



**GEORGE FOX**  
**UNIVERSITY**  
**COLLEGE OF SOCIAL WORK**

# **BSW Program**

# **Student Handbook**

**2023-2024**

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# I. Introduction to the Profession of Social Work

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## A. Welcome to the College of Social Work

The faculty and staff of the Social Work Program at George Fox University welcome you. GFU offers a Bachelors in Social Work (BSW), as well as a Masters in Social Work (MSW). Social work is a challenging and very rewarding profession for those interested in others and are willing to give of themselves. Professional social work requires a high level of emotional and intellectual resources, as well as an acceptance of the values and ethics of the profession. It is our desire that students graduate with the ability to differentiate personal belief systems from their client's beliefs and conduct themselves ethically as generalist social workers, working with diverse and vulnerable populations in a variety of settings.

Within the context of a Christian university, this program is dedicated to providing a community environment where each individual is viewed as unique and valuable with varied gifts and abilities to use in service to others.

This *Student Handbook* is designed to be a program resource guide by acquainting you with the policies of the program, curriculum requirements, information about field practicum, and providing copies of the application and other necessary forms. Please read this manual thoroughly and utilize the information to make your role as a social work student easier. We are available to assist you along the way.

Erin Johnson  
BSW Program Director

## B. The Social Work Major

The undergraduate social work major seeks to prepare students for beginning generalist professional social work practice with diverse populations in a variety of settings, including, but not limited to, individuals, couples, families, small groups, community organizations, and government agencies. Generalist practice emphasizes a working knowledge of micro, mezzo, and macro-level systems as targets of change. Generalist practice is oriented toward analyzing and addressing problems utilizing a wide range of perspectives and skills.

The program courses are designed to include academic social work and field experience requirements within a liberal arts context. This enables the student to work in a variety of social work and social welfare settings, as well as to seek admission into graduate programs. The Bachelor of Social Work program has regional accreditation by the Northwest Association of Schools and Colleges. The program is currently accredited with our professional accrediting body, the Council on Social Work Education.

## C. Definition of Generalist Social Work

The Social Work Program defines “generalist” social work for baccalaureate students in the following manner: *“Generalist” social workers must possess knowledge, values, and skills which enable them to:*

1. Work with systems of various types and sizes, including but not limited to, individuals, families, groups, communities, and institutions;
2. Work with vulnerable populations with special emphasis on nondiscrimination in regards to race, color, national or ethnic origin, sex, age, marital or veteran status, disability, religion or sexual orientation;
3. Work with persons in various social environments by understanding, applying systemic, and psychosocial practice models;

4. Assume and effectively use several social work roles (including but not limited to advocate, educator, researcher, lobbyist, case manager, etc.);
5. Practice within the NASW *Code of Ethics* and apply professional social work values and ethics to diverse human needs;
6. Think critically, value life-long learning, self-understanding and apply the impact of research, policy and the law upon social work practice;
7. Effectively use current technologies related to generalist practice (e.g. strengths/needs assessment, intervention skills, documentation, computer skills, research skill, etc.);
8. Develop referral and networking resources consistent with the skills of a generalist social worker.

## D. Career Opportunities

A variety of career opportunities are available to students holding a BSW degree. These include, but are not limited to, career opportunities in such fields as:

International Social Work  
Mental Health  
Family Services  
Juvenile Justice  
Disability Services  
Senior Services

Victim Support  
Headealth Care  
Addictions Recovery  
Corrections  
Ministries  
Residential Care

Advocacy  
Human Services  
Child Welfare  
Policy Development  
Community Organization  
Adoptions

## E. National Organization Opportunities

Students are encouraged to join a national social work organization of their choice. Many organizations offer student memberships at discounted rates.

### **National Association of Social Workers**

The National Association of Social Workers (NASW - <http://www.naswdc.org>) is the professional organization for practicing social workers in the United States. It provides leadership on social issues at the national level, supports a wide variety of social legislation beneficial to social workers and their clients, publishes a monthly journal, and is dedicated to encouraging high standards of social work practice. The Oregon Chapter of NASW has several divisions including one that covers the Willamette Valley area. Students are strongly encouraged to join NASW and to attend local meetings.

**National Association of Christians in Social Work (NACSW)** equips its members to integrate Christian faith and social work practice. The goal is to provide NACSW members with the ability to tap the resources of faith to provide more effective and faithful social work services.

### **Latino Social Workers Organization (LSWO – [www.lsw.org](http://www.lsw.org))**

Dedicated to promote the professional development of Latino social workers and to advocate, support, and participate in addressing concerns and issues that impact the Latino community.

### **National Association of Black Social Workers (NABSW – <http://www.nabsw.org>)**

National Association of Black Social Workers is a group founded in the midst of struggles to be a self-determining people. NABSW advocates for social change, justice and human development of African people here in the United States and throughout the world.

## II. George Fox University Social Work Program

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### A. Mission of the George Fox University College of Social Work

The mission of the George Fox University College of Social Work is to prepare graduates for worldwide leadership and service as social work professionals who integrate the values, knowledge, and skills of social work with the highest competence and ethical integrity.

### B. Distinctives of the George Fox University Bachelor of Social Work Program

We seek to train students who are interested in studying and working with diverse populations in a variety of social settings. Within the context of a Christian university, this program is dedicated to providing a community environment where each individual is viewed as unique and valuable with varied gifts and abilities to use in service to others.

#### High Academic Standards

Our goal is for students to graduate prepared for a life of professional generalist social work practice. Upon completion of the prescribed curriculum the student should be able to demonstrate mastery of the theories, methods, techniques, and values of the social work profession as prescribed by the Council on Social Work Education (CSWE) and the National Association of Social Workers (NASW).

*The Social Work Program seeks to integrate Christian scholarship within the discipline of social work.*

#### Faith Integration

The student should be able to integrate their personal faith within the program's curriculum and understand how this impacts them both personally and professionally. It is the program's goal that students graduate with the ability to differentiate personal belief systems from their client's beliefs and conduct themselves ethically as generalist social workers, working with diverse and vulnerable populations in a variety of settings.

*Micah 6:8 ... to act justly, and to love mercy, and to walk humbly with your God.*

- Striving for Justice
- We dedicate our efforts to understanding our place in the larger context of systemic injustice.
- We commit to open conversations that identify and acknowledge historical and on-going experiences so that we may engage in responsive social work practices.
- We collaborate with and practice in mutually beneficial activities with students, colleagues, and the larger community to further our understanding of intersectionality.
- We advocate for inclusive and transformative change in all areas of practice, and for increased university resources to be dedicated to these activities.
- We engage in university events and services which create and support efforts of diversity, equity and inclusion for all members of our community.

### C. Program Goals

The curriculum that prepares students to contribute as generalist social workers reflects the mission and values of George Fox University and the priorities of the Council on Social Work Education. It is structured around five goals and 10 CSWE Competencies that direct course objectives, student competencies, course content, process and assignments, and program evaluation.

**Goal One:** Social work graduates will acquire the social work ethics, values, skills and knowledge needed to analyze and understand the development and interrelationship of diverse world views, issues in social justice, and basic human needs.

**Goal Two:** Social work graduates will develop the knowledge, skills and values necessary to understand and affect the interrelationship between an individual and his/her environment at macro, mezzo and micro levels.

**Goal Three:** Social work graduates will understand and effectively work within diverse social contexts, structures and change processes in their practice with communities, organizations, groups, families and individuals.

**Goal Four:** Social work graduates will understand the interface between personal faith and social work, and understand the Christian worldview, as modeled through Jesus Christ, and be able to make appropriate applications to social work practice.

**Goal Five:** Social work graduates will be prepared for graduate social work education and are expected to be life-long learners who take personal responsibility for continued professional growth and development by continuing to improve upon the knowledge and skills required of them as professional social workers.

## D. CSWE Competencies

The following nine competencies correspond to the 2022 CSWE Educational Policy and Accreditation Standards and competencies of baccalaureate-level graduates in social work.

1. Competency 1: Demonstrate Ethical and Professional Behavior
2. Competency 2: Advance Human Rights and Social, Racial, Economic, and Environmental Justice
3. Competency 3: Engage Anti-Racism, Diversity, Equity, and INclusion (ADEI) in Practice
4. Competency 4: Engage in Practice-Informed Research and Research-Informed Practice
5. Competency 5: Engage in Policy Practice
6. Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities
7. Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities
8. Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities
9. Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities
10. Competency 10: Demonstrate Ethical Integration of Religion and Spirituality with Social Work Practice.\*

\*The School of Social Work has added Competency 10 to reflect more clearly the mission and goals specific to George Fox University.

## E. Social Work Program Nondiscrimination Policy

All students who meet the minimum requirements for admission to the Social Work Program at George Fox University as stated in the application for admission are invited to apply, and no student will be denied admission on the basis of race, color, national or ethnic origin, gender, age, marital or veteran status, disability, religion, political affiliation or sexual orientation. All students are expected to be in compliance with the standards set forth in the University Standards of Conduct.

