



BSW STUDENT HANDBOOK

Welcome to the Andrews University Department of Social Work

Welcome to the Andrews University Department of Social Work. We are delighted that you have chosen the BSW Program. As you attend Andrews University, we hope that you learn to love the unique profession of social work and find an exciting, diverse population that fits you and your personality.

This student handbook has been designed as the social work student's aid in understanding the program requirements, Social Work Department, and relevant policies of Andrews University. Inside the handbook you will find information such as expectations of students, the BSW curriculum, departmental policies, and other relevant information.

You are responsible for the information found in this handbook, so please take the time to familiarize yourself with the handbook and know where to find questions and answers if the need arises.

The faculty and staff of the Andrews University Social Work Department are here to help, assist, and support you in your professional, spiritual, and personal growth while helping you define yourself as a social worker. We look forward to getting to know you and growing with you in this new chapter of your life.

Best wishes in this positive, enriching experience,

A handwritten signature in cursive script that reads "Curt VanderWaal".

Curt VanderWaal, Ph.D., Chair
Department of Social Work

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I. INTRODUCTION

Purpose and Function of the Andrews University Social Work Department BSW Student Handbook

The purpose of this document is to ensure that Andrews University Social Work BSW students are given consistent information during their time at Andrews University. This document is not intended to be a substitute for the college bulletin or the Andrews University Student Handbook, which are the primary sources of information that outline general working policies for the University, and which will be pertinent to your stay at Andrews. Please refer to The Student Handbook for information regarding ADA services for students with disabilities, the policy for a drug-free environment, and other relevant policies and resources. This **BSW Student Handbook** provides a means of distributing information that is issue-specific for social work students.

This handbook covers protocol, policies, and procedures that are specific to the Department of Social Work and are intended to facilitate a smooth transition into and from the Department. **As a student of the Social Work Department, it is imperative that you become acquainted with the contents of this document. You, the student, are responsible for knowing and abiding by all items contained herein.**

As you begin the BSW program in the Social Work Department, the Field Education Manual will be very beneficial to you, as it addresses specific issues related to your field practicum.

Throughout your time here at Andrews, there will inevitably be changes made to this and other documents. In the event that such changes are made, you will be made aware via your student academic advisor, faculty members, and/or by posted announcements. If you should have questions, comments, or suggestions, feel free to consult your faculty advisor, department staff, or program chairperson – they are always open to your feedback and/or input.

II. OVERVIEW OF ANDREWS UNIVERSITY

DEPARTMENT OF SOCIAL WORK

Focusing on individuals, groups, and entire populations from a strengths-based, holistic approach, the profession of social work pursues social justice and personal empowerment by drawing on human strength and individual faith experiences. Whether you want to work in the inner city, in the classroom, or around the world, the Department of Social Work will prepare you with you with knowledge, values, and decision-making skills that may be used in a variety of settings and situations.

Our department's mission summarizes and energizes our efforts in the field of social work: Preparing individuals for excellence during a lifetime of professional service and Christian compassion in action. Rather than simply meeting minimal standards, we strive for excellence. We emphasize a lifetime learning partnership that prepares you for professional service in social work.

Department Mission Statement

The Andrews University Department of Social Work, through excellence in teaching, research, and service, prepares students to be effective, knowledgeable, and qualified for practice in the twenty-first century. Graduates will enhance individual and community well-being, celebrate difference, and promote social and economic justice for vulnerable populations. As a Seventh-day Adventist Christian institution, we build and disseminate knowledge, values, and skills that positively impact the local and global communities; affirm faith by integrating Christian compassion in action within generalist social work practice; and change the world through enhancing the quality of life for all people by upholding the traditions, values, and ethics of the social work profession.

Department Motto

The motto of Andrews University's Department of Social Work is to prepare individuals for excellence during a lifetime of professional service and Christian compassion in action.

Departmental Statement of Philosophy

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 loves all people, regardless of race, ethnicity, age, class, gender, 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 all people possess strengths and are resilient and capable of love, respect and self-determination;
- The values of self-determination, individual worth and dignity and the importance of life.

We lament

- The institutional and social pain which humans inflict on one another, whether rooted in power, religious intolerance or secular philosophy;
- The injustice and violence which pervade our communities and our world;
- The fear and selfishness expressed in racism, sexism, anti-Semitism, 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 demonstrate consistently God's message of peace, hope, impartial justice, holistic healing, and unconditional love for all communities and all others.

We urge

- Faculty to model compassion, personal and professional boundaries, Christian servant leadership, excellence in teaching, community service and research;
- Staff to offer caring service and support in ways that empower students, faculty, and stakeholders to achieve the mission of the department;
- Students to carry forward the department's mission with professionalism, compassion, and dedication to preserve and heal all God's creation;

- The entire social work department to demonstrate a commitment to excellence in practice, and maintaining a commitment to life-long learning.

Department Goals

- Prepare competent, ethical, Christian social workers who are committed to integrating their faith with their social work practice to deliver evidence-based, effective interventions to diverse client systems of various sizes, including clients in international settings.
- Prepare students who are committed to utilizing research-informed professional knowledge, values and skills to strengthen policy and practice effectiveness that will support and/or enhance the social and economic well-being of clients.
- Prepare students to apply effective critical thinking skills for problem-solving and promotion of social justice and human rights within a world of global diversity, difference, and oppressive forces that impact marginalized populations.
- Prepare students to identify and apply the content, context, and breadth of the human development and behavior experience within practice.

III. Academic Information

BSW CURRICULUM

BSW Liberal Arts Curriculum

As our program developed its mission and goals, we worked to make them consistent with generalist practice, as well as with the core competencies that define generalist practice. Our departmental mission statement explicitly mentions generalist practice as the practice model we use to develop undergraduate social work students. The following sections first identify a generalist practice characteristic, then connect it to our mission and to a specific program goal. Throughout the discussion, we identify, using Educational Policy numbers, the core competency that links to that program goal to the generalist practice characteristic.

Liberal Arts. Educational Policy, Section 2.2 (EP B2.2) first states that “*Generalist practice is grounded in the liberal arts....*” Our program is housed within the larger College of Arts and Sciences, whose mission statement is (in part) “*To empower students for academic, professional, and service excellence in the liberal arts...*” (*emphasis added*). The liberal arts emphasis is most heavily incorporated in the first two years of a BSW student’s matriculation through our program, when a student is expected to complete all the liberal arts requirements for professional programs at Andrews University. Transfer students into

our program must demonstrate equivalent coursework from other accredited colleges or universities in order to meet all liberal arts requirements. We believe that a liberal arts perspective first connects to our mission in that such a broad-based approach “*prepares students to be effective, knowledgeable, and qualified for practice in the 21st century.*” We believe that liberal arts courses in the areas of language/communication, history, fine arts, humanities, science, mathematics, social sciences, fitness, and religion all serve to broaden, enrich, and provide the foundational knowledge and context necessary for students to be knowledgeable and effective in social work practice.

We believe that the liberal arts courses that students take help to develop critical thinking and problem-solving skills that are necessary for generalist social workers to successfully function in 21st century social work practice. Table 1 describes the liberal arts requirements for professional programs at Andrews University.

As a supplement to the general education courses listed in Table 1, all students must take the following cognate courses (required by our department but taught in other departments) to augment the general education requirements or to strengthen students’ foundation knowledge for undergraduate social work courses: PSYC101, Introduction to Psychology; SOCI119, Principles of Sociology; BIOL100, Human Biology; PLSC104, American Government; PLSC237, Individual, State and Marketplace or ECON225, Macroeconomics; PSYC180, Dealing with Your Mind; STAT285, Elementary Statistics; and SPAN171 Spanish I. Students are also required to choose 4 credits of social work electives, in consultation with their advisor.

Each BSW course syllabus contains Liberal Arts Links that identify connections between Liberal Arts requirements and BSW courses. Please refer to individual syllabi for these listings.

Department Competencies

1. Identify as a professional social worker and conduct oneself accordingly.
2. Apply social work ethical principles to guide professional practice.
3. Apply critical thinking to inform and communicate professional judgments.
4. Engage diversity and difference in practice.
5. Advance human rights and social and economic justice.
6. Engage in research-informed practice and practice-informed research.
7. Apply knowledge of human behavior and the social environment.
8. Engage in policy practice to advance social and economic well-being and to deliver effective social work services.
9. Respond to contexts that shape practice.

