

Baccalaureate Social Work Program



UNION UNIVERSITY SCHOOL *of* SOCIAL WORK

Student Handbook 2022-2023

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THE SCHOOL OF SOCIAL WORK FACULTY/STAFF WELCOME YOU

The faculty and staff of the School of Social Work at Union University welcome you. We are delighted that you chose Union University for the BSW degree. Our goal is to prepare you for generalist practice in a wide range of social work jobs. We are committed to motivating and challenging you to excellence.

The Student Handbook provides essential information for your journey through the BSW program. The Handbook's key purpose is to detail the policies and procedures of the BSW program. The Student Handbook is accessible on the School of Social Work web page. Policies and procedures that appear here were developed through an inclusive, collaborative process involving administrators, faculty, students, and staff.

Your faculty subscribes to the Code of Ethics of the National Association of Social Workers. The mission of the social work profession is rooted in a set of core values. These values are the foundation of social work's unique purpose and perspective:

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

The School of Social Work at Union takes seriously the words of Jesus, "Love your neighbor as you love yourself." As you learn the social work profession, you will increase your ability to care for others in ways that demonstrate each person's value, regardless of their circumstances. You will also discover how to care for yourself as you excel in this honorable and deeply rewarding profession that promotes social and economic justice for all. **Please remember that you are responsible to read and operationalize the contents of this Student Handbook and to communicate any concerns or questions to us so that we may assist you at any point along your way.**

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An Overview of the University

Our Identity:

Union University is an academic community, affiliated with the Tennessee Baptist Convention, equipping persons to think Christianly and serve faithfully in ways consistent with its core values of being excellence-driven, Christ-centered, people-focused, and future-directed. These values shape its identity as an institution which prioritizes liberal arts based undergraduate education enhanced by professional and graduate programs. The academic community is composed of quality faculty, staff, and students working together in a caring, grace-filled environment conducive to the development of character, servant leadership, and cultural engagement.

Our Core Values:

- **Excellence-Driven:** We believe that excellence, not mere compliance, is the goal of our teaching, our research, and our service. We are not motivated to excellence out of pride but out of a desire to do all things for God's glory because He cares about our work and wants to be involved in everything we do. We will not be satisfied with mediocrity but will pursue excellence in all things. This means our truth claims carry with them the challenge of living out that truth in the minutes and hours of our daily life. Thus, we will pursue excellence, without arrogance.
- **Christ-Centered:** A cohering core value of our guiding vision is a call to faith, a call to be Christ centered in all that we are and in all that we do. We will seek to build a Christian liberal arts-based community where men and women can be introduced to an understanding and appreciation of God, His creation and grace, and to humanity's place of privilege and responsibility in this world. We will seek to establish all aspects of life and learning on the Word of God, leading to a firm commitment to Christ and His Kingdom. To be a Christ-centered institution calls for us to establish the priority of

worship and service in the Christian life while seeking to develop a generation of students who can be agents of reconciliation to a factious church in a hurting and broken world. This commitment calls for all faculty and staff to integrate Christian faith in all learning and doing, based on the supposition that all truth is God's truth and that there is no contradiction between God's truth made known to us in Holy Scripture and that which is revealed to us through creation and natural revelation.

- **People-Focused:** A third pillar on which we will build our common commitments is the core value of being people focused. At the heart of our commitment to being people focused is the visible demonstration of valuing one another. We will give honor to one another through our words and actions, and by committing to each person's success. We therefore jointly commit ourselves to the success of Union University.
- **Future-Directed:** We will seek to maximize the windows of opportunity the Lord has presented to us to the greatest degree that resources allow. All of our resources and efforts must, by God's grace, be maximized to fulfill our common mission. A commitment to being future directed means we want to have a short-term focus and a long-term view. We want to involve ourselves in efforts that prepare us effectively to impact the world of the 21st Century.

Our Mission:

Union University provides Christ-centered education that promotes excellence and character development in service to Church and society.

Campus Policies and Procedures

Cell Phone Usage

The University strives to provide a positive learning environment for all students. Cell phone usage can cause disruptions in classes and quiet places of study. We ask for your cooperation in the following policy:

- turn off or keep your cell phones on silent in the classroom and chapel
- refrain from texting during classes and chapels
- remove phone conversations from quiet places (e.g., library and computer labs)

Change of Name and Address

Students are responsible for reporting any change of name, address, or phone number to the University as soon as possible. Students can update their address or phone number at any time through Self-Service. Please allow at least 2 business days for the change to reflect in the student account. Change of name requires proof by a marriage certificate, Social Security Card, or passport and may be done at Union Station.

Communication

Social workers place high value on communication. Successful professionals maintain the profession's core values by prioritizing communication. Such priority includes careful listening, speaking, and writing, as well as appropriate use of body language, such as

posture, grooming, and cleanliness. Each student is responsible to communicate with professors, staff, and program administrators. To facilitate healthy communications, please note and make use of the following information:

Jackson Campus:

School of Social Work telephone number: 731-661-5554

School of Social Work fax number: 731-661-5566

Germantown Campus:

School of Social Work telephone number: 901-312-1945

School of Social Work fax number: 901-759-1197

General information regarding the School of Social Work:

www.uu.edu/socialwork

**Mailing address: Union University
School of Social Work
1050 Union University Dr.
UU Box 1868
Jackson, Tennessee 38305**

**Union University
School of Social Work
2745 Hacks Cross Rd.
Germantown, Tennessee 38138**

Communication with Faculty

Each faculty member has voice mail and university email. Faculty email address should be your first initial communications. Faculty email addresses are faculty members first initial, last name@my.uu.edu, e.g., mpoe@uu.edu. When communicating with faculty always state the subject of your call or message to efficiently facilitate faculty response. Faculty members also have mailboxes located on the door of their offices for written correspondence.

It is the student's responsibility to promptly communicate with faculty members regarding any and all absences or lateness, issues related to assignments, or questions regarding the course. It is important not to assume your professor knows what is going on with you.

Confidentiality of Student Records

The privacy and confidentiality of all student records shall be preserved in accordance to the [Family Educational Rights and Privacy Act \(FERPA\)](#) of 1974. The objective of the Act is to provide students and parents greater access to and control over information contained in educational records. The law stipulates that each institution is responsible for making students aware of the law and its various ramifications. More information

about FERPA can be obtained from the [Registrar](#). Official student academic records, supporting documents, and other student files shall be maintained, only by members of the University staff employed for that purpose, in separate files:

Directory information (student's name, address—including email address, telephone number, date and place of birth, photograph, academic major, class schedule, dates of attendance, degrees and awards received, and most recent previous educational institution attended) may be made public by the University unless a student requests to the Academic Center in writing that such information be released only upon his/her consent.

Motor Vehicle Parking & Registration

Every individual who maintains or operates a motor vehicle on either of the Union University campuses must register each vehicle with the Office of Safety and Security at the beginning of the semester or within 24 hours when brought to the campus. For graduate students, there is no fee for obtaining parking permits. The vehicle's license plate number is required for registration of the vehicle. A student parking permit may be obtained by completing the [Student Parking Permit Registration Form](#). The permit must be affixed directly to the glass on the OUTSIDE OF REAR WINDOW on the driver's side in the bottom corner. Use the adhesive on the permit to attach it to the window. No other method of attaching the permit is acceptable.

For more information regarding parking regulations, fines, towing vehicles, appeals, and inspections, please visit the [Safety and Security](#) website.

Student Life

Undergraduate students are welcomed and encouraged to participate in the many religious, cultural, and educational activities that take place on the University campus. The BSW Student Organization, Helping Professions Reaching Out (HPRO), provides opportunities for student involvement for the betterment of the MSW program.

Student Conduct

Adult Studies and undergraduate students are bound by the policies and procedures listed in the current [Campus Life Handbook](#). This handbook shares any additional supplements to the Campus Life Handbook. In addition, Union University's [Community Values](#) for our students in undergraduate and non-traditional programs can be found on the Union University website. Stated differently, the Union campus life handbook serves as the main university handbook. All other handbooks (e.g., handbooks specific to a school, college, academic discipline) serve as a handbook supplement to the campus life handbook. Where there may be conflicting policies, the policies listed in the main Union handbook will take precedent.

UU Alerts Notification System

Union University offers an emergency notification system that is available to all students,

faculty, staff, spouses, and parents at all campus locations. If the University has been provided with the correct cell phone number, students, faculty, and staff will have an account created for them. Students, faculty, and staff will still need to update their account with alternate contact information (e-mail and additional phone numbers) at [RaveGuardian](#).

Understanding that many people pay to receive text messages, the system will be used with discretion and again, only to provide information that would require the notification of the entire campus. This text message program is an added layer of security. E-mail and the campus website will still be the most reliable sources of information about security – related campus events.

This system is voluntary, and you may opt out at any time. With that said, members of the Union community are strongly encouraged to receive text messages on their cell phones in the event of a campus-wide emergency, security and/or severe weather threat.

For additional information on the UU Alerts notification system, please visit [UU Alerts](#).

Test alerts will be sent bi-annually on March 1 and October 1.

Campus Services

Chapel and Spiritual Life

Chapel is one of the distinctive features of the Christian college and is for the strengthening of faith in God, for instruction and for the enrichment of the spiritual life of the total university family.

Chapel attendance is required for traditional students but not for adult studies students. However, adult studies students are invited to attend as well as participate in other spiritual activities, including activities sponsored by the Office of University Ministries.

Computing Services

Information specific to new students is available at [SuccessStart](#). Classes, e-mail, grades, calendars, announcements, and more are available in a one-stop environment at referred to as the Student Portal. Learn about this at [Portal](#). If you have technology questions or problems, visit [IT Help](#).

Your Union-provided email account is considered an official means of university communication. You can learn more about this at [Success Start](#).

Students are expected to use technology responsibly. The University's Acceptable Use Policy can be found at [Policies](#).

Computer labs are available exclusively to current Union students, faculty, and staff at no

charge. Approximately 300 computers are located on the Jackson campus for student access, of which 78 are housed in three large labs used in varying amounts for classes. Wireless internet access is also available in most campus buildings. Three computer labs are available at the Germantown campus. All labs are scheduled for classes on a day-to-day or entire semester basis. Class reservations for the following week are posted near all Jackson-campus lab doors and in labs on Friday afternoon so that you may plan your work schedule accordingly. All labs are closed for official school holidays, required chapel sessions and inclement weather events. Call (731) 661-HELP to find out about lab availability in Jackson or (901) 312-1948 for Germantown labs. It is university policy that only students registered for the class meeting in the lab are allowed to use the equipment in the lab at that time. Student lab assistants are available at the Jackson Help Desk during open lab hours. They can assist you in solving problems with the hardware or software.

Counseling Services

Union University is committed to the development of the whole person, who under the sovereignty of God is a person of intellectual, spiritual, social, psychological, and physical dimensions. Union endeavors to approach students from these perspectives and to provide the atmosphere, opportunities, and resources for students to know wholeness within the context of a community of learners.

In support of this mission, Union University Office of Counseling Services is staffed by counselors, social workers, and a psychologist to assist students with personal counseling. Information shared in the counseling relationship is confidential. In addition to on-campus services, limited off-campus services are available through community service providers by referral of the Director for Counseling Services. Any unanswered questions may be referred to the Director, Tamarin Huelin, at thuelin@uu.edu or at 731.661.5923.

Disability Services

Any student with a disability requesting academic accommodations is encouraged to speak with the course instructor immediately at the beginning of the semester. In addition, the student must provide the instructor a letter of accommodations from the Office of Disability Services. For more information about applying for accommodations or to schedule an appointment, you may visit the [website](#) or email Esperanza Gonzalez, Director, at egonzalez@uu.edu.

Health Services (Jackson campus only)

The mission of the Clinic is to provide medical services for minor injuries and illnesses; to promote healthy lifestyles; and to demonstrate care in a Christ-like manner to the students, faculty, and staff of Union University. The Clinic is staffed by a full-time nurse practitioner. There is no office visit charge for clinic care, but there may be fees for certain services. All off-campus referrals and care may render a cost and are the responsibility of the patient. More information may be obtained through the website at [Health Services](#).

Library Services

The Logos Library is located on the Jackson campus with a satellite library on the Germantown campus. Both resources are available for use by all Union students. Students may use the facilities or access resources online through the [Logos Library](#) website.

Student Financial Planning

The Office of Student Financial Planning of Union University exists to help make a Union education more affordable by offering institutional scholarships and grants, and disbursing federal and state funds for which students qualify. Awards based on financial need are determined by the Free Application for Federal Student Aid (FAFSA) form. A student interested in financial assistance can contact Student Financial Planning to obtain the appropriate forms necessary to complete the financial aid process.

Information on how to apply for graduate student financial aid can be found on the [Office of Financial Planning](#) website. Here you will find step-by-step instructions on how to apply for financial aid and managing your awards.

Union Station

Union Station is a student service area located conveniently outside the Chapel in the Penick Academic Complex on the Jackson campus or in the front lobby on the Germantown campus. The Union Station team members are available to assist with a wide variety of student needs such as checking student account balances and making payments; cashing checks; picking up and dropping off forms; updating address information; requesting transcripts; and much more. Simply stop by between 7:45 am and 4:45 pm or call (731) 661-5000 (Jackson campus), (901) 759-0029 (Germantown campus), or e-mail (unionstation@uu.edu).

Vocatio Center for Life Calling and Career

The Vocatio Center mission is to help students understand more clearly who God has uniquely created them to be and to assist them in discovering opportunities to live out their life calling in service to others.

The Vocatio Center professional staff encourages all students to begin life calling and career planning in the freshman year in order to develop as Romans 12 professionals. The resources housed in the Vocatio Center Resource Center include a variety of materials (books, resource packets, catalogs, career magazines and programs files on graduate school and international experiential learning) to assist students in relating academic pursuits, personal interests, personality preferences, skills, and values to their major/minor courses of study and their chosen vocation as ministry. The department also maintains a web site for full-time and part time off-campus employment and internships as well as a full-service calendar of events designed to meet discipline-specific needs of

the undergraduate and graduate student populations.

As an added service, the department provides an online résumé database whereby students can upload their credentials for review by employers seeking to fill professional and internship positions. To complement this service, the Vocatio Center also offers résumé development and cover letter design, personality and interests' assessments, college to career professional development, interview skills training, networking and job search strategies, career counseling/coaching, and portfolio development, as well as graduate school preparation and advising.

Capstone recruiting opportunities include the annual Career “U”niversity: Business and Professionals Expo, the Teacher Expo, and the Engineering & Technology Expo. As a holistic approach to student development and success, all services are tailored for individual students and cohort groups. For more information, please visit the website at [Vocatio Center](#).

