

Nebraska Wesleyan University Social Work Department

Student Handbook



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Introduction

Welcome to the Social Work Department at Nebraska Wesleyan University! The Social Work Program is designed to teach you the knowledge, skills and values that will effectively empower you to be a professional generalist social worker and continue your training at the graduate level. A graduate of the Social Work Program at Nebraska Wesleyan University will have numerous career opportunities in working with individuals, families, groups, organizations, and/or communities. Graduates have opportunities for employment in many different public and private agencies including, but not limited to:

- Child welfare (abuse & neglect) agencies
- Aging services
- Nursing homes
- Hospitals
- Hospices
- Home care agencies
- Substance abuse programs
- Mental health services
- Developmental disabilities services
- Vocational rehabilitation services
- Public health agencies
- Community advocacy/action agencies
- Family service agencies
- Residential treatment programs
- Child & adult day centers
- Domestic violence programs
- Homeless shelters
- Criminal justice agencies
- Schools
- Income maintenance programs
- Legal services agencies
- Juvenile services agencies
- Prevention programs

Many of our graduates pursue further graduate education in social work. A social work degree is also excellent preparation for law school.

Brief History of the Social Work Department

Social work courses were first offered at Nebraska Wesleyan University in 1973. In 1978, a formalized agreement between Nebraska Wesleyan University and Union College led to the merger of two independent social work programs into one collaborative whole. At the time both institutions benefited from the added strength of sharing resources. Having only one social work faculty at each campus had limitations. With two faculty members available, course offerings expanded for students in addition to more library and technology resources, and the development of a slightly larger cohort of students. It was also felt that both institutions had similarities of being small, church-related, private, and liberal arts focused. In 1982 the Social Work Program was accredited by the Council on Social Work Education (CSWE) as a collaborative program between Nebraska Wesleyan University and Union College.

In 2001, after much collaboration and discussion, the decision was made that both Nebraska Wesleyan University and Union College would pursue their own separate accreditations with CSWE as stand-alone programs. Nebraska Wesleyan made the commitment to expand the program and hired an additional social work faculty person giving the institution its own Program Director and Field Director. Preparations began immediately for CSWE self-study and an initial accreditation visit as a stand-alone program from CSWE took place in April 2004. This resulted in the Social Work Program at Nebraska Wesleyan University successfully receiving full accreditation from CSWE in October 2004. The program was assessed for re-affirmation (re-accreditation) by CSWE in the spring of 2008 and received notification in October 2008 of full re-accreditation for the next eight years. In the fall of 2010, an accelerated, evening Social Work Program for non-traditional students was introduced through the Wesleyan Advantage Program housed in University College.

Nebraska Wesleyan University has two colleges, the College of Liberal Arts and Sciences (CLAS), which serves traditionally aged students; and University College (UC) which serves non-traditional students and offers graduate programs. The Social Work Program is offered through the College of Liberal Arts and Sciences and University College. The Wesleyan Advantage Social Work Program housed in University College is offered both in Lincoln and off-site in Omaha, Nebraska. The social work curriculum is the same throughout CLAS and UC. However, UC offers the social work curriculum in an accelerated format.

Prior to the fall of 2011, the Social Work Program was affiliated with the Sociology/Anthropology/Social Work Department. In the fall of 2011, Social Work separated from Sociology and Anthropology and became the Social Work Department.

Brief History of the Social Work Profession

The history of the social work profession is varied and rich. Significant historical events took place throughout the centuries, which contributed to increased sensitivity to the poor and the oppressed which is the historical foundation of social work practice. Such events include:

The English "Elizabethan Poor Laws" of 1601. These laws were an attempt to recognize legitimate reasons for poverty and lack of work. Local parishes were required to provide work for the poor and establish houses of correction for "rogues and idlers". When parishes could not provide proper relief, counties were required to assume responsibility for welfare. In effect, then, the government became the chief enforcer of poor relief. For the first time, care for the poor became a secular, not a church, function.

The Industrial Revolution. Increase in technology brought a concomitant displacement of workers from an agrarian-based economy to an industrial, urban-based economy. Family life changed and workers were at the mercy of the whims of economic markets. The expansion of industrialization led to an emergent middle class, but also to despicable working conditions and abuses of individual workers including children. These changing societal conditions led to the emergence of the modern, social welfare system.

The Late 1800 Immigration Movement. The poverty and squalor haunting many immigrant families sparked the development of the Charity Organization Society (COS). This society resulted from an attempt by churches to address the needs of the poor. Specifically, the COS was set up as a rational, objective system of poor relief which emphasized investigation of individual cases and coordination of services with other agencies.

Within twenty years, virtually every large city in America had a COS. Early COS workers were called "friendly visitors". Their role was to investigate appeals for assistance, distinguish between the worthy and unworthy poor, and above all to provide the needy with the proper amount of moral exhortation. These "friendly visitors" were the forerunners of today's social workers, and their methods, record keeping and counseling anticipated today's social casework.

Establishment of Settlement Houses. The first settlement house, Toynbee Hall, was established in 1886 in London. Stanton Coit, who had resided in Toynbee Hall, opened America's first settlement house, The Neighborhood Guild in New York. By 1889, Jane Addams and Ellen Gates Starr opened Hull House in Chicago. It became one of the most influential in the United States. The settlement movement spread quickly and houses were developed in most of the larger British and American cities. Eventually, more than 400 houses were established. Their residents were involved in social advocacy, group work and community development.

All of these movements focused attention on the need for trained social workers. The first school for social workers was established in 1898 in New York City. The New York School of Philanthropy (later to become the Columbia University School of Social Work) grew out of a series of summer workshops and training programs for volunteers and friendly visitors and offered a one-year educational program. An early social work educator, Mary Richmond, published *Friendly Visits Among the Poor*. In 1917, Ms. Richmond published *Social Diagnosis*, a text that presented for the first time a theory and methodology for social work.

In 1917, the first organization for social workers was established. The National Social Workers Exchange existed primarily to process applicants for social work jobs. Later the group became the American Association of Social Workers (AASW).

The following, listed chronologically, are some key events in the history of the social work profession:

- 1843 Dorothea Dix begins her campaign for state sponsorship of special institutions for the mentally ill.

- 1877 The first Charity Organization Society in the United States is established in Buffalo, New York.

- 1886 The first Settlement House in the United States is organized in New York City.

- 1889 Jane Addams and Ellen Gates Starr establish Hull House (the most famous Settlement House) in Chicago providing many educational opportunities and social services for the poor and immigrant populations.

- 1897 Mary Richmond calls for the creation of training schools in charitable work.

- 1898 Education for social work is initiated with a summer training course given by the Charity Organization Society of New York at Columbia University.

