



GEORGE FOX
UNIVERSITY

SCHOOL OF SOCIAL WORK

BSW Program

Student Handbook

2017-2018

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I. Introduction to the Profession of Social Work

A. Welcome to the School 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.

Clifford Rosenbohm

Director, School of Social Work

Christine Saladino

BSW Program Director

Erin Johnson

Director of Field Education

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	Victim Support	Mental Health
Human Services	Health Care	Addictions Recovery
Family Services	Child Welfare	Advocacy
Juvenile Justice	Corrections	Policy Development
Disability Services	Community Organization	Ministries
Senior Services	Residential Care	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 (NASW - <http://www.naswdc.org>)

The National Association of Social Workers 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.

North American Association of Christians in Social Work (NACSW - <https://www.nacsw.org/>)

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)

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

A. Mission of the George Fox University School of Social Work

The mission of the George Fox University School 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 Social Work Program

We seek to train students who are interested in studying and working with diverse populations in a variety of social settings. Our goal is for students to graduate prepared for a life of professional generalist social work practice.

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

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.

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 world view, 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 2015 CSWE Educational Policy and Accreditation Standards and competencies of baccalaureate-level graduates in social work. The tenth competency is specific to George Fox's BSW program.

1. Demonstrate Ethical and Professional Behavior.
2. Engage Diversity and Difference in Practice.
3. Advance Human Rights and Social, Economic, and Environmental Justice.
4. Engage in Practice-informed Research and Research-informed Practice.
5. Engage in Policy Practice.
6. Engage with Individuals, Families, Groups, Organizations, and Communities.
7. Assess Individuals, Families, Groups, Organizations, and Communities.
8. Intervene with Individuals, Families, Groups, Organizations, and Communities.
9. Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities.
10. Demonstrate Ethical Integration of Faith and Social Work Practice.

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 Bachelor of 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>. 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.

Clifford Rosenbohm, PhD, LCSW, Associate Professor of Social Work, Director of the School of Social Work and MSW Program Director; (PhD Case Western Reserve University; MSW, Southern Baptist Theological Seminary; BA in Psychology, Louisiana College). Prior to coming to George Fox University Clifford taught at universities in Kentucky. He also has a background in family and youth services with the state of Alaska, worked in Young Life and was an associate pastor. His research focuses on religion and spirituality in social work education at the baccalaureate level. Clifford joined the faculty in 2002.

Christine Saladino, PhD, LMSW, Assistant Professor of Social Work, BSW Program Director; (PhD, Capella University; MSW, University of Central Florida; MACE, New Orleans Baptist Theological Seminary; BS Southwest Baptist University). Prior to coming to George Fox, Christine spent the last 9 years at Southwest Baptist University. Four of those years she held the position of BSW Program Director, and also held positions as the Instructor/Coordinator of Behavioral Sciences Majors at SBU's Salem, Missouri campus (2006-2009) and Instructor of Sociology at the Bolivar campus (2009-2011). Christine has worked professionally in the areas of

medical social work and mental health. She has also worked in a community hospital, inpatient psychiatric crisis stabilization units, and has done outreach counseling with children and adolescents. She joined the faculty in 2015.

Erin Johnson, MSW, Assistant Professor of Social Work, BSW Director of Field Education; (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.

Shereen Hullum, LCSW, Assistant Professor of Social Work; (MSSA Case Western Reserve University; BSW, George Fox University). Shereen's direct practice work has been concentrated in servicing children, youth and families in the areas of foster care, adoption and intensive child and family therapy. She taught as an adjunct from 2014-2016 and taught the Diversity and Social Work with Children courses. She has also incorporated trauma informed care into her practice. Shereen began as a full time Social Work professor at GFU in 2017.

Tiona Cage, MSW, Instructor of Social Work; (MSW Florida State University, Tallahassee, FL; BSW, Florida State University). Tiona began teaching as a full-time faculty member in the BSW program in August 2017. Tiona has 7 years of experience in international education/visa compliance advising and 2 years of experience in diversity and inclusion work with a certificate in facilitating intercultural training from the Intercultural Communication Institute in Portland. During her 7 years in international education, she served as a Dept. of Homeland Security-certified school representative.

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

George Fox University currently offers a Bachelor of 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.

General Education 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.

Core Social Work Courses Required for a Social Work Degree

SWRK 180 Introduction to Social Welfare 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.*

SWRK 220 Writing for Social Work Practice 3 hours

This course will introduce students to writing for professional social work practice. Course content will cover APA style, research writing, social work recording and documentation, and other forms of professional social work writing. The intent of this course is to prepare students for future coursework, field placements, and social work practice through the strengthening of students' writing competency.

SWRK 290 Diversity Issues in Social Work 3 hours

Introduces students to diverse populations and helps them understand the different constraints and motivations of people from backgrounds different from their own, providing important lessons for social work practice.

SWRK 331 Human Behavior in the Social Environment I 3 hours

This course is the first of a two semester sequence that provides and seeks to apply a basic framework for creating and organizing knowledge of human behavior during the lifespan stages of conception, infancy, childhood and adolescence and the social environment to situations encountered by generalist practice social workers. 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; SOCI 150, Principles of Sociology.*

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. A required course for majors recommended for fall semester of junior year. (Identical to PSYC 340 and MATH 240.) *Prerequisites: SOCI 150 Principles of Sociology and high school algebra. Required for sociology and social work majors.*

SWRK 370 Foundations of Social Work 3 hours

Provides an overview of commonly used social work practice theories and a review of each one's primary focus and linkages among them. *Prerequisite: SWRK 180 Introduction to Social Welfare.*

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 counseling which are specifically applicable to work with individuals. A prerequisite for Field Practicum I (SWRK 475). *Prerequisites: PSYC 150 General Psychology, SOCI 150 Principles of Sociology, SWRK 180 Introduction to Social Work, and formal admission and acceptance into the Social Work Program. Required for majors. This class is open to declared social work majors only.*