In addition, it is the policy of George Fox University that all employees and students work in an environment where the dignity of each individual is respected. Harassment due to race, color, sex, marital status, religion,

creed, age, national origin, citizenship status, political affiliation, workers' compensation status, physical or mental disability, veteran's status, or any other status protected under applicable local, state or federal law is prohibited. Such harassing behavior should be avoided because conduct appearing to be welcomed or tolerated by one employee or student may be very offensive to another employee or student.

*Inquiries about the University Nondiscrimination and Diversity Policy may be directed to the University Department of Human Resources.*

## F. Program Accreditation

Students and parents frequently ask us if the BSW Program is accredited. It is important to understand that there are **two** different types of accreditation that affect the Social Work Program. The first type of accreditation is granted by the **regional** accrediting body known as the Northwest Commission on Colleges and Universities (NWCCU). This regional body reviews entire universities and programs for the Council on Higher Education (CHEA).

A second type of accreditation is **professional** accreditation. Professional accreditation is granted in social work through the Council on Social Work Education (CSWE). The George Fox BSW Program is fully accredited by CSWE and awards the Bachelors in Social Work (BSW) degree upon graduation.

### **What Difference Does Professional Accreditation Make?**

#### **1. State licensure as a Social Worker**

In most cases, social work licensure exams can only be taken by students who have graduated from a CSWE accredited program. Oregon currently has certification for a Registered Bachelors in Social Work (RBSW) which generally requires passing a test, submitting transcripts and a background check, and paying a fee. The RBSW designates that you have professional certification versus an academic degree. See the web site for the Oregon Board of Licensed Social Workers <http://www.oregon.gov/BLSW/index.shtml>. When students are seeking employment in states requiring licensure, they will be eligible to do so with their BSW degree from George Fox University.

#### **2. Graduate Training in Social Work**

A master's degree in social work has been considered the "terminal" degree in our profession. This means that once a student has completed the master's degree in social work they can hold any position without further formal academic training (i.e. a doctorate is not required for a successful professional career in social work.) Masters level graduate programs usually require a minimum of 63-65 semester credit hours.

Some graduate programs will grant "advanced standing" to students who have completed a CSWE accredited baccalaureate social work degree. "Advanced standing" means that the graduate program can waive a certain number of credit hours from the graduate training. In some graduate programs this may save the student one or, at the most, two semesters of course work. However, not all graduate programs offer "advanced standing."

Other graduate programs may permit the student to pay a fee and attempt to test out of certain courses if they have graduated from a CSWE accredited program. If the student does not successfully complete the exam he/she is not granted any "advanced standing."

## G. GFU Social Work Faculty

The people who compose the faculty of the George Fox University BSW Program bring a rich mixture of professional and teaching experience to their tasks. A sample of their experience and interests is noted below.



**Erin Johnson**, MSW, BSW, Program Director, Assistant Professor of Social Work; (MSW, Salem State College, Salem, MA; BSW, George Fox University). Erin has a background in child and family therapy, parent education and community mental health services. She began as an adjunct professor in 2009 focusing on working with students in Field Seminar courses as well as Social Work Foundation, which focuses on social work theory. She joined GFU as full time faculty in August 2013, was the BSW Field Director from 2014-2021, and began as program director in the fall of 2020.

**Ali Toedtemeier**, MSW, LCSW, CADC-1, Director of Field Education, Assistant Professor; (MSW, George Fox University, BSW, George Fox University). Ali is a Licensed Clinical Social Worker and also has her certification as a Alcohol Drug Counselor. She has worked as a therapist and as a Health Human Services Specialist, working primarily in direct practice with adults with mental health and chemical dependency concerns within Yamhill County. Ali has been an adjunct professor and an MSW supervisor within the BSW program since August 2020. She joined GFU as a full time faculty member in August, 2022.

**Young-IL Kim**, PhD, MA, BA, Associate Professor of Sociology; (PhD, University of Virginia, MA, Yonsei University South Korea, BA, Yonsei University South Korea). In the six years prior to his arrival at the university, he worked as a postdoctoral scholar and research assistant professor in the Institute for Studies of Religion at Baylor University. His research focuses on the ways in which the family and voluntary associations promote (or inhibit) generosity and social solidarity. His work has been published in *Social Science Research*, *Social Science Quarterly*, *Sociological Perspectives*, *Sociological Focus*, *Nonprofit and Voluntary Sector Quarterly*, and *Review of Religious Research*. His research has also been covered by media outlets, such as *The New York Times*, *The Wall Street Journal*, *The Washington Times*, and *The Psychology Today*. Young-IL teaches in both the Sociology and Social Work Programs.

#### **Adjunct Faculty**

Additional part-time and adjunct professors are contracted, as needed by department enrollments, in their areas of practical and academic expertise.

### **III. Social Work Curriculum**

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George Fox University currently offers a Bachelors in Social Work (BSW) degree. A foreign language is not required however students are encouraged to enroll in a language course of their choice. A minimum of nine semester hours of field practicum is required for social work. Field experience reinforces and challenges the student to apply what has been learned in the classroom while exploring their personal interests and clarifying their professional goals. Program faculty as well as personnel at the site professionally supervises students in field experience. The program has placed students in a variety of local, county, state, and federal settings which serve children, adolescents, families, the homeless, the aged and other populations.

**For a full list of General Education requirements for graduation see the University Catalog online.**

#### **A. Prerequisite Courses Required for a Social Work Degree**

##### **PSYC 150 General Psychology 3 hours**

An introduction to the scientific study of human behavior. Major topics include the biological bases of behavior, sensation, perception, thinking, learning, memory, emotion, motivation, personality, social interaction and abnormal behavior.

##### **SOCI 150 Principles of Sociology 3 hours**

An introduction to the study of society, including the study of the shared relationships that create social organization and social processes of society. This course has been selected as a required general education course because it serves as foundation to both disciplines of sociology and social work and is a prerequisite for most of the core requirements for the social work major.

**SWRK 180 Introduction to Social Work 3 hours**

Serves as an introduction to the philosophy, historical development, and current practices of the social work profession and social welfare in general. Specifically, the knowledge base, values, skills, practices, settings, educational and career opportunities of the profession will be examined. Emphasis upon developing awareness of the scope of the profession using a scientific analytic approach to service delivery and evaluation; relating generalist social work and social welfare systems; economics and social justice; and work with diverse oppressed, and at-risk populations. This course includes community service opportunities and/or social service agency tours. *Required for those majoring in social work and must be taken prior to entrance into the major.*

**B. Core Social Work Courses Required for a Social Work Degree****SWRK 331 Human Behavior in the Social Environment 3 hours**

This course provides and seeks to apply a basic framework for creating and organizing knowledge of human behavior during the lifespan. Social systems, human development theories, and strengths approaches are critically examined to foster understanding of individual, family, group, organizational, and community behaviors and the impact of the larger environment on these systems. Special attention is given to the impact of human diversity, discrimination, and oppression on the ability of individuals, families, groups, organizations, and communities to reach or maintain optimal health and well-being. *Required for majors. Prerequisites: PSYC 150 General Psychology and SOCI 150 Principles of Sociology or permission of instructor.*

**SWRK 333 Human Rights and Social Justice 3 hours**

This course introduces human rights and social justice concepts in the context of social work history, values, ethics, and practice. Related concepts of oppression, power, privilege, and inequality will also be covered. *Prerequisites: Admission to the Social Work Program or a declared minor in Social Welfare.*

**SWRK 340 Statistical Procedures 3 hours**

Applied statistics for the social and behavioral sciences. Emphasis is placed on statistical logic and decision making. Recommended for the sophomore or junior year. Required for sociology and social work majors. (Identical to SOCI 340.) *Prerequisites: SOCI 150 Principles of Sociology and high school algebra.*

**SWRK 391 Social Work Practice I 3 hours**

A study of generalist social work practice with individuals. Micro-level theory, skills and interviewing techniques are applied to generalist social work. The course will cover theory and techniques of person-centered case management that are specifically applicable to work with individuals. Furthermore, this course assists the students in necessary self-exploration as it relates to future ethical social work practice. A prerequisite for Field Experience/Practicum I (SWRK 475): Required for majors and open to declared social work majors only. *Prerequisites: PSYC 150 General Psychology, SOCI 150 Principles of Sociology, SWRK 180 Introduction to Social Work, and formal admission into the social work program.*

**SWRK 392 Social Work Practice II 3 hours**

A study of mezzo-level generalist social work practice with families and groups. Attention is given to a systems framework of generalist social work practice, with a particular focus upon assessment and development of appropriate intervention strategies. A prerequisite for SWRK 476 Field Experience/Practicum II. Required for majors. *Prerequisite: SWRK 391 Social Work Practice I and declared social work majors only.*