10. Engage, assess, intervene, and evaluate with individuals, families, groups, organizations, and communities.
11. Advance a global worldview that will inform social work practice.
12. Integrate a Christian perspective into knowledge, values and skills related to service, disposition and practice.

Table 2 illustrates the convergence between departmental competencies and practice behaviors. We view practice behaviors as the operationalization of the competencies we have chosen.

Table 1 – Andrews University Liberal Arts Requirements

2015 –2016 ANDREWS CORE EXPERIENCE: PROFESSIONAL DEGREE PROGRAMS

RELIGION <i>Recommend students take one course for each academic year in attendance from RELB, RELG, RELP, RELT</i> ☐ RELT 100 – God and Human Life (first year) ☐ _____ ☐ _____ ☐ _____	☐ MATHEMATICS <i>Take one course from the following:</i> MATH 145 – Reasoning with Functions MATH 165 – College Algebra OR MATH 166 – College Algebra for Business MATH 168 – Precalculus MATH 191 – Calculus I MATH 195 – Calculus I for Biology STAT 285 – Elementary Statistics		
LANGUAGE/COMMUNICATION ☐ ENGL 115/117 – College Writing I ☐ ENGL 215 – College Writing II ☐ COMM 104 – Communication Skills	☐ COMPUTER LITERACY Determined by each professional program		
HISTORY <i>Take one course. Recommend one of the following:</i> ☐ HIST 110 – World Views, Cultures and God ☐ HIST 117 Civilization and Ideas I ☐ HIST 118 Civilization and Ideas II ☐ HIST 204 – American Experience I ☐ HIST 205 – American Experience II	☐ SERVICE Determined by each professional program		
FINE ARTS/HUMANITIES <i>Take one course from the following:</i> ☐ Visual Arts: ARTH 220 – Language of Art PHOT 210 – History of Photography A course in studio art ☐ Humanities: ENGL 225 – Studies in Literature PHIL 224 – Intro to Philosophy ☐ Music: MUHL 214 – Enjoyment of Music MUHL 258 – American and World Music One year of Ensemble, Applied Music	☐ SOCIAL SCIENCES <i>Take one course from the following:</i> ANTH 200 – Cultural Anthropology ECON 225 – Macroeconomics FNCE 206 – Personal Finance GEOG 110 – Survey of Geography PLSC 104 – American Government PSYC 101 – Introduction to Psychology SOCI 119 – Principles of Sociology BHSC 220 – Contemporary Social Issues BHSC 235 – Culture, Place and Interdependence PLSC 237 – The Individual, State, & Marketplace PSYC 180 – Dealing With Your Mind FMST 201 – Personal Relationships		
☐ LIFE/PHYSICAL SCIENCES <i>Take one Life Science OR one Physical Science course as recommended below or major level science course</i> ☐ Life Science: BIOL 100 – Human Biology BIOL 110 – Principles of Biology BIOL 208 – Principles of Environmental Science BIOL 330 History of Earth and Life FDNT 230/240 – Nutrition/Nutrition Lab ☐ Physical Science: CHEM 100 – Consumer Chemistry CHEM 110 – Intro to Inorganic & Organic Chemistry PHYS 110 – Astronomy PHYS 115 – MythBusting PHYS 225 – Sound and Waves	FITNESS EDUCATION <i>Take two courses. Recommend HLED 120 first year.</i> ☐ HLED 120 – Fit for Life <i>And take one course from the following categories: Personal Fitness, Outdoor Skills, Team Activity</i> ☐ _____ <table border="1" data-bbox="894 1367 1386 1675"> <tr> <td data-bbox="894 1367 1133 1675"> Agriculture BT Allied Health Admin BS Architecture BSA Aviation Business Admin BBA Business Admin BS Business AS Communication Arts BS Construction Mgmt BSCM Education, Elementary Education, Secondary Electronic Journalism BFA Engineering Exercise Science BS </td><td data-bbox="1133 1367 1386 1675"> Health Science BHS Interior Design BID Medical Lab Science Music Education Music Performance Nursing Nutrition & Dietetics BS Physical Therapy Social Work BSW Speech/Lang Pathology & Audiology Visual Art & Design BFA Visual Arts Educ BS Wellness BHS </td></tr> </table>	Agriculture BT Allied Health Admin BS Architecture BSA Aviation Business Admin BBA Business Admin BS Business AS Communication Arts BS Construction Mgmt BSCM Education, Elementary Education, Secondary Electronic Journalism BFA Engineering Exercise Science BS	Health Science BHS Interior Design BID Medical Lab Science Music Education Music Performance Nursing Nutrition & Dietetics BS Physical Therapy Social Work BSW Speech/Lang Pathology & Audiology Visual Art & Design BFA Visual Arts Educ BS Wellness BHS
Agriculture BT Allied Health Admin BS Architecture BSA Aviation Business Admin BBA Business Admin BS Business AS Communication Arts BS Construction Mgmt BSCM Education, Elementary Education, Secondary Electronic Journalism BFA Engineering Exercise Science BS	Health Science BHS Interior Design BID Medical Lab Science Music Education Music Performance Nursing Nutrition & Dietetics BS Physical Therapy Social Work BSW Speech/Lang Pathology & Audiology Visual Art & Design BFA Visual Arts Educ BS Wellness BHS		

Table 2

Department Competencies & Practice Behaviors

BSW, Foundation & Advanced Years

The Bachelor of Social Work (BSW) and Masters of Social Work (MSW) foundation year goals reflect the content as outlined in the Educational Policy and Accreditation Standards. They demonstrate the inclusion of all BSW and MSW EPAS competencies and practice behaviors of social work and are consistent with the Departmental mission. Students must successfully demonstrate these practice behaviors by graduation with a BSW degree or at the end of their first (foundation) year.

DEPARTMENT COMPETENCIES	PRACTICE BEHAVIORS	Cognitive & Affective Processes (*)
1. Demonstrate Ethical and Professional Behavior	1a. 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.	CT EJ
	1b. Use reflection and self-regulation to manage personal values and maintain professionalism in practice situations.	AR
	1c. Demonstrate professional demeanor in behavior: appearance; and oral, written, and electronic communication.	EJ
	1d. Use technology ethically and appropriately to facilitate practice outcomes.	EJ
	1e. Use supervision and consultation to guide professional judgment and behavior.	CT, EJ
	1f. Engage in career-long learning (i.e., professional development).	-
	1g. Demonstrate personal self-care strategies and actions.	AR, EJ
	1h(A). Apply strategies of ethical reasoning to arrive at principled decisions.	CT, EJ
	1i(A). Recognize and manage personal values using the Assessment of Student Professionalism (ASP) document to guide advanced practice.	AR, EJ
2. Engage Diversity and Difference in Practice	2a. Apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels.	EJ
	2b. Present self as a learner and engage clients and constituencies as experts of their own experiences.	EJ

	2c. Apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies.	CT, AR, EJ
	2d. Demonstrate ways in which a culture's structures and values may oppress, marginalize, alienate, or create or enhance privilege and power.	CT
	2e. Demonstrate knowledge of personal diversity and apply it to practice.	AR
	2f. Apply and communicate understanding of current global pressures, issues and population groups.	EJ
	2g(A). Demonstrate sufficient self-awareness to mitigate the influence of personal biases and values in working with diverse groups.	CT, AR, EJ
	2h(A). Utilize culturally-sensitive approaches when delivering evidence-based interventions.	CT, EJ
3. Advance Human Rights and Social, Economic, and Environmental Justice	3a. Understand the forms and mechanisms of oppression and discrimination.	CT, AR
	3b. Advocate for human rights and social, economic and environmental justice.	CT, AR, EJ
	3c. Engage in practices that advance social, economic and environmental justice.	EJ
	3d. Apply understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels in either national or international practice.	CT EJ
	3e. Engage in practices that advance social, economic, and environmental justice in either national or international practice.	EJ
	3f(A). Promote national and international policies that advance human rights; promote social, economic, and environmental justice; and, reduce oppression and discrimination.	CT, EJ
	3g(A). Utilize community-organizing and coalition-building skills to promote social, economic, and environmental justice.	CT, EJ
4. Engage in Practice-informed Research and Research-informed Practice	4a. Use practice experience and theory to inform scientific inquiry and research.	CT
	4b. Apply critical thinking to analyze quantitative and qualitative research methods and research findings.	CT, AR, EJ
	4c. Use and translate research evidence to inform and improve practice and policy.	CT, EJ
	4d(A). Conduct advanced micro practice evaluation.	CR, EJ
	4e(A). Conduct advanced macro practice evaluation.	CT, AR, EJ
5. Engage in Policy	5a. Identify social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services.	CT