- 1904 The above summer course develops into a one-year program within the New York School of Philanthropy at Columbia.

- 1905 The first social service department in a hospital is organized as Massachusetts General Hospital in Boston where Ida Cannon serves as the first medical social worker.

- 1910 Jane Addams publishes *Twenty Years at Hull House*.

- 1912 Children's Bureau is established by President Taft to protect children from early employment, dangerous occupations, and diseases. The first 15 social workers ever employed by the federal government are hired to staff it.

- 1917 Mary Richmond publishes the first social work textbook, *Social Diagnosis*.

- 1918 The American Association of Hospital Social Workers is formed as the first specialty within the new field of Social Work.

Smith College, Northampton, Massachusetts, establishes the first training program for psychiatric social workers.

- 1919 The 17 schools of social work that existed in the U.S. and Canada form the Association of Training Schools for Professional Social Work to develop uniform standards of training and professional education. This group later becomes the current Council on Social Work Education (CSWE).

- 1920 Native Nebraskan Grace Abbott is named head of the Children's Bureau.

Atlanta School of Social Work is established to train African American social workers.

Bryn Mawr College awards the first doctoral degree in Social Work.

The 19th Amendment grants suffrage to women.

- 1921 The American Association of Social Workers is established.
- 1933 President Roosevelt initiates the Social Security Act with the aid of social worker Harry Hopkins. The modern institutionalized social welfare state is created in America.
- 1934 The Aid to Dependent Children's program is adopted which Grace Abbott assisted in drafting.
- 1936 Social worker Jane Hoey is named to head the federal Bureau of Public Assistance.
- 1943 Social agencies begin charging modest fees for clients who could afford them.
- 1945 World War II ends. On October 24th, the United Nations establishes many agencies for dealing with world social welfare problems.
- 1946 The National Mental Health Act is passed, establishing the National Institute of Mental Health.
- 1950 The first licensing for independent social work practice goes into effect in San Diego, CA.
- 1951 The Council on Social Work Education (CSWE) is formed through a merger of the American Association of Schools of Social Work (AASSW) and the National Association of Schools of Social Administration (NASSA). CSWE is soon granted the authority to accredit graduate (Master of Social Work) schools of social work.
- 1955 The National Association of Social Workers (NASW) is created by uniting several smaller specialized social work associations.
- 1962 CSWE recognizes community organization as a legitimate specialization for social work education.
- 1963 President Kennedy signs the Community Mental Health Centers Act into law.
- 1965 President Lyndon Johnson launches the Great Society programs. Legislation in the Economic Opportunity Act and the Civil Rights Act of 1964 results in programs including the Job Corps, Operation Head Start, VISTA, Neighborhood Youth Corps, and Community Action programs. Federal funding is used to train thousands of social workers and ends social work personnel shortages.
- 1969 Membership in the National Association of Social Workers (NASW), once restricted to M.S.W. degreed people, is opened to social workers with qualified bachelor's degrees.
- 1970 NASW grants full membership to baccalaureate social workers graduating from CSWE-approved undergraduate programs.
- 1974 CSWE approves accreditation of undergraduate programs in social work.
- CETA – Comprehensive Employment and Training Act is established to provide job opportunities and education for disadvantaged people.
- 1975 The Education for All Handicapped Children Act of 1975 (P.L. 94-142) becomes law and requires that the nation's public schools provide equal educational opportunities for handicapped and learning-disabled students.
- 1976 The Group for the Advancement of Doctoral Education in Social Work is formed.
- 1982 CSWE establishes Task Force on Gay/Lesbian issues.

- 1983 The National Association of Social Workers establishes the National Peer Review Advisory Committee and trains social workers to evaluate the work of other social workers to promote accountability and to meet quality control requirements of government and third-party funding organizations.
- 1994 The Person-In-Environment System is published by the NASW to enable social workers to classify and code problems of psycho-social, health, and environmental functioning.
- 1995 The U.S. National Voter Registration Act goes into effect, giving U.S. citizens easier access to registering to vote while applying for government services.
- 1996 NASW Delegate Assembly adopts new Code of Ethics, the first major revision since 1979.
- 2000 The state of Vermont enacted Civil Unions into law.
- 2004 The state of Massachusetts under the leadership of Governor Mitt Romney ordered town clerks to begin issuing marriage licenses to same-sex couples on May 17, 2004.
- 2008 First African American President, Barack Obama, voted into office as the 44th President of the United States.
- 2010 On March 23, 2010, President Obama signed the Affordable Care Act. This law puts in place comprehensive health insurance reforms that will roll out over four years and beyond, with most changes taking place by 2014.
- 2011 Occupy Wall Street (OWS), a people powered movement began on September 17, 2011, in Liberty Square in Manhattan's Financial District. OWS has spread to over 100 cities in the United States. OWS is fighting back against the coercive power of major banks and multi-national corporations over the democratic process, and the role of Wall Street in creating an economic collapse that has caused the greatest recession in generations.
- 2011 Don't Ask Don't Tell, the official United States Policy on homosexual individuals serving in the military originally enacted on December 21, 1993, was repealed 17 years later on December 20, 2011.
- 2012 On May 9, 2012, President Barack Obama endorses gay marriage, the first U.S. President to do so.
- 2012 On May 22, 2012, the National Association of the Advancement of Colored People (NAACP) endorses gay marriage.
- 2015 On July 26, 2015, in a historic ruling in *Obergefell v. Hodges*, the Supreme Court rules that bans on gay marriage are unconstitutional.

Excerpts and information taken from the following:

Barker, R. (2003). *The social work dictionary*. Washington, DC: NASW Press

Day, P.J. (2006). *A new history of social welfare*. Boston: Allyn & Bacon.

Farley, O.W., Smith, L.L. & Boyle, S.W. (2003). *Introduction to social work*. Boston: Allyn & Bacon.

Popple, P.R. & Leighninger, L. (2002). *Social work, social welfare & American society*. Boston: Allyn & Bacon.

Van Wormer, K. (1997). *Social welfare: A world view*. Chicago: Nelson Hall.

Van Wormer, K. S. & Link, R. J. (2016). *Social welfare policy for a sustainable future*. Thousand Oaks, CA: Sage.

www.occupywallst.org

www.healthcare.gov/law/index.html

Non-Discrimination Statement

The Social Work Department operates under the nondiscrimination policies of Nebraska Wesleyan University:

“Nebraska Wesleyan University provides equal opportunity to all qualified persons in all areas of university operation, including education, and decisions regarding faculty appointment, promotion or tenure, without regard to race, religion, age, sex, creed, color, disability, marital status, national or ethnic origin, or sexual orientation.”

Nebraska Wesleyan University catalog.