**SWRK 393 Social Work Practice III 3 hours**

An overview of generalist social work methods practiced with organizations and communities. Attention is given to assessment, planning, implementation, and evaluation of macro-level systems. Additional course

fee required. A prerequisite for SWRK 477 Field Experience/Practicum III. Required for majors. This class is open to declared social work majors only. *Prerequisite: SWRK 392 Social Work Practice II.*

**SWRK 420 Interventions with Diverse Populations 3 hours**

This course focuses on vulnerable populations and their unique needs within social work and criminal justice settings. Students will learn about those who are marginalized in our society and the social environment that creates their vulnerability. Special attention is given to issues of intersectionality, bias, discrimination, power and privilege, and oppression. Students will explore their own identity and how their views, beliefs, values and behaviors may shape the way they serve these groups in social work and criminal justice practice. Students will develop intervention strategies that are research-informed and designed to meet the specific needs of these groups. *Prerequisite: SWRK 220 or SWRK 333. Required for majors and open to declared social work and criminal justice minors.*

**SWRK 440 Social Work Research Methods 3 hours**

Provides basic knowledge about research methods as it applies to social work practice. This course is designed to survey the basic processes of research methodology as practiced in the social sciences. Topics include research design, problem formulation, measurement, sampling, data analysis, and ethics in research. This course introduces the theory and application of basic social scientific research techniques, including qualitative and quantitative methods, data collection and statistical thinking. Topics specific to social work research such as agency-based research, program evaluation, outcomes evaluation and single-subject design will be emphasized. The use of research as one tool in the professional repertoire of skills available to the social work generalist and evaluation of practice are emphasized. This course is designed to increase students' ability to read for understanding, critically evaluate, and better utilize the social work research literature. At the same time it is designed to prepare students to begin work on the senior research paper/project. Finally, this course demonstrates the need for and encourages the use of research in social work practice.

**SWRK 460 Social Policy 3 hours**

This course provides an in-depth analysis of how human needs and values are translated into social policy on community, national and international levels. Special attention is given to the ways in which values and power interests influence the creation of social policy. Emphasis is placed on the history of social welfare and related policies, the process of policy formation and analysis, and impact of policy on at-risk populations. Implications for generalist social work practice and services will be explored through a variety of class activities. Required for social work majors. Additional course fee is required. *Prerequisites: SWRK 180 Introduction to Social Work or the instructor's permission.*

**SWRK 476 Field Education I 6 hours – 225 practicum hours in an agency**

The first course in the field instruction provides a beginning level of supervised field experience in a social service agency where students begin applying generalist practice skills of working with individuals, families, groups, organizations, and communities. Students integrate and apply concepts from social work practice courses focused on professionalism, ethics, policy, research, diversity, human rights and justice, and the generalist social work perspective. Additionally, students attend a one-hour seminar each week that addresses the integration of classroom concepts and experiences at the agency. (225 practicum hours in the agency) *Prerequisites: SWRK 391 Social Work Practice I, SWRK 392 Social Work Practice II; declared social work majors only.*

**SWRK 477 Field Education II 6 credit hours – 225 practicum hours in an agency**

The second course in the field instruction continues professionally supervised generalist social work practice in approved community agencies. Students integrate and apply concepts from social work practice courses focused on professionalism, ethics, policy, research, diversity, human rights and justice, and the generalist social work perspective. Additionally, students attend a one-hour seminar each week that addresses the integration of classroom concepts and experiences at the agency. (225 practicum hours in the agency) *Prerequisites: SWRK 476 Field Internship I; declared social work majors only.*

**SWRK 490 Senior Seminar 3 hours**

A required course for majors to be taken during the spring semester of the senior year. The course will focus on consolidating substantive knowledge regarding 1) social welfare policies and services, 2) human behavior in the social environment, 3) the structure and function of communities and human service organizations, 4) methods of inducing change across the micro, mezzo, and macro-levels, 5) methods of scientific inquiry necessary to assess human potential, problems and the effectiveness or outcomes of professional interventions, 6) the professional presentation of self as a social worker, 7) the integration or interaction of various psycho-social theories with faith and learning, and 8) professional applications of the NASW Code of Ethic. Focus also will be upon the integration of social theories with faith and learning. *Prerequisite; SWRK 392 Social Work Practice II. Required for majors.*

**Elective Courses****SWRK 322 Death, Loss and Grief 3 hours**

This course will introduce students to multidisciplinary approaches to death, loss, and grief in the context of the biopsychosocialspiritual model. Topics will include the human response to loss throughout the lifespan, societal responses to dying and death, ethical issues related to dying and death, suicide, and advanced planning for death and dying. Prerequisites: PSYC 150 or SOCI 150 and at least sophomore level status or instructor permission.

\*Offered every fall semester

**SWRK 275/475 Elective Internship 1-3 hours (per student choice)**

“For traditional undergraduate students, two types of off-campus experiences are available: career and cultural. The career-oriented field experience focuses on two levels, which are "exploratory" (275) and "preparatory" (475). These two levels provide opportunity for initial exposure to a career-interest area and for realistic preparation toward a chosen field. A full-time undergraduate student may register for up to 12 credit hours of field education coursework during one semester. Part-time involvement can generate credit at the same rate as other methods of learning. *Thirty to 45 clock hours per semester are required for one hour of credit* ([https://www.georgefox.edu/catalog/handbook/academic/enrollment/registration/field\\_ed.html](https://www.georgefox.edu/catalog/handbook/academic/enrollment/registration/field_ed.html)).”

If a social work student opts to complete an exploratory (275) or preparator (475) internship the hours accumulated do not replace or count towards the required hours in the official social work internship courses (SWRK 476, 477).

**SWRK 485 A: Special Topics: Trauma and Recovery 3 hours**

A special-interest class that addresses a relevant subject in the helping professions. Previous and projected subjects include, but are not limited to, administration and community planning; cognitive and behavioral theories; crisis and trauma recovery; current issues in social work; medical and mental health services; systemic and ecological theories; social policy; and treating addictive behaviors. Prerequisites: PSYC 150 General Psychology or SOCI 150 Principles of Sociology and at least sophomore level status or instructor permission.

**SWRK 485 B: Special Topics: Mental Health and Substance Abuse 3 hours**

This course focuses on substance abuse and mental health within American society, with a special emphasis on the connection to the criminal justice system. Students will learn about the major DSM-V mental disorders and treatment for mental illness. Substance addiction, treatment, and the social impact drugs have on society will be examined. An overview of current issues involving mentally impaired persons in the U.S. criminal justice system will also be explored. Prerequisites: PSYC 150 General Psychology or SOCI 150 Principles of Sociology and at least sophomore level status or instructor permission.

**Prerequisites:**

SOCI 150 Principles of Sociology	3	_____
PSYC 150 General Psychology	3	_____
SWRK 180 Introduction to Social Work	3	_____

**Social Work Major Courses:**

SWRK 331 Human Behavior in the Social Environ	3	_____
SWRK 333 Human Rights and Social Justice	3	_____
SWRK 340 Statistical Procedures	3	_____
SWRK 391 Social Work Practice I	3	_____
SWRK 392 Social Work Practice II	3	_____
SWRK 393 Social Work Practice III	3	_____
SWRK 420 Interventions with Diverse Populations	3	_____
SWRK 440 Social Work Research Methods	3	_____
SWRK 460 Social Policy	3	_____
SWRK 476 Field Education II	6	_____
SWRK 477 Field Education III	6	_____
SWRK 490 Senior Seminar	3	_____
	51 hours Total	

**C. BSW Four Year Plan**

First Year – Fall Semester			Spring Semester		
Course	Course name	Hours	Course	Course Name	Hours
<b>SWRK 180</b>	<b>Intro to Social Work</b>	3	<b>SOCI 150</b>	<b>Principles of Sociology</b>	3
HIST 111	Modern & Postmodern World	3	GSCI 170	Science and Faith	4
THEO 101	The Bible	3	THEO 102	Christianity	3
PSYC 100	Personhood	3	COMM 111	Communication & Society	3
MATH 170	Why Math Matters	3	WRIT 111	Caring for Words	3
	<b>Semester Total</b>	<b>15</b>		<b>Semester Total</b>	<b>16</b>

Second Year – Fall Semester			Spring Semester		
Course	Course name	Hours	Course	Course Name	Hours
<b>PSYC 150</b>	<b>General Psychology</b>	3	THEO 380	Ethics	3
LITR 111	Faith and Story	3		General or SWRK Elective	3
SSCI 100	Justice	3		General or SWRK Elective	3
ARTP/V 120	Art & Global Culture	3		General or SWRK Elective	3
SWRK 210	Intro to Criminal Justice	3	CPAS 216	Optional/Recommended	1
			PSYC 285	Writing for Social Sciences	1
	<b>Semester Total</b>	<b>15</b>		<b>Semester Total</b>	<b>14</b>