Practice	5b. Assess how social welfare and economic policies impact the delivery of and access to social services and recognize when advocacy for services is needed.	CT, AR, EJ
	5c. Apply critical thinking to analyze, formulate, advocate, and implement policies that advance human rights and social, economic, and environmental justice.	CT, EJ
	5d(A). Collaborate with colleagues, clients, and organizations for effective policy action.	CT, AR, EJ
	5e(A). Conduct advanced policy analysis and promote solutions that enhance social well-being.	CT, EJ
6. Engage with Individuals, Families, Groups, Organizations, and Communities	6a. Apply knowledge of human behavior and the social environment, person-in-environment, strengths perspective, and other multidisciplinary theoretical frameworks to engage with clients and constituencies.	CT, EJ
	6b. Use empathy, self-reflection, and interpersonal skills to effectively engage diverse clients and constituencies.	AR, EJ
	6c(A). Demonstrate rapport-building skills in advanced practice settings.	CT, AR, EJ
7. Assess and Plan with Individuals, Families, Groups, and Communities	7a. Collect and organize data, and apply critical thinking and self-awareness to interpret information from clients and constituencies.	CT, AR, EJ
	7b. Apply knowledge of human behavior and the social environment, person-in-environment, strengths perspective, and other multidisciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies.	CT, EJ
	7c. Document client assessment information.	-
	7d(A). Conduct advanced assessments using DSM-5, Person-in-Environment (PIE), and/or strengths approaches.	CT, EJ
	7e(A). Apply differential diagnosis criteria in assessing clients.	CT, EJ
8. Intervene with Individuals, Families, Groups, Organizations, and Communities	8a. Develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies.	CT, EJ
	8b. Select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies.	CT, EJ
	8c. Implement interventions to achieve practice goals and enhance capacities of clients and constituencies.	CT, EJ
	8d. Apply knowledge of human behavior and the social environment, person-in-environment, strengths perspective, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies.	CT, EJ
	8e. Use inter-professional collaboration as appropriate to achieve beneficial practice outcomes.	CT, AR, EJ

	8f. Negotiate, mediate, and advocate with and on behalf of diverse clients and constituencies.	CT, AR, EJ
	8g. Facilitate effective transitions and endings that advance mutually agreed-on goals.	AR
	8h(A). Demonstrate advanced micro and/or macro planning skills.	CT, EJ
	8i(A). Conduct cognitive-behavioral therapy.	CT, EJ
	8j(A). Demonstrate supervision skills.	CT, AR, EJ
9. Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities	9a. Select and use appropriate methods for evaluation of outcomes.	CT, EJ
	9b. Apply knowledge of human behavior and the social environment, person-in-environment, strengths perspective, and other multidisciplinary theoretical frameworks in the evaluation of outcomes.	CT, EJ
	9c(A). Critically analyze, monitor, and evaluate intervention and program processes and outcomes.	CT, EJ
	9d(A). Apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels.	CT, EJ
10. Demonstrate a Christian Social Work Perspective	10a. Demonstrate respect for clients' spiritual paths.	AR, EJ
	10b. Conduct holistic assessments and interventions that incorporate spiritual dimensions.	CT, EJ

(*) CT = Critical Thinking

AR = Affective Reactions

EJ = Exercise of Judgment

The Department's curriculum design is based on Andrews University's historical commitment to a thorough liberal arts perspective, the institutional mission of service, and the Social Work Department's goals and competencies that are grounded in the professional foundation outlined in the CSWE 2008 Educational Policy and Accreditation Standards. Students are required to complete between 54 and 60 hours of course work to meet the general education requirements. These requirements include courses in Religion, Language/Communication, Art/Humanities, Life/Physical Sciences, Mathematics, Computer Literacy, Social Sciences, Wellness and Service. The BSW curriculum provides a sequential learning experience for students that incorporates the knowledge, values, and skills requisite for entry-level professionals.

General Education and the Liberal Arts Perspective

It is critical for the generalist social worker to acquire skills needed to think holistically, and to engage in the complex dynamics of person and environment interactions. Students are expected to approach planned change through an appropriate integrated planned change strategy (i.e. assessment, intervention, evaluation, etc.), problem solving skills, and an emphasis on the strengths perspective. Students acquire the knowledge and skills needed to be effective entry-level practitioners through systematic growth in the General Education and liberal arts curriculum, which provide students with the foundational tools for critical thinking, interdisciplinary learning, collaborative problem-solving, positive intellectual values, tolerance and appreciation for diversity, and proficient communication. Students are informed of the importance of the General Education curriculum during required noncredit training in college success seminars, and its relationship to the social work curriculum in the SOWK100 Introduction to Social Work course. The importance of the General Education curriculum is also described in the Andrews University 2015-16 *Bulletin*:

Philosophy of General Education

The rapid expansion of knowledge in a multi-cultural world requires those who would be truly educated to adopt a philosophy of life-long learning. One must engage the mind in the study of many fields, from the fine arts to the empirical and social sciences. This broad encounter with varied perspectives and the exposure to knowledge gained from many disciplines forms the domain of General Education, one of the two pillars of American higher education. By contrast, the other pillar is one's chosen major, usually a focused study of a specific discipline and the development of required skills. Thus, the General Education program encourages students to reach beyond the mere exercise of certain skills and the accumulation of present knowledge. Although the faculty deeply respects learning, it considers another goal equally essential—that of producing Christian alumni notable for their culture, character, civility, and intellect. Thus, the faculty seeks to prepare graduates who possess the ethical values, interests, abilities, and analytical thinking for both leadership and service, so that they may contribute effectively to their homes, companies, communities, and churches. Transmitting this common yet distinctive heritage—along with an appropriate level of knowledge and skills—forms the essential purpose of General Education at Andrews. General Education is more than simply completing a specified list of courses. The faculty desires that undergraduates go beyond the mere study of their chosen disciplines to focus on developing spiritual strength, Christian values, and social abilities. (p. 40)

Students must take these General Education courses not only as a graduation requirement, but also in order to prepare for the required social work courses which build on the knowledge and skills acquired through the successful completion of these General Education courses. Table 3 provides an overall review of the general education curriculum and its links to the Social Work curriculum.

Table 3 – General Education curriculum and its link to the social work curriculum

Liberal Arts Foundation	General Education Courses	Knowledge and/Skill Acquired	Link With Generalist Social Work Curriculum
Computer Literacy	INFO120 Foundations of Information Systems	Basic Computer Concepts and practical skills in use of the computer, Microsoft Office software, webpage development, etc.	Technical skills such as general computer use and ability to produce formatted documents, presentations, spreadsheets, etc., applicable to all social work courses
Physical Education	PE Courses from Personal Fitness, Outdoor Skills or Team Activity	Healthful Living and Wellness	Guide for healthful living (nutrition, exercise, health maintenance) within various client systems. Personal self-care of the social worker
Life/Physical Sciences	BIOL100 Human Biology, and one other Science Course	Human Biology (knowledge of the human body)	Base knowledge for HBSE courses (SOWK 331,332)
Fine Arts/ Humanities	Humanities: PHIL224 Intro to Philosophy A Literature Course Music: MUHL214 Enjoyment of Music, One year of Ensemble, Applied Music Visual Arts: ARTH220 Language of Art PHTO210 History of Photography A Course in Studio Art	Critical Thinking Aids in understanding music and art appreciation of various groups, critical thinking and analysis of information, knowledge building, appreciation of values from other cultures (diversity)	Critical Thinking – all social work courses; Theoretical development Understanding of how music and art contribute to the individual, group, and societal values, greater appreciation of diversity, appreciation of values from other cultural or ethnic groups. Links to practice courses (SOWK 320, Introduction to Counseling Skills; SOWK 401 & 402, Foundations of Practice I & II) and SOWK 315 Values, Ethics, & Diversity. Personal self-care of the social worker.
Languages/	ENGL115 and 215 English	Competency in reading and	Communication skills, interaction with

