ensure ongoing enrollment and/or class

attendance. Fellow students in advanced classes are also good at giving suggestions about how they have survived and what additional resources you can access that may not be in the routine financial circles.

Social/Spiritual

Student Activities

What can I do for fun around here?

The CAST web-site has a searchable database for finding all sorts of activities for students to do for fun! <http://www.andrews.edu/life/local/index.html>

Additionally, the "Community Living" section in the front of the local phone directory lists a variety of activities in this area.

How can I get involved in departmental leadership projects?

Our department is more dynamic when students have leadership roles in the development and improvement of social work programs. Faculty are happy for students to be involved in program committees and faculty meetings.. It is hoped that students can be voting members of these groups with the exception of issues relating to fellow students. The social work SWAT (Social Workers Assembling Together) officers can help you find ways that you can get involved with departmental leadership projects. For more information, e-mail the [BSW Program Director](#), the [MSW Program Director](#), or the [SWAT Officers](#).

What is SWAT?

SWAT, which stands for "Social Workers Assembling Together," is a student organization (formerly called student Forum) which encourages students to be involved in student advocacy, community outreach, social planning, and spiritual growth. As a BSW or MSW student, you are automatically a member of SWAT. It provides an opportunity for all students to become better acquainted with other social work students and faculty while participating in activities which enhance academic life.

An elected panel of BSW and MSW officers represent you and plan activities throughout the year. These activities are announced in classes, on the Listserv, and on the department web-site.

What are my student organization and club options on campus?

There are many opportunities for both undergraduate and graduate students to get involved in extra-curricular activities. The following site provide suggestions for many of the clubs on campus <http://www.andrews.edu/life/culture/clubs/index.html>

What are the exercise and health club options on campus?

An important part of your personal management is to take care of yourself, eat right, and exercise. Andrews has excellent resources for you to stay in shape. Facilities are located in both men's and women's dorms and memberships are available to students, faculty, staff, and community members. Check out: <http://www.andrews.edu/health/>

Andrews Traditions and Religious "Quirks"

Why chapel?

The chapel service provides the opportunity for the campus community to stay in touch corporately. Special speakers, important announcements, and opportunities to worship with fellow students, faculty, and staff are among the benefits of chapel attendance. If you have trouble attending, you need to talk with the University Office of Student Services. <http://www.andrews.edu/SS/index.html>

What resources exist on campus for spiritual nurture?

If you need some spiritual support and/or counseling, the campus offers you a rich resource of services. Many of these are coordinated by the Office of Campus Ministries which exists to create an atmosphere where administrators, faculty, staff and students can become an interdependent community whose highest purpose is loving service to Christ and humanity. <http://www.andrews.edu/CM/> You can also find a variety of spiritual nurture activities sponsored by the campus Pioneer Memorial Church <http://www.pmchurch.org/>

Why does everything close at noon on Friday and all day Saturday?

Adventists believe that their Creator, after the six days of Creation, rested on the seventh day and instituted the Sabbath for all people as a memorial of Creation. Set aside each seventh-day Saturday (Sabbath) as the day of joyful observance of this holy time from evening to evening, sunset to sunset, it is a celebration of God's creative and redemptive acts. The university closes at noon on Friday so faculty, staff, and students who want to take advantage of the Sabbath rest can be prepared for their weekly respite by the time the sun sets on Friday.

Why only veggies on campus?

Health Aspects of the Vegetarian Diet

Vegetarians have a lower incidence of degenerative diseases than do non-vegetarians, and as the foundations for many of these diseases are already laid in childhood, it is prudent to establish good eating habits early on in life.

Seventh-day Adventists generally, though not exclusively, follow a vegetarian lifestyle, with all types of vegetarianism represented. Numerous studies on vegetarianism in general have shown that not only the longevity of life is extended in vegetarians, but also that the quality of life is

also improved. This is because many of the common diseases that plague mankind are less prevalent among vegetarians than among their omnivorous counterparts. For complete citations and more resources, please check the following web-sites: <http://nadadventist.org/hm3/7020/gcnc/vegediet/vegediet.html>

Why limited jewelry?

Modesty and simplicity are important Adventist tradition. Both men and women are encouraged to keep their dress and adornment simple. Jewelry of any sort, with the exception of wedding or engagement rings, is unacceptable. For more information, see the University's *Student Handbook*.

Why do we have class devotionals and prayer?

