

# **STUDENT HANDBOOK**

**SOCIAL WORK PROGRAM**

**2012-2013**



**36600 Schoolcraft  
Livonia, MI 48150**

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# **MADONNA UNIVERSITY**

## **Mission Statement**

The mission of Madonna University, a Catholic and Franciscan institution of higher learning, is to instill in its students Christian humanistic values, intellectual inquiry, a respect for diversity, and a commitment to serving others through a liberal arts education, integrated with career preparation, and based on the truths and principles recognized within the Catholic tradition.

## **SOCIAL WORK PROGRAM**

### **Mission Statement**

The mission of the Madonna University Social Work Program is to ensure that the baccalaureate social work students have the knowledge, skills and values necessary for entry-level generalist social work practice and/or graduate social work studies for the purpose of promoting social and economic justice globally among people who are vulnerable and discriminated against. Further, the Program prepares its students to assist at-risk populations in becoming empowered in order to eliminate exploitation and oppression.

### **Diversity and Difference Statement**

The Social Work Program is strongly committed to a diverse learning environment in which respect for all persons and an understanding of diversity and difference are practiced. Diversity is understood to include such factors as age, class, color, culture, disability, ethnicity, gender, gender identity and expression, immigration status, political ideology, race, religion, sex, and sexual orientation. The Program strives to affirm the positive value of diversity and difference in its student recruitment activities, faculty and staff selection, Advisory Board composition, curriculum materials, classroom discussions, speakers, selection of Field Practicum agencies, special programs, and research initiatives.

The Program fully embraces Madonna University's commitment to promoting diversity and multiculturalism in its curricula, student population, staff and faculty as derived from the University's mission, core value of respect, and the Franciscan value of reverence for the individual. The University's and the Program's commitment is demonstrated through General Education and major program courses as well as service to minority and underserved communities. Madonna University's complete Diversity statement is found in the *2012-2014 Undergraduate Bulletin*, p. 7.

### **Nondiscrimination Policy**

The Social Work Program provides a learning context that appreciates and recognizes the positive value of diversity and difference. The Program does not discriminate on the basis of age, class, color, culture, disability, ethnicity, gender, gender identity and expression, immigration status, political ideology, race, religion, sex, or sexual orientation.

### **Historical Overview of the Social Work Program**

Madonna University has had sociology courses since 1947, and began offering specialized courses oriented to human services in 1967. The Social Work Program, under the Sociology Department, graduated its first students in 1982 and has developed over its three decade history into a highly respected program providing bachelor's level generalist education for practice with individuals, families, small groups, organizations and communities. It was established as an independent department within the College of Social Sciences in 1999. Many graduates directly enter the social work field in varied areas of practice while others continue on for masters of social work degrees.

## **Accreditation**

The Social Work Program was accredited by the Council on Social Work Education (CSWE) in May 1982 with reaccreditation in 1986, 1995, 2003, and 2011. The distance learning component of the program, located in Gaylord in northern Michigan, was accredited as an alternative program by CSWE in June 1997 and reaffirmed in 2003 and 2011. Accreditation gives assurance to the students that the content of their education meets the standards set by the Council. Further, it assures human service agencies and the state licensing board that Madonna University graduates have had the opportunity to learn the professional knowledge, values and skills determined necessary to provide competent entry-level service delivery.

Accredited social work education is recognized and transferable across the country because it guarantees a consistency in content of the knowledge, values, ethics and skills of the social work profession. A copy of the *Educational Policy and Accreditation Standards* (2008) of the Council on Social Work Education is presented in Appendix A of this document.

## **Social Work Program Purpose**

The Madonna University Social Work Program adheres to the purposes of the social work profession as stated in the Council on Social Work Education's *Educational Policy and Accreditation Standards* (2008). The Program conceptualizes social work using Pincus and Minahan's definition in *Social Work Practice: Model and Method* (1973), which states that:

Social work is concerned with the interactions between people and their social environment, which affects the ability of people to accomplish their life tasks, alleviate distress, and realize their aspirations and values. The purpose of social work therefore is to: 1) enhance the problem-solving and coping capacities of people; 2) link people with systems that provide them with resources, services, and opportunities; 3) promote the effective and humane operation of these systems, and 4) contribute to the development and improvement of social policies.

The purpose of social work education is, therefore, to prepare professionals who are committed to the enhancement of human and community well-being and to the alleviation of poverty, oppression, and social and economic injustice. The social work profession receives its sanction from public and private auspices and is the primary profession in the provision of social services. Within its general scope of concern, professional social work is practiced in a wide variety of settings and has four purposes:

1. The promotion, restoration, maintenance and enhancement of the functioning of individuals, families, groups, organizations and communities by helping them to accomplish tasks, prevent and alleviate distress, and use resources.
2. The planning, formulation, and implementation of social policies, services, resources and programs needed to meet basic human needs and support the development of human capacities.
3. The pursuit of policies, services, resources, and programs through organizational or administrative advocacy and social or political action, to empower groups at risk and promote social and economic justice.
4. The development and testing of professional knowledge and skills related to these purposes.

### **Social Work Program Values**

Among the values and principles that guide professional social workers in their practice and are evidenced throughout the curriculum are the following:

1. Social workers hold that people should have equal access to resources, services, and opportunities for the accomplishment of life tasks, the alleviation of distress, and the realization of their aspirations and values in relation to themselves, the rights of others, the general welfare and social justice.
2. Social workers' professional relationships are built on their regard for individual worth and human dignity and are furthered by mutual participation, acceptance, confidentiality, honesty, and responsible handling of conflict.
3. Social workers respect people's right to choose, to contract for services, and to participate in the helping process.
4. Social workers contribute to making social institutions more humane and responsive to human needs.
5. Social workers demonstrate respect for and acceptance of the unique characteristics of diverse populations.
6. Social workers are responsible for their own ethical conduct, for the quality of their practice and for maintaining continuous growth in the knowledge and skills of their profession.