Liberal Arts Foundation	General Education Courses	Knowledge and/Skill Acquired	Link With Generalist Social Work Curriculum
Communication	Composition I and II COMM104 Communication Skills	writing skills Oral presentation skills	clients and administrative systems both verbally and in writing. APA style. Documentation of progress notes in SOWK401 & 402 courses. Writing skills in all social work courses.
Mathematics	STAT285 Statistics	Critical Thinking	Critical Thinking, basis for research and statistics. Links with SOWK466 (Social Work Research)
Religion	Religion Courses (one course for each year in residence)	Spiritual reflection & development	Christian social work practice. Links with all social work courses, as spirituality is infused throughout the curriculum.
Social Sciences	PLSC 327 The Individual, State and Marketplace or ECON225 Macroeconomics, plus either ANTH200 Cultural Anthropology, BHSC235 Culture, Place and Interdependence, or FMST201 Personal Relationships	Studying people and their interactions. Includes diverse social, psychological concepts within humanity, political structure, policy development, also aids in theory development and application of theories	Foundational knowledge needed for generalist practice with diverse populations and foundational knowledge of the political system and policy development. Links with HBSE (SOWK331, 332), diversity (SOWK 315) and social welfare & social work policy (Social Welfare Institutions, SOWK 325; Social Policy, SOWK 350) course.
History	HIST 117, 118 Civilization and Ideas I and II	Studying the development of people groups over time to see how civilization has arrived at its present state	Foundational knowledge needed for generalist practice with diverse populations. Links with diversity course (SOWK315), social welfare (SOWK 325), and social policy (SOWK 350) courses.
Service	Introduction to Human Services	Introductory exposure to diverse populations and goodness of fit with social work profession; Developing character qualities of selflessness and demonstration of desire and ability to create positive change in community.	Service is foundation to all social work courses, particularly all practice and ethics courses.

Social Work Curriculum Summary

The social work curriculum has been designed to ensure that a structured framework for the pedagogical development of social work practice behaviors occurs. The process begins with foundational content (i.e., SOWK100 Introduction to Social Work) and culminates with the practice courses taught in conjunction with the field practicum experience (SOWK435) and the student portfolio (SOWK489). This process enables students to possess a coherent, integrated development of social work knowledge, values, and skills. The following section provides a more detailed analysis of the coherent and integrated class and field curriculum.

Required Social Work Course Curriculum Overview

Students are required to complete social work courses that address the Department's mission, goals, and competencies. Students are introduced to the profession and the social welfare structure in SOWK100, Introduction to Social Work.

Human Behavior & the Social Environment. Understanding human development and the environment are addressed in a two-course HBSE series (SOWK331, 332). These courses provide content on human development across the entire life cycle, and the effects of the environment on behavior, as well as on environmental factors, oppression and other factors that affect at-risk populations across the life span. In keeping with the person-in-environment emphasis, instructors present empirically-derived knowledge of bio-psycho-social-spiritual- cultural dynamics and diverse theories of systems, human growth, development, and behavior. Our emphasis on a strengths perspective provides the rationale for resilience of individuals, families, groups, organizations, faith communities, and communities nationally and globally. Students explore the ways social systems help or hinder people in maintaining or achieving health and well-being. The HBSE courses also give students a foundation in social work theory that informs practice principles in later courses. This information is augmented by SOWK315 Values, Ethics and Diversity, which explores issues of oppression for people of color, women, persons of diverse sexual orientation, and other vulnerable populations.

Welfare Policy. In order to meet the Department's goals and objectives relating to welfare policy, students complete two courses in the welfare policy sequence, which include SOWK325 Social Welfare Institutions and Services and SOWK350 Social Policy. These courses provide the historical development of the social welfare structure and a framework for policy analysis. Students gain insight into the impact of social policy on clients, agencies and practice. In SOWK325, students analyze the societal and global factors that determine how social welfare services have been and are currently being delivered. In SOWK350, students learn about the dynamic role that policy plays in their lives as responsible citizens

and advocates for disenfranchised persons and groups. Students explore the historical influences on social welfare development and gain an understanding of social policies. They analyze and apply the results of policy research relevant to social service delivery. Our students demonstrate policy practice skills in regard to economic, political, and organizational systems, and use them to influence, formulate, and advocate for policy consistent with social work values. Additionally, they identify financial, organizational, administrative, and planning processes required to deliver social services. BSW students practice basic advocacy skills for promoting nondiscriminatory social and economic systems. These courses build on several liberal arts courses related to history and political science.

Social Work Practice. Requirements for meeting the goals of the practice sequence are met within five courses: SOWK320 Introduction to Counseling Skills, SOWK401 and 402 Foundations of Practice I and II, SOWK420 Social Work Methods Seminar, and SOWK435 Field Instruction. SOWK320 first trains students in basic interviewing skills such as rapport building, empathy, and questioning. Next, SOWK401, Foundations of Practice I, presents the basics of intervention with special emphasis on addressing individual client systems and basic intervention skills using the Generalist Intervention Model (GIM). Students are also introduced to the GIM model with communities, allowing them to begin their community intervention project during Fall Semester so they have enough time to complete their intervention by the end of Spring Semester. Students are also trained in the skills of case management and crisis intervention. SOWK402, Foundations of Practice II, trains students to assess, plan, and implement interventions with families, groups, organizations, and communities. This course sequence integrates GIM skills within a value-defined, problem-solving, strengths-based, and person-in-environment perspective that incorporates multi-modality interventions. Students are exposed to working inter-professionally with diverse client systems and settings. They learn generalist skills that include engaging clients in an appropriate working relationship; identifying issues, problems, needs, resources, and assets; collecting and assessing information; and planning for service delivery. This content also emphasizes communication skills, use of supervision, and consultation. Additionally, practice content includes identifying, analyzing, and implementing empirically-based interventions designed to achieve client goals; applying empirical knowledge; evaluating program outcomes and practice effectiveness; developing, analyzing, advocating, and providing leadership for policies and services; and promoting social and economic justice. The curriculum also offers a variety of elective courses that enhance the skills taught in the required practice courses. The liberal arts courses in social sciences provide the framework for these practice courses.

Diversity. In addition to the general exposure to issues of diversity embedded throughout the social work curriculum, the Department has designated a specific course that explores the differences that exist among individuals and groups, SOWK315 Values, Ethics and

Diversity. This course is designed to provide students with an understanding of, and respect for, human diversity as well as the knowledge and skills to be able to work effectively with diverse population groups. Faculty integrate content that promotes understanding, affirmation, and respect for people from diverse backgrounds. Our approach also emphasizes the interlocking and complex nature of culture and personal identity. It ensures that social services are culturally relevant and meet the needs of groups served. We educate students to recognize diversity within and between groups that may influence assessment, planning, intervention, and research. Issues of diversity covered within this course include class, color, culture, ethnicity, gender, gender identity, immigration status, political ideology, race, religion, sex, sexual orientation, and privilege, power and acclaim. The liberal arts courses in social sciences, history, and literature provide the foundational knowledge for this course.

Ethics & Values. While ethics and values are infused throughout the curriculum, the Department offers a specialized course in resolving ethical dilemmas, SOWK315 Values, Ethics and Diversity. Based in large part on the National Association of Social Workers' Code of Ethics, this course gives students the opportunity to assess critically their personal values; develop, demonstrate, and promote the values of the profession; and analyze ethical dilemmas that affect practice, services, and clients. Because our BSW program operates from a Christian perspective, faculty are committed to teaching and operationalizing the values and ethics derived from this tradition. As described in our departmental philosophy, however, we do not impose this perspective on either clients or students who do not share this faith tradition. The course specifically focuses on this content and offers students the opportunity to address and resolve a number of diverse value dilemmas. Students are also challenged to understand and analyze these dilemmas from perspectives outside of the Christian tradition.

Research. To assure student knowledge, values and skills as researchers, the Department requires two research courses. One course, STAT285 Statistics, is taught in the Mathematics Department. This course provides students with basic concepts of statistical analysis. SOWK 466, Social Work Research, provides students with a broad range of research tools to prepare them to evaluate their own practice in their field experience, to provide high-quality, evidence-based services; to initiate change; to improve practice, policy, and social service delivery; and to assess intelligently both quantitative and qualitative research studies.