Wellness Services (Jackson campus)

The Wellness Center is consist of a 3,600 square feet facility which provides for a full body workout no matter what your physical goals are. Numerous instructional and motivational opportunities are available in order to reward students, faculty, staff and community members for reaching their physical goals. The Wellness Center also offers one-on-one fitness training with a Certified Personal Trainer.

To learn more about the services offered at the Wellness Center, please visit the [Wellness Center](#) website.

Introducing the Profession of Social Work

The definition of social work articulated by the National Association of Social Workers provides a great introduction to the profession and to our program:

Social work is...

the professional activity of helping individuals, families, groups, organizations, or communities enhance or restore their capacity for social functioning and creating societal conditions favorable to that goal.

Social work practice consists of...

the professional application of social work values, principles, and techniques to one or more of the following ends:

- helping people obtain tangible services;
- counseling and psychotherapy with individuals, families, and groups;
- helping communities or groups provide or improve social and health services;

- and participating in relevant legislative processes.

The practice of social work requires knowledge...

of human development and behavior; of social, economic, and cultural institutions; and of the interaction of all of these factors.

Social Work Values and Ethics

Regardless of the setting or the size of a client system, all social work practice is guided by certain ethical principles. As a social work student, you will be expected to sign a statement agreeing to abide by the NASW Code of Ethics (See Appendix E). The Code of Ethics is a distinctive aspect of social work as a profession that sets it apart for the contributions this profession makes in our world. A link to the NASW Code of Ethics is included in Appendix D. You will encounter this document throughout your education for social work and as you practice professionally.

The social worker's helping philosophy is governed by a value base, which expresses ideas about people, how they should be treated, and the quality of life which should be available. This base is reflected in the following value statements proposed by NASW:

1. Commitment to the primary importance of the individual in society.
2. Commitment to social change to meet socially recognized needs.
3. Commitment to social justice and economic, physical, and mental well being of all in society.
4. Respect and appreciation for individual and group differences.
5. Commitment to developing clients' ability to help themselves.
6. Willingness to transmit knowledge and skills to others.
7. Willingness to keep personal feelings and needs separate from professional relationships.
8. Respect for the confidentiality of relationship with clients.
9. Willingness to persist in efforts on behalf of clients despite frustration.
10. Commitment to a high standard of personal and professional conduct.

What Do I Do with a Social Work Degree?

Social work is a profession that is practiced in many varied contexts. The different contexts

serve client systems representing a diversity of populations, geographical settings, and system sizes, including individuals, families, groups, communities, and organizations. All social work practice is governed by the NASW Code of Ethics and reflects the professional social work values.

Some of the contexts for social work practice are in social service agencies. These agencies might be shelters for homeless families, child welfare agencies, mental health clinics, or advocacy agencies for people with developmental disabilities. Other social workers practice in organizations with other primary missions, such as schools, hospitals, or churches. Social workers in all these settings provide services to ensure the well-being of clients.

Whatever the context for practice, social workers are skilled problem-solvers, knowing how to assess a situation, explore alternative courses of action, plan for change, effect change, and evaluate the results. Social work is concerned with creating a more socially and economically just world, thereby enhancing the welfare of all world citizens.

The Social Work program at Union University prepares students for beginning generalist practice. This level of professional practitioner should possess the knowledge, values, skills, and abilities to fulfill many beginning and intermediate level social work positions. This includes providing services to client systems of various types and sizes, including individuals, families, groups, communities, and organizations, dealing with diverse populations and various problems in a variety of practice areas.

All baccalaureate social work programs introduce students to this wide range of practice fields. You will have guest speakers, go on field trips, and do practice work that represents these varied contexts for professional practice. By the time you graduate, you will know yourself better and your interests in order to choose a particular field of practice.

Generalist Social Work Practice

A generalist social work practitioner is one who possesses the skills, knowledge, and abilities to work with a variety of persons and problems at any practice level, whether it is with individuals, families, groups, organizations, or communities. A generalist social worker utilizes the person-in-environment approach at the various practice levels, always considering the uniqueness of the situation. Brieland, Costin, and Atherton describe a generalist social worker as "...the equivalent of the general practitioner in medicine..." Students who have completed a generalist social work program should be able to enter any beginning level social work position, assess and intervene in any problem situation, utilizing the problem-solving process, and work with a variety of client systems. They should also possess the knowledge of when and how to refer to a more specialized professional, when the need arises.

Professional Organizations/Associations/Credentials

The following are a number of professional social work organizations and credentialing groups.

- ACSW:** Academy of Certified Social Workers. This certification is awarded to MSWs who are NASW members with two years supervised experience and who have passed the ACSW exam.
- CSWE:** Council on Social Work Education. This is the accrediting body for schools of social work. It establishes educational standards for both graduate and undergraduate schools of social work. Union University's BSW program received CSWE accreditation in 1998.
- NACSW:** North American Association of Christians in Social Work. This is an organization of Christian social workers. Membership is available to students, whether in accredited or non-accredited social work programs.
- NASW:** The National Association of Social Workers is the national professional membership organization, which addresses issues of concern to social workers. It provides opportunities for continuing professional development through meetings and seminars. Students in CSWE accredited social work programs are eligible to join at a special student rate.

UNION UNIVERSITY BSW PROGRAM

Accreditation

The Bachelor of Social Work program at Union University is accredited by the Council on Social Work Education, 1725 Duke Street, Suite 500, Alexandria, VA 22314-3457.

Relationship of the University Mission to the BSW Program

The BSW Program mission is compatible with the overall mission of the University and is supported by the overarching university administrative organization that enables its implementation. The university's Christian identity and mission undergird the Bachelor of Social Work (BSW) program's unique effort to emphasize the compatibility and congruence of Christian and Social Work values that promote social and economic justice and value human diversity. The BSW program connects with the university mission, advancing both the purpose for which the university exists and the purpose for the BSW program. The university's mission and the BSW program inform each other and interact in such a way that establishes congruence in the environment of study offered to the student.

The BSW Program in Relation to the School of Social Work

The School of Social Work is under the administrative leadership of the Dean of the School. The School of Social Work administers the BSW and MSW programs. Administrative oversight for the BSW Program is provided by the BSW Program Director who reports to the Associate Dean/Chair and Dean, who is responsible for all programs in the SSW. Developing policies and procedures is an inclusive process involving BSW administration, faculty, staff, and students. Policies may change during an academic year. Any changes will be published

in the next edition of the Student Handbook, and those to be immediately enacted will be promulgated to all students, who will have had part in the policy change decision.

The mission statement for the School of Social Work is:

In solidarity with the mission of Union University, the School of Social Work at Union University educates and equips competent, compassionate, and effective social workers to be transformative leaders who enhance human well-being and promote social justice.

BSW Program Mission Statement

The mission of the BSW Program is to prepare competent and effective professionals for leadership in generalist practice. In a context of Christian higher education, the program fosters compassionate service, promotes social and economic justice, and equips students for excellence in social work practice.

BSW Program Goals

1. To prepare competent professionals for entry level social work practice with diverse client systems within an ever-changing global context through the integration of social work knowledge, values, and skills.
2. To participate in the development of social work knowledge through scholarship.
3. To provide leadership within the professional community through consultation, continuing education, and professional associations.
4. To foster students' understanding of the Christian worldview, with Jesus as the model, which values human life, appreciates and respects diversity, and promotes social and economic justice.
5. To prepare students for success in a graduate social work program.

Program Competencies

Social Work students at Union University complete a required core curriculum that provides an undergraduate liberal arts perspective. In addition, students complete a specific Bachelor of Social Work core curriculum that addresses social work values and ethics, diversity, promotion of social and economic justice, populations-at-risk, human behavior and the social environment, social welfare policy and services, social work practice, research, and field practicum experiences. As a result, social work majors are expected to demonstrate the following competencies at the time of graduation:

EP 2.1.1 Demonstrate ethical and professional behavior

- Make ethical decisions by applying standards of the profession (e.g., NASW Code of Ethics, relevant laws & regulations, models for ethical decision-making, ethical conduct of research, & additional codes of ethics as appropriate to context)
- Use reflection & self-regulation to manage personal values & maintain professionalism in practice situations (e.g., self-care, safety needs, professional roles & boundaries)

- Demonstrate professional demeanor behavior; appearance; & oral, written, & electronic communication
- Use technology ethically & appropriately to facilitate practice outcomes
- Use supervision & consultation to guide professional judgment and behavior
- Know the history & philosophy of the social work profession

EP 2.1.2 Engage diversity and difference in practice

- Communicate understanding of the importance of diversity & difference in shaping life experiences at the micro, mezzo, & macro levels
- Present as learners & engage clients & constituencies as experts of their own experiences
- Apply self-awareness & self-regulation to manage the influence of personal biases & values in working with diverse clients & constituencies

EP 2.1.3 Advance human rights and social, economic, and environmental justice

- Apply understanding of social, economic, & environmental justice to advocate for human rights at the individual & system levels
- Engage in practices that advance social, economic, & environmental justice
- Understand how Christian thought & practice values human life & advances social & economic justice

EP 2.1.4 Engage in practice-informed research and research-informed practice

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

EP 2.1.5 Engage in policy practice

- 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.

EP 2.1.6 Engage with individuals, families, groups, organizations, and communities

- 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.

EP 2.1.7 Assess individuals, families, groups, organizations, and communities

- 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
- Select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies.

EP 2.1.8 Intervene with individuals, families, groups, organizations, and communities

- Critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies (e.g., prevention, treatment, etc.)
- 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
- Facilitate effective transitions and endings that advance mutually agreed-on goals.

EP 2.1.9 Evaluate practice with individuals, families, groups, organizations, and communities

- 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
- Apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels.

EP 2.1.10 Appreciate the context of Christian higher education for social work education

- Understand how Christian thought and practice supports the core values of the social work profession
- Understand how personal religious/spiritual beliefs and practices can be a resource for both the practitioner and the client
- Understand how personal religious/spiritual beliefs and practices can impede one's practice or well-being

These outcomes are attained by the student's adherence to the curriculum design and completion of assignments in each course in the social work program. Outcome attainment is measured through evaluation of the student's academic performance in each class, including field placement.

In addition to measuring student outcomes to determine readiness for graduation, the Social Work program conducts on-going evaluation of all aspects of the program. Faculty and students have opportunity to evaluate individual courses, the curriculum, advisement procedures, and admission and retention issues. These avenues of feedback, plus alumni

surveys and evaluations from field instructors, ensure a continuous renewing and polishing of the total program.

BSW Program Description

The Social Work program at Union University utilizes systems theory, emphasizing the person-in-environment perspective, as its organizing principle. This principle gives coherence to the student's experience and provides a strong foundation for effective Social Work practice. It demonstrates that people are "whole," made up of biological, psychological, social, cultural, and spiritual dimensions and that we are each a part of a larger world environment that affects us and that is affected by us.

Union's Social Work program is also rooted in Christian faith and life commitment. Faculty teach and model an appreciation for human life in all its diversity as God's creation and, with Jesus as the model, promote respect and care for all, but especially the poor and vulnerable in the world. Union's Social Work program strives to equip students to be advocates for a reconciled relationship with God and for social and economic justice. The prophet Micah's word to "do justice, to love kindness, and to walk humbly with God" (Micah 6:8, NLB), is a recurring theme.

The social work curriculum is designed to provide students with the needed knowledge, skills, and value base to practice generalist social work at the baccalaureate level. This is done through appropriate sequencing of courses and course content. The courses required as a part of the General and Specific Core provide a liberal arts perspective, which supports the required social work courses. Many courses that provide this liberal arts perspective are pre-requisites for admission to the social work program and for specific social work courses.

A major part of the social work curriculum is the field experience. Students have "hands-on" practice experience throughout the curriculum. In their senior year, students complete 424 hours of agency practice. After successfully completing the field experience, students are ready to move into generalist level social work employment.

Traditional Students

A traditional undergraduate student majoring in social work will receive a Bachelor of Social Work (BSW). They must take the specified classes in General Core (43 hours), specific BSW core (18 hours), general electives (16 hours), and complete the social work major (51 hours). The social work major consists of 45 hours of required, sequenced courses and six hours of electives. A student may apply to be admitted to the social work program during the spring semester of their sophomore year. The majority of social work classes are taken after admission to the program.

Adult Studies Students

An adult studies student majoring in social work will receive a Bachelor of Social Work (BSW). They must take the specified classes in General Core (49 hours), general electives (28 hours),

and complete the social work major (51 hours). A student may apply to be admitted to the BSW Adult Studies program when they have completed 57-60 transferable credits from other accredited colleges and universities. A total of 72 credit hours are allowed to be transferred from a community college.

BSW Program Committees

The **Social Work Program Advisory Committee** has primary responsibility to serve in a consultative capacity as a resource for social work program policy development and Social Work Field Practicum; periodically reviewing the social work curriculum to help ensure its relevance for contemporary practice and monitoring appropriate course sequencing; offering suggestions and plans for recruitment of majors; and advisement regarding our program evaluation procedure.

The **Social Work Admissions Committee** reviews applications from students desiring to enter the program. When deemed necessary, the members also hold personal interviews with the applicants prior to a final meeting, at which time decisions are made regarding admission to the program.

Avenues of Renewal

The social work program strives to maintain close relationships with the practice community, as well as with the broader community and world in order to assess new knowledge and remain vital and progressive. This is accomplished by supporting and encouraging faculty and student involvement in community organizations and projects; the meetings of the Advisory Council, field instructors, and student organizations; participation by faculty and students in professional social work organizations, conferences, and continuing education programs; and by regular feedback from student focus groups, alumni gatherings, and surveys. It is the intention of Union's social work program to be on the "cutting edge" of innovation in practice and education. These multiple means of assessment are done to ensure that the program is one of quality.

Statement of Nondiscrimination

It is the policy and practice of the School of Social Work at Union University to conduct all aspects of the program without discrimination. In the social work program, this statement of non-discrimination is not simply acquiescence to legal requirements. It reflects a core commitment and value of the program, both as an ethical mandate of social work and of Christian faith and practice. Students are requested to bring to the attention of faculty any concern related to discrimination.

The program operates under the nondiscrimination statement of the university found in the front cover of the university catalog stating:

In compliance with all applicable state and federal law, including provisions of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, Union

University does not illegally discriminate on the basis of race, sex, color, national origin, age, disability, or military service in admissions; in the administration of its education policies, programs, or activities; or in employment. Under federal law, the University may discriminate on the basis of religion in order to fulfill its purposes. Persons who believe their rights under this policy have been violated should contact the Title IX Coordinator, as indicated in the appropriate section in the Campus Life Handbook (<https://www.uu.edu/studentlife/handbook/>), or the Office of Human Resources.