The National Association of Social Workers (NASW) *Code of Ethics* is also infused throughout the curriculum. These ethical standards guide the practitioner with respect to 1) ethical responsibilities to clients; 2) ethical responsibilities to colleagues; 3) ethical responsibilities in practice settings; 4) ethical responsibilities as professionals; 5) ethical responsibilities to the social work profession; and 6) ethical responsibilities to the broader society. A copy of the NASW *Code of Ethics*, (1996, revised 1999) is provided in Appendix B of this *Student Handbook*.

### **Social Work Program Theoretical Base**

The theoretical basis of the Madonna University Social Work Program is the ecosystem framework. The foundation for the knowledge base of human behavior includes biological, social, cultural, psychological and spiritual development within the "person-in-environment" perspective. Relative to this is a skills base requiring problem-solving and planned change which appreciates the impact of human diversity and difference. The roles, tasks and functions of the social work practitioner include those such as advocate, outreach worker, broker, mobilizer, mediator, consultant, and care giver.

Interventions draw on eclectic techniques and skills which are suitable to deal with the dual perspective of the person and society. These techniques and skills are general enough to apply the problem-solving process to all levels of client systems - micro, mezzo, and macro. The generalist approach of the program is consistent with the purposes and values of the profession as defined by the Council on Social Work Education in the *Educational Policy and Accreditation Standards* (2008).

## Definition of Generalist Practice

The Social Work Program at Madonna University prepares students for beginning generalist social work practice. The following description of generalist practice is based on CSWE Educational Policy B2.2 (2008):

Generalist practice is grounded in the liberal arts and the person and environment construct. To promote human and social well-being, generalist practitioners use a range of prevention and intervention methods in their practice with individuals, families, groups, organizations, and communities. The generalist practitioner identifies with the social work profession and applies ethical principles and critical thinking in practice. Generalist practitioners incorporate diversity in their practice and advocate for human rights and social and economic justice. They recognize, support, and build on the strengths and resiliency of all human beings. They engage in research-informed practice and are proactive in responding to the impact of context on professional practice. BSW practice incorporates all of the core competencies (B2.1.1-B2.1.10 [a-d]).

Marlow (1993), in *Research and Generalist Social Work Practice*, elaborates upon generalist social work practice. According to Marlow, generalist social work practice:

1. Is informed by socio-behavioral and ecosystems knowledge.
2. Reflects ideologies such as democracy, humanism, and empowerment.
3. Is theoretically and methodologically open.
4. Involves direct and indirect interventions.
5. Is client centered and problem focused.
6. Is research-based.

She also states that this perspective helps generalist social workers to have these competencies. They will be able:

1. To engage in interpersonal helping.
2. To manage the change process.
3. To use multilevel intervention modes.
4. To perform varied practice roles.
5. To assess or examine their own practice.
6. To function within a social agency.

In addition, Marlow believes that generalist social work practice is conducted within a context of two basic elements: social work ethics and human diversity. This approach to generalist practice provides the foundation for the expected outcomes of the Madonna University Social Work Program.

## Social Work Program Goals

The goals of the Madonna University Social Work Program are to:

1. Provide students with the knowledge, skills and values required for competent, compassionate and ethically correct generalist social work practice with client systems of all sizes (individuals, families, groups, organizations and communities).
2. Foster a positive respect for diversity and difference in our students, along with the skills and capacities required to effect positive systemic changes by advocating and intervening effectively with oppressed and vulnerable peoples in the pursuit of social and economic justice.
3. Instill in our students an appreciation for intellectual inquiry, a desire to serve others and the commitment to pursue continued professional and personal learning and growth.

Subsumed in these goals is the commitment of the Program's faculty and staff, within the larger context of the University, to enhancing Madonna University's Core Values of Excellence; Respect; Community; Educational Access; Intellectual, Spiritual and Personal Development; Integrity; and Responsible Stewardship (*2012-2014 Undergraduate Bulletin*, pg. 6-7).

## Social Work Program Competencies

It is expected that upon completion of Madonna University's BSW Program, social work students will be able to demonstrate the integration and application of the following competencies required by CSWE:

1. **Identify as a professional social worker and conduct oneself accordingly.** Social workers serve as representatives of the profession, its mission, and its core values. They know the profession's history. Social workers commit themselves to the profession's enhancement and to their own professional conduct and growth.
2. **Apply social work ethical principles to guide professional practice.** Social workers have an obligation to conduct themselves ethically and to engage in ethical decision-making. Social workers are knowledgeable about the value base of the profession, its ethical standards, and relevant law.
3. **Apply critical thinking to inform and communicate professional judgments.** Social workers are knowledgeable about the principles of logic, scientific inquiry, and reasoned discernment. They use critical thinking augmented by creativity and curiosity. Critical thinking also requires the synthesis and communication of relevant information.
4. **Engage diversity and difference in practice.** Social workers understand how diversity characterizes and shapes the human experience and is critical to the formation of identity. The dimensions of diversity are understood as the intersectionality of multiple factors including age, class, color, culture, disability, ethnicity, gender identity and expression, immigration status, political ideology, race, religion, sex, and sexual orientation. Social workers appreciate that, as a consequence of difference, a person's life experiences may include oppression, poverty, marginalization, and alienation as well as privilege, power, and acclaim.