Third Year – Fall Semester			Spring Semester		
Course	Course name	Hours	Course	Course Name	Hours
<b>SWRK 331</b>	<b>Human Behavior Social Environment</b>	3	<b>SWRK 340</b>	<b>Statistical Procedures</b>	3
<b>SWRK 333</b>	<b>Human Rights and Social Justice</b>	3	<b>SWRK 392</b>	<b>Social Work Practice II</b>	3
<b>SWRK 391</b>	<b>Social Work Practice I</b>	3	<b>SWRK 420</b>	<b>Interventions with Diverse Populations</b>	3
	Social Work Elective	3		Social Work Elective, Elective or Internship	3
	General Elective or Social work Elective	3		Elective or Jrs Abroad	3
	<b>Semester Total</b>	<b>15</b>		<b>Semester Total</b>	<b>15</b>

Fourth Year – Fall Semester			Spring Semester		
Course	Course name	Hours	Course	Course Name	Hours
SWRK 440	Social Work Research Methods	3	SWRK 393	Social Work Practice III	3
SWRK 460	Social Policy	3	SWRK 477	Field Practicum II	6
SWRK 476	Field Education I	6	SWRK 490	Senior Seminar	3
	General Elective or Social Work Elective	3		General Elective or Social Work Elective	3
	<b>Semester Total</b>	<b>15</b>		<b>Semester Total</b>	<b>15</b>
				<b>Cumulative Total</b>	<b>120 Credits</b>

This is a sample schedule only and is recommended for social work majors. Some courses are offered in just the fall semester or spring semester. Some courses outside of the major are on a two-year cycle. Students are responsible for knowing when courses are scheduled and planning appropriately.

## D. Program Admission and Procedures

All students interested in social work as their major **must make a formal application** to the BSW Program. The purpose of the formal application process is to help students and faculty be assured of the suitability of a student's decision to choose social work as their major. The social work curriculum generally requires a minimum of five (5) semesters. Students must consider this prior to (1) changing majors and/or (2) transferring from another institution. *Many students expect to complete a baccalaureate degree within four years. In order to complete the social work major within this time frame, the student should submit their application to the BSW Program on or before Feb 4 of their sophomore year.*

### Admission Criteria and Application Process:

All students interested in social work as their major must make a formal application to the Social Work Program. Students should submit their application their sophomore year by the appropriate deadline.

#### 2023-2024 Academic Year BSW Application Deadlines

- Application Deadline is February 2, 2024
- Transfer Student Application Deadline is July 1, 2024

Applications received after the above deadlines will be reviewed and considered on a space available basis.

Social work major course work, not including prerequisite courses, requires a minimum of four (4) semesters. Students must consider this prior to (1) changing majors and/or (2) transferring from another institution.

#### Admission Criteria and Application Process

Every student must meet the following minimum criteria prior to applying for official admission to the Social Work Program.

1. Be living in compliance with the university expectations & responsibilities (found in the University's *Student Handbook*).
2. Have an overall GPA of at least 2.5.
3. Complete of the following prerequisite courses: PSYC 150, SOCI 150, and SWRK 180 with a minimum of a "C" in each.
4. Complete a written program application, including the following:
  - a. Two recommendations (one academic, one professional/volunteer related)
  - b. A copy of your professional resume
  - c. A copy of your unofficial transcript for all coursework completed
  - d. Personal Narrative
5. Complete an interview with BSW Program faculty if requested by the review committee.

## Admission Decisions

The BSW Admission Committee will review applications and interview content to make an admission decision. Students will receive a formal decision letter in the mail. Students must be formally admitted to the Program to enroll in Social Work Major courses beyond SWRK 180, unless they are completing the requirements of a Social Welfare minor.

1. Admission to the program may be conditional or probationary for one semester.
  - a. *Conditional* admission may be granted for candidates who lack a prerequisite or who are not yet completely certain if the major is an ideal “fit” for them.
  - b. *Probationary* admission may be granted for candidates whose overall GPA is below the 2.5 requirement.

Students admitted under either the conditional or probationary classifications will not be able to enroll in field or practice courses until conditions are resolved and/or the student’s overall GPA is raised to 2.5 and the GPA in social work prerequisite courses is a “C” or above. Any exceptions to this standard will be handled on a case by case basis.

2. Students admitted on probationary or conditional status must resolve any specified deficiencies within the next semester.
3. Retention in the Social Work Program will be based upon periodic faculty review.

George Fox University’s BSW program requires a minimum cumulative GPA of 2.5. Students should be aware however, that most graduate programs require at least a 3.00 cumulative GPA for admission.

All students who meet the minimum requirements stated above are invited to apply, and no student will be denied admission on the basis of race, national or ethnic origin, gender, age, marital or veteran status, disability, religion, or sexual orientation. All students are expected to be in compliance with the standards set forth in the George Fox University Standards of Conduct.

## E. Social Work Field Practicum Admission Procedure

*(Minimum of 12 credit hours and 450 clock hours required)*

To be eligible for a social work practicum, students must have completed the Social Work Program formal application process and be accepted to the Social Work Program. The Social Work Program determines eligibility for field practicum based on a specific set of criteria. Below are the requirements that must be met in order to be eligible for consideration for field practicum. Students must submit a *Field Practicum Application* that may be obtained from the Social Work Department office or from the GFU web site.

- 1) Successfully complete the following required courses: PSYC 150, SOCI 150, and SWRK 180 (preferably prior to application to the major) with a “C” grade or above in each course.
- 2) The student must be accepted into the social work major.
- 3) After a student has been formally admitted, the student must have completed or plan to complete the prerequisites for Field Practicum prior to enrolling for the following courses.

Field Practicum	Course Prerequisites
SWRK 476 Field Practicum II	SWRK 391 Social Work Practice I, SWRK 392 Social Work Practice II; formal admission into the social work program.

SWRK 477 Field Practicum III	SWRK 476 Field Internship I; formal admission into the social work program.
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- 4) Demonstrate appropriate interpersonal skills and interpersonal adjustment.
- 5) Read and give a written commitment to the *Code of Ethics* of the National Association of Social Workers. Copies are available for purchase in the George Fox University bookstore or may be read online at [www.naswdc.org](http://www.naswdc.org).
- 6) Complete the social work field practicum admission application by February 4 for a practicum site for fall and spring of the following academic year. The BSW Field Director will review all applications.
- 7) Applicants not meeting the minimum requirements and qualifications of the social work field practicum may request to appear before the field practicum selection committee. This request should be included in the letter accompanying the application. After the field practicum committee completes its review of the applications, each student will be informed, in writing, of the committee's decision.

**Once accepted**, the student must attend the **Field Education Fair** (usually held in March).

- a. Students are required to attend a meeting in February for full instructions on the process of Field Fair and interviewing for field placements.
- b. Following the field fair, the student will visit their agency of choice with permission from the Director of Field Education.
- c. The Director of Field Education, in consultation with the student, makes the final decision.
- d. No student may explore an agency without permission from the Director of Field Education.

## IV. Student Resources

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### A. Advising

All department majors must be advised by a full-time faculty member who represents the student's declared major; i.e. social work students can only be advised by social work faculty. As potential majors and as developing practitioners, students require and benefit from the assistance and counsel of a department advisor. The goals of advisors include, but are not limited to:

1. Providing role modeling in the area of social work values and professionalism.
2. Assisting students in assessing their aptitude and motivation for a career in social work.
3. Providing academic guidance (e.g. course selection, preparation for practice and serving as a broker to link students to needed services).
4. Providing for regular review of the student's educational performance.
5. Being available to discuss the personal/academic concerns of the student, and serving as a broker to link students to needed services.
6. Referring interested students to a) career services regarding employment and b) graduate school contact information.

Advisors will assist students in meeting all George Fox University and major requirements, but **the student is ultimately responsible** for completing all requirements and for knowledge regarding any and all requirements in general education and the major.

The role of advisor is not a therapeutic one. Faculty does not provide personal counseling to social work majors, since this could easily place faculty in a situation of dual-role conflict. It is department policy to refer students needing personal counseling to other resources. An exception to this involves personal/professional dilemmas a student may experience during field practicum.



## B. Student Educational Files

All educational records of George Fox University students are maintained in accordance with the Family Educational Rights and Privacy Act of 1974. Students may refer related questions to the George Fox University Student Life office.

Student files maintained by the Social Work Program are kept under double lock. Access to individual student files will be limited to the Social Work Program faculty/staff and the Social Work Program Admissions Committee. Individual social work students may access all information in their own files excluding any personal recommendations that have been denoted for non-release.

## C. Graduation Requirements

A student wishing to receive a Bachelors of Social Work from George Fox University must meet the following requirements:

1. Accumulate at least 120 semester hours with a minimum grade point average of 2.00. The GPA is computed on work taken at George Fox University only (for social work this includes 37 general education credits, 51 social work major requirements, 32 elective credits);
2. Accumulate at least 42 upper-division semester hours (courses numbered 300 or above);
3. Complete the general education requirements;
4. Complete a major in a chosen area with no grade below a "C-" in upper-division courses (social work majors must complete all major courses with a "C" or better);
5. Complete at least 30 semester hours in residency (20 hours must be in senior year; 20 of the last 30 hours must be completed at George Fox University);
6. Complete at least 10 hours of one's major in residency;
7. File an Application for Degree form not later than completion of 93 semester hours toward graduation (normally two semesters before expected graduation).
8. Pay in full all accounts at Student Financial Services.