CURRICULUM REQUIREMENTS for Traditional Undergraduate Social Work Majors

General Core Requirements (43 hours)

ENG 111 - Written Comp I –	3 cr.
ENG 112 - Written Comp II -	3 cr.
CHR 111 - Old Testament –	3 cr.
CHR 112 - New Testament –	3 cr.
Science (CHEM or PHY) –	4 cr.
Biology (Human bio recommended) –	4 cr.
PSY 213 - Into to Psychology –	3 cr.
HIS 101 - World Civ I –	3 cr.
HIS 102 - World Civ II –	3 cr.
ENG 201 - World Lit I –	3 cr.
ENG 202 - World Lit II –	3 cr.
PEW 100 - Fitness for Health –	1 cr.
PEWS Activity –	1 cr.
ART 210 - Arts in Western Civ –	3 cr.
MAT 114 (recommended) –	3 cr.

BSW Specific Core Requirements (18 hours)

SOC 211-Principles of Sociology –	3 cr.
Language –	3 cr.
Language/Culture* -	3 cr.
Social Science elective** -	3 cr.
Social Science elective** –	3 cr.
Social Science elective **–	3 cr.

Social Work Major (51 hours)

SW 200 - Intro to Social Welfare –	3 cr.
SW 300 - Human Behavior I –	3 cr.
SW 301 - Human Behavior II –	3 cr.
SW 305 - Psychopathology –	3 cr.
SW 310 - Social and Economic Justice –	3 cr.
SW 315 - Foundations for Practice –	3 cr.
SW 335 - Social Policy –	3 cr.
SW 400 - Populations at Risk –	3 cr.
SW 401 - Individuals, Families, Groups –	3 cr.
SW 402 - Org, Com, Gov't –	3 cr.
SW 421 - Research and Statistical Methods –	3 cr.
SW 423 - Senior Seminar –	3 cr.
SW 490 - Field Practicum –	6 cr.
SW 409 - Field Seminar I -	1 cr.
SW 410 - Field Seminar II -	2 cr.
SW elective	3 cr.
SW elective	3 cr.

Other Elective Courses (or minor; at least 16 hours)

* Foreign language or Intercultural Studies (FRE, GER, SPA, SIG, GRK, HBR, ICS)

** Economics, Finance, Geography, Political Science, Psychology, Sociology

ADVISORY SHEET FOR SOCIAL WORK MAJOR - BSW DEGREE

Traditional Undergraduate Suggested Course Division by Semesters

Total Hours for Graduation: 128

Application for admission to the BSW program should take place during the Spring semester of the Sophomore year. Students may elect to take courses in winter or summer terms in order to decrease hours in regular semesters.

Freshman Year

Fall Semester		Spring Semester	
ENG 111 Written Comp I	3	ENG 112 Written Comp II	3
SOC 211 Prin of Sociology	3	CHR 112 New Testament	3
CHR 111 Old Testament Survey	3	CHE 105 or PHY 111	4
SW 200 Intro to Soc Welfare	3	MAT (any above MAT 101)	3
Language	3	PSY 213 Intro to Psy	3
	15		16

Sophomore Year

Fall Semester		Spring Semester	
General Elective	3	Language/Culture	3
ENG 201 World Literature I	3	ENG 202 World Literature II	3
HIS 101 World Civ I	3	HIS 102 World Civ II	3
BIO (Human Bio Required)	4	ART 210 Arts in Western Civilization	3
SW 300 HBSE I	3	SW 310 Social & Economic Justice	3
		SW 301 HBSE II	3
	16		18

Junior Year

Fall Semester		Spring Semester	
General Elective	3	PEWS Activity	1
SW 315 Practice I *	3	SW 335 Social Policy	3
General Elective	3	SW 401 Practice II*	3
Social Science elective	3	SW 305 Psychopathology	3
Social Science elective	3	SW Elective	3
SW elective	3	General Elective	3
	18		16

Senior Year

Fall Semester		Spring Semester	
SW 400 Populations at Risk*	3	SW 423 Senior Seminar*	3
SW 409 Field Seminar I*	1	SW 490 Field Practicum*	6
SW 421 Research	3	SW 410 Field Seminar II*	2
Social Science Elective	3	SW 402 Practice III*	3
General Elective	3		
General Elective	1		14
PEWS 100 Fitness for Health	1		
	15		

*Program Admission Required

Total Hours Required for Graduation: 128

CURRICULUM REQUIREMENTS for Non-Traditional Adult Studies Social Work Majors

Students need a minimum of 9 hours in the fall and spring semesters and 6 hours in the summer semester in order to qualify for federal financial aid. Classes are taught one night a week (from 6-10pm) on the Jackson and Germantown campuses. A total of 72 hours are allowed to transfer from a community college.

BSW Major Required Courses:

(See BSW Advisory Sheet for other classes to complete for the BSW degree)

Summer Session (if needed)

SW 200 Intro to Social Work	3 hrs
SW Elective	<u>3 hrs</u>
	6 hrs

1st Fall

SW 310 – Social & Economic Justice	3 hrs
SW 300 – HBSE I	3 hrs
SW Elective	<u>3 hrs</u>
	9 hrs

1st Spring

SW 315 – Practice I: Foundations	3 hrs
SW 301 – HBSE II (online)	3 hrs
SW 335 – Social Policy	<u>3 hrs</u>
	9 hrs

1st Summer

SW421 Research	3 hrs
SW 305 Psychopathology (Online)	<u>3 hrs</u>
	6 hrs

2nd Fall

SW 401 Practice II: Ind/Fam/Groups	3 hrs
SW 400 Populations at Risk	3 hrs
SW 490 Field Practicum	3 hrs
SW 409 Field Seminar I	<u>1 hr</u>
	10 hrs

2nd Spring

SW 402 Practice III: Org/Com/Gov	3 hrs
SW 423 Senior Seminar	3 hrs
SW 490 Field Practicum	3 hrs
SW 410 Field Seminar II	<u>2 hrs</u>
	11 hrs

ADVISORY SHEET FOR SOCIAL WORK MAJOR - B.S.W. DEGREE

Non-Traditional Adult Studies
Total Hours for Graduation: 128

GENERAL/SPECIFIC CORE COURSES	
COMP/COMMUNICATION – 6 hrs. required	HOURS
English Comp I	3
English Comp II	3
HUMANITIES – 9 hrs. required	
Literature (200+)	3
	3
	3
NATURAL SCIENCE – 8 hrs. required	
	4
	4
MATH – 3 hrs. required	
Math 101 (or higher)	3
SOCIAL SCIENCES – 9 hrs. required	
PSY 213	3
SOC 211	3
HIS	3
LANGUAGE – 6 hrs. required	
Language 101 or higher	3
Language/Culture	3
CHRISTIAN STUDIES – 6 hrs. required	
CHR 111	3
CHR 112	3
ELECTIVE – 2 hrs. required (Math, CSC, Nat. Sci. SS)	
TOTAL GENERAL CORE COURSES	49
BSW MAJOR REQUIRED COURSES	Credits
SW 200 Intro to Social Work	3
SW 300 HBSE I	3
SW 310 Social & Economic Justice	3
SW 301 HBSE II	3
SW 315 Practice I: Foundations	3
SW 335 Social Policy	3

SW 305 Psychopathology	3
SW 421 Research	3
SW 400 Populations at Risk	3
SW 401 Practice II: Ind/Fam/Groups	3
SW 409 Field Seminar I (1 hr.)	1
SW 402 Practice III: Org/Com/Gov	3
SW 423 Senior Seminar	3
SW 490 Field Practicum	6
SW 410 Field Seminar II (2 hrs.)	2
SW Elective	3
SW Elective	3
TOTAL BSW MAJOR COURSES	51
GENERAL ELECTIVES – 28 hrs. required	

Assessment of BSW Students

1. Students must complete a minimum of 424 clock hours in an approved social service agency during their final year, after successful completion of the required prerequisite courses. Students must have a minimum of 2.5 cumulative GPA and a 2.5 GPA in all social work classes to enroll in SW 490 Social Work Field Practicum, SW 409 Field Seminar I, and SW 410 Field Seminar II. Students must complete Social Work Field Practicum with a passing grade and earn at least a “B” in Senior Seminar, Field Seminar I, and Field Seminar II in order to be eligible for graduation. Students must receive at least a “C” in all other social work classes. The Field Practicum learning contract and final evaluation is based on the competencies of the program. Students take SW 423 Senior Seminar concurrently with SW 490 Field Practicum and SW 410 Field Seminar II, which helps the student integrate and evaluate all the knowledge, values, and skills in previous coursework.
2. Termination/Probation Process: A student may be placed on probation or terminated from Union University’s social work program if, in the professional judgment of the social work faculty and staff, violations of professional and/or ethical codes have occurred or in the event of unacceptable academic achievement. They will make any decision regarding probation/termination by consensus and will follow the process outlined in this student handbook. The handbook also details an appeals process and a grievance procedure that complies with the university’s grievance procedures.
3. Senior social work students complete an integrative project that demonstrates their understanding of how theory and practice work together as it is applied to their field practice experience. The case study for this project measures all program learning competencies. Students make an oral presentation of their project in SW 423 Senior Seminar.

Licensure in Social Work

The purpose of licensing and certification in social work is to assist the public through identification of standards for the safe professional practice of social work. Each jurisdiction,

or state, defines by law what is required for each level of social work licensure. Typically, there are four categories of practice that jurisdictions may legally regulate.

Licensed Baccalaureate Social Worker (LBSW):

Baccalaureate social work degree upon graduation;

Licensed Master Social Worker (LMSW):

Master's degree in social work (MSW) with no post-degree experience;

Licensed Advanced Practice Social Worker (LAPSW):

MSW with two years post-master's supervised experience; and

Licensed Clinical Social Worker (LCSW):

MSW with two years post-master's direct clinical social work experience.

Requirements for Licensure

Social work regulatory boards generally require that social work degrees must be obtained from programs of social work that are accredited by the Council on Social Work Education (CSWE), Canadian Association for Social Work Education (CASWE), or other nationally recognized accrediting agencies. Degrees earned outside the U.S. and Canada must be determined to be equivalent.

Non-social work degrees are accepted in some instances at the Bachelor's level. Some jurisdictions regulate only one of these practice levels, while most regulate two or more levels of social work practice. Information about the licensing requirements may be accessed through the ASWB Laws and Regulations database. Also, a student can explore the state licensing agent in which they will live for specific requirements.

Licensure in School Social Work

The School of Social Work in collaboration with the Teacher Education Program offers a licensure program in School Social Worker, PreK-12 that is approved by the Tennessee Department of Education.

Undergraduate students seeking SSW licensure must meet requirements for admission to the Social Work Program as outlined in this handbook. The student will complete the General Core, BSW Specific Core, and Social Work major to include SW 340 Social Work Services in Schools. Though not required, the student should be placed in a school setting for SW 490, Social Work Field Practicum.

Applying for licensure: At the end of the program of study, the applicant must complete the application for licensure found at

https://www.tn.gov/content/dam/tn/education/forms/ed2331_lic_ad.pdf. The student must complete all parts of application. In Section 4, applicant must check Initial License and write School Social Worker next to it. Then, the applicant scans and emails the application to Dr. Teresa Tritt (tttritt@uu.edu), licensing officer, or fax it to 731-661-5063. If the student

completed their undergraduate degree at Union, they need to let Dr. Tritt know in the email. Transcripts that are mailed should be mailed to:

OFFICE OF EDUCATOR LICENSING
TENNESSEE DEPT OF EDUCATION
12TH FLOOR, ANDREW JOHNSON TOWER
710 JAMES ROBERTSON PARKWAY
NASHVILLE, TN 37243-0377

Transcripts that are submitted electronically should be emailed to Educator.licensure@tn.gov.

Union's licensing officer will submit the application with the student's official Union transcript to the TN Dept. of Education and will email the applicant when that step is completed.

Candidates for School Social Worker licensure do **not** qualify for additional teaching endorsements under the additional endorsement guidelines outlined by the Tennessee Department of Education.

Tennessee Public Child Welfare Certification

The School of Social Work, in collaboration with the Tennessee Department of Children's Services (DCS), offers a certification in Tennessee public child welfare. Along with completing the DCS Child Welfare Certificate application, students wishing to obtain this certification must complete the classes Children and Families at Risk (SW 338) and Child Welfare Practice (SW 348) and complete Field Practicum (SW 490) with the Tennessee Department of Children's Services.

School of Social Work Minors:

Church & Community Social Ministries (18 credit hours)

Provides students with the foundational knowledge base and skill set to meet biological, psychological, social, emotional, and spiritual needs within the church but also equip and mobilize the church to meet those (holistic) needs in the community

- A. SW 200 (prerequisite), 307 or 352—6 hours
- B. Choose 4 from: SW 201, 225, 300, 301, 325, 338, 341, 342, 350, 351, 360; PSY 338; ICS 320, 321; SOC 319; CHR 113, 243, 245, 334 (Students can choose up to 2 CHR courses for the minor); advisor-approved elective—12 hours

Mental Health Services (18 credit hours)

Provides students with the foundational knowledge base and skill set to work in the mental health field in a variety of capacities (e.g., case management, advocacy, crisis intervention, psychoeducation, programming)

- A. SW 200 (prerequisite); 331 or PSY 425; SW 305 or PSY 317—9 hours
- B. Choose 3 from: SW 201, 225, 318, 338, 341, 345, 360; PSY 323, 328, 330, 400, 413, 418; advisor-approved elective—9 hours

School of Social Work Discipline Specific Honors (DSH) Program

The School of Social Work's Discipline Specific Honors (DSH) Program will provide a space for students to critically reflect upon social work theories, skills, and interventions, and strengthen their research skills in order to facilitate change in generalist social work practice. Honors students will gain a depth of knowledge and skills that is beyond a typical undergraduate in the BSW Program.

Each student will be assigned an honors advisor within the School of Social Work to guide the honors student throughout the program, collaborate with the student and professors in creation of the honors contract, communicate with the Director of the honors community, and advise the student on his/her research or community project.

Social work major will complete the following courses as honors contracted courses*:

SW 421: Research Methods in Social Work Practice

SW 401: Social Work Practice with Individuals, Families, and Groups

SW 402: Social Work Practice with Organizations, Communities, and Government

SW 423: Senior Seminar

*Substitutions are allowed if agreed upon by the honors advisor and BSW Program Director

All students will present their final product at one of the following:

1. Union University Spring Scholarship Symposium
2. A social work academic conference (e.g., NACSW, NASW, CSWE, TCSW)
3. If the project or program option is selected, a meeting of stakeholders or community leaders

Students interested in the DSH program in Social Work must submit their application to the BSW Program Director prior to the beginning of their junior year. The application will then be reviewed by the School of Social Work faculty and, if approved, forwarded to the Honors community.