Field Education. Field education is an integral and capstone component of the BSW program. The Field practicum provides an opportunity for skill development and application in an agency setting. In SOWK435, Field Instruction, students are expected to complete 400 clock hours under the supervision of an experienced practitioner. Application of the Generalist Intervention Model (GIM) is a crucial aspect of the practicum. Students gain heightened awareness of the impact of policy on service delivery and an increased sensitivity

to issues confronting vulnerable population groups. In conjunction with SOWK435, students also complete SOWK420, Field Seminar, which helps students bridge theory with practice and provides a classroom-based forum for discussing issues that emerge in their field settings.

Social and Economic Justice. The Department believes that social and economic justice are critical components of human well-being. Our program adopts the value-added Biblical tradition for fostering equity by "removing the chains of injustice." Content on social and economic justice is taught theoretically and applied in our generalist policy and practice classes, as well as in the ethics and diversity class. The latter course teaches BSW students to identify ways that group membership influences access to resources, and exposes them to the dynamics of risk factors and to responsive and productive strategies for redressing them. We present and integrate social and economic justice content grounded in an understanding of distributive justice, human and civil rights, and the global interconnections of oppression. As a means of helping students understand the scope of human behavior and the effects of oppression and discrimination, the Department is committed to the inclusion of social and economic justice knowledge and skills for generalist social workers throughout the social work curriculum. This enables students to learn how they can improve the environmental context within varying client systems, and empower them with knowledge and skills necessary to bring about positive social and economic justice change.

Table 4 illustrates the four year plan that students entering the BSW program are encouraged to follow. The plan recognizes that sometimes courses are not available when students would like to take them, or factors such as time schedules and course availability make this planning process dynamic rather than static.

Table 4 - BSW Course Checklist

**Andrews University
BACHELOR OF SOCIAL WORK
Graduation Checklist**

Freshman Year

Fall		Spring		
___	SOWK101* Orientation to Human Serv.	2	___ COMM104 Communication Skills	3
___	HIST117* Civilizations & Ideas I	3	___ HIST118 Civilizations & Ideas II	3
___	ENGL115 English Comp I	3	___ SOCI119 Principles of Sociology	3
___	HLED120 Fit for Life	1	___ RELT10 God & Human Life	3
___	FTES PE Activity Course ^	1	___ PSYC101 Intro to Psychology	3
___	PSYC180 Dealing w/Your Mind	3		15
___	SOWK100 Intro to S.W.	3		
		<u>16</u>		

Sophomore Year

Sophomore Year					
Fall		Spring			
___	SOWK315* Values, Ethics and Diversity		___	SOWK320* Intro to Counseling Skills	3
___	SOWK220* Critical Thinking	2	___	STAT285 Statistics	3
___	PLSC237* Indiv.State & Marketplace	3	___	ENGL215 English Comp II	3
___	OR: ECON225 Macroeconomics		___	RELB,RELG,RELT (Religion course)	3
___	SOWK325 Social Welfare Institutions	3	___	PLSC104 American Government	3
___	SPAN171* Elementary Spanish I	3			15
___	BIOL100* Human Biology	4			
		17			

Junior Year

Fall		Spring		
_____	Science General Ed †	3-4	_____ SOWK350* Social Policy	3
_____	RELB,RELG,RELT (Religion course)	3	_____ SOWK _____ Social Work Elective	4-6
_____	SOWK331 Human Beh. Soc. Env. Part I	2	_____ SOWK332 Human Beh. Soc. Env. Part II	2
_____	INFS120 Foundations of Info. Tech.	3	_____ Electives	4
_____	Arts/Humanities Gen Ed #	3	_____ ++ (Social Sciences)	3
_____	Elective	1		16-18
		15-16		

Senior Year

Fall		Spring		
___	SOWK401* Foundations of Practice I	4	___ SOWK402* Foundations of Practice II	4
___	SOWK420* Social Work Methods Sem	.5	___ RELB,REIG,RELT (Religion course)	3
___	SOWK435 Field Instruction	2	___ SOWK420 Social Work Methods Seminar	.5
___	SOWK489* Generalist Professional Sem	.5	___ SOWK435 Field Instruction	2
___	SOWK461* Social Work Research I	2	___ SOWK489* Generalist Professional Sem	.5
___	Electives	5	___ SOWK462* Social Work Research II	2
		14	___ Electives	3
				15

Total Electives required: 14. Minimum (at least 4 must be upper division social work)

Total Credits 124 Minimum

[^] Courses must be taken from two different categories: Personal Fitness, Outdoor Skills, or Team Activity.

[#] Choose one: ARTH220 Language of Art; ENGL255 Studies in Literature; PHIL224 Intro to Philosophy; MUHL214 Enjoyment of Music; PHTO210 History of Photography; Studio Art/Ensemble Music; PHOTO115 Intro to Photography. (Personal music lessons do not count toward this credit).

[†] BIOL208 or FDNT230 recommended.

^{*} Offered this semester only.

⁺⁺ Take one of the following: ANTH200 Cult. Anthro., BHSC235 Cult,Pl,& Interp., or FMST201 Personal Rel.

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IV. DEPARTMENTAL POLICIES

Departmental 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 throughout the week and before classes on Monday for the most up-to-date information. **All students are responsible for information sent through the Andrews E-mail system.**

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

1. General Operational Policies

1.1 Mail Folders for all BSW & MSW students are located in the file cabinet in the GA (graduate assistant) office.

1.2 The office manager's computer is not for student use.

1.3 A limited number of computers are available in the GA Research Lab.

1.4 Printing to department printers (including those in the GA research lab) is not available to students. If students wish to print, they should go to a computer lab (located in Bell Hall, Chan Shun Hall, and the Library, at a fee charged directly to student's account).

1.5 Students should check their Andrews e-mail account regularly to look for departmental communication. To access your e-mail account, go to <https://secure.andrews.edu/squirrelmail/src/login.php>.

1.6 Students with children need to find childcare arrangements prior to class time. Since classes meet only once a week it is especially important that you be in attendance. Should a childcare emergency arise, please contact your instructor as soon as possible to discuss

options. Leaving your children in the department or lounge area during class time is not appropriate childcare.

1.7 If you are unable to reach department personnel by phone, you may leave a message. Please clearly state your name and phone number so that we can get in touch with you.

1.8 At the beginning of the school year, all students should give the office manager updated contact information so that faculty will be able to get in touch with you as needed. Should your address or phone number change, it is your responsibility to inform the department.

1.9 The student lounge will be available every day until 5:00 p.m., except on Mondays, when it will be open later. Please keep this area clean, since you share it with other students. Food may be stored in the refrigerator, but please clearly label your items and remove them by the end of the week. Items left in the refrigerator will be removed Monday morning.

1.10 Please recycle. Use blue recycle bins for duplicating paper only.

2. General Departmental Policies

2.1 Language Requirements Policy for BSW and MSW Students:

For those applicants whose native language is not English, the following is required:

- MELAB—score of 80 (must achieve passing score on each section) or
- TOEFL—score of 550 (paper based) or score of 80 (computer based with a minimum of 20 on each section) plus
- Personal interview with BSW Program Director or designee

Applicants who fail to meet any of the above may be admitted only after committee consideration of the specific circumstances. Additional course work in English may be required.

A student who graduated from a four-year English-speaking high school, college or university may be exempted from all or parts of the above requirements.

2.2 Student Involvement in Departmental Policy Development

Student representatives (one from the BSW program and one from the MSW program) can attend one faculty meeting per month: the first week of the month, or as designated by the faculty, at the faculty's invitation.

2.3 Policy for Human Biology Requirement

Human Biology is seen by the faculty as an essential prerequisite for understanding the content of Human Behavior and the Social Environment. Therefore, all students in both the BSW and MSW programs will be required to take a course in Human Biology. To meet this requirement, a course in Human Biology has been built into the four year course plan for Andrews University **BSW students**.

BSW students may not take the Social Work Department Human Biology course exam as a substitute for the Human Biology requirement. If **BSW students** receive the letter C- or below they must retake the Human Biology course. Only in special cases, transfer students may take the on-line Human Biology for Social Workers course through Louisiana State University (please inquire regarding the current cost for the course).

2.4 Definition of a Credit Hour

Andrews University and the Department of Social Work recognize the U.S. Department of Education guidelines for credit hour definition, as follows:

“ (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward to the award of credit hours.”