## D. Transfer Students

Students who transfer from other institutions must have their complete transcript evaluated by the George Fox University Registrar's office to determine general education equivalencies, and the amount of credit allocated for coursework taken at another institution. If the student has been enrolled in a school of social work accredited by the Council of Social Work Education, up to 15 credit hours of equivalent social work major course requirements may be transferred (with a C grade or above) to the George Fox University social work program from the following list:

SWRK 180 Introduction to Social Work  
SWRK 331 HBSE  
SWRK 340 Statistical Procedures  
SWRK 440 Research Methods  
SWRK 460 Social Policy

*Social work practice courses and field education requirements are expected to be met while attending George Fox University.*

All students need to complete the regular application process in order to be accepted into the major. Program acceptance is required for enrollment in SWRK 391 Practice I. Transfer students should contact the director of the Social Work Program prior to the start of fall term to receive their application and to determine the appropriate schedule of classes.

## E. Credit for Life Experience

The Social Work Program does not grant credit for either life or work experience in lieu of any required social work courses or the internship. Students who have completed social work courses at other CSWE accredited programs will have their materials reviewed on a case - by - case basis by the Registrar and Social Work Program Director to determine comparability with CSWE social work requirements.

## F. Overseas study and consortium programs

The social work program feels that overseas study and the opportunity to do internships associated with many of the consortium programs is a valuable experience for social work students. These programs can enhance the ability of the student to gain skills working with people from different racial, ethnic, and economic groups.

In certain cases, social work transfer credit (see transfer credit above) may be obtained for coursework taken in another accredited social work program. Field experience and practice courses may be transferred or substituted for those in the George Fox University social work major upon review by the social work faculty.

George Fox University students who wish to attend a consortium program sponsored by the university should make plans early in the sophomore year. Due to the highly competitive nature of the universities consortium program and the sequencing of classes in social work, students must carefully plan their schedule to meet all requirements. An additional semester or year of study may be required for the completion of the social work program and participation in consortium programs. Consortium plans should be discussed with the students' advisor and as part of the application process for the major.

## G. Community Responsibilities

As members of the George Fox University community we remember that our behavior reflects not only on ourselves, but on other members of our community and on our Lord Jesus. Whether we step out into the world around us or interact in our own smaller realm, the things we say and do are a testimony to who we are and whom we serve.

Scripture teaches us that we can exhibit certain attributes by allowing the Holy Spirit to guide our behavior. These attributes include love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. This fruit of the Spirit (see Galatians 5:22-26) is to be sought, encouraged and demonstrated in our relationships.

Certain behaviors condemned by biblical teaching are not acceptable for members of the George Fox University community. They include theft, lying, all forms of dishonesty, gossip, slander, backbiting, profanity, vulgarity, sexual immorality, drunkenness, immodesty of dress and occult practices. We do not discriminate on the basis of age, gender, race, color, marital status, national origin, disability, or veteran status.

Further explanation of community expectations and responsibilities are found in the George Fox University *Student Life Handbook*.

## H. Student Academic Appeal Procedures

George Fox University has established an appeal and grievance policy governing academic matters. This policy defines general rules regarding what issues may be appealed and the procedure to be followed for filing a grievance. Academic actions can be appealed to appropriate university authorities and an Academic Appeals Board. Appeals are taken to be good faith actions that request reexamination of academic decisions. All appeals must be made within limited time frames depending upon the action being appealed. Additional information is available in the Academic Affairs Office. ***See Appendix 'D' detailed description of Appeal Procedures, Grounds for Dismissal, and Grievance Policy.***

## I. Program and Course Evaluation

Students have the right and the opportunity to participate in the evaluation of their educational experience. The Social Work Program implements this opportunity through a variety of mechanisms. Each semester students have the opportunity to provide feedback to the university, via evaluation forms, on the quality of the instruction received in every course. Normally, evaluations occur at the end of the semester and within a classroom setting. To ensure greater candor, the results of student evaluations of faculty are not shared with faculty until after grades have been turned in for that semester. The results are maintained in a confidential manner.

### J. Student's Right to Organize

Social work majors, in accordance with George Fox University policy, have the right to organize in their own interests in matters concerning academic and student affairs. Students may elect to join the Association of Student Social Workers in order to pursue those interests and concerns.

### K. Social Work Club

The social work club is dedicated to meeting the social and professional interests of social work students. The club holds meetings on a regular basis, and programs range from inviting special guest speakers to discuss their profession to purely social activities. The club facilitates volunteer opportunities for students in area social service agencies, and also provides a linkage between students and the Social Work Program. A social work faculty member serves as advisor to the club.

### L. Social Work Scholarships and Awards

Scholarship awards are provided each year to recognize outstanding achievement and potential in the field of social work. These awards are given to social work students who demonstrate a high degree of scholastic achievement, participation in social oriented organizations, and contribute to the Social Work Program. Information about scholarships is made available to students the first part of February. Students submit scholarship applications on line during the month of February. Decisions about award recipients are made by the social work faculty and finalized by the university scholarship committee. Those awarded scholarships are notified during the month of March for awards applied to the following academic year.

### M. Social Work Academic and Behavior Policies

#### **Attendance Policy**

Students are expected to attend all classes. Attendance demonstrates a commitment to learning and preparation for the profession of social work. The behavior pattern demonstrated in class attendance may be indicative of commitment in a field practicum setting.

If a student is unable to attend a scheduled class session the student is responsible for notifying the instructor in advance by phone, email, or written note explaining the need for an absence. Absence from twenty percent (20 %) or more of the scheduled class sessions is considered an excessive absence. The twenty percent includes all types of absences (illness, sanctioned university events, etc.). Any student who misses more than twenty percent (20 %) of classes in a required social work course will be asked to **drop** the course or will be given a **failing grade** of C- or below.

Students who request an excused absence due to a personal or family emergency should obtain documentation from the Dean of Students Office and provide it to the course instructor. Students who miss three or more consecutive classes due to personal illness should obtain documentation of extended illness through the Student Life Office or Health and Counseling Services.

## Academic Honesty Policy

It is assumed that all students at George Fox University will endeavor to be honest and of high integrity in all matters pertaining to university life. Integrity is a core value of social work practice according to the NASW *Code of Ethics* (2021). Likewise, standard 4.04 in the *Code* states, “Social workers should not participate in, condone, or be associated with dishonesty, fraud, or deception.” A copy of the most recent NASW Code of Ethics can be found here:

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

**Cheating** is defined as intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. It is assumed that whatever work is submitted is the student’s own work and is new work for that course. Fabrication is defined as intentional and unauthorized falsification or invention of any information or citation in an academic exercise or form.

**Plagiarism** is defined as representing the words or ideas of another as one's own in any academic exercise. Plagiarism includes: 1) Directly quoting information from a source without quotation marks and/or citing the source; 2) summarizing information from a source without citing it; 3) turning in another person’s work as your own; and 4) changing a few words but copying the sentence structure and content.

Unless it is common knowledge, a source should be cited and the *Publication Manual of the American Psychological Association*, 7<sup>th</sup> edition guidelines for citations and references should be followed for all assignments. One who facilitates any of the above is equally responsible with the primary violator.

Plagiarism and/or cheating are a clear violation of student and social work ethics. Students are expected to maintain academic honesty and personal integrity. **Cheating, plagiarism, or related practices will result in a zero score for that assignment and possibly a failing grade for the entire course.** Such misconduct may also result in expulsion from the BSW program. Intention is not a valid excuse for academic dishonesty. Academic misconduct will be reported to the university’s administration. University penalties may include restitution, a failing grade on an individual paper or exam, loss of campus position or employment, a failing grade for the course, disciplinary probation, suspension, or dismissal.

*Reference: George Fox University’s Academic Honesty Policy*

## Late Work Policy:

No late assignments will be accepted. Students will **NOT** be able to submit assignments or access quizzes AFTER the due/closing date on Canvas and/or the syllabus. Assignments that are submitted in class are due at the start of class on the date it is due. It is better to turn in an assignment for partial credit than to get a zero, so turn in what you have. This can easily make the difference between letter grades at the end of the semester. Prior approval or unforeseen emergencies may, at the instructor’s discretion, be considered as acceptable reasons for late assignments.

## V. Appendices

## Appendix A : BSW Program Summary of Application Process

### Introduction

All students interested in social work as their major must make a formal application to the Social Work Program. Students should submit their application their sophomore year by the appropriate deadline.

### 2023-2024 Academic Year BSW Application Deadlines

- Application Deadline is February 2, 2024
- Transfer Student Application Deadline is July 1, 2024

Applications received after the above deadlines will be reviewed and considered on a space available basis.

Social work major course work, not including prerequisite courses, requires a minimum of four (4) semesters. Students must consider this prior to (1) changing majors and/or (2) transferring from another institution.