Social Work Course Descriptions

The social work major consists of thirteen required, sequenced social work courses and two electives, totaling 51 semester hours. In addition, there are specified allied courses as a part of the BSW core. Catalog descriptions of the social work courses **required** for the major are stated below.

SW 200. Introduction to Social Welfare (3)

A study of the history of social welfare and the constructed policies and practices that address societal problems, such as poverty and vulnerable populations.

SW 300. Human Behavior and the Social Environment I (3)

An exploration of the theories and knowledge of human bio-psycho-social-spiritual-cultural development from birth through young adulthood in the context of the range of social systems in which individuals live: families, groups, organizations, and communities. The impact of social and economic forces on human development will be explored with special attention to evaluating theory and its application to issues of human diversity.

SW 301. Human Behavior and the Social Environment II (3)

This course continues to make use of the people-in-systems theoretical orientation and related concepts as human development and diversity are studied from adulthood to old age.

SW 305. Psychopathology (3)

A study of mental health in light of dynamic ethno-cultural, spiritual, and bio-psycho-social factors impacting client systems and how this knowledge is integrated into practice paradigms.

SW 310. Social and Economic Justice (3)

Dynamics and consequences of injustice including oppression, poverty, and discrimination with particular attention to biblical and theological teachings about justice. Strategies to alleviate poverty and for intervention in all forms of human oppression and discrimination will be examined to provide students with skill to promote change and advance the causes of social and economic justice.

Prerequisite: CHR 111 or 112

SW 315. Foundations for Social Work Practice (3)

Various processes, skills and the theoretical practice framework utilized in generalist social work practice will be examined. Beginning skills in assessment, interviewing and problem-solving for working with individuals, families and groups will be introduced within the context of social work values, knowledge and with appreciation for human diversity.

Prerequisites: Admission to the social work program. Corequisite: SW 300.

SW 335. Social Policy (3)

Social welfare policy, both historically and currently, focusing on its major elements and basic structure, as well as providing a basis for evaluation of social welfare policies, programs, and services.

SW 400. Populations-at-Risk (3)

Patterns, dynamics, and consequences of discrimination, economic deprivation, and oppression will be presented. The curriculum includes content on people of color, gay and lesbian persons, and those distinguished by age, ethnicity, culture, class, and physical and mental ability. Course content includes strategies for micro, mezzo, and macro interventions designed to empower these groups and individuals.

Prerequisites: Admission to the social work program

SW 401. Social Work Practice with Individuals, Families, and Groups (3)

A continuation of SW 315 with further development of skills for working with individuals, families and groups using various approaches.

Prerequisites: Admission to the social work program, SW 315

SW 402. Social Work Practice with Organizations, Communities, and Government (3)

The last of the practice sequence continues to use the theoretical framework introduced in SW

315 and 401. Practice methods for work with organizations and communities will be explored. Knowledge, values, and skills for building professional relationships and working to enhance human well-being by organizational and community development through assessment, problem-solving and advocacy strategies will be examined.

Prerequisites: Admission to the social work program, SW 335 and SW 401.

SW 409. Field Seminar I (1)

Field Seminar I prepares students for entry into their field placement. It provides students with the opportunity to further integrate knowledge and insights developed in the classroom by exploring the field experience through the group process. Through facilitated discussion, students learn about social work practice in various settings and assist each other in seeing the similarities and differences in applying generalist social work practice, knowledge, and skills across service delivery systems and practice methods. The process-oriented seminar is designed to afford students the opportunity to prepare for and discuss, analyze, and integrate their field placement.

SW 410. Field Seminar II (2)

Field Seminar II provides a continuing forum for students to integrate knowledge and insights developed in the classroom by exploring the field experience through the group process. Through facilitated discussion, students learn about social work practice in various settings and assist each other in seeing the similarities and differences in applying generalist social work practice, knowledge, and skills across service delivery systems and practice methods. The process-oriented seminar is designed to afford students the opportunity to discuss, analyze, and integrate their field placement.

All students in Field Seminar II are concurrently enrolled in *SW 490 – Social Work Field Practicum*. Social Work Field Practicum is designed to provide students with a generalist perspective of social work practice. Through involvement with individuals, families, groups, and communities, students apply theory to practice in a professionally supervised setting, which is educationally designed to meet the needs of the learner and the professional requirements of the Union University School of Social Work.

SW 421. Research Methods in Social Work (3)

An introduction to the basic research methods and techniques of social research as applied to the social problems and human situations that a generalist social worker will encounter. Emphasis will be placed on problem formulation, development of research design, instrument construction, data collection and analysis, and report writing.

SW 423. Senior Seminar in Social Work Practice (3)

This course is designed to aid graduating seniors in the integration of course work and field practice. Students will review various social work processes, including ecological systems theory, contact and contract phases of social work intervention, social work values and ethics, and interventive roles and methods. Class presentations and a case study paper are required. Field Practicum experiences will be processed as they relate to classroom content.

Prerequisites: Admission to SW Field Practicum. Co-requisite: SW 490 SW Field Practicum

SW 490. Social Work Field Practicum (6)

This course is a professional field experience in a faculty-approved community agency; public or private, with supervision by a field instructor, also approved by the School. Students must meet with the designated field instructor for one hour every week (for a block placement) or every other week (for a concurrent placement) in a face-to-face supervisory conference to discuss cases and student progress in the field placement. The student will complete a minimum of 424 clock hours in the agency. These hours will be documented on a weekly time sheet. A monthly journal is also required. The application for field placement must be submitted for approval of the BSW Field Director. Social Work Field Practicum is graded on a pass/ fail basis. Students taking this course must purchase Professional Liability Insurance.

Prerequisites: Admission; SW GPA 2.5 or higher; Cumulative GPA 2.5 or higher. Required co-requisite: SW 423, SW 410, Professional Liability Insurance

Elective Social Work Courses Descriptions**SW 201. Community Social Service Experience (3)**

An opportunity for the beginning social work major to be exposed to the principles of social work within a community social service agency, approved by the department. A minimum of 4 clock hours a week, for a total of 40 minimum clock hours for the semester, is to be spent in the agency setting. Participation in a seminar class, where experiences will be processed and material addressed on how to become a helper, is required. An evaluation will be completed by the agency supervisor on the student at the end of the semester. Students are required to purchase professional liability insurance when taking this course. The course will be graded on a pass/fail basis.

Co-requisite: Professional Liability Insurance

SW 225. (SOC 225). Relationships, Marriage, and Families (3)

An investigation of the sociocultural and historical factors influencing relationships, marriage and families emphasizing challenges, prevention, and intervention.

Prerequisite: SOC 211.

SW 304. Applied Technology in Social Work Practice (3)

This course equips social work students to utilize emerging technologies in their daily professional practice. Students will become proficient in identifying specific hardware, software, and mobile & cloud services that can be employed in each phase of the planned change process in micro, mezzo, and macro client systems. A particular emphasis will be placed on how social workers can stay informed on the rapid development of technologies relevant to professional practice

Prerequisite: SW 200.

SW 307. Faith-Based Social Services (3)

An exploration of the biblical and theological basis for faith-based social services, various models, and recent related government initiatives and policies.

SW 308. Professional Communication and Ethics (3)

This course focuses on building proficiency in professional communication skills and ethics in the field of social work in academic, agency, and other community settings. Types of

communication covered include writing, speaking, presentations, documentation, emails, memos, etc. Ethical analysis of case scenarios are utilized in both building ethical analysis skills and in practicing and assessing communication proficiency

Pre- or Corequisite: SW 200.

SW 318. Introduction to Play Therapy (3)

This course will introduce the student to the concepts, component, and skills utilized in the treatment and support of children and youth through play. Along with individual play of children, this course will explore play therapy methods for students engaging in whole person and person-in-environment treatment of children. This course is intended to develop the students' understanding of play as a method for processing life events and difficult life experience and play in therapy. This course will be an overview and is not intended to certify or license students to practice play therapy

Prerequisite: SW 200

SW 321. (SOC 321). Social Gerontology (3)

A brief, comprehensive introduction to the subject of aging. The social and socio-psychological aspects will be examined.

Prerequisite: SOC 211.

SW 324. (SOC 324). Social Deviance (3)

Focuses on why certain individuals violate social norms and the ways society responds and attempts to control deviant behavior. Topics include: defining, measuring and explaining social deviance and types of deviant behavior as well as personal and social consequences of deviant behavior.

Prerequisite: SOC 211.

SW 325. (SOC 325). Families Across Cultures (3)

This course examines the family as an object of sociological inquiry within the context of cross-cultural, multi-cultural and historical bases. Both continuity and change, similarities and differences are emphasized.

Prerequisite: SOC 211.

SW 331. Introduction to Mental Health Counseling (3)

The purpose of this course is to provide students with an introduction and overview of counseling and mental health. There will be emphasis placed on the basic skills for assessment and diagnosis, mental health counseling services and interventions, and the evaluation of services and interventions. Additional focus will be given to examination of ethical and legal issues, cultural competency in counseling, theories and approaches, as well as special groups and settings such as marriage and family counseling, child and adolescent counseling, addiction counseling, group counseling, school-based counseling, and community mental health

SW 338. Children and Families at Risk (3)

Characteristics and needs of families at risk and policies and programs that address those needs, with attention to risk patterns of abuse, substance use and abuse, mental illness, and poverty.

SW 340. Social Work Services in Schools (3)

Knowledge and skills for effective social work practice in a school setting. The school social worker provides a link between school, student, home, and community, primarily using case management and advocacy skills.

SW 341. Crisis Intervention & Disaster Relief (3)

Designed to equip students to rapidly assess and intervene in crisis situations (e.g., natural disasters, violence) and maximize safety and stability for those involved, this course will explore models of crisis development and empirically-based crisis interventions.

SW 342. Conflict Management (3)

This course examines conflict styles and theories; conflict management strategies such as active listening, principled negotiation, nonviolent direct action, mediation, and other third-party interventions; and relevant contexts for conflict such as workplace, families, and interpersonal relationships. Practical, theoretical, and critical analyses of conflict and negotiation will be assessed in variety of contexts.

SW 345. Introduction to Creative Therapies (3)

This course will provide an introductory look at a variety of creative art therapies as a means of assisting students in recognizing the scope of practice with individuals, families, groups, and communities along the continuum of arts and therapy in social services.

SW 348. Child Welfare Practice (3)

Development of knowledge and skills for culturally competent practice with families at risk. Completion of this and BSW leads to a Tennessee Public Child Welfare Certification.

Prerequisite: SW 338

SW 349. Social Work Practice in Health Care (3)

The primary focus of this course is to introduce students to medical social work and the various roles that medical social workers fulfill in health care settings.

Prerequisite: SW 200

SW 350. Management of Non-Profit Organizations (3)

This course is designed to prepare the BSW student with knowledge and skills for capacity building and management in non-profit settings. Attention will be given to preparing grant proposals, program evaluation, fundraising efforts, volunteer recruitment/management, budgeting, and other non-profit management competencies. Human relation skills and knowledge including program/team development and conflict management will be emphasized with a focus on social and economic justice and diversity.

Prerequisite: SW 200

SW 351. Spirituality and Religion in Social Work Practice (3)

This course will present an overview of the ways spirituality and religion play an important role in social work practice. Particular emphasis will be placed on the inclusion of spirituality and religion as necessary components of assessment, planning, treatment, and evaluation in culturally competent social work practice. Students will examine the influences of a diverse

range of religious traditions and spiritual practices.

Prerequisite: SW 200

SW 352. Engaging Congregations within Community (3)

This course examines the church congregation as a context for addressing human needs, identifying the roles and skills necessary for effective practice. Students will look at congregational practices toward addressing social, emotional, and mental health needs in the context of the church's historical role in social service provision and current practices. Special emphasis will be given to missions partnerships as both an expression of and a tool for congregational social ministries work.

SW 360. Current Topics (3)

This course introduces information that is relevant for students that want to learn more about and/or work in the social services setting. Students will acquire knowledge and skills to assist them in their work with individuals, families, groups, organizations, and/or communities.

SW 370. (SOC 370). Gender and Sexuality (3)

Gender and human sexuality in American society and across cultures with consideration to the role of gender in structuring identity, male/female interaction, and constraining or expanding opportunities. Topics: sexual development, function and dysfunction, and cultural and socio-psychological issues, and Christian, ethical, and moral responses.

Prerequisite: SOC 211

SW 419. (SOC 419). Social Diversity and Inequality (3)

A study of the social, cultural, historical, political-economic, and psychological dimensions of minority-majority group relations with an emphasis on American society. Problems and intervention strategies will be examined.

Prerequisite: SOC 211.

SW 420. (SOC 420). Death and Dying (3)

An interdisciplinary investigation of death and dying. Contributions from anthropology, ethics, health sciences, history, literature, psychology, religion, and sociology will be explored. Self-discovery through critical analysis of the student's assumptions, orientations, and predispositions will be emphasized. Strategies of counseling with dying persons and their families will be a central thrust of the course.

Prerequisite: SOC 211

BSW Student Resources

In addition to this manual, it is strongly recommended that each student familiarize themselves with the BSW Field Instruction Manual, <http://www.uu.edu/academics/schools/social-work/BSWFieldManual2022.pdf> and the Campus Life Handbook. <https://www.uu.edu/studentlife/handbook/>.

Admission Requirements to the Traditional BSW Program

A student may declare a major in social work upon admission to the university. During the

spring semester of the student's sophomore year, the student makes an application for entry into the Social Work program. The following are requirements for admission:

- Complete an application form for the BSW Program.
- One faculty reference; one personal reference.
- Have at least an overall 2.25 GPA for conditional admission. Student must attain an overall cumulative GPA of 2.5 and a 2.5 in social work courses in order to be admitted to Field Practicum.
- Complete SW 200 and SW 310 with at least a grade of "C." These two courses may be taken in the first semesters after admission to the program, though it is advisable to complete these courses prior to application to the program.
- Pass all courses listed as General Core and BSW specific core. It is advisable that students complete all core requirements prior to admission to the program.
- The BSW Program Director will review a list of potential applicants and then the student may complete an interview with the BSW Admissions Committee. Knowingly making a false oral or written statement during the admission process could result in denial of admission to the program. The social work program may require outside evaluations, assessments, and/or opinions of professionals as is deemed necessary.
- Possess the following personal qualities: self-awareness, empathy, objectivity, appreciation of diversity, professional commitment, and a liberal arts base of knowledge. The Core Performance Standards document in Appendix E serves as a guide for appropriate behaviors and is used by the program to assess a dispositional fit with social work practice.
- Sign a statement indicating that he/she has read and will follow the Code of Ethics of the National Association of Social Workers and the Core Performance Standards. (See Appendix E).

