

**FORT HAYS STATE  
UNIVERSITY  
HAYS, KANSAS**

**600 Park Street**

**Hays, Kansas 67601**



**BACCALAUREATE SOCIAL WORK  
PROGRAM  
STUDENT HANDBOOK  
2020-2021**

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## PROFESSIONAL SOCIAL WORK

### WHAT WE DO

Social workers are professionals who have many different roles. They assist people who need help in coping with complex interpersonal and social problems and assist them in obtaining the resources they need to live with dignity. Social workers provide services to people of any age, income, race, ethnicity, gender, religion and sexual orientation.

The historic mission of social work has been to help people who are disadvantaged, disenfranchised and underserved. The contemporary social worker also assists people from all walks of life, with all kinds of concerns, in all kinds of settings.

### WHERE WE ARE FOUND

Social workers are generally found in:

- Child and Family Service Agencies
- Mental Health Centers
- Hospitals and Health Care Agencies
- Private Practice
- Schools
- Military bases and the Veteran's Administration
- Nursing Homes
- Welfare Agencies
- Business and Industry
- Drug and Alcohol Treatment Centers
- Residential Treatment Services
- Community Organizations

Social workers are also involved in community action and community planning. Many take part in social policy development or serve as elected public officials. A professional in the field ultimately tries to improve social conditions by helping the community create and deliver services and support that many people need.

### HOW WE WORK

Anyone seeking services from a professional social worker can expect a skilled practitioner who will listen without making judgments, help identify problems and possible solutions, identify and link the individual with resources, and provide assistance in helping people achieve their maximum potential.

## SOCIAL WORK PROGRAM AND CURRICULUM

The Social Work Program at Fort Hays State University offers a Baccalaureate of Social Work (BSW) degree. The program was approved and adopted by the Board of Regents in February, 1995. The program is accredited by the Council on Social Work Education. Program graduates are eligible for licensure in Kansas and other states who offer licensure at the BSW level.

## **MISSION**

The Department of Social Work educates students to become competent social workers who adhere to professional principles, values, and ethics, respond with compassion using critical thinking skills, evidence-based practice, respect for human diversity and individual strengths, in order to advocate for human and community well-being in Western Kansas and beyond.

## **VISION**

The Department of Social Work is recognized as the “Lighthouse on the Plains” with regard to social work education, research and support to professional practice.

## **SOCIAL WORK PROGRAM GOALS**

To actualize its mission, the Social Work Program had adopted the following goals:

1. To prepare students for generalist, professional social work practice with a strengths, systems and ecological approach that includes working with individuals, families, groups, organizations, and communities.
2. To prepare generalist, professional social workers to be culturally competent in practice with diversities and populations-at-risk. These populations include the rural and urban poor, the rural and urban elderly, the developmentally challenged, the mentally ill, the chemically addicted, adult and juvenile offenders, victims of family violence, especially women and children, LGBT, economically disadvantaged women and children, and the racial, ethnic, and religious minorities of Kansas.
3. To prepare students to be proactive community professionals by assuming leadership roles in initiating and organizing social planning and social action to remedy social and economic injustices resulting from discrimination and oppression.
4. To prepare students to pursue professional lifetime continuing education, including the academic preparation of students for future graduate education in social work.
5. To provide students with opportunities throughout the Social Work Program to learn, understand, and apply social work knowledge, skills, values and ethics.

## **SOCIAL WORK PROGRAM COMPETENCIES**

### **1. Demonstrate Ethical and Professional Behavior**

Social workers understand the value base of the profession and its ethical standards, as well as relevant laws and regulations that may impact practice at the micro, mezzo, and macro levels. Social workers understand frameworks of ethical decision-making and how to apply principles of critical thinking to those frameworks in practice, research, and policy arenas. Social workers recognize personal values and the distinction between personal and professional values. They also understand how their personal experiences and affective reactions influence their professional judgment and behavior. Social workers understand the profession’s history, its mission, and the roles and

responsibilities of the profession. Social workers also understand the role of other professions when engaged in inter-professional teams. Social workers recognize the importance of life-long learning and are committed to continually updating their skills to ensure they are relevant and effective. Social workers also understand emerging forms of technology and the ethical use of technology in social work practice.

**2. Engage Diversity and Difference in Practice**

Social workers understand how diversity and difference characterize and shape the human experience and are critical to the formation of identity. The dimensions of diversity are understood as the intersectionality of multiple factors including but not limited to age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status. Social workers understand that, as a consequence of difference, a person's life experiences may include oppression, poverty, marginalization, and alienation as well as privilege, power, and acclaim. Social workers also understand the forms and mechanisms of oppression and discrimination and recognize the extent to which a culture's structures and values, including social, economic, political, and cultural exclusions, may oppress, marginalize, alienate, or create privilege and power.

**3. Advance Human Rights and Social, Economic, and Environmental Justice**

Social workers understand that every person regardless of position in society has fundamental human rights such as freedom, safety, privacy, an adequate standard of living, health care, and education. Social workers understand the global interconnections of oppression and human rights violations, and are knowledgeable about theories of human need and social justice and strategies to promote social and economic justice and human rights. Social workers understand strategies designed to eliminate oppressive structural barriers to ensure that social goods, rights, and responsibilities are distributed equitably and that civil, political, environmental, economic, social, and cultural human rights are protected.

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

Social workers understand quantitative and qualitative research methods and their respective roles in advancing a science of social work and in evaluating their practice. Social workers know the principles of logic, scientific inquiry, and culturally informed and ethical approaches to building knowledge. Social workers understand that evidence that informs practice derives from multi-disciplinary sources and multiple ways of knowing. They also understand the processes for translating research findings into effective practice.

**5. Engage in Policy Practice**

Social workers understand that human rights and social justice, as well as social welfare and services, are mediated by policy and its implementation at the federal, state, and local levels. Social workers understand the history and current structures of social policies and services, the role of policy in service delivery, and the role of practice in policy development. Social workers understand their role in policy development and implementation within their practice settings at the micro, mezzo, and macro levels and they actively engage in policy practice to effect change within those settings. Social workers recognize and understand the historical, social, cultural, economic, organizational,

environmental, and global influences that affect social policy. They are also knowledgeable about policy formulation, analysis, implementation, and evaluation.

**6. Engage with Individuals, Families, Groups, Organizations, and Communities**

Social workers understand that engagement is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers value the importance of human relationships. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to facilitate engagement with clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand strategies to engage diverse clients and constituencies to advance practice effectiveness. Social workers understand how their personal experiences and affective reactions may impact their ability to effectively engage with diverse clients and constituencies. Social workers value principles of relationship-building and inter-professional collaboration to facilitate engagement with clients, constituencies, and other professionals as appropriate.

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

Social workers understand that assessment is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in the assessment of diverse clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand methods of assessment with diverse clients and constituencies to advance practice effectiveness. Social workers recognize the implications of the larger practice context in the assessment process and value the importance of inter-professional collaboration in this process. Social workers understand how their personal experiences and affective reactions may affect their assessment and decision-making.

**8. Intervene with Individuals, Families, Groups, Organizations, and Communities**

Social workers understand that intervention is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers are knowledgeable about evidence-informed interventions to achieve the goals of clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to effectively intervene with clients and constituencies. Social workers understand methods of identifying, analyzing and implementing evidence-informed interventions to achieve client and constituency goals. Social workers value the importance of interprofessional teamwork and communication in interventions, recognizing that beneficial outcomes may require interdisciplinary, interprofessional, and inter-organizational collaboration.