Social Work Program Mission, Goals, and Objectives

Program Mission Statement

The mission of the Social Work Program at Nebraska Wesleyan University is to prepare students for entry into professional generalist social work practice with a commitment to promoting social justice and enhancing human well being for individuals, families, groups, organizations, and communities.

Goal One

The Social Work Program at Nebraska Wesleyan University will prepare students for professional generalist social work practice.

Goal Two

The Social Work Program at Nebraska Wesleyan University will prepare students for a commitment to promoting social justice.

Goal Three

The Social Work Program at Nebraska Wesleyan University will prepare students to intervene with individuals, families, groups, organizations, and communities to enhance human well being.

Council on Social Work Education (CSWE) Core Competencies and Practice Behaviors

This mission statement and goals prepare students to master the ten core competencies and corresponding 41 practice behaviors sent forth by the Council on Social Work Education (CSWE) for undergraduate social work programs as listed below:

1. Demonstrates ethical and professional behavior

*Makes ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision making, ethical conduct of research, and additional codes of ethics as appropriate to context.

*Uses reflection and self-regulation to manage personal values and maintain professionalism in practice situations.

*Demonstrates professional demeanor in behavior; appearance; and oral, written, and electronic communication.

*Use technology ethically and appropriately to facilitate practice outcomes.

*Uses supervision and consultation to guide professional judgment.

2. Engage Diversity and Difference in Practice

*Applies and communicates understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels.

*Presents themselves as learners and engages clients and constituencies as experts of their own experiences.

*Applies self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies.

3. Advance Human Rights and Social, Economic, and Environment Justice

*Applies their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels.

*Engages in practices that advance social, economic, and environmental justice.

4. Engage in Practice-informed Research and Research-informed Practice

*Uses practice experience and theory to inform scientific inquiry and research.

*Applies critical thinking to engage in analysis of quantitative and qualitative research methods and research findings.

*Uses and translates research evidence to inform and improve practice, policy, and service delivery.

5. Engage in Policy Practice

*Identifies social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services.

*Assesses how social welfare and economic policies impact the delivery of and access to social services.

*Applies critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice.

6. Engage with individuals, Families, Groups, Organizations and Communities

*Applies knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies.

*Use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies.

7. Assess Individuals, Families, Groups, Organizations, and Communities

*Collects and organizes data, and applies critical thinking to interpret information from clients and constituencies.

*Applies knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies.

*Develops mutually agreed-on interventions goals, and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies.

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

8. Intervene with individuals, Families, Group, Organizations, and Communities

*Critically chooses and implements interventions to achieve practice goals and enhance capacities of clients and constituencies.

*Applies knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies.

*Uses inter-professional collaboration as appropriate to achieve beneficial practice outcomes.

*Negotiates, mediates, and advocates with and on behalf of diverse clients and constituencies.

*Facilitates effective transitions and endings that advance mutually agreed-on goals.

9. Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

*Selects and uses appropriate methods for evaluation of outcomes.

*Applies knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes.

*Critically analyzes, monitors, and evaluates intervention and program processes and outcomes.

*Applies evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels.

Social Work Program Policies - Student

I. Recruitment

- A) The Admissions Office notifies the Social Work Department Chair of all potential College of Liberal Arts and Sciences (CLAS) students with an interest in Social Work. Social Work faculty make phone calls, send letters, and meet with prospective students when they visit campus.
- B) Social Work faculty also assist with recruitment by participating in such institutional activities as community college career fairs.
- C) A Recruitment Specialist will recruit students for the NWU Wesleyan Advantage Program on both the Lincoln and Omaha campuses.

II. Program Admission

Progression through the social work program is a 5-step process:

- A) **Provisional Admission:** Declaration of major and completion of Provisional Admission Application.
- B) **Full Admission:** Interview with Social Work Executive Council (SWEC) to include Full Admission Application and Philosophy of Helping paper from Introduction to Social Work course.
- C) **Complete 60 Volunteer Hours:** Documentation of a minimum of **60 relevant social work volunteer and/or shadowing hours** (forms available in department office). The Department Chair or Academic Advisor may assess the need and waive this requirement for Advantage Students based on proof of relevant social work practice experience. This will be determined per individual as it is brought forward to the Department Chair.
- D) **Pre-Field Placement Consultation:** Consultation appointment with Social Work faculty. Students must submit an Application to Enter Field Practicum and three (3) professional references prior her/his Pre-Field Consultation.
- E) **Field Practicum and Course Completion**

A) Provisional Admission

1. Students who wish to enter the Social Work Program are required to declare their intent to the Department Chair and complete a declaration of major form and Provisional Admission Application (see Appendix, Academic Advisor, or Department Chair for forms).
2. Students must present evidence of a **minimum 2.5 overall GPA.**

B) Full Admission

1. Students may submit their application for Full Admission when they have completed 3 of the 4

foundation courses listed below with the required C+ or better grade AND are currently enrolled in or registered for the fourth course.

Social Work 1150: Introduction to Social Work

Social Work 2200: Social Welfare Policy, Services, & Delivery Systems

Social Work 2270: Human Behavior and the Social Environment (HBSE) I

Social Work 2280: Human Behavior and the Social Environment (HBSE) II

Students must have completed all four foundation courses before they can take a social work practice courses i.e. Micro, Macro, Group or Research.

2. The purpose of this interview is to ensure/discuss how the student is:

- a) Identifying as a professional social worker and conducting oneself accordingly.
- b) Applying social work ethical principles to guide professional practice.
- c) Applying critical thinking to inform and communicate professional judgments.
- d) Engaging diversity and difference in practice.
- e) Advancing human rights and social and economic justice.
- f) Learning about research informed practice and practice informed research.
- g) Applying knowledge about human behavior and the social environment.
- h) Engaging in policy practice to advance social and economic well-being and to deliver effective social work services.
- i) Responding to contexts that shape practice.
- j) Engaging, assessing, intervening, and evaluating with individuals, families, groups, organizations, and communities.
- k) Conducting oneself in a way that exemplifies adherence to the NASW Code of Ethics.
- l) Successful in all areas of the program and that she/he has no major deficiencies what would necessitate remedial action.
- m) Aware of individual's strengths and areas for needed professional growth.

