ARKANSAS STATE UNIVERSITY

COLLEGE OF NURSING AND HEALTH PROFESSIONS

DEPARTMENT of SOCIAL WORK

BACHELOR of SOCIAL WORK PROGRAM

STUDENT HANDBOOK

2018-2019

P.O. Box 2460

State University, AR 72467

870.972.3984



 **TABLE OF CONTENTS**

[Welcome to the Social Work Department 4](#_Toc389584331)

[Mission 5](#_Toc389584332)

[ASTATE Accreditation 5](#_Toc389584333)

[ASTATE Non–Discrimination Policy 5](#_Toc389584334)

[Social Work Department’s Commitment to Diversity and Non-discrimination 5](#_Toc389584335)

[BACHELOR OF SOCIAL WORK PROGRAM 6](#_Toc389584336)

[Brief History and Structure of the BSW Program 6](#_Toc389584337)

[BSW Program Mission 6](#_Toc389584338)

[BSW Program Purpose and the Profession of Social Work 6](#_Toc389584339)

[NASW Code of Ethics 7](#_Toc389584340)

[Definition of Generalist Practice 7](#_Toc389584341)

[BSW Program Goals 8](#_Toc389584342)

[BSW Program Objectives and Competencies 8](#_Toc389584343)

[BSW CURRICULUM 13](#_Toc389584344)

[Foundation in the Liberal Arts 13](#_Toc389584345)

[Core Social Work Curriculum 13](#_Toc389584346)

[Suggested Degree Plan of Study 14](#_Toc389584347)

[BSW ADMISSION REQUIREMENTS AND PROCESS 16](#_Toc389584348)

[Admission to the University 16](#_Toc389584349)

[Admissions Policy: 16](#_Toc389584350)

[Transfer Students 16](#_Toc389584351)

[Admission to the Bachelor of Social Work Program 16](#_Toc389584352)

[Application Process 17](#_Toc389584355)

[Acceptance to the BSW Program 18](#_Toc389584356)

[Conditional Acceptance to the BSW Program 18](#_Toc389584357)

[Denial of Admission in the Program 19](#_Toc389584358)

[Appropriate Undergraduate Bulletin 20](#_Toc389584359)

[Student Rights and Responsibilities 21](#_Toc389584360)

[Process for resolving student complaints and grievances 21](#_Toc389584361)

[Policy Regarding Course Incompletes 22](#_Toc389584362)

[Plagiarism Policy 22](#_Toc389584363)

[Format of Written Work 22](#_Toc389584364)

[Course Syllabi 22](#_Toc389584365)

[Students with Special Needs 22](#_Toc389584366)

[Standards for Retention in the BSW Program 23](#_Toc389584367)

[Academic Retention in the Program 23](#_Toc389584368)

[Readmission of Suspended Students for Academic Reasons 23](#_Toc389584369)

[Procedures for Reviewing Unprofessional Conduct in the BSW Program 23](#_Toc389584370)

 Social Media Guidelines……………………………………………………………………………………………………..23

[Readmission after suspension or dismissal 25](#_Toc389584371)

[Dismissal from Field Agency 25](#_Toc389584372)

[STUDENT RESOURCES 26](#_Toc389584373)

[Phi Alpha Honor Society 26](#_Toc389584374)

[Student Social Work Organization of Arkansas State University 26](#_Toc389584375)

[National Association of Black Social Workers ASTATE Chapter 27](#_Toc389584376)

[National Association of Social Workers 27](#_Toc389584377)

[Licensure 28](#_Toc389584378)

[BSW PROGRAM ADMISSIONS INSTRUCTIONS AND FORMS 29](#_Toc389584379)

[APPENDIX A – COLLEGE SUBSTANCE ABUSE POLICIES AND PROCEDURES 4](#_Toc389584382)1

[APPENDIX B – ASTATE STUDENT CONDUCT CODE 42](#_Toc389584383)

[APPENDIX C - COLLEGE OF NURSING AND HEALTH PROFESSIONS HONOR CODE 44](#_Toc389584384)

[APPENDIX D – NASW CODE OF ETHICS 45](#_Toc389584385)

# Welcome to the Social Work Department

#

The faculty, staff and students of the Arkansas State University (ASTATE) Department of Social Work welcome you to our community. We want you to know that we value you and will do everything we can to assist you in having the most fulfilling educational experience possible at ASTATE. This handbook and our advisement program serve as guides as you make your career decisions, develop your multi-year degree plan, lay out your semester course schedules, and generally negotiate your way through the Bachelor of Social Work (BSW) Program.

Please familiarize yourself with the Program Handbook. You will note that it includes a section on the mission, goals, objectives and values of the BSW Program. This is important information as it describes in a broad way what we are about. Another section details admission policies and procedures. This section is important because it will help you with the application process. The calendar tells you when to apply for admission and when to apply for Field Experience. Yet another section provides information about the student organizations, which we hope you will join. Every section included in this handbook is there because it contains information key to your success in the program. Please take time to read it.

The handbook does not, of course, tell the whole story or answer every question you might have about social work or a career in the profession. The faculty and staff will make every effort to aid you in selecting courses and developing a plan that will meet your needs.

Faculty office hours are available on the syllabus and at the reception desk. Appointments are made with individual faculty members. If the faculty you wish to see is not available, the departmental secretary will direct you to an alternate faculty member who can address your concern. Again, welcome. We hope you find this a great place to learn and grow.

Our department is located on the Third Floor of Smith Hall. Contact us at 870-972-3984 or visit us on line at <http://www.astate.edu/college/conhp/departments/social-work>.**ARKANSAS STATE UNIVERSITY**

## Mission

Arkansas State University educates leaders, enhances intellectual growth, and enriches lives.

## ASTATE Accreditation

Arkansas State University is accredited by The Higher Learning Commission (HLC) of the North Central Association (NCA) of Colleges and Schools. ASTATE was first accredited in 1928, and has had continuous accreditation since that time.

## ASTATE Non–Discrimination Policy

It is the policy of Arkansas State University to provide equal employment opportunity to all qualified persons; to prohibit discrimination against any employee or applicant for employment because of race, color, ancestry, religion, gender, age, disability, genetic information, national origin, status as a veteran or other status protected by law; and to promote the full realization of equal employment opportunity through a positive continuing program of affirmative action.

It is the responsibility of all departments and all personnel, supervisory and non-supervisory, to see that this policy is implemented throughout the university.

ASTATE aspires to be known for its commitment to diversity as evidenced by its inclusive work and learning environments, its acceptance of differences as positive and enriching and its ability to attract, retain and advance a diverse faculty, staff and student body. ASTATE strives to create an environment where anyone, no matter who they are, will see a consistent reflection of themselves on the campus and in its activities.

Diversity at ASTATE is a process embracing the ideal of inclusion. Through continuous education, the ASTATE community constantly moves towards that ideal by accepting each person as an equal and valued member of the campus community.

## Social Work Department’s Commitment to Diversity and Non-discrimination

The Social Work Department at Arkansas State University celebrates diversity. We welcome all students, faculty, and staff without regard to race, color, gender, age, religious affiliation, ethnicity or national origin, physical condition, or sexual orientation.

It is our belief that the quest for knowledge is central to the very existence of Arkansas State

University and universities in general, While portions of knowledge may be attained in various segments of the university and society The fullness of knowledge can only be obtained when people of all races, ethnicities, colors, genders, religions, and socioeconomic statuses are free to gather and exchange their life’s experiences, problem solving skills, methods and styles of communications, values, beliefs, and ways of thinking and learning in an environment that encourages the presence and participation of all who desire to be affiliated with the academy.

Achieving this fullness of knowledge begins with recognizing that no single people, group, personality, discipline or trade is the caretaker of all knowledge or life experiences. Rather, the pursuit and sharing of knowledge requires the presence, and meaningful participation, of those who may contribute their unique qualities and experiences to this constantly changing mosaic we call diversity.

# BACHELOR OF SOCIAL WORK PROGRAM

## Brief History and Structure of the BSW Program

Arkansas State University began a social work sequence in 1970; and upon completion of the pre-social work sequence, a certificate in social work was granted. The social work curriculum was subsequently expanded; and in 1975, Arkansas State University began offering a B.A. degree in Social Work. Since the program was first accredited in 1978, it has continued to maintain full accreditation standard by the Council on Social Work Education standards. The program is currently accredited until 2018. The program was given departmental status July 1, 2003, and moved administratively to the College of Nursing and Health Professions. The department offices are located in the Eugene W. Smith Building Suite 327.

## BSW Program Mission

*Guided by the principles of social and economic justice, cultural competence and the values and ethics of the profession, Arkansas State University’s BSW Program prepares students for competent and effective generalist social work practice with multi-level systems (individuals, families, groups, communities and organizations). Using a competency based approach to generalist social work practice that integrates knowledge of the conditions and characteristics of rural environments, graduates of the program are prepared to pursue an advanced degree in social work as well as to offer empowerment based generalist social work services.*

## BSW Program Purpose and the Profession of Social Work

#### According to the preamble of the NASW 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 holistic and defining feature of social work is the profession’s focus on individual well-being in a social context and the well-being of society. Fundamental to social work is attention to the environmental forces that create, contribute to, and address problems in living.

#### Social workers promote social justice and social change with and on behalf of clients. “Clients” is used inclusively to refer to individuals, families, groups, organizations, and communities. Social workers are sensitive to cultural and ethnic diversity and strive to end discrimination, oppression, poverty, and other forms of social injustice. These activities may be in the form of direct practice, community organizing, supervision, consultation, administration, advocacy, social and political action, policy development and implementation education, and research and evaluation. Social workers seek to enhance the capacity of people to address their own needs. Social workers also seek to promote responsiveness of organizations, communities, and other social institutions to individuals’ needs and social problems (NASW Code Ethics, approved 1996, revised 1999, p. 1).

#### Social work is not for everyone. For those persons who are suitable for social work, ASTATE has designed a Bachelor of Social Work (BSW) Program that will equip them with a foundation of knowledge for helping people. Social work is a profession committed to improving the quality of life for people without regard to economic status, race, ethnicity, national origin, religion, sex, sexual orientation, age, physical ability. A commitment to the core values of the profession are the foundation of this program. The core values of the profession are:

#### Service

#### Social justice

#### Dignity and worth of the person

#### Importance of human relationships

#### Integrity

#### Competence

## NASW Code of Ethics

#### Students who are admitted to the Social Work Program are obligated to become familiar with and adhere to the NASW Code of Ethics, which can be found in the back of many of textbooks and available through the NASW Website

#### <https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English> (check to see if it is the latest Code-of Ethic.

#### Students who encounter ethical dilemmas are encouraged to consult with their instructors and/or advisor for guidance on how to respond to these situations.

## Definition of Generalist Practice

The program defines generalist social work practice as ethical and empowerment oriented practice with diverse client systems based on an eclectic body of knowledge, using multi-level interventions for positive change and social justice.

Generalist practice draws from an eclectic knowledge base to select concepts, theories and ideas to develop wide ranging perspectives and practice approaches that can be adapted for client systems of all sizes. Guided by the values and ethics and of the profession, generalist practice emphasizes client empowerment and working effectively within various organizational and social structures. It assumes practice will entail a wide range of professional roles including: counselor; educator; broker; case manager; mobilizer; mediator; facilitator; and advocate. Finally, generalist practice requires the application of critical thinking skills to the planned change model (Kirst-Ashman & Hull, Understanding Generalist Practice, 2013).

## BSW Program Goals

The Goals of the Social Work Program Goals are to offer collaborative learning environment and curriculum that:

1. Prepares graduates for generalist social work practice that is culturally sensitive and committed to social justice. The Social Work Program strives to instill in our students an appreciation for intellectual inquiry, a positive respect for diversity, a desire to serve others and the commitment and capacity to advocate on behalf of oppressed and vulnerable people in the pursuit of social justice, (Competency 2,3,)
2. Instills a commitment to professional development and lifelong learning. Undergraduate students are prepared for graduate studies in social work, and are encouraged to participate in many of the conferences, workshops, advocacy initiatives that the Department offers through collaboration with various professional associations and community coalitions, (Competency 2, 3, 6).
3. Contributes to the development of professional knowledge. The Social Work Program will contribute to knowledge development and dissemination through the faculty’s scholarship, community collaborations and leadership and by facilitating the development of critical thinking and research skills in students to address the problems and needs of diverse, multi-level client systems and which are required for advanced professional studies. (Competency 1, 4, 6, and 7).
4. Provides service to our community that positively impacts quality of life. The Social Work Program will create an environment that is responsive to students and the community, conducive to personal and professional growth, reflective of an ethic of service that is demonstrated by the activities of the faculty and the contributions of our students in field and professional practice, (Competency 1, 2, & 8).
5. To provide social work students with the theoretical constructs, knowledge applicable skills for competent generalist social work practice, (Competency 1, 3, 4, & 6).

## BSW Program Objectives and Competencies

The objectives of the BSW Program are to prepare graduates who are competent in the following areas as outlined within the 2015 Social Work Educational Policy and Accreditation Standards outlined by the Council on Social Work Education and are as follows:

**Program Objective 1 (Competency 1, 2, 3, 6)—Identify as a professional social worker and conduct one-self accordingly.** Social workers serve as representatives of the profession, its mission, and its core values. They know the profession’s history. Social workers commit themselves to the profession’s enhancement and to their own professional conduct and growth. Social workers:

1. advocate for client access to the services of social work;
2. practice personal reflection and self-correction to assure continual professional development;
3. attend to professional roles and boundaries;
4. demonstrate professional demeanor in behavior, appearance, and communication;
5. engage in career-long learning; and
6. use supervision and consultation.