5. **Advance human rights and social and economic justice.** Each person, regardless of position in society, has basic human rights, such as freedom, safety, privacy, an adequate standard of living, health care, and education. Social workers recognize the global interconnections of oppression and are knowledgeable about theories of justice and strategies to promote human and civil rights. Social work incorporates social justice practices in organizations, institutions, and society to ensure that these basic human rights are distributed equitably and without prejudice.
6. **Engage in research-informed practice and practice-informed research.** Social workers use practice experience to inform research, employ evidence-based interventions, evaluate their own practice, and use research findings to improve practice, policy, and social service delivery. Social workers comprehend quantitative and qualitative research and understand scientific and ethical approaches to building knowledge.
7. **Apply knowledge of human behavior and the social environment.** Social workers are knowledgeable about human behavior across the life course; the range of social systems in which people live; and the ways social systems promote or deter people in maintaining or achieving health and well-being. Social workers apply theories and knowledge from the liberal arts to understand biological, social, cultural, psychological, and spiritual development.
8. **Engage in policy practice to advance social and economic well-being and to deliver effective social work services.** Social work practitioners understand that policy affects service delivery, and they actively engage in policy practice. Social workers know the history and current structures of social policies and services; the role of policy in service delivery; and the role of practice in policy development.
9. **Respond to contexts that shape practice.** Social workers are informed, resourceful, and proactive in responding to evolving organizational, community, and societal contexts at all levels of practice. Social workers recognize that the context of practice is dynamic, and use knowledge and skill to respond proactively.
10. **Engage, assess, intervene, and evaluate with individuals, families, groups, organizations, and communities.** Professional practice involves the dynamic and interactive processes of engagement, assessment, intervention, and evaluation at multiple levels. Social workers have the knowledge and skills to practice with individuals, families, groups, organizations, and communities. Practice knowledge includes identifying, analyzing, and implementing evidence-based interventions designed to achieve client goals; using research and technological advances; evaluating program outcomes and practice effectiveness; developing, analyzing, advocating, and providing leadership for policies and services; and promoting social and economic justice.

## The Social Work Curriculum

The Bachelor of Social Work degree consists of a minimum of 120 credit hours including professional core courses, pre-requisites and general education requirements, and is based on the premise that a social worker needs a well-integrated program built upon a liberal arts perspective. Courses must be taken in sequence and required support courses (prerequisites) taken prior to admission into the Program. Pre-requisites to the Social Work Program include Introduction to Sociology, General Psychology, Introduction to Biology, American Government, Introduction to Computers, Empathy Listening Skills, and Conflict Resolution. Students are introduced to the profession, the Social Work Program and its curriculum in SW 2300 - Introduction to Social Work. Students in SW 2300 complete a 30-hour service-learning experience to further their decision about pursuing a baccalaureate degree in social work. In the Fall semester, full-time students may elect to take SW 2300 along with SW 3400 - Human Behavior and the Social Environment I and SW 3450 - Practice Methods I: Individuals. A brief course, SW 2290 - Tools for Success in Social Work, helps prepare students in technical skills necessary for social work practice and is required as students begin the Program

The Social Work Program curriculum consists of thirteen professional core courses totaling 47 semester hours. The courses generally fall into one of the following curricular areas:

- 9 Human Behavior and the Social Environment: Two semester-long courses which examine theory and knowledge of human bio-psycho-social, cultural and spiritual development within a range of social systems in a context of human diversity and vulnerable populations.
- 9 Research: One semester-long course focusing on quantitative and qualitative research methodologies, including research analysis, statistical procedures, evidence-based practice and practice evaluation.
- 9 Social Welfare and Policy: Two semester-long courses which include the history, mission, and philosophy of the social work profession, fields of practice, the role of current social policy, and processes to influence, analyze and formulate social welfare policy.
- 9 Practice Methods: Four semester-long courses which focus on developing skills in engagement, assessment, intervention and evaluation with all levels of client systems (individuals, families, groups, organizations and communities). Students complete a 30 hour service-learning experience in a community service agency in Practice II. This helps to prepare students for the upcoming Field Practicum experience.
- 9 Field Practicum: Students complete a minimum of 400 hours of supervised field work in a community agency over two semesters during their senior year. This experience provides students with an opportunity to practice the helping skills and techniques that have been learned in the classroom in real life situations working with clients. Concurrently, students are enrolled in a field seminar, which provides an opportunity to discuss the field experience and to further integrate classroom and field learning.

Students are placed in a variety of agencies including the courts, protective services, hospitals, nursing homes and shelters. Students complete a separate application for field which is reviewed by faculty. Although the Program makes every effort to match students with their first or second agency choice for placement, this cannot always be arranged. A variety of factors influence this process including availability, agency characteristics and the faculty's assessment of student's learning needs.

**PLAN OF STUDY FOR FULL-TIME STUDENTS**  
**Bachelor of Social Work Degree**

**First Semester**

SW 2290	Tools for Success in Social Work	1 s.h.
SW 2300	Introduction to Social Work (includes service-learning)	4 s.h.
SW 3400	Human Behavior & the Social Environment I	3 s.h.
SW 3450	Practice Methods I: Individuals	3 s.h.

**Second Semester**

SW 3410	Human Behavior & the Social Environment II	3 s.h.
SW 3700	Practice Methods II: Groups and Families (includes S-L)	4 s.h.
SW 3950	Social Work Research	4 s.h.

**Third Semester**

SW 4250	Social Welfare	3 s.h.
SW 4350	Practice Methods III: Organizations	3 s.h.
SW 4800	Field Practicum I	4 s.h.
SW 4850	Field Practicum Seminar I	2 s.h.