3. Prior to the Full Admission Interview, students will complete and submit the application materials (see Appendix, Academic Advisor, or Department Chair) to the Department Chair by the stated deadline.
4. The aforementioned application materials must be received by the Department Chair no later than September 15 (for fall semester interviews) or February 15 (for spring semester interviews).
5. The Social Work Executive Council (SWEC) consists of social work faculty, a social work professional from the community, and at least one social work student who has successfully completed this process. Student members on the SWEC will be present during the interview, but will not contribute as voting members to determine if a student is fully admitted into the Social Work Program.
6. Students will approach the Full Admission Interview as if it were a job interview in terms of preparation, dress, demeanor, etc.
7. This interview is designed to evaluate the student's academic progress, competencies, and suitability for continuing with the degree program in social work.
8. Students will receive feedback (in writing) on their strengths and areas where improvements may be needed within 10 business days of their interview.
9. Assuming that the student is progressing satisfactorily through the social work program, the student (at this point) will be fully admitted into the program and will continue to proceed with their coursework.
10. If students are not progressing satisfactorily remedial actions will be required. Students may not be permitted to proceed in the program if deemed by the social work faculty that the student has not demonstrated with confidence the ability to meet the academic and professional standards of the social work program. (see page 16 – Dismissal from the Program).

C) Complete 60 Volunteer/Shadowing Hours

1. Documentation of a minimum of **60 relevant social work volunteer and/or shadowing hours** (forms available from Academic Advisor). The Department Chair or Academic Advisor may assess the need and waive this requirement for Advantage Students based on proof of relevant social work practice experience or clinical

experience gained through an academic program similar to social work. This will be determined per individual as it is brought forward to the Department Chair or Academic Advisor.

2. Students should ensure the appropriateness of their volunteer/shadowing hours by having the experience verbally approved by the Department Chair, Field Director, or Academic Advisor before proceeding with the work.
3. Volunteer hours should not exceed more than 30 hours in any one setting and must include working with two different client populations in order to meet the 60 hour volunteer requirement.
4. All 60 hours must be completed before an individual can enter into Field Practicum. Ideally, the 60 hours would be completed before the Pre-Field Placement Consultation.

D) Pre-Field Placement Consultation

1. Pre-Field Consultation occurs the semester before the student intends to complete SW 4970: Field Practicum.
2. Prior to the Pre-Field Placement Consultation the student must complete SW 3080: Micro Practice with a B- or better AND must have participated in the Practicum Orientation.
3. Students maybe enrolled in either SW 3090: Group Practice and/or SW: 3100 Macro Practice during the semester they complete their Pre-Field Consultation. However, students must pass both these classes with grades of B- or better before being allowed to register for SW 4970: Field Practicum. SW 4650: Research Informed Practice, maybe completed in conjunction with SW 4970: Field Practicum.
4. Attendance at practicum orientation is required and an Application to Enter Field Practicum must be completed and submitted to the Field Director no later than October 20 (for fall semester consultations) or March 20 (for spring semester consultations).
5. Three reference forms are required as part of the Pre-Field Consultation process. The reference forms must be received by the Department Chair directly from the person serving as the reference no later than October 20 (for fall semester consultations) or March 20 (for spring

semester consultations).

References should come from professionals in the field, faculty (other than SW faculty), or supervisors from paid or volunteer experiences (see recommendation form in appendix). Students should not handle the recommendation form other than giving it to the person providing the reference. The student must request to the person providing the reference to mail or email the recommendation form directly to the Chair of the Social Work Department.

6. The purpose of the Pre-Field Placement Consultation is to ensure/discuss how the student is:
 - a) Identifying as a professional social worker and conducting oneself accordingly.
 - b) Applying social work ethical principles to guide professional practice.
 - c) Applying critical thinking to inform and communicate professional judgments.
 - d) Engaging diversity and difference in practice.
 - e) Advancing human rights and social and economic justice.
 - f) Engaging in research informed practice and practice informed research.
 - g) Applying knowledge about human behavior and the social environment.
 - h) Engaging in policy practice to advance social and economic well-being and to deliver effective social work services.
 - i) Responding to contexts that shape practice.
 - j) Engaging, assessing, intervening, and evaluating with individuals, families, groups, organizations, and communities.
 - k) Working toward the feedback offered in his/her full admission letter.
 - l) Conducting oneself in a way that exemplifies adherence to the NASW Code of Ethics and internalized the social work core values.
 - m) Successful in all areas of the program and that she/he has no major deficiencies what would necessitate remedial action.
 - n) Assist the student in beginning to consider options for Field Practicum.

7. Students will approach the Pre-Field Placement Consultation as if it were a job interview in terms of preparation, dress, demeanor, etc.

8. Proof of a minimum **overall GPA of at least 2.67** with a

grade of C+ or better in Social Work core courses (1150, 2200, 2270, 2280) and B- or better in SW 3080 and either SW 3090 or 3100. (Social Work 3080, 3090, 3100, & 4650 must eventually be completed with a B- or better. Other Social Work electives must eventually be completed with a C+ or better).

9. Students will be assigned a Consultation appointment with the Social Work faculty upon receipt of above materials.
10. Within 10 business days after the Consultation, students will be notified of permission or denial of permission to continue toward program completion. Remedial action followed by a second interview is also a possibility in some cases.

E) Course Completion and Field Practicum

1. Students are allowed to repeat **only one foundation course and one practice course** to obtain the required grade. If a student cannot obtain the required grade after repeating it once, then he/she will be dismissed from the social work program.
2. No student may proceed to Field Practicum without successfully completing their Pre-Field Consultation with the Social Work faculty. Approval to proceed will come in writing from the Field Director or Department Chair.
3. **Successful completion of the Pre-Field Consultation does not guarantee graduation from the Program.** Students must complete all remaining social work course requirements; and their Field Practicum with a **minimum grade of B-** to complete the program.

III. Transfer Credits

- A) Students may be able to have credits transferred from another institution depending on existing articulation agreements.
- B) Students cannot receive Social Work core course credit for life experience or previous work experience.

IV. Advising

- A) Each student indicating his/her declaration of a Social Work major will be assigned an advisor/mentor from the Social Work faculty.
- B) Advisors will monitor academic progress, class scheduling and

sequencing, and attainment of professional requirements and activities.