### Admission Criteria and Application Process

Every student must meet the following minimum criteria prior to applying for official admission to the Social Work Program.

1. Be living in compliance with the university expectations & responsibilities (found in the University's *Student Handbook*).
2. Have an overall GPA of at least 2.5.
3. Complete of the following prerequisite courses: PSYC 150, SOCI 150, and SWRK 180 with a minimum of a "C" in each.
4. Complete a written program application, including the following:
  - a. Two recommendations (one academic, one professional/volunteer related)
  - b. A copy of your professional resume
  - c. A copy of your unofficial transcript for all coursework completed
  - d. Personal Narrative
5. Complete an interview with BSW Program faculty if requested by the review committee.

### Admission Decisions

The BSW Admission Committee will review applications and interview content to make an admission decision. Students will receive a formal decision letter in the mail. Students must be formally admitted to the Program to enroll in Social Work Major courses beyond SWRK 180, unless they are completing the requirements of a Social Welfare minor.

1. Admission to the program may be conditional or probationary for one semester.
  - a. *Conditional* admission may be granted for candidates who lack a prerequisite or who are not yet completely certain if the major is an ideal "fit" for them.
  - b. *Probationary* admission may be granted for candidates whose overall GPA is below the 2.5 requirement.

Students admitted under either the conditional or probationary classifications will not be able to enroll in field or practice courses until conditions are resolved and/or the student's overall GPA is raised to 2.5 and the GPA in social work prerequisite courses is a "C" or above. Any exceptions to this standard will be handled on a case by case basis.

2. Students admitted on probationary or conditional status must resolve any specified deficiencies within the next semester.

3. Retention in the Social Work Program will be based upon periodic faculty review.

George Fox University's BSW program requires a minimum cumulative GPA of 2.5. Students should be aware however, that most graduate programs require at least a 3.00 cumulative GPA for admission.

All students who meet the minimum requirements stated above are invited to apply, and no student will be denied admission on the basis of race, national or ethnic origin, gender, age, marital or veteran status, disability, religion, or sexual orientation. All students are expected to be in compliance with the standards set forth in the George Fox University Standards of Conduct.

### **Educational & Social Philosophy:**

It has been the historic practice of George Fox University to provide equal opportunity in education and employment without regard to race, national or ethnic origin, sex, age, or disability.

The BSW Program at George Fox University is set within the framework of Christian higher education and aims to provide liberal arts, pre-professional and professional training in a setting that is vitally Christian, intellectually vigorous, socially wholesome, and physically healthful. It is assumed that sound scholarship, Christian faith, and experience are mutually interdependent and meaningful, and that sound education must correlate these in the growing experience of the student.

The goal of the George Fox University lifestyle standard is to create a community in which individuals are encouraged to be transformed into the image of Christ. In addition, we desire that our common life would reflect the teachings and Spirit of Christ in all that we do and say. The Community Lifestyle Statement is available at: <http://www.georgefox.edu/about/beliefs/lifestyle.html>

George Fox University and the Social Work Program reserve the right to select students on the basis of academic performance and professional qualifications.

## Appendix B: Application for Admission Checklist for the BSW Program

Use this sheet as a cover sheet for your application packet. Check off the items you have completed and sign below. Put all required materials in a manila envelope or folder and submit it to the Social Work Office (Roberts Center 215) by the deadline.

**2023-2024 Academic Year Deadlines:** Application Deadline is February 2, 2024; Transfer Student Application Deadline is July 1, 2024.

- Read the BSW Program Student Handbook
- Completed application and attached personal narrative
- Included a copy of professional resume
- Included a copy of unofficial transcripts for all coursework (GFU students can print this from MyGFU)
- Obtained two letters of recommendation (1 academic and 1 professional/volunteer; no friends or relatives)
- Read, signed, and submitted Attendance Policy form with application
- Read, signed, and submitted Semester Abroad Declaration form with application
- Completed all prerequisite courses for the program with a “C” or higher for the course grade
- Have at least a 2.5 cumulative GPA

In addition to the materials submitted, the BSW program may require a formal interview as part of the application process. Without formal admittance into the BSW program you will not be able to enroll in the remaining social work courses beyond SWRK 180.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

GFU ID#: \_\_\_\_\_



## Appendix C: Application to the Bachelor of Social Work Program

### Personal Information

Name (Last, First, Middle): \_\_\_\_\_ Student #: \_\_\_\_\_

Local mailing address: \_\_\_\_\_

Street \_\_\_\_\_ Box # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Cell Phone: (    ) \_\_\_\_\_ Alternative Phone: (    ) \_\_\_\_\_

GFU email address: \_\_\_\_\_

Permanent mailing address: \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Date of Birth (month/day/year): \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex:  Female  Male  Other \_\_\_\_\_

### Racial/Ethnic Background

\_\_\_\_ African American/Other Black (non-Hispanic)      \_\_\_\_ American Indian/Native American

\_\_\_\_ Asian American      \_\_\_\_ Pacific Islander      \_\_\_\_ Mexican American

\_\_\_\_ Puerto Rican      \_\_\_\_ Other Latino/Hispanic      \_\_\_\_ White (non-Hispanic/Caucasian)

\_\_\_\_ Other Groups (please specify)

### Academic Qualifications

Cumulative GPA: \_\_\_\_\_ Number of credit hours completed to date: \_\_\_\_\_

**Check the BSW program course prerequisites that you have completed and indicate the grade received. If you are currently enrolled in a class, please put an "E" for enrolled in the blank.**

Course	Grade
<input type="checkbox"/> General Psychology	_____
<input type="checkbox"/> Introduction to Sociology	_____
<input type="checkbox"/> Introduction to Social Welfare	_____

**Other college(s) attended:**

College/University: \_\_\_\_\_

Location: \_\_\_\_\_

Major(s): \_\_\_\_\_ Dates of Attendance: \_\_\_\_\_

Degree Awarded: \_\_\_\_\_

College/University: \_\_\_\_\_

Location: \_\_\_\_\_

Major(s) \_\_\_\_\_ Dates of Attendance: \_\_\_\_\_

Degree Awarded: \_\_\_\_\_

**Prior Social Work Education**

Have you ever been dismissed from a social work program at another institution?  Yes  No

If yes, please explain:

**Legal History**

\*Have you ever been arrested or convicted of a misdemeanor or a felony?  Yes  No

If yes, please explain:

*\* Please note, a yes response does not automatically mean that you will be denied admission to the BSW program.*

**Volunteer and Work History**

Please list the last three paid or volunteer positions you have held. Start with the most recent.

Employer/Agency	Job Description	Dates of Service
Name:  Location:	<input type="checkbox"/> Paid <input type="checkbox"/> Volunteer What I did:	Dates:  Reason for leaving:
Name:  Location:	<input type="checkbox"/> Paid <input type="checkbox"/> Volunteer What I did:	Dates:  Reason for leaving:
Name:  Location:	<input type="checkbox"/> Paid <input type="checkbox"/> Volunteer What I did:	Dates:  Reason for leaving:

**Additional Work History**

Do you expect to be employed while completing this major? (Including work-study)  Yes  No

How many hours per week do you plan on working? \_\_\_\_\_

**Program Questions**

How did you first hear about GFU's BSW Program?

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What most attracted you to GFU's BSW Program?

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**Personal Narrative**

Respond to the below areas in a 3-4 page (typed, double spaced) personal narrative that will assist us in understanding your motivation for pursuing a BSW degree. Ensure your name is on each page of the document and attach it to this application.

1. Describe your family (both of origin and current).
2. What is your personal motivation for wanting to study social work?
3. What are your future career goals?
4. What are your personal strengths and limitations related to a future social work career?
5. What have been your experiences in helping others, including others with backgrounds and characteristics different from your own? How well do you deal with value differences and diversity? Are there any groups you feel you could not help? Provide examples.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

## General Instructions for Letters of Recommendation

As part of your application to the BSW program, you are required to provide **two** letters of recommendation. The form for the recommendation letters follows these instructions. You should provide this form from each of the below areas.

- 1) **Professional Reference** – from someone who has supervised you in a work or volunteer setting.
- 2) **Academic Reference** – from a professor or an academic advisor who is familiar with your academic work.

In addition, **please do not use a friend, relative, or George Fox Social Work faculty member for any of the above references.**

### **Please note:**

- 1) You must fill out the “To the Applicant” box on each of your reference letter forms prior to giving it to your reference. You must choose whether you are waiving your right to see the letter, and you must sign each reference form. Forms that are received and have not been properly completed may not be accepted.
- 2) You should provide your reference with a printed reference form and an envelope. You should have your reference put the letter in the envelope and sign across the back. If your reference is at a distance and will need to mail the letter, you should provide them with a stamped envelope that is addressed to YOU. **You should turn in both unopened reference letters with your application packet. *Please do not have your references mail the letters to the Social Work Office.***
- 3) You are responsible for making sure you get the two reference letters back in time to turn in with the rest of your application materials by the application deadline.

