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The faculty and staff of the Social Work Department at Georgia State University (GSU) 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. The Student Handbook serves as a guide for policies and procedures needed for your successful completion of the BSW degree. It is vital that you read the handbook thoroughly. Policies and procedures for the BSW program have been developed through a collaborative process that has included 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 in the process.

Professional social work requires a high level of emotional and intellectual resources, as well as an understanding of the values and ethics of the profession. It is our desire that students graduate with the

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.









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.

1. Competency 1: Demonstrate Ethical and Professional Behavior
2. Competency 2: Advance Human Rights and Social, Racial, Economic, and Environmental

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

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

The first type of accreditation is granted by the            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).

AC<sup>t</sup>            a

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.

, 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,

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 393 Social Work Practice I: Individuals

astrsit

SWRK 391: Social Work Practice II: Groups and Families

SWRK 39B: Social Work Practice III: Org and Famil

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>)

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.

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.

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 evolution and and

As the third course in the 3-course series, this course provides a space for structured dialogue and critical reflection. Students will engage with assigned reading, critical personal reflection, and group work to develop an understanding of the complex interaction between individual and social factors. Work for engaging in advocacy to address communal, structural, and cultural 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.

A study of physical, intellectual, personal, social, and moral development from infancy to old age. Will include a study of the psychology of children who take PSYC 310. Not eligible to also take PSYC 311, PSYC 314, or PSYC 312 for credit. Prerequisite: *PSYC 150 General Psychology*.

This course introduces human rights and social justice concepts in the context of social issues, ethics, and justice. Topics include oppression, power, privilege, and inequality. Prerequisite: Admission to the Social Work Program or a declared minor in Social Work.

Application of the biopsychosocial model to the study of human development. Prerequisite: Admission to the Social Work Program or a declared minor in Social Work.

Special attention is given to macro-level advocacy for social



practicum hours in the agency) *Prerequisites: SWRK 391 Social Work Practice I, SWRK 392 Social Work Practice II; declared social work majors only.*

This second course in the internship experience/it

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.***

This course focuses on 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 or SWRK 180, at least sophomore-level status, or instructor's permission.***

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SOCI 150 Principles of Sociology

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PSYC 150 General Psychology

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SWRK 180 Introduction to Social Work

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HIST 111	Modern & Postmodern World	3	GSCI 170	Scieht	World	3
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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

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<sup>L</sup>

SW



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);

3m



In certain cases, social work transfer credit (see transfer credit above) may be obtained for coursework taken in another accredited social work program. Field ex

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.

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

### *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.

Students

600 is defined as intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

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.

- 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.

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

1. Be living in compliance with the university expectations & responsibilities (found in the University's *Student Handbook*).
2. Have an overall GPA of at least 2.5.
3. Complete 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.

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

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.

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 "d



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/m\_

Cumulative GPA:

Number of credit hours completed to date:

- General Psychology \_\_\_\_\_
- Introduction to Sociology \_\_\_\_\_
- Introduction to Social Welfare \_\_\_\_\_

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

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

Major(s): \_\_\_\_\_ Daioo

Please list the last three paid or v

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The above information is for admission to Georgia State University's  
Work (BSW) program. Thank you for your honest and complete responses  
in determining this applicant's eligibility for admission to the program.  
b. 10/11/2017 10:20:15 AM

I do plan to spend a semester abroad (*please sign at the bottom*)

– 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*

YES  NO

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









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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.