**Fourth Semester**

SW 4500	Social Policy	4 s.h.
SW 4700	Practice Methods IV: Communities	3 s.h.
SW 4900	Field Practicum II	4 s.h.
SW 4950	Field Practicum Seminar II	<u>2 s.h.</u>
<b>Total:</b>		<b>47 s.h.</b>

**These courses must be taken in sequence. Students must complete or be in the process of taking SW 2300 with a “C” or better before applying for admission into the Social Work Program. As part of the degree requirements, students also complete a total of 60 hours of service-learning in the community at the sophomore and junior levels and a minimum 400 hours of field experience at the senior level.**

## Curriculum Plan

Required Support Courses (Prerequisites)	Semester Hours
BIO 1010: Introduction to Biology	4
CIS 2380: Introduction to Computers	3
PSC 2510: American Government	4
PSY 1010: General Psychology	3
SOC 1010: Introduction to Sociology	4
SOC 2140: Conflict Resolution	1
SW 2160: Empathy Listening Skills	1
<b>Total</b>	<b>20</b>

**(Prerequisites should be completed before entering the Program. Transfer equivalences are accepted.)**

Required Core Courses	Semester Hours
SW 2290: Tools for Success in Social Work	1
SW 2300: Introduction to Social Work	4
SW 3400: Human Behavior and the Social Environment I	3
SW 3450: Practice Methods I: Individuals	3
SW 3410: Human Behavior and the Social Environment II	3
SW 3700: Practice Methods II: Groups and Families	4
SW 3950: Social Work Research	4
SW 4250: Social Welfare	3
SW 4350: Practice Methods III: Organizations	3
SW 4500: Social Policy	4
SW 4700: Practice Methods IV: Communities	3
SW 4800/4900: Field Practicum I, II	4,4
SW 4850/4950: Field Practicum Seminar I, II	2,2
<b>Total</b>	<b>47</b>

**Courses must be taken in sequence. The Bachelor of Social Work Degree requirement is a minimum of 120 semester hours, including: general education, prerequisites, and professional core courses.**

## **SOCIAL WORK PROGRAM PROGRAM POLICIES, GUIDELINES AND PROCEDURES**

The policies, guidelines and procedures of the Madonna University Social Work Program have been established to articulate the expectations of the Program and to develop professional competence in its students. They are intended to complement University policy and cover areas which are specific to majoring in the field of social work. Students are urged to consult their social work advisor for clarifications or further information.

### **Admission to the Social Work Program**

Application to the Program should be made upon completion of or during the process of taking SW 2300. If Introduction to Social Work was taken at another institution, then application should be made at a student's first opportunity. Students are expected to have completed the majority of the General Education/Liberal Arts requirements prior to applying for admission into the Social Work Program. Students entering the Social Work Program must have completed between 45-60 s.h. of General Education requirements, thereby assuring an adequate liberal arts foundation and demonstrating suitable academic potential. Students must have attended a Social Work Program Orientation session and must have had a formal advisement session with their Academic Advisor prior to making application to the Program. Students must be admitted into the Program before proceeding into senior level social work courses and applying for Field Practicum. Students who receive a "C" in SW 2300: Introduction to Social Work are eligible for admission into the Social Work Program on a conditional basis only until satisfactory academic performance and aptitude for social work are demonstrated. All applicants must demonstrate aptitude for competent social work practice as evidenced in their service-learning experience, the classroom and recommendations. A minimum GPA of 2.5 is required at the time of application. Applicants must be formally admitted to Madonna University and must have declared social work as their major.

In addition:

- Prerequisites to the Social Work Program must be completed with a "C" or better.
- SW 2300: Introduction to Social Work & HBSE I must be completed, or be in the progress, with a "C" or better before being admitted to the Program.
- Professional core courses must be completed with a "C" or better.
- **Continuing to take social work courses while not having met the above criteria is at the student's own risk.**

Applications to the Social Work Program are accepted and processed one time yearly. Application closely follows the completion of, or during the process of taking, SW 2300 & HBSE I or the student's first semester of social work courses at Madonna. Deadlines are posted in advance of the date application materials are due. Once applications are received, social work faculty are asked to evaluate each applicant's strengths and limitations as potential professional social work practitioners. A Social Work Admissions Committee reviews the applications and notifies each applicant of its decision by mail.

The five possible outcomes are:

- < **Admission Approved** - applicant satisfies all Admission Criteria.
- < **Admission Approved/Pending** - applicant satisfies all Admission Criteria except for successful completion of a social work support course in which the student is enrolled at the time of application.
- < **Conditional Admission** - applicant does not satisfy all of the criteria, but evidence of potential success exists provided that certain conditions are met, to be spelled out in notification letter. Upon written request of the student, applicants granted Conditional Admission will be re-reviewed when conditions have been met.
- < **Admission Denied** - applicant does not satisfy the Admission Criteria. A student identified as not having the necessary skills or aptitude for social work practice may be asked to meet with their advisor to develop a plan to enhance the student's potential or may be advised to select an alternate major. A denied applicant may choose to re-apply at a future regular Admissions Committee meeting if applicant feels the criteria have been met.
- < **Unable to Determine** - Admissions Committee is unable to determine suitability for admission at the time of review. Reasons for decision will be spelled out in notification letter.

**A student who is not admitted to the Program continues on in Social Work courses beyond SW 2300 & HBSE I “at one’s own risk” as admission to the Program cannot be guaranteed. Formal admission to the Social Work Program is required before a student may apply and be accepted for the Field Practicum I & II - SW 4800 & SW 4900. See Appendix C for further information on admissions and necessary forms.**

#### **Advisement Procedure**

Upon declaring social work as their major or upon transferring into the University, social work students are to make an appointment with their assigned Social Work academic advisor for initial advisement on the Social Work Program and to develop an educational plan. Once the plan is established and on file, the student should follow the plan as permitted by the Madonna University Schedule of Courses which is printed prior to the beginning of each semester. The student should discuss any changes in their educational plan with their advisor as soon as possible. An advisement session **must** be held prior to the student being officially admitted to the Program. Students are urged to meet with their advisor once a semester. **It is the student’s responsibility to establish meeting times with their advisor.**

#### **Lapse in Attendance**

A student admitted to the Social Work Program who has not been in attendance in Social Work courses for a year or more will be considered to be Inactive with the Program.