2.5 Student Grievance Policy

The student grievance policy, which was created by the faculty to protect students' rights and give them an opportunity to defend themselves against unfair criticism and treatment, is outlined in the *Social Work Student Handbook*. It states:

The following protocol has been established to address potential problems should a student feel that his/her academic or personal rights have been violated. The student should first address his/her concern with the person thought to have made the violation (e.g. faculty, other student, field liaison, field instructor, or advisor). Students are encouraged to make every attempt to use professional discretion, integrity, respect and impartial judgment in resolving issues amongst themselves and colleagues.

If, after talking to the individual involved, the problem continues and the student's concern is with:

- A faculty member or another student, the student should then discuss the matter with his/her advisor;
- A Field Instructor or Faculty Liaison, because it is related to the student's field experience, it should then be shared with the Director of Field (if related to the student's field experience).

If the problem continues to be unresolved, then the student should notify the department Chair, in writing, about the concern.

If the problem remains unresolved, the student may request a meeting with the Academic and Personal Standards Committee, whose responsibility it is to resolve the issue or make a formal recommendation regarding the handling of the problem. This committee will refer its decision to the Dean of the College of Arts and Sciences. If the student questions the committee's decision, he/she can discuss the matter with the Dean. However, the decision of the College of Arts and Sciences committee is final. Records of the proceedings and the committee's decision will be sealed and placed in the student's file. These records cannot be shared with others without the student's written permission.

Ombudsperson

The Ombudsperson is a presidential appointee who helps students resolve problems that remain after the normal channels have been followed. The Ombudsperson is authorized to access all university offices and relevant records in resolving questions pertaining to students. The Ombudsperson advises the student on further steps to take, negotiates a solution, or indicates why a particular problem may not be resolvable. All information presented to the Ombudsperson is confidential.

Because the Ombudsperson becomes privy to the chief causes for student concerns, he/she makes recommendations to eliminate these causes consistent with the University's fundamental purposes.

In all cases, the student may appeal to the President of the University after all other channels have been exhausted. No student is penalized for seeking correction of a perceived wrong.

For grievance related to field, the first step is for the liaison to intervene. If there is no resolution, the Director of Field gets involved. If there is still no resolution, the Department Chair gets involved.

2.6 Sunshine Fund for Students' Emergencies

Students asking for financial assistance through the Department's Sunshine Fund may receive a one-time only assistance in the amount of maximum \$200.00. No loans will be given under any circumstances.

3. Policies Regarding Attendance/Leave of Absence

3.1 Policy Regarding Course Excused/Unexcused Absences:

Please note the following guidelines:

- The following situations may warrant an “Excused absence” label, with a written approval from the course professor: medical reasons with a doctor’s note; death in the family; jury duty; clear personal or immediate family emergency. Up to two (2) excused absences are allowed with a plan presented by the student as to how to make up the work; the third excused absence carries a mandatory grade penalty as assigned by the course instructor. Work must be made up within one (1) week, unless otherwise agreed with the course instructor in writing.
- Five absences for any reason requires the course to be retaken, unless an exemption is given by a vote of the entire Social Work Department faculty.
- Students are allowed only one unexcused class absence per semester.
- Any other absences, including those without approval from the course professor, will receive no points. Work may be made up with penalty and professor’s approval

3.2 Chapel Attendance Requirements for Students in Internship

Students in internships that conflict with the Tuesday/Thursday co-curricular period may be granted temporary non-traditional student status for the appropriate semester only. This reduced status is in effect only after a student has sought and received approval from the Student Life Office

(http://www.andrews.edu/services/studentlife/chapels_assemblies/attendance_accountability.html).

4. Policies Related to Internship (*See Field Manual for a complete list of policies related to Field*)

4.1 BSW Field and Acceptance into the BSW Program

All BSW students (including students transferring into our program) must be formally accepted into the BSW program before being able to enroll in SOWK 435 (Field Practicum) and to start an internship.

4.2 Beginning Internships before Starting Practice Courses and Field Seminar

Students may complete up to 50 documented internship hours before the beginning of the school year for which they matriculate for field experience.

4.3 Leave of Absence from Internship

A leave of absence of up to 30 calendar days may be requested by a student in internship in emergency cases only, such as: death in the family, illness, or other immediate family emergency in accordance to departmental policies. To apply for a leave of absence:

A. Student must contact the Task Supervisor/Field Instructor within 10 calendar days of initial absence and must provide the reason for request, as well as the proposed date of return to the internship.

- This request must be approved by the Task Supervisor/Field Instructor. It is at the discretion of the Task Supervisor/Field Instructor to approve or not approve the request!

4.4 Internship Reassignment

- Sometimes circumstances or issues arise which directly or indirectly affect a student's field practicum. Occasionally, these circumstances or issues may require changing a student's assigned field practicum site. Either the student or field instructor may initiate a request change to the assigned practicum site.

4.5 Unsatisfactory Performance

- Students may be reassigned to a new field practicum site one time due to unsatisfactory performance. If a second field practicum placement is disrupted due to unsatisfactory performance it could result in termination from the program.

B. Under unusual circumstances, a student may request a leave of absence of more than 30 calendar days.

- The student must submit a written, formal request that includes the reason for request, as well as the proposed date of return to the internship. Email correspondence is admissible only as the venue for sending the formal request (i.e. through attachment)
- This request must be submitted to both the Task Supervisor/Field Instructor **and** the Director of Field Education
- Both the Task Supervisor/Field Instructor **and** the Director of Field Education **must** approve the request. It is at the discretion of the Task Supervisor/Field Instructor and the Director of Field Education to approve or not approve the request!
- It is at the discretion of the Task Supervisor/Field Instructor if the already completed hours will be counted towards the completion of the internship.

C. If this protocol is not followed, students may be in jeopardy to lose **all** completed hours.

5. General Course Policies:

5.1 All social work students are expected to demonstrate the following professional, academic behavior (more details on other areas of professionalism are described in Section V below):

1. Arrive to class functions ON TIME (attendance will be taken - 3 tardies = one hour absence);
2. Arrive prepared;
3. Attend all classes. Excused class absences will be considered for the following instances: medical (with doctor's note), death in the family, jury duty, and serious emergency situations. For courses meeting only one day each week, the student would be allowed two one-day excused class absences, but he/she will need to make up any missed assignments in one week following the absence. A third excused absence will carry a mandatory grade penalty assigned by the course instructor. Five absences for any reason requires the course to be retaken unless an exemption is given by a vote of the entire Social Work Department faculty.
4. Remain attentive during class discussions (sleeping does not count as presence)
5. No laptops or text messaging; cellphones on vibrate
6. Demonstrate a commitment to and enthusiasm for learning;
7. Actively participate in class discussions and group projects. Those who disrupt the class (talk/whispering, clowning, etc.) or over-participate (in other words, monopolize or dominate) in discussions on a regular basis should expect to be penalized in the same manner as those who under-participate.);
8. Assess personal and educational needs and interact with the professor as necessary;
9. Have assignments completed and ready to turn in on due date at the beginning of class;
10. Present assignments typed; and
11. Make sure that all assignments and exams reflect only your own original work and any citations are credited with academic integrity (see below for the full policy).
12. Adhere to the *Social Work Code of Ethics*.

5.2 Social Work Students are expected to submit all work in compliance with Andrews University's Code of Academic Integrity

http://www.andrews.edu/academics/academic_integrity.html quoted as follows:

“Academic dishonesty includes but is not limited to the following:

- A. Falsifying or presenting falsified documents
- B. Plagiarizing
- C. Misusing copyrighted material and/or violating licensing agreements

- D. Using media from any source or device, including the internet, in ways that mislead, deceive or defraud
- E. Presenting another person's work as one's own
- F. Using materials other than those specifically allowed by the teacher or program during a quiz or examination
- G. Stealing, accepting or studying from stolen quizzes or examination materials
- H. Obtaining information from another student or any other source during a regular or take-home test or quiz
- I. Assisting others in acts of academic dishonesty, such as falsifying attendance records or providing unauthorized course materials
- J. Acting deceitfully in any other academic matter

General Principles

The University is committed to principles of trust, accountability, clear expectations and consequences. It is also committed to redemptive efforts, which are meaningful only in light of these principles. Students will be granted due process and the opportunity for an appeal. Academic dishonesty offenses generally are subject to incremental disciplinary actions. Some first offenses, however, receive severe penalties, including dismissal from the University or degree cancellation. Some offenses are subject to legal action, in addition to university disciplinary action.

