



**GEORGE FOX**  
UNIVERSITY

Department of Social Work

# BSW Program Student Handbook

2024-2025

414 N. Meridian Street  
Newberg, OR 97132  
(503) 554-2740  
[www.georgefox.edu/BSW](http://www.georgefox.edu/BSW)

# Table of Contents

## [Welcome](#)

[Be Known](#)

[Land Acknowledgement](#)

[Anti-Racism Statement](#)

## [Introduction to the Profession of Social Work](#)

[The Social Work Major](#)

[Definition of Generalist Social Work](#)

[Career Opportunities](#)

[National Organization Opportunities](#)

## [George Fox University Bachelor of Social Work Program](#)

[Mission of George Fox University: The Program's Context](#)

[Mission of the George Fox University Social Work Department](#)

[Mission of the Bachelor of Social Work Program](#)

[Distinctives of the George Fox University Bachelor of Social Work Program](#)

[Program Goals](#)

[Professional Expectations for Social Work Students](#)

[CSWE Competencies](#)

[Social Work Program Nondiscrimination Policy](#)

[Program Accreditation](#)

[GFU Social Work Faculty](#)

## [Social Work Curriculum](#)

[General Education Requirements](#)

[Prerequisite Courses Required for a Social Work Degree](#)

[Core Social Work Courses Required for a Social Work Degree](#)

[BSW Four-Year Plan](#)

[Program Admission and Procedures](#)

[Social Work Field Practicum Admission Procedure](#)

## [Student Resources](#)

[Advising](#)

[Student Educational Files](#)

[Graduation Requirements](#)

[Transfer Students](#)

[Credit for Life Experience](#)

[Overseas Study and Consortium Programs](#)

[Student Academic Appeal Procedures](#)

[Program and Course Evaluation](#)

[Student's Right to Organize](#)

[Social Work Club](#)

[Social Work Scholarships and Awards](#)

[BSW Course Policies](#)

[Attendance Policy](#)

[Professional Behavior](#)

[Assignment Submission Policy](#)

[Academic Honesty Policy](#)

[Appendices](#)

[Appendix A: Application for Admission to the Bachelor of Social Work](#)

[Appendix B: Grounds for Dismissal, Appeal Procedures, and Grievance Policy](#)

[Appendix C: CSWE Education Policy and Accreditation Standards](#)

[Appendix D: NASW Code of Ethics](#)

## **Welcome**

The faculty and staff of the Social Work Department at George Fox University (GFU) are glad you have decided to join our Bachelor of Social Work (BSW) program. We look forward to working with you to reach your goal of being a generalist social worker. To that end, the Student Handbook serves as a guide for policies and procedures necessary for your successful completion of the BSW degree. It is vital that you read the handbook thoroughly. The policies and procedures for the BSW program have been developed through a collaborative process with interaction between faculty, administrators, advisory board members, community partners, and students. We invite you to become familiar with it and encourage any feedback you may have about clarity and process.

Professional social work requires a high level of emotional and intellectual resources, as well as an acceptance of the values and ethics of the profession. It is our desire that students graduate with the ability to differentiate personal belief systems from their client's beliefs and conduct themselves ethically as generalist social workers, working with diverse and vulnerable populations in a variety of settings.

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

## **Be Known**

The BSW program strives to extend the Be Known promise to its students. In partnership with the larger university, we make it a goal to cascade this promise in program activities and interactions. As a reminder, the Be Known promise is: At George Fox, each student will be known – personally, academically and spiritually.

## **Land Acknowledgement**

George Fox University's Newberg campus (GFU), established as Friends Pacific Academy in 1885, is built on Kalapuyan land. The Kalapuyan people are a part of The Confederated Tribes of the Grand Ronde Community of Oregon, a federally recognized group that includes more than 30 other tribes and bands.

To find more about indigenous tribes in the Oregon area, please visit the GFU Kalapuya Guide provided by the George Fox Library at: <https://libguides.georgefox.edu/kalapuya/home>.

## **Anti-Racism Statement**

At the core of social work is the commitment to social, racial, economic, and environmental justice and transformation in practice settings. This includes social work education, where excellence is not solely measured in scholarly outcomes but also in students' preparedness to be critically engaged change agents. In the spirit of solidarity, shared humanity, and concern for antiracist communities - both national and global - George Fox University's Bachelor of Social Work faculty celebrate diversity, equity, and inclusion as central to our mission and affirm solidarity with those individuals and groups most socially vulnerable.

# Introduction to the Profession of Social Work

## The Social Work Major

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

Foundational to generalist social work practice is a commitment to justice and advocacy to move our world towards anti-racist and anti-oppressive relationships, communities, and systems. The Bachelor of Social Work program focuses on educating students on the importance of justice, human rights, diversity, equity, inclusion, and policy advocacy.

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

## Definition of Generalist Social Work

The Social Work Program defines “generalist” social work for baccalaureate students in the following manner:

*“Generalist” social workers must possess knowledge, values, and skills which enable them to:*

1. Work with systems of various types and sizes, including but not limited to individuals, families, groups, communities, and institutions;
2. Work with vulnerable populations with special emphasis on anti-racism and anti-oppression through advocacy and action with respect for human diversity;
3. Work with persons in various social environments by understanding and applying the social work framework of person-in-environment and the strengths perspective;
4. Assume and effectively use several social work roles (including but not limited to advocate, educator, researcher, lobbyist, case manager, etc.);
5. Practice within the NASW *Code of Ethics* and apply professional social work values and ethics to diverse human needs;
6. Think critically, value life-long learning, self-understanding and apply the impact of research, policy, and the law upon social work practice;

7. Effectively use current technologies related to generalist practice (e.g. strengths/needs assessment, intervention skills, documentation, computer skills, research skills, etc.);
8. Develop referral and networking resources consistent with the skills of a generalist social worker.