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

Social workers understand that evaluation is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups,

organizations and communities. Social workers recognize the importance of evaluating processes and outcomes to advance practice, policy, and service delivery effectiveness. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in evaluating outcomes. Social workers understand qualitative and quantitative methods for evaluating outcomes and practice effectiveness. (Council on Social Work Education, 2015)

## **RELATIONSHIP BETWEEN COMPETENCIES AND PRACTICE BEHAVIORS**

Each competency is operationalized through student learning objectives that are assessed by the student practicum evaluations. As capstone experiences, the Field Practicum and Social Work Professional Seminar integrate and assess all student learning objectives across the nine competencies.



*Forward thinking. World ready.*

**REQUIRED BSW CURRICULUM**

**FALL**

**SPRING**

**Freshman**

◆UNIV 101	Freshmen Seminar	1 hr.	ENG 102	English Composition II	3 hrs.
ENG 101	English Composition I	3 hrs.	+Math/Natural Science	Gen. Education Elective	3 hrs.
COMM 100	Fundamentals of Oral Communication	3 hrs.	SOCW 260	Intro. to Social Work	3 hrs.
*SOC 140	Understanding Society	3 hrs.	*PHIL 100	Critical Thinking <b>OR</b>	
#INF 101	Intro. to Computer Information Systems	3 hrs.	PHIL 120	Intro. to Philosophy	3 hrs.
MATH 110	College Algebra <b>OR</b>		# International Studies	General Education Requirement	<u>3 hrs.</u>
MATH 101	Contemporary Mathematics	<u>3 hrs.</u>			15 hrs.
		15 hrs.			

**Sophomore**

*PSY 100	General Psychology	3 hrs.	*BIOL 100	Human Biology	3 hrs.
#HHP 200	Personal Wellness	3 hrs.	*BIOL 102	Lab Experiences in Biology	1 hrs.
*MLNG 225	Beginning Spanish I	5 hrs.	*MATH 250	Elements of Statistics	3 hrs.
# International Studies	General Education requirement	3 hrs.	*ENG 603	Technical and Professional Writing	3 hrs.
Elective or Social Work Elective		<u>3 hrs.</u>	*IDS 350	Diversity in the U.S.	3 hrs.
		17 hrs.	Social/Behavioral Science	Gen. Education Elective	<u>3 hrs.</u>
					16 hrs.

**Junior**

SOCW 362	Methods of Social Research	3 hrs.	SOCW 322	HBSE II	3 hrs.
SOCW 320	HBSE I	3 hrs.	SOCW 310	Social Welfare Policy & Services I	3 hrs.
SOCW 380	Generalist Practice: Foundations of Practice	3 hrs.	SOCW 381	Generalist Practice: The Helping Relationship	3 hrs.
SOCW ---	Social Work Elective	3 hrs.	SOCW 382	Generalist Practice: Group, Organizational and Community Systems	3 hrs.
*IDS 300	Economic Ideas and Current Issues	<u>3 hrs.</u>	SOCW ---	Elective or Social Work Elective	<u>3 hrs.</u>
		15 hrs.			15 hrs.

**Senior**

SOCW 461	Generalist Practice: Child & Family Systems	3 hrs.	SOCW 467	Social Work Professional Seminar	3 hrs.
SOCW ---	Social Work Elective	3 hrs.	SOCW 468	Field Practicum	<u>9 hrs.</u>
SOCW 410	Social Welfare Policy & Services II	3 hrs.			12 hrs.
SOCW 420	HBSE III	3 hrs.			
SOCW 463	Generalist Practice: Practicum Preparation	<u>3 hrs.</u>			
		15 hrs.			

**TOTAL CREDIT HOURS**

**120 hrs.**

**\* Cognates: Required Non-Social Work Courses**

- ◆ Required for first time freshmen who are traditional students but does not count toward hours needed for graduation
  - # Students coming in under a Transfer and Articulation Agreement are exempt from this requirement
  - + Students coming in under a Transfer and Articulation Agreement must also take a one credit lab with this course
- Courses in the Freshman and Sophomore years do not necessarily need to be taken in the sequence listed. Fewer hours per semester can be taken if students attend summer school sessions.

**FORT HAYS STATE UNIVERSITY SOCIAL  
WORK CORE COURSES**

SOCW 260	INTRODUCTION TO SOCIAL WORK .....	3 hrs.
SOCW 320	HUMAN BEHAVIOR AND THE SOCIAL ENVIRONMENT I .....	3 hrs.
SOCW 322	HUMAN BEHAVIOR AND THE SOCIAL ENVIRONMENT II .....	3 hrs.
SOCW 420	HUMAN BEHAVIOR AND THE SOCIAL ENVIRONMENT III.....	3 hrs.
SOCW 362	METHODS OF SOCIAL RESEARCH.....	3 hrs.
SOCW 310	SOCIAL WELFARE POLICY AND SERVICES I .....	3 hrs.
SOCW 410	SOCIAL WELFARE POLICY AND SERVICES II.....	3 hrs.
SOCW	SOCIAL WORK ELECTIVE .....	3 hrs.
SOCW 380	GENERALIST PRACTICE: FOUNDATIONS OF PRACTICE.....	3 hrs.
SOCW 381	GENERALIST PRACTICE: THE HELPING RELATIONSHIP .....	3 hrs.
SOCW 382	GENERALIST PRACTICE: GROUP, ORGANIZATIONAL AND COMMUNITY SYSTEMS.....	3 hrs.
SOCW 461	GENERALIST PRACTICE: CHILD AND FAMILY SYSTEMS .....	3 hrs.
SOCW	SOCIAL WORK ELECTIVE.....	3 hrs.
SOCW 463	GENERALIST PRACTICE: PRACTICUM PREPARATION .....	3 hrs.
SOCW 467	SOCIAL WORK PROFESSIONAL SEMINAR.....	3 hrs.
SOCW 468	FIELD PRACTICUM.....	<u>9 hrs.</u>
		<u>54 hrs.</u>

\*The BSW Program is available on campus or completely online

## SOCIAL WORK COURSE DESCRIPTIONS

### Undergraduate Credit

SOCW 260. Introduction to Social Work (3) Introduction to the social service delivery systems in the United States, with an emphasis on the social work profession: its mission, philosophy, ethics, values, diverse fields, and ethnocultural perspectives. Observations of social service agencies and guest speakers provide a career orientation to the social work profession.

SOCW 310. Social Welfare Policy and Services I (3) Examination of the historical evolution of social welfare and the social work profession, with focus on the social policies which comprise the foundation of the welfare state in the United States. Present patterns of social welfare services are to be examined. Emphasis is on the historical evolution of contemporary social problems. Oppression, discrimination, social justice issues and policies, and their impact on diverse populations at risk will be explored.

SOCW 320. Human Behavior and the Social Environment I (3) Critical analysis of perspectives on the person and on the physical and sociocultural environment. The focus is on the fit between person and environment, with attention to biological, psychological, and social dynamics that impair or facilitate person/environment fit. There is particular concern with the process of social and cultural stratification and oppression within society, communities, institutions, organizations, and groups, and the effects of confrontation and contact between those cultures and the dominant American culture is reviewed, with special attention to social work issues. The rural environment as a context affecting biological, psychological, and social dynamics is considered. Pre-Requisite: SOCW 260.