An Inactive student who has not been in attendance for one year or more and who wishes to return to the Program is required to meet with his/her academic advisor to assess readiness to resume their social work studies. Written documentation may be required to assist in this determination and planning for student success. Additionally, an Inactive student who has not been in attendance for two or more years is required to file a new application for admission to the Social Work Program following the procedures detailed above.

### **Course Transfer/Waiver/Substitution**

General education and non-social work elective courses from two-year and four-year institutions are evaluated for transfer by the Office of Undergraduate Admissions. Policies and procedures covering transfer of these courses are found in the University's *Undergraduate Bulletin*.

Social work courses are evaluated for transfer by the Social Work Program. A student may request a course substitution for a social work course in the Madonna University Social Work Program if they have taken a comparable course elsewhere provided that (1) the program where the course was taken is accredited by the Council on Social Work Education, (2) the student provides a syllabus for the course, and (3) the faculty determine that the content and theoretical base is equivalent to that of the similarly-named social work course at Madonna University. If it is felt that the student would be at a disadvantage in knowledge, values or skills by the substitution, they will be asked to take the course at Madonna University.

A student who transfers from another institution an Introduction to Social Work course without a service-learning component will be required to complete a 1 semester hour 30 hour service-learning Independent Study under the SW 2300: Introduction to Social Work Instructor to fulfill this requirement prior to or during the process of application to the Program.

### **Prior Learning (Experiential Credit)**

The Council on Social Work Education does not permit the Social Work Program to give experiential credits for the professional core courses or Field Practicum. Experiential credit for work and life experience may be available in University elective courses, general education and other non-social work courses as part of the 120 semester hours toward graduation. Students are urged to consult with their advisor or the University Office of Prior Learning for options and guidelines.

### **Double Majors/Certificate Programs**

Students may choose to explore a double major option or certificate program offered at the University which might complement the Social Work Program and their career objectives. However, as a professional degree, the requirements and obligations for the BSW are considered primary. Other fields and certificates to be considered include:

- < Hospice
- < Gerontology
- < Addictions Studies
- < Psychology and Mental Health
- < Child Development
- < Criminal Justice

### **International Education**

Social work students would benefit from international education opportunities sponsored by the University Center for International Relations. International activities including participation in the International Student Organization will increase students' awareness of global issues as they affect social work practice.

### **Grading Policy**

The Social Work Program follows the grading policy and interpretation of grades of the University as found in its current *Undergraduate Bulletin*. Students failing to meet the University's standards for academic performance and/or who are on academic probation continue in the Program at their own risk. Faculty consider these situations on a case by case basis. The Program reserves the right to recommend terminating students failing to meet the University's minimum standards for academic performance from the Program and/or to deny those students permission to proceed into Field Practicum until satisfactory academic performance is achieved and/or the student has submitted a written improvement plan for approval. Classroom performance is assessed on the basis of assignments as outlined in each course syllabus. Attendance criteria and timely submission of papers are factored in as outlined in the instructor's syllabus and the Social Work Program's Attendance Policy.

### **Grading Scale**

The grading scale will follow the plus/minus system of the University. In addition to the grading policy and interpretation of grades of the University found in its current *Undergraduate Bulletin (2012-2014)*, the Social Work Program has adopted the following grading scale:

A	100-94 %	B-	83-80%	D+	69-65%
A-	93-90 %	C+	79-77%	D	64-60%
B+	89-87 %	C	76-74%	F	59-0%
B	86-84%	C-	73-70%		

### **Incomplete Grades**

The Social Work Program follows the Interpretation of Grades policy as it pertains to an 'Incomplete' grade. This policy can be found in the 2012-2014 *Undergraduate Bulletin*, p. 50. The Program further requires that this request be put in writing to the appropriate instructor and shall include, but is not limited to, the following: stated reason for the request, documentation (i.e. doctor's note, funeral memorial, etc.), and the proposed plan outlining the completion of outstanding work with specific date deadlines. A request for an 'Incomplete' grade may be approved or denied at the discretion of the Instructor.

### **Attendance/Participation Policy**

Class attendance is required of all students (2012-2014 *Undergraduate Bulletin*, p, 45). Attendance and participation is vital for students' learning and for participation in course discussions and activities. Students are expected to attend all class sessions, to be on time, and to remain for the full session.

**Note: each Saturday class equals two regular class sessions.** In the event of an absence, it is the responsibility of the student to contact the instructor in advance. Instructors are given the latitude, with approval from the Department, to deduct points from final grades for attendance/participation as long as the procedure for doing so is clearly outlined in the class' respective syllabus.

### **Writing Policy**

The Social Work Program follows the APA writing format of the *Publication Manual of the American Psychological Association, Sixth Edition*, (2012).

## **Plagiarism**

Being part of an academic endeavor includes an expectation that students be apprentice scholars. Academic integrity requires that work for which students receive credit be entirely the result of their own effort. Acting honorably in an academic setting requires more than simple honesty. Academic dishonesty takes place whenever students undermine the academic integrity of the institution or attempt to gain an unfair advantage over others.