### **Career Opportunities**

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

Addictions Recovery	Adoption	Anti-racism and Justice Advocacy
Child Welfare	Community Organization	Disability Services
Family Services	Gerontology	Healthcare Services
Human Services	International Social Work	Justice System
Mental Health	Military Social Work	Policy Development
Residential Care	School Social Work	Victim Support Advocacy

### **National Organization Opportunities**

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

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

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

#### **National Association of Christians in Social Work (NACSW)**

The North American Association of Christians in Social Work is a nonprofit Christian social work member organization committed to equipping our members to integration of Christian faith and professional social work practice. Members of NACSW represent a rich diversity of Christian denominations and traditions.

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

Dedicated to promoting the professional development of Latino social workers and to advocating, support, and participating in addressing concerns and issues that impact the Latino community.

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

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

# **George Fox University Bachelor of Social Work Program**

## **Mission of George Fox University: The Program's Context**

George Fox University, a Christ-centered community, prepares students spiritually, academically, and professionally to think with clarity, act with integrity, and serve with passion.

The university's mission statement is further exemplified by the institutional values that relate clearly to the mission, nature, and purposes of the Bachelor of Social Work program. For example:

1. Students First
2. Christ in Everything
3. Innovation to Improve Outcomes

## **Mission of the George Fox University Social Work Department**

George Fox University's Social Work Department prepares graduates for worldwide leadership and service as social work professionals who integrate the values, knowledge, and skills of social work with the highest competence and ethical integrity.

## **Mission of the Bachelor of Social Work Program**

George Fox University's Bachelor of Social Work Program prepares graduates for worldwide advocacy and service as social work professionals who integrate faith and the values, ethics, knowledge, and skills of social work with a commitment to integrity and justice to promote the well-being of all of humanity.

## **Distinctives of the George Fox University Bachelor of Social Work Program**

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

### **High Academic Standards**

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

### **Faith Integration**

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

The student should be able to integrate their personal faith within the program's curriculum and understand how this impacts them both personally and professionally. It is the program's goal that students graduate with the ability to differentiate personal belief systems from their client's beliefs and

conduct themselves ethically as generalist social workers, working with diverse and vulnerable populations in a variety of settings.

*The Social Work Program seeks to integrate Christian practice with an active commitment to justice, diversity, equity, and inclusion.*

The student is encouraged to live out the commandment in Micah 6:8 to act justly, to love mercy, and to walk humbly with your God:

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

### **Program Goals**

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

**Goal One:** Social work graduates adopt the person-in-environment perspective to acquire the values, ethics, knowledge, and skills necessary to engage in generalist social work practice, understand and analyze diverse worldviews, and advocate for human rights and justice.

**Goal Two:** Social work graduates will understand and effectively work within diverse social contexts, structures, and change processes in their practice with communities, organizations, groups, families, and individuals with an anti-racist and anti-oppressive perspective.

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

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



## **Professional Expectations for Social Work Students**

Students in the Social Work Department BSW Program are required to adhere to the following expectations, which are associated with the ability to become effective social work professionals. Students in the Social Work Department are expected to:

1. Maintain a C or above in all social work classes within the Bachelor of Social Work Program.
2. Demonstrate honesty and integrity by
  - a. Being truthful about background, experiences, and qualification
  - b. Completing one's own work as original work for each assignment (no plagiarism)
3. Demonstrate behavior consistent with the NASW Code of Ethics, George Fox University's Student Handbook, and established laws both on and off campus.
4. Demonstrate behavior consistent with professional standards of care in agency settings, including reporting to agencies on time, professionally dressed as appropriate for agency setting and standards, and ready to provide service to the organization and its clients.
5. Demonstrate responsibility in classroom and field obligations in regards to timeliness, attendance, completion of assignments, respectful and participatory classroom conduct, and responsiveness to faculty recommendations for the development of professionalism, academic performance, and skill improvement.
6. Demonstrate respectful attitudes, appropriate behavior, and effective interpersonal skills in interactions with peers, faculty, University staff, Field Agency personnel, and clients. Students should use appropriate channels for resolving conflicts at the university and agency settings.
7. Refrain from attending classes or agency settings under the influence of alcohol or other mood-altering substances, except where a licensed physician deems medication necessary, prescribes it, and it is taken at a prescribed dosage.
8. Exhibit behavior that demonstrates respect for and avoids discrimination against any person, group, or class on the basis of age, class, color, disability, ethnicity, gender, material status, national origin, race, religion, and/or sexual orientation.
9. Demonstrate clear, appropriate, and culturally sensitive boundaries. Refrain from sexually harassing others; making verbal or physical threats; becoming involved in sexual relations with clients, supervisors, or faculty; abusing others in physical, emotional, verbal, or sexual ways; or participating in dual relationships where conflicts of interest may exist.

## **CSWE Competencies**

The George Fox University Bachelor of Social Work Program's mission statement is consistent with the profession's purpose and values as outlined in the CSWE EPAS (CSWE, 2022) and NASW Code of Ethics (NASW, 2021).

"The purpose of the social work profession is to promote human and community well-being. Guided by a person-in-environment framework, a global perspective, respect for human diversity, and knowledge based on scientific inquiry, the purpose of social work is actualized through its quest for social, racial, economic, and environmental justice; the creation of conditions that facilitate the realization of human rights; the elimination of poverty; and the enhancement of life for all people, locally and globally" (CSWE, 2022 p. 14)

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

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

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

### **Social Work Program Nondiscrimination Policy**

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

George Fox University students and employees work, live, and learn in an environment where the dignity of each individual is respected. Harassment or discrimination due to race, color, sex, sexual orientation, gender identity, marital status, religion, creed, age, national origin, citizenship status, workers' compensation status, physical or mental disability, veteran status, or any other status protected under applicable local, state, or federal law; or any other distinguishing characteristic protected by applicable non-discrimination law is prohibited.