*A copy of the admissions application for traditional students can be found in Appendix B.

Progression in the BSW Program

1. After being approved for admission or conditional admission to the social work program, the student will enroll in the courses in social work education according to the prescribed sequence and in consultation with the academic advisor.
2. The student must maintain at least an overall cumulative GPA of 2.5 and at least a social work GPA of 2.5 in all social work courses to remain in the program. Students who receive a grade of D or below twice in the same social work course, or in any two social work courses, will be required to withdraw from the social work program, and will be

advised to seek another major area of study.

3. As well as GPA, continuation in the social work program is contingent upon compliance with ethical and professional standards of conduct, in accordance with the NASW Code of Ethics (see Appendix D) and the social work program Core Performance Standards (see Appendix E). Reasons for dismissal can include inadequate interpersonal skills and an inability to conform to the objectives of the program.
4. Students must complete a minimum of 424 hours in an approved social service agency during their final year, after successful completion of the required prerequisite courses and an application for field practicum. Students are required to work out a schedule with their employment and their family life, where applicable, that allows them to complete their practicum hours. There are few practicums with non-traditional hours; creating a schedule to get the hours completed is not the School of Social Work's responsibility.
5. Students are required to take the course Senior Seminar in Social Work Practice along with the Social Work Field Practicum and Field Seminars I & II. Social Work Field Practicum must be passed, and a grade of at least a "B" earned in Senior Seminar, Field Seminar I, and Field Seminar II to be eligible for graduation. Students must make at least a "C" in all other social work courses.
6. Graduation requirements follow the guidelines of Union University.

Admission Requirements to the Adult Studies BSW Program

The following are requirements for admission to the Non-Traditional Adult Studies Program:

- Completion of 57-60 semester hours of undergraduate coursework
- Be at least 24 years of age
- At least two years of relevant work experience
- Completion of online application (submission of transcripts, recommendations, application fee)
- Have at least a 2.00 cumulative GPA on all prior college work
- Submit Immunization Record
- Complete a preliminary interview with the BSW Adult Studies Admissions Committee. All Adult Studies students will be conditionally enrolled for the first 6-9 credit hours of coursework.
- Upon successful completion of SW 200 Introduction to Social Welfare, SW 310 Social and Economic Justice, and SW 300 Human Behavior and

Social Environment I, both student and admissions committee will evaluate student's assessment of progress and ability to continue in the program. Student will either be officially entered into the BSW program, remain on conditional acceptance status, or be advised of other career options.

- Knowingly making a false oral or written statement during the admission process could result in denial of admission to the program. The Social Work program may require outside evaluations, assessments, and/or opinions of professionals as is deemed necessary.

Conditional Acceptance Status for Adult Studies Students

All BSW Adult Studies students will sign a contract at the time of initial admission defining and accepting the conditional acceptance status and its limitations. (See Appendix F). This initial conditional acceptance will be re-evaluated after completion of 6-9 hours of coursework in the BSW Program. At this time, both student and admissions committee will evaluate student's progress and ability to continue in the program. Student will either be officially entered into the BSW Program, remain on conditional status for one additional semester, or advised of other career options. A student may remain on conditional acceptance status for only one semester unless special circumstances exist and permission for an extension is given in writing by the BSW Program Director. A personal conference with the BSW Adult Studies Admissions Committee may be required before the student is accepted for full admission.

Progression in the Adult Studies Social Work program:

1. After being conditionally approved for admission to the social work program, the student will enroll in the first 6-9 credit hours of courses in social work education according to the prescribed sequence and will maintain at least a 2.5 GPA. Following successful completion of the first 6-9 credit hours of social work courses with at least a 2.5 GPA, an official interview will be completed. During this interview, both student and admissions committee will evaluate student's progress and ability to continue in the program. Student will either be officially entered into the BSW program, remain on conditional status for one additional semester, or advised of other career options.
2. The student must maintain at least a 2.5 cumulative GPA and at least a 2.5 GPA in all social work courses (those with SW prefix) to remain in the program. Students who receive a grade of D or below twice in the same social work course, or in any two social work courses, will be required to withdraw from the social work program, and will be advised to seek another major area of study.
3. As well as GPA, continuation in the social work program is contingent upon compliance with ethical and professional standards of conduct, in accordance with the NASW Code of Ethics and as stated in the School of Social Work Core Performance Standards document. Reasons for dismissal can include inadequate interpersonal skills and an inability to conform to the objectives of the program.
4. Students must complete a minimum of 424 hours in an approved social service agency during their final year, after successful completion of the required prerequisite courses and

an application for field practicum. Students are required to work out a schedule with their employment and their family life, where applicable, that allows them to complete their practicum hours. There are few practicums with non-traditional hours; creating a schedule to get the hours completed is not the School of Social Work's responsibility.

5. Students are required to take the course Senior Seminar in Social Work Practice along with the Social Work Field Practicum and Field Seminars I and II. Social Work Field Practicum must be passed, and a grade of at least a "B" earned in Senior Seminar, Field Seminar I, and Field Seminar II to be eligible for graduation. Students must make at least a "C" in all other social work courses.
6. Graduation requirements follow the guidelines of Union University.

Transfer Credit and Life Experiences

Students transferring from CSWE accredited BSW social work programs may transfer credit for social work classes as approved by the social work faculty and the university's registrar. Course syllabi of courses in question will be examined for course objectives, outline, learning activities, theoretical frameworks, and bibliographies to determine acceptable comparison to courses in this program. Requests for exceptions to these standards must be reviewed by the BSW Program Director and the Associate Dean/Chair of the School of Social Work. Credits are not accepted from programs which are not accredited by CSWE, although an elective may be transferred upon recommendation of the faculty and approval of the university registrar. Academic credit for life or work experience will not be awarded.

Core Performance Standards

To ensure that social work students will be competent and professional social work professionals, all students must meet essential standards of behavior for generalist social work practice. The chart begins with the NASW Code of Ethics, which identifies the core values on which the mission of Union University's School of Social Work is based. It summarizes the ethical principles that reflect our profession's core values; it establishes a set of specific ethical standards that guide generalist social work practice; and it provides the principles on which the public can hold a social work professional accountable. These principles will set forth the scope of responsibility to which each student obligates him/herself from entrance into the social work program. Each student will be required to adhere to the NASW's Code of Ethics, which states that professionals "...should not allow their own personal problems, psychosocial distress, legal problems, substance abuse, or mental health difficulties to interfere with their professional judgment and performance or to jeopardize the best interest of people for whom they have a professional responsibility." (NASW Code of Ethics, Section 4.05a). Please see Appendix D.

Withdrawal from Classes

Students seeking to withdraw from all classes should consult the academic calendar and/or their program coordinator for withdrawal deadlines. In order to withdraw, the student must submit the "Withdraw from All Classes" form via the student [portal](#). Students discontinuing class attendance without permission will receive an "F" in those courses. In exceptional cases, such

as extreme illness or other circumstances beyond the student's control, the Registrar may assign a grade of "W" for a withdrawal after the allowable time.

Termination and Probation

Reasons for Termination and Probation:

A student may be placed on probation or terminated from Union University's BSW Program if, in the professional judgment of the social work faculty, violations of academic, professional and/or ethical codes have occurred. These violations may include, but are not limited to:

1. Failure to meet or maintain academic grade point requirements as established by the university and the Social Work program.
2. Behavior judged to be in violation of the NASW Code of Ethics or the Core Performance Standards of the Social Work program (see Appendix E).
3. Academic cheating, lying, or plagiarism.
4. Behavioral disturbances that, in the professional judgment of the Social Work faculty, could impair quality provision of services to clients while enrolled and functioning in Union University's Social Work program. (An example is an inability to show insight to one's own behavior and receive feedback).
5. Evidence of current illegal drug or alcohol dependency documented as occurring during the course of study.
6. Documented evidence of criminal activity occurring while enrolled and functioning in Union University's Social Work program that could impair quality provision of services to clients.
7. Submitting false or misleading information as a part of the application process.
8. Student is terminated from field placement by the agency for cause related to ethical violations or practice competence.

Process for Termination and Probation:

Termination/suspension from the BSW program may be at the recommendation of the BSW Director or faculty. A student's right to due process is a priority. The process for probation or termination due to academic or professional behavior follows:

Academic:

1. Each semester the SSW Programs Coordinator reviews the overall cumulative GPA's of all social work students and notifies the BSW Director of those students who did not meet academic standards.
2. When a student fails to meet academic standards, the BSW Director or a member of the Admissions Committee will send a letter of notification to the student that they have been placed on academic probation or terminated from the program. Academic probation allows a student up to one year's time to meet academic standards.
3. If the student does not meet the standards at the end of the probationary period, a letter of notification is sent by the BSW Director advising them of their termination from the program and their right to appeal the decision and/or to apply for readmission.

Professional Behavior:

1. Any student, faculty, or staff person may make a report to the BSW Director of facts as they know them regarding an ethical, professional, or behavioral concern related to an BSW student (e.g, DUI charge). If there is substantial evidence to support the concern, the BSW Director will arrange a meeting with the student.
2. The BSW Director or a member of the Admissions Committee will send written and/or verbal notification that there is an alleged concern and scheduled meeting with the student to discuss the concern. Failure of the student to appear for the scheduled meeting of which he/she has been officially notified may necessitate a decision be made by the BSW Director without student input. A summons to a meeting such as this takes precedence over any class.
3. The BSW Director or a member of the Admissions Committee will send written notification reporting the findings of the meeting and any assigned sanctions. Possible outcomes include the student being cleared of any alleged concerns following a review of the situation; probationary status in which the student may be required to demonstrate an effort to correct the concern (e.g.,counseling) through completion of a time-limited probationary contract; or termination from the program. Registration for subsequent terms or conferral of academic degrees may be withheld.

Termination means a student will no longer be enrolled in the BSW program. A student may apply for re-admission as outlined in the re-admission policy.

Appeals Process for Termination & Probation:

A student has the right to appeal a termination or probation decision if the student believes the treatment received was unjust, all the facts were not taken into consideration, or the outcome was too severe for the act. The levels of appeal are noted below.

Following a decision from the BSW Director, the student may continue the appeal process as follows:

Associate Dean Level: The student may continue the appeal process by emailing a request for a review of the decision to the Associate Dean of the School of Social Work. This request should be sent to the Associate Dean's Union email address within 10 working days of the sent date of the BSW Director's response. The Associate Dean will provide an email response to the student within 10 working days.

Dean's Level: An email request should be sent to the Dean's Union email address within 10 working days of the sent date of the Dean's response. The Dean will attempt to provide an email response to the student with copies sent to the Dean and BSW Director within 10 working days of the request.

Faculty Affairs Committee Level: Within 10 working days of the sent date of the dean's response, the student may email a written request to the Associate Provost/Dean of Instruction calling for a review of the situation by the Faculty Affairs Committee. The Associate Provost will request a meeting of the committee for the purpose of reviewing all documentation related to the appeal. The committee will provide an email response to the student with copies sent to the Dean and BSW Director.

Administrative Level: Within 10 working days of the sent date of the committee's response, the student may submit an email request for a hearing before the Associate Provost. Requests for subsequent hearings before the Provost must be received within 10 working days of the previous hearing. The decision rendered by the Provost, in consultation with the President, is final. All documents relating to the above procedure will be retained in the student's file, kept in the academic center.

Grievance Procedures (Academic):

An academic grievance involving dissatisfaction with the quality of instruction or with the performance of an instructor is referred to as a Review of Instruction. A grievance involving dissatisfaction with a grade is considered a Grade Appeal. A grievance regarding a charge of academic dishonesty, which includes, but is not limited to plagiarism, is referred to as an Academic Dishonesty Appeal. Procedures for addressing each type of grievance are outlined below. Working days are defined as days when the University offices are open. All email communication will be sent to the students' Union email account.

Review of Instruction

Before initiating a formal Review of Instruction, a student who is dissatisfied with the quality of instruction or with the performance of an instructor should discuss his or her concerns with the instructor. In the event that the issue is not resolved in consultation with the instructor, the student may initiate a formal Review of Instruction. A formal Review of Instruction must be filed within 60 working days of the posting of the final grade for the course and must follow the sequence noted below.

A formal Review begins with the student emailing a detailed written report of his or her concerns to the instructor's department chair or to the dean if the chair is the student's instructor. Within this report the student must identify his or her concerns and provide appropriate documentation to support each concern. After receiving an email response from the chair (or dean), the student may elect to email the written report to additional administrators, as needed, in the following sequence: the dean of the college or school, the associate provost/dean of instruction (Jackson campus) or the vice president (Germantown campus), and the provost. The student may not advance the report to the next level until he or she has received an email response from the administrator being addressed. Each administrator will attempt to provide the student with a written response within 10 working days from the sent date of the student's email. The student has 10 working days from the sent date of one administrator's email to submit the report to the next level. Written responses will be kept in a file other than the faculty member's personnel file.

Grade Appeal

A student may initiate a grade appeal when there is legitimate reason to believe that the grade does not accurately reflect the quality of his or her academic work in the course or that the grade was determined in a manner inconsistent with the course syllabus. Before initiating a formal appeal, the student should confer with the instructor regarding how the grade was determined. In the event that the issue is not resolved in consultation with the instructor, the student may initiate a formal appeal of the grade beginning at the instructor level. The levels of appeal are noted below. Except as noted, levels cannot be bypassed.

Instructor Level: The student must email a request to the Instructor within 60 working days of the posting of the final grade for the course. In addition to requesting a review of how the grade was determined, the student should include specific reasons for his or her dissatisfaction. The request should be sent to the instructor's Union email address and copied to the instructor's department chair. The instructor will attempt to provide an email response co-pied to the department chair within 10 working days of the sent date of the student's email.

Chair/Advisor Level: The student may continue the appeal process by emailing a request for a review of the grade to the instructor's department chair and to the student's faculty advisor, who together will serve as the review committee. This request should be sent to the Union email address of the chair and faculty advisor within 10 working days of the sent date of the instructor's response. The chair and the faculty advisor, serving as the review committee, will provide an email response to the student with copies sent to the instructor and the instructor's dean. In the event that either the chair or the faculty advisor is also the course instructor, the other person on the review committee will select the second member. The second member should be a faculty member within the course instructor's academic department. In the event that one of the faculty members holds all three roles, the student should begin the process at the Dean's level.