Students in the Social Work Program are provided information regarding the American Psychological Association (APA) writing style rules utilized by the Social Science disciplines. Students are expected to adhere to these rules which include guidelines to avoid plagiarism. The Madonna University *Student Handbook* (2008) defines plagiarism as “the knowing use, without appropriate attribution, of the published ideas, expressions, or work of another, with intent to pass such materials off as one’s own.” (p. 34). Instructors reserve the right to ask students to submit (or may themselves submit) a student’s paper into SafeAssign for plagiarism detection.

Ethical behavior is not only a value that is reflected in the mission of Madonna University; it is also expected in a professional social worker. Students are expected to conduct themselves in a manner reflecting the ideals, values and educational aims of the University and that of their chosen profession of Social Work. The National Association of Social Workers (NASW) *Code of Ethics* (1999) mandates that social workers should not participate in, or be associated with, any form of dishonesty, fraud or deception. This includes plagiarism.

## **Confidentiality**

During the course of pursuing a social work education, it is only natural that certain cases, clients and situations be discussed in class or explored in written assignments. Students are expected to disguise the name and any identifying information of clients and individuals in order to protect their confidentiality. Further, any information presented in class of a sensitive or confidential nature is not to be discussed outside of the class.

## **Student Grievance Procedure**

The Social Work Program follows the Student Grievance Procedure of the University, as found in the Madonna University *Student Handbook* published by the Office of Student Life and posted on the University’s website under Current Students.

## **Field Practicum Policies and Procedures**

The culminating experience in the Social Work student’s professional social work educational program is the Senior year Field Practicum, consisting of a 400 hour field experience spread over two consecutive semesters in a social work agency. The Field Practicum Seminar accompanies the field experience. A separate *Field Practicum Manual* outlines Policies and Procedures, faculty and student roles and responsibilities, and application procedures to the field practicum experience. The mandatory Student Orientation to the Field Practicum is held in the semester prior to beginning the Field Practicum, where all policies and procedures are discussed, application procedures explained, and the *Field Practicum Manual* reviewed.

- SW 4800: Field Practicum I must be completed with a “C” or better grade; SW 4900: Field Practicum II must be completed with a “B” or better grade. Failure to meet these criteria will result in the necessity of repeating the practicum the following year, postponing graduation.

### **Risk and Release and Student Professional Liability Insurance**

The University's "Assumption of Risk and Release for Off Campus Activities" form must be completed before participation in any service-learning or Field Practicum activities. Students are also required to obtain Student Professional Liability Insurance prior to initiating Field Practicum.

### **Ethics and Conduct**

The Social Work Program expects its students to adhere to the *Code of Ethics* (1999 Revision) of social work's professional organization, the National Association of Social Workers (NASW). All students are expected to be familiar with the Code's Preamble, Purpose, Ethical Principles, and Ethical Standards. Appendix B provides a copy of NASW's *Code of Ethics*. Students are also expected to follow the Program's *Student Performance Standards* found later in this *Handbook*. In addition, students are expected to be familiar with and adhere to the Madonna University *Student Conduct Code* as found in the University *Student Handbook* available online on the University's website under Current Students. Breach of the *Code of Ethics*, *Student Performance Standards*, or the *Student Conduct Code* is grounds for review of a student's status in the program.

### **Harassment and Sexual Harassment Policy**

It is the policy of the Social Work Program and its parent institution, in keeping with efforts to establish an environment in which the dignity and worth of all members of the Program are respected, that any type of harassment of faculty, staff, and students will not be tolerated and is grounds for termination. Harassment is defined as the intimidation of another person, limiting another person's right to equal opportunity or otherwise denying another person equal treatment because of his or her race, color, gender, age, creed, religion, sexual orientation, ethnic or national origin, disability, marital, veteran status, or political orientation. Sexual harassment is defined as any unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature when 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or 2) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile, or offensive work or educational environment.

### **Social Work Association of Madonna University (SWAMU)**

Social work students are invited to join the Social Work Association of Madonna University. The Association provides opportunities for students to socialize, to hold office, to further their professional understanding and skills, to organize school and community service-related activities, and to participate with other University student organizations in the Student Government Association (SGA).

### **Social Work Honor Society**

Madonna University social work students meeting the criteria are invited to become members of the Social Work National Honor Society Phi Alpha, Beta Gamma Chapter. Criteria are:

- < Admission to the Social Work Program
- < 10 semester hours completed in social work core courses by the last Friday in January
- < A grade point average of 3.25 or higher in social work core classes
- < An overall Madonna grade point average of 3.0 or higher
- < Paid membership and active participation in the social work student organization

A one-time dues payment covers the lifetime membership and induction fee. The induction ceremony is held each Spring. Membership in this honor society is acknowledged at the University graduation ceremony.

### **Social Work Program Advisory Board**

An Advisory Board made up of social work professionals from the community, Field Practicum instructors, social work alumni and students provides input to the program on curriculum matters as well as formulation and modification of policies affecting academic and student affairs. Student members are encouraged to contribute to the development of policies and procedures by attending Advisory Board meetings and serving on committees as needed.

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

Students are advised to join the National Association of Social Workers (NASW). Among the many benefits include professional publications on relevant and current topics and trends, monthly State Chapter newsletter, and local chapter meetings.

### **State Licensure**

Michigan's Public Act 61 of 2004, effective on July 1, 2005, provides for the licensure of licensed master's social workers (LMSW), licensed bachelor's social workers (LBSW), and registered social service technicians (RSST) under the state's Public Health Code. Licensure is not required for social work students. Many agencies require licensure for employment. Effective October 1, 2008, all individuals applying for a social work license in the State of Michigan are required to undergo a criminal background check and submit fingerprints. Students will receive information regarding licensure guidelines and application process prior to graduation. Further information can be found on the State of Michigan website: [www.michigan.gov/healthlicense](http://www.michigan.gov/healthlicense).