Actions that constitute harassment or discrimination may be verbal or physical conduct that includes but is not limited to, the following: demeaning gestures, threats of violence, physical attacks, or any type of threatening or verbal remarks. These behaviors include hazing (please see hazing policy), other initiations, or any actions that may be hazardous, dehumanizing, harassing, or humiliating to people within or outside the George Fox community. Prohibited actions also include vandalism, destruction of a person's property, the misuse of telephones, voicemail messages, text messages, United States or campus mail, as well as e-mail, social media, or other electronic communication for the purpose of issuing obscene, harassing, or threatening messages.

Such conduct has the purpose or effect of interfering with an individual's work, academic, or student life environment. Students and employees are expected to conduct themselves in a manner that shows respect to all and ensures no discrimination or harassment occurs.

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

### **Program Accreditation**

It is important to understand that there are **two** different types of accreditation that affect the Social Work Program.

The first type of accreditation is granted by the **regional** accrediting body known as the Northwest Commission on Colleges and Universities (NWCCU). This regional body reviews entire universities and programs for the Council on Higher Education (CHEA).

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

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

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

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

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

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

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

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

## GFU Social Work Faculty

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

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

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

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

**Kathryn Saunders**, MSW, LMSW, Assistant Professor of Social Work; (MSW, University of New England, BSW, George Fox University), has had extensive experience working with the elderly, crisis and suicide intervention, and healthcare administration in Yamhill and Washington counties and is serving as a visiting assistant professor of social work for the 2024-25 academic year. An alumna of George Fox and a certified licensed master of social work, she worked as an assistant professor at George Fox since 2021. Kathryn previously taught on an adjunct basis at the university since 2014, and during that same time frame, she has worked as a support group facilitator with the Oregon Alzheimer's Association, in crisis intervention services, and as an Applied Suicide Intervention Skills Trainer (ASIST) while also managing her business, Kathryn Saunders Wellness and Guidance LLC. She also holds a Certificate in Servant Leadership from Gonzaga University and is an active residential care administrator in Oregon.

### Adjunct Faculty

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

## **Social Work Curriculum**

George Fox University currently offers a Bachelor in Social Work (BSW) degree. A minimum of twelve semester hours of field practicum is required for social work. Field experience reinforces and challenges the student to apply what has been learned in the classroom while exploring their personal interests and clarifying their professional goals. Program faculty, as well as personnel at the site, professionally supervise students in field experience. The program has placed students in a variety of local, county, state, and federal settings that serve children, adolescents, families, the homeless, the aged, and other populations.

The BSW program focuses its curriculum on five sequential pathways (built in relation to the NASW Code of Ethics, CSWE 2022 EPAS, George Fox University BSW Program Distinctives) to prepare students for their social work internship and entrance into a professional social work career or further social work studies.

### Pathway I: Service

SWRK 391: Social Work Practice I: Individuals

SWRK 391: Social Work Practice II: Groups and Families

SWRK 393: Social Work Practice III: Organizations and Communities

### Pathway II: Justice

SWRK 331: Human Rights and Justice

SWRK 420: Social Work and Diverse Populations

SWRK 460: Social Policy

### Pathway III: Knowledge

PSYC 310: Lifespan Development

SWRK 240: Statistical Procedures

SWRK 440: Social Work Research Methods

### Pathway IV: Faith in Action

SWRK 310: Faith and Justice Seminar

SWRK 312: Faith and Diversity Seminar

SWRK 314: Faith and Advocacy Seminar

### Pathway V: Integration

SWRK 476: Social Work Internship and Seminar I

SWRK 477: Social Work Internship and Seminar II

SWRK 490: Senior Seminar

## **General Education Requirements**

Students should complete the general education requirements of the university and the prerequisite for a social work degree prior to their acceptance into the Bachelor of Social Work program. In situations where students are unable to complete these requirements, they will work with their academic advisor to complete them alongside their courses in the first year of the 2-year BSW cohort program.

For a full list of General Education requirements for graduation, see the University Catalog online (<https://www.georgefox.edu/college-admissions/academics/general-education.html>)

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

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

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

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

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

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

This course provides an introduction to the values, ethics, theory, roles, and responsibilities of social workers within generalist social work practice with a special focus on working with diverse populations. The course focuses on how students' personal experiences, evolving worldviews, and self-awareness can be developed and utilized as a foundation for social work practice focused on service and justice. Special attention is given to the history of the social work profession, its response to current and historical contexts of oppression and racism, and how the social work profession empowers people to advocate and take action toward social, racial, economic, and environmental justice. This course requires volunteer work in a social work agency or with an organization serving individuals, families, or communities who identify with specific vulnerabilities. This course is required for those majoring in Social Work and must be taken prior to entrance into the social work cohort program or within the first semester following the student's acceptance into the social work cohort program.

### **Core Social Work Courses Required for a Social Work Degree**

#### **SWRK 310 Faith and Justice Seminar 1 hour**

As the first course in the 3-course Faith in Action Seminar Series, this course provides a space for structured dialogue and discourse related to faith and justice. Students will engage with assigned reading, critical personal reflection, and classroom discussions to develop an understanding of the complex interaction between faith and justice. A framework for addressing injustice will be supported and developed throughout the course. Prerequisites: Formal admission to the Social Work Program and concurrent enrollment in SWRK 333: Human Rights and Justice is required.

#### **SWRK 312 Faith and Diversity Seminar 1 hour**

As the second course in the 3-course Faith in Action Seminar Series, this course provides a space for structured dialogue and discourse related to faith, anti-racism, and diversity. Students will engage with assigned reading, critical personal reflection, and classroom discussions to develop an understanding of the complex interaction between faith, anti-racism, and diversity. A framework grounded in cultural humility for addressing racism, oppression, and marginalization will be supported and developed throughout the course. Prerequisites: Formal admission to the Social Work Program and concurrent enrollment in SWRK 420: Social Work with Diverse Populations is required.