SOCW 322. Human Behavior and the Social Environment II (3) Examination of development in the intertwined individual and family life cycles as a transactional process involving the material interaction of environmental, bio-psycho-social, economic, and ethnocultural factors, including race, ethnicity, sexual orientation, gender, and family structure. The focus is on the evolving fit between the developing individual and family and the risk and protective factors in a changing environment. Special attention is paid to how the process impacts Western Kansas populations at risk. There is particular concern with developmental settings, including family, school and work and the ways they impact and are impacted by developing individuals and families, concepts of diversity, values and ethical issues, and theoretical perspectives as they apply to social work practice area examined. Pre-Requisites: SOCW 260, SOCW 320.

SOCW 362. Methods of Social Research (3) The process of knowledge production and research design. Selected aspects of the philosophy of science and the logic of inquiry are related to the basic techniques of qualitative and quantitative research.

SOCW 380. Generalist Practice: Foundations of Practice. (3) As the first of five generalist practice courses, this foundation course provides entry-level theory, knowledge, research, values, and skills for social work practice. Self-awareness, problem-solving, interviewing, professional relationships, intervention planning and skills, and ethics are explored. This course focuses on individuals but introduces family, group, organizational, and community systems. An ethnocultural perspective with particular focus on Western Kansas urban/rural regions is emphasized. The student will complete fifty (50) hours of nonpaid service in a community agency of the student's choice, with the instructor's approval. Pre-Requisite: SOCW 260

SOCW 381. Generalist Practice: The Helping Relationship (3). As the second generalist practice course, this course provides entry-level theory, knowledge, research, values, and skills for social work practice with individuals. This course builds upon the generalist problem-solving model, intervention methods, and planning introduced in SOCW 380. An ethnocultural perspective with particular focus on Western Kansas, urban/rural regions is emphasized. Pre-Requisites: SOCW 260, SOCW 380; co-requisites: SOCW 382.

SOCW 382. Generalist Practice: Group, Organizational and Community Systems (3). As the third generalist practice course, this course provides entry-level knowledge, values, and skills for social work practice with group systems. This course builds upon the generalist social work process. An ethnocultural perspective with particular focus on Western Kansas, urban/ rural regions is emphasized. Pre-Requisites: SOCW 260, SOCW 380; co-requisites, SOCW 381.

SOCW 410. Social Welfare and Policy and Services II. (3) This is the second of two social welfare policy and services courses and builds upon SOCW 310. This course is designed to provide entry-level theory, knowledge, research, values, and skills for social welfare policy/practice. Emphasis is upon the processes and methods of designing, enacting, implementing, and evaluating social welfare policies/services at the local, state, and federal levels. Value and ethical considerations related to policy, evaluation frameworks, and research methodologies are presented. Various organizational and political processes used to implement/influence welfare policies/ services are reviewed. Pre-Requisites: SOCW 260, SOCW 310.

SOCW 420. Human Behavior and the Social Environment III (3). An analysis for social workers of causes and dynamics of problems in person-environment fit and the associated difficulties in biopsychosocial functioning. Primary focus is on substance abuse. The course also introduces a wide range of psychiatric disorders. Students are asked to consider the impact of the rural, western Kansas environment on problem dynamics and service system response. Pre-Requisites: SOCW 260, SOCW 320, SOCW 322.

SOCW 461. Generalist Practice: Child and Family Systems (3). As the fourth generalist practice course, this course provides entry-level knowledge, values, and skills for social work practice with family systems. This course builds upon the generalist social work problem-solving model. An ethnocultural perspective with particular focus on Western Kansas, urban/rural regions is emphasized. Pre-Requisites: SOCW 380, SOCW 381, SOCW 382.

SOCW 463. Generalist Practice: Practicum Preparation (3). This course prepares students for the required field practicum in the final semester of the social work program. Interviewing, stress and time management, court testimony, documentation, career objectives, and practicum site selection are specific goals of this course. Students learn a theoretical context upon which to base the practicum. Pre-Requisites: SOCW 260, SOCW 310, SOCW 320, SOCW 322, SOCW 380, SOCW 381, SOCW 382; co-requisites, SOCW 410, SOCW 420 or SOCW 461

SOCW 467. Social Work Professional Seminar. (3) A capstone seminar that accompanies the field practicum and enables social work majors to integrate theory, values, skills, ethics, and ethnocultural

competence. Emphasis is on self-analysis and evaluating one's own practice. Pre-Requisites: All required social work courses; co-requisites, SOCW 468.

SOCW 468. Field Practicum. (9). A field experience that provides social work majors with supervised learning experiences within selected social welfare agencies. A capstone seminar accompanies this practicum in order to enable students to integrate and apply classroom learning in a field setting. An ethnocultural practice perspective is emphasized. The field practicum preparatory course, Generalist Practice: Practicum Preparation, is taken the semester immediately preceding the practicum. Five hundred (500) hours of field practicum experience are required. Pre-Requisites: All required social work courses; co-requisite, SOCW 467.

SOCW 615. Topics in Social Work. (3) The subject matter for this course will vary from semester to semester. Topics will include areas of major interest and concern related to social work practice. Examples are topics such as social work and the law, and co-occurring disorders. Pre-Requisites: junior standing or PERM.

SOCW 670. Workshop in Social Work + (1-3) Selected topics are subjected to intensive examination. Emphasis on student participation in discussions and extra class projects. Of special interest to students in the areas of social work, teaching, human services, and school administration. Pre-Requisites: PERM.

SOCW 671. Independent Study in Social Work + (1-3). Reading and/or research programs to fit the individual needs of advanced undergraduates in social work. Topics are chosen in consultation with a faculty advisor. Pre-Requisites: PERM.

SOCW 672. Internship in Social Work + (1-3) For social work majors with good academic standing. Provides practical experience in community organizations and social agencies. Systematic recording and reporting of the work experience and supplementary reading are required. Pre-Requisite: PERM.

**SOCIAL WORK PROGRAM  
LIBERAL ARTS COGNATES  
NON-SOCIAL WORK REQUIRED COURSES**

BIOL 100	HUMAN BIOLOGY	3 hrs.
BIOL 102	LABORATORY EXPERIENCES IN BIOLOGY	1 hr.
PSY 100	GENERAL PSYCHOLOGY	3 hrs.
SOC 140	INTRODUCTION TO SOCIOLOGY	3 hrs.
ENG 603	TECHNICAL AND PROFESSIONAL WRITING	3 hrs.
MLNG 225	BEGINNING SPANISH I	5 hrs.
PHIL 100	GENERAL LOGIC	<b>OR</b>
PHIL 120	INTRODUCTION TO PHILOSOPHY	3 hrs.
MATH 250	ELEMENTS OF STATISTICS	3 hrs.
IDS 350	DIVERSITY IN THE U.S.	3 hrs.
IDS 300	ECONOMIC IDEAS AND CURRENT ISSUES	3 hrs.
	Total	30 hrs.