### **2023-2024 Academic Year BSW Application Deadlines:**

- Application Deadline is February 2, 2024
- Transfer Student Application Deadline is July 1, 2024



# Semester Abroad Declaration

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I do **not** plan to spend a semester abroad (*please sign at bottom*)

**STOP** – you do not need to complete the rest of this form if you are not going abroad

I do wish to spend a semester abroad. *Please answer the following questions:*

**1. Have you decided on a location for your semester abroad?**  YES  NO

If yes, which program? \_\_\_\_\_

What semester and year are you planning to apply for? \_\_\_\_\_

Have you met with the staff of the Global Studies office?  YES  NO

**2. What is the application deadline for your chosen program?** \_\_\_\_\_

I don't know. I need to find out.

**3. Do you wish to complete your social work internship abroad?**  YES  NO

**4. Are you aware that acceptance into global locations with or without a social work internship is a competitive process?**  YES  NO

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Attendance Policy for Bachelor of Social Work Program

Students are expected to attend all classes. Attendance demonstrates commitment to learning and preparation for the profession of social work. The behavior pattern demonstrated in class attendance may be indicative of commitment in a field practicum setting.

If a student is unable to attend a scheduled class session the student is responsible for notifying the instructor in advance by phone, email or written note explaining the need for absence. Absence from twenty percent (20 %) or more of the scheduled class sessions is considered excessive absence. The twenty percent includes all types of absences (illness, sanctioned university events, etc.). Any student who misses more than twenty percent (20 %) of classes in a required social work course will be asked to **drop** the course or will be given a **failing grade** of C- or below.

## Appeal Process

If a student wishes to appeal a decision based on the attendance policy the appealing student must submit a written request for an exception to the attendance requirement prior to the drop/passing date to the course instructor and the director of social work. The instructor in consultation with the program director has the authority to deny or grant any such petition.

## Class Participation

Students are expected to be active participants in the learning process. Active participants are involved in the class to the extent that they actively listen, react to information, ask pertinent questions, demonstrate understanding, share relevant insights, and contribute to the general learning of the class. *Student attendance and participation is factored into the final grade.*

## Class Attendance and Participation are assessed as follows:

**A** - Contributes relevant material regularly, listens intently to others and encourages others to participate.

Demonstrates excellent preparation and understanding of material.

**B** – All of the above most of the time or with good preparation and understanding.

**C** – Contributes less relevant or tangential material. Demonstrates interest and some understanding of material. Not actively listening or engaged relevantly.

**D** – Reading/preparation not apparent.

**F** – Comments/attitude detracts from discussion and participation by others.

**Attendance** is being **on time** and **present**; **participation** is being **prepared** with the reading assignment, for **discussion** and **exercises**. A student is expected to attend **all** classes. It is the **STUDENT'S** responsibility to obtain handouts, assignments, information and notes when class is missed regardless of the type of absence.

I have read the attendance policy and agree to the terms as set forth in this document.

\_\_\_\_\_ Date \_\_\_\_\_

## Authorization for Release Of Information To:

### Employers and Educational Institutions

I hereby authorize the faculty of the Social Work Program at George Fox University to provide reference information about me to potential employers and educational institutions for the years while I am a student at this campus (or for ten years after I graduate or no longer attend classes). I understand that I have the right to revoke this permission by writing a letter to that effect and sending it to the Chairperson of the Social Work Program. I also understand that I have a right not to sign this form; by not signing this form I understand that the program faculty may not serve as a reference for me to potential employers and other educational institutions.

**Student's Signature:**

**Date:**

## **Criminal Check and Fingerprint Policy**

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Due to changes in the Oregon Revised Statutes and requests from our various agency practicum sites, the Social Work Program requests all practicum eligible students to participate in a criminal background screening conducted by Castle Branch (i.e. those involved in SWRK 475, 476, and 477 Field Practicum) prior to their first practicum placement.

Students will be provided a web address and a program code to apply for the background check. It does not require fingerprinting.

Some agencies *may require fingerprinting* and/or drug testing and further state or federal criminal background check at student expense. Participation by the student is voluntary, subject to the policies of the agency in which they are placed. Since most agencies in which students are placed are subject to the new laws, it may not be possible to place a student who does not give consent or who has a disqualifying record within the parameters established by Oregon statute and agency policy.

The Social Work Program will keep a copy in a confidential file. If any concerns are raised in the report from Castle Branch, fingerprinting and further state and federal background checks may be required at student expense.

### **Consent Form**

By my signature below I agree to complete a criminal background check through Castle Branch. The results of the criminal records check will be made available to George Fox University's Social Work Program Director of Field Education, Program Director, and the student. If the student has a disqualifying record, the George Fox University Social Work Program reserves the right to disqualify a student for Field Practicum. If necessary for the protection of vulnerable populations, the Social Work Program may also disclose the disqualification to the agency in which the student is placed, and the administrators responsible for risk management at George Fox University. The Social Work Program will maintain records of the student that are confidential and shall not be disseminated except for the purposes discussed above. A student may appeal a disqualification using the grievance procedure outlined in the George Fox University Social Work Program Student Handbook.

**Student Signature** \_\_\_\_\_

**Date** \_\_\_\_\_



## Appendix D: Grounds for Dismissal, Appeal Procedures, and Grievance Policy

### 1. The George Fox University Policy on Academic Honesty

It is assumed that you and all other students at George Fox University will endeavor to be honest and of high integrity in all matters pertaining to your university life. A lack of respect and integrity is evidenced by cheating, fabricating, plagiarizing, misuse of keys and facilities, removing books and other property not one's own, defacing and altering property, and disrupting classes.

Cheating is defined as "intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise." It is assumed that whatever work you submit is your own work and is new work for that course. Fabrication is defined as "intentional and unauthorized falsification or invention of any information or citation in an academic exercise or form." Plagiarism is defined as "intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise." One who facilitates any of the above is equally responsible with the primary violator.

Penalties may include restitution, a failing grade on an individual paper or exam, loss of campus position or employment, a failing grade for the course, disciplinary probation, suspension, or dismissal. The Office of Academic Affairs handles academic dishonesty issues in conjunction with the Office of Student Life.

### 2. Criteria for Possible Dismissal or Termination From the George Fox University Social Work Program

All social work students of George Fox University are expected to abide by the National Association of Social Workers *Code of Ethics*, the Standards of Conduct, as stated in the University catalog, and the Expectations and Responsibilities, stated in the University Student Handbook. Along with these expectations the Social Work Program expects students enrolled in the Social Work Program to comply with the following guidelines:

1. The student shall not destroy or conceal library holdings or other resources needed by others.
2. The student shall not misrepresent himself/herself professionally (e.g. events surrounding an incident involving professional conduct or fabrication of client data pertaining to course or internship assignments).
3. The student shall not misrepresent his/her professional qualifications, education, experience, or affiliations.
4. The student shall not engage in the practice of social work while under the influence of drugs, alcohol, or other chemicals.
5. The student shall not commit breaches of professional confidentiality.
6. The student shall not verbally, physically, or sexually harass, threaten, stalk, etc. patients/clients, colleagues, or supervisors.
7. The student shall not exploit professional relationships for personal gain.
8. The student shall not engage in any form of discrimination on the basis of political affiliation, race, color, gender, sexual orientation, age, religion, national origin, or physical/mental handicap.
9. The student is expected to comply with the George Fox University Nondiscrimination and Diversity policy.
10. The student shall comply with the department policy on plagiarism and cheating. A copy of this policy can be obtained from the Social Work Program office and is included in the BSW Program Student Handbook.

### 3. Dismissal of a Student from the Social Work Program – Non Academic Issues

Social work is a difficult, challenging, and very rewarding profession for those interested in others and are willing to give of themselves. Professional social work requires a high level of emotional and intellectual resources, as well as an acceptance of the values and ethics of the profession. Many students find themselves initially attracted to social work for a number of reasons. Later, however, they may come to realize that they are unsuited for the profession for various reasons (e.g. their own values, academic ability, or degree of emotional strength which is often required which make this career choice inappropriate for them.) Such a decision

demonstrates wisdom and real caring for the needs of potential clients and co-workers. The social work faculty always stands ready to assist students in considering their best academic alternatives in such situations. This process is designed to resolve complaints against students, facilitate students' professional growth, and help correct unprofessional behavior when possible. As such the goal of this process is to restore students to professional functioning as deemed reasonable and possible by the faculty. An alleged violation of George Fox University policies as stated in the *Student Life Handbook* will be handled by the GFU Student Life Office with procedures as noted in the handbook.

Consistent with the National Association of Social Work's *Code of Ethics* (2021), it is strongly recommended that informal resolution be the first step in resolving a conflict or concern with a student. When concerns arise, the complainant should contact the student in question and frankly discuss the concerns. If resolution is not reached, one may engage in the following formal complaint process.