**Program Objective 2 (Competency 1)—Apply social work ethical principles to guide professional practice.**

Social workers have an obligation to conduct themselves ethically and to engage in ethical decision-making. Social workers are knowledgeable about the value base of the profession, its ethical standards, and relevant law. Social workers:

1. recognize and manage personal values in a way that allows professional values to guide practice; and
2. make ethical decisions by applying standards of the National Association of Social Workers Code of Ethics and, as applicable, of the International Federation of Social Workers/International Association of Schools of Social Work Ethics in Social Work,
3. tolerate ambiguity in resolving ethical conflicts; and
4. apply strategies of ethical reasoning to arrive at principled decisions.

**Program Objective 3 (Competency 4, 7 ,9) —Apply critical thinking to inform and communicate professional judgments.** Social workers are knowledgeable about the principles of logic, scientific inquiry, and reasoned discernment. They use critical thinking augmented by creativity and curiosity. Critical thinking also requires the synthesis and communication of relevant information. Social workers:

1. distinguish, appraise, and integrate multiple sources of knowledge, including research-based knowledge, and practice wisdom;
2. analyze models of assessment, prevention, intervention, and evaluation; and
3. demonstrate effective oral and written communication in working with individuals, families, groups, organizations, communities, and colleagues.
4. evaluate, select and implement appropriate multidimensional assessment, diagnostic intervention and practice evaluation tools especially as they are appropriate for practice within rural environments and for use with trauma informed cognitive behavior therapy.

**Program Objective 4 (Competency 2, 3, 4) —Engage diversity and difference in practice.** Social workers understand how diversity characterizes and shapes the human experience and is critical to the formation of identity. The dimensions of diversity are understood as the inter-sectionality of multiple factors including: age, class, color, culture, disability, ethnicity, gender, gender identity and expression, immigration status, political ideology, race, religion, sex, and sexual orientation. Social workers appreciate that, as a consequence of difference, a person’s life experiences may include oppression, poverty, marginalization, and alienation as well as privilege, power, and acclaim. Social workers:

1. recognize the extent to which a culture’s structures and values may oppress, marginalize, alienate, or create or enhance privilege and power;
2. gain sufficient self-awareness to eliminate the influence of personal biases and values in working with diverse groups;
3. recognize and communicate their understanding of the importance of difference in shaping life experiences; and
4. view themselves as learners and engage those with whom they work as informants.

**Program Objective 5 (Competency 3,)**—**Advance human rights and social and economic justice.** Each person, regardless of position in society, has basic human rights, such as freedom, safety, privacy, and adequate standard of living, health care, and education. Social workers recognize the global interconnections of oppression and are knowledgeable about theories of justice and strategies to promote human and civil rights. Social work incorporates social justice practices in organizations, institutions, and society to ensure that these basic human rights are distributed equitable and without prejudice. Social workers:

1. understand the forms and mechanisms of oppression and discrimination;
2. advocate for human rights and social and economic justice; and
3. engage in practices that advance social and economic justice.

**Program Objective 6 (Competency, 4)**—**Engage in research-informed practice and practice-informed research.**

Social workers use practice experience to inform research, employ evidence-based interventions, evaluate their own practice, and use research findings to improve practice, policy, and social service delivery. Social workers comprehend quantitative and qualitative research and understand scientific and ethical approaches to building knowledge. Social workers:

1. use practice experience to inform scientific inquiry; and
2. use research evidence to inform practice.

**Program Objective 7 (Competency 7, 8, & 9)**—**Apply knowledge of human behavior and the social environment.** Social workers are knowledgeable about human behavior across the life course; the range of social systems in which people live; and the ways social systems promote or deter people in maintaining or achieving health and well-being. Social workers apply theories and knowledge from the liberal arts to understand biological, social, cultural, psychological, and spiritual development. Social workers:

1. utilize conceptual frameworks to guide the processes of assessment, intervention, and evaluation; and
2. critique and apply knowledge to understand person and environment.

**Program Objective 8 (Competency 5)** —**Engage in policy practice to advance social and economic well-being and to deliver effective social work services.** Social work practitioners understand that policy affects service delivery, and they actively engage in policy practice. Social workers know the history and current structures of social policies and services; the role of policy in service delivery; and the role of practice in policy development. Social workers:

1. analyze, formulate, and advocate for policies that advance social well-being; and
2. collaborate with colleagues and clients for effective policy action.

**Program Objective 9 (Competency 6, 7, 8, & 9)**—**Respond to contexts that shape practice.** Social workers are informed, resourceful, and proactive in responding to evolving organizational, community, and societal contexts at all levels of practice. Social workers recognize that the context of practice is dynamic, and use knowledge and skill to respond proactively. Social workers

1. continuously discover, appraise, and attend to changing locales, populations, scientific and technological developments, and emerging societal trends to provide relevant services; and
2. provide leadership in promoting sustainable changes in service delivery and practice to improve the quality of social services.

**Program Objective 10 (Competency 6, 7, 8, & 9) – Engage, assess, intervene, and evaluate with individuals, families, groups, organizations, and communities.** Professional practice involves the dynamic and interactive processes of engagement, assessment, intervention, and evaluation at multiple levels. Social workers have the knowledge and skills to practice with individuals, families, groups, organizations, and communities. Practice knowledge includes identifying, analyzing, and implementing evidence-based interventions designed to achieve client goals; using research and technological advances; evaluating program outcomes and practice effectiveness; developing, analyzing, advocating, and providing leadership for policies and services; and promoting social and economic justice. The following practice behaviors demonstrate this competency:

**(a)**—**Engagement**

1. substantively and affectively prepare for action with individuals, families, groups, organizations, and communities;
2. use empathy and other interpersonal skills; and
3. develop a mutually agreed-on- focus of work and desired outcomes.

**(b)**—**Assessment**

1. collect, organize, and interpret client data;
2. assess client strengths and limitations;
3. develop mutually agreed-on intervention goals and objectives; and
4. select appropriate intervention strategies.

**(c) —Intervention**

1. initiate actions to achieve organizational goals;
2. implement prevention interventions that enhance client capacities;
3. help clients resolve problems; and
4. negotiate, mediate, and advocate for clients; and facilitate transitions and endings.

**(d)** —**Evaluation**

Social workers critically analyze, monitor, and evaluate interventions.

# BSW CURRICULUM

## Foundation in the Liberal Arts

The social work curriculum is based on the liberal arts, or general education (See General Education Requirements below) and consists of content area on social work values and ethics, diversity, social and economic justice, populations-at-risk, human behavior and the social environment, social welfare policies and services, social work practice, research and field experience. The baccalaureate curriculum meets the standards of the Council on Social Work Education.

Students graduating from ASTATE with a bachelor’s degree must successfully complete **120** credit hours. The 120 credit hours are broken down in the manner described below for social work majors.

Students must have completed a minimum of 45 student hours of general education credit before applying for admission into the BSW Program. The core BSW courses begin in the Fall of the student’s junior year.

**Pre-requisites for Admissions**

|  |  |  |
| --- | --- | --- |
| COURSE | COURSE TITLE | Hours |
| ENG 1003ENG 1013 | English IEnglish II | 33 |
| POSC 2103  | Intro to U.S. Government | 3 |
| PSY 2013 | Intro to Psychology | 3 |
| SOC 2213 | Principles of Sociology | 3 |
| BIOL 1003 | Biological Science | 3 |
| BIOL 1001 | Biological Science Lab | 1 |
| SW 2203 | Intro to Social Work | 3 |
| UC 1013 | Making Connections | 3 |
|  |  |  |

# Core Social Work Curriculum (51 Semester Hours)

|  |  |  |
| --- | --- | --- |
| SW 2203 | Introduction to Social Work (Must be a face to face class) | 3 |
|  |  |  |
| SOC 3383 | Social Statistical Methods | 3 |
| SOC 4293 | Methods of Social Research | 3 |
| SW 3253 | Social Work Practice I | 3 |
| SW 3303 | Human Behavior and Social Environment I | 3 |
| SW 3333 | Human Behavior and Social Environment II | 3 |
| SW 3363 | Cultural Diversity | 3 |
| SW 4263 | Social Work Practice II | 3 |
| SW 4273 | Field Experience I | 3 |
| SW 4283 | Field Experience Seminar | 3 |
| SW 4296 | Field Experience II | 6 |
| SW 4303 | Social Work Practice III | 3 |
| SW 4313 | Social Welfare Policy | 3 |

DLS 0000 Basic Disaster Life Support

**Required Co-requisites (May be taken anytime)**

|  |  |  |
| --- | --- | --- |
| PSY 4533 | Psychology of the Abnormal | 3 |
| SOC 2223 | Social Problems | 3 |

**Twelve hours of upper division Social Work electives are also required.**

#### Electives

Free electives are any courses that are not included in the Gen Ed (45 hours), social work major (49 hours), or the 12 hours of upper division social work elective courses. A minimum of 21 credit hours of free electives are required to complete the 120 hours required to graduate.

#### 45 Credit Hours at the Junior/Senior Level

The University requires that students complete 45 credit hours at the junior/senior level (courses numbered 3000 and 4000). This requirement is met within the Social Work curriculum. Students should meet with their adviser to select the required electives that best suit personal interests and career goals. Micro or Macro Economics are recommended for students planning on pursuing (is this still a requirement) graduate study in Social Work.

## Child Welfare Elective

* Must have successfully completed Introduction to Social Work. Must be classified as a Junior or Senior with 60 or more hours in courses 3000 and 4000. This requirement must be met prior to enrolling into any Child Welfare elective.

## Suggested Degree Plan of Study

Social work student degree plans vary, but some principles apply that make the suggested plan useful and relevant as a guide. Some courses must be taken before others (e.g., Human Behavior in Social Environment before Social Work Practice I), and some courses must be taken at the same time as others (e.g., Field Experience II, Field Experience Seminar, and Social Work Practice III). All courses are not offered every semester. Consult the Undergraduate Bulletin for course descriptions and semesters in which courses will be offered. **Students will not be allowed to take social work** **courses out of sequence.** Students may desire to take summer courses to lighten their load during regular semesters or to make up deficiencies in course requirements. Degree plans should be developed with assistance from an advisor.

The following is **one** suggested sequence in which requirements for the BSW degree may be met in four years. Refer to the Undergraduate Bulletin regarding developmental courses for students with specified ACT scores.

**Model Degree Plan 2017--2018: BSW Social Work**

**Freshman Year**

**Fall** **Spring**

\*ENG1003 Composition I 3 ENG1013 Composition II 3

\*PSY2513 Intro to Psychology 3 \*SOC2213 Sociology 3

 \*POSC2103 US Government 3

MATH1023 College Algebra 3 \*BIOL1001 Bio Lab 1

\*SW1202 Making Connections 3 \*BIOL1003 Bio Science 3

Open Elective 3 Open Elective 3

\*Open Elective 1

Total 16 Total 16

**Sophomore Year**

**Fall** **Spring**

ENG2003 Intro to Lit I 3 SOCM1203 Oral Communication 3

PHSC1203 Physical Science 3 SOC2223 Social Problems 3

PHSC1201 Physical Science Lab 1 Open Elective 3

\*SW2203 Intro to SW 3 Open Elective 3

Open Elective 3 Open Elective 3

FA2503 Fine Arts 3

Total 16 Total 15

**Junior Year**

**Fall** **Spring**

SW3303 HBSE I 3 SW3253 SW Practice I 3

SOC3383 Social Stats 3 SOC42 93 Meth Social Research 3

PSY 4533 Abnormal Psychology 3 SW3333 HBSE II 3 Open Elective 3

SW Elective 3 SW Elective 3

 12 15

**Senior Year**

**Fall** **Spring**

SW4263 SW Practice II 3 SW4303 SW Practice III 3

SW4273 Field Experience I 3 SW4283 Field Exp. Seminar 3

SW4313 SW Policy 3 SW4296 Field Experience II 6

SW3363 Cultural Diversity 3 SW Elective 3

SW Elective 3

Total 15 Total 15

 **Overall Totals: 120 Credit hours**

Please note courses with an asterisk \* must be completed prior to admission into the social work Program.

# BSW ADMISSION REQUIREMENTS AND PROCESS

## Admission to the University

Social work majors must first be admitted to Arkansas State University. Students must meet the requirements of ASTATE relative to the ACT test, etc. Students whose ACT scores reflect the need for remedial work should complete these courses prior to seeking formal admission to the BSW Program.

## Admissions Policy:

The social work program operates under a selective admissions policy. The policy is based on the need to maintain a program of excellence in the classroom and to assure availability of quality internship placements. Admission numbers are also impacted by the CSWE accreditation requirements. Therefore, the nature of the educational goals for social work majors requires that admissions be limited and competitive. The Department of Social Work reserves the right to admit a limited number of students each semester. Meeting the minimum standards does not guarantee a student will be admitted to the major. The following admissions procedure is intended to strengthen the student's certainty regarding this career choice and to enhance the student's focus and sense of purpose in curriculum planning.

## Transfer Students

General Education transfer is evaluated by the Office of Admissions and Records, ASTATE-Jonesboro. Contact Registrar’s Office (870-972-2031) for further information.

Transfer credit for major requirements, courses with a social work (SW) prefix, will be accepted only from schools with programs accredited by the Council on Social Work Education with one exception: Introduction to Social Work. This course must be taken as a face to face class. This course may be taken from a non-accredited institution, provided the instructor holds a Master’s Degree in Social Work. Due to sequencing of courses, the length of time required for transfer students to complete the requirements for the BSW degree is sometimes longer than for others. Under no circumstances will course credit be given for work or other life experience.

## Admission to the Bachelor of Social Work Program

Pre Major Status

After admission to the University, any student who expresses an interest in work may declare social work as a major. Students are designated as pre-social work majors and assigned a Pre-Program advisor in the social work department until formally admitted into the Program.