### **BSW Scope of Practice**

Michigan's Public Act 61 defines the "practice of social work at the bachelor's level" as "all of the following applied within the scope of social work values, ethics, principles, and skills:

- The application of social work theory, knowledge, methods, and ethics to restore or enhance social, psychosocial, or biopsychosocial functioning of individuals, couples, families, groups, organizations, or communities, with particular attention to the person-in-environment configuration.
- Social work case management and casework, including assessments, planning, referral, and intervention with individuals, families, couples, groups, communities, or organizations within the context of social work values, ethics, principles, and skills.
- Helping communities, organizations, individuals, or groups improve their social or health services by utilizing social work practice skills.
- The administration of assessment checklists that do not require special training and that do not require interpretation.

### **Retention and Termination from the Program**

Students are monitored for retention in the Program. If it is determined that a significant problem has developed raising questions as to suitability for the social work profession, the student may be placed on conditional status by the social work faculty. Significant problems may include failing to obtain the required grades in courses, behaviors and attitudes that suggest the student may be a potential detriment to clients, or which indicate lack of personal integrity or emotional instability, and failure to uphold the NASW *Code of Ethics* and underlying values of social work. Students should expect that their classroom and field instructors will directly discuss such concerns with them. Faculty may also refer problem situations to the student's advisor for further discussion.

When indicated, the advisor and instructors will work with the student to develop an improvement plan. Some possible options are: completing additional pre-field work hours; obtaining support services, such as from the Center for Personalized Instruction or Writing Center; taking additional courses; completing a second year of field work; obtaining services outside the University identified as being helpful; postponing continuation in the Social Work Program for a period of time; or changing major.

The student and the social work advisor will meet regularly to discuss progress, alternatives and plans. It is the student's responsibility to establish meetings with the advisor. In complex situations or cases in which the student is at risk of being considered for termination from the Program, a Student Review Committee (SRC) will be convened. The following section outlines the Program's *Student Performance Standards* and the process and procedures for reviewing student performance.

### **Guidelines for Retention and Disposal of Student Records**

The Social Work Program has adopted a policy regarding the retention and disposal of student records. This policy is based upon the Principles Governing Records Retention and Disposal of the American Association of Collegiate Registrars and Admissions Officers (AACRAO) Guide for Retention and Disposal of Student Records (2000). In general, this schedule mirrors the policies developed by the various student services offices. Regarding record retention, the policy states (in part):

1. Advising and Field Records of Social Work graduates shall be retained by the Department for five years after graduation.
2. Advising and Field Records of currently enrolled students shall be retained by the Department for five years after graduation or date of last attendance.
3. Advising and Field Records of students who attended but have stopped out/dropped out shall be retained by the Department for five years after date of last attendance.
4. Records of applicants who never attended shall be retained by the Department for three years beyond the student's
5. Records or notes of inquiries by prospective students shall be retained by the Department for three years beyond the date of inquiry.
6. Advising and Field Records which have been contested or where litigation is anticipated shall be retained by the Department indefinitely.

Regarding record disposal, the policy states, (in part):

At the end of the indicated retention period, all record's documents and copies thereof shall be destroyed by shredding or incineration. Any documents that are designated as permanent shall be forwarded to the Office of the Registrar.

A copy of the Department's full policy in these regards may be obtained by written request.

### **Requests for Faculty Recommendations**

Students interested in securing a letter of recommendation from any faculty member (whether full time or adjunct) shall request the recommendation in writing by completing and submitting the university's [Permission to Release or Opt-Out of Directory Release of Education Record Information](#) form to the desired faculty member.

### **Educational Accommodations**

Madonna University and the Social Work Department are committed to providing educational opportunities for qualified students with documented disabilities through the provision of reasonable accommodations, in compliance with the provisions of the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973 (Section 504). The purpose of accommodations is to provide equal access to educational opportunities without altering essential elements of programs or courses. All requests for accommodations are evaluated on an individual basis after review and evaluation of documentation. It is the responsibility of the student to request necessary accommodations and the student should do so as early as possible, as some accommodations may require time to implement. Students with a documented physical, psychological, or learning disability are encouraged to contact the Office of Disability Resources at Extension 5639 or stop by their office in Room 1113.

## **SOCIAL WORK PROGRAM**

### **STUDENT PERFORMANCE STANDARDS AND STUDENT REVIEW POLICY**

#### **Background**

Social work education serves the function of assuring that competent persons enter the social work profession. Protection of the integrity of the profession and the rights of clients to quality service require that graduates from accredited social work programs be prepared to deliver social work services in a professional manner. At times it becomes necessary to review a student's motivation and suitability for a career in social work.

The Social Work Program has the responsibility for evaluating and screening students for suitability in the social work profession. The Program's standards include expectations for appropriate performance in the classroom, acceptable interpersonal and professional skills and behaviors, as well as compliance with ethical standards and professional values as defined in the NASW *Code of Ethics*. At Madonna University, this screening is done when students make application to the Program and again for Field Practicum as well as on an ongoing basis throughout the Program.

This document serves two purposes. The first is to establish the Social Work Program's standards for student performance. The second is to outline steps to be taken when students are unable or unwilling to comply with these standards. Examples have been provided to illustrate standards of expected behavior for Academic Achievement, Conduct within Classes and the Program, Professional Conduct, and Ethical Conduct. However, these examples should not be considered exhaustive. The faculty regularly reviews these standards and each problem situation on a case by case basis.