All cognates are available online through the Virtual College

**SOCIAL WORK ELECTIVE COURSES**

1. TOPICS IN SOCIAL WORK: SOCIAL WORK AND THE LAW
2. SPIRITUALITY AND AGING: THE EMPOWERING RELATIONSHIP
3. MASS TRAUMA INTERVENTION
4. PHARMACOLOGY AND HIGH RISK MEDICAL ISSUES
5. CLIENT MANAGEMENT PROCEDURES
6. WORKSHOP IN SOCIAL WORK
7. INDEPENDENT STUDY IN SOCIAL WORK
8. INTERNSHIP IN SOCIAL WORK

\* Courses not listed may be substituted with approval from the BSW Program Director

## **RECOMMENDED ELECTIVE COURSES**

1. SOCIOLOGY OF THE FAMILY IN AMERICA
2. DEATH AND DYING
3. SOCIAL INEQUALITY
4. PRINCIPLES OF CULTURE
5. SOCIAL ENTREPRENEURSHIP
6. SOCIAL PSYCHOLOGY
7. HUMAN HEREDITY
8. SOCIOLOGY OF GENDER ROLES
9. SOCIOLOGY OF AGING
10. MEDICAL SOCIOLOGY
11. MEDICAL TERMINOLOGY
12. NON PROFIT ORGANIZATIONS
13. GRANT PROPOSAL DEVELOPMENT
14. INTERNSHIP & GRANTWRITING
15. BIOETHICS

## SOCIAL WORK PROGRAM POLICIES AND PROCEDURES

### APPLICATION FOR ADMISSION TO THE SOCIAL WORK PROGRAM

Admission to the Bachelor of Social Work program is non-competitive: all qualified applicants are granted admission.

In addition to fulfilling the University's General Education requirements, social work majors must apply for admission to the Social Work Program during the Fall semester of the Junior year. Until social work majors are formally accepted into the program, they cannot enroll in practice courses beyond Generalist Practice: Foundations of Practice (SOCW 380), the course in which they apply for admission. To be admitted to the program, social work majors must meet the following requirements:

1. Completion of 45 hours of credit toward the Bachelors of Social Work degree requirements prior to submission of the application packet. A student completing less than 45 but more than 23 hours may request an exception to this requirement by writing a letter to the BSW Program Director detailing a clear plan to complete the BSW degree within three years of acceptance into the BSW program. This letter should be submitted along with the application packet.
2. Completion of Generalist Practice: Foundations of Practice (SOCW 380) with a grade of C or higher.
3. Submission of a completed application packet.
4. Document a cumulative GPA of 2.5 or higher.
  - Students with a 2.0 GPA or higher MAY be admitted into the program upon appeal. To be considered, a student must appeal in writing to the BSW Program Director and submit a rationale for granting the exception, along with an objective behavioral plan designating what the student will do differently in order to meet the standard. If accepted, students who fail to achieve the standard by the end of the fall semester of the senior year will not qualify for admission into the SOCW 467 Social Work Professional Seminar or SOCW 468 Field Practicum.
5. The application process consists of the following tasks completed by the applicant. A Personal Statement of Social Work Readiness. The statement will address the following:

Answer the questions “Who am I?” and “Why am I applying to be a social work major?”

- a) Reflect upon your personal and family background. Discuss any incidents or life experiences that have contributed significantly to your choice of social work as a profession. Why enter a helping profession? Why social work compared to the other helping professions?
- b) Based upon what you know about yourself, discuss both your major strengths and your major weaknesses as they pertain to your potential for social work practice.
- c) What do you anticipate will be your greatest rewards and your greatest frustrations in social work?
- d) Discuss the National Association of Social Workers (NASW) social work values and the Council on Social Work Education (CSWE) social work competencies as you understand them and as they pertain to your personal values, including any potential conflicts you might anticipate. How will you manage these value conflicts? What do you think has prepared you to demonstrate the CSWE competencies? What additional preparation will you need?

- e) Based on the information you have learned about yourself to date and the knowledge you have accumulated regarding social work practice, what issues or questions, if any, loom foremost in your mind regarding your future role as a social worker?
6. NASW Code of Ethics Statement: signed by the applicant
  7. Past Criminal Activity Statement signed by the applicant
  8. Social Work Program Informed Consent Policy signed by the applicant
  9. Documentation that the applicant has completed a 40 (forty) hour, monitored, volunteer social service agency experience during the semester that they are enrolled in Generalist Practice: Foundations of Practice (SOCW 380). Students may volunteer at more than one agency to accrue the total hours (see the requirements for references below). Students who volunteer at their workplace must document that the volunteer service **involves different tasks/ responsibilities than their employment duties**. Trainings required by the social service volunteer agency may be counted toward the total required hours up to 10% of the total hours required (maximum of 4 total hours).
  10. Two reference statements. At least one reference must be from the professional who monitors the students' volunteer social service agency experience. Students who complete their volunteer hours at more than one agency **must** have a reference from each agency that they have volunteered with during the semester (2 agencies = 2 references; 3 agencies = 3 references, etc.). If a student completes all of their volunteer work at one agency, the second reference may be from a past or current work experience or former volunteer experience. Family members may **NOT** serve as references.
  11. A narrative summary of ALL OF the volunteer social service agency experiences following the directions provided in the SOCW 380 course syllabus.
  12. A degree summary from the FHSU registrar.

## **PROCEDURE FOR EVALUATING APPLICATIONS AND NOTIFYING STUDENTS OF THE ADMISSIONS COMMITTEE DECISION**

### **POLICY**

Students applying for admission in the BSW Social Work Program will be evaluated using transparent admission standards and will have the opportunity to be informed about the process and the ability to appeal the decision in a reasonable time frame.

### **PROCEDURES**

The Admissions Committee is comprised of the BSW Program Director and members of the social work faculty. The BSW Program Director reviews each application to ensure the application is complete and that the student has met the minimum requirements for admission. If the student does not meet the minimum requirements, the Director will send a letter to inform the student that the application has been

denied and to inform the student of the reason for denial. A copy of this letter is saved in the student program file. There are several possible dispositions at this stage:

- The application is incomplete
  - Student is given a specified timeframe of not less than one week in which to complete the application and resubmit it to the committee. Once the timeline to complete the application packet has passed, incomplete applications will NOT be reviewed for admission by the committee.
    - The BSW Program Director sends a letter denying admission into the program due to the incomplete application. The letter outlines the conditions that must be met prior to being reconsidered for admission. Once these conditions have been met, the student may request to be reconsidered for admission by sending a letter to the BSW Program Director, who then will follow the admissions procedure outlined above.
- Student does not meet the minimum overall and/or Social Work GPA requirement
  - Student is given a specified timeframe of not less than one week to appeal the denial, by submitting a letter of appeal with a rationale detailing why the student should be reconsidered for admission, and a written plan of remediation to address the deficiencies.

Once the timeline of appeal has passed, the BSW Program Director directs the members of the committee to review the applications, which have been saved on the Department network drive. Committee members are given specified time frame of not less than one week to complete the review. Individual faculty make notes indicating any potential problems with the applicants. Decisions are generally made by consensus. If a consensus cannot be reached, a committee consisting of the BSW Program Director, the Field Director and the Department Chair meet to come to a decision. Letters are then generated to explain the committee decision and sent to the student. A copy of the letter is also maintained in the student program file. There are three possible outcomes of an application at this stage:

- Applicant is fully qualified and admitted to the program
  - The BSW Program Director sends a letter to congratulate the student on being accepted into the program.
- Student appeal is granted
  - The BSW Program Director sends a letter congratulating the student on acceptance into the program and outlines the conditions that the student must meet before being accepted into the field practicum.
- Student appeal is denied
  - The BSW Program Director sends a letter denying admission into the program. The letter outlines the conditions that must be met prior to being granted admission. Once these conditions have been met, the student may request to be reconsidered for admission by sending a letter to the BSW Program Director, who then will follow the admissions procedure outlined above.

If a student has been denied admission, the student cannot proceed into any of the remaining generalist practice courses, but may continue to take cognate courses and/or the social work theory and knowledge courses.

### **SOCIAL WORK PROGRAM FEE**

Upon enrolling in the SOCW 380 Foundations of Practice course, students are assessed a Program fee of \$250.00. This fee covers many costs inherent in academic programming including but not limited to the following:

- Required trips in students' junior year
- Licensing practice test fees
- Assessment testing
- Background testing
- Practicum travel and training

The fee may be covered by student loans or scholarship monies. Students may be eligible for a full or partial refund of the Social Work Program Fee if they drop the SOCW 380 course within the FHSU time lines for course withdrawal refunds as delineated in the academic calendar.

## **FORT HAYS STATE UNIVERSITY BACCALAUREATE SOCIAL WORK PROGRAM POLICY ON NONDISCRIMINATION**

The Social Work Program adheres to the Fort Hays State University policy on nondiscrimination.

Fort Hays State University is committed to an environment in which students, faculty, administrators and academic staff (both classified and unclassified) can work together in an atmosphere free from all forms of harassment, exploitation or intimidation.

It is the policy of Fort Hays State University to prohibit harassment of individuals on the basis of their status as members of protected classes which include race, color, religion, gender, national origin, sexual orientation or a physical or mental disability. The protection afforded by this policy applies equally to all segments of the University community (i.e., students, unclassified personnel, classified personnel, and employees of associated corporations).

Students who believe they have been the object of sexual harassment (whether from a faculty or staff member or from another student) should meet with the University Affirmative Action Officer who will assist the student in understanding and initiating the appropriate process for dealing with the complaint. Both informal and formal resolutions are available. Other campus offices where the student might seek assistance include the Office of Student Affairs and the Kelly Center.

# **GUIDELINES REGARDING SERVICES FOR PERSONS WITH DISABILITIES**

## **Responsibilities**

### **FHSU**

Fort Hays State University acknowledges its responsibilities under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Those obligations include providing “reasonable accommodations” to “otherwise qualified” persons who have a “disability” as defined by the ADA.

### **Person with Disabilities**

It is the responsibility of persons with a disability to notify the University that Disability and the need for accommodations. Assistance from qualified experts may be necessary to determine whether an accommodation requested is “reasonable.”

### **Coordinator of services for Students with Disabilities**

The Coordinator of Student Accessibility Services is Jennifer Pfeifer jrpfiefer5@fhsu.edu located in the Kelly Center, Picken Hall, Room 111, 785-628-4401. This is the appropriate office for students, faculty or staff to contact to notify the University of a Student’s Disability and initiate a request for a service. Students and faculty may also contact the office to coordinate disability services for learning disabled and cognitively impaired students.

## **SOCIAL WORK STUDENT TRANSFER POLICY AND PROCEDURE**

### **POLICY**

The BSW Program does not accept credit for upper division core social work courses unless the credit was earned in a CSWE accredited Social Work Program.

### **PROCEDURES**

Non-Social Work courses: Students who transfer from other accredited institutions have their academic work initially evaluated by the Registrar's Office. Courses are evaluated regarding the equivalency to the general education and cognate course content requirements at FHSU. The Registrar’s office loads the transcript(s) from other institutions into the student’s file which is available to review electronically through the FHSU website for authorized users such as the student and the Academic Advisor. The BSW Program Director and the Chair of Social Work can also access the student’s transcript information to assist in the training of the academic advisor and to provide clarification for any questions the student may have. The Registrar’s Office also maintains a database of courses that have been deemed equivalent to FHSU courses from several area community colleges and universities. If students wish to supplement their studies from another location the academic advisor is able to predict which courses will fulfill which requirement proactively.

Social Work courses: If the student's transfer transcript includes social work courses, the Registrar's Office refers the student to the BSW Program Director for academic advising. If the student is

transferring from an accredited social work program or one that is in candidacy, examination of the student's transcript will suffice for transferring social work credits. If there is any doubt in regard to equivalency, then the Director will request course syllabi for all courses in question regarding transfer of credits. The BSW Program Director will take responsibility for assuring that the transfer student's social work courses meet the evaluative standards of the Council on Social Work Education Educational Policy and Accreditation Standards. The Social Work Program does not accept social work courses from non-accredited social work programs. The transfer policy is also included in the Field Practicum Manual and the BSW Program Handbook.

## **ACADEMIC CREDIT FOR LIFE EXPERIENCE AND PREVIOUS WORK EXPERIENCE POLICY**

In accordance with the Council on Social Work Education's (CSWE) evaluative standards and the Curriculum Policy Statement, the Social Work Program does not grant academic credit for life experience or previous work experience.

Students who are in practicum settings in which they are likewise employed may not count the concurrent work experience for academic credit.

## **SOCIAL WORK PROGRAM STUDENT ADVISEMENT POLICIES AND PROCEDURES**

### **POLICY**

All social work students are assigned a faculty advisor from the Department of Social Work who provides assistance and guidance for course enrollment, FHSU academic and behavioral matters, social work career plans, and other topics upon request by the student.

### **PROCEDURES**

1. The BSW Program Director sees all social work students for initial interviews.
2. The BSW Program Director works with the Chair of the Department of Social Work to assign all students to full-time social work faculty.
3. The faculty advisors see advisees at least once a semester for pre-enrollment, and on a PRN basis when students have concerns or seek mentoring.
4. All faculty have posted office hours during which they are available to advisees.
5. Advisors outline the entire four-year plan for freshman students, so that students can schedule courses in proper sequences and can finish the program in four years.
6. Advisors outline for transfer students the remaining years necessary for the baccalaureate degree, giving close attention to transfer agreements and general education requirements, as well as social work courses and required cognate courses.
7. Advisors counsel students to have degree summaries prepared by the end of their sophomore years, or the beginning of their junior years for junior transfer students. Degree summaries are required for students who apply for admission to the BSW Program.
8. All full-time social work faculty are oriented and trained in advisement policies.
9. Students may request particular advisors or may request to change advisors. Requests need to be made to the BSW Program Director.

10. Students will be advised regarding careers, job opportunities, applications to graduate schools and other professional social work topics upon request.
11. Pre-practicum advising is done by the Field Director as part of the planning and preparation process for the practicum placement during the Practicum Preparation course.
12. Social work student advisement policies and procedures are also located in the Social Work Field Practicum Manual.

## **EVALUATING STUDENT ACADEMIC AND PROFESSIONAL PERFORMANCE**

### **POLICY**

The social work faculty will utilize appropriate and equitable standards when judging student academic and professional performance. These standards will be visible, transparent, and applied justly. Instructors are assessing both academic performance as outlined through each assignment requirement, and professional performance including students' attendance, classroom (or online) behavior, ability to respect the FHSU Student Code of Conduct and to personify the NASW Code of Ethics.

### **PROCEDURES**

1. All faculty and instructors in the FHSU program are required to provide a course syllabus to all students in each course, and provide a copy to the Administrative Coordinator of the Department of Social Work each semester.
  - a. Faculty may post the syllabus in the learning management system, Blackboard, or provide a printed copy for students, or both.
2. All syllabi are required to fully list each assignment complete with a full description including the total number of points for the assignment, the due date and whether the assignment may be turned in after the deadline.
  - a. Faculty are encouraged to develop grading rubrics for each assignment and provide these to students at the beginning of each semester.
3. All students are informed that they are evaluated on their professionalism in each course in addition to academic standards. In every social work course this includes, but is not limited to, attendance and respectful demeanor when present in the classroom or through the online format.
  - a. In all social work courses attendance and the requirements for students to alert the faculty member of a potential absence are outlined: if points are earned/ lost for attendance/absence in a class these are specified in a similar manner as are the assignments and a rubric for how students may earn points is included in the syllabus.
4. Students are apprised that during classroom discussions and skills practice, interactions must be respectful at all times to honor diverse students, and contradictory opinions.
5. Faculty will establish course policies relating to student attendance and participation. Faculty are encouraged to set attendance requirements that do not allow students to miss more than 1/5 of the total class meeting time. Faculty have the discretion to set the attendance and participation requirements necessary to meet the objectives of the course. These guidelines may change pursuant to the content of the course, the modality of course delivery and the overall pedagogical approach. These policies, along with the consequences students may experience for failing to comply, will be listed in each course syllabus. Students are expected to follow the policies established in each individual course. If students wish to challenge the course policy or the

- application of such policy, they may do so through the grade appeal process following the completion of the course.
6. Students must also demonstrate the ability to manage their own emotional and behavioral states without relying on the use of electronic devices. Each classroom provides an opportunity for students to learn how to manage their behavior without constant connection to e-mail, text, snapchat, Instagram, internet, social media and other options available through the use of such devices.
  7. Students are given the opportunity to review the standards set in each syllabus in each course with the Instructor. If they have additional questions or need more clarification, they may speak with the BSW Program Director.
  8. All students are directed to keep a copy of their course syllabi and refer to the policies in the syllabus throughout the semester.

Each of the Blackboard course sites include a section containing the FHSU policies and procedures complete with links to the policies themselves. For clarification of any of the policies students are directed to the instructor of the course first, and may also meet with the BSW Program Director.

## **STUDENT GRIEVANCE POLICIES AND PROCEDURES**

### **POLICY**

A grievance is defined as any dissatisfaction occurring as the result of a student's belief that a given academic situation, including practicum experience(s), affects the student unjustly or inequitably. Grievances include, but are not limited to, grades, mistreatment by faculty, adjunct faculty or practicum faculty, or discrimination on the basis of race, religion, color, national origin, gender, age, sexual orientation, veteran status, physical or mental disability, or political orientation.

### **PROCEDURES**

The following procedures are applicable for a student with a grievance within the Social Work Program:

1. Discuss the issue with the person(s) alleged to have caused the grievance.
2. If the matter is not resolved after discussion with the person(s) involved, the student should contact The BSW Program Director to discuss the matter.
3. If resolution is not found at the social work administrative level or if The BSW Program Director is alleged to have caused the grievance, the student should address a written petition to the Chair of the Department of Social Work. The petition should address the relevant facts surrounding the grievance and the nature of the action the student is requesting the program to take. The Chair will then take the following steps:
  - a. Gather all relevant information, including written and oral statements from the aggrieved student, the person alleged to have caused the grievance, and any other appropriate persons.
  - b. Prepare a written report which states the findings and, if the grievance is found to exist, a recommendation as to the action which should be taken.
  - c. Submit the report to the BSW Program Director for administrative action. If the BSW Program Director is alleged to have caused the grievance, the Chair of the Social Work Department will take administrative action.

4. If the student remains unsatisfied after resolution at the program/department level, he/she has the right to appeal the grievance to the Dean of the College of Health and Behavioral Sciences.
5. If a grievance is not resolved at the Social Work Program or the departmental level, the student follows the university procedures for resolving grievances (Fort Hays State University Statement on Student Rights and Responsibilities, Campus Directory and Student Handbook)

## **ACADEMIC HONESTY POLICY AND PROCEDURES**

### **POLICY**

Membership in the FHSU learning community imposes upon the student a variety of commitments, obligations and responsibilities. It is the policy of FHSU to impose sanctions on students who misrepresent their academic work. These sanctions will be selected by appropriate classroom instructors or other designated persons consistent with the seriousness of the violation and related considerations. Examples of academic dishonesty include but are not limited to: (1) Plagiarism, taking someone else's intellectual work and presenting it as one's own (which covers published and unpublished sources). Using another's term paper as one's own, handing in a paper purchased from an individual or agency, submitting papers from living group, club or organization files, or using another's computer program or document are all examples of plagiarism. Standards of attribution and acknowledgment of literary indebtedness are set by each discipline. Faculty are encouraged to include disciplinary or class-specific definitions in course syllabi. Students should consult with their department or with recognized handbooks in their field if in doubt. (2) Cheating is unacceptable in any form. Examples include consultation of books, library materials or notes during tests without the instructor's permission; use of crib sheets or hidden notes; intentional observation of another student's test; receipt of a copy of an exam or questions or answers from an exam to be given or in progress; substitution of another person for the student on an exam or another graded activity; deliberate falsification of lab results; submission of falsified data; alteration of exams or other academic exercises; and collaboration on projects where collaboration is forbidden. (3) Falsification, forgery or alteration of any documents pertaining to assignments and examinations. (4) Students who participate in promoting cheating or plagiarism by others will also be in violation of this policy.

Students participating in any violation of this policy must accept the consequences of their actions. Classroom instructors and/or university review/appeals committees and administrators will assess the sanctions for violation of this policy. The seriousness of the violation will dictate the severity of the sanction imposed.

#### **Academic sanctions may include but not be limited to any of the following:**

- Verbal or written warning
- Lowering of grade for assignment/activity
- Lowering of term grade
- Failure of class assignment

#### **Administrative sanctions may include but not be limited to either of the following:**

- Suspension from the University
- Dismissal from the University

### **PROCEDURES**

The University guarantees students the provision of due process. Students are first expected, however, to avail themselves of the university's established tradition of informal appeal. Steps 1-4 describe the informal process. Steps 5-7 describe the procedures designed to implement a formal appeal at the graduate/undergraduate levels.

Step 1: The faculty member decides whether or not a violation of the Academic Honesty Policy has occurred.

Step 2: The faculty member informs the student and the department chair that a violation of the Academic Honesty Policy has occurred. It is the faculty member's obligation to select or devise an academic sanction consistent with the severity of the violation.

Step 3: The faculty member informs the student of the academic sanction and the process of appeal. If the sanction involves a lowering of a term grade, the faculty member informs the registrar of the change.

Step 4: If the student disagrees with the faculty member's allegation and/or recommended sanction, the student pursues the university's longstanding tradition of informal appeal by consulting with the faculty member, and, if the student still disagrees, by appealing to the department chair.

Step 5: If after the informal appeal, the student still disagrees with the faculty member's allegation or recommended sanction, the student may appeal in writing to the academic department no later than the end of the first week of the following semester. The department chair will provide the student with formal (a) departmental appeal procedures for undergraduates and special students or (b) departmental graduate appeal procedures for graduate students. (See specific written departmental appeal process.)

Step 6:

a) Graduate students:

If a graduate student disagrees with the allegation(s) or recommended sanction in the informal procedure, the graduate student may formally appeal through the Graduate School's graduate student appeals procedures. The formal graduate student appeal procedure begins with a written appeal to the department chair no later than the first week of the following semester. The written appeal should state the specific reasons for the formal appeal to the department.

b) Undergraduate/special students:

If the student is an undergraduate or special student and disagrees with the departmental allegation or recommended sanction, the student may appeal in writing to the Provost no later than 15 working days following the decision.

Step 7: For undergraduate and special students, an administrative hearing panel will be formed by the Provost to hear the undergraduate or special student appeal. The administrative hearing panel will consist of an academic administrator, assistant vice president for student affairs (assigned to work with student judicial affairs), four faculty members, and a student. The administrative hearing panel procedures for undergraduate and special students are available in the Office of the Provost.

## **SOCIAL WORK PROGRAM ACADEMIC PERFORMANCE POLICY AND PROCEDURES**

### **POLICY**

Social Work students must attain a 2.5 Cumulative GPA and a 2.5 Social Work GPA to be eligible for admission to the field practicum.

### **PROCEDURES**

1. The Field Director will verify academic performance as a criteria for admission into the field practicum.
2. If the Student GPA does not meet the minimum standards, the Field Director will notify the student and the BSW Program Director of the ineligibility.
3. BSW Program Director will meet with the student to assist the student in identifying options and remediation plans.
4. Once the student meets criteria, the student may petition the Field Director for admission to the field practicum.
5. Students must complete the field practicum within five years of being accepted into the program or they may have to retake social work practice courses to be eligible for admission to the field practicum.

## **SOCIAL WORK PROGRAM PROFESSIONAL CONDUCT POLICY AND PROCEDURES**

### **POLICY**

Students are expected to conduct themselves in adherence to the National Association of Social Workers Code of Ethics, the rules and regulations of the Kansas Social Work Licensing Statutes, the Fort Hays State University Code of Conduct Regulations, the professional standards of the practicum setting, and the standards, policies, and procedures of the Social Work Program

### **PROCEDURES**

If a social work student is in violation of the National Association of Social Workers Code of Ethics, the rules and regulations of the Kansas Social Work Licensing Statute, the Fort Hays State University Code of Conduct Regulations, the professional standards of a practicum setting, or the standards, policies, and procedures of the Social Work Program, a student might receive any of the following consequences.

#### **Informal Advisement**

A verbal warning which could be from a faculty member, an advisor, a practicum liaison, or the BSW Program Director.

#### **Formal Advisement**

A written statement outlining the specific concerns and the recommendations for resolution of the situation. This written warning may be from a faculty member, the assigned advisor, the practicum liaison, or the BSW Program Director. This written warning will become part of the student's social work file.

### **Program Termination**

If the preceding steps have not corrected the situation, and /or the BSW Program Director and social work faculty are of the opinion that the violation is of sufficient magnitude, the student may be terminated from the Social Work Program.

The Program endeavors to apply these consequences in a progressive manner, in order to remediate the behavior and encourage the student's development as a professional. However, the program will consider the severity of the violation in applying the consequence. As a result, it is possible that a single egregious violation might result in the non-academic dismissal of the student.

## **ACADEMIC AND NON-ACADEMIC DISMISSAL APPEALS POLICY AND PROCEDURES**

### **POLICY**

Students terminated from the program will have the opportunity to appeal the decision in a fair and equitable process.

### **PROCEDURES**

If a student wishes to appeal dismissal from the Social Work Program, the student should initiate the following steps:

1. Submit a written appeal to the departmental Chair within ten (10) working days of notice of termination, requesting an appeals hearing.
2. The Chair will appoint a committee comprised of the chair, the BSW Program Director, and a social work faculty member selected by the student. The committee will apprise the student of their decision within 5 working days.
3. The decision and rationale will be submitted to the student in writing and delivered via e-mail or standard US postal service.
4. If the student wishes to appeal the decision of the departmental appeals committee, the student may submit a second written appeal within ten (10) working days to the Dean of the College of Health and Behavioral Sciences.

The Dean will convene a committee comprised of two (2) tenured faculty members in the department, selected by the student. The Dean will chair this committee. The focus of the committee shall be to determine whether the standards in question were made reasonably clear, were properly established, and were, in fact, violated by the student to the extent of justifying dismissal from the Social Work Program.

## **ADMISSION REQUIREMENTS FOR THE FIELD PRACTICUM**

The Social Work Practicum is the “signature pedagogy” of social work education. As such it is the capstone experience where students have the opportunity to demonstrate that they can adequately perform

the social work competencies and behaviors. The practicum is an immersion experience of approximately 33 hours per week during the spring semester for a total of 500 hours. Student agency placements and practicum instructor assignments are rigorously vetted to ensure that they meet the standards of the Social Work Program at FHSU and the accreditation standards of the Council on Social Work Education.

Students must meet the following qualifications in order to be eligible to enter the Social Work Field Practicum.

1. Completion of all BSW degree requirements except SOCW 467 Social Work Professional Seminar and SOCW 468 Social Work Field Practicum.  
-A student may request this requirement be waived by submitting a written request to the Field Director. To be eligible for an exception, all core social work courses (excepting SOCW 467 and SOCW 468) must be complete. Students requesting an exception must outline a plan to complete the degree in a timely manner, no later than one regular semester following the completion of the field practicum. This request must be completed prior to the end of SOCW 463 Practicum Preparation. The student will receive written documentation of whether or not the exception is granted following a meeting of the executive team.
2. Acceptance to an approved field practicum agency and assignment to an approved social work field instructor.
3. An overall GPA of 2.5 or higher.
4. A GPA of 2.5 or higher in required social work courses.
5. Proof of student professional liability insurance.
6. Signed Travel Waiver

The selections of practicum agencies and practicum instructors for social work practicums are predicated on the goals of the Social Work Program. The practicum is essential for enabling students to develop competency as a baccalaureate social worker. Agency settings must be suitable for students to observe and practice the methods of social work in keeping with the primary educational objective to prepare students for generalist social work practice. Practicum instructors must have the necessary skills and qualities to supervise students in a supportive learning environment.

The FHSU Social Work Program views the Field Practicum Agency and the Field Practicum Instructor as vital members of the educational team whose functions contribute significantly to the student's professional development.

## **SOCIAL WORK PROGRAM EMPLOYMENT BASED FIELD PRACTICUM POLICY**

The employment based practicum is an educational program in a student's employment agency that fully meets practicum standards. It differs from the regular practicum on a single count only: the student is simultaneously an agency employee and a student/learner. A practicum is considered an Employment Based Field Practicum if the student becomes employed by the agency prior to December 1st before the start of the practicum in January. The employment based practicum involves an additional written agreement signed by agency and Fort Hays State University, using the same criteria applicable to all practicum settings. The employment based practicum is conducted within the time frame of the concurrent practicum, i.e., four days per week for the pre-requisite number of weeks.

In order to implement the Council of Social Work Education (CSWE) standard that requires field education and employment to be separate, the student, the Field Practicum Director and the Field Practicum Instructor, prior to the development of the Student Learning Agreement, collaborate to insure separation of practicum experiences from employment. This separation is then codified in the Student Learning Agreement in order to provide ongoing written boundaries for the student and the Field Practicum Instructor.

## **PAID FIELD PRACTICUM POLICY**

Students may be permitted to accept a paid practicum provided that:

1. The practicum setting meets all the requirements for the practicum site and the practicum instructor, as defined in the Social Work Program requirements.
2. The practicum site agrees to accept the student for a paid practicum experience.
3. The agreement for the paid practicum does not violate the non-discrimination policy of the Social Work Program and Fort Hays State University.

A practicum is considered a Paid Field Practicum if the student has not been an employee of the agency prior to establishing an agreement for a paid practicum.

## **TRANSFER OF STUDENTS FROM ONE PRACTICUM SETTING TO ANOTHER**

### **POLICY**

A request to change a student from one practicum setting to another may be initiated by:

- The Field Director
- the practicum student
- the Field Instructor
- the Field Supervisor

### **PROCEDURES**

1. Any request for a change in practicum placement will be referred to the Field Director for disposition.
2. The Field Director will meet with the student, the Field Instructor, the Field Supervisor (if applicable) and the director of the agency to reach a consensual agreement regarding any change.
3. If the above parties are unable to agree on a decision then the Field Director, the BSW Program Director and the director of the agency will meet to resolve the matter. The student may or may not be included at this point.
4. If a consensual decision is reached in favor of transferring the student, the Field Director will assume responsibility for making the transfer.
5. If the decision is made not to transfer the student, the Field Director will continue to monitor the situation with the practicum student, the practicum instructor. The BSW Program Director will be kept apprised of the situation.

## College of Health and Behavioral Sciences

### Undergraduate Student Appeal Procedure

#### **Informal Appeal Process**

There is a long-established tradition of informal appeal at FHSU. Students are expected to initially discuss any grievance with their instructor(s). If this level of interaction, however, fails to result in a satisfactory agreement regarding the dispute, it is the policy of FHSU to provide an informal appeal to the department chairperson and then, if necessary, to the dean.

If attempts to settle a dispute through informal discussions initiated by the student with the instructor, department chair and college dean fail to settle disagreements, the student will follow the formal departmental appeal procedure.

#### **Formal Appeal Process**

STEP 1: Student must appeal in writing to the department chair, describing the grievance and providing all relevant facts of the matter. The appeal must be submitted within a reasonable amount of time following the completion of the informal process.

STEP 2: Department chair must act within ten working days of receiving the letter requesting departmental review.

- Chair will review the appeal and attempt to resolve the dispute to the satisfaction of all parties.
- In the event that the chair is unable to resolve the dispute he/she will:
  - appoint a departmental committee of three faculty members to review the appeal (must be done within ten working days of the receipt of appeal letter)
  - set reasonable time limits for appellant petitions and responses
  - ensure that proceedings are conducted properly

STEP 3: Departmental committee will review the appeal and attempt to resolve the dispute to the satisfaction of all parties.

#### **In the event that the departmental committee is unable to reach a satisfactory resolution:**

STEP 4: Student may seek further council by scheduling a meeting with the college dean.

- Dean will request and review all of the appeal materials including the original written appeal letter to the chair and attempt to resolve the dispute to the satisfaction of all parties.
- Dean will advise student of University level appeal procedures.

STEP 5: The University level grade appeal is initiated by the student's submission of a written statement of appeal to the provost.

For additional information:

[http://www.fhsu.edu/academic/provost/handbook/ch\\_7\\_undergrad\\_appeals/](http://www.fhsu.edu/academic/provost/handbook/ch_7_undergrad_appeals/)

<http://www.fhsu.edu/studenthandbook/>

## **SOCIAL WORK CLUB**

Faculty support and encourage students in matters concerning academic and student affairs within the program. Pre-social work majors and social work majors are eligible for membership in the Social Work Club. The purposes of the student organization are to promote interest in social work and social work issues through association with other interested students; to support supplemental educational experiences for students; to act as an advocate for students in academic and administrative matters; and to promote social interaction among the membership. Students also initiate various community projects and participate in volunteer functions. Through the club, students gain a greater sense of collegiality and identification with the profession.

## **PHI ALPHA HONOR SOCIETY**

Fort Hays State University Department of Social Work is proud to offer students membership in Epsilon Omicron Chapter of Phi Alpha National Social Work Honor Society. The purpose of Phi Alpha Honor Society is to provide a closer bond among students of social work and to promote humanitarian goals and ideals. Phi Alpha fosters high standards of education for social workers and invites into membership those who have attained excellence in scholarship and achievement in social work.

An undergraduate student is eligible for membership after achieving the following national local chapter requirements:

- Declaration of social work as a major
- Achieved Senior status in the Social Work Program and eligibility to enter Social Work Practicum (SOCW 468)
- Student has no pending Incomplete grades in any course at the time of application
- Achieved a grade point average of 3.25 in social work courses
- Achieved an overall grade point average of 3.25
- Has paid membership to the Epsilon Omicron Chapter of Phi Alpha Honor Society

## **SOCIAL WORK PROGRAM**

### **SHARED GOVERNANCE POLICY AND PROCEDURES**

#### **POLICY**

Students are insured participation in the governance of the university through electing representatives to University Faculty Senate and Student Government Association. Student input and participation in shared governance and program decision making is also an integral facet of the Department of Social Work at FHSU.

#### **PROCEDURE**

### *University Shared Governance*

Social work students are encouraged to become involved in shared governance through participation in the FHSU Student Government Association. As noted on the FHSU Student Government website, their purpose is: “the Student Government Association shall be to preserve the Student Government Association as an effective means of representing students; to provide a constructive line of communication between students, faculty and administration; to foster student involvement in all campus activities; to enhance the educational, social and cultural experience of all students; and most importantly, to provide an environment conducive to the education of all Fort Hays State University Students.” The SGA completes their mission through “serving, protecting and promoting the interests and rights of the students of this institution. In order to carry out the collective welfare of all the students. We represent the interests of the students to the administrators of FHSU, the Kansas Legislature, and the Kansas Board of Regents.”

All FHSU students are welcome to attend meetings of the SGA, and to run for office in their respective colleges. Social Work students are encouraged to see participation in SGA as macro practice preparation. Historically, multiple social work students have served as SGA representatives.

Social work majors are encouraged to join other significant campus organizations such as the Inclusion & Diversity Excellence Advisory (I.D.E.A.) Team, the Affirmative Action Committee, the Native American Association, the Hispanic American Leadership Organization, the Black Student Union and the International Student Union.

### *Departmental Shared Governance*

Social work majors are included on search committees to evaluate candidates and to interview candidates. Individual students are also appointed to search committees when available, the Academic Advisory Committee, The Field Practicum Advisory Committee, and the Recruitment committee. Typically these committee appointments are made at the beginning of the academic year and are for a one year term, with the exception of the advisory committees which are 2 year terms.

One member of the Social Work Club is invited to participate in faculty meetings to assist with decision making and policy development. The Social Work Club President may appoint a representative to attend meetings, or social work student members may take turns attending faculty meetings. The student may propose policy/ procedural changes, provide input and assist with information sharing with the student body.

Student input into the curriculum is also accomplished through continuing evaluations of courses, advisors, and programs.

## ADDITIONAL RESOURCES

**FHSU STUDENT HANDBOOK:**

<http://www.fhsu.edu/studenthandbook>

**NASW CODE OF ETHICS:**

[https://www.socialworkers.org/LinkClick.aspx?fileticket=ms\\_ArtLqzeI%3D&portalid=0](https://www.socialworkers.org/LinkClick.aspx?fileticket=ms_ArtLqzeI%3D&portalid=0)

**CSWE EDUCATIONAL POLICY AND ACCREDITATION STANDARDS:**

[https://www.cswe.org/getattachment/Accreditation/Accreditation-Process/2015-EPAS/2015EPAS\\_Web\\_FINAL.pdf.aspx](https://www.cswe.org/getattachment/Accreditation/Accreditation-Process/2015-EPAS/2015EPAS_Web_FINAL.pdf.aspx)

**BSRB SOCIAL WORK STATUES AND REGULATIONS:**

<http://www.ksbsrb.ks.gov>