Complaints may be made against students for the following reasons:

1. Alleged violation of the NASW *Code of Ethics* or state law.
2. Concerns about a student's suitability for the practice of generalist social work
3. Concerns about a student's physical, intellectual, or emotional abilities to perform the essential functions of a generalist social worker.
4. Alleged violation of the Social Work Programs "Criteria for possible dismissal or termination from the George Fox University Social Work Program," found in the Social Work Program Student Handbook and the Field Experience Manual

Complaints may be made by a faculty member, George Fox University student, Agency Field Instructor, Agency Coordinator, or client. Because of the nature of a formal complaint, the confidentiality of the complainant cannot be maintained. A complainant must be willing to submit the complaint(s) in writing and be interviewed by the appropriate parties. Written documentation of the complaint and outcome are kept in the student's permanent file. Complaints against students will be handled in the following manner:

1. Complaints against a student must be written, signed, dated and sent to the Social Work Program Director, with a copy sent to the Social Work Program Director of Field Education.
2. The Social Work Program Director sends the written complaint to the Social Work Program Committee within five working days of receipt of the complaint.
3. The Committee Chair notifies the student that a complaint(s) has been made within two working days of the complaint from the Social Work Program Director.
4. The Social Work Program Committee gathers necessary information from faculty, concerned students, Agency Field Instructors, Agency Coordinators, or the client.
5. The Social Work Program Committee provides the student with written documentation of the specific complaint(s) and concerns of the Committee within 20 working days of receipt of complaint from the Social Work Program Director.
6. The Social Work Program Committee interviews the student to obtain additional information and his/her response to the allegations within 10 working days of written notification to the student of specific complaints(s). The student may offer the Committee names of persons who may provide information on behalf of the student. This is not a litigious process, and attorneys should not be involved at this level.
7. The Social Work Program Committee recommends a decision to the Social Work Program faculty within ten working days of the student interview. Possible recommendations include:
  - a. Dismiss complaint
  - b. Letter of reprimand
  - c. Remedial actions without probation. The student must submit documentation of satisfaction of remedial recommendations by a specific date. The student will be informed in writing of what he/she must do to be reinstated to good standing. Remedial actions may include, but are not limited to, mandatory counseling, additional courses, additional practicum experience, or additional supervision.
  - d. Remedial actions as above with probation. Probation implies on-going monitoring of the student's functioning by the Social Work Program Committee or its representative for a length of time determined appropriate by the Committee.

- e. Dismissal from the Social Work Program.
- 8. The Social Work Program faculty decides on the committee recommendation and notifies the student in writing within three working days.
- 9. The Social Work Program Director notifies the Director of Field Education, the Agency Field Instructor, Agency Coordinator, and Academic Affairs of the faculty decision.
- 10. Students who are dismissed from the Social Work Program may not continue in the Field Practicum and lose credit for the current semester. In addition, they cannot reapply to the Social Work Program for six months following the dismissal action unless an appeal reverses the decision of the faculty.

#### **4. Appeal Process – Non Academic Issues**

Decisions by the faculty that come through the student complaint process can be appealed. In the event of an appeal the following process must be followed:

- 1. The student makes a written appeal to the Social Work Program Director within ten working days of receipt of the faculty decision. Copies of the appeal are sent to the Social Work Director of Field Education and the Dean of Wellness Enterprise.
- 2. The chair appoints an ad hoc committee composed of three faculty members, at least one of which must be from the Social Work Program, to review the appeal and the faculty decision.
- 3. The ad hoc committee investigates the decision to the extent the committee believes it is necessary, which may include interviews of the student and those involved in the complaint.
- 4. The ad hoc committee makes a decision to support, modify, or overturn the faculty decision within 30 working days of receipt of the appeal. Written notification is provided to the student, Social Work Program Director, Social Work Director of Field Education, the Agency Field Instructor, Agency Contact, the GFU Field Education Director, and the Dean of the Wellness Enterprise. The decision of the ad hoc appeal committee is final.

#### **5. Dismissal of a Student From the Social Work Program – Academic Issues**

George Fox University guidelines for faculty response to academic integrity issues: (These policies can be found in the Office of Academic Affairs)

In order to bring order and consistency to dealing with academic integrity issues, the following guidelines for administering penalties and processing appeals were developed. This is not intended to be a legal document, but rather a tool for faculty. The examples given are designed to aid the faculty member in making decisions about what kind of penalties are appropriate and who should be involved in dealing with the issue. While the document is not exhaustive, the examples and procedures will fit most of the situations that arise. Contact your school dean if you have questions about how a case should be handled.

The Office of Academic Affairs monitors academic offenses in conjunction with Student Life and in cases where students are violating standards in two or more classes, additional penalties may be warranted.

#### **6. Faculty Response Examples and Guidelines:**

##### **Case One: Cheating (one time, limited in scope)**

Examples: Incident of plagiarism, cheating on a test, copying an assignment from other students, or having someone else sign a student into a class.

Faculty action: grade penalty up to and including fail or zero on an assignment or test, “F” or zero on a paper. (Faculty member files a report with the Academic Affairs Office with a copy to student.)

Appeals process:

- 1. Student sends a written appeal to the Academic Affairs Office. The appeal should be submitted within five working days of meeting with the faculty member (forms available in AAO office.)
- 2. Academic dean, faculty member, and student meet; the decision from the school dean will be rendered, in writing to the faculty member and student.

3. Student or faculty member may request a hearing with the Appeals Board. The student or faculty member must submit a written appeal within two working days after receipt of a written decision from the school dean.
4. The Academic Appeals Board meets to hear appeal. The decision is rendered in writing to the school dean, faculty member and student. The decision of the Academic Appeals Board is final.

**Case Two: Severe Dishonesty (persistent and/or profound)**

Examples: Extensive plagiarism, evidence of a pattern of cheating, insubordination, systematic cheating

Desired faculty action: “F” for course; suspension or dismissal

1. The faculty member meets with the academic dean to discuss the case and consequences. (Faculty member files a report with the Academic Affairs office with a copy to the student.)
2. The Faculty member and academic dean meet with the student to discuss the case and consequences. Decision in writing from academic dean to faculty member and student.

**Appeals Process**

1. The student and/or faculty send a written appeal to the Office of Academic Affairs. The appeal must be sent within five working days of receipt of a written decision from the academic dean. (Forms available in the Office of Academic Affairs.)
2. Provost, academic dean, faculty member and student meet. The decision is rendered in writing from the Provost to the faculty member, academic dean, and student.
3. The student or faculty member may request a hearing with the Academic Appeals Board. The appeal must be submitted within two working days after receipt of written decision from the Provost.
4. The Academic Appeals Board meets to hear the appeal. The decision is rendered in writing to the Provost, academic dean, and student. The decision of the Academic Appeals Board is final.

**7. Procedures for Appealing an Academic Disciplinary Action**

1. The Student meets with the faculty member to discuss rationale for reversing the disciplinary action. The student wishing to appeal a disciplinary action must meet with the faculty member within the first three (3) academic weeks, excluding May term, following the imposed disciplinary action. After meeting with the faculty member, the student may elect to pursue the appeal.
2. The student sends a written appeal to the Academic Affairs Office. Students wishing to pursue an appeal must do so within five (5) working days of meeting with the faculty member.
3. Academic dean discusses appeal with the faculty member and student. The decision from the academic dean will be rendered in writing to the faculty member and student.
4. The academic dean’s decision may be appealed to the Academic Appeals Board. To request a hearing, the student or faculty member must submit a written appeal to the Academic Appeals Board within two (2) working days after receipt of a written decision from the academic dean.
5. The Academic Appeals Board decides whether or not to hear the appeal. If the Board meets to consider the appeal, then the decision is submitted in writing to the Vice President of Academic Affairs, faculty member, academic dean, and the student. The decision of the Academic Appeals Board is final.

**8. Student Complaints Against Social Work Program Faculty**

Complaints against faculty members may be made by other faculty members, staff or students. Complaints must be written, signed, dated, and sent to the Dean of the Wellness Enterprise with a copy sent to the Social Work Program Director

## Appendix E: CSWE Education Policy and Accreditation Standards

### **CSWE Educational Policy and Accreditation Standards**

The Council on Social Work Education (CSWE) uses the Educational Policy and Accreditation Standards (EPAS) to accredit baccalaureate and master's level programs. EPAS supports academic excellence by establishing thresholds for professional competence. It permits programs to use traditional and emerging models of curriculum design by balancing requirements that promote comparability across programs with a level of flexibility that encourages programs to differentiate. EPAS stipulates four features of an integrated curriculum design: 1) program mission and goals 2) explicit curriculum 3) implicit curriculum a 4) assessment.

As an accredited social work program, we follow the EPAS standards and are periodically reviewed by CSWE for compliance. The EPAS requirements can be read in full on the CSWE web site:  
[www.cswe.org](http://www.cswe.org).

## Appendix F: NASW *Code of Ethics*

Approved by the 1996 NASW Delegate Assembly and revised by the 2021 NASW Delegate Assembly

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