Some instructors in our department value beginning their classes with prayer and/or a devotional thought. The Christian orientation of this campus encourages both students and faculty to integrate personal faith with corporate learning. If at any time a student would be offended by this expression, he/she is free to talk with an instructor and ask to come to class following these class opening exercises. However, many of our students and alumni have related that these "quiet" reflection opportunities provide meaningful spiritual support in their otherwise hectic and stressed lives.

What is ADRA?

ADRA is often referred to in social work classes. The Adventist Development and Relief Agency (ADRA) International is an independent humanitarian agency established in 1984 by the Seventh-day Adventist Church for the specific purposes of individual and community development and disaster relief. The Economic and Social Council of the United Nations granted ADRA general consultative status in 1997.

Whom does ADRA serve?

Through a variety of projects, ADRA strives to support the dignity that is inherent in each person. Committed to improving the quality of human life, ADRA helps people in need, especially those most vulnerable such as women, children, and senior citizens. ADRA serves people without regard to their ethnic, political, or religious association.

For more information: <http://www.adra.org/index.html>

Who is Ellen White?

Ellen White was a woman of remarkable spiritual gifts who lived most of her life during the nineteenth century (1827-1915), yet through her writings she is still making a revolutionary impact on millions of people around the world.

During her lifetime she wrote more than 5,000 periodical articles and 40 books; but today, including compilations from her 50,000 pages of manuscript, more than 100 titles are available in English. She is the most translated woman writer in the entire history of literature, and the most translated American author of either gender. Her writings cover a broad range of subjects, including religion, education, social relationships, evangelism, prophecy, publishing, nutrition, and management. Her life-changing masterpiece on successful Christian living, *Steps to Christ*, has been published in more than 140 languages.

Seventh-day Adventists believe that Mrs. White was more than a gifted writer; they believe she was appointed by God as a special messenger to draw the world's attention to the Holy Scriptures and help prepare people for Christ's second advent. Thus her special writings are accepted by Seventh-day Adventists as inspired, and their exceptional quality is recognized even by casual readers. <http://www.whiteestate.org/about/egwbio.asp>

How can I find out more about Adventists and what they believe?

In general Seventh-day Adventists accept the Bible as their only creed and hold certain fundamental beliefs to be the teaching of the Holy Scriptures. These beliefs, as set forth here, constitute the church's understanding and expression of the teaching of Scripture. For a complete review of the 28 fundamental beliefs you can go to the following web site. <http://www.adventist.org/beliefs/index.html>

Safety

What does campus safety do?

They provide 24 hour dispatch services. **In case of an EMERGENCY call: 911 or 3321 (on Andrews campus), 471.3321 (off campus).**

The Department of Campus Safety is happy to offer, free of cost, the following services to all students, staff, faculty, and guests:

- Commitment to personal protection and safety
- Escorts
- Lockouts from vehicles
- Personal property inventory
- Engraving
- Personal identification of property
- Building Unlocks
- In-service safety training
- Bike registration
- Investigations
- Accident reports
- 1519 Patrol Program

For more information <http://www.andrews.edu/safety>

What is Andrews University Emergency Plan?

The Andrews University Emergency Warning Communication Team has established the following sources of information in the event of a campus emergency or inclement weather:

- 1). Toll-free: 877-Y2K-6388;
- 2). The Andrews web site: www.andrews.edu;
- 3). WAUS 90.7 FM in the Berrien Springs, Mich. area or via the internet www.waus.org.

In the event that a campus emergency precludes the use of our phone system, calls to the toll-free number will be routed to Westmont College, in Santa Barbara, Calif. Emergency information pertaining to Andrews will be available.

If a delay in course registration becomes necessary due to an emergency or inclement weather, the above emergency communications methods will be used to inform students. The university will also send a global e-mail message instructing students of changes in the registration dates.

The Andrews University Emergency Warning Communication Team was established to handle necessary communication associated with a university disaster.

Questions regarding the university's communication contingency plan may be directed to Pat Spangler, University Relations, at 269-471-3315.

There is also an Early Warning Tornado System on campus. Although the 100-year-old campus has never been hit by a tornado, University officials want to insure the safety of its faculty, staff and students as well as Berrien Springs community members. The new Federal Early Warning Siren Series 2001 is located on top of Price Hall in the Science Complex and can be heard around campus.

What are tips for my safety while an Andrews student?

Security policies are created out of concern for your welfare. You can help maintain your own safety by following all campus safety guidelines and by using common sense safety practices. Advance planning can help keep you and your belongings secure.