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 Field Practicum II (SWRK 476). *Prerequisites: Social Work Practice I (391). Required for majors. Open to 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. A prerequisite for Field Practicum III (SWRK 477). *Prerequisites: Social Work Practice II (392). Required for majors and open to declared social work majors only.*

SWRK 420 Substance Abuse, Mental Health & Criminal Justice 3 hours

This course focuses on two related issues impacting the criminal justice system: substance abuse and mental health. The social impact and historical influences of drugs on society will be examined. Current issues involving mentally impaired persons in the U.S. criminal justice system are explored. The course covers issues pertaining to mentally impaired persons at all stages of the criminal justice system, from initial encounters with law enforcement on the street through imprisonment. Various forms of mental impairment are described as they affect approaches, decision-making and policies in law enforcement, the courts and corrections. This course will examine the interface of drug use, mental health and criminal behavior. *Prerequisites: SWRK 180 Introduction to Social Welfare, SWRK 331 Human Behavior in the Social Environment I, and SWRK 391 Social Work Practice I, or instructor permission.*

SWRK 440 Social Work Research Methods 3 hours

Provides basic knowledge about research methods as it applies to social work practice. Designed to survey the basic processes of research methodology. 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 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. The 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. This course demonstrates the need for and encourages the use of research in social work practice. *Prerequisites: SOCI 150 Principles of Sociology, SWRK 340 Statistical Procedures.*

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. *Prerequisites: SWRK 180 Introduction to Social Work, SWRK 475 Field Practicum I. Required for majors.*

SWRK 475 Field Practicum I 3 hours -- 150 practicum hours in an agency

Recommended for spring of the junior year. The first course of the field practicum sequence will emphasize micro practice concepts and address orientation to the agency environment; student roles and responsibilities; agency roles and responsibilities; confidentiality issues; nature and process of supervision; establishing goals and objectives; models of integrating classroom learning with the field practicum; person-in-environment; interviewing techniques; identification of research and policy issues; work with special populations and injustices; process recordings; research methods in the agency; and ethical conduct/NASW *Code of Ethics*. *Prerequisite: SWRK 391 Social Work Practice I. Required for majors. This class is open to declared social work majors only.*

SWRK 476 Field Practicum II 3 hours – 150 practicum hours in an agency

Ideally, SWRK 476 and 477 will occur in a full year practicum during the student’s senior year. The second course in the field practicum sequence will build upon knowledge and experience acquired in SWRK 475 and emphasize mezzo practice concepts. Course topics will include work with small groups, families, integrating concepts. Course topics will include work with small groups, families; integrating research and evaluation methods in the field practicum; agency evaluation and analysis; referral processes, work with special populations/injustices; ethical dilemmas; ethical conduct/ *NASW Code of Ethics*; agency recording process; and development of a student portfolio of practicum projects and skills. *Prerequisites: SWRK 475 Field Practicum I, SWRK 392 Practice II, and SOCI 340 Statistical Procedures. Required for majors. This class is open to declared social work majors only.*

SWRK 477 Field Practicum III 3 credit hours – 150 practicum hours in an agency

Ideally, SWRK 476 and 477 will occur in a full year practicum during the student’s senior year. The third course in the field practicum sequence will provide further depth and integration of theory, classroom learning and experience within the student’s field practicum, building on concepts developed in SWRK 476 and emphasizing macro practice concepts. Additional topics will include work with agency boards, communities, governmental systems; implementation of a research project in the agency; community analysis; termination with clients and the agency; addressing social inequities in the student’s field practicum; work with special populations and injustices; policy issues; and ethical conduct/NASW *Code of Ethics*. *Prerequisites: SWRK 476 Field Practicum II, SWRK 393 Social Work Practice III and SOC 390 Research Seminar. Required for majors. This class is open to 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, and 5) methods of scientific inquiry necessary to assess human problems and the effectiveness of professional interventions. 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

Beginning in the 2017-2018 academic year, students may choose two social work elective courses from the approved courses offered. Elective courses include: SWRK 400 Social Work with Children; SWRK 410 Social Work with Older Adults; SWRK 322 Death, Loss, and Grief; SWRK 485 Trauma and Recovery, and SWRK 321 Family Violence.

Social Work Major Course Sequencing

SWRK 180 Introduction to Social Welfare	3	___
SWRK 220 Writing for Social Work Practice	3	___
SWRK 290 Diversity Issues in Social Work	3	___
SWRK 331 Human Behavior in the Social Environ	3	___
SWRK 333 Human Rights and Social Justice	3	___
SWRK 340 Statistical Procedures	3	___
SWRK 370 Foundations of Social Work	3	___
SWRK 391 Social Work Practice I	3	___
SWRK 392 Social Work Practice II	3	___
SWRK 393 Social Work Practice III	3	___
SWRK 420 Mental Health and Substance Abuse	3	___
SWRK 440 Social Work Research Methods	3	___
SWRK 460 Social Policy	3	___
SWRK 475 Field Practicum I	3	___
SWRK 476 Field Practicum II	3	___
SWRK 477 Field Practicum III	3	___
SWRK 490 Senior Seminar	3	___

___ 51hours Total

Prerequisites:

SOCI 150 Principles of Sociology
 PSYC 150 General Psychology

BSW Four Year Plan

First Year – Fall Semester			Spring Semester		
Course	Course name	Hours	Course	Course Name	Hours
PSYC 150	General Psychology	3	SWRK 180	Intro to Social Welfare	3
LIBA 100	Knowing and Being Known	3	SOCI 150	Principles of Sociology	3
BIBL 100	Bible Survey	3		Natural Science GE Requirement	4
	History/Politics GE Requirement	3	COMM 100	Intro to Communications	3
	Math GE Requirement	3		Elective Credits	3
	Semester Total	15		Semester Total	16