**SWRK 314 Faith and Advocacy Seminar 1 hour**

As the third course in the 3-course Faith in Action Seminar Series, this course provides a space for structured dialogue and discourse related to faith and advocacy. Students will engage with assigned reading, critical personal reflection, and classroom discussions to develop an understanding of the complex interaction between faith and advocacy. A framework for engaging in advocacy to address communal, structural, and systemic racism and oppression will be supported and developed throughout the course. Prerequisites: Formal admission to the Social Work Program and concurrent enrollment in SWRK 460: Social Policy.

**PSYC 310 Lifespan Development 3 hours**

A study of physical, intellectual, personality, social, and moral development from infancy to old age. Will not count as part of the psychology major. Students who take PSYC 310 are not eligible to also take PSYC 311, PSYC 314, or PSYC 312 for credit *Prerequisite: PSYC 150 General Psychology.*

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

This course provides an introduction to practices that advance human rights and promote social, racial, economic, and environmental justice. Related concepts of oppression, power, privilege, and inequality will also be covered. *Prerequisite: Formal admission to the Social Work Program or a declared minor in Social Welfare.*

**SWRK 340 Statistical Procedures 3 hours**

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

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

This course provides a study of generalist social work practice with individuals. Micro-level theory, skills and interviewing techniques are applied to generalist social work with an understanding of how bias, power and privilege, and personal values and experiences affect social work practice with diverse clients. Furthermore, this course assists the students in necessary self-exploration as it relates to self-awareness and future ethical social work practice. Additional course fee is required. *Prerequisites: SWRK 180 Introduction to Social Work; formal admission into the Social Work Program.*

**SWRK 392 Social Work Practice II: Groups and Families 3 hours**

This course provides a study of mezzo-level generalist social work practice with families and groups. Attention is given to a systems framework of generalist social work practice, with a particular focus upon assessment and development of culturally appropriate and evidenced-based intervention strategies. *Prerequisites: SWRK 391 Social Work Practice I: Individuals; formal admission into the Social Work Program*

**SWRK 393 Social Work Practice III: Organizations and Communities 3 hours**

This course provides an overview of generalist social work methods practiced with organizations and communities with focus on planning, implementing, assessing, and evaluating macro-level systems. Special attention is given to macro-level advocacy for social justice issues, including, but not limited to

anti-racism, discrimination, equity, and inclusion. Additional course fee is required. *Prerequisite: SWRK 392 Social Work Practice II: Groups and Families; formal admission into the social work program.*

**SWRK 420 Social Work and Diverse Populations 3 hours**

This course provides an introduction to issues of diversity and difference in preparation for social work practice with cultural humility. Students will learn about vulnerable and marginalized groups and the environmental systems which impact them. Special attention is given to issues of intersectionality, bias, discrimination, power and privilege, and oppression. Students will explore their own personal identity and how their views, beliefs, values, and behaviors may support or hinder future social work practice with diverse populations. *Prerequisite: SWRK 333 Human Rights and Justice and formal admission into the social work program; or a declared Criminal Justice Minor.*

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

This course provides basic knowledge about research methods as it applies to social work practice. Students learn how to access, critique, synthesize, articulate research findings derived from interprofessional and diverse research methods, approaches, and sources. Students learn the inherent bias in research and evaluate design, analysis, and interpretation using an anti-racist and anti-oppressive perspective to inform decisions pertaining to practice, policy, and programs. Topics specific to social work research, such as agency-based research, program evaluation, outcomes evaluation, and single-subject design will be emphasized. This course demonstrates the need for and encourages the use of research in social work practice. *Prerequisites: SWRK 240 Statistical Procedures; formal admission into the Social Work Program. Prerequisites: SWRK 240 Statistical Procedures; formal admission into the Social Work Program.*

**SWRK 460 Social Policy 3 hours**

This course provides an in-depth analysis of how human needs and values are translated into social policy on community, state, national, and international levels. Special attention is given to the ways in which values and power interests influence the creation of social policy. Emphasis is placed on the history of social welfare and related policies, the process of policy formation and analysis, and the impact of policy on vulnerable populations. The course includes a critique of historical and current social policy and the systems related to social policy to provide a foundation for policy practice that is rights-based, anti-oppressive, and anti-racist. Implications for generalist social work practice and services will be explored through a variety of class activities. *Prerequisites: SWRK 333 Human Rights and Justice, SWRK 420 Social Work with Diverse Populations; formal admission into the social work program or a declared social welfare minor.*

**SWRK 476 Social Work Internship and Seminar I 6 hours – 225 practicum hours in an agency**

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



**SWRK 477 Social Work Internship and Seminar II 6 credit hours – 225 practicum hours in an agency**

This course provides further depth and integration of theory, classroom learning, and experience within the student's internship experience/instruction, building on concepts developed in SWRK 476. This is the second course in the internship experience/instruction sequence. Ideally, SWRK 476 and 477 will occur in a full-year practicum during the student's final year. Macro-practice concepts will be emphasized, and topics will include work with agency boards, communities, governmental systems; implementation of a research project in the agency; community analysis; termination with clients and the agency; addressing social inequities in the student's field experience/practicum; engage in Anti-racism, Diversity, Equity, and Inclusion (ADEI) in practice; policy issues; and ethical conduct/NASW Code of Ethics. Required for majors. Additionally, students attend a one-hour seminar each week that addresses the integration of classroom concepts and experiences at the agency. (225 clock hours with the agency) *Prerequisites: SWRK 391 Social Work Practice I: Individuals, SWRK 392 Social Work Practice II: Groups and Families, SWRK 476 Social Work Internship and Seminar I; formal admission into the social work program.*