Dean's Level: Either the student or the instructor may appeal the review committee's decision to the instructor's dean. This email request should be sent to the dean's Union email address within 10 working days of the sent date of the review committee's response. The dean will attempt to provide an email response to the instructor and/or student with copies sent to the instructor's chair, and the Associate Provost (Jackson campus) or the Vice President (Germantown campus) within 10 working days of the sent date of the instructor/student's request.

Faculty Affairs Committee Level: Within 10 working days of the sent date of the dean's response, the student or the instructor may email a written request to the Associate Provost (Jackson) or to the Vice President (Germantown) calling for a review of the grade by the Faculty Affairs Committee. The Associate Provost or the Vice President will request a meeting of the appropriate committee for the purpose of reviewing all documentation related to the appeal. The committee will provide an email response to the instructor and the student with copies sent to the instructor's chair and dean to the Associate Provost or the Vice President.

Administrative Level: Within 10 working days of the sent date of the committee's response, either the student or the instructor may submit an email request for a hearing before the Associate Provost (Jackson) or the Vice President (Germantown). Requests for subsequent hearings before the Provost must be received within 10 working days of the previous hearing. The decision of the President will be final.

Copies of all correspondence related to the formal petitions and appeals will be kept for future reference in the student's file in the School of Social Work, MSW program.

Academic Dishonesty Appeal

Any student found guilty by their instructor of cheating/plagiarism will be subject to disciplinary action by the instructor. Incidents involving undergraduate students may be filed with the School of Social Work Dean. If the student deems this action unfair, he or she may request a hearing before the administrator with whom the report was filed. The administrator will convey the results to the student and to the instructor by email (copied to the Office of the Dean of Students).

If either the student or the instructor involved deems the administrator's action unsatisfactory, within 10 working days of the sent date of the email conveying the results he or she may email the office of the Provost to request a hearing before the Faculty Affairs Committee. The committee will convey its decision to the student and to the instructor by email. The decision of this committee will be final upon approval by the Provost in consultation with the President

Grievance Procedures (Non-Academic):

Union University and the School of Social Work are committed to providing an atmosphere in which conflicts are addressed in a constructive manner through open and honest

communication. The specific process for a general student grievance may be found at <http://www.uu.edu/studentlife/accountability/general-grievance-policy.cfm>. Students who are unsure of which policies or procedures should be followed may discuss the matter with the Dean of the School of Social Work, Director of Human Resources, Title IX Coordinator, or the Provost. Specific policies and a procedural guideline can be found at <http://www.uu.edu/studentlife/accountability/complaint-grievance-procedure-guidelines.cfm>.

Re-admittance

In the event that a student has withdrawn or been suspended from the program for a semester or more for any reason and wishes to be re-instated, he/she must re-apply first to the University and then to the BSW Program. A re-admittance form will be available from the BSW Program office. (See Appendix G). This form will allow the student to explain the reason they withdrew from the program, why they are re-applying, and what conditions have changed regarding their status. It is to be completed by the student, and then submitted to the BSW Admissions Committee. The re-admittance form will be reviewed, and additional documentation or evidence may be requested regarding change in student status. Students forced to withdraw for academic or professional reasons may reapply after a period of at least one term (not including summer, unless specifically stipulated otherwise in the termination decision). Re-admittance will need to be approved by the BSW Program Director and the Associate Dean/Chair of the School of Social Work.

Academic Advisement

When a traditional undergraduate or adult studies student declares social work as his/her major the Program Coordinator assigns one of the full-time Social Work faculty as his/her advisor. Formal advising is carried out each semester through the registration process. Both students and advisors can initiate conferences at other times should the need arise. To assure that adequate time is available to discuss concerns or questions with an advisor, it is strongly recommended that an appointment be made for the conference.

Social Work faculty routinely advise students about professional opportunities which become available throughout the semester, such as NASW meetings and seminars which are open to students. Advising regarding graduate school is also provided to students.

Each student has an advising folder, kept in the office of his or her advisor. Students wishing to review their folders may request to do so at any time through their advisor. Students can change faculty advisors if they choose simply by making the request to the Program Coordinator in the School of Social Work office.

Academic Integrity

Honesty and trustworthiness are not only fundamental principles of the Judeo-Christian tradition and basic to good citizenship but are also essential practices in academic settings. Furthermore, the *Code of Ethics* of the profession of social work holds integrity as one of its ethical principles (NASW, 2017). Specifically, the profession Code of Ethics says the following:

Social workers should not participate in, condone, or be associated with dishonesty, fraud, or deception (Ethical Standard 4.04)

Social Workers should take responsibility and credit, including authorship credit, only for work they have actually performed and to which they have contributed. Social Workers should honestly acknowledge the work of and the contributions made by others (Ethical Standard 4.08).

Additional considerations appear in Section 2.10(c), which mandates social workers to seek resolution when we believe that a colleague has acted unethically and in 5.01 to participate in upholding the integrity of the profession.

Finally, the Core Performance Standards of the School of Social Work support the Code of Ethics and expect that “the student will conduct him or herself in full accordance with the values and ethics of the social work profession....” (See Appendix E) Your faculty and administration assume that students do act with integrity in their academic endeavors and pledges to responsibly discourage cheating by providing physical conditions which deter cheating, including awareness of all activity at all times in a testing area. As a culture of academic dishonesty undermines and weakens the academic environment and the educational process, the following behaviors are unacceptable:

- Cheating in its various forms:
 - Copying another student’s work.
 - Allowing work to be copied.
 - Using unauthorized aids on an examination (including but not limited to technology devices such as digital cameras, cell phone cameras, pen-based scanners, translation programs, and text-messaging devices).
 - Obtaining any part of an examination prior to its administration.
 - Fabricating research data.
 - Submitting another person’s work as one’s own.
 - Receiving credit falsely for attendance at a required class or activity.
 - Signing another student into a required class or activity.
- Plagiarizing (i.e., presenting someone else’s words or specific ideas as one’s own, including inadequate documentation of sources and excessive dependence on the language of sources, even when documented). All quoted material and ideas taken from published material, electronic media, and formal interviews must be cited; direct quotations must be enclosed in quotation marks. Therefore, whether quoting or paraphrasing, include an appropriate reference to the source (e.g., in-text citation, footnote, endnote) and a reference page. The APA Publication Manual provides the standard in all social work courses.
- Violating copyright laws and license agreements, including but not limited to:
 - Making illegal single copies of music or other print materials.
 - Making and/or distributing multiple copies of printed, copyrighted materials.
 - Making and/or distributing unauthorized copies of computer software and/or digital information.

- Denying others appropriate access to information in the classroom, library or laboratory, including but not limited to:
 - Removing books from the library without checking them out.
 - Removing pages from books or journals.
 - Hiding or intentionally damaging materials or electronic information.
- Destroying, altering, or tampering with someone else's work.
- Submitting the same or similar work for more than one course or assignment without prior approval from the professor(s).
- Destroying, altering, or tampering with academic or institutional records.

The following steps will be taken to address an incident wherein a social work faculty member suspects plagiarism or academic dishonesty on the part of an undergraduate student:

1. The faculty member will inform the BSW Director of the suspected incident of academic dishonesty.
2. The faculty member will meet with the student or students involved on a one-to-one basis, providing the student with a photocopy of the assignment in question and when known, the source of the plagiarized material. The faculty member may assign the grade of F to the assignment or to the entire course, depending on the circumstances.
3. The faculty member will illustrate with the evidence above the suspicion of plagiarism and the potential consequences for such behavior utilizing the School's Plagiarism Rubric (see below).
4. Based on this dialogue, the faculty member will inform the student of perceived severity of the incident and the specific consequences to be leveled.
5. If the case is to be referred to the School of Social Work Leadership, the faculty member will inform the student that further investigation of the incident is pending.
6. The faculty member may reserve the right to level additional consequences pending the outcome of the investigation of the incident by the School of Social Work Leadership.
7. The faculty member will keep the BSW Director apprised about the case.
8. When appropriate, the entire faculty may be informed about the incident of plagiarism or academic dishonesty and in some cases, consequences may be determined by the faculty member in consultation with colleagues.

Plagiarism Rubric

(Source adopted by SSW faculty 11/09: Collins, M. E. & Amodeo, M. (2005).

Responding to plagiarism in schools of social work: Considerations and recommendations. *Journal of Social Work Education*, 41(3), 527-543.)

Seriousness	Examples of Plagiarism	Examples of Potential Consequences
Mild	<ul style="list-style-type: none">• Genuine mistake or omission• Misunderstanding of how to cite sources or utilize quotations.	Individual faculty member determines consequences which might include: <ul style="list-style-type: none">• Request rewrite of the assignment• Additional assignment concerning proper use of citations or a similar topic related to the offense.
Moderate	<ul style="list-style-type: none">• Some awareness of mistake, but lack of clarity as to proper procedure• Paraphrase of an idea not an exact quotation, but too close to be acceptable as original work• Inappropriate use of sources without proper citation	Individual faculty member determines consequences with option to refer the case to the School of Social Work leadership for further exploration. Consequences leveled by the instructor might include: <ul style="list-style-type: none">• Failing grade on the assignment• Additional assignment concerning proper use of citations or a similar topic related to the offense• Personal essay reflecting on offense and lessons learned• Monitoring of future assignments by an additional faculty member.

Severe		<ul style="list-style-type: none"> • Failing grade in the course • Referral to the School of Social Work leadership for further investigation.
	<ul style="list-style-type: none"> • Full awareness of actions at the time of the incident (intentional offense – which includes copying material cut and paste into assigned document) • The whole or part of the assignment or paper displays large blocks of word-for-word plagiarism • The whole or part of assignment or paper appears to have been purchased or stolen from another student or an outside source • The whole or part of the assignment or paper appears to have been copied from another student or source • Other similar incidents of academic dishonesty that appear intentional 	<p>Individual faculty member determines consequences with mandatory referral of case to the School of Social Work leadership.</p> <p>Consequences initiated by the instructor might include:</p> <ul style="list-style-type: none"> • Failing grade in the course • Suspension from the social work program for a specific period of time after consultation with the BSW Program Director • Counseling out of the social work program • Suspension from the University • Expulsion from the University

Planning for Field Placement

The Social Work Field Practicum, SW 490, is a professional field experience of 424 clock hours in a community agency (public or private), available only to students majoring in Social Work, who have Senior standing, have at least a 2.5 cumulative GPA and at least a 2.5 social work GPA, and have completed all social work courses except SW 423 Senior Seminar, SW 409 Field Seminar I and SW 410 Field Seminar II. Students are encouraged to plan for this experience by having a schedule that allows them to be in placement during the day, and in the required co-requisite classes on the designated day. Students are required to attend field seminar class to process and evaluate their field experiences and complete requirements outlined in the course syllabus. Students are expected to take the Social Work Field Practicum concurrently with Senior Seminar in Social Work Practice (SW 423) and the Field Seminar II course (SW 410).

Admission to the practicum experience is contingent upon the student's successful completion of the required prerequisite courses, and the submission and subsequent approval of the Application for Social Work Field Practicum form by the BSW Field Director.

In the Spring semester of the Junior year, students desiring to complete Social Work Field Practicum during the following Spring semester, must complete the BSW Field Application and schedule a field placement interview with the BSW Field Director to discuss field placement options.

The BSW Field Director then reviews all applications, contacts the selected agencies, and responds to the appropriate agency representative and students in writing regarding the scheduling of appointments for interviews. After the student has scheduled and completed an interview with the agency, the student, and the agency representative each respond to the Field Director regarding their approval or disapproval of this particular agency placement. The Field Director will honor, as much as possible, the desire of each student for a specific agency or type of agency, with the knowledge that the final placement decision of each student into an agency rest entirely with the BSW Field Director in consultation with the agency. The student and Field Agency Supervisor are each given written confirmation regarding placement prior to the semester of the Field Practicum. *The Field Placement Manual contains details related to the practicum experience.*

Malpractice/Liability Insurance

A student who is completing any social work practice class or Social Work Field Practicum will be required to purchase Professional Liability Insurance. A fee of approximately \$25.00 per year will be charged to the student's account during the year in which he/she is registered for any of the following courses: SW 201, SW 315, SW 401, SW 402, and SW 490.

Personal Safety on Campus & In Field Placement

Students are encouraged to be aware that social work practice includes some potential for risk to personal safety. It is the responsibility of the student to assess the risk of environmental factors and to take precautions for personal safety. A discussion on safety in the agency is provided as part of the field seminar course. Additionally, students should request in-service training and orientation in the agency regarding the particular safety information in that setting. The student should review the agency's personnel policies and safety guidelines before any work with the agency begins. Students are expected to follow the practice setting's recommended safety guidelines rigorously, and to use discernment when making home visits or delivering services in the community. Students should always let someone in the agency know where s/he will be when working outside of the agency offices. Students have the right and the responsibility to report any unsafe situation to a supervisor and request an alternate assignment. They have the right and responsibility to appeal to the Field Liaison or the Field Directors if they have concerns about the response to their request. Finally, students are expected to follow the agency's infection control guidelines to protect from contagious diseases.

Please note that Union University faculty, staff, and social work field directors comply with

Union's Title IX policies and procedures for reporting sexual harassment, sexual violence, stalking and domestic/dating relationship violence. For more information go to <https://www.uu.edu/studentlife/accountability/title-IX.cfm> or contact the Title IX Coordinator.

In regard to personal safety, all students, whether participating in activities on the Jackson or Germantown campus or in internship/academic activities off-site, should plan carefully all aspects of their educational experience to maximize the academic experience and minimize any potential safety or health problems.

The following guidelines emphasize student responsibility for planning and for communicating during the program and in the event of any emergency.

1. Know how to obtain emergency health and law enforcement services on campus and off site (e.g., field practicum site).
2. Obtain, read, and carefully consider materials related to any off-site location, particularly those materials relating to safety and health issues in the off-site program and locale.
3. Consider your health and personal circumstances when applying for or accepting field placements.
4. Make available to the field practicum site and Union University accurate and complete physical and mental health information and any other personal data that is necessary to plan a safe and healthy field education program experience.
5. Assume responsibility for all the elements necessary for personal preparation for the campus and field practicum site.
6. Participate fully in any orientations by the field practicum site and the School of Social Work at Union University.
7. Obtain or maintain appropriate insurance coverage, particularly health insurance, in the event of sickness or injury during the program. Students are provided with liability insurance while completing their field placement. (See Director of Field Education for a copy of the liability insurance coverage form).
8. Inform next of kin and others with a need to know about participation in the field practicum site.
9. Provide next of kin and the School of Social Work Field Director with emergency contact information and keep them informed on an ongoing basis.
10. Understand and comply with the field practicum site's terms of participation, codes of conduct, and emergency procedures, as well as Union's terms of participation, codes of conduct, and emergency procedures (Union's codes of conduct apply off site.)

