



Aurora University
School of Social Work

**BSW PROGRAM
POLICY HANDBOOK
2017-2018**

School of Social Work

Baccalaureate Social Work Program

Student Handbook

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Introduction

This *BSW Handbook* describes the specific policies, procedures, and curriculum of the Bachelor of Social Work (BSW) program of the College of Professional Studies at Aurora University. It serves as a reference to assist students in understanding the course of professional study and development upon which they have embarked. The handbook serves as a supplement to Aurora University's Undergraduate Catalog, the School of Social Work Field Manual, and the University's Student "A" Book.

CHAPTER 1: SCHOOL OF SOCIAL WORK

Accreditation and Certification

The Bachelors of Social Work (BSW) program of Aurora University is fully accredited by the Council on Social Work Education (CSWE). This accreditation enables students with the BSW Degree from Aurora University to sit for the state licensure exam in Illinois (LSW) or Wisconsin and to apply for advanced standing in the graduate social work program. Aurora University is accredited by the North Central Association of Colleges and Schools.

Non-Discrimination and Affirmative Action

Every aspect of the program's organization and implementation is conducted without discrimination on the basis of race, color, gender, age, creed, ethnic or national origin, disability, or political or sexual orientation. Furthermore, the program seeks to make continuous efforts to assure the enrichment of the educational experience it offers by reflecting racial, ethnic, and cultural diversity and equity to women throughout the curriculum and in all aspects of the program.

School Mission

The mission of the School of Social Work is to prepare competent and committed human service practitioners who will promote the development and enhancement of resilient communities, social groups, families, and individuals.

The School seeks to improve quality of life and community well-being and to promote social justice with emphasis on oppressed and vulnerable populations through excellent teaching, scholarship and research, and community service.

CHAPTER 2: BSW PROGRAM

BSW Program Goals

The goals of the BSW program are:

- Provide curricula and teaching practices at the forefront of the new and changing knowledge base of social work and related disciplines.
- Provide curricula that build on a liberal arts perspective to promote breadth of knowledge, critical thinking, and communication skills.
- Promoting continual professional development of students, faculty, and practitioners.
- Preparing social workers to engage in prevention activities that promote well-being.
- Preparing social workers to practice with individuals, families, groups, organizations, and communities.
- Preparing social workers to evaluate the processes and effectiveness of practice.
- Preparing social workers to practice without discrimination, with respect, and with knowledge and skills related to clients' age, class, color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation.
- Preparing social workers to alleviate poverty, oppression, and other forms of social injustice.
- Preparing social workers to recognize the global context of social work practice.
- Preparing social workers to formulate and influence social policies and social work services in diverse political contexts.

Program Outcomes

The Bachelor of Social Work program aims to provide quality educational preparation for entry into beginning level, generalist social work practice with communities, organizations, groups, families, and individuals. Field placements in social service agencies working with individuals, families, and groups are an integral part of the learning experience. Students are taught to examine problems from an ecological perspective and to effectively intervene in ways that are preventive, build on strengths, and promote healing.

Professional Foundation Objectives

In the foundation curriculum, students will learn the following knowledge, values, and skills, which are fundamental to all social workers. Graduates demonstrate the ability to:

1. Apply critical thinking skills within the context of professional social work practice;
2. Understand the value base of the profession and its ethical standards and principles, and practice accordingly;
3. Practice without discrimination and with respect, knowledge, and skills related to clients' age, class, color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation;
4. Understand the forms and mechanisms of oppression and discrimination and apply strategies of advocacy and social change that advance social and economic justice;
5. Understand and interpret the history of the social work profession and its contemporary structures and issues;
6. Apply the knowledge and skills of a generalist social work perspective to practice with systems of all sizes;
7. Use theoretical frameworks supported by empirical evidence to understand individual development and behavior across the life span and the interactions among individuals and between individuals and families, groups, organizations, and communities;
8. Analyze, formulate, and influence social policies;
9. Evaluate research studies, apply research findings to practice, and evaluate their own practice interventions;
10. Use communication skills differentially across client populations, colleagues, and communities;
11. Use supervision and consultation appropriate to social work practice;
12. Function within the structure of organizations and service delivery systems and seek necessary organizational change.

Admission to the BSW Program

Once students are admitted to Aurora University, they must formally apply for admission to the BSW program after completing approximately 60 semester hours of general education course work. Applicants must meet the following conditions to be accepted into the BSW program:

- Cumulative grade point average of 2.5 on a 4.0 point scale;
- Earned approximately 60 semester hours of general education;

- In addition to meeting the General Education requirements of the University, specific liberal arts courses are also required to support the social work required (foundation) coursework.