**SWRK 490 Senior Seminar 3 hours**

This course focuses on consolidating substantive knowledge regarding the CSWE Competencies found in the CSWE EPAS. Students apply knowledge and skills gained across their BSW courses to the social work profession, including ethical social work practice, advocacy for human rights and justice, and generalist social work practice across the micro, mezzo, and macro levels. Students develop a framework for their social work practice focused on theory, self-awareness, ethics and professionalism, and the integration of spirituality and religion in social work practice. Additional course fee is required. *Prerequisite: SWRK 440, 460, and 476; formal admission into the social work program.*

**Elective Courses**

**SWRK 321 Family Violence 3 hours**

This course provides an overview of the different types of violence that occur within family systems. Attention will be given to the intersection of diverse identities and violence, factors within society that contribute to violence, and societal responses to violence within society. *Prerequisites: PSYC 100 Personhood or SWRK 180 Introduction to Social Work, and at least sophomore level status or instructor's permission.*

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

This course will introduce students to different views of death, loss, and grief in the context of the biopsychosocial-spiritual model. Topics will include the human response to loss throughout the lifespan, societal and cultural/ethnic responses to dying and death, ethical issues related to dying and death, suicide, and advanced planning for death and dying.

*Prerequisites: PSYC 100 or SWRK 180, SWRK 210, at least sophomore level status or instructor's permission.*

**SWRK 323 Trauma and Recovery 3 hours**

The course will introduce students to the impact of trauma on individuals and communities. Types of trauma, including generational and racial trauma, childhood trauma, sexual trauma, and communal trauma, will be covered. Topics will include how trauma affects the brain, body, relationships with others, and relationships with self. An introduction to trauma recovery and trauma-informed interventions will be included. *Prerequisites: PSYC 100 or SWRK 180, at least sophomore-level status, or instructor's permission.*

**SWRK 324 Mental Health and Substance Abuse 3 hours**

This course provides an introduction to substance abuse and mental health within diverse cultural and racial contexts. Students will learn about the major DSM-V mental health disorders and treatment for mental illness. Substance addiction, treatment, and the social impact drugs have on society will be examined. *Prerequisites: PSYC 100 Personhood or SWRK 180 Introduction to Social Work, at least sophomore level status or instructor's permission.*

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

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

[https://www.georgefox.edu/catalog/handbook/academic/enrollment/registration/field\\_ed.html](https://www.georgefox.edu/catalog/handbook/academic/enrollment/registration/field_ed.html).”

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

**Prerequisites:**

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

**Social Work Major Courses:**

PSYC 310	Lifespan Human Development	3	___
SWRK 240	Statistical Procedures	3	___
SWRK 310	Faith and Justice Seminar	1	___
SWRK 312	Faith and Diversity Seminar	1	___
SWRK 314	Faith and Advocacy Seminar	1	___
SWRK 333	Human Rights and Justice	3	___
SWRK 391	Social Work Practice I	3	___
SWRK 392	Social Work Practice II	3	___
SWRK 393	Social Work Practice III	3	___
SWRK 420	Social Work and Diverse Populations	3	___
SWRK 440	Social Work Research Methods	3	___
SWRK 460	Social Policy	3	___
SWRK 476	Social Work Internship and Seminar I	6	___
SWRK 477	Social Work Internship and Seminar II	6	___
SWRK 490	Senior Seminar	3	___
		54 hours Total	

### BSW Four-Year Plan

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

Second Year – Fall Semester			Spring Semester		
Course	Course name	Hours	Course	Course Name	Hours
PSYC 150	General Psychology	3	THEO 380	Ethics	3
LITR 111	Faith and Story	3	SOCI 380	Race in America (suggested)	3
SSCI 100	Justice	3	ARTP/V 120	Art & Global Culture	3
SPAN 200	Intro. to Latinx Studies (suggested)	3		General Elective	3
SWRK 210	Intro to Criminal Justice (Suggested)	3		Social Work Elective	3
	<b>Semester Total</b>	<b>15</b>		<b>Semester Total</b>	<b>15</b>

Third Year – Fall Semester			Spring Semester		
Course	Course name	Hours	Course	Course Name	Hours
PSYC 310	Lifespan Human Development	3	SWRK 340	Statistical Procedures	3
SWRK 333	Human Rights and Justice	3	SWRK 392	Social Work Practice II: Groups and Families	3
SWRK 391	Social Work Practice I: Individuals	3	SWRK 420	Social Work and Diverse Populations	3
SWRK 310	Faith and Justice Seminar	1	SWRK 312	Faith and Diversity Seminar	1
	Social Work Elective	3		Social Work Elective or Internship	3
	General Elective	3		Elective or Jrs Abroad	3
	<b>Semester Total</b>	<b>16</b>		<b>Semester Total</b>	<b>16</b>

Fourth Year – Fall Semester			Spring Semester		
Course	Course name	Hours	Course	Course Name	Hours
SWRK 440	Social Work Research Methods	3	SWRK 393	Social Work Practice III: Organizations and Communities	3
SWRK 460	Social Policy	3	SWRK 477	Field Internship and Seminar !!	6
SWRK 476	Field Internship And Seminar I	6	SWRK 490	Senior Seminar	3
SWRK 314	Faith and Advocacy Seminar	1			
	General Elective or Social Work Elective	3			
	<b>Semester Total</b>	<b>16</b>		<b>Semester Total</b>	<b>12</b>
				<b>Cumulative Total</b>	<b>121 Credits</b>

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

### **Program Admission and Procedures**

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

### **Admission Criteria and Application Process:**

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

#### **2024-2025 Academic Year BSW Application Deadlines**

- Application Deadline is February 3, 2025
- Transfer Student Application Deadline is June 30, 2025

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

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

### **Admission Criteria and Application Process**

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

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

## **Admission Decisions**

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

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

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

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

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

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

## **Social Work Field Practicum Admission Procedure**

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

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

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

Field Practicum	Course Prerequisites
SWRK 476 Social Work Internship and Seminar I	SWRK 391 Social Work Practice I, SWRK 392 Social Work Practice II; formal admission into the social work program.
SWRK 477 Social Work Internship and Seminar II	SWRK 476 Social Work Internship and Seminar I; formal admission into the social work program.