Second Year – Fall Semester			Spring Semester		
Course	Course name	Hours	Course	Course Name	Hours
SWRK 220 or SWRK 290	Writing for SWRK Practice OR Diversity Issues in SWRK	3	SWRK 220 or SWRK 290	Writing for SWRK Practice OR Diversity Issues in SWRK	3
	BIBL Elective GE Requirement	3	HUMA 290	Or Alternative Fine Arts GE Requirement	3
HUMA 205	Or Alternative Lit and Philosophy requirement	3	RELI 300	History and Theology of Christianity	3
HHPA 120	Lifelong Fitness	2		Elective Credits	6
	Elective Credits	6			
	Semester Total	17		Semester Total	15

Third Year – Fall Semester			Spring Semester		
Course	Course name	Hours	Course	Course Name	Hours
SWRK 331	Human Behavior Social Env.	3	SWRK 340	Statistical Procedures	3
SWRK 370	Developing Social Work Professional	3	SWRK 392	Social Work Practice II	3
SWRK 391	Social Work Practice I	3	SWRK 420	Mental Health and Substance Abuse	3
SWRK 333	Human Rights and Social Justice	3	SWRK 475	Field Experience/Practicum I	3
	Elective Credits	6		Intercultural GE Requirement	3
	Semester Total	18		Semester Total	15

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 III	3
SWRK 476	Field Experience/Practicum II	3	SWRK 490	Senior Seminar	3
LIBA 400	Christianity and Culture	3		Elective Credits	6
	Elective Credits	3			
	Semester Total	15		Semester Total	15
				Cumulative Total	126 Credits

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.

Program Admission and Procedures

All students interested in social work as their major **must complete 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 January 30 of their sophomore year.*

Admission Criteria and Application Process:

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

2017-2018 Academic Year BSW Application Deadlines

- Early Application Deadline is October 27, 2017
- Late Application Deadline is January 26, 2018
- Transfer Student Application Deadline is May 1, 2018

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. Completion of the following pre-requisite courses: PSYC 150, SOCI 150, and SWRK 180 with a minimum of a "C" grade 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.

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 BSW 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.

Social Work Field Practicum Admission Procedure

(Minimum of 9 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. In addition, 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 475 Field Practicum I	SWRK 391 Practice I
SWRK 476 Field Practicum II	SWRK 392 Practice II SWRK 340 Statistical Procedures SWRK 475 Field Practicum I
SWRK 477 Field Practicum III	SWRK 393 Practice III SWRK 440 Research Methods SWRK 476 Field Practicum II

- 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.
- 6) Complete the social work field practicum admission application by February 15 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 field fair, the student will follow up with one agency with whom they interviewed at field fair. The student may approach the agency to inquire about a follow up interview, or be invited by the agency.
- 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

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 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 126 semester hours with a minimum grade point average of 2.00. The GPA is computed on work taken at George Fox University only;
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 18 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 Welfare
SWRK 331 HBSE
SWRK 340 Statistical Procedures

SWRK 290 Diversity
SWRK 440 Research Methods

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. These fruits of the Spirit (see Galatians 5:22-26) are 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 'C' 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 Social Work Club in order to pursue those interests and concerns. Additionally, students are invited to send a cohort representative to designated BSW faculty meetings. Dates for the designated BSW Faculty meetings are sent out via email to all social work majors.

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.



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Appendix



BSW Program Summary of Application Process

Introduction

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

2017-2018 Academic Year BSW Application Deadlines

- Early Application Deadline is October 27, 2017
- Late Application Deadline is January 26, 2018
- Transfer Student Application Deadline is May 1, 2018

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 pre-requisite courses: PSYC 150, SOCI 150, and SWRK 180 with a minimum of a "C" grade 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.

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.



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Application for Admission Checklist for the BSW Program

Use this page 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 (Meridian Street House) by the deadline.

2017-2018 Academic Year Deadlines: Early Application Deadline is October 27, 2017; Late Application Deadline is January 26, 2018; Transfer Student Application Deadline is May 1, 2018.

- Read the BSW Program Student Handbook
- Read the NASW *Code of Ethics*
- 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#: _____

Office Use Only
Date Received: _____
Transcript Received: _____
Advisor _____



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 e-mail address: _____

Permanent mailing address: _____

Street		
City	State	Zip Code

Date of Birth (month/day/year): ____/____/____ Sex: Female Male

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 competed 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	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? _____

What most attracted you to GFU's BSW Program? _____

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 a letter 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.

2017-2018 Academic Year BSW Application Deadlines:

- Early Application Deadline is October 27, 2017
- Late Application Deadline is January 26, 2018
- Transfer Student Application Deadline is May 1, 2018

Bachelor of Social Work Program
 414 North Meridian Street, Box 6047
 Newberg, Oregon 97132
 (503) 554-2740



Letter of Recommendation for the BSW Program

To the Applicant: Please read and complete this section of the form. Deliver or mail this form to the person who will write your recommendation. Ask the person writing the recommendation to return it to you in a sealed envelope with their signature across the seal. Submit all three letters of recommendation with your application and other required documentation by the deadline.

Name of Applicant (print) _____
Last First Middle

In accordance with the Family Education Rights and Privacy Act of 1974 (FERPA), you may waive your right to inspect this recommendation by signing the statement below.

I choose to waive not waive my right of access to this letter.

Applicant Signature: _____ Date: _____

To the Reference: The above listed person is applying for admission to George Fox University's Bachelor of Social Work (BSW) program. Thank you for providing us with your honest assessment of this applicant in order to assist us in determining this applicant's suitability for social work. **Please return this form in a sealed envelope with your signature across the seal to the applicant.** Please note, in accordance with the Family Education Rights and Privacy Act of 1974 (FERPA), it is possible that an applicant may read your reference unless he or she waives that right.