These include:

- PSY 1100 General Psychology (or suitable transfer course)
- SOC 1100 Principles of Sociology (or suitable transfer course)
- PSC 2110 United States Government (or suitable transfer course)
- Commitment to high standards of personal and professional conduct, as reflected in the NASW Code of Ethics;
- Career goal that is consistent with the BSW program’s philosophy and curriculum.

Statement of Background Check Notification

Aurora University reserves the right to deny admission to its undergraduate, graduate and non-degree programs based on application materials, previous academic record and records of past conduct, including but not limited to the results of a criminal background check or registration of a sex offense.

BSW applicants are required to complete a national background check before beginning the program. The BSW program may deny admission based on the results of a criminal background check. The school may refuse or revoke admission for the following: misrepresentation of self, criminal behavior, results of the national background check, and/or behavior that interferes with performing professional duties.

If admitted to the BSW program, any applicant or student with a criminal background may not be eligible for some field instruction placements. In addition, the applicant or student may not be eligible for licensure after completing the requirements for the BSW degree. Many agencies require criminal background checks as a condition for accepting a placement in their program. It is the student’s responsibility to inquire with the Illinois Department of Professional Regulation or the Wisconsin Department of Safety and Professional Services to determine their licensure eligibility.

Once admitted to the BSW program, students must adhere to the Professional Standards of the University and the School of Social Work. Students must meet the criteria for professional and ethical behavior as set forth by the School of Social Work.

Semester Hour Requirement for Admission

The BSW program accepts students who have completed slightly below 60 semester hours, provided they are willing to make up the necessary course work before the beginning of their senior year. This allowance enables students beginning the BSW course work with fewer than 60 semester hours to meet the University’s 120 semester hour graduation requirement within their junior and senior year.

Pre-Social Work to Social Work Major

Transfer students declare their intention to pursue the BSW degree at the time they submit the University application forms. *Once accepted into the University*, the transfer student may complete the *BSW program application* materials that can be found on the AU web site. BSW application materials should be submitted during the spring semester preceding the student's junior year. Traditional freshman and sophomore students at Aurora University are assigned an academic advisor in the Crouse Center for Student Success once they have declared "pre-social work" as their major. Students on the George Williams (GWC) campus are advised through the Office of Academic Services. Adult degree completion students at the Aurora Campus, Woodstock Center, and AU Online are assigned an academic advisor who is specifically committed to advising students in the adult degree completion program. The academic advisor assists the student during their freshman and sophomore year in preparing for the social work program. Once students have been formally and fully accepted into the School of Social Work, their intended major is changed from "pre-social work or PSW" to "social work or BSW." The academic advisor will continue to assist the BSW student as they progress toward graduation.

Admission Interviews

After submission of the BSW admission materials, applicants may be contacted to arrange an interview with the School of Social Work Admissions Committee in the School of Social Work. During the interview, the applicant's admission materials are reviewed and questions regarding the BSW program are answered. Applicants are asked to elaborate on their written responses on their application materials. Students who meet the School of Social Work's criteria for admission are informed of their acceptance into the program. This acceptance is confirmed in an e-mail sent after the interview.

Provisional Acceptance

Students may be admitted into the BSW program provisionally. Provisional acceptance may be granted in situations where:

- The applicant has not completed the equivalent of 60 semester hours at the time of application for the BSW program, but anticipates doing so prior to beginning the BSW junior year course work. In this situation, students are granted full acceptance once their final transcript has been received by the University indicating that the applicant has earned 60 semester hours and maintained the required 2.5 grade point average.

Conditional Acceptance

On occasion, an applicant may be accepted into the program conditionally. Conditional acceptance may be granted in situations when the applicant's admission materials (mini autobiography) indicate the applicant is not writing at a college level. Other conditional admissions may be considered in other circumstances, as well. If the applicant is admitted conditionally, he/she will be required to seek remedial help for his/her writing either prior to beginning the social work foundation course work or during his/her junior year in the program. Often, the conditionally accepted student is monitored in their first semester in the program for academic progress.

Applicants being accepted conditionally are notified in writing of the necessary conditions that must be addressed prior to full acceptance being granted. Full acceptance is required if students are to be permitted to continue in the BSW program beyond the initial fall term. Students are notified by mail after the first term if they have successfully met the required conditions and have attained full acceptance.