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

**Once accepted**, the student must attend the **Field Education Fair**. Annual date provided by the Field Director.

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

## Student Resources

### Advising

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

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

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

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

### Student Educational Files

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

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

### Graduation Requirements

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

1. Accumulate at least 120 semester hours with a minimum grade point average of 2.00. The GPA is computed on work taken at George Fox University only (for social work, this includes 37 general education credits, 54 social work major requirements, and 29 elective credits);
2. Accumulate at least 42 upper-division semester hours (courses numbered 300 or above);

3. Complete the general education requirements;
4. Complete a major in a chosen area with no grade below a "C-" in upper-division courses (social work majors must complete all major courses with a "C" or better);
5. Complete at least 30 semester hours in residency (20 hours must be in senior year; 20 of the last 30 hours must be completed at George Fox University);
6. Complete at least 10 hours of one's major in residency;
7. File an Application for Degree form not later than the completion of 93 semester hours toward graduation (normally two semesters before expected graduation).
8. Pay in full all accounts at Student Financial Services.

### **Transfer Students**

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

SWRK 180 Introduction to Social Work  
SWRK 240 Statistical Procedures  
SWRK 440 Research Methods  
SWRK 460 Social Policy  
PSYC 310 Lifespan Development

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

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

### **Credit for Life Experience**

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

### **Overseas Study and Consortium Programs**

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



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

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

### **Student Academic Appeal Procedures**

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

### **Program and Course Evaluation**

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

### **Student's Right to Organize**

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

### **Social Work Club**

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

## **Social Work Scholarships and Awards**

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

Students can also qualify to join the social work national honor society, Phi Alpha. Qualifications include: Having declared a major in social work, having completed 9 semester hours of required social work courses and at least 37.5% of the total hours/credits required for the degree, whichever is later achieved, and rank in the top 35% of social work students at George Fox. Students can qualify during their Junior and/or Senior years and are notified early during the spring semester.

## **BSW Course Policies**

The following policies are designed to

1. Support and empower students to meet the BSW program goals and expectations of CSWE educational standards and competencies.
2. Provide clear guidelines to help students engage in their learning in alignment with CSWE Competency 1: Demonstrate Ethical and Professional Behavior and the NASW Code of Ethics core values of integrity and competence.
3. Develop students' social work skills and knowledge while caring for their well-being.

### **Attendance Policy**

The goal of the BSW Program is for students to attend all classes to obtain the knowledge and skills to become competent social workers. To navigate conflicts with scheduled classes, the student needs to engage in communication with their professor to ensure ongoing learning occurs.

*Expectations for communication of absences:* A student has the responsibility to communicate all absences to their professor by email before a missed class. In case of emergency, when communication cannot be sent before the date of absence, the student is responsible for communicating their absence to the professor within 48 hours.

#### *Excused absences:*

Excused absences may be related to individual or family illnesses/emergencies, student cultural or religious holidays, or sanctioned university events (sports, music/theater, scholarship requirements, etc.). The professor and student will collaborate to identify a plan for the student to make up missed course content to ensure the student receives information relevant to competent social work practice.

#### *Unexcused absences:*

When a student misses more than twenty percent (20%) of classes due to unexcused absences, the highest grade the student can receive is a C- (72%). When the course is required for the BSW degree, and the student is a declared social work major, the student will need to retake the course and complete it with a C (73%) or higher (BSW Student Handbook: Grade Requirements).

### **Professional Behavior**

As developing social work professionals, students are responsible for demonstrating courtesy and professional behavior in their interactions with faculty, staff, field personnel, clients, and peers. Professional behavior in the classroom includes being on time, being prepared for class, remaining on task and engaged in class, active listening, and treating others respectfully regardless of differences. Students are expected to abide by the NASW Code of Ethics and the Professional Expectations for Social Work Students outlined in the BSW Program Student Handbook and the BSW Field Practicum Manual. Students' professional behavior in the classroom and their attendance will determine students' scores for the "Professional Behavior" assignment in social work courses.

### *Electronic Devices*

In regard to the use of electronic devices, students are responsible for following the following guidelines:

1. The use of laptops or tablets can be used for course-related purposes.
2. Cell phones are to be on “Do Not Disturb” or silenced during class meeting times. If a cell phone is needed due to an emergency, notify the instructor before class and the phone should be switched to a ring mode that will not disturb the class.
3. A student needs verbal and written permission from the professor prior to any recording or photography in the classroom.

### **Assignment Submission Policy**

Students are responsible for submitting assignments and completing quizzes and exams as outlined in their syllabus; including being on time, complete, and submitted in the proper place (in-class, Canvas, email, etc.).

#### *Request for an Extension:*

Students may request an assignment extension due to illness, family emergencies, cultural or religious holidays, or student well-being.

The process to submit a request for an extension is outlined below:

1. The student will initiate their request for an extension in an email to their professor at least 48 hours prior to the assignment due date.
2. The professor and student will collaborate to develop a completion plan in regard to the student’s request. When a student has more than one request for an extension in any given course, it will be a factor in developing a completion plan.
3. The student is responsible for submitting their work by the date identified in the plan. If the work is not completed by the date set in the identified plan, the student will receive 0 points for the assignment.

When a student does not follow the above plan, the student will receive 0 points for the assignment. In situations where a student experiences an emergency or crisis that prevents them from engaging in the outlined process, they may request to meet with the professor to explore options for assignment completion.