V. Dismissal from the Program

The Social Work Executive Committee (SWEC) and the social work faculty do not consider lightly the termination of any student from our program. Attempts will be made by the Social Work faculty and the SWEC within reasonable limits to assist a student to succeed. However, the faculty and the SWEC recognize that **there are times in which our ethical responsibility to the broader society in the form of professional gatekeeping is our responsibility and duty.**

Student termination from the Social Work Program is the decision of the SWEC. Further, students may be terminated for academic reasons. Academic reasons refer to the failure of the student to demonstrate minimal competencies in the area of knowledge and skills. **Academic grade expectations include, but are not limited to, 2.67 overall GPA by the time of the Pre-Field Consultation and not less than a C+ in social work core courses (1150, 2200, 2270, 2280,) a B- in SW 3080, 3090, 3100, 4650, 4970, and a C+ or better in all social work elective courses.**

Additional professional reasons refer to the student's failure to demonstrate professional conduct, basic relationship skills, and behavior consistent with the NASW Code of Ethics (see appendix). Examples would be the inability to adhere to any of the following:

1. Student fails to accept positive feedback and direction from teachers, supervisors, peers, etc. thereby evidencing limited capacity for professional growth.
2. Student demonstrates limited capacity to learn, internalize, and evidence professional social work values and ethics.
3. Student demonstrates a consistent pattern of uncooperative behavior and lack of collaborative skills.
4. Student demonstrates limited skills in the use of empathic communication while observed working with teachers, supervisors, clients, and peers.
5. Student evidences lack of skill in the appropriate professional use of non-verbal communication.
6. Student demonstrates inappropriate professional relationships and is unable to form and sustain professional relationships as evidenced through behaviors such as poor collaboration, ineffective communication, poor conflict management, etc.
7. Student evidences lack of dedication to the profession through very limited participation in volunteer human service work and/or shadowing of professional social workers in the field, social advocacy groups or committees and/or other behaviors that indicate professional interest and dedication.
8. Student is terminated by their field placement agency due to a violation of the NASW Code of Ethics or agency policy.

Students may also be dismissed from the Social Work Program if they fail to meet the standards described in #'s 1-8 above. When any and/or all of the above behaviors represent a clear and consistent pattern, then the SWEC or Social Work faculty may institute one or more of the following remedies consistent with the seriousness of the offense.

Step One: Issue identification and discussion.

When an issue first becomes evident to Social Work faculty, Field Supervisors, or other program designees they will request a meeting with the student, their academic advisor, and department chair to discuss the concern and the possible means for remediation. Further, a formal letter written by the Department Chair delineating the problem will be placed in the student's file and a copy sent to the SWEC. If the issue is resolved to the satisfaction of all parties no further action will be taken.

Step Two: Placing student on probationary status and formal presentation of issue to SWEC.

If problems persist or are not resolved to the satisfaction of Social Work faculty, advisor, field supervisor, or other program designee, then the issue is taken to the next meeting of the SWEC for further consideration and action. The student will receive a letter from the SWEC outlining the issue to date, its seriousness, and a new recommended remedial plan. A copy of this letter will be placed in the student's file. The student will be considered to be on **probationary status**. The letter will spell out the requirements established by the SWEC in order for the student to correct the matter in question and the time limits by which said requirements must be completed.

Step Three: Removal of student from the Social Work Program

Upon failure to comply with the conditions of probation and after formal review of the matter by a full session of the SWEC, then the SWEC may make a decision to remove the student from the program. The student will be informed both verbally and in writing of the SWEC's decision. **The SWEC reserves the right to remove any student from the program.**

Step Four: Student Appeal to Nebraska Wesleyan University student appeal process.

Every student is allowed the option of pursuing an appeal outlined in the Nebraska Wesleyan University Code of Student Conduct. The Code delineates the formal appeals process.

VI. **Authorization for Field Practicum**

Student's must be accepted into Full Admission and have successfully completed their Pre-Field Placement Consultation per the criteria delineated in the Program Admission Section II B of this handbook prior to consideration for Field Practicum.

VII. **Field Practicum Placement**

- A) Practicum assignments are made by the Field Director and/or Field Liaison in consultation with the student.

- B) A minimum of 400 clock hours of field placement participation is required. This can be completed over one semester or two semesters concurrently as per arrangements with the Field Director and the agency. Advantage students are allowed up to 12 months to complete practicum if needed.
- C) Mutual agreements between the Social Work Department and specified social service agencies ensure that each student will receive one hour per week of MSW supervision.
- D) Students need to have completed all three practice courses (SW 3080, 3090, 3100) with a **minimum grade of B-** for each course before they can be accepted into field practicum (see exception under E).
- E) **All three practice courses (SW 3080, 3090, 3100) must be completed before entering field practicum. Students may take SW 4650 concurrently with field practicum if approved by the SW 4650 instructor. (With the permission of the Field Director students who are excelling in the program may be permitted to enroll in field practicum while concurrently completing either SW 3090: Group Practice or SW 3100: Macro Practice, but not both).**
- F) Academic credit is never given for life experience or previous work experience in lieu of field practicum or courses in the professional core.
- G) No paid practicum placements are allowed.
- H) Practicum placements at the student's place of employment are **STRONGLY DISCOURAGED**. If the student wishes to pursue this option their case will be assessed on an individual basis, however, no guarantee can be made that the student will be allowed to pursue this option. If allowed the student must be completing their hours in different department/unit and from a different supervisor than the one in which they are employed.
- I) All students entering practicum will be required to have a background check completed by NWU, per NWU policy. Individual agencies may also require this, which may impact the fit of placement for the student.
- J) All field placements fall along the traditional semester schedule with starting dates in January, May, or August.

For complete details on policies and related procedures for field practicum, please see the Practicum Manual

Field Practicum Objectives

The purpose of field instruction is to assist the student in the integration of the educational concepts of social welfare services and social work theory through the process of direct MSW supervisory consultation, and personal experientially-based, generalist intervention with individuals, groups, or communities, as established through agency mission or mandate. Educationally directed field instruction provides the student with an opportunity to incorporate a broad based knowledge of social

welfare services, to assimilate and integrate a personal social work philosophy which is consonant with the profession, to acquire social work practice skills, and finally, to develop attitudes relevant to the role and function of social work in contemporary society.

In the generalist model of social work, as adhered to by the Social Work Program, the student becomes personally involved in the application of processes that address unique situations requiring social work intervention across multi-level social systems. Knowledge is put into practice by the student with the assistance of a field instructor who is professionally trained in social work. The generalist definition of social work practice adopted by the Nebraska Wesleyan University Social Work Program is:

“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” (CSWE 2008 Educational Policy & Accreditation Standards).

Vital components of field instruction include:

1. On-going communication between the student, the field coordinator and the field instructor.
2. On-site visitation at the agency by the field director and twice-a-semester evaluation of student progress and performance.
3. The integrative seminar, where generalist skills, professional and personal issues can be processed in the safety of a classroom environment.

Objectives of the practicum experience are to assist the student to:

1. Gain an understanding of the field agency (e.g., mission, mandates, policies, traditional and contemporary interventions, etc.)
2. Develop and evaluate social work knowledge and skills (e.g., generalist skills of assessment and intervention, etc.)
3. Observe professional role modeling of applied social work knowledge, skills and values, vis-à-vis MSW supervision, task supervision, administration, co-workers, etc.
4. Development of personal attitudes and self-awareness (journaling, MSW consultation, co-workers, peer reviews, field seminars, etc.)
5. Understanding and applying social work principles and concepts (MSW supervisors, field seminars, co-workers, peer reviews, task supervisors, etc.)
6. Development of understanding of community resources and practice (agency resources, MSW supervisors, co-workers, peers, etc.)