Discipline may be retroactive if academic dishonesty becomes apparent after the student leaves a course, a program, or the University.

If evidence of academic dishonesty becomes apparent after a degree has been granted, the degree may be annulled and a notification affixed to the student's official transcript record.

General Disciplinary

The following is a non-comprehensive list of possible actions apart from dismissal from the University: denial or revocation of admission; warning from a teacher, a department chair, program director or academic dean; a lower or failing grade on an assignment, test or course; suspension or dismissal from the course; suspension or dismissal from the academic program.”

More specifics on this policy, including disciplinary measures, can be found at http://www.andrews.edu/academics/academic_integrity.html.

5.3 Statement Regarding Students with Disabilities

Andrews University accepts and appreciates diversity in its students, including students with disabilities. Accordingly, students with documented disabilities are encouraged to inform

the University of their disability and enter into a dialogue regarding ways in which the university might reasonably accommodate them.

If you qualify for accommodations under the Americans with Disabilities Act, please see the instructor as soon as possible for referral and assistance in arranging such accommodations.

5.4 Assessment of Student Professionalism (ASP)

Andrews University Department of Social Work expects each student who is a declared social work major to read, know, and integrate the ten (10) professional expectations which are listed in the Andrews University Department of Social Work Handbook.

Thus the social work student is expected to:

1. Demonstrate professionalism
2. Apply appropriate stress management skills
3. Demonstrate Christian perspective
4. Have a commitment to learning
5. Utilize constructive feedback
6. Follow professional ethical conduct
7. Utilize Critical thinking
8. Demonstrate Interpersonal skill
9. Integrate problem solving skills
10. Advocate for Diversity and differences

Process to Address Unprofessional Behavior:

1-Faculty member discusses issue with student(s) resolution can take place at this level. The resolution is in writing, is signed by both student and faculty member, implemented immediately and is mentioned in faculty meeting (for the purpose of including it in the minutes)

2-For situations not resolved the matter is taken to faculty meeting (the student must have the situation stated in writing) and the faculty make a recommendation for how to proceed.

5.5 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. x3455.

V. STUDENT RESPONSIBILITIES

Academic Performance

Students are expected to be motivated to perform at a level which will prepare them for success. Feedback is provided to them on their academic performance in the following ways:

- Informal interaction with professors and instructors
- Course syllabi (provide criteria and guidelines for successful performance)
- Formal evaluation feedback within the context of each class assignment
- Professional seminars where academic progress is reviewed and monitored by program directors
- Meetings with their advisors, field instructors, and other faculty members

Every effort is made by program directors and academic advisors to improve the learning outcomes of students who are especially challenged in their work.

Professional Performance

The Department of Social Work seeks to choose applicants who will appropriately represent the social work profession, the university, and the program. The student is expected to exercise a professional demeanor. The social work faculty supports the standards of Andrews University as an educational institution of the Seventh-day Adventist Church. The standards outlined in the Andrews University Student Handbook are guidelines under which the Department of Social Work operates.

Departmental expectations for students are outlined in the *Assessment of Student Professionalism* document. This document is used by professors to assess student behaviors in each class. Practice behaviors included are:

- Professional behaviors/skills (PB1.c)

- Stress management (PB1.b; PB2c; PB1g)
- Character and virtue (PB1.b)
- Commitment to learning (PB1.f)
- Use of constructive feedback (PB1.e)
- Ethical conduct (PB1.a; PB1.d))
- Critical thinking (PB5c; PB4b; PB8c))
- Interpersonal skill (PB6; PB7, PB8)
- Problem solving skill (PB7)
- Diversity and difference (PB2)

A copy of the Assessment of Student Professionalism document is included in the Assessment Plan Volume 3. It shows the levels of scoring, and expected total score for each level (MSW foundation year, MSW second year).

Sexual Harassment

Andrews University seeks to provide an academic and work environment that is free of sexual harassment, as well as to provide an avenue for prompt redress should sexual harassment occur.

Sexual harassment is a form of sex discrimination and is prohibited by law. Unwelcome sexual advances, requests for sexual favors and other unwanted verbal, visual or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic achievement or advancement, or;
- submission to or rejection of such conduct is used or threatened or insinuated to be used as the basis for decisions affecting employment, wages, promotion, assigned duties, or academic standing of an individual or;
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive work or academic environment.

When sexual harassment occurs, the student should

- Indicate assertively to the harasser that such conduct is offensive, unwelcome and should be stopped immediately.
- Document the experience describing time, date, location, and unwelcome behavior. Identify the perpetrator and potential witnesses. Be as specific as possible.
- Report the incident confidentially to one of the following: his/her supervisor, residence hall dean, HR Director, Sexual Harassment Compliance officer or the Affirmative Action officer, whichever is appropriate.
- Attempt to reach a mutually agreeable resolution.
- If none of the above seems effective, submit report to the appropriate officer who will effect an informal or formal investigation, and
 - a) prepare a report with the summary of investigations, and

- b) make recommendations to the Vice President of Student Services and/or the President.

A complaint of discrimination will be impartially investigated in as confidential a manner as possible.

Any attitude or behavior that would bring disciplinary action or dismissal in a job situation is reason for discipline or dismissal from this professional education program. Questionable student conduct is brought to the attention of the student's faculty advisor, who discusses it with the student. If the problem is not resolved, the program director is notified. The director notifies the student and discusses appropriate changes. If satisfactory agreement is not reached, the student is referred to the department chair.

A student may be terminated from the BSW program if violations of professional standards and/or the NASW Code of Ethics have occurred. These violations may include, but are not limited to the following:

- 1) Failure to demonstrate one or more of the qualities required in the admissions criteria
- 2) Failure to satisfy requirements for removal of academic probation after having been readmitted following academic suspension
- 3) Failure to meet provisional admission requirements
- 4) Failure to meet or maintain academic grade point requirements established by the faculty for the practice sequence of the program
- 5) Failure to practice in accordance with the NASW Code of Ethics

In addition, a student's enrollment may be terminated for the following reasons:

- 1) Plagiarism—presenting someone else's work as the student's own
- 2) Mental or emotional issues which could impair the future quality of professional services provided to clients
- 3) Inability to develop the interpersonal skills necessary for effective social work practice
- 4) Failure to demonstrate professional behavior

Prior to the termination of a student from the BSW/MSW program, a Student Plan of Development will be initiated following a discussion by the entire faculty. Gross misconduct or failure to follow through with the Student Plan of Development may result in immediate termination from the program.

More specifics on this policy, including disciplinary measures, can be found at http://www.andrews.edu/academics/academic_integrity.html

VI. Assessment of Student Professionalism (ASP)

Course: _____

Term: _____

Student: _____

Instructor: _____

By the end of each course, the instructor will assign each student a score for professionalism by completing this form. If an instructor has a student in more than one course that semester, he/she needs to complete this form only once. There are 10 practice behavior sections. A score of 1-5 will be assigned for each section. Total ASP scores will range from 10-50. Students will be given the results by the last day of class.

*Please note: we are looking for the **consistent** demonstration of each of these measures of professionalism.*

	Practice Behaviors	Entry Level 0-2	Developing Level 3	Professional Level 4-5	Score
1	Professional behaviors/skills PB1.c	1. Recognizes need for punctuality and time management 2. Identifies commitment to professionalism by awareness of issues such as respect for professor/field supervisor; attentiveness in class/internship; knowing assignments (classroom or field); professional attire; excessive help-seeking and requesting exceptions, cell phones in classroom or field, plagiarism, etc. 3. Describes appropriate use of technology	1. Reports need to be punctual and manage time effectively 2. Expresses commitment to professionalism by showing consistency in areas such as respect for professor/field supervisor; attentiveness in class/internship; completing assignments (classroom or field), professional attire; avoidance of excessive help-seeking, requesting exceptions, cell phones in class or field and plagiarism. 3. Understands appropriate use of technology	1. Shows consistent punctuality and time managements skills 2. Is committed to professionalism by showing consistency in areas such as respect for professor/field supervisor; attentiveness in class/internship; completing assignments (classroom or field); professional attire; avoidance of excessive help-seeking, requesting exceptions, cell phones in classroom or field and plagiarism. 3. Uses technology appropriately (e.g.; i-pod, laptop, etc.)	
2	Stress Management PB1b, 2c,1c	1. Recognizes own stressors 2. Identifies need for support system 3. Recognizes own strengths and limitations	1. Establishes outlets to cope with stressors 2. Develops a support system 3. Attempts to overcome limitations	1. Responds appropriately to urgent situations 2. Effectively uses support system 3. Functions effectively within the limitations of self and environment	