Safety at night:

- Go with someone
- Stay away from isolated areas
- Try to stay/walk/park near street lights
- Hold your purse tightly, close to your body
- Dress sensibly
- Respect campus curfew (11 pm Sun-/Fri, 12 Sat)

If you're being followed:

- Cross the street, change directions or seek a busier street
- Keep looking back so the person knows you can't be surprised
- Go to a well-lighted area, such as store, restaurant, house, residence hall, classroom-anywhere there are people.
- Notice and remember as much as possible about the person so you can later give a description.

If you're held up:

- Don't resist. No amount of money is worth risking your life.
- Notify Campus Safety or Police immediately. Give description that includes approximate height, weight, and details on hair, clothing, jewelry, scars or tattoos-anything that is noticeable.

Wherever you live:

- Keep track of your keys
- Don't let strangers in
- Don't leave door unlocked even for short periods, even for someone coming by later or for a roommate who's lost her keys: why put your belongings at risk?
- Keep blinds/shades pulled at night
- Don't identify yourself on your answering machine

Protect personal and University property:

- Lock the door if you're the last person out of a room
- Engrave valuables (contact Campus Safety for details)
- Never leave belongings unattended in laundry rooms, library, hallways, classrooms, etc.
- Lock bike securely on bike rack
- Don't keep large amounts of money in your personal space: open a local bank account.
- Keep personal papers and valuables (such as telephone access code) locked in your security drawer. Even in your room, don't leave your purse out in plain sight.

In a car:

- Keep doors locked while driving
- Don't hitch-hike or pick up hitch-hikers
- Lock valuables in trunk
- If car is disabled, remain in car with doors locked, and open the door only for the police
- Park in well-lighted areas, and remember where you park!
- Before breaks, don't pack car till you're ready to go.
- Always lock your car and take the keys!
- Have keys in hand as you approach the car/parking lot
- Notice area around (and in) car before you get in
- If you are out with a man who is not treating you with respect, you don't have to put up with it. Call campus safety from a gas station or store, and we will gladly send someone to get you.
- Make it a rule to never go out without a credit card/cash and enough change to place a phone call, just in case you need to call for help.

Crime Reporting: In caring communities, folks "keep an eye out" for each other. If you notice vandalism, something suspicious, or a potential safety hazard, call it to the immediate attention of Campus Safety.

If you have been the victim of any kind of crime, it should be reported immediately. Although Andrews University cannot assume responsibility for your belongings, provide reimbursement or conduct an investigation, they will assist you in reporting all crimes to Campus Safety (3321) and/or the Berrien Springs Police Department (471-2009), or 911.

Department Communication

The Social Work department does the majority of its outside communication through the Andrews E mail system. The student is responsible to receive messages sent by the social work department. All students must have an Andrews E mail account which is obtained through ITS (Information Technology Services). Once you have an Andrews's account messages can be forwarded from your AU (Andrews University) account into an account of your choice. The "path to forward your messages is as follows: Andrews homepage (www.andrews.edu) – current students – technology – computing user services – under heading of password / mail forwarding click mail forwarding management (it knows your Andrews account) click other and type in your "other" E mail address.

It is recommended that each student check their E mail account through-out the week and before classes on Monday for the most up to date information. **All students are responsible for information sent through the Andrews Email system.**

If you are having problems with your E mail account contact ITS (Information Technology Services) ext 3455.

Alumni

How can I get in touch with other social work alumni?

Social work alumni can find their colleagues and the alumni listserv at the following web site. <http://www.andrews.edu/alumni/> This site offers a range of features to keep you up-to-date and connected to the Andrews Social Work Program.

What are your innovations and achievements?

Our alumni are involved in many exciting professional development projects, clinical innovations, and research. We want to know what innovative things you and your classmates are doing. We have a place on our web-site where you can post your news, whether personal or professional. Contact the ITS department to get a password to the website if you do not already have one.

How can I get involved with the department now that I am finished?

- Teach a course
- Provide field supervision
- Mentor a student
- Craft volunteer short-term project for students
- Write for the newsletter
- Serve on the departmental Community Advisory Counsel
- Join an international social work trip
- Contribute other ideas
- Actively support financially

Contact the [Alumni Services](#) for appropriate departmental contacts.

When is alumni weekend?

Alumni week end at Andrews is typically in October. We welcome you back to campus for a visit anytime. Check the AU Calendar for the exact dates: <http://www.andrews.edu/alumni>

How can I share my ideas about program improvements?

Now that you have been out in the practice community, you may have ideas about how your experience as a student could have been different or better in some way. Knowing that our department is commitment to excellence, you can be assured that your feedback is very important to us.