How long have you known the applicant? _____ Nature of Relationship _____

Please rate the applicant relative to other students, employees, or people interested in social work that you have known:

	Superior	Good	Average	Below Average	Unsatisfactory	Unknown
Service to others						
Academic potential						
Intellectual ability						
Maturity, Emotional stability						
Verbal communication skills						
Written communication skills						
Critical thinking ability						
Leadership potential						
Ability to work with others						
Self-Awareness						
Constructive use of feedback						

Additional Comments (attach a letter to this form if needed):

Signature: _____ Date: _____ Phone: () _____

Name (Print): _____ Title: _____

Email Address: _____ Organization: _____



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Semester Abroad Declaration

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.

Signature _____

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

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 B

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.

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* (2008), 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 Program's "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 BSW Program Director within ten working days of receipt of the faculty decision. Copies of the appeal are sent to the BSW Director of Field Education, School of Social Work Director, and the Dean of the School of Behavioral Sciences.
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, School of Social Work Director, BSW Program Director, BSW Director of Field Education, the Agency Field Instructor, Agency Contact, the GFU Field Education Director, and the Dean of the School of Behavioral and Health Sciences. 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.

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 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 report with Academic Affairs Office with copy to student.)

Appeals process:

1. Student sends written appeal to 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 hearing with Appeals Board. The student or faculty member must submit a written appeal within two working days after receipt of written decision from school dean.
4. 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 case and consequences. (Faculty member files report with Academic Affairs office with copy to student.)
2. Faculty member and academic dean meet with student to discuss case and consequences. Decision in writing from academic dean to faculty member and student.

Appeals Process

1. Student and/or faculty sends written appeal to the Office of Academic Affairs. The appeal must be sent within five working days of receipt of written decision from 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. Student or faculty member may request hearing with Academic Appeals Board. The appeal must be submitted within two working days after receipt of written decision from the Provost.
4. Academic Appeals Board meets to hear 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. Student meets with 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. Student sends 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 written decision from the academic dean.
5. 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 BSW Program Director with a copy sent to the Dean of the College of Behavioral and Health Sciences.

Appendix C

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.

NASW Code of Ethics

Approved by the 1996 NASW Delegate Assembly and revised by the 2008 NASW Delegate Assembly

Preamble

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

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

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

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

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

Purpose of the NASW Code of Ethics

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

The *NASW Code of Ethics* serves six purposes:

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

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

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

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

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

Instances may arise when social workers' ethical obligations conflict with agency policies or relevant laws or regulations. When such conflicts occur, social workers must make a responsible effort to resolve

the conflict in a manner that is consistent with the values, principles, and standards expressed in this Code. If a reasonable resolution of the conflict does not appear possible, social workers should seek proper consultation before making a decision.

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

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

Ethical Principles

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

Value: *Service*

Ethical Principle: *Social workers' primary goal is to help people in need and to address social problems.*

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

Value: *Social Justice*

Ethical Principle: *Social workers challenge social injustice.*

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

Value: *Dignity and Worth of the Person*

Ethical Principle: *Social workers respect the inherent dignity and worth of the person.*

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

Value: *Importance of Human Relationships*

Ethical Principle: *Social workers recognize the central importance of human relationships.*

Social workers understand that relationships between and among people are an important vehicle for change. Social workers engage people as partners in the helping process. Social workers seek to strengthen relationships among people in a purposeful effort to promote, restore, maintain, and enhance the wellbeing of individuals, families, social groups, organizations, and communities.

Value: *Integrity*

Ethical Principle: *Social workers behave in a trustworthy manner.*

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

Value: *Competence*

Ethical Principle: *Social workers practice within their areas of competence and develop and enhance their professional expertise.*

Social workers continually strive to increase their professional knowledge and skills and to apply them in practice. Social workers should aspire to contribute to the knowledge base of the profession.

Ethical Standards

The following ethical standards are relevant to the professional activities of all social workers. These standards concern (1) social workers' ethical responsibilities to clients, (2) social workers' ethical responsibilities to colleagues, (3) social workers' ethical responsibilities in practice settings, (4) social workers' ethical responsibilities as professionals, (5) social workers' ethical responsibilities to the social work profession, and (6) social workers' ethical responsibilities to the broader society.

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

1. SOCIAL WORKERS' ETHICAL RESPONSIBILITIES TO CLIENTS

1.01 Commitment to Clients

Social workers' primary responsibility is to promote the wellbeing of clients. In general, clients' interests are primary. However, social workers' responsibility to the larger society or specific legal obligations may on limited occasions supersede the loyalty owed clients, and clients should be so advised. (Examples

include when a social worker is required by law to report that a client has abused a child or has threatened to harm self or others.)

1.02 Self-Determination

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

1.03 Informed Consent

(a) Social workers should provide services to clients only in the context of a professional relationship based, when appropriate, on valid informed consent. Social workers should use clear and understandable language to inform clients of the purpose of the services, risks related to the services, limits to services because of the requirements of a third-party payer, relevant costs, reasonable alternatives, clients' right to refuse or withdraw consent, and the time frame covered by the consent. Social workers should provide clients with an opportunity to ask questions.

(b) In instances when clients are not literate or have difficulty understanding the primary language used in the practice setting, social workers should take steps to ensure clients' comprehension. This may include providing clients with a detailed verbal explanation or arranging for a qualified interpreter or translator whenever possible.

(c) In instances when clients lack the capacity to provide informed consent, social workers should protect clients' interests by seeking permission from an appropriate third party, informing clients consistent with the clients' level of understanding. In such instances social workers should seek to ensure that the third party acts in a manner consistent with clients' wishes and interests. Social workers should take reasonable steps to enhance such clients' ability to give informed consent.

(d) In instances when clients are receiving services involuntarily, social workers should provide information about the nature and extent of services and about the extent of clients' right to refuse service.

(e) Social workers who provide services via electronic media (such as computer, telephone, radio, and television) should inform recipients of the limitations and risks associated with such services.

(f) Social workers should obtain clients' informed consent before audio taping or videotaping clients or permitting observation of services to clients by a third party.