3	Character and Virtue PB1b	1. Recognizes importance of character and virtue in the context of personal life and professional practice 2. Recognizes that a life of service is an essential element of social work 3. Understands that there are unique Christian practice skills	1. Examines/grapples with character and virtue in the context of personal life and professional practice 2. Looks for opportunities to engage in self-sacrificing service 3. Articulates Christian practice skills and how to apply them	1. Demonstrates character and virtues in the personal life and professional practice 2. Willingly engages in service learning activities 3. Demonstrates Christian practice skills in professional settings, as appropriate	
4	Commitment to Learning PB1f	1. Identifies problems 2. Formulates appropriate questions 3. Identifies need for further information 4. Understands need for a positive attitude	1. Prioritizes information needs 2. Analyzes and subdivides large questions into components 3. Seeks out professional literature 4. Explores own attitude toward learning	1. Applies new information 2. Accepts that there may be more than one answer to a problem 3. Reads articles critically and understands the limits of application to professional practice 4. Demonstrates a positive attitude toward learning	
5	Use of Constructive Feedback PB1c	1. Demonstrates active listening skills 2. Actively seeks feedback and help 3. Recognizes need for openness to feedback	1. Assesses own performance accurately 2. Considers multiple approaches when responding to feedback 3. Demonstrates a positive attitude toward feedback	1. Develops a plan of action in response to feedback 2. Utilizes feedback 3. Reconciles differences with sensitivity	
6	Ethical Conduct PB1a; BP1d	1. Identifies own values 2. Identifies NASW Code of Ethics/Christian perspective	1. Examines own values as well as those of others 2. Grapples with Code of Ethics/Christian perspective	1. Reconciles differences between own values and those of others 2. Applies NASW Code of Ethics/Christian perspective	
7	Critical Thinking PB5c; PB4b; PB8c	1. Is able to identify multiple sources of knowledge, including research-based knowledge, and practice wisdom 2. Identifies models of assessment, prevention, intervention and evaluation	1. Is able to distinguish, appraise, and integrate multiple sources of knowledge, including research-based knowledge, and practice wisdom 2. Analyzes models of assessment, prevention, intervention, and evaluation	1. Is able to apply critical thinking in practice settings for the maximum benefit of clients 2. Applies critical thinking skills in the practice of assessment, prevention, intervention, and evaluation	
8	Interpersonal Skill	1. Uses correct grammar verbally (classroom/field presentations) 2. Writes (types) legibly using correct	1. Speaks with confidence 2. Presents written material with logical organization and sequencing	1. Uses professional terminology appropriately 2. Writes at a level suitable for	

	PB6; PB7; PB8	grammar and accurate spelling 3. Is knowledgeable of nonverbal communication cues 4. Communicates with and seeks input from others in a respectful, confident manner	3. Recognizes impact of nonverbal communication and modifies accordingly 4. Motivates others to achieve; establishes trust; and is able to restate, reflect and clarify messages	publication (e.g., APA style, etc.) 3. Incorporates nonverbal communication skills into practice 4. Talks about difficult issues with sensitivity and objectivity, assumes responsibility for own actions, and responds effectively to unexpected emergencies	
9	Problem Solving Skill PB7	1. Recognizes and clearly states problems 2. Begins to examine multiple solutions to problems and identifies potential resources 3. Knows how to search literature for most current information	1. Prioritizes problems 2. Considers consequences of possible solutions to problems 3. Articulates and critiques hypotheses and ideas	1. Consults with others to clarify problems 2. Accepts responsibility for implementation of solution 3. Determines effectiveness of applied solutions	
10	Diversity and Difference PB2	1. Is aware of when advocacy for diverse client(s) is needed 2. Recognizes the extent to which a culture's structures & values may oppress & marginalize 3. Gains awareness of personal biases with different/diverse groups 4. Interacts with different/diverse groups but does not learn from them	1. Is aware of resources and how to advocate for diverse clients 2. Advocate for clients when they experience oppression and marginalization 3. Following one's awareness, responds to the needs & advocate for different/diverse groups 4. Recognizes different/diverse groups and the need to learn from them	1. Advocates for diverse client(s) access to social work services 2. Advocates and intervenes for clients when they experience oppression and marginalization 3. Gains sufficient self-awareness to eliminate the influence of personal biases with different/diverse groups 4. Views self as learner and engage with different/diverse groups as informants	

Scoring by Grade Level: _____

Total ASP Score:

BSW

Freshman/Sophomore: 0-20 points; Junior: 0-30 points; Senior: 0-50 points

MSW

Foundation Year: 0-45 points; Second Year: 0-50 points

Comments:

VII. Student Organizations

Social Work Club

The Social Work Club is the BSW & MSW students' social work club. It is run by social work students with the assistance of one of the faculty members. The purpose of the club is to provide social, spiritual, and community activities for social work students. There are a few traditional yearly activities that take place. Other activities are determined by the current officers for the year.

Below is the list of officers and their duties:

- President- The duties of the president are to preside over the organization, call officer meetings, support committee chairs in planning and activities, help formulate programs, make sure student needs are being met, keep up to date information on the organization, and update website.
- Social Planning Chair- The duties of the social planning chair are to create social events for students, plan and implement social activities.
- Spiritual Growth Chair- The duties of the spiritual growth chair are to create spiritual events for students, plan and implement spiritual activities.
- Community Outreach Chair- The duties of the community outreach chair are to find activities in the community for students, and to plan and implement outreach activities.
- Public Relations Chair- The duties of the public relations chair are creating, printing, and putting up posters for the club as well as e-mailing students about upcoming events.

If you are interested in becoming involved with the club, please notify professor Twyla Smith at twyla@andrews.edu.

Phi Alpha Honor Society

Phi Alpha is a national honor society for social work students. The purpose of Phi Alpha is to provide a closer bond among students of social work and promote humanitarian goals and ideals. Phi Alpha fosters high standards of education for social workers and invites into membership those who have attained excellence in scholarship and achievement in social work.

National Qualifications for Individual Membership

A BSW student is eligible for membership after achieving the following national requirements:

- Declared social work as a major
- Achieved sophomore status
- Completed 9 semester hours of required social work courses
- Achieved an overall GPA of 3.0
- Achieved a 3.25 GPA in required social work courses

An MSW student is eligible for membership after the following national requirements:

- Completed one term of course work with a minimum of 9 semester hours of graduate social work courses
- Achieved a minimum GPA of 3.5

Every spring, the Andrews University chapter of Phi Alpha holds an induction banquet. Students who are eligible for induction into the honor society will receive an invitation at that time. For more information on Phi Alpha, see <http://www.phialpha.org/>.

Social Work Alumni Association

The Social Work Alumni Association exists to serve current and past students by providing social, networking, and other avenues for connections. An Alumni Newsletter is published regularly and an alumni Facebook page exists. The Association sponsors social activities, continuing education seminars, and encourages sharing of resources. You are automatically a member of the Association when you graduate with a BSW or an MSW.

RESOURCES

1 Andrews University Counseling & Testing Center:

<http://www.andrews.edu/services/ctcenter/index.html>

Bell Hall, Suite 123. Phone: 269-471-3470

2 Andrews University Social Work Club (S.W.A.T.)--See department secretary

3 James White Library: www.andrews.edu/library

4 NASW Code of Ethics (<http://www.socialworkers.org/pubs/code/code.asp>)

5 Social Work Phi Alpha Club--See department secretary for details

6 Student Help for getting to Moodle

Enter Moodle by going to <https://aumoodle.andrews.edu/login/index.php>

Use AU username and password to access Moodle.

For help if username and password do not work, or for any other technology questions related to Moodle, contact Marsha Beal:

- Email – dlit@andrews.edu
- Daytime phone: 471-6200
- Evening phone: 461-3748

To access a specific course, look under “My AU courses” and there should be a + sign next to a school. Click on that to show the course.

The Field Manual for the Department of Social Work can be accessed at

<http://www.andrews.edu/cas/socialwork/field/index.html>