Experiences/Preparation Prior to Field Placement

Prior to the pre-field placement interview and field placement, students are required to observe/shadow professional social workers and/or participate as a volunteer for a total of 60 hours in social work settings. When the student participates as a volunteer, and shadows a professional they gain the following information:

1. Clarified sense of self in awareness of personal biases in order to assure professional development.
2. Greater sensitivity of agency structure and dynamics.
3. Opportunity to engage the client populations they may be interested in.
4. De-mythologize the work-a-day world of the human service worker.
5. De-mythologize the clients they may have idealized in their heads and hearts.
6. Increased awareness of job requirements.
7. Beginning sense of generalist social work and agency process.
8. Exposure to other professions, e.g. medical, psychology, etc.
9. Increased sensitivity to the depth of pain the human family experiences.
10. Increased sensitivity to available resources and resource gaps.
11. Increased sensitivity to institutional obstacles to receiving services.

Volunteer opportunities are available in numerous agencies. Social Work faculty keeps a list of possible volunteer opportunities for students to consider. **Volunteer and shadowing plans need to be approved by Social Work faculty prior to the student beginning to ensure that the plans are appropriate.**

Some social work core courses may require volunteer/shadowing as part of the course requirements. This ensures that students make progress toward the required 60 hours. This also allows students the opportunity to focus on their special interests, which prepares them to make a better choice as to where they would like to do their practicum during their senior year.

During the senior year, the student is required to take Field Practicum and the accompanying field seminar (Social Work 4970). Prerequisites for Field Practicum are Provisional Admission & Full Admission into the social work program, completion of 60 volunteer/shadowing hours, successful completion of the Pre-Field Placement Consultation, completion of all prerequisite course requirements and hold at least a 2.67 GPA. The Social Work Program requires a total of 400 hours at his/her placement and attendance at the weekly field seminar. The student will be under the supervision of an MSW. A non-"BSW" can be utilized as a daily "task supervisor" but an MSW "consultant" must meet with the student, minimally once per week for one hour for professional consultation, professional identification/socialization and general student growth purposes.

Field Practicum Requirements

Prerequisites for field practicum and practicum seminar are:

- A) Successful completion of the following courses:
 - SW 1150: Introduction to Social Work
 - SW 2200: Social Welfare Policy, Services & Delivery Systems

- SW 2270: Human Behavior and the Social Environment I
- SW 2280: Human Behavior and the Social Environment II
- SW 3080: Micro Practice
- SW 3090: Group Practice
- SW 3100: Macro Practice

B) Senior standing

C) Successful Completion of Pre-Field Placement Consultation

Attendance at both the seminar and the agency field placement are required. Students are required to take a minimum of nine credits (400 clock hours) of field instruction plus field seminar.

Students can request a field instruction placement in social agencies that offer social work experience in areas such as general health services, mental health services, child welfare and protective services, alcoholism and drug abuse, nursing homes, working with the developmentally disabled, and other settings that provide MSW supervision. Majors are encouraged to obtain a wide variety of service experiences through volunteer work before applying for the senior year of field instruction placement. Students are encouraged to have experience with individuals, families, groups and organizations within the community.

VIII. Leaving and returning to the Social Work Program

- A) If a student leaves the Social Work Program for any length of time, she/he must meet with the Social Work faculty for the purpose of gathering information and updates related to the students academic progress.

IX. Grievance Procedure

When a student has a grievance regarding any aspect of the social work program they are to implement the following steps:

- 1) If the grievance is with another student in the program, students are instructed to first attempt to work out the issue with the student utilizing their social work skills. If this effort fails, the student is encouraged to bring the issue to his or her social work faculty advisor for assistance in problem solving.
- 2) If the grievance is with a classroom professor or their social work faculty advisor, students are instructed to work out the issue with their professor. If this effort fails, the student is encouraged to bring the issue to their social work faculty advisor or the Department Chair as appropriate.
- 3) If the student has exercised steps 1 and 2 without satisfaction, the student may request a meeting with the Social Work Executive Council (SWEC) in an effort to resolve the issue.
- 4) If the student is not satisfied with the judgment of the SWEC, then the student may take the case to the Dean of the College of Liberal Arts and Sciences (CLAS) or the Dean of University College (UC) as appropriate.

Social Work Program Course Requirements

Core Requirements:

Area	Catalog Course Titles & Numbers	Credit Hours
<i>Intro</i>	SW 1150: Introduction to Social Work	3
<i>Policy & Institutions</i>	SW 2200: Social Welfare Policy, Services & Delivery Systems	3
<i>HBSE</i>	SW 2270: Human Behavior & the Social Environment (H.B.S.E.) I SW 2280: Human Behavior & the Social Environment (H.B.S.E.) II	6
<i>Micro</i>	SW 3080: Micro Practice	3
<i>Mezzo</i>	SW 3090: Group Practice	3
<i>Macro</i>	SW 3100: Macro Practice	3
<i>Research</i>	SW 4650 Research Informed Practice	3
<i>Electives</i>	Various Social Work Electives: SW 2350: Family Violence SW 2900: Loss, Grief & Death SW 3350: Young Children & Trauma SW 3250: Strengths Perspective Practice SW 3450: Social Work in Healthcare SW 3930: Field Studies: Native American Life	6
<i>Field</i>	SW 4970: Field Practicum	9

Additional Program Courses:

<i>Biology</i>	Bio 1010: Perspectives in Biological Science (with lab)	4
<i>Psychology</i>	Psych 1010: Introduction to Psychological Science OR Psych 1111: Introduction to Psychological Science (Advantage)	3-4
<i>Sociology</i>	Soc 1110: Introduction to Sociology OR Soc 1111: Introduction to Sociology (Advantage)	3-4
<i>American Government</i>	PolSci 1000: U.S. Government & Politics/American Government	3
<i>Minority Content</i>	Soc 116: Race Relations & Minority Groups OR Soc 150: Hispanics & Latinos in U.S. Society OR Anth 154: Native American Cultures OR Comm 1600: Diversity Issues in US Society (Advantage)	3-4
<i>Statistics</i>	Soc 2100: Social Statistics OR Bus Ad 2110: Business & Economic Statistics OR Math 1300: Statistics	3

Appendices

Acknowledgement of Nebraska Wesleyan University Background Policy*

Although the *Social Work Department* does NOT conduct background checks or review records in the Nebraska Child Abuse and Neglect Central Register/Adult Abuse and Neglect Central Registry, *Nebraska Wesleyan University* requires that any student having contact with minor children or young adults in the community complete a background check. Therefore all names of students registered for Social Work 1150: Introduction to Social work are submitted to the Director of Human Resources for a background check since this course has a community volunteering requirement. Students should be aware that his or her ability to become licensed as a Certified Master Level Social Worker and/or a Licensed Mental Health Practitioner may be compromised depending on the extent of any criminal record. These decisions are made on a case-by-case basis by the State of Nebraska. The Human Resource Department handles processing of all background checks and analysis of the results. If a student fails the background check, the Assistant Vice President for Human Resources will notify the Social Work Department Chair, the student's case will be reviewed, and a decision will be made accordingly. Please see the NWU Background Policy listed below for more details.