Admission Criteria to BSW Program

Admission to the BSW Program is competitive. To be considered for admission to the BSW Program, students must meet the minimum requirements of the program that are in effect at the time they seek admission. **Meeting the minimum requirements for admission consideration to the BSW program does not necessarily guarantee acceptance to the program.**

The minimum requirements for application consideration currently are:

1. Must have completed a minimum of 45 semester hours of course work at a college/university.
2. Have an overall GPA of 2.75 at the time of application. Maintain a minimum GPA of 2.75 overall and a 2.75 in the major. Overall GPA is defined as all coursework that is being used to satisfy requirements for the BSW degree regardless of the institution from which the credits were earned.
3. Must have completed SW 2203: Introduction to Social Work (must be a face to face class), ENG1003: Freshman English I, and ENG1013: Freshman English II, PSY 2513 Introduction to Psychology, BIOL 1003/1001 Biological Science and Biological Lab, SOC 2213 Introduction to Sociology, and POSC 2103 Introduction to US Government with a grade of “C” or better on all courses. Grades earned on all these courses must be documented in the admission application form.
4. Students must have three professional letters of recommendation one of which must be from the student Introduction of Social Work Professor or Instructor. The forms for all letters of references will be included in admission package.

Application form, personal interest statement, official transcripts must be submitted as part of application process. Student applying for admission into the BSW Program must certify that they will comply with the NASW Code of Ethics and the College’ Substance Abuse Compliance Contract and the College of Nursing and Health Code of Honor by signing and returning these forms with admission application.

1. These form are provide in the Appendix (see Appendix A)

## Application Process

1. The following outlines steps in the application process:
2. Students will submit completed applications to the Pre-Admissions Advisor/ Social Work (SW) Department Secretary by due date along with a copy of their current transcript. Applications must be turned in to above designated personnel in the Social Work Department during scheduled office hours.
3. The SW personnel will verify students’ eligibility to apply. Only students with a GPA of 2.75 or higher at the time of application, and who have completed 45 credit hours will be considered eligible. Also, students must have completed Introduction to Social Work (must be a face to face class), ENG 1003, and ENG 1013 PSY 2513 Introduction to Psychology, BIOL 1003/1001 Biological Science and Biological Lab, SOC 2213 Introduction to Sociology, POSC 2103 Introduction to US Government and MATH 1003 College Algebra or MATH 1054 Pre Cal Math with a “C” or higher.
4. The Secretary will verify application package and log student name. The completed application package will be submitted to the Admissions Committee Chair in one week: Third Monday in February.
5. The admissions committee will convene to review applications and make recommendations.
6. The Director of the BSW Program will notify all applicants of their conditional acceptance into the social work program status in writing in April. All applicant will remain conditionally admitted until BSW Program Director receive a clean background check.
7. Based on recent legislation in Arkansas, students admitted to professional programs that require licensure in a state upon graduation are required to have a successful background check to complete formal admissions. This cost is borne unto the student.
8. The newly admitted BSW students must attend the Orientation Meeting. Check with the Director of the BSW Program the date for this event.

## Acceptance to the BSW Program

Within 10 days of receiving an acceptance letter from the BSW Program Director, each student must respond in writing with his/her decision about the admissions offer.

The student has two options in addition to accepting the admissions offer.

(i) The student can decide to **withdraw** from the Program. The Director will accept the decision.

1. The student can request **deferred** acceptance to the BSW Program.

If the student wishes to defer admission until next year’s fall semester, he/she must send the Director a letter explaining his/her reasons in detail. The Director will assess each deferral request on a case-by-case basis and discuss the student’s situation with the Chair. If the student is allowed to start the BSW Program next fall, he/she may not need to reapply for admission. The Program

Director will inform the student in writing about the decision taken and future actions he/she should initiate**.**

If a student is unable to join the BSW Program for any reason(s), he/she must write to the Director and explain the reason(s).

## Conditional Acceptance to the BSW Program

If a student has fulfilled the majority of the minimum requirements for admission to the BSW Program as noted above, conditional admission may be granted by the BSW Admission Committee. Conditional admission means the acceptance of a student on “condition” that the student completes additional courses to overcome deficiencies. A student may take these courses concurrently with BSW coursework.

For example, if a student is currently enrolled in Introduction to Social Work or one of the prerequisite courses required for admission into the social work program during the semester the application is submitted, and all the other requirements have been met, then the student may be conditionally admitted. The student must also pass the required courses with a “C” or better and receive a favorable letter of reference from his/her Introduction to Social Work Professor/Instructor. This documentation must be submitted to the BSW Program Director prior to the close of the spring semester. Upon receiving documentation, the student would be notified by the BSW Program Director in writing at the end of the Spring Semester of status of acceptance or denial into the Program. Students would be notified by BSW Program Director at the end of the Spring Semester of the status of acceptance or denial into the Program.

## Denial of Admission in the Program

Admission into the program is a competitive process in which applications are reviewed and scored by the Admissions Committee. Each year, some students may not be accepted into the program because of other applicants scored higher and were selected to fill the available openings in the program’s admissions cohort. Students may also be denied admission or terminated from the program for any of the following reasons:

* Failure to meet acceptable academic standards
* Submitting an incomplete application, or failure to apply by the application deadline
* Having not completed the required pre-requisites satisfactorily
* Illegal behavior which would preclude their licensure in the State of Arkansas. This includes, but is not limited to conviction in this state or any other state of a crime that is a felony; conviction of a felony in a federal court; conviction of a misdemeanor which involves family violence whether against an adult or child (Arkansas Code Chapter 39 Social Work Licensing).

Review Process for Denial into the BSW Program

Students may request a review of their denial for admission. The procedure is as follows:

1. After the admissions committee has reached a decision to deny admission or to terminate a student, the BSW Program Director will provide written notice to the student outlining the reason for the denial.
2. If the student wishes to request a review of the decision, s/he should respond in writing to the BSW Program Director and request a review. The BSW Program Director and/or members of the Admissions Committee may then meet with the student to further discuss the decision.
3. If the student wishes to appeal the decision further, the student may request a review with the Department Chair, who will review the denial and make a decision.
4. If a resolution cannot be reached the student should then consult the University Student Handbook regarding appeal procedures.

#### Advisement

In the BSW Program, advising is taken seriously. ASTATE policy requires that students be advised every semester. An automatic adviser hold will be placed on student records. It is the student’s responsibility to make an appointment with their academic advisor each semester and to meet with the advisor to have their advising hold removed. When social work is declared as a major, the student will meet with the Pre-Program Advisor. The student/advisor relationship is a very important one. All contacts with advisees will be recorded on an Advising Log that will be maintained in the student advising file. The responsibilities of the advisor include the following:

1. Providing academic guidance for choosing courses appropriate to the student’s academic level, which focus on specific areas of interest and that prepare individuals for professional practice. As part of this process, the student and their advisor complete a Graduation Check List and a Model Degree Plan. Students should retain a copy for future reference and for selecting appropriate courses.

2. Providing a role model in the areas of social work ethics and values, and overall professionalism.

3. Assisting in self-evaluation concerning aptitude and suitability for a career in social work.

4. Providing opportunities for discussion of both academic and personal concerns that affect academic performance: and when appropriate, referral for appropriate services (e.g. Counseling Services, Career Management Center). In keeping with University policy, Social Work faculty cannot offer personal counseling to students.

## Appropriate Undergraduate Bulletin

Students are generally expected to graduate in two years from admission to the BSW program. According to University Policy, a student should plan to graduate within seven years or she/he will fall under the requirements of a later Bulletin. A change in Bulletin may necessitate taking additional courses to satisfy the requirements of that Bulletin. A student may choose to move up a Bulletin year if it is to his/her advantage; but the student must take the responsibility to make certain that the guidelines of that Bulletin year are met. He/she will need to assess how the change of Bulletin will affect their graduation plans.

**BSW Program Policies and Procedures**

## Student Rights and Responsibilities

Students in the Social Work Program have the following rights:

* The right to ethical treatment from others.
* The right to be informed of expectations of them in classes and in the field.
* The right to engage in free inquiry.
* The right to express unpopular or different views.
* The right to learn in an environment free from discrimination and harassment.
* The right to exercise the grievance and appeals procedures, or report instances of discrimination or sexual harassment or violations of the NASW Code of Ethics without fear of reprisal.
* The right to have meaningful input into their educational experience.
* The right to participate in a feedback process that keeps them informed of their progress and performance throughout their educational experience.
* The right of persons with disabilities to reasonable accommodations.

Students of the Social Work Program have the following responsibilities**:**

* The responsibility to stay informed of policies and procedures of the Social Work Program, College of Nursing and Health professions, and the University as a whole.
* The responsibility to maintain ethical, legal and professional behavior.
* The responsibility to maintain high standards of academic integrity (e.g. plagiarism and cheating are unacceptable and not tolerated).
* The responsibility to register with Disabilities Services if they need special accommodations to successfully complete course work or field work.
* The responsibility to know and meet the requirements of their particular ASTATE Undergraduate Bulletin.
* The responsibility to treat members of the academic community as well as those associated with their field experience, especially clients, with professional collegiality, dignity and respect.
* The responsibility to comply with the NASW Code of Ethics; the University’s Code of Student Conduct; the College of Nursing and Health Professions Student Code of Honor and policy regarding substance abuse.

## Process for resolving student complaints and grievances

#### Students with concerns about a course or instructor are encouraged to first discuss the concern **directly with the instructor**. If the student is uncomfortable with this, they should consult their advisor. If the concern involves a field related matter, they should discuss it with the Director of Field Education. If the concern is not resolved, the student will notify the Department Chair in writing. If this does not satisfactorily resolve the concern; the student will follow the student grievance procedure found in the Arkansas State University Student Handbook.

## Policy Regarding Course Incompletes

Students are to complete all work by the final class session. Incompletes are not granted automatically. Incompletes are assigned only in cases of illness, accident, or other catastrophic occurrences beyond an individual’s control. The student is responsible to request, in writing, an incomplete prior to any University or Department of Social Work deadline for such requests and comply with all written and procedural requirements related to such a request. Anyone not complying with the institution’s requirements related to incompletes will receive a NCR or F for the class.

Social Media Guidelines

Social media can be a way to share life experiences and opinions with others. Use of social media presents risks and carries with it certain responsibilities.

Social media includes all means of communicating or posting information or content of any sort via the Internet or other electronic communication method. Social media includes both your personal or someone else’s personal web log/blog, journal website, or chat room, and group interchanges such as Facebook, Twitter or Linked-in and social media anonymous sites. You are solely responsible for what you post online. Inappropriate postings specific to patients, classmates, or faculty that include discriminatory remarks, harassment or threats, or violations of professional codes of conduct are subject to disciplinary action. Your actions could adversely affect your standing in your health professions program, which could include program dismissal.

You should be aware that future employers might view potential candidate’s websites. Students are advised to review their site (s) for any unprofessional images or language, which could adversely affect successful employment upon graduation. Please make responsible decisions about your use of social media.

## Plagiarism Policy

Arkansas State University, as an academic community striving towards the highest in professionalism and personal achievement for its students, in no way condones cheating or plagiarism. In accordance with that philosophy and practice stance, the position of the University is that cheating or plagiarism (to practice fraud, act dishonestly, or falsely claim the work of others’ as one’s own) so diminishes not only the ideal but also the practice of academic excellence as to merit immediate and negative sanction. Should a student violate this philosophical and practice stance (in whole or in part), the minimal result will be a NCR or F for the course and may be grounds for dismissal from the University. Thus, be sure that all written assignments are in one’s own words, except where otherwise cited. When excerpts from other authors are used, direct quotes must include the source, date, and page number (s) and must be

cited according to APA guidelines. Non-compliance with these requirements constitutes plagiarism.

## Format of Written Work

The American Psychological Association (APA) manual must be used when writing papers.

Handwritten papers will not be accepted.

## Course Syllabi

Course specific academic evaluation criteria can be found on the syllabus for each? Written assignments are due during class on the date listed in the syllabus. Students unable to attend class on the date an assignment is due may turn in their assignment prior to the due date.

## Students with Special Needs

Students who require special accommodations in the classroom or field due to a disability should register with Disability Services and then schedule an appointment with the instructor during the first two weeks of class to discuss the accommodations needed. Reasonable accommodations will be made to ensure access. The Disabilities Services number is 972-3964.

# Standards for Retention in the BSW Program

## Academic Retention in the Program

Student’s eligibility to continue in the program is monitored each semester and at the time of entry into Field I and Field II. Should the student’s overall and major GPA fall below 2.75, the student will not be allowed to register for the next course(s) in the sequence*.* The student will be allowed to continue when their overall and major GPA is raised back up to the required 2.75 level.

## Readmission of Suspended Students for Academic Reasons

#### After one semester or summer session of suspension from the BSW Program because their overall and major GPA grades fell below 2.75, students may be readmitted on probation, but only upon the recommendation of the student’s faculty advisor and the Director of the BSW Program! The student must apply in writing to the Director of the BSW program for readmission consideration and provide justification in detail for readmission on probation.

## Procedures for Reviewing Unprofessional Conduct in the BSW Program

It is hoped that throughout the course of the student’s education at Arkansas State University that concerns, suggestions, issues, etc., are identified and discussed with the student on an ongoing basis. The student’s social work advisor is a resource for faculty and students to use in identifying and addressing concerns before reaching a point in which the student’s continuation in the program is in jeopardy. Recognizing that this is not always possible, the following steps will be taken when a student is unable or unwilling to meet the program’s standards:

I. Level I Review

1. When concerns arise regarding student unprofessional conduct in the program, the faculty member or field instructor should discuss the concerns with the student. Generally speaking, students should be given the opportunity to correct their behavior by having expectations clarified or by developing a plan for improvement with the faculty member or field instructor.

II. Level II Review Procedure

1. If the concerns are not resolved or are of a serious enough nature, the problem will be put in writing and forwarded to the student’s social work faculty advisor and the BSW Program Director. If the concerns are related to field, the Director of Field Education will be informed.
2. The advisor and BSW Program Director (or Director of Field Education) will then meet with the student as soon as possible to address the issues and outline further action. Documentation of this activity will be noted in the student’s file.
3. If the issues continue to be unresolved and are serious enough to possibly warrant the student’s suspension, termination or probationary status in the program, the BSW Program Director may convene a committee to review the student’s continuation in the program.

Serious issues may include but is not limited to incidents such as:

Student failure to show up for field placements for several days, arriving at field placement late on a consistent basis, posting derogatory information on face book about field placement, peers and faculty. Showing up at field placement under the influence of drugs/alcohol and conducting oneself unprofessionally and unethically while on school field trips.

III. Level III Review Procedure

1. The Review Committee will consist of members of the social work faculty, the student’s advisor, and field education personnel as appropriate review procedure. The student will be notified in writing of the date, time and place of the Review Committee, members in attendance, and the concerns to be addressed. The student may choose to bring a support person with them to the review procedure. This will be granted providing that the student has informed the review committee in writing that a support person will be attending the meeting and the student has completed (a consent form) prior to the meeting allowing support person to attend the meeting.
2. The Review Committee is chaired by the BSW Program Director. All parties will be provided with opportunities to present information and discuss the matter. At the close of the meeting, the student will be dismissed and the Review Committee will deliberate and reach a decision. Potential outcomes of the Review Committee include but are not limited to:
	1. Development of a learning contract or plan for the student’s further growth and ultimate success within the program
	2. Conditional status within the program, along with expectations and procedures identified for a resumption to full status
	3. Voluntary withdrawing from the Program until more favorable conditions for success are present
	4. Suspension or termination from the Program.
3. The student will be notified in writing within three working days of the decision by the BSW Program Director
4. The student may initiate an appeal of the decision by communicating, along with a justification to overturn the decision the Department Chair.
5. If an agreement cannot be reached, the student should then consult the University Student Handbook regarding appeal procedures.

## Readmission after suspension or dismissal

A student who is suspended from the program because of unprofessional conduct or performance issues must wait one year before reapplying for re-admission into the program. They must complete the entire application process and include an explanation as to how conditions have changed and circumstances are now favorable to their successfully completing the program. Reapplication does not guarantee readmission. Students are permitted to reapply for readmission once after a suspension. Students who are terminated from the Program are not permitted to reapply. Students terminated from the program will be counseled to identify more appropriate majors to complete their degree.

## Dismissal from Field Agency

Dismissal from field will require a review of the situation by the Director of Field Education, the student’s advisor, the field faculty liaison and the field instructor. The student may be replaced in an alternative agency to help obtain a better fit that will enable the student to successfully complete field; however, if the circumstances are such that suspension or dismissal from the program might be warranted, the Director of Field Education will consult with the BSW Program Director to determine if a Review Committee should be convened.

# STUDENT RESOURCES

## Phi Alpha Honor Society

Students who meet eligibility requirements may become members of Iota Sigma Chapter of the Phi Alpha Honor Society.

The purpose of the Arkansas State University Chapter of Phi Alpha is:

1. To recognize and promote scholastic achievement among students and faculty involved in the undergraduate social work program at ASTATE.
2. To recognize, improve, and further the goals of social work in the community, state, nation, and world.
3. To stimulate interest in preparation for a career in social work.
4. To encourage continued study and research at the undergraduate level, graduate level, and in professional practice.
5. To encourage those professional social workers and others whose services, contributions, and leadership are held in esteem.

To be eligible for membership, a student must:

1. Declare social work as a major.
2. Achieve sophomore status.
3. Complete nine semester hours of social work courses.
4. Achieve an overall GPA of 3.0 for BSW students.
5. Achieve a 3.25 GPA in required social work courses for BSW students.
6. Achieve an overall GPA of 3.5 for MSW student.

Dues are one time $30 for lifelong membership. For more information, contact the Phi Alpha President or the Faculty Advisor.

## Student Social Work Organization of Arkansas State University

As a student interested in social work, you are welcome to join the Student Social Work Organization (SSWO) of Arkansas State University.

The purpose of the organization shall be to promote interest in and understanding of social work. In accordance with the Council on Social Work Education’s guidelines, students should participate actively in curriculum development and evaluation. The student organization will also serve as a line between the educational foci of the university and the service delivery foci on social service agencies within the community. The purpose of the linking function is to promote a view of the social work program at Arkansas State University as responsive and valuable to the needs of Northeast Arkansas.

Based on this purpose, the organization meets monthly, forms action committees, and celebrates the accomplishment of graduating seniors in May and December. You are welcome to serve on one of the following committees which meet monthly:

* Curriculum and Alumni
* Membership and Publicity
* Social Action
* Program
* Fund Raising
* Social Building

Dues are $10 per semester. For more information, contact the SSWO President or the Faculty Advisor.

## National Association of Black Social Workers ASTATE Chapter

National Association of Black Social Workers (NABSW) ASTATE Chapter was started in 2003 by Dr. Patricia Guy-Walls. NABSW is committed to enhancing the quality of life and empowering people through advocacy, human service delivery, and research. The ASTATE Chapter focuses on education, service, and gaining experience in the field. The ASTATE Chapter attended the national NABSW Conferences in 2005 and 2008. Any social work student can be a member of NABSW ASTATE Chapter. To become a member, interested students complete the membership application and agree to participate in the organizations service activities. An example activity is the clothing drive for children of Haiti.

Dues are $10 per semester. For more information, contact the NABSW President or the Faculty Advisor.

## National Association of Social Workers

As a social work major, we encourage you to join the NASW, the nation’s largest professional organization for social workers. It’s important to begin your connection to the profession as a student. Membership benefits include subscriptions to NASW News and Social Work, and a reduced rate at NASW national and state conferences. Every year, a group of faculty and students attends the Arkansas Chapter of NASW conference in Little Rock. We hope you will join NASW and us on one of our trips. Contact information for NASW –AR is provide below and their website is <http://www.naswar.org>

NASW - Arkansas Chapter

1123 South University, Suite 1010

Little Rock, AR 72204

Local: (501) 663-0658 Toll Free: (800) 797-NASW

(800) 797-NASW FREE

Fax: (501) 663-6406

E-mail: naswar@naswar.org

## Licensure

Social work licensing is a fact of professional life. Graduates of ASTATE’s Social Work Department are eligible for social work licensure at the Licensed Social Worker (LSW) level. Graduates will need to take the Licensed Social Worker exam after you complete the degree. For general information on social work licensing, visit the Association of Social Work Board’s website at www.aswb.org or call 1-800-225-6880. For Arkansas application materials and information on testing dates and locations, call: 501-372-5071. Other licensing considerations**:**

The Social Work Licensing Act and the Regulations for the Administration of the Social Work Licensing Act, 2001, 17-103-307 states the following:

1. Notice to all applicants re: Section 17-103-307 Criminal background checks (Selected parts).
2. On and after October 1, 1997, each first-time applicant for a license issued by the Arkansas Social Work Licensing Board shall be required to apply to the identification Bureau of the Department of Arkansas State Police for a state and national criminal background check, to be conducted by the Federal Bureau of Investigation.
3. No person shall be eligible to receive or hold a license issued by the board if that person has pleaded guilty or nolo contendere to, or been found guilty of any of the following offenses by any court in the State of Arkansas, or of any similar offense by a court in another state, or of any similar offense by a federal court.

Please review the list of offenses using the web address above to determine if you will qualify for a social work license in the State of Arkansas. Their website is <http://www.state.ar.us/swlb/licensing_info.html/>

Even though you may be admitted to the social work program and successfully complete a social work degree from Arkansas State University, you may not qualify for licensure in this state and/or in any other state.

# BSW PROGRAM ADMISSIONS INSTRUCTIONS AND FORMS

Completed application form

Provide copy of current transcripts

Personal Interest Statement instructions

Release of information and disclosure form

Compliance with NASW Code of Ethics form

Three Recommendation letters: One from Introduction to Social Work instructor; Two academic/professional references

Photo/Video Consent Form

College Student Code of Honor Form

College Substance Abuse Compliance Contract

****

**APPLICATION FOR ADMISSION BSW PROGRAM**

Date of Application\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID Number\_\_\_\_\_\_\_\_\_\_\_\_\_

 Last First

Gender\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB\_\_\_\_\_\_\_\_\_\_\_\_\_ Ethnicity/Race (Optional):\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hometown\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: Home\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Mailing Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you registered as an international student? Yes No

If “yes”, which country? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Social Work Advisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Semester Hours Completed \_\_\_\_\_\_\_\_\_ (Min.45 hrs.) Overall GPA \_\_\_\_\_\_\_

Are you a transfer student? Yes No

If yes, please indicate the College you are transferring from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Not a requirement for admission:**

Because having a second language is an asset in social work, it is helpful to know if you have second language ability. Please list any second languages in which you can hold a conversation, e.g. Spanish, Sign Language, etc. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Pre-requisites (Equivalent and ASTATE approved transfer courses may be substituted):**

Please indicate the grade you received in the following courses. To be fully admitted into the Social Work Program, you must have completed each course with a grade of **C** or better prior to applying for admission.

**Course Grade Received**

1. ENG 1003 Freshman English I \_\_\_\_\_\_\_\_\_
2. ENG 1013 Freshman English II \_\_\_\_\_\_\_\_\_
3. SW 2203 Introduction to Social Work (must be a face to face class) \_\_\_\_\_\_\_\_\_
4. BIOL 1003/1001Biological Science/Lab \_\_\_\_\_\_\_\_\_
5. POSC 2103 Introduction to US Government \_\_\_\_\_\_\_\_\_
6. SOC2213 Introduction to Sociology \_\_\_\_\_\_\_\_\_
7. PSY2513 Introduction to Psychology. \_\_\_\_\_\_\_\_\_

**Transcripts and recommendation forms:** Please attach a copy of your **current transcript**, including any transferred credits and three letters of recommendation, one of which must be completed by your Introduction to Social Work Professor/Instructor. If you are unable to provide a letter of reference from your Introduction to Social Work Instructor, a letter from another academic instructor may be substituted, preferably one in social work. Your references must be professional references from employers, agencies you have volunteered at, academic instructors, etc. Letters from family members and friends will not be considered. All forms are included in admission package.

**Personal Interest Statement Instructions:** This statement will be read and evaluated as one criterion in determining applicant’s admission status. The statement must address all of the items listed below. Statements should include a cover page with the applicant’s name. Statements should be two to three pages long (not counting the cover page), double spaced with 1-inch margins.

* What character traits do you have that will help you be successful in the Social Work profession?
* Identify current personal limitations that may present obstacles to your professional development as well as how your plan to overcome these limitations.
* Describe and elaborate on your experiences with diversity.
* Explain when and how you became interested in social work as a profession.
* Identify a client population you would like to work with and elaborate on why you selected this group.

****

**Release of Information Disclosure Form**

In order to obtain the best BSW students for our department, the admission committee members may seek information that is not included in the application package. The information sources may come from previous instructors and advisors you may have studied under or worked with. Further, should you be admitted to the program, your instructors, advisor and field supervisor may on occasions, consult together to review your progress in the program in order to help you reach your learning goals. Your signature provides us with consent to communicate with these other individuals as needed.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant's Signature Date

**Code of Ethics Compliance Statement**

My signature below indicates that I have read and evaluated the National Association of Social Workers (NASW) Code of Ethics and I understand that I am obligated to follow the NASW Social Work Code of Ethics should I be admitted into the Program. **Note: To sign the statement without having read the code is a violation of the code.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant's Signature Date

****

**Social Work Department**

**Introduction to Social Work - Instructor’s Initial assessment of student’s potential for social work studies\***

Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Instructor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester/Year \_\_\_\_\_\_\_\_/\_\_\_\_\_\_ Grade received in class \_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | EXCELLENT | \GOOD | FAIR | POOR | NOT OBSERVED |
| 1. Attendance (number of times absent \_\_\_\_ or)
 |  |  |  |  |  |
| 1. Participation and engagement
 |  |  |  |  |  |
| 1. Learning behaviors in the classroom
 |  |  |  |  |  |
| 1. Initial understanding of the profession
 |  |  |  |  |  |
| 1. Initial understanding of ethics/values
 |  |  |  |  |  |
| 1. Understands expectations of program
 |  |  |  |  |  |
| 1. Type of interaction with instructor
 |  |  |  |  |  |
| 1. Type of interaction with peers/team
 |  |  |  |  |  |
| 1. All graded assignments completed
 |  |  |  |  |  |
| 1. All in-class and on-line exercises completed
 |  |  |  |  |  |
| 1. Work consistently completed on time
 |  |  |  |  |  |
| 1. Sought additional support from instructor/learning services if needed
 |  |  |  |  |  |
| 1. Accepts feedback and modifies work/behavior
 |  |  |  |  |  |
| 1. Potential for the program and profession as observed in the course
 |  |  |  |  |  |

Comments:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor Date

If you are unable to contact your Introduction to Social Work Instructor for this assessment form, you may 1) have it completed by another social work instructor you have had or 2) request a traditional letter of recommendation for one of your other academic instructors.



**LETTER OF RECOMMENDATION FOR SOCIAL WORK BSW PROGRAM APPLICANT**

**Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**This evaluation will be used by the Social Work Review Committee as part of the materials which determine a student’s aptitude and potential necessary for professional social work practice. We would appreciate responses that will help us in this process. If there are particular weaknesses identified, we will then be able to work effectively and on an individual basis with the student.**

**Please check:**

|  | **Superior** | **Above Average** | **Average** | **Below Average** | **Unacceptable** | **Unable to Assess** |
| --- | --- | --- | --- | --- | --- | --- |
| **ASSESSMENT OF ATTITUDE** |
| **1. Takes initiative** |  |  |  |  |  |  |
| **2. Willing to use supervision** |  |  |  |  |  |  |
| **3. Takes suggestions in a****positive way** |  |  |  |  |  |  |
| **4. Relationship with others****(team work)** |  |  |  |  |  |  |
| **5. Shows concern for people** |  |  |  |  |  |  |
| **ASSESSMENT OF PERSONAL QUALITIES** |
| **1. Appropriate dress and****grooming** |  |  |  |  |  |  |
| **2. Demonstrates integrity** |  |  |  |  |  |  |
| **3. Demonstrates reliability** |  |  |  |  |  |  |
| **4. Is emotionally stable** |  |  |  |  |  |  |
| **5. Handles situations in a mature and appropriate way** |  |  |  |  |  |  |
| **6. Ability to be self-directed** |  |  |  |  |  |  |
| **ASSESSMENT OF INTELLECTUAL QUALITIES** |
| **1. General intelligence** |  |  |  |  |  |  |
| **2. Creativity** |  |  |  |  |  |  |
| **3. Resourcefulness** |  |  |  |  |  |  |
| **4. Insight/Analysis** |  |  |  |  |  |  |
| **ASSESSMENT OF SOCIAL QUALITIES** |
| **1. Leadership quality** |  |  |  |  |  |  |
| **2. Cooperative** |  |  |  |  |  |  |
| **3. Has poise and tact** |  |  |  |  |  |  |
| **4. Ability to work in a multicultural setting** |  |  |  |  |  |  |
| **ASSESSMENT OF PROFESSIONAL SKILLS** |
| **1. Punctual** |  |  |  |  |  |  |
| **2. Handles self as a professional** |  |  |  |  |  |  |
| **3. Ability to organize work** |  |  |  |  |  |  |
| **4. Ability to work independently** |  |  |  |  |  |  |
| **5. Ability to follow directions** |  |  |  |  |  |  |
| **6. Ability to meet time deadlines** |  |  |  |  |  |  |
| **7. Ability to carry through plans** |  |  |  |  |  |  |
| **8. Ability to problem-solve** |  |  |  |  |  |  |
| **9. Decision making ability** |  |  |  |  |  |  |
| **10. Written communication** |  |  |  |  |  |  |
| **11. Empathetic listening skills** |  |  |  |  |  |  |
| **12. Ability to communicate** |  |  |  |  |  |  |
| **FINAL IMPRESSIONS** |
| **1. Overall quality of work** |  |  |  |  |  |  |
| **2. Overall quantity of work** |  |  |  |  |  |  |
| **3. Overall sound judgment** |  |  |  |  |  |  |
| **4. Overall interpersonal** |  |  |  |  |  |  |
| **POTENTIAL FOR SOCIAL WORK** |
| **1. Ability to be flexible** |  |  |  |  |  |  |
| **2. Ability to gain knowledge of many things** |  |  |  |  |  |  |
| **3. Ability to complex skills** |  |  |  |  |  |  |

PLEASE EXPLAIN IN WHAT CAPACITY YOU HAVE KNOWN THIS INDIVIDUAL:

APPROXIMATELY HOW LONG HAVE YOU KNOW THIS INDIVIDUAL? \_\_\_\_\_ Years \_\_\_\_ Month

PLEASE PROVIDE ANY ADDITIONAL COMMENTS (PARTICULARLY REGARDING ANY STRENGTHS AND/OR CONCERNS) YOU MAY HAVE REGARDING THIS INDIVIDUAL’S POTENTIAL FOR SUCCESS AND SUITABIILTY FOR SOCIAL WORK:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title Preferred Phone Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency/Institution Email

**Thank you for your assistance with this candidate’s application.**

**This document is confidential. You may mail this form directly to the Social Work Department at Arkansas State University or return this form to the applicant in a sealed envelope with your signature across the seal of the envelope.**

**Arkansas State University**

**Department of Social Work**

**P.O. Box 2460**

**State University, AR 72467**

 **(870) 972-3984**

****

**Photo / Video Consent and Release Form**

**Social Work Department**

PO Box 2460

State University, AR 72467

Office: (870) 972-3984

Fax: (870) 972-3987

Photo / Video Consent Form and Release to Publish

Both the Social Work Department and Arkansas State University (ASTATE) are frequently involved in professional, research, and community activities that require visual images to effectively communicate with various audiences.

The Social Work Department and ASTATE encourage your participation in such professional and community activities where photographs or video images are frequently taken. You are being asked to provide your permission to use your image to be included materials that may be published or posted electronically for the purposes of research, teaching, yearbook, or send/publicity. You are under no obligation to give consent and permission to use your image. Your signature below indicates that you are freely giving the Social Work Department and ASTATE the right to include your image as explained above. No names will be associated with any photographs and/or video images.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, give permission for photographs and/or video images to be taken and used as described above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (Please Print) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature (Parent/Guardian if minor) Date

****

**College Student Code of Honor Form**

Each student admitted to a professional program in the College of Nursing and Health Professions is charged with the responsibility of honorable conduct. A student is assumed honorable until his/her actions prove otherwise. An honor offense is defined as an act of lying, cheating, or stealing. Formal procedures exist for violations of the honor code.

As a student in a health program, it is fundamental that you act in an honorable and virtuous way so that a community of trust is established among members of the college and your clients. Honor is a practiced ideal that will positively impact your relationship with fellow students, faculty, administrators, patients and other members of the community. As you live an honorable life, you will find that you cannot live without it.

All students in this college are bound by the Honor Code and all are needed to make it work. The atmosphere of trust and integrity that is created by an honor system enables the student to know his/her word will be taken as true, to compete fairly in the classroom and to keep what is rightfully his/hers. The system functions best when all members of the college not only take responsibility for their own actions, but hold their peers to the same standards.

As a student admitted to a health professions program, you must agree to live by and support the basic principles of honesty - no lying, cheating or stealing; be accountable for your actions; and share information about honor offenses. If you are not prepared to accept these responsibilities, you should select a program outside this college.

I have read the explanation of the College Student Code of Honor. I understand that as an admitted student in one of the programs in the college, I have accepted the pledge of honesty and will be expected to meet the standards as set forward.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

**To be signed and returned to the Social Work Department to be placed in Student’s file.**

##

## Substance Abuse Compliance Contract

## COLLEGE OF NURSING AND HEALTH PROFESSIONS

ARKANSAS STATE UNIVERSITY

I, , have read the Board of Trustee approved *Substance Abuse Policy & Procedures* of the Arkansas State University College of Nursing and Health Professions and agree, as a student in the professional health program, to comply with all aspects of the policy as written, including testing for substance abuse and appropriate release of that information. Furthermore, I agree to abide by the provisions for determining dismissal and to follow the conditions of readmission as outlined.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Student’s Name Student’s Signature

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date

Application materials are due by the second Friday in February. Late or incomplete applications will not be considered. Submit your application materials to:

**Arkansas State University**

**Department of Social Work**

**P.O. Box 2460**

**State University, AR 72467**

 **(870) 972-3984**

******

**Non-compensation Acknowledgement Form**

***As part of the professional degree program, I will be required to enroll in clinical/field courses at various sites and locations prior to my graduation.  My signature on this form acknowledges that I understand I not be financially compensated for these field or clinical courses by either Arkansas State University or the entity who operates the site and location where these field or clinical courses will take place.***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature Date

**To be signed and returned to the Social Work Department to be placed in Student’s file.**

# APPENDIX A –POLICIES AND PROCEDURES

**College of Nursing and Health Professions**

**Arkansas State University**

STUDENT RIGHT TO PARTICIPATE IN POLICY AFFECTING ACADEMIC AND STUDENT AFFAIR

All students have the right and opportunity to participate in formulating and modifying policies affecting academic and student affairs. The usual avenue is for students to discuss changes with their BSW Student Organization’s (BSWSO) representatives, which would then be presented to the social work department’s administration and faculty. This is the most efficient avenue, but students can also make proposals for formulating and modifying policies affecting academic and student affairs directly to the department chair, who would then share with the faculty and direct the student to also go the BSWSO with their suggestions. The Dean of the College of Nursing and Health Professions would also be made aware of the proposed changes, hear students’ charges regarding formulating and modifying policies affecting academic and student affairs, and would have input into implementing these proposed changes into the policies.

COLLEGE SUBSTANCE ABUSE POLICY

The College of Nursing and Health Professions recognizes its responsibility to provide a healthy environment within which students may learn and prepare themselves to become members of a health occupation. Within each profession there are codes and standards for conduct by which all members of the profession are expected to function. Thus, when engaged in educational activities whether on campus or in the clinical setting health professionals are expected to be free from the abusive influence of chemical substances/drugs[[1]](#footnote-1). When students are under the influence of drugs and alcohol, they present a threat to patients, other students and the employees and visitors of clinical facilities. **It is the responsibility of the student to report any medication/s taken which would adversely affect his/her ability to perform safely in class or clinic. Written documentation will be required for verification of medications taken and will be placed in the student's file.** As a condition of admittance and retention in any professional program in the Arkansas State University College of Nursing and Health Professions all students must sign a SUBSTANCE ABUSE COMPLIANCE CONTRACT agreeing to adhere to the *Substance Abuse Policy & Procedures* when conducting any activity associated with their educational program. As the contract notes, it is inclusive of testing for substances and appropriate release of that information.

PROCEDURES

1. If a faculty member or supervisor observes a student demonstrating behavioral changes giving probable cause to believe the student is under the influence of drugs or alcohol while performing course activities the student will immediately be asked to submit to body fluid testing for substances at a lab designated by the College of Nursing and Health Professions (in Jonesboro, Occupational Health) who have identified procedures for collection (see attached). **The cost of the test will be borne by the student.**  Refusal to submit for testing warrants immediate program dismissal.

At the time the specimen is released to the testing lab, the student will sign a release statement requesting that the test results be sent to the Dean's Office, College of Nursing and Health Professions, and to the student. If the results are negative, no further action will be taken and the student will only be allowed to make up work missed. If the results are positive (and substantiated by a second or confirmation test), the student will be dismissed from the professional program. Laboratory results will be disclosed to individuals whose duties necessitate review of the test results and confidentiality will be adhered to as stringently as possible.

2. This policy applies only to a student exhibiting behavior creating probable cause to believe drug or alcohol abuse is present. A student may be removed from the clinical environment or educational program for any prohibited behaviors as set out in the university or program handbooks, rules and regulations, whether or not related to substance abuse.

3. Readmission of the student to the program is contingent upon the following conditions:

1. Formal application for readmission to the program.

b. Meeting specific program admission criteria as noted in the Undergraduate/ Graduate Bulletin

c. Clinical space availability.

d. Documentation that a prescribed treatment program has been completed by the student related to the drug/alcohol condition. The documentation is to be submitted to the Dean's Office, College of Nursing and Health Professions by the designated treatment facility.

 e. Follow-up program as suggested by the treatment facility which may include, but is not limited to, one or more relapse prevention procedures. The follow-up program will be individual specific and written as part of a contractual agreement with the student.

4. Arkansas State University may be required by state or national regulatory boards to submit information regarding a student's substance abuse history when he/she applies to take the examination for licensure. There is no guarantee that these boards will allow individuals with a substance abuse history to take the examination. Each case is judged individually by each board.

5. Students will be required to abide by individual institutional policies relating to substance abuse in clinical agencies to which they are assigned.

# APPENDIX B – ASTATE STUDENT CONDUCT CODE

Arkansas State University is a tax-supported educational institution whose mission is to provide an educational opportunity to all who enroll. Attendance is not compulsory, and whether the opportunity to attend is called a "right" or "privilege," it is optional and voluntary. The enrollment of a student at the university is a voluntary entrance into the academic community. By such entrance, the student voluntarily assumes obligations of performance and behavior, which are imposed by the university relevant to its lawful missions, processes and functions. These obligations may be much higher than those imposed on all citizens by civil and criminal law.

Arkansas State University is an interdependent learning community consisting of students, faculty and staff. Just as any community has a culture, along with written and unwritten "expectations" for conduct, we too have a culture and associated expectations for behavior. The community's expectation is that conduct is marked by integrity. Any student who chooses to enroll at the university also chooses to become part of this community and constructively contribute to its culture. This choice is an obligation to conduct oneself in such a way as to facilitate the mission of the community, which is to "...pursue and share knowledge..."

The following principles are part of the collective expectation of the members of this community relative to personal conduct. We hope they serve to explain and illustrate our position.

* Civility – Members of a learning community interact with others in a courteous and polite manner. Members of the community are expected to respect the values, opinions or feelings of others.
* Ethical Behavior – The pursuit of a higher education is a privilege. Associated with that privilege is an obligation to aspire to a set of principles and values that demonstrate a commitment to fairness, honesty, empathy, and achievement.

Social work is an applied discipline wherein students are expected to think and analyze conceptually and practically. Expression of that thinking, both written and oral, is expected to achieve the educational outcome of becoming a rural-based clinical social work practitioner.

* Morality – Members of a learning community commit to the ideals of appropriate human conduct. This lifestyle seeks to harm no one and attempts to be a positive contributor in every interaction.

The learning community at Arkansas State University does not intend to be prescriptive regarding the personal beliefs and value systems of its members. However, this community does believe that it has a right to expect its members to demonstrate personal responsibility and integrity in word and deed. When the conduct of any member falls outside the bounds of civil, moral and ethical behavior, that member can expect the community of Arkansas State University to call such conduct into question. The university reserves the right to discipline students or student organizations for inappropriate actions that occur on or off the campus to secure compliance with these higher obligations. Students failing to maintain these higher obligations may be asked to leave the academic community. Students are expected to comply with all university policies and procedures.

"Responsibility for student conduct and the University Student Conduct System is vested within the Vice Chancellor for Student Affairs. The Vice Chancellor may designate the Assistant Dean of Students for Student Conduct, Rights, & Responsibilities Affairs, the campus Student Disciplinary Committee, the associate director of Residence Life (Conduct/Operations), and/or Residence Hall directors as the Initial Conduct Officer/Body depending upon the severity of the infraction and where it occurred."

It is understood that a regulation concerning every possible act of misconduct cannot be specifically stated. However, the following acts of misconduct apply whether they are performed singly, in groups, or at a function of an organization. These acts of misconduct could result in arrests and charges being filed under local, state or federal laws.

By allowing the existence of behaviors or items that violate Arkansas State University policy, procedures, or Code of Conduct, students have demonstrated an implied consent for the violation(s) and thus may be equally charged for the violation(s). In addition, students will be considered in violation if they fail to remove themselves from incriminating situations and/or report the incident to proper authorities. Finally, the university reserves the right to discipline students for acts of misconduct wherever they occur. Acts of violence, weapons possession, and possession of illegal drugs will not be tolerated and will result in separation from the university.

# APPENDIX C - COLLEGE OF NURSING AND HEALTH PROFESSIONS HONOR CODE

The College Student Code of Honor exists in addition to the University Code of Conduct and the Academic Integrity Policy found in the ASTATE Student Handbook. An honor offense by the college code is defined as an act of lying, cheating or stealing. These terms are defined as follows:

* Lying - a false statement (written or oral) made with the deliberate intent to deceive; something intended to or serving to convey a false impression.
* Cheating - to practice fraud or deceit; academic fraud is a form of cheating and includes such things as plagiarism (including Internet resources), false citation, false data and submission of the same work to fulfill academic requirements in multiple classes.
* Stealing - to take the property of others without permission or right; to take ideas, credits, and words without right or acknowledgement; to accept credit for another's work.

These honor code violations apply whether they are performed individually or in groups. They apply to didactic, laboratory and clinical experiences of the program.

*Procedures:*

If a student is aware of an honor offense, he/she should report that offense to either the faculty member of the class in question or the CLS program director. An investigation will result. If there is evidence to bring forward, the student will be notified, in writing, of the specific charges, who the hearing body will be and the time and place of the hearing. Such notification will be delivered at least two working days in advance of the hearing. The date of the hearing, if possible, must be set within 10 working days from the date of notification to the student.

The College Code of Ethics Committee will hear the case. The Ethics Committee is comprised of five CNHP student representatives and two CNHP faculty appointed by the dean. Actions by the Ethics Committee may include: 1) dismissal of the case, 2) sanction the student, 3) refer the case to the Dean of Students in Student Affairs. Disciplinary sanctions by the committee may include educative, reprimand, restrictions and restitution. The committee does not have the authority to suspend or expel the student.

Student rights in this committee process are outlined in the ASTATE Student Handbook under the caption "Disciplinary Hearings". The student is entitled to one appeal rendered by the Associate Dean for Judicial Affairs. The process for appeal is found in the section on "Appeal Process".

# APPENDIX D – NASW CODE OF ETHICS

Preamble

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

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

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

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

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

Purpose of the NASW Code of Ethics

Professional ethics are at the core of social work. The profession has an obligation to articulate its basic values, ethical principles, and ethical standards. The NASW Code of Ethics sets forth these values, principles, and standards to guide social workers' conduct. The Code is relevant to all social workers and social work students, regardless of their professional functions, the settings in which they work, or the populations they serve.

The NASW Code of Ethics serves six purposes:

1. The Code identifies core values on which social work's mission is based.
2. The Code summarizes broad ethical principles that reflect the profession's core values and establishes a set of specific ethical standards that should be used to guide social work practice.
3. The Code is designed to help social workers identify relevant considerations when professional obligations conflict or ethical uncertainties arise.
4. The Code provides ethical standards to which the general public can hold the social work profession accountable.
5. The Code socializes practitioners new to the field to social work's mission, values, ethical principles, and ethical standards.
6. The Code articulates standards that the social work profession itself can use to assess whether social workers have engaged in unethical conduct. NASW has formal procedures to adjudicate ethics complaints filed against its members.\* In subscribing to this Code, social workers are required to cooperate in its implementation, participate in NASW adjudication proceedings, and abide by any NASW disciplinary rulings or sanctions based on it.

\*For information on NASW adjudication procedures, see NASW Procedures for the Adjudication of Grievances.

The Code offers a set of values, principles, and standards to guide decision making and conduct when ethical issues arise. It does not provide a set of rules that prescribe how social workers should act in all situations. Specific applications of the Code must take into account the context in which it is being considered and the possibility of conflicts among the Code's values, principles, and standards. Ethical responsibilities flow from all human relationships, from the personal and familial to the social and professional.

Further, the NASW Code of Ethics does not specify which values, principles, and standards are most important and ought to outweigh others in instances when they conflict. Reasonable differences of opinion can and do exist among social workers with respect to the ways in which values, ethical principles, and ethical standards should be rank ordered when they conflict. Ethical decision making in a given situation must apply the informed judgment of the individual social worker and should also consider how the issues would be judged in a peer review process where the ethical standards of the profession would be applied.

Ethical decision making is a process. There are many instances in social work where simple answers are not available to resolve complex ethical issues. Social workers should take into consideration all the values, principles, and standards in this Code that are relevant to any situation in which ethical judgment is warranted. Social workers' decisions and actions should be consistent with the spirit as well as the letter of this Code.

In addition to this Code, there are many other sources of information about ethical thinking that may be useful. Social workers should consider ethical theory and principles generally, social work theory and research, laws, regulations, agency policies, and other relevant codes of ethics, recognizing that among codes of ethics social workers should consider the NASW Code of Ethics as their primary source. Social workers also should be aware of the impact on ethical decision making of their clients' and their own personal values and cultural and religious beliefs and practices. They should be aware of any conflicts between personal and professional values and deal with them responsibly. For additional guidance social workers should consult the relevant literature on professional ethics and ethical decision making and seek appropriate consultation when faced with ethical dilemmas. This may involve consultation with an agency-based or social work organization's ethics committee, a regulatory body, knowledgeable colleagues, supervisors, or legal counsel.

Instances may arise when social workers' ethical obligations conflict with agency policies or relevant laws or regulations. When such conflicts occur, social workers must make a responsible effort to resolve the conflict in a manner that is consistent with the values, principles, and standards expressed in this Code. If a reasonable resolution of the conflict does not appear possible, social workers should seek proper consultation before making a decision.

The NASW Code of Ethics is to be used by NASW and by individuals, agencies, organizations, and bodies (such as licensing and regulatory boards, professional liability insurance providers, courts of law, and agency boards of directors, government agencies, and other professional groups) that choose to adopt it or use it as a frame of reference. Violation of standards in this Code does not automatically imply legal liability or violation of the law. Such determination can only be made in the context of legal and judicial proceedings. Alleged violations of the Code would be subject to a peer review process. Such processes are generally separate from legal or administrative procedures and insulated from legal review or proceedings to allow the profession to counsel and discipline its own members.

A code of ethics cannot guarantee ethical behavior. Moreover, a code of ethics cannot resolve all ethical issues or disputes or capture the richness and complexity involved in striving to make responsible choices within a moral community. Rather, a code of ethics sets forth values, ethical principles, and ethical standards to which professionals aspire and by which their actions can be judged. Social workers' ethical behavior should result from their personal commitment to engage in ethical practice. The NASW Code of Ethics reflects the commitment of all social workers to uphold the profession's values and to act ethically. Principles and standards must be applied by individuals of good character who discern moral questions and, in good faith, seek to make reliable ethical judgments.

## Ethical Principles

The following broad ethical principles are based on social work's core values of service, social justice, dignity and worth of the person, importance of human relationships, integrity, and competence. These principles set forth ideals to which all social workers should aspire.

**Value:** Service
**Ethical Principle:** Social workers' primary goal is to help people in need and to address social problems.
Social workers elevate service to others above self-interest. Social workers draw on their knowledge, values, and skills to help people in need and to address social problems. Social workers are encouraged to volunteer some portion of their professional skills with no expectation of significant financial return (pro bono service).

**Value:** Social Justice
**Ethical Principle:** Social workers challenge social injustice.
Social workers pursue social change, particularly with and on behalf of vulnerable and oppressed individuals and groups of people. Social workers' social change efforts are focused primarily on issues of poverty, unemployment, discrimination, and other forms of social injustice. These activities seek to promote sensitivity to and knowledge about oppression and cultural and ethnic diversity. Social workers strive to ensure access to needed information, services, and resources; equality of opportunity; and meaningful participation in decision making for all people.

**Value:** Dignity and Worth of the Person
**Ethical Principle:** Social workers respect the inherent dignity and worth of the person.
Social workers treat each person in a caring and respectful fashion, mindful of individual differences and cultural and ethnic diversity. Social workers promote clients' socially responsible self-determination. Social workers seek to enhance clients' capacity and opportunity to change and to address their own needs. Social workers are cognizant of their dual responsibility to clients and to the broader society. They seek to resolve conflicts between clients' interests and the broader society's interests in a socially responsible manner consistent with the values, ethical principles, and ethical standards of the profession.

**Value:** Importance of Human Relationships
**Ethical Principle:** Social workers recognize the central importance of human relationships.
Social workers understand that relationships between and among people are an important vehicle for change. Social workers engage people as partners in the helping process. Social workers seek to strengthen relationships among people in a purposeful effort to promote, restore, maintain, and enhance the well-being of individuals, families, social groups, organizations, and communities.

**Value:** Integrity
**Ethical Principle:** Social workers behave in a trustworthy manner.
Social workers are continually aware of the profession's mission, values, ethical principles, and ethical standards and practice in a manner consistent with them. Social workers act honestly and responsibly and promote ethical practices on the part of the organizations with which they are affiliated.

**Value:** Competence
**Ethical Principle**: Social workers practice within their areas of competence and develop and enhance their professional expertise.
Social workers continually strive to increase their professional knowledge and skills and to apply them in practice. Social workers should aspire to contribute to the knowledge base of the profession.

## Ethical Standards

The following ethical standards are relevant to the professional activities of all social workers. These standards concern:

1. Social workers' ethical responsibilities to clients.
2. Social workers' ethical responsibilities to colleagues.
3. Social workers' ethical responsibilities in practice settings.
4. Social workers' ethical responsibilities as professionals.
5. Social workers' ethical responsibilities to the social work profession.
6. Social workers' ethical responsibilities to the broader society.

Some of the standards that follow are enforceable guidelines for professional conduct, and some are aspirational. The extent to which each standard is enforceable is a matter of professional judgment to be exercised by those responsible for reviewing alleged violations of ethical standards.

##### 1. Social Workers' Ethical Responsibilities to Clients

###### 1.01 Commitment to Clients

* Social workers' primary responsibility is to promote the well-being of clients. In general, clients' interests are primary. However, social workers' responsibility to the larger society or specific legal obligations may on limited occasions supersede the loyalty owed clients, and clients should be so advised. (Examples include when a social worker is required by law to report that a client has abused a child or has threatened to harm self or others.)

###### 1.02 Self-Determination

* Social workers respect and promote the right of clients to self-determination and assist clients in their efforts to identify and clarify their goals. Social workers may limit clients' right to self-determination when, in the social workers' professional judgment, clients' actions or potential actions pose a serious, foreseeable, and imminent risk to themselves or others.

###### 1.03 Informed Consent

* Social workers should provide services to clients only in the context of a professional relationship based, when appropriate, on valid informed consent. Social workers should use clear and understandable language to inform clients of the purpose of the services, risks related to the services, limits to services because of the requirements of a third-party payer, relevant costs, reasonable alternatives, clients' right to refuse or withdraw consent, and the time frame covered by the consent. Social workers should provide clients with an opportunity to ask questions.
* In instances when clients are not literate or have difficulty understanding the primary language used in the practice setting, social workers should take steps to ensure clients' comprehension. This may include providing clients with a detailed verbal explanation or arranging for a qualified interpreter or translator whenever possible.
* In instances when clients lack the capacity to provide informed consent, social workers should protect clients' interests by seeking permission from an appropriate third party, informing clients consistent with the clients' level of understanding. In such instances social workers should seek to ensure that the third party acts in a manner consistent with clients' wishes and interests. Social workers should take reasonable steps to enhance such clients' ability to give informed consent.
* In instances when clients are receiving services involuntarily, social workers should provide information about the nature and extent of services and about the extent of clients' right to refuse service.
* Social workers who provide services via electronic media (such as computer, telephone, radio, and television) should inform recipients of the limitations and risks associated with such services.
* Social workers should obtain clients' informed consent before audiotaping or videotaping clients or permitting observation of services to clients by a third party.

###### 1.04 Competence

* Social workers should provide services and represent themselves as competent only within the boundaries of their education, training, license, certification, consultation received, supervised experience, or other relevant professional experience.
* Social workers should provide services in substantive areas or use intervention techniques or approaches that are new to them only after engaging in appropriate study, training, consultation, and supervision from people who are competent in those interventions or techniques.
* When generally recognized standards do not exist with respect to an emerging area of practice, social workers should exercise careful judgment and take responsible steps (including appropriate education, research, training, consultation, and supervision) to ensure the competence of their work and to protect clients from harm.

###### 1.05 Cultural Competence and Social Diversity

* Social workers should understand culture and its function in human behavior and society, recognizing the strengths that exist in all cultures.
* Social workers should have a knowledge base of their clients' cultures and be able to demonstrate competence in the provision of services that are sensitive to clients' cultures and to differences among people and cultural groups.
* Social workers should obtain education about and seek to understand the nature of social diversity and oppression with respect to race, ethnicity, national origin, color, sex, sexual orientation, age, marital status, political belief, religion, and mental or physical disability.

###### 1.06 Conflicts of Interest

* Social workers should be alert to and avoid conflicts of interest that interfere with the exercise of professional discretion and impartial judgment. Social workers should inform clients when a real or potential conflict of interest arises and take reasonable steps to resolve the issue in a manner that makes the clients' interests primary and protects clients' interests to the greatest extent possible. In some cases, protecting clients' interests may require termination of the professional relationship with proper referral of the client.
* Social workers should not take unfair advantage of any professional relationship or exploit others to further their personal, religious, political, or business interests.
* Social workers should not engage in dual or multiple relationships with clients or former clients in which there are a risk of exploitation or potential harm to the client. In instances when dual or multiple relationships are unavoidable, social workers should take steps to protect clients and are responsible for setting clear, appropriate, and culturally sensitive boundaries. (Dual or multiple relationships occurs when social workers relate to clients in more than one relationship, whether professional, social, or business. Dual or multiple relationships can occur simultaneously or consecutively.)
* When social workers provide services to two or more people who have a relationship with each other (for example, couples, family members), social workers should clarify with all parties which individuals will be considered clients and the nature of social workers' professional obligations to the various individuals who are receiving services. Social workers who anticipate a conflict of interest among the individuals receiving services or who anticipate having to perform in potentially conflicting roles (for example, when a social worker is asked to testify in a child custody dispute or divorce proceedings involving clients) should clarify their role with the parties involved and take appropriate action to minimize any conflict of interest.

###### 1.07 Privacy and Confidentiality

* Social workers should respect clients' right to privacy. Social workers should not solicit private information from clients unless it is essential to providing services or conducting social work evaluation or research. Once private information is shared, standards of confidentiality apply.
* Social workers may disclose confidential information when appropriate with valid consent from a client or a person legally authorized to consent on behalf of a client.
* Social workers should protect the confidentiality of all information obtained in the course of professional service, except for compelling professional reasons. The general expectation that social workers will keep information confidential does not apply when disclosure is necessary to prevent serious, foreseeable, and imminent harm to a client or other identifiable person. In all instances, social workers should disclose the least amount of confidential information necessary to achieve the desired purpose; only information that is directly relevant to the purpose for which the disclosure is made should be revealed.
* Social workers should inform clients, to the extent possible, about the disclosure of confidential information and the potential consequences, when feasible before the disclosure is made. This applies whether social workers disclose confidential information on the basis of a legal requirement or client consent.
* Social workers should discuss with clients and other interested parties the nature of confidentiality and limitations of clients' right to confidentiality. Social workers should review with client’s circumstances where confidential information may be requested and where disclosure of confidential information may be legally required. This discussion should occur as soon as possible in the social worker-client relationship and as needed throughout the course of the relationship.
* When social workers provide counseling services to families, couples, or groups, social workers should seek agreement among the parties involved concerning each individual's right to confidentiality and obligation to preserve the confidentiality of information shared by others. Social workers should inform participants in family, couples, or group counseling that social workers cannot guarantee that all participants will honor such agreements.
* Social workers should inform clients involved in family, couples, marital, or group counseling of the social worker's, employers, and agency's policy concerning the social worker's disclosure of confidential information among the parties involved in the counseling.
* Social workers should not disclose confidential information to third-party payers unless clients have authorized such disclosure.
* Social workers should not discuss confidential information in any setting unless privacy can be ensured. Social workers should not discuss confidential information in public or semipublic areas such as hallways, waiting rooms, elevators, and restaurants.
* Social workers should protect the confidentiality of clients during legal proceedings to the extent permitted by law. When a court of law or other legally authorized body orders social workers to disclose confidential or privileged information without a client's consent and such disclosure could cause harm to the client, social workers should request that the court withdraw the order or limit the order as narrowly as possible or maintain the records under seal, unavailable for public inspection.
* Social workers should protect the confidentiality of clients when responding to requests from members of the media.
* Social workers should protect the confidentiality of clients' written and electronic records and other sensitive information. Social workers should take reasonable steps to ensure that clients' records are stored in a secure location and that clients' records are not available to others who are not authorized to have access.
* Social workers should take precautions to ensure and maintain the confidentiality of information transmitted to other parties through the use of computers, electronic mail, facsimile machines, telephones and telephone answering machines, and other electronic or computer technology. Disclosure of identifying information should be avoided whenever possible.
* Social workers should transfer or dispose of clients' records in a manner that protects clients' confidentiality and is consistent with state statutes governing records and social work licensure.
* Social workers should take reasonable precautions to protect client confidentiality in the event of the social worker's termination of practice, incapacitation, or death.
* Social workers should not disclose identifying information when discussing clients for teaching or training purposes unless the client has consented to disclosure of confidential information.
* Social workers should not disclose identifying information when discussing clients with consultants unless the client has consented to disclosure of confidential information or there is a compelling need for such disclosure.
* Social workers should protect the confidentiality of deceased clients consistent with the preceding standards.

###### 1.08 Access to Records

* Social workers should provide clients with reasonable access to records concerning the clients. Social workers who are concerned that clients' access to their records could cause serious misunderstanding or harm to the client should provide assistance in interpreting the records and consultation with the client regarding the records. Social workers should limit clients' access to their records, or portions of their records, only in exceptional circumstances when there is compelling evidence that such access would cause serious harm to the client. Both clients' requests and the rationale for withholding some or all of the record should be documented in clients' files.
* When providing clients with access to their records, social workers should take steps to protect the confidentiality of other individuals identified or discussed in such records.

###### 1.09 Sexual Relationships

* Social workers should under no circumstances engage in sexual activities or sexual contact with current clients, whether such contact is consensual or forced.
* Social workers should not engage in sexual activities or sexual contact with clients' relatives or other individuals with whom clients maintain a close personal relationship when there is a risk of exploitation or potential harm to the client. Sexual activity or sexual contact with clients' relatives or other individuals with whom clients maintain a personal relationship has the potential to be harmful to the client and may make it difficult for the social worker and client to maintain appropriate professional boundaries. Social workers--not their clients, their clients' relatives, or other individuals with whom the client maintains a personal relationship--assume the full burden for setting clear, appropriate, and culturally sensitive boundaries.
* Social workers should not engage in sexual activities or sexual contact with former clients because of the potential for harm to the client. If social workers engage in conduct contrary to this prohibition or claim that an exception to this prohibition is warranted because of extraordinary circumstances, it is social workers--not their clients--who assume the full burden of demonstrating that the former client has not been exploited, coerced, or manipulated, intentionally or unintentionally.
* Social workers should not provide clinical services to individuals with whom they have had a prior sexual relationship. Providing clinical services to a former sexual partner has the potential to be harmful to the individual and is likely to make it difficult for the social worker and individual to maintain appropriate professional boundaries.

###### 1.10 Physical Contact

* Social workers should not engage in physical contact with clients when there is a possibility of psychological harm to the client as a result of the contact (such as cradling or caressing clients). Social workers who engage in appropriate physical contact with clients are responsible for setting clear, appropriate, and culturally sensitive boundaries that govern such physical contact.

###### 1.11 Sexual Harassment

* Social workers should not sexually harass clients. Sexual harassment includes sexual advances, sexual solicitation, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

###### 1.12 Derogatory Language

* Social workers should not use derogatory language in their written or verbal communications to or about clients. Social workers should use accurate and respectful language in all communications to and about clients.

###### 1.13 Payment for Services

* When setting fees, social workers should ensure that the fees are fair, reasonable, and commensurate with the services performed. Consideration should be given to clients' ability to pay.
* Social workers should avoid accepting goods or services from clients as payment for professional services. Bartering arrangements, particularly involving services, create the potential for conflicts of interest, exploitation, and inappropriate boundaries in social workers' relationships with clients. Social workers should explore and may participate in bartering only in very limited circumstances when it can be demonstrated that such arrangements are an accepted practice among professionals in the local community, considered to be essential for the provision of services, negotiated without coercion, and entered into at the client's initiative and with the client's informed consent. Social workers who accept goods or services from clients as payment for professional services assume the full burden of demonstrating that this arrangement will not be detrimental to the client or the professional relationship.
* Social workers should not solicit a private fee or other remuneration for providing services to clients who are entitled to such available services through the social workers' employer or agency.

###### 1.14 Clients Who Lack Decision-Making Capacity

* When social workers act on behalf of clients who lack the capacity to make informed decisions, social workers should take reasonable steps to safeguard the interests and rights of those clients.

###### 1.15 Interruption of Services

* Social workers should make reasonable efforts to ensure continuity of services in the event that services are interrupted by factors such as unavailability, relocation, illness, disability, or death.

###### 1.16 Termination of Services

* Social workers should terminate services to clients and professional relationships with them when such services and relationships are no longer required or no longer serve the clients' needs or interests.
* Social workers should take reasonable steps to avoid abandoning clients who are still in need of services. Social workers should withdraw services precipitously only under unusual circumstances, giving careful consideration to all factors in the situation and taking care to minimize possible adverse effects. Social workers should assist in making appropriate arrangements for continuation of services when necessary.
* Social workers in fee-for-service settings may terminate services to clients who are not paying an overdue balance if the financial contractual arrangements have been made clear to the client, if the client does not pose an imminent danger to self or others, and if the clinical and other consequences of the current nonpayment have been addressed and discussed with the client.
* Social workers should not terminate services to pursue a social, financial, or sexual relationship with a client.
* Social workers who anticipate the termination or interruption of services to clients should notify clients promptly and seek the transfer, referral, or continuation of services in relation to the clients' needs and preferences.
* Social workers who are leaving an employment setting should inform clients of appropriate options for the continuation of services and of the benefits and risks of the options.

##### 2. Social Workers' Ethical Responsibilities to Colleagues

###### 2.01 Respect

* Social workers should treat colleagues with respect and should represent accurately and fairly the qualifications, views, and obligations of colleagues.
* Social workers should avoid unwarranted negative criticism of colleagues in communications with clients or with other professionals. Unwarranted negative criticism may include demeaning comments that refer to colleagues' level of competence or to individual’s' attributes such as race, ethnicity, national origin, color, sex, sexual orientation, age, marital status, political belief, religion, and mental or physical disability.
* Social workers should cooperate with social work colleagues and with colleagues of other professions when such cooperation serves the well-being of clients.

###### 2.02 Confidentiality

* Social workers should respect confidential information shared by colleagues in the course of their professional relationships and transactions. Social workers should ensure that such colleagues understand social workers' obligation to respect confidentiality and any exceptions related to it.

###### 2.03 Interdisciplinary Collaboration

* Social workers who are members of an interdisciplinary team should participate in and contribute to decisions that affect the well-being of clients by drawing on the perspectives, values, and experiences of the social work profession. Professional and ethical obligations of the interdisciplinary team as a whole and of its individual members should be clearly established.
* Social workers for whom a team decision raises ethical concerns should attempt to resolve the disagreement through appropriate channels. If the disagreement cannot be resolved, social workers should pursue other avenues to address their concerns consistent with client well-being.

###### 2.04 Disputes Involving Colleagues

* Social workers should not take advantage of a dispute between a colleague and an employer to obtain a position or otherwise advance the social workers' own interests.
* Social workers should not exploit clients in disputes with colleagues or engage clients in any inappropriate discussion of conflicts between social workers and their colleagues.

###### 2.05 Consultation

* Social workers should seek the advice and counsel of colleagues whenever such consultation is in the best interests of clients.
* Social workers should keep themselves informed about colleagues' areas of expertise and competencies. Social workers should seek consultation only from colleagues who have demonstrated knowledge, expertise, and competence related to the subject of the consultation.
* When consulting with colleagues about clients, social workers should disclose the least amount of information necessary to achieve the purposes of the consultation.

###### 2.06 Sexual Relationships

* Social workers who function as supervisors or educators should not engage in sexual activities or contact with supervisees, students, trainees, or other colleagues over whom they exercise professional authority.
* Social workers should avoid engaging in sexual relationships with colleagues when there is potential for a conflict of interest. Social workers who become involved in, or anticipate becoming involved in, a sexual relationship with a colleague have a duty to transfer professional responsibilities, when necessary, to avoid a conflict of interest.

###### 2.07 Sexual Harassment

* Social workers should not sexually harass supervisees, students, trainees, or colleagues. Sexual harassment includes sexual advances, sexual solicitation, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

###### 2.08 Impairment of Colleagues

* Social workers who have direct knowledge of a social work colleague's impairment that is due to personal problems, psychosocial distress, substance abuse, or mental health difficulties and that interferes with practice effectiveness should consult with that colleague when feasible and assist the colleague in taking remedial action.
* Social workers who believe that a social work colleague's impairment interferes with practice effectiveness and that the colleague has not taken adequate steps to address the impairment should take action through appropriate channels established by employers, agencies, NASW, licensing and regulatory bodies, and other professional organizations.

###### 2.09 Incompetence of Colleagues

* Social workers who have direct knowledge of a social work colleague's incompetence should consult with that colleague when feasible and assist the colleague in taking remedial action.
* Social workers who believe that a social work colleague is incompetent and has not taken adequate steps to address the incompetence should take action through appropriate channels established by employers, agencies, NASW, licensing and regulatory bodies, and other professional organizations.

###### 2.10 Unethical Conduct of Colleagues

* Social workers should take adequate steps to discourage, prevent, expose, and correct the unethical conduct of colleagues.
* Social workers should be knowledgeable about established policies and procedures for handling concerns about colleagues' unethical behavior. Social workers should be familiar with national, state, and local procedures for handling ethics complaints. These include policies and procedures created by NASW, licensing and regulatory bodies, employers, agencies, and other professional organizations.
* Social workers who believe that a colleague has acted unethically should seek resolution by discussing their concerns with the colleague when feasible and when such discussion is likely to be productive.
* When necessary, social workers who believe that a colleague has acted unethically should take action through appropriate formal channels (such as contacting a state licensing board or regulatory body, an NASW committee on inquiry, or other professional ethics committees).
* Social workers should defend and assist colleagues who are unjustly charged with unethical conduct.

**3. Social Workers' Ethical Responsibilities in Practice Settings**

###### 3.01 Supervision and Consultation

* Social workers who provide supervision or consultation should have the necessary knowledge and skill to supervise or consult appropriately and should do so only within their areas of knowledge and competence.
* Social workers who provide supervision or consultation are responsible for setting clear, appropriate, and culturally sensitive boundaries.
* Social workers should not engage in any dual or multiple relationships with supervisees in which there is a risk of exploitation of or potential harm to the supervisee.
* Social workers who provide supervision should evaluate supervisees' performance in a manner that is fair and respectful.

###### 3.02 Education and Training

* Social workers who function as educators, field instructors for students, or trainers should provide instruction only within their areas of knowledge and competence and should provide instruction based on the most current information and knowledge available in the profession.
* Social workers who function as educators or field instructors for students should evaluate students' performance in a manner that is fair and respectful.
* Social workers who function as educators or field instructors for students should take reasonable steps to ensure that clients are routinely informed when services are being provided by students.
* Social workers who function as educators or field instructors for students should not engage in any dual or multiple relationships with students in which there is a risk of exploitation or potential harm to the student. Social work educators and field instructors are responsible for setting clear, appropriate, and culturally sensitive boundaries.

###### 3.03 Performance Evaluation

* Social workers who have responsibility for evaluating the performance of others should fulfill such responsibility in a fair and considerate manner and on the basis of clearly stated criteria.

###### 3.04 Client Records

* Social workers should take reasonable steps to ensure that documentation in records is accurate and reflects the services provided.
* Social workers should include sufficient and timely documentation in records to facilitate the delivery of services and to ensure continuity of services provided to clients in the future.
* Social workers' documentation should protect clients' privacy to the extent that is possible and appropriate and should include only information that is directly relevant to the delivery of services.
* Social workers should store records following the termination of services to ensure reasonable future access. Records should be maintained for the number of years required by state statutes or relevant contracts.

###### 3.05 Billing

* Social workers should establish and maintain billing practices that accurately reflect the nature and extent of services provided and that identify who provided the service in the practice setting.

###### 3.06 Client Transfer

* When an individual who is receiving services from another agency or colleague contacts a social worker for services, the social worker should carefully consider the client's needs before agreeing to provide services. To minimize possible confusion and conflict, social workers should discuss with potential clients the nature of the clients' current relationship with other service providers and the implications, including possible benefits or risks, of entering into a relationship with a new service provider.
* If a new client has been served by another agency or colleague, social workers should discuss with the client whether consultation with the previous service provider is in the client's best interest.

###### 3.07 Administration

* Social work administrators should advocate within and outside their agencies for adequate resources to meet clients' needs.
* Social workers should advocate for resource allocation procedures that are open and fair. When not all clients' needs can be met, an allocation procedure should be developed that is nondiscriminatory and based on appropriate and consistently applied principles.
* Social workers who are administrators should take reasonable steps to ensure that adequate agency or organizational resources are available to provide appropriate staff supervision.
* Social work administrators should take reasonable steps to ensure that the working environment for which they are responsible is consistent with and encourages compliance with the NASW Code of Ethics. Social work administrators should take reasonable steps to eliminate any conditions in their organizations that violate, interfere with, or discourage compliance with the Code.

###### 3.08 Continuing Education and Staff Development

* Social work administrators and supervisors should take reasonable steps to provide or arrange for continuing education and staff development for all staff for whom they are responsible. Continuing education and staff development should address current knowledge and emerging developments related to social work practice and ethics.

###### 3.09 Commitments to Employers

* Social workers generally should adhere to commitments made to employers and employing organizations.
* Social workers should work to improve employing agencies' policies and procedures and the efficiency and effectiveness of their services.
* Social workers should take reasonable steps to ensure that employers are aware of social workers' ethical obligations as set forth in the NASW Code of Ethics and of the implications of those obligations for social work practice.
* Social workers should not allow an employing organization's policies, procedures, regulations, or administrative orders to interfere with their ethical practice of social work. Social workers should take reasonable steps to ensure that their employing organizations' practices are consistent with the NASW Code of Ethics.
* Social workers should act to prevent and eliminate discrimination in the employing organization's work assignments and in its employment policies and practices.
* Social workers should accept employment or arrange student field placements only in organizations that exercise fair personnel practices.
* Social workers should be diligent stewards of the resources of their employing organizations, wisely conserving funds where appropriate and never misappropriating funds or using them for unintended purposes.

###### 3.10 Labor-Management Disputes

* Social workers may engage in organized action, including the formation of and participation in labor unions, to improve services to clients and working conditions.
* The actions of social workers who are involved in labor-management disputes, job actions, or labor strikes should be guided by the profession's values, ethical principles, and ethical standards. Reasonable differences of opinion exist among social workers concerning their primary obligation as professionals during an actual or threatened labor strike or job action. Social workers should carefully examine relevant issues and their possible impact on clients before deciding on a course of action.

**4. Social Workers' Ethical Responsibilities as Professionals**

###### 4.01 Competence

* Social workers should accept responsibility or employment only on the basis of existing competence or the intention to acquire the necessary competence.
* Social workers should strive to become and remain proficient in professional practice and the performance of professional functions. Social workers should critically examine and keep current with emerging knowledge relevant to social work. Social workers should routinely review the professional literature and participate in continuing education relevant to social work practice and social work ethics.
* Social workers should base practice on recognized knowledge, including empirically based knowledge, relevant to social work and social work ethics.

###### 4.02 Discrimination

* Social workers should not practice, condone, facilitate, or collaborate with any form of discrimination on the basis of race, ethnicity, national origin, color, sex, sexual orientation, age, marital status, political belief, religion, or mental or physical disability.

###### 4.03 Private Conduct

* Social workers should not permit their private conduct to interfere with their ability to fulfill their professional responsibilities.

###### 4.04 Dishonesty, Fraud, and Deception

* Social workers should not participate in, condone, or be associated with dishonesty, fraud, or deception.

###### 4.05 Impairment

* Social workers should not allow their own personal problems, psychosocial distress, legal problems, substance abuse, or mental health difficulties to interfere with their professional judgment and performance or to jeopardize the best interests of people for whom they have a professional responsibility.
* Social workers whose personal problems, psychosocial distress, legal problems, substance abuse, or mental health difficulties interfere with their professional judgment and performance should immediately seek consultation and take appropriate remedial action by seeking professional help, making adjustments in workload, terminating practice, or taking any other steps necessary to protect clients and others.

4.06 Misrepresentation

* Social workers should make clear distinctions between statements made and actions engaged in as a private individual and as a representative of the social work profession, a professional social work organization, or the social worker's employing agency.
* Social workers who speak on behalf of professional social work organizations should accurately represent the official and authorized positions of the organizations.
* Social workers should ensure that their representations to clients, agencies, and the public of professional qualifications, credentials, education, competence, affiliations, services provided, or results to be achieved are accurate. Social workers should claim only those relevant professional credentials they actually possess and take steps to correct any inaccuracies or misrepresentations of their credentials by others.

###### 4.07 Solicitations

* Social workers should not engage in uninvited solicitation of potential clients who, because of their circumstances, are vulnerable to undue influence, manipulation, or coercion.
* Social workers should not engage in solicitation of testimonial endorsements (including solicitation of consent to use a client's prior statement as a testimonial endorsement) from current clients or from other people who, because of their particular circumstances, are vulnerable to undue influence.

###### 4.08 Acknowledging Credit

* Social workers should take responsibility and credit, including authorship credit, only for work they have actually performed and to which they have contributed.
* Social workers should honestly acknowledge the work of and the contributions made by others.

##### 5. Social Workers' Ethical Responsibilities to the Social Work Profession

###### 5.01 Integrity of the Profession

* Social workers should work toward the maintenance and promotion of high standards of practice.
* Social workers should uphold and advance the values, ethics, knowledge, and mission of the profession. Social workers should protect, enhance, and improve the integrity of the profession through appropriate study and research, active discussion, and responsible criticism of the profession.
* Social workers should contribute time and professional expertise to activities that promote respect for the value, integrity, and competence of the social work profession. These activities may include teaching, research, consultation, service, legislative testimony, presentations in the community, and participation in their professional organizations.
* Social workers should contribute to the knowledge base of social work and share with colleagues their knowledge related to practice, research, and ethics. Social workers should seek to con-tribute to the profession's literature and to share their knowledge at professional meetings and conferences.
* Social workers should act to prevent the unauthorized and unqualified practice of social work.

###### 5.02 Evaluation and Research

* Social workers should monitor and evaluate policies, the implementation of programs, and practice interventions.
* Social workers should promote and facilitate evaluation and research to contribute to the development of knowledge.
* Social workers should critically examine and keep current with emerging knowledge relevant to social work and fully use evaluation and research evidence in their professional practice.
* Social workers engaged in evaluation or research should carefully consider possible consequences and should follow guidelines developed for the protection of evaluation and research participants. Appropriate institutional review boards should be consulted.
* Social workers engaged in evaluation or research should obtain voluntary and written informed consent from participants, when appropriate, without any implied or actual deprivation or penalty for refusal to participate; without undue inducement to participate; and with due regard for participants' well-being, privacy, and dignity. Informed consent should include information about the nature, extent, and duration of the participation requested and disclosure of the risks and benefits of participation in the research.
* When evaluation or research participants are incapable of giving informed consent, social workers should provide an appropriate explanation to the participants, obtain the participants' assent to the extent they are able, and obtain written consent from an appropriate proxy.
* Social workers should never design or conduct evaluation or research that does not use consent procedures, such as certain forms of naturalistic observation and archival research, unless rigorous and responsible review of the research has found it to be justified because of its prospective scientific, educational, or applied value and unless equally effective alternative procedures that do not involve waiver of consent are not feasible.
* Social workers should inform participants of their right to withdraw from evaluation and research at any time without penalty.
* Social workers should take appropriate steps to ensure that participants in evaluation and research have access to appropriate supportive services.
* Social workers engaged in evaluation or research should protect participants from unwarranted physical or mental distress, harm, danger, or deprivation.
* Social workers engaged in the evaluation of services should discuss collected information only for professional purposes and only with people professionally concerned with this information.
* Social workers engaged in evaluation or research should ensure the anonymity or confidentiality of participants and of the data obtained from them. Social workers should inform participants of any limits of confidentiality, the meASTATEres that will be taken to ensure confidentiality, and when any records containing research data will be destroyed.
* Social workers who report evaluation and research results should protect participants' confidentiality by omitting identifying information unless proper consent has been obtained authorizing disclosure.
* Social workers should report evaluation and research findings accurately. They should not fabricate or falsify results and should take steps to correct any errors later found in published data using standard publication methods.
* Social workers engaged in evaluation or research should be alert to and avoid conflicts of interest and dual relationships with participants, should inform participants when a real or potential conflict of interest arises, and should take steps to resolve the issue in a manner that makes participants' interests primary.
* Social workers should educate themselves, their students, and their colleagues about responsible research practices.

##### 6. Social Workers' Ethical Responsibilities to the Broader Society

###### 6.01 Social Welfare

* Social workers should promote the general welfare of society, from local to global levels, and the development of people, their communities, and their environments. Social workers should advocate for living conditions conducive to the fulfillment of basic human needs and should promote social, economic, political, and cultural values and institutions that are compatible with the realization of social justice.

###### 6.02 Public Participation

* Social workers should facilitate informed participation by the public in shaping social policies and institutions.

###### 6.03 Public Emergencies

* Social workers should provide appropriate professional services in public emergencies to the greatest extent possible.

###### 6.04 Social and Political Action

* Social workers should engage in social and political action that seeks to ensure that all people have equal access to the resources, employment, services, and opportunities they require to meet their basic human needs and to develop fully. Social workers should be aware of the impact of the political arena on practice and should advocate for changes in policy and legislation to improve social conditions in order to meet basic human needs and promote social justice.
* Social workers should act to expand choice and opportunity for all people, with special regard for vulnerable, disadvantaged, oppressed, and exploited people and groups.
* Social workers should promote conditions that encourage respect for cultural and social diversity within the United States and globally. Social workers should promote policies and practices that demonstrate respect for difference, support the expansion of cultural knowledge and resources, advocate for programs and institutions that demonstrate cultural competence, and promote policies that safeguard the rights of and confirm equity and social justice for all people.
* Social workers should act to prevent and eliminate domination of, exploitation of, and discrimination against any person, group, or class on the basis of race, ethnicity, national origin, color, sex, sexual orientation, age, marital status, political belief, religion, or mental or physical disability.
1. The generic meaning of the term "drug" is broadly defined as any chemical substance which affects living systems. For the purposes of this policy, substance and/or drug abuse are used interchangeably and defined as socially unacceptable use of drugs or other chemical substances for non-therapeutic purposes. The substance alcohol (ethanol), by its properties and actions, is a drug and is used as such in this policy. Drugs prescribed by a physician licensed to practice medicine and surgery, as long as the drug is taken in accordance with the provider's instructions and do not impair the student's ability to perform his/her duties, are exempt from this policy.

Reference:

Reiss, B. & Melick M. (1987). Pharmacological Aspects of Nursing Care (2nd Ed.). Albany, NY: Delmar Publishers, pp. 2, 627, 631-633. [↑](#footnote-ref-1)