*When students need extra support and guidance in regard to attendance and extensions for assignment submissions, they are encouraged to set up an appointment with Disability and Accessibility Services (DAS). The faculty within the Bachelor of Social Work Program will collaborate with the student and DAS to enact accommodations developed as part of the student’s individualized plan set up through DAS.*

### **Academic Honesty Policy**

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

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

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

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

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

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

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

## Appendices

### Appendix A: Application for Admission to the Bachelor of Social Work

#### Introduction

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

#### 2024-2025 Academic Year BSW Application Deadlines

- Application Deadline is February 3, 2025
- Transfer Student Application Deadline is June 30, 2025

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

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

#### Admission Criteria and Application Process

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

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

#### Admission Decisions

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

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

- c. Students admitted under either the conditional or probationary classifications will not be able to enroll in field or practice courses until conditions are resolved and/or the student's overall GPA is raised to 2.5, and the GPA in social work prerequisite courses is a "C" or above. Any exceptions to this standard will be handled on a case-by-case basis.
2. Students admitted on probationary or conditional status must resolve any specified deficiencies within the next semester.
3. Retention in the Social Work Program will be based upon periodic faculty review.

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

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

**Educational & Social Philosophy:**

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

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

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

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

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

**2024-2025 Academic Year Deadlines:** Application Deadline is February 3, 2025; Transfer Student Application Deadline is June 30, 2025.

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

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

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

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

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

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



**Personal Information**

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

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

Street \_\_\_\_\_ Box # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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

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

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

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

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

Ethnic Background:

\_\_\_\_\_ Hispanic or Latino  
\_\_\_\_\_ Non-Hispanic or Latino

Racial Background: In addition to your identified ethnicity, please indicate how you identify yourself

\_\_\_\_\_ American Indian or Alaska Native: People with origins in North, South, or Central America who maintain tribal affiliation or community attachment

\_\_\_\_\_ Asian: People with origins in the Far East, Southeast Asia, or the Indian subcontinent

\_\_\_\_\_ Middle Eastern or North African: People with origins in the Middle East or North Africa, such as Lebanese, Iranian, Egyptian, or Syrian

\_\_\_\_\_ Native Hawaiian or Pacific Islander: People with origins in Hawaii, Guam, Samoa, or other Pacific Islands

\_\_\_\_\_ White: People with origins in Europe, the Middle East, or North Africa

\_\_\_\_\_ Black or African American

\_\_\_\_\_ Other (please identify) \_\_\_\_\_

**Academic Qualifications**

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

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

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

**Other college(s) attended:**

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

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

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

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

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

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

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

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

**Prior Social Work Education**

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

If yes, please explain:

**Legal History**

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

If yes, please explain:

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

**Volunteer and Work History**

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

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

**Program Questions**

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

\_\_\_\_\_

What most attracted you to GFU’s BSW Program?

\_\_\_\_\_

**Personal Narrative**

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

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

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

## General Instructions for Letters of Recommendation

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

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

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

### Please note:

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

### 2024-2025 Academic Year BSW Application Deadlines:

- Application Deadline is February 3, 2025
- Transfer Student Application Deadline is June 30, 2025

## Letter of Recommendation for the BSW Program

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

Name of Applicant (print) \_\_\_\_\_

Last

First

Middle

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

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

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

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

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

How long have you known the applicant? \_\_\_\_\_ Nature of Relationship \_\_\_\_\_

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

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

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_

Name (Print): \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Organization: \_\_\_\_\_

## Semester Abroad Declaration

---

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

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

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

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

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

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

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

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

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

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

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

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Course Policies for Bachelor of Social Work Program

The following policies are designed to

1. Support and empower students to meet the BSW program goals and expectations of CSWE educational standards and competencies.
2. Provide clear guidelines to help students engage in their learning in alignment with CSWE Competency 1: Demonstrate Ethical and Professional Behavior and the NASW Code of Ethics core values of integrity and competence.
3. Develop students' social work skills and knowledge while caring for their well-being.

### Attendance Policy

The goal of the BSW Program is for students to attend all classes to obtain the knowledge and skills to become competent social workers. To navigate conflicts with scheduled classes, the student needs to engage in communication with their professor to ensure ongoing learning occurs.

*Expectations for communication of absences:* A student has the responsibility to communicate all absences to their professor by email before a missed class. In case of emergency, when communication cannot be sent before the date of absence, the student is responsible for communicating their absence to the professor within 48 hours.

#### *Excused absences:*

Excused absences may be related to individual or family illnesses/emergencies or sanctioned university events (sports, music/theater, scholarship requirements, etc.). The professor and student will collaborate to identify a plan for students to make up missed course content to ensure the student receives information relevant to competent social work practice.

#### *Unexcused absences:*

When a student misses more than twenty percent (20%) of classes due to unexcused absences, the highest grade the student can receive is a C- (72%). When the course is required for the BSW degree, and the student is a declared social work major, the student will need to retake the course and complete it with a C (73%) or higher (BSW Student Handbook: Grade Requirements).

### Professional Behavior

As developing social work professionals, students are responsible for demonstrating courtesy and professional behavior in their interactions with faculty, staff, field personnel, clients, and peers. Professional behavior in the classroom includes being on time, being prepared for class, remaining on task and engaged in class, active listening, and treating others respectfully regardless of differences. Students are expected to abide by the NASW Code of Ethics and the Professional Expectations for Social Work Students outlined in the BSW Program Student Handbook and the BSW Field Practicum Manual. Students' professional behavior in the classroom and their attendance will determine students' scores for the "Professional Behavior" assignment in social work courses.