Nebraska Wesleyan University performs a background check on all full and part time staff and faculty candidates offered employment, all on campus volunteers and students in nursing, athletic training, and forensic science programs, and any situation in which students, faculty or staff work with children or young adults. All offers of employment are contingent upon passing a background check. No one can work prior to that completion and approval. Volunteers applying to work on campus must pass the background check before starting their volunteer service.

The Human Resource Office handles processing of all candidates for employment or volunteer checks and analysis of the results. Nursing, Athletic Training, Student Teachers in Education, and Forensic Science programs perform back ground checks on their students and retain proper documentation for such background checks. The background check will determine whether there are incidents in an applicant's history that would pose a potential risk and confirm information provided in application materials. Determinations are made on a case-by-case basis. Questions about this policy are directed to the Human Resource Office.

I, _____, acknowledge that I have read the NWU Background Policy. I also agree that I understand the contents of this document and agree adhere to the standards of the NWU Background Policy.

Print Name: _____ Advisor Signature _____

Sign Name: _____ Date: _____

* To be placed in student's advisee file

Furthermore, at any time during a student's participation in the Social Work Program, if a student has any criminal charges that result (other than minor traffic violations) in conviction the student is required to report such actions to the Department Chair immediately. The information provided to the Department Chair will be assessed on a case-by-case basis.

NASW Social Work Code of Ethics (Summary)

I. THE SOCIAL WORKER'S ETHICAL RESPONSIBILITY TO CLIENTS

- A. **Commitment to Clients:** The social worker's primary responsibility is to clients.
- B. **Self-Determination:** The social worker should make every effort to foster maximum self determination on the part of clients.
- C. **Informed Consent:** The social worker should provide services only based on valid informed consent when possible.
- D. **Competence:** The social worker should only practice within his/her expertise.
- E. **Cultural Competence/Social Diversity:** The social worker should have competence and knowledge regarding clients' culture and pursue education to expand competence and knowledge when needed.
- F. **Conflicts of Interest:** The social worker should be alert to and avoid conflicts of interest with clients.
- G. **Privacy and Confidentiality:** The social worker should respect clients' right to privacy and protect the confidentiality of all information.
- H. **Access to Records:** The social worker should provide clients with reasonable access to records concerning clients.
- I. **Sexual Relationships:** The social worker should under no circumstances engage in sexual activity with current clients.
- J. **Physical Contact:** The social worker should not engage in physical contact with clients when there is a possibility of psychological harm to the client.
- K. **Sexual Harassment:** The social worker should not sexually harass clients.
- L. **Derogatory Language:** The social worker should not use derogatory language in their written or verbal communication to or about clients.
- M. **Payment for Services:** The social worker should ensure that fees are fair and reasonable.
- N. **Clients Who Lack Decision-Making Capacity:** The social worker should take reasonable steps to safeguard the interests of these clients.
- O. **Interruption of Services:** The social worker should make reasonable efforts to ensure continuity of services.

- P. Termination of Services: The social worker terminates services with clients when services are no longer required.

II. THE SOCIAL WORKER'S ETHICAL RESPONSIBILITY TO COLLEAGUES

- A. Respect: The social worker should treat colleagues with respect.
- B. Confidentiality: The social worker should respect confidentiality shared by colleagues.
- C. Interdisciplinary Collaboration: The social worker who is part of an interdisciplinary team should participate and contribute to decisions that affect the well-being of clients.
- D. Disputes Involving Colleagues: The social worker should not take advantage of a dispute between a colleague and an employer to obtain a position or otherwise advance the social worker's own interests nor should they exploit clients in this way.
- E. Consultation: The social worker should seek advice and counsel of colleagues whenever such consultation is in the best interests of clients. Social workers should also keep themselves informed about colleagues' areas of expertise.
- F. Referral for Services: The social worker should refer clients to other professionals when the other professionals' expertise is needed to serve clients.
- G. Sexual Relationships: The social worker who functions as a supervisor or educator should not engage in sexual activities with supervisees or students nor should he/she engage in sexual activities with colleagues when there is potential for a conflict of interest.
- H. Sexual Harassment: The social worker should not sexually harass supervisees, students, or colleagues.
- I. Impairment of Colleagues: The social worker who has direct knowledge of a social work colleague's impairment which interferes with practice should consult with that colleague when feasible and assist the colleague in taking remedial action.
- J. Incompetence of Colleagues: The social worker who believes that an incompetent colleague has not taken adequate steps to address incompetence should take action through appropriate channels.
- K. Unethical Conduct of Colleagues: The social worker should take adequate measures to discourage, prevent, expose, and correct the unethical conduct of colleagues.

III. THE SOCIAL WORKER'S ETHICAL RESPONSIBILITIES IN PRACTICE SETTINGS

- A. Supervision and Consultation: The social worker who provides supervision or consultation should have the necessary knowledge and skill to perform these functions.
- B. Education and Training: The social worker who functions as an educator or field instructor should provide instruction only within their areas of knowledge and expertise.
- C. Performance Evaluation: The social worker who has responsibility for evaluating the performance of others should fulfill such responsibility in a

fair and considerate manner.

- D. Client Records: The social worker should take reasonable steps to ensure that record keeping is timely and accurate.
- E. Billing: The social worker should keep accurate billing records that reflect the nature and extent of services rendered.
- F. Client Transfer: The social worker should carefully consider accepting clients for services from another agency to ensure that he/she can adequately meet the clients' needs and should advocate within and outside their agencies for adequate resources to meet clients' needs.
- G. Continuing Education & Staff Development: The social work administrator or supervisor should take reasonable steps to provide for continuing education and staff development for all staff.
- H. Commitments to Employers: The social worker should generally adhere to commitments made to employers and employing organizations while working to improve agencies' policies and procedures.
- I. Labor-Management Disputes: The social worker may engage in organized action to improve services to clients and working conditions.