11. Be aware of local conditions that may present health or safety risks when making daily choices and decisions. Promptly express any health or safety concerns to the field practicum site and the School of Social Work at Union University.

In case of an emergency or threat to your safety while on the Union University campus, inform Safety and Security (731) 394-2922. In case of an emergency or threat to your safety while at your field practicum site, follow the safety procedures of your field placement agency and promptly notify the Director of Social Work Field Education.

Sexual Harassment

Union University is committed to providing its faculty, staff, and students with an environment free from explicit and implicit coercive sexual behavior used to control, influence, or affect the well-being of any member of the university community.

Sexual Harassment Defined: The definition of sexual harassment varies greatly. Therefore, we will use the Equal Employment Opportunity Commission's guidelines. According to the Equal Employment Opportunity Commission's guidelines prohibiting sexual harassment, there are two types of sexual harassment: (1) *Quid pro quo*—“submission to or rejection of such conduct by an individual that is used as a basis for employment decisions affecting such individual” and (2) Hostile environment—“unwelcome sexual conduct that unreasonably interferes with an individual's job performance or creates an intimidating, hostile, or offensive working environment.” Sexual harassment in the college community may include, but may not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature where: (1) submission to such conduct is a term or condition of an individual's employment or education; (2) submission to or rejection of said conduct is used as a basis for academic or employment decisions affecting the individual; or (3) such conduct results in a hostile environment, which has the effect of interfering with an individual's academic or professional performance.

Policy Statement: Sexual harassment of any type will not be tolerated and is expressly prohibited. Sexual harassment is grounds for disciplinary action which may include reprimand, demotion, discharge, or other appropriate action, dependent upon the nature of the harassment. Faculty are asked to be especially sensitive to the fact that they are in a position of authority over students and that authority carries with it responsibility to be mindful of situations in which they are dealing with students in private, one-on-one associations both on and off campus.

Complaint Procedure: A student with a complaint against a faculty member, a member of the administration, or another student may contact the Dean of Students. Alternate contacts include the Director of Human Resources, the Executive Vice President, and the President. The contact person will initiate an Incident Report form and forward to the Director of Human Resources. The University will handle the matter with as much confidentiality as possible. There will be no retaliation against any staff, faculty, or student who reports a claim of sexual harassment or against any staff, faculty, or student who is a witness to the harassment. The University will conduct an immediate investigation in an attempt to determine all of the facts concerning the alleged harassment. The investigation will be directed by the Director of Human Resources unless the

Director of Human Resources or someone in the director's office is the subject of the investigation. In that event, the office of the Provost (faculty) or Executive Vice President (staff or student) will direct the investigation. As a part of the investigation of the claim of sexual harassment, the contact person, the complainant, and the respondent will be asked to provide statements regarding the incident. Once the report is reviewed and investigation is concluded, a finding may be found that sexual harassment did not occur, or a finding may be found that sexual harassment did occur, and corrective action (reprimand, demotion, discharge, or other appropriate action) will be communicated in writing to the complainant and the respondent. Appeals to this process may be conducted in accordance to the most recent revision of the handbook under the section(s) entitled "Violations of Standards of Conduct" or "Grievance Procedures." All documents, except disciplinary action documents, related to an incident will remain in a file other than the employee's personnel file. Although filed separately, all personnel related files are kept in the Human Resources office.

Student Rights and Responsibilities

Students have a right to:

- expect a quality education preparing them for entry-level generalist social work practice
- expect reasonable access to faculty for advisement and assistance they need in their educational program and with plans for after graduation
- appeal decisions made regarding admission and continuation in the program, grades, and assignments
- give input to the formulation and revision of policies affecting academic and student affairs. This is accomplished both formally and informally as student representatives serve on the Advisory Council to the program, but also have access through the student organization and directly with faculty and administrators
- expect from each instructor a course syllabus which outlines the course of study, textbooks to be used, course requirements and objectives, a bibliography, and a description of how they will be evaluated
- expect faculty to be prepared and knowledgeable in order to teach effectively

Students are responsible for:

- becoming familiar with the Social Work program policies and procedures by reading the Social Work Student Handbook
- attending and participating in classes except when hindered by illness or other emergency situations. Student should attend class mentally and emotionally prepared to learn and engage in classroom activities
- communicating with faculty when a problem arises in a class or with their progress in the program
- behaving in a manner consistent with the NASW Code of Ethics and Core Performance Standards in all relationships in the program

Student Organizations

Helping Professions Reaching Out (HPRO) is the social work student association that promotes an interest in the profession of Social Work and other helping professions and gives students an opportunity to begin to develop a professional identity. HPRO membership is open to all social work and other majors on campus and provides an opportunity to be involved in outreach projects in the community. HPRO and the profession of Social Work believe in "doing" something about the needs in the world. The organization holds regular meetings and builds a strong sense of camaraderie as well as prepares students for leadership roles in a helping profession and the community.

Phi Alpha Honor Society

Phi Alpha Honor Society for Social Work students, Eta Phi Chapter, fosters high standards of education for social work students and invites into memberships those who have attained excellence in scholarship and achievement.

Students with an overall GPA in the top 35% of all graduating BSW majors are considered for membership. Other criteria for membership include professionalism, experience in field practicum, and leadership in the social work program. Students will be invited for membership at the end of their final fall and/or winter semester at Union University.

Appendix A: CSWE Education Policy and Accreditation Standards

See following link for access to the CSWE Education Policy and Accreditation Standards:

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

Appendix B: Application for Admission to the BSW Program (Traditional)



STUDENT ADMISSION APPLICATION UNION UNIVERSITY SOCIAL WORK PROGRAM

Name _____ Date of Application _____
Last First Middle

Student's Jackson address: _____

Telephone number _____ Campus Box #: _____

Cell Phone Number: _____ Student id # _____

EDUCATIONAL INFORMATION

Date entered Union University: _____ Expected date of graduation: _____
month/year month/year

Date (or semester) that you declared social work as your major _____

Number of semester hours completed by end of this semester _____

Number of semester hours you are taking this semester _____

Current Grade Point Average: _____

SW 200 grade: _____ SW 310 grade: _____

Required General Education Courses- Pre-admission to Social Work Program

English 111	_____	Social and Economic Justice	_____
English 112	_____	PEWS 100	_____
English 201	_____	Biology (Human Biology preferred)	_____
English 202	_____	Physical or Chemical Science	_____
History 101	_____	Intro to Psychology	_____
History 102	_____	Principles of Sociology	_____
Arts in Western Civilization	_____	Foreign Language (3 hrs)	_____
New Testament	_____	Foreign Language/Culture (3 hrs)	_____
Old Testament	_____	Intro to Social Work	_____
Math (Statistics preferred)	_____		

What is your plan for taking the pre-admission courses that are not yet completed?

**A student may be admitted conditionally if any of the above academic criteria are not met at the time of admission*

PROFESSIONAL INFORMATION

Employment Experience:

Employer	Dates	Nature of work
<hr/>		
<hr/>		
<hr/>		

Social Work or Human Service Volunteer Experiences

Name of Agencies	Dates	Kinds of Activities
<hr/>		
<hr/>		
<hr/>		
<hr/>		

PERSONAL INFORMATION:

Clubs and Organizations of which you are a member:

Name	Purpose or Major Activity
<hr/>	
<hr/>	
<hr/>	

Other Life Experiences (travel, church work, etc.) which you consider valuable as background for a career in social work:

What is your definition of social work practice?

Discuss your reason/motivations for wanting to become a social worker:

What is your understanding of the values that distinguish social work practice?

Who or what has been most influential in your decision to become a social worker?

Describe your future plans and dreams:

SOCIAL WORK PROGRAM AGREEMENT

1. I have read and agree to abide by the Code of Ethics of the National Association of Social Workers (<http://www.naswdc.org/pubs/code/default.asp>) and the School of Social Work's Core Performance Standards.
2. I understand that Union University's program is accredited by the Council on Social Work Education.
3. I agree to conform to the objectives of the program and continue my professional development through regular self-assessment of my academic and personal performance.
4. I agree to continue my professional development through regular faculty assessment of my academic and professional aptitude and performance.
5. I give my faculty advisor permission to discuss my progress in the Social Work Program with the Social Work Admissions Committee.
6. I give my permission for the release of the information contained on this application to the members of the Social Work Admissions Committee.

I understand that although I am admitted to the Social Work Program, my progress will be monitored by the Social Work faculty and the Social Work Admissions Committee, and they have the right and responsibility to request reassessment of my suitability for the Social Work Program. (Please refer to the Social Work Student Handbook for requirements for progression in the Social Work Program or for violations that would result in termination or probation.) I understand that I have the right to appeal any decision made by the Social Work Program Admissions Committee, utilizing the appeals process outlined in the Social Work Student Handbook. I confirm that all questions in this application have been answered truthfully, to the best of my ability. I understand that if it is discovered during the application process, or at any time afterward, that I have provided false and/or misleading information, I may be subject to expulsion from the Social Work Program.

Student Applicant's Signature

Date

Please attach the *student self-assessment form* and return to:

Cheryl Hall
Program Coordinator
School of Social Work
1050 Union University Dr., Box 1825
Union University
Jackson, TN 38305

**APPLICATION TO SOCIAL WORK PROGRAM
STUDENT SELF ASSESSMENT**

Name_____

Complete this form and return with your application to the Social Work Program.

ACADEMIC APTITUDE/PERFORMANCE

	Don't know/not applicable	Below average	Average	Above Average	Outstanding
Motivation to learn					
Self-discipline					
Academic abilities					
Writing ability					
Performance in course assignments					
Performance in course exams					
Classroom participation					

PERSONAL APTITUDE FOR THE SOCIAL WORK PROFESSION

	Don't know/not applicable	Below Average	Average	Above Average	Outstanding
Ability to form individual relationships					
Ability to communicate					
Ability to relate to others in a group situation					
Assertiveness					
Leadership ability					
Ability to empathize					
Ability to be flexible					
Ability to work with a diverse population while enrolled and functioning in Union University's Social Work Program					
Self-awareness					

Based on your self-assessment, identify at least three areas of strength, and describe how you plan to develop these strengths and how they will influence your social work career planning.

Based on your self assessment, identify at least three areas where you believe you need development and your plan for improving these areas (please be specific)

Is there anything else that you would like for the Social Work Admissions Committee to know about you?

**APPLICATION TO SOCIAL WORK PROGRAM
FACULTY REFERENCE**

NOTE TO APPLICANT: Complete top portion and send form to reference. You will need one faculty reference (other than Social Work faculty) and one character reference (other than a peer).

Name of Applicant _____

I waive _____ do not waive _____ the right to examine this evaluation.

APPLICANT SIGNATURE _____ DATE _____

NOTE TO REFERENCE: Please complete this form and return it as soon as possible to:

SSW Program Coordinator
UU Box 1825
1050 Union University Dr.
Union University
Jackson, TN 38305

You may also make supplementary statements and attach them to this form if you desire. Please print or type.

YOUR NAME AND TITLE _____

Course(s) in which you taught applicant _____

Semester taught _____ Grade received _____

ACADEMIC APTITUDE/PERFORMANCE

	Don't know/not applicable	Below Average	Average	Above Average	Outstanding
Motivation to learn					
Self-discipline					
Academic abilities					
Writing ability					
Performance in course assignments					
Performance in course exams					
Classroom participation					

FACULTY ASSESSMENT
PERSONAL APTITUDE FOR THE SOCIAL WORK PROFESSION

	Don't know/Not applicable	Below Average	Average	Above Average	Outstanding
Ability to form individual relationships					
Ability to communicate					
Ability to relate to others in a group situation					
Assertiveness					
Leadership ability					
Ability to empathize					
Ability to be flexible					
Ability to work with a diverse population while enrolled and functioning in Union University's Social Work Program					
Self-awareness					

Summary of student's strengths:

Summary of student's weaknesses:

Recommendation concerning admission (check one):

- _____ I recommend the applicant without reservation.
- _____ I recommend the applicant.
- _____ I recommend the applicant with reservation. (Please explain under weaknesses)
- _____ I do not recommend the applicant. (Please explain under weaknesses)

SIGNATURE _____ DATE _____

**APPLICATION TO SOCIAL WORK PROGRAM
PERSONAL REFERENCE**

(Someone who knows you well and is not a family member or fellow student)

NOTE TO APPLICANT: Complete top portion and send form to reference. You will need one faculty reference (other than Social Work faculty) and one personal reference (other than a peer).

Name of Applicant _____

I waive_____ do not waive_____ the right to examine this evaluation.

APPLICANT SIGNATURE _____ DATE _____

NOTE TO REFERENCE: Please complete this form and return it as soon as possible to:

SSW Program Coordinator
UU Box 1825
1050 Union University Dr.
Union University
Jackson, TN 38305

You may also make supplementary statements and attach them to this form if you desire. Please print or type.

YOUR NAME AND TITLE _____

How long have you known this individual and in what capacity? (give dates, if possible) _____

PERSONAL APTITUDE FOR THE SOCIAL WORK PROFESSION

	Don't know/Not applicable	Below Average	Average	Above Average	Outstanding
Ability to form individual relationships					
Ability to communicate					
Ability to relate to others in a group situation					
Assertiveness/Leadership					
Ability to empathize					
Ability to work with a diverse population					
Self-awareness					
Intellectual Ability/curiosity					
Motivation/Perseverance					
Emotional Maturity					

Dependability					
Flexibility/Creativity					

Summary of student's strengths:

Summary of student's weaknesses:

Recommendation concerning admission (check one):

_____ I recommend the applicant without reservation.

_____ I recommend the applicant.

_____ I recommend the applicant with reservation. (Please explain under weaknesses)

_____ I do not recommend the applicant. (Please explain under weaknesses)

Signature _____ Date _____

Appendix C: Disposition Regarding Admission to Social Work Program

Union University Social Work Program Admissions Committee Evaluation

Applicant's Name _____ Date _____

Reviewer's Names _____

Areas of Consideration:	Yes	No	Notes	
1. Has at least Junior classification	___	___		
2. Meets minimum GPA in all college courses of 2.25 (for conditional admission) (minimum 2.5 overall GPA and 2.5 SW GPA reflects full admission)	___	___		
3. Reference forms recommend applicant	___	___		
4. The student self-assessment reflects student self-awareness, professional commitment, objectivity, empathy, energy, and acceptance of diversity as described in social work manual.	___	___		
5. Has read and signed the NASW Code of Ethics & Core Performance Standards	___	___		
6. Completed SW200 and SW310 with a grade of "C"	___	___		
7. Pre-admission courses and General Education Classes Completed:				
English 111	___		Social and Economic Justice	___
English 112	___		PEWS 100	___
English 201	___		Biology (Human Biology preferred)	___
English 202	___		Physical or Chemical Science	___
History 101	___		Intro to Psychology	___
History 102	___		Principles of Sociology	___
Arts in Western Civilization	___		Foreign Language (3 hrs)	___
New Testament	___		Foreign Language/Culture (3 hrs)	___
Old Testament	___		Intro to Social Work	___
Math (Statistics preferred)	___			

Applicant's Name _____ Date _____

Disposition Regarding Admission to Social Work Program

1. _____ Unconditional acceptance into the Social Work program beginning _____
2. _____ Conditional acceptance into the Social Work program. The following conditions are to be met by applicant by _____. Failure to meet these recommendations may jeopardize student's full acceptance.

Conditions:

3. _____ Non-acceptance into Social Work program. Disposition is delayed pending the applicant meeting the following conditions for acceptance.
4. _____ Non-acceptance into the Social Work program.

Specific reasons(s):

Student advised of the decision by Admission Committee on _____

Signed:
Chairperson, Admissions Committee

Appendix D: NASW Code of Ethics

See following link for access to the NASW Code of Ethics:

<https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>

Appendix E: School of Social Work Core Performance Standards

CORE PERFORMANCE STANDARDS for Admission, Progression, and Graduation Union University School of Social Work

To ensure that social work students will be competent and professional social workers, all students must meet essential standards of behavior for social work practice. The following chart begins with the NASW Code of Ethics, which identifies the core values on which Union University's School of Social Work is based. This summary of ethical principles reflects the social work profession's core values; it establishes a set of specific ethical standards that guide social work practice; and it provides the principles on which the public can hold a social work professional accountable. These principles will set forth the orb of responsibility to which each student obligates him or herself from entrance into the social work program. Each student will be required to adhere to the NASW's Code of Ethics, which states that professionals "...should not allow their own personal problems, psychosocial distress, legal problems, substance abuse, or mental health difficulties to interfere with their professional judgment and performance or to jeopardize the best interest of people for whom they have a professional responsibility" (NASW Code of Ethics, Section 4.05a). Noncompliance with the Core Performance Standards may result in termination from the BSW Program.

Standard	Required Skills	Examples of Satisfactory Behavior
Professional Ethics: The student will conduct him/herself in full accordance with the values and ethics of the social work profession, as set forth in the NASW Code of Ethics, and the mission and goals of Union University's School of Social Work.	The student will: recognize legal and ethical dilemmas, and seek appropriate consultation when necessary; demonstrate practice strategies that respect the positive value of diversity; challenge social injustice; maintain professional boundaries; be honest with clients and colleagues; protect client confidentiality in the classroom, in assignments, and in the field agency; be open, honest, and without judgment; make commitments that will be kept; and identify and maintain appropriate personal conduct and professional boundaries in keeping with all professional standards.	The student will: work with all vulnerable populations with dignity and respect; refrain from cheating and plagiarism as defined in the student handbook; seek professional consultation when needed.
Critical Thinking: The student will formulate opinions and conclusions based on analysis that distinguishes fact from inference, and combines an understanding of personal, cultural, and contextual factors with balanced dignity and respect for those that are the same or different than student.	The student is able: to critically assess individuals, families, groups, organizations and communities in the context of environmental factors, including socioeconomic, cultural, biological, psychological, social and spiritual dimensions; refrain from judging others based on difference; utilize an understanding of how ethnicity, class, gender, sexual orientation, age and other cultural characteristics affect the helping process; demonstrate an ability to evaluate and differentially apply practice approaches with individuals, groups, families, and organizations; employ a scientific analytic approach to practice that integrates the critical appraisal of social research and the evaluation of social policies, program and practice outcomes; demonstrate knowledge of social, political, and economic justice for clients and an ability to identify and promote resources for clients.	The student will: develop intervention plans with various client systems; collaborate effectively with community resources and connect clients with community resources; integrate classroom assignments with knowledge from various curricular areas; prepare psychosocial assessments of clients and design generalist intervention plans.

Time Management: The student completes classroom, field education, and agency assignments and requirements in a consistently timely manner.	The students will: complete assignments with timeliness and quality; come to class and/or field regularly and on time; assume responsibility for communicating an interruption of planned attendance or task completion; and assume responsibility for identifying appropriate alternatives when a change is necessary.	The students will: complete assignments on time; attend class and field regularly and on time; contact instructors and field educators regarding absences or the late submission of assignments; submit required class and field assignments without being prompted.
Self-Awareness: The student possesses a balanced view of his/her performance in intellectual, social, behavioral, and interpersonal skills, and acknowledges barriers to his/her performance. The student assumes full responsibility to protect clients and others from potential adverse consequences of those barriers to performance.	The student will: solicit, accept, and incorporate feedback into classroom and field agency; identify barriers to performance; design and implement specific goals and strategies for professional growth; evaluate his/her own practice by using objective assessment methods, such as process recordings and single subject designs.	The student will: actively participate in class and in field experience; participate in activities aimed at increasing self-awareness; seek professional help when needed; adjust workload and/or seek consultation with an instructor in the face of personal difficulties that may adversely impact interaction with clients.
Communication: The student receives and responds to verbal, non-verbal, and written exchanges between self, faculty, agency personnel, and colleagues in accordance with the NASW Code of Ethics and the mission and goals of Union University's School of Social Work.	The student will: develop cooperative and collegial relationships with colleagues and clients with organizations, agencies and communities; demonstrate knowledge about the effects of oppression and discrimination on individuals, families, groups and communities; contribute as a constructive participant in academic and agency affairs; honor verbal and written agreements made with others.	The students will: follow through on verbal and written commitments to others
Professional Relationships: The student engages, maintains, and terminates relationships appropriately with diverse client groups, instructors, agency staff, colleagues, organizations and communities in a professional, responsible and respectful manner.	The student will: communicate effectively with a wide range of client systems, demonstrating a knowledge of, and sensitivity to differences due to gender, race, class, age, culture, ethnicity, religion, gender, sexual orientation, and physical or mental abilities without judgment; follow agency guidelines for record keeping, and demonstrate the ability to document communications as a basis for professional accountability; possess appropriate verbal, non-verbal and written skills; and conduct all communication in a respectful manner.	The student will: speak with dignity; respect, and sensitivity to clients, colleagues and instructors; prepare written documents that are clear, concise, accurate and complete; communicate with sensitivity to cultural and contextual differences; use correct grammar in written and oral communication.
Supervision: The student readily accepts and adheres to directives from faculty, agency personnel, and colleagues in accordance with the NASW Code of Ethics and the mission and goals of Union University's School of Social Work.	The students will: solicit, accept, and incorporate supervision, and be able to effectively follow directions in classroom and field agency; and possess the ability to effectively utilize supervision in a respectful manner in classroom and agency for the furtherance of professional growth.	The students will: actively and effectively incorporate directives and supervision in classroom and agency placements.

I have read and agree to abide by the Code of Ethics of the National Association of Social Workers (NASW) and the Core Performance Standards. I understand that failure to comply may result in termination from the BSW Program.

Student Signature

Appendix F: Conditional Contract for BSW Program



CONDITIONAL ADULT STUDIES BSW STUDENT CONTRACT

Name: _____ ID: _____

All BSW Adult students will be conditionally enrolled for the first 6-9 credit hours of social work courses completed at Union University's School of Social Work. Each student must maintain a cumulative GPA of 2.5 and a 2.5 GPA in all social work courses. After successful completion of 6-9 credit hours, and any additional requirements as stated below, both student and BSW Program Director will evaluate student's progress and ability to continue in the program. An interview may also be required at this time. Student will either be officially entered into the BSW program, remain on conditional status for one additional semester, or advised of other career options.

BSWC MAJOR COURSES NEEDED:

Total Hours Needed:

Courses Needed	UU Current Enrollment	Transfer/Testing Plans or Incompletes
SW 200 - Introduction to Social Welfare		
SW 310 - Social & Economic Justice		
SW 300 - HBSE I		

ADDITIONAL PROVISIONS FOR FULL ADMISSION:

COURSE

TO BE COMPLETED BY

_____	_____
_____	_____

TRANSCRIPTS NEEDED:

DATE RECEIVED:

1. _____
2. _____
3. _____

Signature of Student

Date

Appendix G: Termination/Probation Form

UNION UNIVERSITY SOCIAL WORK PROGRAM

Termination/Probation Decision Form

This form hereby constitutes written notification of impending probation and/or termination of

_____ from Union University's BSW Program effective _____

The BSW Program Admissions Committee has determined that the following violations have been committed by said student:

_____ Failure to maintain a cumulative 2.5 GPA and 2.5 GPA in all social work courses.

_____ Has received a grade of "D" or below twice in the same social work course, or in two social work courses.

_____ Has demonstrated behavior judged to be in violation of the NASW Code of Ethics.

_____ Evidence of current illegal drug or alcohol dependency has been documented as occurring while enrolled and functioning in Union University's Social Work program.

_____ Has demonstrated inappropriate behavior and/or an inability to develop appropriate interpersonal skills necessary for working with clients while enrolled and functioning in Union University's Social work program.

_____ There is documented evidence of criminal activity occurring while enrolled and functioning in Union University's Social Work program that could impair quality provision of services to clients.

_____ Submitted false or misleading information as a part of the application process.

As a result of the previously indicated violations, _____ is hereby:

_____ Placed on probation pending the completion of specific steps as outlined in the attached letter that has been negotiated between said student and social work faculty.

_____ Terminated from the Social Work program. Please see attached letter for any negotiated conditions for readmission to the Social Work program.

Signed: _____ Date: _____
BSW Program Director

Appendix H: BSW Re-Admittance Form

UNION UNIVERSITY SCHOOL OF SOCIAL WORK RE-ADMITTANCE FORM

1. Students who have been suspended from the program for a semester or more for any reason and wishes to be re-instated must apply first to the University.

_____ **Please check here if you have both applied to and been accepted to Union University.**

2. Students who wish to apply to be re-instated to the BSW program because of suspension or termination may reapply after a period of at least one term (not including summer, unless specifically stipulated otherwise in the Professional Development Committee meeting:

A. **Date you last attended** _____

B. **Reason for Withdrawal or Suspension** (please state if you were suspended or terminated and the reason): _____

C. **What conditions have changed regarding the reason that you were suspended or terminated?**
(Please include any documentation that might support your request for re-admission to the program):

Printed Name of Student Desiring Readmittance

Signature of Student Desiring Readmittance

Please submit this application, plus documentation to the BSW Program Director

Appendix I: School of Social Work Church & Community Social Ministries Handout

Church & Community Social Ministries Minor	
<i>Required Courses:</i>	Credit
SW 200 (Introduction to Social Welfare)* (pre-requisite)	3
SW 307 (Faith Based Social Services) OR SW 352 (Engaging Congregations within Community)	3
<i>Students will choose 4 courses from the list below:</i>	
SW 201 (Community Social Service Experience)	3
SW 225 (Relationships, Marriage, & Families)	3
SW 300 (Human Behavior & Social Environment I)	3
SW 301 (Human Behavior & Social Environment II)	3
SW 325 (Families Across Cultures)	3
SW 338 (Children & Families at Risk)	3
SW 350 (Management of Non-Profit Organizations)	3
SW 351 (Spirituality & Religion in Social Work Practice)	3
SW 341 (Crisis Intervention & Disaster Relief)	3
SW 342 (Conflict Management)	3
SW 360 (Current Topics)	3
PSY 338 (Issues in Psychology & Religion)	3
ICS 320 (Intercultural Communication)	3
ICS 321 (Intercultural Perspectives of Humanitarian Response)	3
SOC 319 (Sociology of Religion)	3
CHR 113 (Introduction to Bible Study & Interpretation)**	3
CHR 243 (Introduction to Christian Ethics)**	3
CHR 245 (Cross-Cultural Life & Ministry)**	3
CHR 334 (Christian Spiritual Formation)**	3
Advisor Approved Elective+	
<i>Total Number of Hours</i>	<i>18</i>

**Students can choose up to 2 CHR courses for the Church & Community Ministries Minor

+An elective approved by the School of Social Work Faculty Advisor for the selected minor

***Students who are social work majors must choose 5 courses from the list above since SW 200 is a required course for the BSW degree.**

Courses required for a social work major in the “General Core Requirements” or “Social Work Major” sections cannot also be counted for a minor. This rule does not apply for the “Specific Core” and “Other Elective Courses” sections of the BSW degree. See BSW Program Director (Professor Rebecca Bohner – rbohner@uu.edu) with any questions.

Appendix J: School of Social Work Mental Health Services Minor Handout

Mental Health Services Minor	
<i>Required Courses:</i>	Credit
SW 200 (Introduction to Social Welfare)* <i>pre-requisite</i>	3
SW 331 (Introduction to Mental Health Counseling) OR PSY 425 (Introduction to Counseling)	3
SW 305 (Psychopathology) OR PSY 317 (Abnormal Psychology)	3
<i>Choose 3 courses from list below:</i>	
SW 225 (Relationships, Marriage & Families)	3
SW 201 (Community Social Service Experience)	3
SW 318 (Introduction to Play Therapy)	3
SW 338 (Children & Families at Risk)	3
SW 345 (Introduction to Creative Therapies)	3
SW 341 (Crisis Intervention & Disaster Relief)	3
SW 360 (Current Topics)	3
PSY 323 (Theories of Personality)	3
PSY 328 (Physiological Psychology)	3
PSY 330 (Health Psychology)	3
PSY 400 (Positive Psychology)	3
PSY 413 (Psychological Assessment)	3
PSY 418 (Social Psychology)	3
Advisor Approved Elective+	3
<i>Total Number of Hours</i>	<i>18</i>

+An elective approved by the School of Social Work Faculty Advisor for the selected minor

***Students who are social work majors must choose 5 courses from the list above since SW 200 is a required course for the BSW degree.**

***Students who are social work majors must choose 6 courses from the list above if they do not take PSY 317 (in the required course section)**

Courses required for a social work major in the “General Core Requirements” or “Social Work Major” sections cannot also be counted for a minor. This rule does not apply for the “Specific Core” and “Other Elective Courses” sections of the BSW degree. See BSW Program Director (Professor Rebecca Bohner – rbohner@uu.edu) with any questions.