1.04 Competence

(a) Social workers should provide services and represent themselves as competent only within the boundaries of their education, training, license, certification, consultation received, supervised experience, or other relevant professional experience.

(b) Social workers should provide services in substantive areas or use intervention techniques or approaches that are new to them only after engaging in appropriate study, training, consultation, and supervision from people who are competent in those interventions or techniques.

(c) When generally recognized standards do not exist with respect to an emerging area of practice, social workers should exercise careful judgment and take responsible steps (including appropriate education, research, training, consultation, and supervision) to ensure the competence of their work and to protect clients from harm.

1.05 Cultural Competence and Social Diversity

(a) Social workers should understand culture and its function in human behavior and society, recognizing the strengths that exist in all cultures.

(b) Social workers should have a knowledge base of their clients' cultures and be able to demonstrate competence in the provision of services that are sensitive to clients' cultures and to differences among people and cultural groups.

(c) Social workers should obtain education about and seek to understand the nature of social diversity and oppression with respect to race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, and mental or physical disability.

1.06 Conflicts of Interest

(a) Social workers should be alert to and avoid conflicts of interest that interfere with the exercise of professional discretion and impartial judgment. Social workers should inform clients when a real or potential conflict of interest arises and take reasonable steps to resolve the issue in a manner that makes the clients' interests primary and protects clients' interests to the greatest extent possible. In some cases, protecting clients' interests may require termination of the professional relationship with proper referral of the client.

(b) Social workers should not take unfair advantage of any professional relationship or exploit others to further their personal, religious, political, or business interests.

(c) Social workers should not engage in dual or multiple relationships with clients or former clients in which there is a risk of exploitation or potential harm to the client. In instances when dual or multiple relationships are unavoidable, social workers should take steps to protect clients and are responsible for setting clear, appropriate, and culturally sensitive boundaries. (Dual or multiple relationships occur when social workers relate to clients in more than one relationship, whether professional, social, or business. Dual or multiple relationships can occur simultaneously or consecutively.)

(d) When social workers provide services to two or more people who have a relationship with each other (for example, couples, family members), social workers should clarify with all parties which individuals will be considered clients and the nature of social workers' professional obligations to the various individuals who are receiving services. Social workers who anticipate a conflict of interest among the individuals receiving services or who anticipate having to perform in potentially conflicting roles (for example, when a social worker is asked to testify in a child custody dispute or divorce proceedings involving clients) should clarify their role with the parties involved and take appropriate action to minimize any conflict of interest.

1.07 Privacy and Confidentiality

- (a) Social workers should respect clients' right to privacy. Social workers should not solicit private information from clients unless it is essential to providing services or conducting social work evaluation or research. Once private information is shared, standards of confidentiality apply.
- (b) Social workers may disclose confidential information when appropriate with valid consent from a client or a person legally authorized to consent on behalf of a client.
- (c) Social workers should protect the confidentiality of all information obtained in the course of professional service, except for compelling professional reasons. The general expectation that social workers will keep information confidential does not apply when disclosure is necessary to prevent serious, foreseeable, and imminent harm to a client or other identifiable person. In all instances, social workers should disclose the least amount of confidential information necessary to achieve the desired purpose; only information that is directly relevant to the purpose for which the disclosure is made should be revealed.
- (d) Social workers should inform clients, to the extent possible, about the disclosure of confidential information and the potential consequences, when feasible before the disclosure is made. This applies whether social workers disclose confidential information on the basis of a legal requirement or client consent.
- (e) Social workers should discuss with clients and other interested parties the nature of confidentiality and limitations of clients' right to confidentiality. Social workers should review with clients' circumstances where confidential information may be requested and where disclosure of confidential information may be legally required. This discussion should occur as soon as possible in the social worker client relationship and as needed throughout the course of the relationship.
- (f) When social workers provide counseling services to families, couples, or groups, social workers should seek agreement among the parties involved concerning each individual's right to confidentiality and obligation to preserve the confidentiality of information shared by others. Social workers should inform participants in family, couples, or group counseling that social workers cannot guarantee that all participants will honor such agreements.
- (g) Social workers should inform clients involved in family, couples, marital, or group counseling of the social worker's, employer's, and agency's policy concerning the social worker's disclosure of confidential information among the parties involved in the counseling.
- (h) Social workers should not disclose confidential information to third-party payers unless clients have authorized such disclosure.
- (i) Social workers should not discuss confidential information in any setting unless privacy can be ensured. Social workers should not discuss confidential information in public or semipublic areas such as hallways, waiting rooms, elevators, and restaurants.
- (j) Social workers should protect the confidentiality of clients during legal proceedings to the extent permitted by law. When a court of law or other legally authorized body orders social workers to disclose confidential or privileged information without a client's consent and such disclosure could cause harm to the client, social workers should request that the court withdraw the order or limit the order as narrowly as possible or maintain the records under seal, unavailable for public inspection.

(k) Social workers should protect the confidentiality of clients when responding to requests from members of the media.

(l) Social workers should protect the confidentiality of clients' written and electronic records and other sensitive information. Social workers should take reasonable steps to ensure that clients' records are stored in a secure location and that clients' records are not available to others who are not authorized to have access.

(m) Social workers should take precautions to ensure and maintain the confidentiality of information transmitted to other parties through the use of computers, electronic mail, facsimile machines, telephones and telephone answering machines, and other electronic or computer technology. Disclosure of identifying information should be avoided whenever possible.

(n) Social workers should transfer or dispose of clients' records in a manner that protects clients' confidentiality and is consistent with state statutes governing records and social work licensure.

(o) Social workers should take reasonable precautions to protect client confidentiality in the event of the social worker's termination of practice, incapacitation, or death.

(p) Social workers should not disclose identifying information when discussing clients for teaching or training purposes unless the client has consented to disclosure of confidential information.

(q) Social workers should not disclose identifying information when discussing clients with consultants unless the client has consented to disclosure of confidential information or there is a compelling need for such disclosure.