IV. THE SOCIAL WORKER'S ETHICAL RESPONSIBILITIES AS PROFESSIONALS

- A. Competence: The social worker should accept responsibility for employment only on the basis of existing competence or the intention to acquire the necessary competence.
- B. Discrimination: The social worker should not practice, condone, facilitate, or collaborate with any form of discrimination on the basis of race, ethnicity, national origin, color, sex, sexual orientation, age, marital status, political belief, religion, or mental or physical disability.
- C. Private Conduct: The social worker should not permit their private conduct to interfere with their ability to fulfill their professional responsibilities.
- D. Dishonesty, Fraud, and Deception: The social worker should not participate in, condone, or be associated with dishonesty, fraud, or deception.
- E. Impairment: The social worker should not allow their personal problems to interfere with their professional performance.
- F. Misrepresentation: The social worker should make clear distinctions between statements made and actions engaged in as a private individual and as a representative of the profession or agency.
- G. Solicitations: The social worker should not engage in uninvited solicitation of potential clients.
- H. Acknowledging Credit: The social worker should take responsibility and credit only for work and contributions to which they have contributed.

V. THE SOCIAL WORKER'S ETHICAL RESPONSIBILITIES TO THE SOCIAL WORK PROFESSION

- A. Integrity of the Profession: The social worker should work toward the maintenance and promotion of high standards of practice.
- B. Evaluation and Research: The social worker should monitor and evaluate policies, programs, practice interventions and research.

VI. THE SOCIAL WORKER'S ETHICAL RESPONSIBILITIES TO THE BROADER SOCIETY

- A. Social Welfare: The social worker should promote the general welfare of society.
- B. Public Participation: The social worker should facilitate informed participation by the public in shaping social policies and institutions.
- C. Public Emergencies: The social worker should provide appropriate professional services in public emergencies to the greatest extent possible.
- D. Social and Political Action: The social worker should engage in social and political action that seeks to ensure that all people have equal access to services that meet their basic human needs.

(Summary of the Code as adopted by the 1999 NASW Delegate Assembly)

Student Handbook Agreement*

I _____, testify that I have read the NWU Social Work Student Handbook. I also agree that I understand the contents of this document and agree to adhere to the standards of the program and the NASW Code of Ethics.

I will keep this Handbook readily available for reference purposes as I progress through the Social Work program.

Print Name _____

Sign Name _____

Advisors Signature _____

Date _____

***To be placed in student's advisee file.**

Nebraska Wesleyan University
Social Work Program
Provisional Admission Application

This form is to be completed after a student declares their social work major and should be given to the student's Academic Advisor (this is step one of a 5 step progression through the program, see your Student Handbook for more information).

When students declare their major and meet the minimum GPA, they are considered provisionally admitted into the social work program.

Name _____ Date _____

Current Address _____

E-mail address _____ Student ID Number _____

*Current Cumulative GPA _____

(*Students must present evidence of a minimum 2.5 overall GPA to be provisionally accepted into the Social Work Program).

I. List any work or volunteer experiences relevant to the field of Social Work:

Employer	Duties	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____

II. Personal Statement

Share your reasons why you are applying for Provisional Admission into the NWU Social Work Program.

III. Student Handbook

1. I have received a *NWU Social Work Department Student Handbook*. Yes _____ No _____
2. I understand that it is my responsibility to read and comprehend the contents of the student handbook. Yes _____ No _____
3. I understand that I must submit a signed copy of the *Student Handbook Agreement* to my Academic Advisor.
Yes _____ No _____
4. I understand that I must submit a signed copy of the *Acknowledgement of NWU Background Policy*. Yes _____ No _____

Signature _____ Date _____

Social Work Department Use:

1. Social Work Faculty Advisor Assigned _____
2. Date Student Handbook was given to student named on this form _____
3. Does the student named on this form meet the minimum GPA to be provisionally accepted into the NWU Social Work Program? Yes _____ No _____ Date: _____

Revised 10/15

NEBRASKA WESLEYAN UNIVERSITY
SOCIAL WORK PROGRAM

FULL ADMISSION APPLICATION

I. Contact Information

Date _____ Student ID Number _____

Name _____

Current Address _____

Phone _____ E-mail _____

II. General Information

1. When is your planned date of graduation? _____

2. What is your current GPA? _____

3. Are you an NASW member? Yes _____ No _____

4. How many hours do you have completed toward your *60-hour volunteer requirement*? _____

5. Is your *Provisional Admission application* on file with your Academic Advisor? Yes _____ No _____

6. Is your *Student Handbook Agreement* on file with your Academic Advisor? Yes _____ No _____

7. Is your *Acknowledgement of NWU Background Policy* on file with your Academic Advisor? _____

8. General Health (check one) Excellent _____ Good _____ Fair _____

9. Do you have a valid drivers license? Yes _____ No _____

10. Do you drive a car? Yes _____ No _____

11. Do you have access to a car? Yes _____ No _____

If you answered "no" to questions 9-11 above, please explain what your mode of transportation to and from your practicum placement will be.

Do you have any physical handicaps or other issues that the Field Director should take into account for future practicum placement purposes? If so, describe:

III. Involvement

NWU School Activities (clubs, organizations, extra-curricular activities, campus groups, offices held, honoraries, etc.) _____

Community Activities/Awards _____

Human Service/Volunteer/Shadowing Experience (need not document here unless your advising file does not reflect your hours i.e. the "green sheets")

Agency	Dates	Responsibilities

IV. Personal Statement

Share your reasons why you are applying for Full Admission into the Social Work Program at NWU.

Please attach a copy of your "Philosophy of Helping" paper completed in SW 1150: Introduction to Social Work. If you did not take this course at NWU see your Academic Advisor for instructions about this paper.

Signature _____ Date _____



Social Work Department Pre-Field Consultation – Recommendation Form

This form is to be completed for those students who wish to enter the Field Practicum stage of the Social Work Program. Your candid assessment of this individual will help the Social Work Faculty assess the readiness of the person to enter into Field Practicum. Thank you for taking the time to complete this recommendation form.

Student’s Name _____

Assessor’s Name _____

Assessor’s Title/Agency Affiliation _____

Assessor’s Signature _____

	Superior	Above Average	Average	Below Average	Poor	Quality Unknown
Quality of Scholarship						
Ability to think critically						
Ability to accept feedback						
Thoroughness of work						
Oral expression						
Ethical conduct						
Attendance/Punctuality						
Emotional stability						
Maturity compared to peers						
Grooming						
Ability to work well with others						
Ability to accept diversity and difference						

Check one: I wish this reference to remain confidential
 You may share this reference with the student after their consultation

Additional comments are welcome on the back of this form or you may attach a letter.

For Lincoln students, please return to:
 Field Director, Social Work Department
 5000 St. Paul Avenue
 Lincoln, NE 68504
 Or to tjensen2@nebrwesleyan.edu

For Omaha students, please return to:
 Program Director, Social Work Department
 14010 FNB Parkway
 Omaha, NE 68154
 Or to kcavel@nebrwesleyan.edu