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

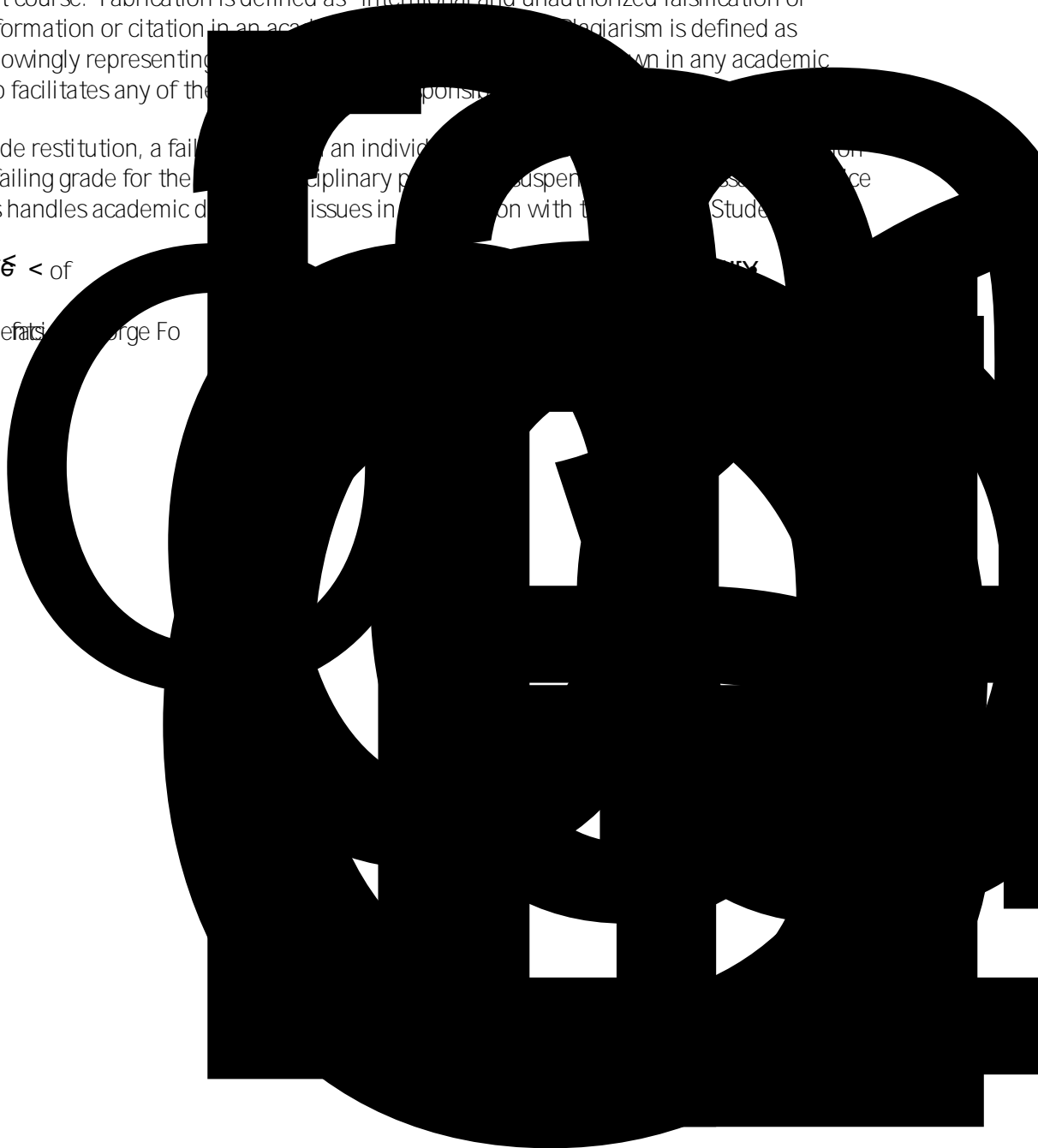
\_\_\_\_\_  
Date

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." Plagiarism is defined as "intentionally or knowingly representing the work of another as one's own in any academic exercise." One who facilitates any of the above is equally responsible.

Penalties may include restitution, a failing grade for an individual, suspension from campus or employment, a failing grade for the course, or disciplinary probation. The Office of Student Life and Academic Affairs handles academic disciplinary issues in consultation with the Dean of Student Life.

George Fox University  
Office of Student Life and Academic Affairs  
1111 University Blvd.  
Newberg, OR 97132  
503.538.2100  
www.georgefox.edu





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 In plan



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.

1. The Student meets with the faculty member to discuss rationale for reversing the discipli

The Council on Social Work Education (CSWE) uses the Educational Policy and Accreditation Standards (EPAS) to accredit baccalaureate social work programs. EPAS supports academic excellence by establishing standards for professional education. It permits programs to use traditional and emerging curriculum design by defining requirements that promote EPAS compliance (cross program) and a level of flexibility that encourages programs to differentiate. EPAS stipulates four features of an integrated curriculum design:

