

Bachelor of Science in Social Work Student Handbook

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Department of Social Work on Facebook: <https://www.facebook.com/MSUMsocialwork/>
Subscribe to the Department Listserv: <https://sbs.mnsu.edu/academics/social-work/about/social-work-listserv/>**

(Revised Spring 2019)

Welcome to the Bachelors of Science in Social Work (BSSW) Program

We are pleased that you have decided to pursue your Bachelor of Science in Social Work (BSSW) degree at Minnesota State University, Mankato. As a Council on Social Work Education (CSWE) accredited BSSW degree-granting program, we are committed to providing you with a high-quality education that will prepare you for generalist social work practice.

PLEASE read this student handbook thoroughly. It provides critical information about the program, curriculum, and student rights and responsibilities. Policies and procedures sometimes need to change or be amended, and the faculty consult with students and keep them informed regarding any policy or procedure changes that impact their education in the BSSW Program. Should there be concerns about the Program or its policies, please discuss them with Program faculty either directly or through organizational representatives of the Social Work Club or Phi Alpha Honor Society, the Program Director, or the Department Chairperson.

The BSSW Program faculty and staff want all students to be successful in their academic endeavors and encourage them to seek guidance and clarification regarding the program or the profession. Students are assigned a BSSW Program Advisor when they declare Social Work as a major. The BSSW faculty strongly encourage students to work with their Advisor to help with academic and professional development goals. The BSSW Program Director, as well as Department Chairperson, are resources for students as well.

We wish you great success as a student in the BSSW program at Minnesota State Mankato. We are available to help you achieve your goals as you learn to apply critical thinking, knowledge, skills, and values of the profession of social work.

On Behalf of the BSSW Program Faculty, Staff, Students, and Alumni,

<p><i>Paul Mackie</i> <i>BSSW Program Director</i></p>	<p><i>Debra Gohagan</i> <i>Chairperson, Department of Social Work</i></p>
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Disclaimer

This document represents the 2019-2020 *BSSW Program Student Handbook*. The Department reserves the right to review existing policies and to revise, repeal, and draft new policies as warranted, in order to comply with federal, state, university, and college policies; to comply with Council on Social Work Education (CSWE) policy; and to ensure effective administration of the BSSW program. Thus students are responsible for and held accountable to most recent versions of policies, procedures, and program information not yet formally integrated in this Handbook. All policy changes are effective immediately upon public notification, unless otherwise noted. Students are notified of any policy changes electronically via the Department webpage and campus MavMail or Department listserv. Program information, program policies, and procedures that have been approved by the BSSW Program faculty are denoted by the word “Adopted” and the date.

Social Work Faculty and Staff Directory

NOTE: Updated faculty information is available online at <https://sbs.mnsu.edu/academics/social-work/about/faculty-and-staff/>

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BSSW Program Mission Statement

The BSSW Program at Minnesota State University, Mankato builds on a strong liberal arts foundation to prepare its graduates for professional generalist social work practice with individuals, families, groups, organizations, and communities. The Program commits to ethical and competent professional practice and service with compassion and integrity. The Program empowers social work students to understand the experience, culture, and the diverse contexts of clients' lives and to honor their voices. The Program commits to professional practice that enhances human well-being and advocates for social, economic, and environmental justice for all members of our diverse and global society. The Program's graduates are resourceful problem solvers who are prepared to make a difference through policy and practice in the ever-changing global society. The Program also contributes to the work of the profession and social service agencies through consultation, scholarship, research, and leadership.

[Revised/Approved: 12/05/16]

BSSW Program Goals

The BSSW Program:

1. Prepares competent professional generalist social work practitioners for work with individuals, families, groups, organizations, and communities. [Comps 1-9]
2. Promotes identification with the social work profession and commitment to the profession's values and ethics that guide practice. [Comp 1]
3. Values human well-being and advocates for human rights through social, economic, and environmental justice. [Comps 2, 3, & 5]
4. Develops critical thinkers as resourceful problem-solvers that analyze and respond to diverse global contexts. [Comps, 2, 3, 4, & 5]
5. Prepares graduates for social work careers and life-long learning through a strong liberal arts foundation. [Comps 1-9]
6. Supports the profession and communities at large through consultation, scholarship, research, and leadership. [Comps 1-9]

[Revised/Approved: 01/05/17]

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Council on Social Work Education Program Accreditation

The BSSW Program was first accredited by the Council on Social Work Education (CSWE) in 1974. The BSSW program was reaccredited in 2010 and is accredited through October 2020. The BSSW Program curriculum is designed to help students reach the Competencies of the Council on Social Work Education 2015 Educational Policies and Standards (CSWE, 2015). Coursework and field education learning outcomes are based upon these Competencies.

For more information on the accreditation of Social Work Programs, go to CSWE at <http://www.cswe.org/>

CSWE EPAS 2015 COMPETENCIES AND BEHAVIORS
<p>Competency 1: Demonstrate Ethical and Professional Behavior</p> <p>Social workers understand the value base of the profession and its ethical standards, as well as relevant laws and regulations that may impact practice at the micro, mezzo, and macro levels. Social workers understand frameworks of ethical decision-making and how to apply principles of critical thinking to those frameworks in practice, research, and policy arenas. Social workers recognize personal values and the distinction between personal and professional values. They also understand how their personal experiences and affective reactions influence their professional judgment and behavior. Social workers understand the profession's history, its mission, and the roles and responsibilities of the profession. Social Workers also understand the role of other professions when engaged in inter-professional teams. Social workers recognize the importance of life-long learning and are committed to continually updating their skills to ensure they are relevant and effective. Social workers also understand emerging forms of technology and the ethical use of technology in social work practice.</p> <p>Social workers:</p> <ul style="list-style-type: none"> • Make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to context; • Use reflection and self-regulation to manage personal values and maintain professionalism in practice situations; • Demonstrate professional demeanor in behavior; appearance; and oral, written, and electronic communication; • Use technology ethically and appropriately to facilitate practice outcomes; and • Use supervision and consultation to guide professional judgment and behavior.
<p>Competency 2: Engage Diversity and Difference in Practice</p> <p>Social workers understand how diversity and difference characterize and shape the human experience and are critical to the formation of identity. The dimensions of diversity are understood as the intersectionality of multiple factors including but not limited to age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status. Social workers understand that, as a consequence of difference, a person's life experiences may include oppression, poverty, marginalization, and alienation as well as privilege, power, and acclaim. Social workers also understand the forms and mechanisms of oppression and discrimination and recognize the extent to which a culture's structures and values, including social, economic, political, and cultural exclusions, may oppress, marginalize, alienate, or create privilege and power. Social workers:</p> <ul style="list-style-type: none"> • Apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels; • Present themselves as learners and engage clients and constituencies as experts of their own experiences; and • Apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies.
<p>Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice</p>

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

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

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

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

- Use practice experience and theory to inform scientific inquiry and research;
- Apply critical thinking to engage in analysis of quantitative and qualitative research methods and research findings; and
- Use and translate research evidence to inform and improve practice, policy, and service delivery.

Competency 5: Engage in Policy Practice

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

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

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

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

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

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

Social workers understand that assessment is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in the assessment of diverse clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand methods of assessment with diverse clients

and constituencies to advance practice effectiveness. Social workers recognize the implications of the larger practice context in the assessment process and value the importance of inter-professional collaboration in this process. Social workers understand how their personal experiences and affective reactions may affect their assessment and decision-making. Social workers:

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

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

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

- Critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies;
- Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies;
- Use inter-professional collaboration as appropriate to achieve beneficial practice outcomes;
- Negotiate, mediate, and advocate with and on behalf of diverse clients and constituencies; and
- Facilitate effective transitions and endings that advance mutually agreed-on goals.

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

Social workers understand that evaluation is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations and communities. Social workers recognize the importance of evaluating processes and outcomes to advance practice, policy, and service delivery effectiveness. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in evaluating outcomes. Social workers understand qualitative and quantitative methods for evaluating outcomes and practice effectiveness. Social workers:

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

BSSW Program Assessment

The Council on Social Work Education (CSWE) Educational Policies and Standards (EPAS) requires that assessment be an integral component of professional competency-based social work education. The BSSW Program has an assessment process to evaluate the extent to which the CSWE EPAS required competencies and behaviors are met through Program activities and the BSSW curriculum which includes both traditional coursework and field education.

The assessment methods used to assess achievement of CSWE required competencies include:

- a. Student's successful completion of courses with a C- or higher, or a PASS in course where there is no letter grade attached
- b. Student scores on the Explicit Curriculum Assessment (Social Work Education Assessment Program), completed in the final semester of the program
- c. Field Instructor/Field Faculty Evaluation of Student Performance in Junior Field Experience (SOWK 315) and Social Work Practicum & Seminar (SOWK 450/455)
- d. Periodic Implicit Curriculum Survey
- e. On-Line Exit Survey
- f. Periodic BSSW Alumni Survey
- g. Pass Rates on ASWB Bachelor's level licensure exam

Use of Program Assessment Data

Data collected from students is kept confidential and presented in aggregate format so that no information provided by any individual students are able to be identified.

BSSW Program assessment data is used to:

1. Demonstrate achievement of BSSW program goals and student competency;
2. Improve the quality of the program;
3. Obtain resources from the University and other external sources to support the program;
4. Recruit Department faculty, adjunct faculty, and students.

Summary reports are shared with key stakeholders and constituents, including but not limited to:

a) Council on Social Work Education, b) University administrators, c) Department of Social Work faculty, adjuncts, and staff, d) Current and Prospective students, f) Alumni, and g) Other university faculty and staff (e.g., library faculty, Graduate Studies staff) as indicated.

BSSW CURRICULUM

Bachelor of Science in Social Work Curriculum (AS 2.01-2.0.3)

The BSSW Program Curriculum is based upon the accreditation standards of the Council on Social Work Education (CSWE), which is the sole national accrediting body for social work degree programs. The most up to date descriptions of BSSW academic program policies, curriculum, and courses descriptions are available in the University Course Catalogs updated annually and found online at:

- [Social Work 2019-2020](#)
- [Social Work 2018-2019](#)
- [Social Work 2017-2018](#)
- [Social Work 2016-2017](#)

To find an electronic copy of the Undergraduate Academic Catalog for the year when the student first enrolled, go to www.mnsu.edu/supersite/academics/catalogs. The “catalog year” which is indicated on the top of the student’s Interactive Degree Audit Report (DARS) refers to the year the student entered the University and is the graduation and program curriculum requirements that students must meet to graduate.

Students may view their Degree Audit Report (DARS) by logging into their e-services account at <https://www.mnsu.edu/eservices/>. Note, general education and degree granting program requirements change periodically and some students may elect to change their catalog year. Students should meet with their BSSW Program Advisor and the College of Social and Behavioral Sciences Advising Center Staff to discuss their options.

The BSSW curriculum has been established carefully to meet the accreditation standards of the Council on Social Work Education (CSWE) and to create a logical and pedagogical progression that will best facilitate the development of the knowledge, values, and skills of generalist social work practice. Courses are sequenced intentionally with introductory general education coursework preceding foundation coursework and advanced coursework in the final three semesters. The general progression is:

- Complete University General Education goal areas
- *and* Social Work Required General Education Categories
- *and* SOWK Foundation Courses
 - Apply to the Major
- Complete the Advanced Curriculum Courses
 - Graduate

The BSSW Program’s academic map, which is a recommended 4-year coursework template for students who start their freshman year at the University, can be found in the **Appendix** of this Handbook.

University General Education -- Liberal Arts Coursework

All students must complete a set of general education courses for multiple goal areas and other graduation requirements to earn their bachelor's degree. The University's required general education (GE) goal areas and graduation requirements coursework provide a broad liberal arts base on which undergraduate social work majors prepare for professional coursework. Through these courses, students are introduced to a broad spectrum of knowledge, theory, critical thinking, and writing skills. Students learn theories and models for understanding human behavior, interpersonal relationships, organizational structures, as well as social, economic, and political institutions in which they live. For more information go to

<https://mankato.mnsu.edu/academics/academic-catalog/?catalogTypeName=Undergraduate>

[Note: All courses listed below that are completed for the BSSW degree, must be completed with a grade of C- or better. Internship courses are graded with P/NC (Pass; No credit). The one exception is if student completes a statistics course to meet the BSSW Program's requirement and the University's general education goal area #4, the course must be completed with a grade of C or better.]

BSSW Specific General Education Categories Required for the Major

Category	Purpose
Human Development	These courses contain information about the stages of human development and theories about individual and family development across the lifespan. Human development courses that focus on only one part of the lifespan are not sufficient.
Psychology	This course provides introduction to the many theories about the mental or behavioral characteristics of individuals or groups and applications in the field of psychology.
Biology	These courses introduce students to general systems theory with an emphasis on human biological systems and provide an understanding of the interactions between multiple systems. Biology course(s) with emphasis on human anatomy and/or neuroscience may be substituted.
Values, Ethics, & Critical Thinking	These courses assist with students' abilities to identify personal values, prepare to understand the role of ethics in a profession, and strengthen students' critical thinking and logical processing skills.
Statistical Methods	These courses contain information about the basics of research and use of and application of statistics.
Social, Economic, & Political Perspectives	These courses become the foundation for understanding social, economic, and political perspectives that inform the development and maintenance of social welfare policies and service delivery at multiple systems levels from local to global.
Diversity & Social Justice A	These courses provide a broad overview of multiple cultural groups, their history, traditions, and norms, etc. May include some global or environmental perspectives.
Diversity & Social Justice B	These courses offer the opportunity to study a specific population or cultural group.

The BSSW Program has identified specific General Education courses in eight categories that provide a foundation for studying social work. For a list of the courses and the specific number of courses to be completed for category, go to <https://mankato.mnsu.edu/academics/academic-catalog/undergraduate/social-work/social-work-bssw/>. Students complete these courses concurrently the University's general education goal areas (see heading above). Almost all the courses, which are options for each category, count toward institutionally required general education goal areas. NOTE: For the statistics requirement, however, only Econ 207, SOC 202 and STAT 154 are considered general education courses in GE Goal Area 4.

Each category has a purposely-selected array of courses from which the student may select the required course. The content of these courses reflect the roots of social work practice that contribute to students' understanding of history and culture, human origins and biology, human development, and the diversity of multi-cultural groups in our society. These courses also help students to understand concepts such as oppression, power, prejudice, privilege, pluralism, and the principles of social, economic, and environmental justice and human rights. An understanding of the significance and operation of social settings, roles, and small group influence on individual and collective behavior is crucial to social work intervention through these systems. Furthermore, as students prepare for evidence-based generalist social work practice, basic knowledge of subjects such as ethics, economics, government, and statistics is essential.

BSSW Foundation Social Work Courses

<u>Course #</u>	<u>Course Name</u>
SOWK 212	Introduction to Social Work
SOWK 215/215W	Social Welfare Services (W = writing intensive)

The BSSW program includes courses designed to assist students with their decision to pursue the profession of social work. The 200+ level SOWK courses give students a general understanding of the structure of social welfare services, provide a historical overview of the social welfare system, and introduce students to the social work profession at both the policy and practice levels. These two courses are typically taken during the first and second years, or while students are completing their first 60 credit hours, and before students complete the 300+ level Social Work courses.

<u>Course #</u>	<u>Course Name</u>
SOWK 310/310W	Human Behavior in the Social Environment (W=writing intensive)
SOWK 315	Junior Field Experience

The 300+ level SOWK courses are typically taken concurrently when completing the last of the University's general education requirements and the Social Work General Education categories. These courses focus on the theories and the application of these theories that inform change at all systems levels and provides students with a field experience to apply the knowledge, values, and skills they have learned. SOWK 310/310W is generally completed before or with SOWK 315.

Students are required to apply and must receive permission to enroll in SOWK 315 Junior Field Experience one semester before taking the course. There is a structured process to get this permission and students must attend a SOWK 315 Information session as the first step of this process. Students usually apply for Admission to the BSSW Major in the semester during which they are enrolled in the 300+ level Social Work courses. *[For more information, go to Application to the Major section in this Handbook and the Application and Admission to the Major website <https://sbs.mnsu.edu/academics/social-work/bachelor-of-science-in-social-work/bssw-program-applications/application/>*

BSSW Advanced Social Work Courses

<u>Course #</u>	<u>Course Name</u>
SOWK 410	Social Welfare Policy
SOWK 435	Applied Social Work Research
SOWK 441*	Generalist Social Work Practice*
SOWK 443*	Social Work Interviewing and Counseling Skills*
SOWK 446*	Organizations and Community Practice*
SOWK 450*	Integrative Seminar*
SOWK 455*	Social Work Practicum*

The following 400+ level SOWK courses are taught at an advanced, undergraduate level and are taken by social work majors and social welfare minors. They are completed AFTER the student has applied and been admitted to the BSSW program, late in their junior year or in the senior year of the degree program. Students are introduced to knowledge, values, and skills of the generalist social work practice model for working with individuals, families, groups, organizations, and communities. SOWK 450/455, Senior Seminar and Senior Practicum are completed in the semester in which the students plans to graduate.

**These courses may ONLY be taken by students admitted to the BSSW Degree Program and who are in good standing in the program. All require permission for registration.*

3-Semester Sequence -- Advanced Social Work Courses

Students are required to complete their studies in a 3 semester sequence after formal admission into the BSSW Degree Program. These courses are taken with the same cohort of students who progress through the program at the same time. The advanced social work courses in the curriculum are completed in the last three semesters prior to graduation and in the order presented below. To make a significant change to this sequence of the practice courses listed below, a student must have permission of the BSSW Program. *[See Request for Variance to Advanced SOWK Curriculum Sequence Policy in Academic and Curriculum Related Policies section of this Handbook.]*

Semester 1 (Junior)	Semester 2 (Senior)	Semester 3 (Senior)
• SOWK 410	• SOWK 435	• SOWK 450
• SOWK 441	• SOWK 443	• SOWK 455

• SOWK 4XX elective	• SOWK 446	[Completion of degree requirements & 120 credits]
• Other elective, as needed	• Other elective, as needed	

BSSW Field Education

Field education is the capstone experience for the BSSW Program. It has been systematically designed to address supervision, coordination, and evaluation by which students demonstrate the achievement of CSWE competencies. It provides students with opportunity to be involved in an agency setting and actively engaged in using new knowledge and practicing new skills under the supervision of an experienced social work professional. It is the signature pedagogy of social work education.

Students complete 2 field education experiences in the BSSW Program for a total of 560 hours. SOWK 315, Junior Field Experience requires 120 hours across a semester in an agency. It is completed the semester the student applies for formal admission to the BSSW Program's advanced curriculum. SOWK 450, Senior Seminar, and SOWK 455, Senior Internship requires 440 hours in an agency and is completed the final semester of students college career.

Students completing SOWK 315 or SOWK 450/455 should plan to complete their internship experience within a 150-mile radius of the University. Students may request permission to complete an internship outside of this 150-mile radius. For specific policy and procedures related to completing SOWK 450/455 as a Domestic Out of Region or International Study outside of the 150 mile radius see the Field Education Manual <https://sbs.mnsu.edu/academics/social-work/social-work-field-education/field-education-manual/>. [See the *Domestic Out-of-Region or International Study Away policy and procedure in the BSSW Program's Academic and Curriculum Related Policy and Procedures section of this Handbook.*]

For more information about each field education experience, go to

SOWK 315: <https://sbs.mnsu.edu/academics/social-work/bachelor-of-science-in-social-work/bssw-program-applications/junior-field-application/>

SOWK 450/455: <https://sbs.mnsu.edu/academics/social-work/bachelor-of-science-in-social-work/bssw-program-applications/senior-practicum-application/>

BSSW Electives

- SOWK 255*** Global Response to Human Need
- SOWK 415** Child Family Welfare Services
- SOWK 417** Co-morbidity of Mental Health & Substance Use Disorders in Social Work
- SOWK 419** Social Work and Aging
- SOWK 422** Social Work and Chemical Dependency
- SOWK 425** Social Work in Health Care Settings
- SOWK 427** Social Work Responses to Intimate Partner Violence
- SOWK 430** Social Work in the School Setting
- SOWK 432** Social Work and Disabilities

Multiple social work elective courses are also part of the social work curriculum. These courses provide greater depth of understanding of special populations, agency settings, practice and policy in many social work fields. Students are required to choose at least one 3-credit elective course for the major and may select others as interest and time allow. Occasionally, other electives are made available. Elective course(s) must be completed prior to entering practicum in the final semester of study. Students are encouraged to discuss the content and anticipated scheduling of these courses with their BSSW Program Advisor in preparation for meeting professional educational goals. The majority of the elective courses are offered 1 time per year, and due to changes to faculty teaching assignments, one or more may not be offered in some years.

**SOWK 255 cannot be used to meet the BSSW Program's elective requirement for students majoring in Social Work. However, students who plan to graduate with a Social Welfare Minor may take SOWK 255 as their required elective.*

BSSW Exploratory and Independent Study Courses

SOWK 291	Exploratory Studies
SOWK 485	Selected Topics
SOWK 490	Workshop
SOWK 492	Honors Reading
SOWK 495	Social Work Honors Paper
SOWK 497	Internship: Social Work
SOWK 499	Individual Study

These courses offer students the opportunity to expand and enhance their knowledge and skills in specific areas of interest. They also allow students to develop independent or honors research, readings, or other project activities in areas they want to further study. Faculty act as mentors for students in these courses and students work independently on a schedule developed with the faculty member. Students interested in the courses described below should talk with their BSSW Program Advisor to determine which faculty would best be able to meet the student's desired learning outcomes. Working individually with a faculty member contributes to the student's increased knowledge and skills in research and practice. The completion of individualized or independent courses may also contribute to the student's potential for employment or for acceptance into a graduate degree program. These courses may be taken either pass/fail or for a letter grade.

Domestic Out-of-Region and International Credit-earning Opportunities

The BSSW Program supports domestic out of region and international credit-earning opportunities for student. Educational study away and abroad experiences must be consistent with the curriculum requirements and CSWE accreditation standards. While some students may choose to use domestic out-of-region or international opportunities to enhance their social work curriculum, other students seek additional travel experiences through the University's Center for

Education Abroad and Away and other colleges and universities. Even if the credit for these courses cannot be applied directly to the BSSW degree, they nonetheless enhance their educational and cross-cultural experiences.

Students are encouraged to pursue these types of educational experiences. Students may also talk with their BSSW Program Advisor about adding a credit-earning educational opportunity by developing an academic component to their travel plan if one does not exist. The BSSW Program offers the following course, credit-earning options for domestic out-of-region and international study.

- *SOWK 315, Junior Field Experience (4 cr.):* Students may be interested in completing their junior field experience outside of the 150 mile radius of the University or internationally. They should contact the SOWK 315 Instructor to discuss options and next steps no less than 1 semester prior to the semester they plan to complete SOWK 315.
- *SOWK 450/455, Senior Practicum (12 cr.):* Students should plan to complete *Social Work Practicum*, within a 150-mile radius of the Mankato campus. If, however, there are extenuating personal circumstances or unique opportunities not available within 150 miles of campus, students may seek an exception by requesting to complete their last semester outside of the 150 miles radius. <https://sbs.mnsu.edu/academics/social-work/social-work-field-education/field-education-manual/>
- *SOWK 485, Special Topics (3 cr.):* This course is primarily offered as a group study abroad course led by one or more faculty and generally used for short term study abroad programs.
- *SOWK 497, Internship (1-10 cr.):* Students who want to complete an internship in connection with another internship or program of study can work with University's Center for Education Abroad and Away to identify potential University or other internship opportunities. This experience will not substitute for either of the required Social Work field or practicum courses. They should talk with their BSSW Program Advisor about their interest in such an opportunity. This additional internship is planned with a social work faculty member who negotiates the number of credits, assignments, monitoring role, collecting the necessary paperwork and or assignments, and assigning the grade.
- *SOWK 499, Individual Study (1- 6 cr.):* The student develops a study or paper with a BSSW Social Work faculty member who will be reviewing the finished study or paper and assigning the grade. This study or paper may be completed in conjunction with an experience through the Center for Education Away and Abroad or developed around a planned international travel experience.
- [For specific policy and procedures related to completing SOWK 450/455 as a Domestic Out-of-Region or International Study outside of the 150 mile radius, see the Field Education Manual <https://sbs.mnsu.edu/academics/social-work/social-work-field-education/field-education-manual/>. Also see the *Domestic Out-of-Region or International Study Away policy and procedure in the BSSW Program's Academic and Curriculum Related Policy and Procedures section of this Handbook.*]

Applying for Graduation

Students should submit an *Application for Graduation* form to the Office of the Registrar one year prior to their intended graduation semester. This process is initiated by the student. The BSSW Program does not take part in this process unless the Registrar's Office determines that there is a problem with clearing the student for graduation, at which time the student should meet with their BSSW Program Advisor.

Social Welfare Minor

The Department of Social Work also offers a Social Welfare Minor that provides students from other majors the opportunity to develop an awareness and understanding of the social work profession and social welfare issues beyond the introductory courses. While this minor complements other degrees in disciplines, it does not qualify students for social work licensure, nor does it make one eligible for positions requiring a social work license.

- Social Welfare Minors cannot enroll in any of the upper-division practice sequence courses (SOWK 441, 443 or 446) and
- Students in the Social Welfare minor cannot take the Senior Practicum and Integrative Seminar (SOWK 450 & 455)
- Students cannot graduate with both a Social Work major and Social Welfare minor
- All courses taken for the minor must be completed with a letter grade [*Adopted Fall 2019; Effective academic year 2019-2020*]
- Students who decide to change from a Social Welfare Minor to the Social Work Major and who have earned a D+ or less in one of the required Social Welfare minor courses must retake that course [*Adopted Fall 2019; Effective academic year 2019-2020*]

SOWK 215/215W	Social Welfare Services
SOWK 212	Introduction to Social Work
SOWK 310W/310	Human Behavior in the Social Environment
SOWK 410	Social Welfare Policy
SOWK 4XX	Social Work Elective Course (includes SOWK 255)

Declaring Other Major(s) and Minor(s)

Social work is a comprehensive, broad major at Minnesota State University, Mankato, which means that students do not need a minor. Students, may, however choose to complete a minor or another major/degree in a different discipline. Students who wish to complete requirements for another major will earn two degrees – the BSSW as well as a BA or BS in their second major.

Students who plan to complete coursework for a minor or an additional major, may need to add additional semesters to their academic plan to accommodate all requirements. Students should plan to complete as many of their minor or other major courses as possible prior to applying to

the BSSW program and beginning the last three semesters of study. After admission to the major/BSSW program, the three remaining semesters are taught in a cohort model. If a student has multiple other courses to complete in those final semesters, they may not be able to graduate with their original cohort. Students who plan to do this should discuss their academic plan with their BSSW Program Advisor and other program advisor and should reflect this on the course plan they submit in the application to the major packet.

Supporting Coursework

Students are encouraged to expand their knowledge and skills as they prepare to work in fields of practice that interest them. The BSSW program website includes a section entitled *Career and Specialty Areas in Social Work* that suggests courses from other departments at the University that will support their interests in various fields of social work practice (URL: <https://sbs.mnsu.edu/socialwork/undergraduate/careers-specialties.html>).

Students should also consider the importance of communication and language skills as they prepare to practice in a manner responsive to ethnic, cultural, and national diversity. In addition to the educational and cultural benefits of learning another language, graduates who are bilingual (e.g. speak English as well as Spanish, Swahili, or communicate in American Sign Language) will have advantages in the job market. Thus, students may wish to consider a set of courses in other languages.

BSSW ADMISSION POLICIES & PROCEDURES

BSSW Program Admission Policies and Procedures are described below. The application documents are located on the Department of Social Work website (<https://sbs.mnsu.edu/academics/social-work/bachelor-of-science-in-social-work/bssw-program-applications/application/>) and are occasionally updated. All students should work closely with their BSSW Program Advisor to complete their application packet for admission to the major.

CSWE requires all BSSW programs to have an admissions process to help programs maintain the high standards important to a professional degree program. Formal admission to the upper-division of the program is based on a set of admission requirements and standards which are applied to all student applicants. The BSSW Program admission documents and evaluation criteria provides student applicants with an opportunity to:

- Highlight reasons they believe they should be considered for the BSSW Program.
- Develop or enhance their skills in completing professional applications.
- Engage in professional as well as academic advising with BSSW Program Advisors.
- Provide the BSSW Program with an outside perspective on the applicant's readiness for admission to the BSSW Program.

Application to the BSSW Program

Students who declare social work as a major are not automatically accepted in the advanced curriculum. Students must apply for formal admission to the BSSW Program in order to complete their final 3 semesters of coursework. These 3 semesters include the advanced SOWK 400+ level sequence courses (SOWK 410, 435, 441, 443, 446, 450, and 455). For more information go to <https://sbs.mnsu.edu/academics/social-work/bachelor-of-science-in-social-work/bssw-program-applications/application/>

Application Due Dates

Applications are due the 5th week of each semester. The exact due date may vary by a week either direction due to conflicting program, faculty, or staff commitments. Application due dates are published on the BSSW Program Application the Major webpage, announced in multiple classes (SOWK 212, 215/W, 310/W and 315; SOWK Electives), posted several times on the Department listserv and flyers are placed around the Department offices and classrooms. Completed applications are turned in the Department of Social Work Office prior to 4 p.m. on the announced date due.

The application to the BSSW Program is a very important opportunity to put your best professional foot forward. Please be thoughtful about how you complete and organize your application materials. **ALWAYS** keep a copy of all the documents you submit.

The BSSW Program accepts approximately 38 students in each cohort for each semester. However, the program reserves the right to limit or increase the number of students accepted each semester pending institutional, administrative, or other factors that impact the BSSW

Program's ability to support a full cohort. Applicants are notified of potential changes in the cohort size at the Program's earliest convenience.

Admission Requirements

To begin the upper-division, required 400-level SOWK courses (SOWK 441, 443, 446, 450, 455), students must complete an Application to the Major. Students apply to the social work major **if by the end of the semester in which they apply**, they will have:

- **Credits:** earned 75 credits
- **Completed or will have completed all required courses**
 - University general education goal areas
 - BSSW Program Required General education Categories with grades of 'C-' or better (see Exception below)
 - *See our BSSW Program Curriculum Guide for more information about course options for the categories*
 - *Exception: If you completed a statistics class to meet the University's General Education Goal Area #4 requirement, the grade must be a 'C' or better.*
 - BSSW Program Foundation courses (SOWK 212, SOWK 215/215W, SOWK 310/310W, & SOWK 315) and any other 'SOWK' courses that students may have completed with grades of 'C-' or better or grade of 'P'/pass in SOWK 315.
- ** If applying in the spring semester for fall semester admission, admission conditions must be met by end of the summer session prior to the fall semester.*
- **GPA's at the time of application** should be 2.8 or higher – Cumulative (*includes any transfer grades AND Minnesota State Mankato grades*) and 2.8 or higher -- Social Work
- **Demonstrated potential for or commitment to professional and competent generalist social work practice.** As a professional major and an accredited program, the BSSW Program has a responsibility to clients, agencies, communities, and the profession to ensure that our graduates engage in ethical and competent social work practice. Thus, demonstration of academic and professional behaviors, a commitment to the goals & values of the social work profession, and an awareness of the skills, talents or contributions they will make to the profession are also considered in admission decisions.

Completing the Application to Major Packet

1. Go to <https://sbs.mnsu.edu/academics/social-work/bachelor-of-science-in-social-work/bssw-program-applications/application/>
2. Download the **Application to the Major Overview & Instructions** (*word doc; 1 page*) and the **Application to the Major Packet** (*word doc; 7 pages*) to your desktop and save to your desktop. These files contain the required instructions, documents, and templates. Review EACH thoroughly.
3. **Download the Scoring Rubric Worksheet** (*word doc; 1 page*) and **Essay Rubrics** (*2 pages; word doc*) and review these forms as you complete your application documents. These documents are used by the BSSW Program faculty to review and score

components of your application in the categories listed above: a) Academic Readiness; b) Application of Social Work Knowledge; & c) Professionalism and Commitment to the Profession.

4. Review the documents and make a list of **questions**.
5. Meet with your **BSSW Program Advisor**. Discuss your readiness to apply and any questions you have about the application documents or process
6. Schedule appointments, if needed, with **Advising Center in AH114** (get DARS reviewed, printed, signed), and/or the **Career Development Office** (for assistance with writing your resume; take our template which can be found in the application packet with you), and/or the **Writing Support Center** (for writing your essays).
7. Complete application. Type it.
8. BEFORE printing, delete unnecessary instructions in documents.
9. Print. Put packet together.
10. Arrange to get your **BSSW Program Advisor's signature**.
11. **Sign** and submit to Social Work Office. TN 358 by due date and time.

Additional Resources for Completing the Application to the Major

- **GPA Calculator Worksheet:** If your SOWK GPA on your DARS does not reflect all your grades for social work required courses please recompute your Social Work GPA. For example, if you have courses from other schools and grades are not yet showing in the Social Work Major section of your DARS or if you have completed a Social Work required course with a grade of D+ or less and are retaking/planning to retake that course, make sure these courses/grades are entered and grade is reflected in your recalculation.
- For a GPA Calculator Worksheet [go to http://www.revfad.com/gpa_calculator.html.] Enter your Social Work required general education category and SOWK courses, credits, and grades. Calculate and review with your BSSW Program Advisor. Include a copy in your application packet. Include transcripts from prior schools in your application packet, if courses do not yet show on your University DARS.
- **Cover Letter:** A general cover letter IS NOT REQUIRED for the application to the major. This is a template for a formal cover letter and students can choose to include a cover letter in their application packet. However, if you are requesting a variance from the admission requirements or a significant change in course sequencing for the final 3 semesters, you will need to submit a letter requesting these variances. This letter can be found in your application packet (page 7).
- **Resume.** Students can make an appointment at the University's **Career Development Center**, (go to <http://www.mnsu.edu/cdc/resumes/>) for instructions, templates, and samples and assistance with writing a resume. It is NEVER too early to learn how to write a good resume and this is not the last time you have to submit one for the BSSW program.

Evaluating Applications to the BSSW Program

Application documents are reviewed by faculty and points are assigned to the following three (3) areas for a total of 55 points:

Academic Readiness (total = 20 points)	Application of Social Work Knowledge & Writing (total = 20 points)	Applicant's Professionalism & Commitment to the Profession (total = 15 points)
<ul style="list-style-type: none"> • Meeting admission criteria including completing the required coursework (0 - 4 points) and GPAs are entered and weighted x2 (0 - 16 points) 	<ul style="list-style-type: none"> • Essay writing for content application (0 - 5 points for each essay) and • Writing skills (0 - 5 points across 3 essays) 	<ul style="list-style-type: none"> • Professionally complete application packet (0 - 5 points) • Reference from outside source for assessment of professional skills (0 - 5 points) • Commitment to and contributions to the profession assessed through review of documents including Resume, Reference, Essays, etc. (0 - 5 points)

Application Review, Decision Making, & Notification Procedures

First, the BSSW Program Director & Graduate Assistant review and score applications for academic readiness, for professionally completed/submitted application packet, and Reference form results. If there is minor missing information or confusing information, students are given one (1) opportunity to update their application. Applications may not be reviewed, if the student has NOT completed satisfactorily (or are not in process of completing) 1 or more SOWK Foundation courses AND/OR have earned a grade of 'D+' or less or 'F' on one of the SOWK Foundation courses which has not yet been retaken.

Then, depending on the number of applications, at least two (2) BSSW Program faculty and/or graduate assistant(s) are assigned to review & score content in essays related to application of knowledge and writing skills and review reference, resume, and essays for evidence of student commitment to the profession.

Evaluation scores are calculated. The BSSW Program faculty meet usually no later than the 3rd week of October and the 3rd week of February to make final admission decisions, pending the number of applications to be reviewed, prior professional or institutional commitments of faculty, etc. On occasion, it may take 2 Program meetings to come to final admission decisions.

Students are initially informed of the admission decisions by email within 24-48 working hours after faculty have finalized decisions and a formal letter follows within 2 working weeks. Student admission letters will contain information about the exact requirements students must meet and the evidence to submit to document that they have met requirements, as well as the timeline for meeting requirements.

If accepted, students are invited to attend the Welcome the Major Meeting which is generally scheduled about 2-3 weeks before the end of each semester and for which attendance is mandatory.

Admission Decisions

- *Accept/Standard Conditions.* Students must complete all requirements before the semester in which they will complete the SOWK 441 course which is the first course they complete after acceptance.
- *Accept/Delay for 1 semester.* This is the Program's waitlist. If there is unanticipated openings in the upcoming newly admitted group, a student in the Admit/Delay group will be asked to take the open seat. Not all students who have met all requirements are able to be admitted due to the cohort size cap.
- *Deny/Reapply.* Students are asked to reapply the next semester, usually due to concern(s) about academic or professional readiness. The reasons for this decision are shared with the applicant so they can address before the next application cycle.
- *Deny/Consult with advisor on alternate graduation plan.* The BSSW Program noted significant problems with academic or professional readiness. These concerns are shared with the student and they are encouraged to meet with their Advisor as well as referred to the College's Advising Center.

Student Request for Change in Enrollment Status Policy and Procedures

Decisions made by the BSSW program regarding student requests for enrollment changes must balance the needs of the student and the needs and responsibilities of the program. However, the Department recognizes that unforeseen circumstances may arise necessitating a change in academic plan and enrollment status. Students may request a delay in admission to the program or a leave of absence from the program. Students who have been dismissed from the Program or University for academic or behavioral reasons may also request to resume their social work degree coursework. *[See Academic and Curriculum Policies and Procedures section of the Handbook for more information about how to make this request.]*

Student's Right to Appeal the BSSW Program's Decision(s)

Students who are not admitted to the program have the right to appeal the Program's decision. For more information on the Appeals process, see *Evaluating Student's Academic and Professional Performance Policies and Procedures* in this Handbook.

ACADEMIC and CURRICULUM RELATED POLICIES and PROCEDURES

Criminal Background Check Policy

Students are required by the Department to complete a BCA criminal background check prior to entering field courses (SOWK 315 Jr Field Experience and SOWK 450/455 Social Work Practicum & Seminar). In some instances, agencies also may require students to complete state Department of Human Services or Federal background checks as well. For information about Background Checks, see the Field Education Website: <https://sbs.mnsu.edu/academics/social-work/social-work-field-education/>

Transfer of Credits and Course Substitution Policy and Procedures (AS 3.1.4)

Transfer and Substitution of Courses for All students

Transfer credits and course substitutions are accepted in accordance with the policies of the Minnesota State University, Mankato. Courses are evaluated for transfer credit by the University's Registrar's Office based on formal agreements between the University, specific institutional agreements, and MinnState policies. All course substitution decisions must meet

- BSSW Program policy that at least 24 credits be completed in the BSSW Program curriculum
- Institutional policies that at least 30 credits must be completed at MSU, M and students must complete at least 40 semester credit hours of upper-division (300-400) course work. For more information, go to <https://www.mnsu.edu/atoz/policies/ugrequirementsfordegreeaward2015.pdf>

BSSW Program Course Substitution Policy and Procedures (AS 3.1.4)

BSSW students who have not yet been formally admitted to another social work program at an accredited school, but who have completed social work equivalent courses may request a substitution for BSSW Program required courses. The Program considers substitutions for courses that are highly similar or equivalent to the BSSW Program's

- Required general education categories
- Foundation courses
- Social Work Elective and Supporting courses
- Advanced Curriculum policy and research courses

Coursework that may be equivalent to the BSSW Program's advanced curriculum's required courses, SOWK 441, 443, or 446, is ONLY considered for substitution if:

- the student was formally admitted to an accredited social work program and
- the student has submitted a letter from their Program Director stating that the student

is leaving that Social Work program in good academic and professional standing.

- Transfer credits are NOT accepted for the senior-level Social Work field education practicum and seminar, SOWK 450 & SOWK 455.

Request to have Courses Evaluated for Substitution for BSSW Program Required Course(s)

Students who request to have prior completed coursework evaluated for substitution for required BSSW Program courses at MSU Mankato should

- Initiate the process for substitution of courses with their BSSW Program Advisor or the BSSW Program Director.
 - Contact the BSSW Program Director directly to request course evaluation if they have completed coursework that may be equivalent to the BSSW Program advanced curriculum, SOWK 441, 443, and 446 AND they meet the conditions stated in the *BSSW Program Course Substitution Policy and Procedures (AS 3.1.4)* above,
- Submit a copy of their DARS showing that the course has been accepted for credit at MSU Mankato.
- Submit the name of the institution, department, number, name and course description, and the number of credits and grade earned. The BSSW Program member who is evaluating for substitution may require a course syllabus to complete the evaluation.

If the course is determined to be equivalent to a required BSSW Program course, the BSSW faculty member completing the evaluation completes a *Course Substitution/Waiver Form* and submits it for approval by the Department Chairperson. If the substitution is approved at the Department level, the form indicating the substitution approval is sent to the Registrar's Office to have it entered on the student's academic record. Course substitutions can only be processed after the course is successfully completed or after student has registered for courses at MSU, M. [Adopted: 10/10/18]

No Course Credit for Life or Previous Work Experience Policy (AS 3.1.5)

Though previous social service, health care, educational and related experience are considered as part of the admissions process, no University or Program course credit will be given to any student in the BSSW program for either life experience or previous work experience.

[Adopted: October 10, 2018]

Enrollment in University and Social Work 300+ Level Courses

University policy requires that students must have permission to take 300 and 400 level courses (referred to as 'upper division permission'). When the student is ready to register for SOWK 310/310W, they must meet with the BSSW Program Advisor to review their readiness to complete this course. The Advisor will provide the Department's Administrative Assistant with the student's name, tech id, and course id/section preferred to enter permission into the University's registration system for the student to register for 300+ level social work courses.

[Adopted: May 6, 2019]

Maintaining Academic ‘Good Standing’ Standards in Required SOWK General Education, SOWK Foundation and SOWK Advanced Curriculum Courses

Students must complete all courses required for the Social Work general education categories, Social Work Foundation courses, and the courses in the advanced curriculum with a grade of C- or better and a grade of P/pass for internship courses. Failure to earn a grade of C- or P in required courses can impact student’s ability to move forward in the program. Should a student not earn a grade of C- or better or P/pass, after formal admission to the major, the student must meet with their BSSW Program Advisor to discuss next steps, revise their course plan as indicated, and write a letter informing the BSSW Program of the problem, steps taken to address the problem and course grade, with a copy of a revised course plan.

[Adopted: May 6, 2019]

Request to Complete Domestic Out-of-Region or International Study Away

The general procedures apply to credit-earning domestic out-of-region (i.e., outside a 150 mile radius from Minnesota State University, Mankato) and or international educational opportunities. Students must begin the planning process for any domestic out-of-region or international social work credit-earning experience by formally contacting their BSSW Program Advisor at least three (3) months in advance of the planned experience. The advisor will work with the student or make a recommendation to work with a different faculty member. All paperwork for the experience must be completed by the end of the semester *before* the planned experience. Students are expected to comply with Department of Social Work, University, and Center for Education Abroad and Away (CEAA) policies for international travel, including but not limited to those policies related to conduct, liability, and documentation. Students are required to complete all documentation required by the CEAA.

If this domestic out-of-region or international study away experience is for either SOWK 315 or SOWK 455, the student must submit a letter to the BSSW Program prior to the semester planning to complete this study away experience. For more information related to planning an out-of-region or international senior practicum, or SOWK 450/455, go to the Field Education website at <https://sbs.mnsu.edu/academics/social-work/social-work-field-education/>.

Student Request for Change in Enrollment Status Policy and Procedures

Students may need to delay their admission to the program, request a leave of absence from the program, or request readmission to the program after formal dismissal from the program.

Request for Delay of Admission to the Program

Students who are accepted to the BSSW program may request a delay or deferral of admission. Students requesting a delay should discuss their request with their BSSW Program Advisor or BSSW Program Director. In consultation with the BSSW Program Advisor or Program Director, students will submit a professional letter addressed to the BSSW Program Director describing the reason for requesting to delay. If the student does not begin the major sequence within in one year (2 regular semesters), the student may be required to reapply to the program.

[Adopted: May 6, 2019]

Request for Leave of Absence from Program

Students who find it necessary to take a leave of absence after they have been admitted to the BSSW program should meet with their BSSW Program Advisor or the BSSW Program Director to discuss their request for a leave. Student should submit a letter to the BSSW Program Director explaining the reason for the leave and the semester and year when the student intends to resume study. Students who are unable to resume the program as planned, should arrange to meet with the BSSW Program Director to discuss their request for an extension of their leave. If the student does not resume study within one academic year (2 regular semesters), then the student may be required to reapply to the program. *[Adopted: May 6, 2019]*

Resuming Study in BSSW Program following an Academic or Behavioral Dismissal

A student who wishes to resume study in the BSSW Program after a dismissal from the BSSW Program due to academic or behavioral concerns is required to reapply for admission. The student must submit a letter and a new application and is subject to the same deadlines and review process as all applicants. This student must also include a letter describing the steps taken to correct the issues that resulted in the dismissal.

If the applicant is offered readmission, their previously completed coursework will be reviewed by the BSSW Program Director and evaluated against the current curriculum. Evaluation of any corrective action to address reasons for dismissal from the program will also occur. Acceptance of previous coursework as counting toward the degree is also subject to the policies of Minnesota State University, Mankato. *[Adopted: May 6, 2019]*

Request for Variance to Advanced SOWK Curriculum Sequence

The advanced SOWK curriculum, which is completed after formal admission to the BSSW Program, must be completed in a required 3-semester sequence. Any significant variance to the 3 semester sequence requires permission from the BSSW Program. Students must submit a letter to the BSSW Program requesting a variance, provide a rationale, and submit a new course plan. *[Adopted: May 6, 2019]*

Student's Right to Appeal or Grieve the Program's Decisions (AS 3.1.7)

Students have the right to appeal or grieve the BSSW Program's decisions. For more information on Student's right to Appeals policies and procedures, see *Evaluating Students' Academic and Professional Performance Policies and Procedures* in the BSSW Student Handbook,

BSSW PROGRAM ADVISING

Declaring Social Work as a Major

New students, whether first-year or transfer students, may declare their intention to be a social work major and plan to earn a BSSW degree at the time of enrollment at the University. Students who are undecided or who have declared another major can declare a social work major (BSSW) at any time.

Declaring social work as an intended major/degree program *does not mean a student has been or will be admitted to the major*. Formal admission to the BSSW degree program occurs through an application and screening process conducted by the BSSW Program faculty as required by CSWE, our accrediting body. For more information about the BSSW admission's criteria and application process, see the BSSW Admissions to the Major section of this Handbook or go to <https://sbs.mnsu.edu/academics/social-work/bachelor-of-science-in-social-work/bssw-program-applications/application/>.

To declare, or change to, Social Work as a major:

Go to: <http://www.mnsu.edu/academics/advising/index.html>

Find the Major button, and complete the online form.

Getting Assigned a BSSW Program Advisor

Academic and pre-professional advising are an integral part of the preparation for professional social work practice. BSSW Program advising is provided by full-time social work faculty. Students who declare their intention to major in social work are assigned an academic advisor in the Department of Social Work.

To have a BSSW Program Advisor assigned:

Go to: <http://www.mnsu.edu/academics/advising/index.html>

Find the Major button, and complete the online form.

BSSW Program Academic Advising

First year (freshman) students are assigned to a College of Social and Behavioral Science Advisor (SBS Advising Center) and a BSSW Program Advisor. Students transition fully to the BSSW Program Advisor at the beginning of their sophomore year. Transfer students are assigned to BSSW Program Advisor after attending a Transfer Orientation session. Student's may contact their assigned advisor by telephone, email, or use MavConnect (Starfish) <http://www.mnsu.edu/mavconnect/>

Students should meet with their BSSW Program Advisor at least once per semester. The more frequently the student chooses to communicate with their advisor, the more effective the relationship will be. Advisees may request a change in social work advisors at any time. Meeting consistently with an advisor helps students facilitate the completion of the BSSW degree. Advisors assess student progress toward meeting BSSW curriculum requirements,

determine when the student is ready to take upper-division (300 & 400-level) courses, and assist in completing the application to the major documents.

Responsibilities of Student Advisee

- Initiates and arranges contact with advisor at least 1 time per semester to develop and monitor academic plan
- Informs advisor of academic progress and standing
- Consults with advisor regarding changes in and permission to move forward with program plan (i.e. adding a minor or major, leave of absence)
- Consults with advisor regarding barriers to professional social work practice and/or regarding barriers to academic success
- Consults with advisor on permission to register for upper-division courses (300+ level courses) and for applying for admission to the BSSW major

Responsibilities of the Advisor

- Helps student matriculate through the BSSW program
- Assists the student in application for Admission to the Major
- Helps student choose appropriate elective course(s) and sequencing
- Works with student in the event of academic problems
- Confers with student about academic, professional, and career issues
- Helps to guide the student on actions and resources needed to resolve academic, personal, or financial issues which may impede their education

General Education Advising

All new students should meet with academic advisors in the College of Social and Behavioral Sciences Advising Center to learn about university general education, graduation requirements, and academic supports available on campus. This office can also help with transfer and early advising. Their staff provides advising tools and tips, answers general education and other graduation requirement questions, and provides academic progress information. The Advising Center can also assign academic advisors in the student's intended major.

Go to SBS Advising Center, Armstrong Hall 114, 507-389-2416

URL: <https://sbs.mnsu.edu/advising/>

[Adopted: 10/10/2018]

Transfer Student Advising

Students planning to transfer or who have recently transferred to Minnesota State Mankato must follow the University admissions and transfer procedures. Transfer students must meet University requirements for credit completion on the University campus and in the Social Work program. For more information about University specific academic requirements for transfer students, go to <https://mankato.mnsu.edu/future-students/undergraduate/undergraduate-admissions/transfer-student-admissions/transfer-of-credit-policies/>.

Admission to and enrollment at Minnesota State University, Mankato DOES NOT mean automatic admission to the BSSW program, as these are separate processes. Students transferring must meet the same admission to the major requirements as students who began their

studies at the University.

Prospective transfer students interested in the undergraduate social work major (BSSW degree) are advised to review the curriculum information on the BSSW Program's website and contact the BSSW Program Director at their earliest convenience, generally at least one full semester prior to the semester they are planning to transfer. The transfer student's academic record is evaluated by the BSSW Program Director, or other assigned BSSW Program Advisor, to assure that the pre-requisite coursework for the BSSW degree has or can be transferred, may be substituted to meet the program curriculum requirements, and make a tentative course plan including potential application to the major and graduation timeline. Students who transfer to the University, are required to attend a transfer orientation. They are assigned a BSSW Program Advisor after entering the University.

Transfer Resources

- Students considering transferring to Mankato, should first go to the **Transferology website** (<https://transferology.com/>) to determine courses that will most likely transfer to this University.
- For more information about transferring to the College of Social and Behavioral Sciences, contact SBS Advising Center at: <https://sbs.mnsu.edu/advising/>
- General information about transferring is available from the Admissions Office: <http://www.mnsu.edu/prospective/>
- For more information on how to arrange to transfer to the BSSW Program, go to the BSSW program's Transfer Information webpage <https://sbs.mnsu.edu/academics/social-work/bachelor-of-science-in-social-work/advising/transfer-and-returning-student-advising/>

Transfer Pathways: Minnesota State System Transfer from Community Colleges

Students who are transferring from a Minnesota State System 2 year institution, will need to determine if their institution has a Transfer Pathways agreement with the University's BSSW Program. In the 2018-2019 academic year, the Minnesota State System's 4-year Universities and 2-year Community Colleges began using a **Transfer Pathways** curriculum for students attending one of Minnesota's State's Community Colleges and who plan to transfer to complete a Bachelor's Degree in Social Work. The pathway degree **Associate of Arts (A.A.) degree in Pre-Social Work** is designed to assist students from Minnesota State System 2-year colleges to more easily transfer to 4-year state universities to complete a bachelor's degree in Social Work.

Students who have earned credits at Minnesota State System Community Colleges are advised to work closely with their Community College Advisor(s), the University's Admission Office, the College Advising Center /Student Services Office, and the BSSW Program Director to plan their transfer. After enrolling at Minnesota State Mankato, students who have transferred from Minnesota State's Community Colleges or another Minnesota State University will have an **Interactive Degree Audit (aka DARS)** report run as a Social Work major. They should attend

a Transfer Orientation as well as meet with the BSSW Program Director or their assigned BSSW Program Advisor as soon as possible for help with academic planning.

More information about the **Pre-Social Work Transfer Pathway** is available on the Minnesota State Systems' institutional website at <http://www.minnstate.edu/admissions/pathways.html>.

Students Transferring from other CSWE Accredited Social Work Programs

Students who have completed social work courses in another University's CSWE accredited undergraduate social work program and want to complete their BSSW degree at Minnesota State Mankato must meet the same admission and academic standards required of students at Minnesota State Mankato.

Students who transfer to Mankato and have previously been enrolled in another social work education program at a different College or University, must provide a letter from that program faculty as evidence that they left that BSSW/BSW program in good academic and non-academic standing. This includes, but is not limited to, issues related to previous denial of admission to another program or previous dismissal from another social work program. Acceptance into another institution's social work program does not guarantee acceptance into Mankato's BSSW Program. Students in this situation should meet with the BSSW Program Director.

Students who have taken courses at another institution's social work program which may be equivalent to required Mankato BSSW Courses must have completed those courses with a grade of "C-" or better for them to be substituted in our program. Substitution of advanced social work practice courses from another CSWE Accredited Program may be considered on a case-by-case basis. Students interested in having prior social work coursework evaluated for transfer and/or substitution must meet with the BSSW Program Director. Students may need to supply a syllabus of the course taken for review before decisions about accepting and substituting credits can be made. The final required Social Work Practicum and Seminar courses must be completed at Mankato.

Pre-Professional Mentoring

Academic advising is necessary for all majors. The BSSW Program Advisors are, however, not only academic advisors. The BSSW Program includes professional mentoring as part of our professional advising responsibilities. Mentoring is a significant contributor to student preparation for and successful employment as a generalist social work practitioner. The goals of the BSSW Program's and the Department of Social Work professional mentoring activities are to provide a learning environment that assist students to identify with the social work profession, to become involved in their communities, and to strengthen their commitment to the goals/values of profession.

Students can establish professional mentoring relationships with their BSSW Program Advisor or with faculty and staff in the Department. The University, the Department of Social Work and the BSSW Program offer an extensive array of professional enhancement opportunities on and

off campus for students.

Participation in BSSW Program Student Advisory Council – The BSSW Program provides students with the opportunity to contribute to the program decision making processes through the BSSW Student Advisory Council. This group of students meets regularly with the BSSW Program faculty to provide feedback to the faculty about program policies and procedures. They also function as the ambassadors for the BSSW Program and are invited to participate in student panels on behalf of the Program.

Participation in Program Search Committees: When the Program has the opportunity to fill any faculty or staff position, faculty identify students in the program to function as members of the search committees. These students are provided with the opportunity to become full members of the committee and are encouraged to participate in all phases of search committee activities.

Professional Licensure Support: Department faculty routinely invite members of the Minnesota Board of Licensing to campus every fall semester to discuss the licensing requirements and process. In addition, Department faculty on behalf of the Phi Alpha organization, offer study groups each semester to give students who are preparing to complete the licensing exam tips for successful completion. For more information on professional licensure, go to Appendix, Professional Licensure Statement.

Professional Writing Skills enhancement: Students are provided with several opportunities to strengthen their academic and professional writing skills. There is a strong emphasis on use of APA in all classes, at least two (2) classes have writing intensive requirements for the University, and students are evaluated on their writing as part of their essays for application to the major. If their scores do not meet a minimum threshold, they are instructed to meet with the Program Advisor to review their writing and develop a plan to address.

Scholarships: The Department of Social Work offers several scholarships to students in the BSSW and MSW programs. Applications are accepted and reviewed during the spring semester of each year. For additional information, Scholarship finder website at <https://mnsu.academicworks.com/>). Both the College of SBS and the Department of Social Work may provide grants to students for professional development, conference presentations, and travel. For additional information about funds to support student travel, go to the Department of Social Work's Scholarship and Stipends webpage at <https://sbs.mnsu.edu/academics/social-work/scholarships-and-financial-assistance/>.

Social Work Honors Day: The BSSW Program hosts an annual awards that recognize the students who receive scholarships and the work of our alumni and organizations that support our program. We honor alumni who have made significant contributions to the profession, including a New Alumnus of the Year (someone with less than 2 years post-graduation experience) and an Outstanding Alumnus of the Year, a graduate with more than 10 years' experience in the field. We also recognize an organization that has made significant contributions to our program.

Social Work Day at the Capitol (SWDC): Sponsored by the Minnesota Chapter of the National Association of Social Workers (NASW) each year during the spring when the Minnesota Legislature is in session. For more information about Social Work Day at the Capitol go to the NASW-Minnesota webpage at <http://www.naswmn.org/>.

Social Work Clubs: The Department of Social Work offers students 2 opportunities to organize as students around their areas of interest through the *Phi Alpha Honor Society*, *Eta Alpha Chapter* and the *Social Work Student Club*. More information about each can be found at: <https://sbs.mnsu.edu/academics/social-work/real-world-experiences/student-organizations/>.

Study Away or Abroad Opportunities: The Department of Social Work supports students who want to complete either academic credit-earning coursework or internship experiences in the US or around the world. Students can select from short-term (3-4 week group travel programs) to South Africa or Belfast, Northern Ireland or long term (1 or more semester) programs. Students have studied in South Africa, Northern Ireland, England, Belize, Finland, Australia, Thailand, etc.

Academic Scholarship Opportunities: The Department of Social Work faculty support students to learn research and professional writing skills. Students complete research projects, publish articles, and make presentations at local to international conferences. For more information about University scholarship support go to <http://www.mnsu.edu/students/opportunities.html>

Involvement in Diverse Communities: The Department of Social Work encourages students to become involved in the many diverse communities and programs offered on campus and in the community. For more information about University specific opportunities go to <https://mankato.mnsu.edu/diversity/>. For information about community specific opportunities, go to Mankato Diversity Council as a starting point <https://www.mankatodiversity.org/>

Civic Engagement: The Department of Social Work encourages students to become involved in their communities. For more about campus based organizations in which to become involved, go to Registered Student Organizations at the University <https://mankato.mnsu.edu/university-life/activities-and-organizations/student-organizations/>. For more information about how to get involved in your local communities, start with Greater United Way of Mankato <https://www.mankatounitedway.org/>.

Professional Organizations: The Department of Social Work faculty is involved in and supports student participation in several local, national, and international organizations including but not limited to:

- The Association of Baccalaureate Social Work Program Directors, Inc.: <http://www.bpdonline.org/>
- The Council on Social Work Education (CSWE): <http://www.cswe.org>
- Minnesota Social Service Association (MSSA): <http://www.mnssa.org/>

- National Association of Social Workers (NASW): <https://www.socialworkers.org/>
- The Minnesota Chapter of NASW: <http://www.naswmn.org/>

University sponsored academic and pre-professional support services: There are many programs and services to assist students to develop as academics and as professionals.

For more information: <http://www.mnsu.edu/students/services.html>

Communications and Technology Guidelines

Department of Social Work Listserv

Students are encouraged to subscribe to the Department of Social Work listserv named “**sowkers.**” This listserv provides students, faculty, and alumni with a communication tool for announcements, questions, resource sharing, and suggestions related to the social work program. Faculty will send notices about scheduled events and deadlines such as application deadlines, workshops, Social Work Club activities, etc. Further information about jobs, licensing, or other opportunities by faculty or other any other listserv participants. In addition, students can post information or requests for information about the social work program, community or other issues relating to social work education and practice. [go to <https://sbs.mnsu.edu/academics/social-work/about/social-work-listserv/>]

[Adopted: August 22, 2007]

MavMail

MavMail is the email service for Minnesota State Mankato. Students are expected to use and frequently check their MavMail. Students are automatically subscribed to the Department listserv when they declare Social Work as a major and are assigned an advisor. Department faculty and staff will only use student’s MavMail address to communicate via email regarding departmental and program information. Students who use a private provider for their email can have their MavMail forwarded to it. For more information about MavMail go to:

<https://www.mnsu.edu/its/mavmail/>

[Adopted: 10/10/2018]

Department of Social Work Facebook page

Students are encouraged to like the Department of Social Work Facebook page: <https://www.facebook.com/MSUMsocialwork/>. The Department uses this page to keep students, alumni, and friends of the program and the profession informed about Program opportunities and to highlight the achievements of our students, alumni, and professional community.

Student's Rights and Responsibilities

BSSW Program Academic and Professional Behaviors Statement

Students completing a BSSW degree must be fully informed of the commitments they are making to academic, professional, and client communities and demonstrate a high degree of academic and professional responsibilities. The BSSW Program expects students to have read and commit to the University's Statement of Student Responsibilities, CSWE competencies, NASW Code of Ethics, and Minnesota Statute 148E, Department of Social Work policies, BSSW Program policies including the Social Work Student Academic and Professional Expectations Consistent with the NASW Code of Ethics.

Professional and Ethical Behaviors

Social work students are expected to demonstrate high standards of professional behavior. The social work student and professional social worker's first obligation is to clients, but they also have obligations to colleagues, to the profession, to practice settings, to other professionals, and to the broader society. Students are first introduced to the BSSW Program's *Social Work Student Values and Professional Behaviors* in all foundation social work specific courses. When applying to the BSSW program, they sign and commit to act in accordance with the *Bachelors of Science in Social Work (BSSW) Program Academic and Professional Behaviors Statement*, which is part of the application packet.

To understand the professional and ethical obligations of professional social work, students should read the following documents and consult with their faculty advisor or other social work faculty regarding questions or implications of these documents. Students should be very familiar with and follow the standards outlined in these documents throughout their social work career.

All BSSW students should be familiar with:

- the National Association of Social Work's [NASW Code of Ethics](#),
- the Minnesota Licensure Board Practice Standards, which are outlined in the [Social Work Statutes and Practice Act](#),
- Minnesota statutes (<https://www.revisor.mn.gov/statutes/cite/148E>), and requirements regarding data privacy as outlined in the Standards for Privacy of Individually Identifiable Health Information ("Privacy Rule") implemented in the [Health Insurance Portability and Accountability Act 1996 \("HIPPA"\)](#).

Potential Barriers to Professional Service

While the social work profession believes in growth and change, students must be aware of personal issues or problems that could impact practice and participation in the program. Students need to assume responsibility for any possible barriers to professional service and academic pursuits that may arise during their coursework, practicum, or subsequent employment. Issues such as chemical dependency, physical health, mental health, or emotional problems, and severe unrelieved stress may impair service to clients. These issues should be addressed throughout a person's academic and professional career with the BSSW Program Advisor and other appropriate professionals or in supervision as needed to insure that these concerns do not negatively impact the student's professional behaviors while in the BSSW Program.

Academic and Non-Academic ‘Good standing’ in BSSW Program

Students in the BSSW Program must maintain both academic and non-academic good standing to graduate from the BSSW program. Failure to comply with University, Department, Program, and the Profession’s policies, laws, and Ethical Standards regarding student academic and professional conduct may result in academic and professional disciplinary sanctions.

Academic good standing refers to student’s compliance with the BSSW Program’s curriculum and admission requirements, and other Program related academic expectations, requirements and demonstrating academic behaviors consistent with University, Department, Program, and Profession’s relevant policies and procedures. In order for an academic community to teach and support appropriate educational values, an environment of trust, cooperation, and personal responsibility must be maintained. As members of this University community, students assume the responsibility to fulfill their academic obligations with integrity, in a fair and honest manner. This responsibility includes, but is not limited to, not engaging in activities such as plagiarism, cheating, or collusion.

Students are expected to adhere to the

- Minnesota State University, Mankato’s *Statement of Student Responsibilities* policy located at <http://www.mnsu.edu/policies/approved/statementofstudentresp.pdf> and
- The University’s *Academic Honesty Policy Statement* located at <https://www.mnsu.edu/policies/approved/academichonesty.pdf>

The BSSW Program’s Academic, Curriculum, and Admission’s related policies as described in this **Student Handbook** and any approved policies have been posted to the **Student Handbook website** as well as the **Social Work Student Academic and Professional Expectations Consistent with the NASW Code of Ethics**.

Web links for the above listed documents are provided on the Department of Social Work webpage at <https://sbs.mnsu.edu/academics/social-work>.

Non-academic good standing refers to the student’s professional and ethical behaviors. Students in the BSSW Program are required to demonstrate behaviors consistent with the NASW Code of Ethics and the University’s *Student Responsibility Policy* both in and outside the classroom and Program’s learning environment. Student conduct towards other students, faculty, staff, agency clients, agency colleagues, field instructors, and agency personnel will be evaluated based on professionally established guidelines by the University, the Profession, the Department of Social Work, and the BSSW Program.

Sanctions for Non-Compliance with Academic Good Standing in the BSSW Program

Students determined to be in violation of the University’s *Academic Honesty Policy* are subject to a variety of potential academic sanctions (e.g. lowering grade, failing a course, etc.) and disciplinary sanctions (such as probation, suspension, expulsion). In addition, students who do not meet the academic requirements for the curriculum such as earning a grade of C- or better or Pass will experience sanctions such as being required to retake a course, having their admission status to the major rescinded, or being unable to move forward in the advanced curriculum until

that course has been completed with the required grade.

Students may appeal a BSSW Program decision related to violation in accordance with the procedures as detailed in the University's *Grading Appeal Policy and Procedures*. Faculty may refer the case to the Office of Student Conduct for further action.

Sanctions for Non-Compliance with Non-Academic Good Standing in BSSW Program

Any complaints against a student made by clients, agency personnel, fellow students, agency colleagues, faculty and staff members, and/or the field mentors or instructors may result in corrective instruction, a plan of corrective action, program dismissal, and/or referral for additional disciplinary actions at the program, departmental, or university levels. Student conduct towards other students, faculty, staff, agency clients, agency colleagues, field instructors, and agency personnel will be evaluated based on these professionally established guidelines. When complaints are received, students will be provided an opportunity to respond to allegations using the University *Student's Rights and Responsibilities in the Conduct Process*.

Some types of disciplinary action taken by an academic institution or agency against a student must be reported by the licensure applicant to regulatory boards, such as the MN Board of Social Work, when an application is made for licensure. Other professionals with whom the student works in the practicum setting may have similar reporting obligations depending upon their professional codes or workplace policies.

Field Related Non-Compliance with Academic and Non-Academic Good Standing Requirements

For information about Field specific noncompliance with academic or non-academic good standing policy and procedures, see the [Department of Social Work Field Manual](#).

Infraction/Violation of the Student Academic Responsibilities Procedures

Students who fail to comply with University and Program academic responsibilities and good standing requirements will be supported by faculty to address any matters that affect their conduct as a social work student and future social worker. However, the Program also recognizes that it has a role in preparing and matriculating competent, professional, ethical social workers and, as part of that role, cannot confer the BSSW degree upon a student who fails to maintain compliance with the University and Program academic good standing requirements.

Non-compliance with the University and Program academic responsibilities and good standing requirements will be addressed as outlined below. The following steps are consistent with University protocols. Refer to *Dismissal from the BSSW Program* for an exception to the following procedures for handling a violation of the *Student Responsibilities Policy*.

Step 1. If a student is believed to be out of compliance with University and Program academic responsibilities and good standing requirements, it is the responsibility of the claimant (faculty,

fellow student, field liaison, or field instructor/task supervisor) to address the infraction directly with the student. This approach is based upon the NASW Code of Ethics, which states that “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 (2.11 (c)).”

- The claimant should document in writing the specific violation and cite relevant policy.
- The claimant should meet with the student to ensure that the student understands the violation and to get the student’s perspective on the violation.
- Once the nature of the violation has been discussed, the claimant and student should develop a proposed plan of corrective action.

Following the meeting, the claimant will document in writing to the student:

- 1) The violation of the policy; and
- 2) The agreed upon corrective action plan.

A copy of the letter from the claimant to the student should be placed in a separate student disciplinary file in the Department office. The BSSW Program Director shall be informed of the violation. The Department Chairperson shall ensure that the action by the claimant is in compliance with Program, Department, University, and Profession’s policies.

In cases where the violation by the student potentially affects that student’s or another student’s status in the program, the process will proceed immediately to Step 2.

Step 2. If the student continues to be out of compliance or does not complete a plan of correction, or if the incident potentially affects the student’s or seriously impact other students’ status in the program, then the claimant should bring the issue to the attention of the Chair. The claimant should provide, in writing, information regarding the actions of the student that violates the University and Program academic responsibilities and good standing requirements.

The Chairperson and the student’s academic advisor (as applicable), will meet with the student to discuss the claim. If the Department Chairperson and the student’s advisor deem the claim is factual, they, along with the student, will develop a plan as necessary given the situation, to reestablish compliance with the *Statement of Student Responsibilities*. The plan will indicate specific behaviors that the student needs to correct and skill areas where they need to improve and include an agreed upon timeline for improvement. The student, the academic advisor, and Chairperson will sign the plan. A copy of the plan will be placed in the student’s Department file. Copies of the plan will be given to the student, claimant if faculty, and the Chair of the Department of Social Work. As part of the plan, a designated faculty member will closely monitor the student’s compliance until said timeline has been reached or the student graduates from the BSSW program. The assigned faculty member will meet with the student as agreed in the corrective action plan but no less than once per semester, to ensure the student is in compliance.

Step 3. Failure to reestablish compliance or complete a plan of corrective action within the agreed upon timeline may result in delay in continuing in the program or dismissal from the BSSW program. A decision to dismiss the student from the program is only made following consultation with the student, the academic advisor, BSSW program faculty, the Chair of the

Department, and the Dean of the College. The Chair will send a written recommendation of dismissal to the Dean outlining the initial violation, corrective action taken, and continuing issues of non-compliance. Copies will be sent to the student. A copy of the letter will be placed in the student's disciplinary file.

Dismissal from the BSSW Program

Occasionally, actions of students in the BSSW Program may rise to the level of being deemed as violating the academic good standing policies and/or the non-academic good standing (professional and ethical standards of the profession) policies. In these situations, the Program, after investigation of the reported behaviors and in accordance with University policy, *Continuance and Completion in a Major* [<https://www.mnsu.edu/policies/approved/contcompmajor.pdf>] may decide to dismiss the student from the BSSW Program.

Given the nature of the social work profession, some behaviors may require immediate dismissal from the program. These behaviors may result in a report to campus police or local law enforcement in the event that they occur within the context of the campus or field setting.

These behaviors include, but are not limited to:

1. Behavior that is an imminent danger of harm to clients, other students, faculty/staff, and/or self and others (e.g., abuse of clients and/or colleagues, violence or threat of violence);
2. An egregious breach of academic standards, professional or ethical behaviors (e.g., drugs on the premises, theft, and significant learning environment disruptive behaviors).

Students who have been dismissed from the program due to noncompliance with academic standards and/or non-academic standards (professional or ethical behaviors) may appeal or grieve the decision. See Procedures for each below.

Student's Right to Appeal or Grieve Decisions Related to Academic or Non-Academic Good Standing

Students have the right to file an appeal or grievance related to a decision made by a faculty member or the BSSW Program. Students should follow the University's *Grievance and Appeal Policy and Procedures*.

Definitions:

An *appeal* is most often used in situations where students perceive that a final course grade is unfair, arbitrary, or capricious or in response to Program decisions that the student deems is unfair or arbitrary based on a review of Program requirements related to its academic or non-academic good standing policies.

A *grievance* is a written claim raised by a student alleging improper, unfair, or arbitrary action by an employee or program involving the application of a specific provision of a

college or university rule/regulation, a board policy or procedure (MnSCU policy 3.8.1), or a Program policy and is submitted by a student on the student grievance form if the initial complaint is not resolved informally.

University Grade Appeal Policy

<https://www.mnsu.edu/registrar/gradeappeals.html>

Students have the right to ask an instructor for an explanation of any grade received. Grade appeals are reviewed in instances where students perceive that a final grade is unfair, arbitrary, or capricious. Appeals must be filled *within two weeks of university notification of a final grade*. Students needing assistance at any step in appealing or filing a complaint may contact the Academic Affairs Coordinator of the Student Senate (280 Centennial Student Union; phone 389-2611). Note: Students are encouraged to talk to their instructors before beginning this process to attempt to resolve the matter informally.

Grade Appeals Procedures

Step 1. A written petition will be submitted by the student to the instructor of the class. This petition should contain the nature of the problem, relevant information that supports the appeal, and the remedy sought. The student should retain a copy for their records.

When time and availability permits, it is highly recommended that the student and faculty member address the appeal directly, if this meeting has not yet occurred. This approach is based upon the NASW Code of Ethics, which states that “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 (2.11 (c)).”

The instructor will respond to the student in writing within two working weeks. If the student is not satisfied with the response provided by the instructor, they may proceed to Step 2. In cases where the Departmental Chairperson is the faculty member whose grade is being appealed, the student shall proceed to Step 3.

Step 2. A written petition will be submitted by the student to the Department Chairperson with a copy to the instructor. This petition should contain the nature of the problem, the steps taken to resolve this issue directly with the instructor, relevant information that supports the appeal, and the remedy sought. The student should retain a copy for their records. The student, instructor, and chairperson should arrange to discuss the complaint, if time and availability permits. The Department Chairperson will respond to the student in writing within two weeks with a copy to the instructor of the class. If the student is not satisfied with the response provided by the Chairperson, they may proceed to Step 3.

Step 3. A written petition will be submitted by the student to the Dean of the College with a copy to the Department Chairperson and instructor of the class. This petition should contain the nature of the problem, the steps taken to resolve this issue with both the instructor and the department chairperson, all relevant information that supports the

appeal, and the remedy sought. The student should retain a copy for their records.

Copies of all materials presented in this matter shall be forwarded to the Dean, upon request, by the Chairperson. The Dean may convene a College Grade Appeals Committee which shall serve in an advisory capacity to the Dean. The manner of appointment and number of members on the College Grade Appeals Committee shall be determined within the College. The Chairperson of the College Grade Appeals Committee shall be appointed by the Dean. Within two weeks, the Chairperson of the College Grade Appeals Committee will make a recommendation to the Dean who will respond to the student in writing of the decision reached, with a copy to the instructor and Department Chairperson. If the student is not satisfied with the response provided by the Dean, they may proceed to Step 4.

Faculty Right to Appeal. The instructor of the class who is not satisfied with action at either Step 2 or 3 may appeal by submitting a written statement to the Dean (if the complaint involves the department level) or Vice President for Academic Affairs (if the complaint involves the college level).

Step 4. A written statement will be submitted by the student to the Vice President for Undergraduate Education with a copy to the instructor of the class, Departmental Chairperson, and College Dean. The petition should contain the nature of the problem, the steps taken to resolve this issue according to Steps 1 through 3, all relevant information which supports the appeal, and the remedy sought. The student should retain a copy for their records. The decision of the VP for Undergraduate Education shall be communicated in writing to the student with copies to the instructor, Department Chairperson, and College Dean. This decision is final.

University Resources

University Scholastic Standards

Refer to the University Undergraduate Bulletin for additional information at <https://mankato.mnsu.edu/academics/academic-catalog/undergraduate/social-work/>

Office of Student Conduct Action

Disciplinary actions addressed by a hearing officer within the Office of Student Conduct entitle students to a series of due process considerations.

<https://www.mnsu.edu/conduct/pdfs/2018-2019-ssr.pdf>

Students should go to the Student Resources webpage at <http://www.mnsu.edu/conduct/studentresources.html> for additional information about University policy and procedures pertaining to student conduct.

Student's Right to Grieve

Students may file a grievance in the event that they believe that their rights have been violated. A grievance may be filed because of a complaint or dispute against an instructor or the BSSW Program for an alleged academic or administrative injustice or regarding the interpretation and/or application of BSSW Program policy or procedures.

Students should follow the *Student Complaints and Grievances Policy*:

<https://www.mnsu.edu/atoz/policies/studentcomplaintsandgrievances.pdf> in the event that they believe that a faculty member has been unfair, unethical, arbitrary or capricious in their actions towards the student or the BSSW Program has made a decision in an unfair, unethical, arbitrary or capricious manner.

University Grievance Policy and Procedures

For grievances, students should adhere to the procedures outlined in this section. The *Grievance and Appeal Policy and Procedures* are based on the University's *Appeal Review Process* described below. Written petitions (written appeals) should describe the nature of the problem including relevant information, the remedy sought, and a description of the steps taken to resolve the issue at the appropriate levels. If witnesses are named in the petition, they should receive copies. The student should always keep a copy of all paperwork.

Student Grievance against a Faculty Member Procedure

Step 1: The student initiates the grievance process through a personal visit with the faculty member involved.

This approach is consistent with the NASW Code of Ethics, which states that "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 (2.11 (c))."

If the grievance is not resolved during the initial meeting, the student should proceed to Step 2.

Step 2: The student submits a written petition to the faculty member involved stipulating the grievance and remedy sought. The written petition must be submitted within two weeks of the initial meeting (refer to Step 1) with the faculty member involved. The faculty member or the BSSW Program has two weeks to respond to the petition in writing.

Step 3: If no resolution is achieved, the student may submit a written petition to the Department Chair with a copy to the faculty member. The Department Chair may consult with the BSSW Program Director and/or may arrange a hearing with the student and the faculty member involved, and will, in any case, respond to the petition in writing within two weeks with copies to the student and faculty member involved. In cases where the faculty member involved in the petition is the BSSW Program Director, the student should submit the written petition to the Department Chair. The Chair may arrange a hearing with the student and BSSW Program

Director, and will, in any case, respond to the petition in writing within two weeks with copies to the student and BSSW Program Director.

Step 4: If no satisfactory resolution is achieved, the student may appeal to the Dean of the College of Social and Behavioral Sciences (SBS) in writing with copies sent to Department Chair and the faculty member involved. Within two weeks the Dean of the College of SBS will respond in writing to the student of the decision reached and will provide copies to the faculty member involved and Department Chair.

Step 5: If a satisfactory agreement cannot be reached, the student will submit a written statement to the VP of Undergraduate Education with copies to the faculty member involved and Department Chair, and the Dean of the College of SBS. The VP may convene an Appeals Committee to serve in an advisory capacity. A decision must be rendered by the VP within two weeks of receipt of the written appeal. The decision will be conveyed in writing to the student, faculty member involved or Department Chair (in cases where the faculty member involved is the BSSW Program Director), and the Dean of the College of SBS. The student and the faculty member involved have two weeks to submit a written rebuttal to the VP of Undergraduate Education. The final decision of the VP shall be communicated in writing within one week of receiving the written rebuttal to all concerned parties. This decision is final.

Student Grievance of a BSSW Program Decision Procedure

Step 1: The student initiates the grievance process by a personal visit with the BSSW Program Director.

This approach is consistent with the NASW Code of Ethics, which states that “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 (2.11 (c)).”

If the grievance is not resolved during the initial meeting, the student should proceed to Step 2.

Step 2: The student submits a written petition stipulating the grievance, steps taken to resolve the grievance and remedy sought to the BSSW Program Director. The written petition must be submitted within two weeks of the initial meeting or the receipt of formal communication from the BSSW Program with the BSSW Program Director. The BSSW Program Director will present the petition to the BSSW faculty for decision. The BSSW Program Director may consult with the Department Chair. The BSSW Program Director will respond in two weeks to the petition in writing with a copy to the Department Chair.

Step 3: If no resolution is achieved, the student may appeal to the Dean of the College of SBS in writing with copies sent to the BSSW Program Director and the Department Chair. Within two weeks the Dean of the College will respond in writing to the student of the decision reached with copies to the BSSW Program Director and Department Chair.

Step 4: If a satisfactory agreement cannot be reached, the student will submit a written petition to the VP of Undergraduate Education with copies to the BSSW Program Director, Department

Chair, and Dean of the College. The VP of Undergraduate Education may convene an Appeals Committee to serve in an advisory capacity. A decision must be rendered by the VP of Undergraduate Education within two weeks of receipt of the written appeal. The decision will be conveyed in writing to the student, BSSW Program Director, Department Chair, and the Dean of SBS. The student and BSSW Program Director have two weeks to submit a written rebuttal to the VP of Undergraduate Education. The final decision of the VP of Undergraduate Education shall be communicated in writing within one week of receiving the written rebuttal to all concerned parties. This decision is final.

[Adopted: December 5, 2007]

BSSW PROGRAM AND DEPARTMENT OF SOCIAL WORK POLICIES

Accessibility: Department of Social Work Access for Students with Disabilities Policy

In accordance with University Policy, the Department of Social Work is committed to ensuring equal educational opportunity and full participation for qualified persons with disabilities as is legally required under the Rehabilitation Act of 1973 including section 504 and the Americans with Disabilities Act of 1990.

Minnesota State University, Mankato Policy (adopted July 1, 2007) states:

A qualified individual with a disability must be ensured the same access to programs, opportunities, and activities at the University as all others.

All programs, services, and activities when viewed in their entirety, will be accessible to and usable by qualified students with disabilities. All classes, meetings, programs, or other events will be held in facilities that are accessible. Announcements of meetings or other events will contain statements indicating the availability of accommodations of disabilities upon request.

Requests for accommodation must be initiated by the student and supported by documentation of the disability indicating a current need for accommodation. Reasonable accommodation may include the following: alterations to rules, policies, practices, removal of architectural or communication barriers, or the provision of auxiliary aids.

All students with a disability may request accommodation through the Office of Disability Services. Visit the Office of Disabilities Services at 132 Memorial Library or call 389-2825. Student disability accommodations will be made by faculty based upon the advisement of the Office of Disability Services. To read the entire University Access for Students with Disabilities Policy go to

<http://www.mnsu.edu/atoz/policies/acessforstudentswithdisabilities2015.pdf>

Access for Students with Disabilities Policy (syllabus version)

In accordance with University Policy, the Department of Social Work is committed to ensuring equal educational opportunity and full participation for qualified persons with disabilities as is legally required under the Rehabilitation Act of 1973 including section 504 and the Americans with Disabilities Act. All students with a disability may request accommodation through the Office of Disability Services. Visit the Office of Disabilities Services at 132 Memorial Library or call 507-389-2825 (V/TTY). Student disability accommodations will be made by faculty based upon the advisement of the Office of Disability Services.

[Adopted: September 12, 2007]

Affirmative Action Statement of Non-Discrimination

Minnesota State University, Mankato is an Affirmative Action/Equal Opportunity University.

As part of the University, the Department of Social Work is committed to providing equal education and employment opportunities to all persons. The BSSW Program does not discriminate on the basis of race, religion, color, veteran's status, national origin, sex, sexual orientation, age, marital status, physical and mental disabilities, creed, status due to receipt of public assistance, or any other groups against which discrimination is prohibited by Title VII of the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, Minnesota Statute Chapter 363, and other applicable state or federal laws or State University System policies.

The Affirmative Action Office is responsible for assisting students who believe they have been harassed or discriminated against as a member of a protected group. All complaints, including those related to any form of discrimination, harassment or violence of any type that is experienced as related to membership in any of the above named groups should be made to the Affirmative Action Office. The *Complaint of Discrimination* form can be accessed on the Office of Affirmative Action webpage.

The Department and Programs are empowered to implement the non-discrimination policy drawn from MnSCU policy 1B.1 *Nondiscrimination in Employment and Education* adopted September 20, 1994/revised June 21, 2006 and MnSCU policy 1B.1.1 [*Report/Complaint of Discrimination/Harassment Investigation and Resolution* adopted February 7, 1997/revised January 25, 2012.]

Office of Equal Opportunity Contact Information:

Director, Equal Opportunity & Title IX

Morris Hall 014

507-389-2986

800-627-3529 (MRS/TTY)

<http://www.mnsu.edu/eotitleix/>

APA Style Writing Guidelines

It is the policy of the BSSW Program that students will comply with the academic writing style guidelines stipulated in the *Publication Manual of the American Psychological Association*, 6th edition (2nd printing or later). Students are expected to purchase or have readily available access to the manual. The APA manual is available at the MSU Memorial Library (ready reference section, reserve collection, general collection, and reference desk): call number BF76.7 .P83 2010. The reference for the APA manual is:

American Psychological Association. (2009). *Publication manual of the American Psychological Association*. (6th ed.). Washington, DC: Author.

Additional resources for complying with APA style writing are:

- Official APA Style website: <http://www.apastyle.org>
- Purdue Owl Online Writing Lab: <http://owl.english.purdue.edu/owl/>

The BSSW Program expects compliance with the following APA style writing components, unless otherwise noted. Faculty members, depending upon the specific assignments, may have additional APA style writing expectations, which will be delineated as warranted. Students

should consult with each course instructor to clarify APA style writing expectations.

Note: The page numbers identified in the list refer to pages in the APA manual.

1. Cover page (a.k.a. title page) with running head, title of paper, author's name, course name and number, and date. Note that the title page begins with the page number 1. Refer to page 229 for instructions pertaining to the title page. Refer to page 23 for instructions pertaining to crafting the title of a paper.
2. Organizing a paper with headings; APA levels of headings. Refer to pages 62-63.
3. Running head. Refer to pages 229-230.
4. Typeface Times New Roman 12 point font size. Refer to page 228.
5. Double-spacing between all texts lines of the paper. Refer to page 229.
6. Margins 1 inch at the top, bottom, left and right of every page. Refer to page 229.
7. First line of paragraphs indented 5 spaces. Refer to page 229.
8. Page numbers in the upper right-hand corner. Refer to pages 229-230.
9. Two spaces after punctuation marks at the end of a sentence. Refer to page 87-88.
10. Minimizing bias in language. Refer to the section in the APA manual pertaining to "Reducing Bias in Language" pages 70-77.
11. Avoiding plagiarism; quoting and paraphrasing. Refer to pages 169 to 174.
12. Citing references in text. Refer to pages 174-179. Refer to Table 6.1 Basic Citation Styles on page 177 to review the formatting of the type of citations by the number of authors, in text and parenthetical citations, first and subsequent citations, and the use of et al. Refer to page 178 for formatting of secondary sources. Refer to page 179 for formatting of personal communication.
13. Construction of an accurate and complete reference list. Refer to pages 180 to 192 for information about the construction of a reference list.
14. Chapter 7 of the APA manual contains examples of references by type in APA style. A main purpose of the reference list is to enable the reader to "retrieve and use the sources" (APA, 2009, p. 180). Refer to the introductory paragraphs of Chapter 7 on page 193 for general instructions pertaining to constructing references. Refer to the "Types and Variation" list provided on pages 193 to 198 to determine the reference format example to use that best fits each specific document. At minimum, students should know how to properly format: journals, books, reference books, book chapters, technical and research reports.

[Adopted: September 18, 2013]

Chemical Sensitivity Statement

Faculty, staff, and students in the Department of Social Work have reported sensitivities to various chemical-based and scented products (such as cologne, perfume, hair spray, hand lotion, etc.). We ask for everyone's cooperation in our efforts to accommodate these serious health concerns by refraining from wearing scents while in our classrooms, faculty and department offices, and adjoining halls.

Some members of our community have severe allergic-type reactions that often trigger severe headaches, migraines, and other symptoms. We ask that you make every attempt to respect this policy.

Data Privacy and Document Retention Policy and Procedures

Educational and other data in a student's undergraduate file in the BSSW program is subject to the restrictions of release and procedures for retention as outlined in the following laws and polices:

- *The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)*
- *Minnesota Government Data Practices Act (MGDPA) and the*
- *Student Records Policies and Procedures for MSU, Mankato (Fall 2003)*

It is the intent of this policy and set of procedures to make students aware of how their private educational data is being secured and maintained in the Department. Students should refer to the complete Minnesota State Mankato policy on *Student Records* for more information.

Records in Enrolled BSSW Student Files

All BSSW student files are kept in a locked file cabinet in the Department of Social Work Office. These files are accessible only to the BSSW Program Director (and graduate assistant upon direction of the BSSW Program Director), BSSW faculty, and the Department administrative assistant. Any additional formal correspondence with the student during the time they are enrolled is added to this file. The field faculty maintains a separate file for the purposes of establishing, monitoring, and evaluating field education practicum.

Once a student graduates from the BSSW program, the main student file, and field file are combined. All documents related to the student's application and admission to the program are purged from the file and destroyed. Student specific correspondence regarding student disciplinary actions while in the program, Field Practicum Evaluations, and documents related to graduation from the program will be retained by the Department in a secure location for the period of 10 years so that faculty may refer to these files for the purposes of references and recommendations. After 10 years, files are destroyed.

Access to Student Files

Students may obtain and review their files by making a written and signed request to the BSSW Director. Access to files will follow University policy as described in X [Adopted: October 7, 2015.]

Distraction and Technology Use Policy

The purpose of class time is learning and educational interaction with the instructor and other students. In order to fulfill that purpose and to help students develop professional behavior that extends beyond the classroom, the Department of Social Work has developed this policy. Each faculty member may implement this policy and consequences for behaviors that violate this policy as they see fit, but should make students aware of the issues at the beginning of each course.

We ask that students arrive and be prepared to begin class at the time indicated in the course

registration materials and not leave prior to official course ending time, unless instructor makes other arrangements. To maximize classroom learning and minimize classroom disruption, please be respectful of the instructor and other students when arriving late or leaving early. If a student must arrive late or leave early, they should discuss this matter with the instructor as soon as possible and choose a seat in the room that is least disruptive to the classroom activity in progress. Chronic tardiness or routinely leaving early may impact the course grade.

As we all know, we live in an increasingly technological society and many of us use a variety of personal electronic devices. While helpful, the use of these devices in classroom and work settings is often distracting and can detract from both learning and work. While students may bring such devices into the classroom, their usage during class time should be restricted to educational purposes related to the class itself. In many cases, laptops or other devices may be used for note taking with instructor permission. Students who use their devices for other purposes (e.g. to text message, search the Internet, play games, listen to music, or read email) may be asked to close their computers or leave the room. Cell phones should be turned off or set to vibrate during class time; messages or calls should be responded to during class only in the case of an emergency. If students anticipate this, they are asked to make the instructor aware and should leave the classroom to take care of personal business.

Faculty members may use a range of responses in dealing with situations where students violate this policy. These responses may include, but are not limited to reducing participation points, lowering grades, asking students to turn off equipment or leave the class, and even asking security to remove the student in some rare situations. Upholding basic interpersonal respect and professional behavior standards should make it unnecessary for faculty to take any action, while following this policy will also help us all to maintain an optimal learning environment. [Adopted: January 24, 2007]

Social Media Guidelines

Social Work students and professionals use social media in a variety of ways to network and communicate with others, to learn about the profession, and to find resources. Some agencies also use social media to promote their programs. Social work students and professionals may be held accountable for statements, behaviors, photographs, and videos posted to the Internet and social media by employers, clients, and colleagues, among others. Sharing personal information on social media can have an impact on current and future educational and professional opportunities. For safety and privacy, it is important to consider what information is readily available online. It is also important that what is posted publically online is accurate and does not reflect poorly on the student or their practice setting. For this reason, the Department has developed these Social Media Guidelines to help guide social work students to make informed decisions about their use of social media.

Definition of Social Media

“Social media” includes any form of digital and electronic communication and a wide range of applications through which people create virtual or online groups or communities on the Internet by developing and sharing information, content, ideas, messages, pictures, video and other

digitized content. Typically, these are accessed via computers, tablets, phones, and other electronic devices. Social media and internet use, in this case, includes, but is not limited to:

- Maintaining a profile page on Internet-based networking sites (LinkedIn, Facebook, Tinder, etc.);
- Sharing digital content photos, audio, or video (Instagram, YouTube, Snapchat, etc.);
- Managing, owning, and commenting on blogs;
- Participating in conversations on web forums or message boards;
- Submitting, posting, and commenting on both University and non-University related web pages;
- Using geographical positioning (GPS) applications, which may be embedded on various devices.

Ethical Responsibilities, Social Media, and Electronic Communication

Content posted to any social media platform or application on any device may become public information, even if that is not the intent. Such content and communication can reflect, both privately and professionally, on the individual who posts or shares it. As such, the Department of Social Work feels that it's important for students to consider one's social media and online presence in the context of the values and ethics of the social work profession. The Department strongly urges students to be thoughtful about and aware of their presence on social media and how their digital profile may contradict or violate the profession's ethical code or legal standards.

Social work students and professionals in Minnesota are guided by standards of ethical, legal, and professional behavior described in the Minnesota Social Work Practice Statutes (Chapter 148E), the National Association of Social Workers (NASW) Code of Ethics, and the International Federation of Social Worker (IFSW) Code of Ethics. These resources are available for reference at the following links:

- **Minnesota Statutes Chapter 148E** – “Board of Social Work Practice”
<https://www.revisor.mn.gov/statutes/?id=148E>
- **The National Association of Social Workers** – “Code of Ethics”
<https://www.socialworkers.org/About/Ethics/Code-of-Ethics>
- **The International Federation of Social Workers** – “Ethical Principles”
<http://ifsw.org/policies/statement-of-ethical-principles/>

Further, students are reminded they are to abide by the University's Statement of Student Responsibilities and all relevant University polices, regardless of their major.

- **Minnesota State University Mankato, Statement of Student Responsibilities**
<https://www.mnsu.edu/students/basicstuff/policies.html>

Suggestions for use of the Internet and Social Media by Social Work Students:

- Know your digital profile by conducting a “Google” search with your name(s).
- Learn about internet and social media privacy and safety.
- Remove or disconnect potentially problematic material.
- Change privacy settings and passwords regularly.
- Clarify and abide by agency, employer, and/or other professional social media, privacy, and electronic communication policies.

- Be thoughtful about what is written and posted, and which personal information, pictures, and videos are available and to whom.
- Be thoughtful about with whom you are connected with and how you communicate on social media as it may reflect upon you professionally.
- Do not become a personal “friend”, “follower”, or “fan” of clients on social media platforms.

[Adopted: May 4, 2016]

APPENDIX

Relevant forms referred to in this document are included in the following pages.

Professional Licensure Statement

The Department of Social Work supports and encourages its students and graduates to apply for and meet licensure standards for the state in which they plan to find employment.

Qualifying Examination

The Association of Social Work Boards (ASWB) administers bachelors, masters, advanced generalist and clinical social work examinations recognized by state licensing boards. Most students sit for these exams within 3-6 months of earning their degree.

For more information about the social work examination, contact the Association of Social Work Boards at: <http://www.aswb.org>.

Licensure Process

Once the ASWB exam is passed and the BSSW degree conferred, graduates may apply to be licensed as a Licensed Social Worker (LSW) in Minnesota, and in other states that regulate bachelor level social workers. Regulation of social work professional practice is delegated to state governments where the practice is carried out. In general, social workers must graduate from a CSWE accredited program in order to be eligible to apply and take the requisite examination as a part of gaining licensure.

It is the responsibility of the student or licensee, not their educational program, department, university or employer, to abide by requirements of licensed practice of the state in which they practice. In Minnesota, those who graduate with a degree in social work should obtain licensure even if their job title is not "social worker." There are additional regulations about use of this professional title. For more information about licensure to practice social work in Minnesota, contact the Minnesota Board of Social Work at: <http://www.socialwork.state.mn.us/>

The practice of social work, as specified in Minnesota State Statutes, is subject to change by the Minnesota Legislature annually. For more on the Minnesota Statutes that regulate the practice of social work see complete statute at: <https://www.revisor.leg.state.mn.us/statutes/?id=148E>

SAMPLE FOUR-YEAR CURRICULUM (SOCIAL WORK, BSSW)

<p>First Year (Fall)</p> <p>SOWK Req. Gen. Ed., Values, Ethics, & Critical Thinking (3) SOWK Req. Gen. Ed., Social, Economic, & Political Perspectives (3) General Education, Goal Area # 1 a or b (3-4) General Education Course (3-4) FYEX 100 First Year Seminar (1)</p>	<p>First Year (Spring)</p> <p>SOWK 212 Introduction to Social Work (4) SOWK Req. Gen. Ed., Social, Economic, & Political Perspectives (3) General Education, Goal Area # 1 a or b (3-4) General Education, Goal Area # 11 (1-3) General Education & Writing Intensive (3-4)</p>
<p>Second Year (Fall)</p> <p>SOWK 215 Social Welfare Services (4) Gen. Ed. & SOWK Req Gen Ed., Diversity & Social Justice A or B (3) Gen Ed. # 3 & SOWK Req GenEd., Biology 100 or 102 (3-4) SOWK Req. Gen. Ed., Human Development (3) SOWK Req. Gen. Ed., Introduction to Psychology (4)</p>	<p>Second Year (Spring)</p> <p>SOWK 310W Human Behavior in the Social Environment (4) Gen. Ed. & SOWK Req Gen Ed., Diversity & Social Justice A or B (3) General Education Course (3-4) General Education Course (3-4)</p> <p><i>Complete & Submit Application for SOWK315, Jr Field Experience</i></p>
<p>Third Year (Fall)</p> <p>SOWK 315 Junior Field Experience (4) SOWK Req GenEd., Statistics (3-4) Other Gen Ed., Elective or Other Course (3-4)</p> <p><i>Complete and Submit Application for BSSW Program</i></p>	<p>Third Year (Spring)</p> <p>SOWK 441 Generalist Social Work Practice (4) SOWK 410 Social Welfare Policy (4) SOWK 4XX Elective (3) Other Major Elective or Other Course (3-4)</p>
<p>Fourth Year (Fall)</p> <p>SOWK 435 Applied Social Work Research (4) SOWK 443 Interviewing & Counseling Skills (4) SOWK 446 Organizational & Community Practice (4) (4) Other Major Elective or Other Course (3-4)</p> <p><i>Complete and Submit Application for Senior Practicum</i></p>	<p>Fourth Year (Spring)</p> <p>SOWK 450 Integrative Seminar (4) SOWK 455 Social Work Practicum (8)</p>

Social Work Student Academic and Professional Expectations Consistent with the NASW Code of Ethics

(Amended from Jackson State University, Mississippi)

The Department of Social Work at Minnesota State University, Mankato takes seriously the responsibility to prepare and graduate generalist social work practitioners who demonstrate a strong commitment to the six (6) core values of the social work profession.

This document provides expectations of professional behaviors that are consistent with the core values of social work. Students will be held accountable to demonstrate positive academic and professional behaviors.

Dignity and Worth of the Person

Social work students demonstrate respect for the dignity and worth of the person when they:

1. Use basic courtesy in interactions with others
2. Pay attention to whoever is speaking in group settings
3. Refrain from behaviors that interfere with the learning process (random talking, use of cell phones, taking individual breaks from class, use of social media during class)
4. Speak and behave in ways that show respect for persons with individual differences or members of diverse communities

Importance of Human Relationships

Social work students demonstrate the importance of human relationships when they:

1. Develop and maintain positive relationships with persons with individual differences or members of diverse communities
2. Demonstrate respect and consideration for others
3. Engage in communication with others
4. Accept responsibility for own behavior
5. Use appropriate problem-solving and conflict resolution skills
6. Manage personal stress and problems in ways that do not interfere with relationships

Integrity

Social work students demonstrate integrity when they:

1. Meet expectations in all settings
2. Complete own work
3. Work with others; not for them
4. Maintain academic and professional honesty in all interactions

5. Be honest and forthright with others

Competence

Social work students demonstrate competence when they:

1. Attend scheduled classes and meetings on time
2. Remain attentive in class and meetings
3. Participate in academic and professional learning activities
4. Read all assigned readings and materials
5. Produce quality work
6. Submit work on time
7. Prepare for meetings, presentations, quizzes, and exams
8. Give and receive feedback and respectfully respond

Service

Social work students demonstrate service when they:

1. Engage in learning opportunities to strengthen professional development
2. Actively participate in service opportunities on campus and in the community

Social Justice

Social work students demonstrate social justice when they:

1. Recognize that discrimination and oppression exist
2. Acknowledge their own bias and privilege
3. Advocate for social, economic, and environmental change
4. Listen to and honor the voices of others