Further, in addition to the expectations outlined in this document, students are expected to comply with standards and policies outlined in:

- The Student Conduct Code in the Madonna University *Student Handbook*
- The Department of Social Work *Student Handbook*
- The Department of Social Work *Field Practicum Manual*
- Any other relevant academic policies outlined in the University's *Undergraduate Bulletin*

## STANDARDS FOR STUDENT PERFORMANCE

### A. Academic Achievement

Students are expected to demonstrate satisfactory academic achievement towards learning the essential social work knowledge, values, skills, and practice behaviors required for competent social work practice. In addition to the academic requirements established by the University, satisfactory academic performance within the Program includes:

- Earning a "C" or better in SW 2300 prior to applying to the Social Work Program
- Earning a "C" or better in any core professional course or prerequisite
- Earning a "C" or better in SW 4800 -Field Practicum I
- Earning a "B" or better in SW 4900 -Field Practicum II
- Maintaining a cumulative GPA of 2.5 or higher.

### B. Conduct within Classes and the Program

Students are expected to conduct themselves as beginning professionals throughout the Program. This includes conduct in the classroom, Field Practicum and when performing student service-learning and volunteer activities. Examples of expected conduct include:

- Planning and organizing work effectively
- Participating in class discussions and activities
- Attending class and being on time
- Communicating with faculty when concerns and needs arise
- Turning in assignments on time
- Participating in mandatory Program events such as Program Orientation

### C. Professional Conduct

Expected professional conduct for social work students includes ethical behavior, good conduct, tolerance and compassion, competence, adequate interpersonal skills and psychological well-being sufficient to interact positively and constructively with others (Cobb & Jordan, 1989). In addition to the expectations for students in Field Practicum outlined in the Program's *Field Practicum Manual*, examples of unprofessional conduct include:

- Inability to form adequate relationships with others
- Inability to accept feedback
- Disruptive behaviors that undermine the teaching, learning and morale of others
- Making comments to or about instructors, fellow students, clients, or population groups which are derogatory or demeaning
- Inability to perform due to personal problems

- Inadequate work skills such as absences and tardiness
- Inability to recognize and respect personal/professional boundaries
- Non-compliance with agency policies and procedures

#### **D. Ethical Conduct**

Social work students are expected to adhere to the *NASW Code of Ethics*. The *NASW Code of Ethics* is the standard used for evaluating potentially unethical behavior on the part of students. All students are presented with a copy of the *NASW Code of Ethics* in the Program's *Student Handbook* at Social Work Program Orientation. The following are examples of unethical behaviors:

- Participation in dishonest, fraudulent, deceitful or misrepresentative behavior
- Plagiarism
- Failure to treat others with respect
- Exploitation of others for personal advantage
- Engaging in sexual activities with clients

In addition, conviction of a criminal offense may result in the program's rejecting a potential candidate, dismissal of a student admitted to the Program, and/or disqualification from consideration for some Field Practicum sites. However, these cases are decided upon on an individual basis in consultation with the student and faculty.

#### **Process for Reviewing Student Performance**

It is hoped that throughout the course of the student's education here at Madonna University concerns, suggestions, issues, etc., are identified and discussed on an ongoing basis. The student's academic advisor is a resource for faculty and students to use in identifying and addressing concerns before reaching the point of convening a Student Review Committee.

Recognizing that this is not always possible, the following policy outlines what will occur when a student is unable or unwilling to meet the Program's standards. The following principles are evidenced in this policy:

- < Early consultation with students reported to have difficulties meeting the Program's performance standards
- < Appropriate notification to students identifying problems and establishing performance goals
- < Due process to allow students to prepare for the review process
- < Committee review and consultation with social workers in evaluating the student's performance with respect to the profession's standards of practice

#### **Procedures for Reviewing Student Performance**

1. When concerns arise regarding student performance, the faculty member or Field Instructor should discuss the concerns with the student. Generally speaking, students should be given the opportunity to correct their behavior by having expectations clarified or by developing a plan for improvement.
2. If the concerns are not resolved, the problem will be put in writing and forwarded to the student's academic advisor and, if the concerns are related to Field Practicum, to the student's Faculty Liaison and the Field Director. The Faculty Liaison or academic advisor will then meet with the student as soon as possible to address the issues and outline further action. Documentation of this activity will be noted in the student's file.

3. If the issues continue to be unresolved and are serious enough to possibly warrant the student's suspension, termination or probationary status in the Program, the Department Chair will be asked to review the matter and determine if a Student Review Committee (SRC) should be convened.
4. The Student Review Committee will consist of members of the social work faculty and other individuals as appropriate. Students may wish to identify a support person who attends the meeting, but who is not permitted to participate in the discussion.
5. The student will be notified in writing of the time and place of the Student Review Committee, members in attendance, the concerns to be addressed and advised of the process and potential outcomes.
6. The Review Committee will be chaired by the Department Chair. All parties will be provided with opportunities to present information and discuss the matter. At the close of the meeting, the student will be dismissed and the Review Committee will deliberate and reach a decision. If a consensus decision cannot be reached, the Department Chair will call for a vote of the faculty members in attendance.
7. Potential outcomes of the Review Committee include but are not limited to:
  - < Development of a learning contract or plan for the student's further growth and ultimate success within the Program
  - < Conditional status within the Program, along with expectations and procedures identified for a resumption to full status
  - < Termination from the Program
8. The student will be notified within seven working days by the Department Chair of the Committee's decision. Students appealing termination or dismissal have seven days from the date of notification to appeal the decision and must follow the procedures outlined in the *University Student Handbook*.

### **CSWE EDUCATIONAL POLICY & ACCREDITATION STANDARDS**

Click here for a copy of the [CSWE 2008 Educational Policy and Accreditation Standards](#)

### **NASW CODE OF ETHICS**

Click here for a copy of the [NASW Code of Ethics](#)

### **SOCIAL WORK APPLICATION PACKAGE**

Click here to link to the [application package](#) for social work students.