#### *Electronic Devices*

In regard to the use of electronic devices, students are responsible for following the following guidelines:

1. The use of laptops or tablets can be used for course-related purposes.

2. Cell phones are to be on “Do Not Disturb” or silenced during class meeting times. If a cell phone is needed due to an emergency, notify the instructor before class and the phone should be switched to a ring mode that will not disturb the class.
3. A student needs verbal and written permission from the professor prior to any recording or photography in the classroom.

**Assignment Submission Policy**

Students are responsible for submitting assignments and completing quizzes and exams as outlined in their syllabus; including being on time, complete, and submitted in the proper place (in-class, Canvas, email, etc.).

*Request for an Extension:*

Students may request an extension for assignments in regard to illness, family emergencies, or student well-being.

The process to submit a request for an extension is outlined below:

1. The student will initiate their request for an extension in an email to their professor at least 48 hours prior to the assignment due date.
2. The professor and student will collaborate to develop a completion plan in regard to the student’s request. When a student has more than one request for an extension in any given course, it will be a factor in developing a completion plan.
3. The student is responsible for submitting their work by the date identified in the plan. If the work is not completed by the date set in the identified plan, the student will receive 0 points for the assignment.

When a student does not follow the above plan, the student will receive 0 points for the assignment. In situations where a student experiences an emergency or crisis that prevents them from engaging in the outlined process, they may request to meet with the professor to explore options for assignment completion.

*When students need extra support and guidance in regard to attendance and extensions for assignment submissions, they are encouraged to set up an appointment with Disability and Accessibility Services (DAS). The faculty within the Bachelor of Social Work Program will collaborate with the student and DAS to enact accommodations developed as part of the student’s individualized plan set up through DAS.*

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

\_\_\_\_\_  
Date



**Authorization for Release  
Of Information To:**

**Employers and Educational Institutions**

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

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

## Criminal Check and Fingerprint Policy

---

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

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

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

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

### Consent Form

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

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

\_\_\_\_\_  
Date

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

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

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

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

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

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

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

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

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

Social work is a difficult, challenging, and very rewarding profession for those interested in others and are willing to give of themselves. Professional social work requires a high level of emotional and intellectual resources, as well as an acceptance of the values and ethics of the profession. Many students find themselves initially attracted to social work for a number of reasons. Later, however, they may come to realize that they are unsuited for the profession for various reasons (e.g. their own values, academic ability, or degree of emotional strength, which is often required, which make this career choice inappropriate for them.) Such a decision demonstrates wisdom and real caring for the needs of potential clients and co-workers. The social work faculty always stands ready to assist students in considering their best academic alternatives in such situations.

This process is designed to resolve complaints against students, facilitate students' professional growth, and help correct unprofessional behavior when possible. As such, the goal of this process is to restore students to professional functioning as deemed reasonable and possible by the faculty. An alleged violation of George Fox University policies, as stated in the *Student Life Handbook*, will be handled by the GFU Student Life Office with procedures as noted in the handbook.

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

Complaints may be made against students for the following reasons:

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

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

1. Complaints against a student must be written, signed, dated, and sent to the Social Work Program Director, with a copy sent to the Social Work Program Director of Field Education.
2. The Social Work Program Director sends the written complaint to the Social Work Program Committee within five working days of receipt of the complaint.
3. The Committee Chair notifies the student that a complaint(s) has been made within two working days of the complaint from the Social Work Program Director.
4. The Social Work Program Committee gathers necessary information from faculty, concerned students, Agency Field Instructors, Agency Coordinators, or the client.

5. The Social Work Program Committee provides the student with written documentation of the specific complaint(s) and concerns of the Committee within 20 working days of receipt of complaint from the Social Work Program Director.
6. The Social Work Program Committee interviews the student to obtain additional information and his/her response to the allegations within 10 working days of written notification to the student of specific complaints(s). The student may offer the Committee names of persons who may provide information on behalf of the student. This is not a litigious process, and attorneys should not be involved at this level.
7. The Social Work Program Committee recommends a decision to the Social Work Program faculty within ten working days of the student interview. Possible recommendations include:
  - a. Dismiss complaint
  - b. Letter of reprimand
  - c. Remedial actions without probation. The student must submit documentation of satisfaction of remedial recommendations by a specific date. The student will be informed in writing of what he/she must do to be reinstated to good standing. Remedial actions may include, but are not limited to, mandatory counseling, additional courses, additional practicum experience, or additional supervision.
  - d. Remedial actions as above with probation. Probation implies ongoing monitoring of the student's functioning by the Social Work Program Committee or its representative for a length of time determined appropriate by the Committee.
  - e. Dismissal from the Social Work Program.
8. The Social Work Program faculty decides on the committee recommendation and notifies the student in writing within three working days.
9. The Social Work Program Director notifies the Director of Field Education, the Agency Field Instructor, Agency Coordinator, and Academic Affairs of the faculty decision.
10. Students who are dismissed from the Social Work Program may not continue in the Field Practicum and lose credit for the current semester. In addition, they cannot reapply to the Social Work Program for six months following the dismissal action unless an appeal reverses the decision of the faculty.

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

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

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

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

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

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

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

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

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

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

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

Appeals process:

1. Student sends a written appeal to the Academic Affairs Office. The appeal should be submitted within five working days of meeting with the faculty member (forms available in AAO office.)
2. Academic dean, faculty member, and student meet; the decision from the school dean will be rendered,  
in writing to the faculty member and student.
3. Student or faculty member may request a hearing with the Appeals Board. The student or faculty member must submit a written appeal within two working days after receipt of a written decision from the school dean.
4. The Academic Appeals Board meets to hear appeal. The decision is rendered in writing to the school dean, faculty member, and student. The decision of the Academic Appeals Board is final.

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

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

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

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

### **Appeals Process**

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

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

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

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

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

## Appendix C: CSWE Education Policy and Accreditation Standards

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

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

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

## Appendix D: NASW Code of Ethics

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

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