(r) Social workers should protect the confidentiality of deceased clients consistent with the preceding standards.

1.08 Access to Records

(a) Social workers should provide clients with reasonable access to records concerning the clients. Social workers who are concerned that clients' access to their records could cause serious misunderstanding or harm to the client should provide assistance in interpreting the records and consultation with the client regarding the records. Social workers should limit clients' access to their records, or portions of their records, only in exceptional circumstances when there is compelling evidence that such access would cause serious harm to the client. Both clients' requests and the rationale for withholding some or all of the record should be documented in clients' files.

(b) When providing clients with access to their records, social workers should take steps to protect the confidentiality of other individuals identified or discussed in such records.

1.09 Sexual Relationships

(a) Social workers should under no circumstances engage in sexual activities or sexual contact with current clients, whether such contact is consensual or forced.

(b) Social workers should not engage in sexual activities or sexual contact with clients' relatives or other individuals with whom clients maintain a close personal relationship when there is a risk of exploitation

or potential harm to the client. Sexual activity or sexual contact with clients' relatives or other individuals with whom clients maintain a personal relationship has the potential to be harmful to the client and may make it difficult for the social worker and client to maintain appropriate professional boundaries. Social workers—not their clients, their clients' relatives, or other individuals with whom the client maintains a personal relationship—assume the full burden for setting clear, appropriate, and culturally sensitive boundaries.

(c) Social workers should not engage in sexual activities or sexual contact with former clients because of the potential for harm to the client. If social workers engage in conduct contrary to this prohibition or claim that an exception to this prohibition is warranted because of extraordinary circumstances, it is social workers—not their clients—who assume the full burden of demonstrating that the former client has not been exploited, coerced, or manipulated, intentionally or unintentionally.

(d) Social workers should not provide clinical services to individuals with whom they have had a prior sexual relationship. Providing clinical services to a former sexual partner has the potential to be harmful to the individual and is likely to make it difficult for the social worker and individual to maintain appropriate professional boundaries.

1.10 Physical Contact

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

1.11 Sexual Harassment

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

1.12 Derogatory Language

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

1.13 Payment for Services

(a) When setting fees, social workers should ensure that the fees are fair, reasonable, and commensurate with the services performed. Consideration should be given to clients' ability to pay.

(b) Social workers should avoid accepting goods or services from clients as payment for professional services. Bartering arrangements, particularly involving services, create the potential for conflicts of interest, exploitation, and inappropriate boundaries in social workers' relationships with clients. Social workers should explore and may participate in bartering only in very limited circumstances when it can be demonstrated that such arrangements are an accepted practice among professionals in the local community, considered to be essential for the provision of services, negotiated without coercion, and

entered into at the client's initiative and with the client's informed consent. Social workers who accept goods or services from clients as payment for professional services assume the full burden of demonstrating that this arrangement will not be detrimental to the client or the professional relationship.

(c) Social workers should not solicit a private fee or other remuneration for providing services to clients who are entitled to such available services through the social workers' employer or agency.

1.14 Clients Who Lack Decision-making Capacity

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

1.15 Interruption of Services

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

1.16 Termination of Services

(a) Social workers should terminate services to clients and professional relationships with them when such services and relationships are no longer required or no longer serve the clients' needs or interests.

(b) Social workers should take reasonable steps to avoid abandoning clients who are still in need of services. Social workers should withdraw services precipitously only under unusual circumstances, giving careful consideration to all factors in the situation and taking care to minimize possible adverse effects. Social workers should assist in making appropriate arrangements for continuation of services when necessary.

(c) Social workers in fee for service settings may terminate services to clients who are not paying an overdue balance if the financial contractual arrangements have been made clear to the client, if the client does not pose an imminent danger to self or others, and if the clinical and other consequences of the current nonpayment have been addressed and discussed with the client.

(d) Social workers should not terminate services to pursue a social, financial, or sexual relationship with a client.

(e) Social workers who anticipate the termination or interruption of services to clients should notify clients promptly and seek the transfer, referral, or continuation of services in relation to the clients' needs and preferences.

(f) Social workers who are leaving an employment setting should inform clients of appropriate options for the continuation of services and of the benefits and risks of the options.

2. SOCIAL WORKERS' ETHICAL RESPONSIBILITIES TO COLLEAGUES

2.01 Respect

- (a) Social workers should treat colleagues with respect and should represent accurately and fairly the qualifications, views, and obligations of colleagues.
- (b) Social workers should avoid unwarranted negative criticism of colleagues in communications with clients or with other professionals. Unwarranted negative criticism may include demeaning comments that refer to colleagues' level of competence or to individuals' attributes such as race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, and mental or physical disability.
- (c) Social workers should cooperate with social work colleagues and with colleagues of other professions when such cooperation serves the wellbeing of clients.

2.02 Confidentiality

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

2.03 Interdisciplinary Collaboration

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

2.04 Disputes Involving Colleagues

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

2.05 Consultation

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

2.06 Referral for Services

(a) Social workers should refer clients to other professionals when the other professionals' specialized knowledge or expertise is needed to serve clients fully or when social workers believe that they are not being effective or making reasonable progress with clients and that additional service is required.

(b) Social workers who refer clients to other professionals should take appropriate steps to facilitate an orderly transfer of responsibility. Social workers who refer clients to other professionals should disclose, with clients' consent, all pertinent information to the new service providers.

(c) Social workers are prohibited from giving or receiving payment for a referral when no professional service is provided by the referring social worker.

2.07 Sexual Relationships

(a) Social workers who function as supervisors or educators should not engage in sexual activities or contact with supervisees, students, trainees, or other colleagues over whom they exercise professional authority.

(b) Social workers should avoid engaging in sexual relationships with colleagues when there is potential for a conflict of interest. Social workers who become involved in, or anticipate becoming involved in, a sexual relationship with a colleague have a duty to transfer professional responsibilities, when necessary, to avoid a conflict of interest.

2.08 Sexual Harassment

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

2.09 Impairment of Colleagues

(a) Social workers who have direct knowledge of a social work colleague's impairment that is due to personal problems, psychosocial distress, substance abuse, or mental health difficulties and that interferes with practice effectiveness should consult with that colleague when feasible and assist the colleague in taking remedial action.

(b) Social workers who believe that a social work colleague's impairment interferes with practice effectiveness and that the colleague has not taken adequate steps to address the impairment should take action through appropriate channels established by employers, agencies, NASW, licensing and regulatory bodies, and other professional organizations.

2.10 Incompetence of Colleagues

(a) Social workers who have direct knowledge of a social work colleague's incompetence should consult with that colleague when feasible and assist the colleague in taking remedial action.

(b) Social workers who believe that a social work colleague is incompetent and has not taken adequate steps to address the incompetence should take action through appropriate channels established by employers, agencies, NASW, licensing and regulatory bodies, and other professional organizations.

2.11 Unethical Conduct of Colleagues

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

3. SOCIAL WORKERS' ETHICAL RESPONSIBILITIES IN PRACTICE SETTINGS

3.01 Supervision and Consultation

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

3.02 Education and Training

- (a) Social workers who function as educators, field instructors for students, or trainers should provide instruction only within their areas of knowledge and competence and should provide instruction based on the most current information and knowledge available in the profession.
- (b) Social workers who function as educators or field instructors for students should evaluate students' performance in a manner that is fair and respectful.
- (c) Social workers who function as educators or field instructors for students should take reasonable steps to ensure that clients are routinely informed when services are being provided by students.

(d) Social workers who function as educators or field instructors for students should not engage in any dual or multiple relationships with students in which there is a risk of exploitation or potential harm to the student. Social work educators and field instructors are responsible for setting clear, appropriate, and culturally sensitive boundaries.

3.03 Performance Evaluation

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

3.04 Client Records

(a) Social workers should take reasonable steps to ensure that documentation in records is accurate and reflects the services provided.

(b) Social workers should include sufficient and timely documentation in records to facilitate the delivery of services and to ensure continuity of services provided to clients in the future.

(c) Social workers' documentation should protect clients' privacy to the extent that is possible and appropriate and should include only information that is directly relevant to the delivery of services.

(d) Social workers should store records following the termination of services to ensure reasonable future access. Records should be maintained for the number of years required by state statutes or relevant contracts.

3.05 Billing

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

3.06 Client Transfer

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

(b) If a new client has been served by another agency or colleague, social workers should discuss with the client whether consultation with the previous service provider is in the client's best interest.

3.07 Administration

(a) Social work administrators should advocate within and outside their agencies for adequate resources to meet clients' needs.

(b) Social workers should advocate for resource allocation procedures that are open and fair. When not all clients' needs can be met, an

allocation procedure should be developed that is nondiscriminatory and based on appropriate and consistently applied principles.

(c) Social workers who are administrators should take reasonable steps to ensure that adequate agency or organizational resources are available to provide appropriate staff supervision.

(d) Social work administrators should take reasonable steps to ensure that the working environment for which they are responsible is consistent with and encourages compliance with the *NASW Code of Ethics*. Social work administrators should take reasonable steps to eliminate any conditions in their organizations that violate, interfere with, or discourage compliance with the *Code*.

3.08 Continuing Education and Staff Development

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

3.09 Commitments to Employers

(a) Social workers generally should adhere to commitments made to employers and employing organizations.

(b) Social workers should work to improve employing agencies' policies and procedures and the efficiency and effectiveness of their services.

(c) Social workers should take reasonable steps to ensure that employers are aware of social workers' ethical obligations as set forth in the *NASW Code of Ethics* and of the implications of those obligations for social work practice.

(d) Social workers should not allow an employing organization's policies, procedures, regulations, or administrative orders to interfere with their ethical practice of social work. Social workers should take reasonable steps to ensure that their employing organizations' practices are consistent with the *NASW Code of Ethics*.

(e) Social workers should act to prevent and eliminate discrimination in the employing organization's work assignments and in its employment policies and practices.

(f) Social workers should accept employment or arrange student field placements only in organizations that exercise fair personnel practices.

(g) Social workers should be diligent stewards of the resources of their employing organizations, wisely conserving funds where appropriate and never misappropriating funds or using them for unintended purposes.

3.10 Labor Management Disputes

(a) Social workers may engage in organized action, including the formation of and participation in labor unions, to improve services to clients and working conditions.

(b) The actions of social workers who are involved in labor management disputes, job actions, or labor strikes should be guided by the profession's values, ethical principles, and ethical standards. Reasonable differences of opinion exist among social workers concerning their primary obligation as professionals during an actual or threatened labor strike or job action. Social workers should carefully examine relevant issues and their possible impact on clients before deciding on a course of action.

4. SOCIAL WORKERS' ETHICAL RESPONSIBILITIES AS PROFESSIONALS

4.01 Competence

(a) Social workers should accept responsibility or employment only on the basis of existing competence or the intention to acquire the necessary competence.

(b) Social workers should strive to become and remain proficient in professional practice and the performance of professional functions. Social workers should critically examine and keep current with emerging knowledge relevant to social work. Social workers should routinely review the professional literature and participate in continuing education relevant to social work practice and social work ethics.

(c) Social workers should base practice on recognized knowledge, including empirically based knowledge, relevant to social work and social work ethics.

4.02 Discrimination

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

4.03 Private Conduct

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

4.04 Dishonesty, Fraud, and Deception

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

4.05 Impairment

(a) Social workers should not allow their own personal problems, psychosocial distress, legal problems, substance abuse, or mental health difficulties to interfere with their professional judgment and performance or to jeopardize the best interests of people for whom they have a professional responsibility.

(b) Social workers whose personal problems, psychosocial distress, legal problems, substance abuse, or mental health difficulties interfere with their professional judgment and performance should immediately seek consultation and take appropriate remedial action by seeking professional help, making adjustments in workload, terminating practice, or taking any other steps necessary to protect clients and others.

4.06 Misrepresentation

(a) Social workers should make clear distinctions between statements made and actions engaged in as a private individual and as a representative of the social work profession, a professional social work organization, or the social worker's employing agency.

(b) Social workers who speak on behalf of professional social work organizations should accurately represent the official and authorized positions of the organizations.

(c) Social workers should ensure that their representations to clients, agencies, and the public of professional qualifications, credentials, education, competence, affiliations, services provided, or results to be achieved are accurate. Social workers should claim only those relevant professional credentials they actually possess and take steps to correct any inaccuracies or misrepresentations of their credentials by others.

4.07 Solicitations

(a) Social workers should not engage in uninvited solicitation of potential clients who, because of their circumstances, are vulnerable to undue influence, manipulation, or coercion.

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

4.08 Acknowledging Credit

(a) Social workers should take responsibility and credit, including authorship credit, only for work they have actually performed and to which they have contributed.

(b) Social workers should honestly acknowledge the work of and the contributions made by others.

5. SOCIAL WORKERS' ETHICAL RESPONSIBILITIES TO THE SOCIAL WORK PROFESSION

5.01 Integrity of the Profession

(a) Social workers should work toward the maintenance and promotion of high standards of practice.

(b) Social workers should uphold and advance the values, ethics, knowledge, and mission of the profession. Social workers should protect, enhance, and improve the integrity of the profession through appropriate study and research, active discussion, and responsible criticism of the profession.

(c) Social workers should contribute time and professional expertise to activities that promote respect for the value, integrity, and competence of the social work profession. These activities may include teaching, research, consultation, service, legislative testimony, presentations in the community, and participation in their professional organizations.

(d) Social workers should contribute to the knowledge base of social work and share with colleagues their knowledge related to practice, research, and ethics. Social workers should seek to contribute to the profession's literature and to share their knowledge at professional meetings and conferences.

(e) Social workers should act to prevent the unauthorized and unqualified practice of social work.

5.02 Evaluation and Research

(a) Social workers should monitor and evaluate policies, the implementation of programs, and practice interventions.

(b) Social workers should promote and facilitate evaluation and research to contribute to the development of knowledge.

(c) Social workers should critically examine and keep current with emerging knowledge relevant to social work and fully use evaluation and research evidence in their professional practice.

(d) Social workers engaged in evaluation or research should carefully consider possible consequences and should follow guidelines developed for the protection of evaluation and research participants. Appropriate institutional review boards should be consulted.

(e) Social workers engaged in evaluation or research should obtain voluntary and written informed consent from participants, when appropriate, without any implied or actual deprivation or penalty for refusal to participate; without undue inducement to participate; and with due regard for participants' well-being, privacy, and dignity. Informed consent should include information about the nature, extent, and duration of the participation requested and disclosure of the risks and benefits of participation in the research.

(f) When evaluation or research participants are incapable of giving informed consent, social workers should provide an appropriate explanation to the participants, obtain the participants' assent to the extent they are able, and obtain written consent from an appropriate proxy.

(g) Social workers should never design or conduct evaluation or research that does not use consent procedures, such as certain forms of naturalistic observation and archival research, unless rigorous and responsible review of the research has found it to be justified because of its prospective scientific, educational, or applied value and unless equally effective alternative procedures that do not involve waiver of consent are not feasible.

(h) Social workers should inform participants of their right to withdraw from evaluation and research at any time without penalty.

(i) Social workers should take appropriate steps to ensure that participants in evaluation and research have access to appropriate supportive services.

(j) Social workers engaged in evaluation or research should protect participants from unwarranted physical or mental distress, harm, danger, or deprivation.

(k) Social workers engaged in the evaluation of services should discuss collected information only for professional purposes and only with people professionally concerned with this information.

(l) Social workers engaged in evaluation or research should ensure the anonymity or confidentiality of participants and of the data obtained from them. Social workers should inform participants of any limits

of confidentiality, the measures that will be taken to ensure confidentiality, and when any records containing research data will be destroyed.

(m) Social workers who report evaluation and research results should protect participants' confidentiality by omitting identifying information unless proper consent has been obtained authorizing disclosure.

(n) Social workers should report evaluation and research findings accurately. They should not fabricate or falsify results and should take steps to correct any errors later found in published data using standard publication methods.

(o) Social workers engaged in evaluation or research should be alert to and avoid conflicts of interest and dual relationships with participants, should inform participants when a real or potential conflict of interest arises, and should take steps to resolve the issue in a manner that makes participants' interests primary.

(p) Social workers should educate themselves, their students, and their colleagues about responsible research practices.

6. SOCIAL WORKERS' ETHICAL RESPONSIBILITIES TO THE BROADER SOCIETY

6.01 Social Welfare

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

6.02 Public Participation

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

6.03 Public Emergencies

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

6.04 Social and Political Action

(a) Social workers should engage in social and political action that seeks to ensure that all people have equal access to the resources, employment, services, and opportunities they require to meet their basic human needs and to develop fully. Social workers should be aware of the impact of the political arena on practice and should advocate for changes in policy and legislation to improve social conditions in order to meet basic human needs and promote social justice.

(b) Social workers should act to expand choice and opportunity for all people, with special regard for vulnerable, disadvantaged, oppressed, and exploited people and groups.

(c) Social workers should promote conditions that encourage respect for cultural and social diversity within the United States and globally. Social workers should promote policies and practices that

demonstrate respect for difference, support the expansion of cultural knowledge and resources, advocate for programs and institutions that demonstrate cultural competence, and promote policies that safeguard the rights of and confirm equity and social justice for all people.

(d) Social workers should act to prevent and eliminate domination of, exploitation of, and discrimination against any person, group, or class on the basis of race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, or mental or physical disability.