BSW Program Orientation

Junior BSW students are invited to attend an orientation scheduled in August or early September. Students will receive an e-mail indicating the date, time and location of the orientation. The BSW Orientation gives students an opportunity to meet and network with each other and with the School of Social Work faculty while learning about the BSW program. Information regarding admission, curriculum, student organizations, field instruction, and other pertinent topics for BSW students is provided at this session.

BSW Program Format Options

The BSW program is available to a wide variety of students meeting the admission standards for the major. Currently, the BSW program is delivered to traditional, full-time students in daytime and evening courses, extending to 16 weeks or full semesters. Also, adult degree completion students are able to complete the BSW degree in a part-time format of 8 week courses, with some 16 week courses, offered in an evening schedule. Finally, the BSW program is offered to adult degree completion students in an online format, with mostly 8 week courses and some 16 week courses. Each of these formats offers the same courses, and assesses students with the same competencies and practice behaviors. Students identify the format in which they intend to complete the degree at the time of their admission into the BSW program.

CHAPTER 3: CURRICULUM POLICIES

Supportive Liberal Arts Requirements

In addition to meeting the General Education requirements of the University, specific liberal arts courses are also required to support the social work required (foundation) coursework. These include:

- PSY 1100 General Psychology (or suitable transfer course)
- SOC 1100 Principles of Sociology (or suitable transfer course)
- PSC 1300 United States Government (or suitable transfer course)

BSW Foundation Curriculum – Required Coursework - 45 Semester Hours (sh)

A. Social Welfare Policy (8.0 sh)

- | | |
|----------|--|
| SWK 2500 | Survey of Contemporary Social Work (4.0) |
| SWK 3150 | Social Welfare Institutions & Policies (4.0) |

B. Human Behavior in the Social Environment (8.0 sh)

- | | | |
|----------|---------|------------------------------|
| SWK 3210 | HBSE I | Infancy to adolescence (4.0) |
| SWK 3400 | HBSE II | Adult Lifespan (4.0) |

C. Social Work Practice Theory & Methods (16.0 sh)

- | | |
|----------|--|
| SWK 3140 | SW Practice with Groups (4.0) |
| SWK 4010 | SW Practice with Communities & Organizations (4.0) |
| SWK 4110 | SW Practice with Individuals & Families (4.0) |
| SWK 4120 | Integrated Seminar (4.0) |

D. Research (8.0 sh)

- | | |
|----------|-------------------|
| SWK 4200 | Research I (4.0) |
| SWK 4300 | Research II (4.0) |

E. Field Instruction (8.0 sh)

- | | |
|----------|--|
| SWK 4210 | Field Instruction I: Beginning Internship (4.0) |
| SWK 4220 | Field Instruction II: Beginning Internship (4.0) |

F. Social Work Elective Courses

BSW students are not required to take social work electives if they are beginning their enrollment under the 2017-2018 catalog. Social Work elective courses are available in fall, spring and summer terms for students choosing to explore specialized social work material.

OPTIONAL SPECIALIZATIONS

The specialization curriculums in the BSW program are optional. Each specialization has specific course and internship requirements and is led by a specialization coordinator responsible for guiding students in the specialization.

ADDICTIONS

Required Coursework (offered as electives) (16.0 sh)

SWK 2050 Drugs & Human Behavior: Survey of Substance Abuse Evaluation & Treatment

SWK 3200 Psychopharmacology

SWK 3750 Addictions Counseling I (offered only in the spring)

SWK 4700 Addictions Counseling II (offered only in the fall)

*Internship must be completed in an approved addictions setting with a minimum of 500 hours in SWK 4210 and SWK 4220

CHILD WELFARE

Required Coursework (offered as electives) (12.0 sh)

SWK 3760 Effects of Trauma on Children

SWK 4720 Social Work with Vulnerable Children & Families (offered only in the fall)

SWK 4725 Child Welfare Services (offered only in the spring)

*Internship must be completed in an approved child welfare agency in SWK 4210 and SWK 4220

Transfer Course Work

The Council on Social Work Education requires that all foundation social work course work beyond the introductory course be taken in a CSWE accredited social work program. Transfer courses taken at another accredited BSW program must also meet Aurora University's academic standards (an earned letter grade of "B" or better, must have been taken within the last five years, and must be judged as equivalent to Aurora University's core foundation social work courses by either the BSW Program Chair or the BSW Curriculum Committee). Transfer courses are not accepted from other accredited schools of social work in either the Generalist Practice or Field Instruction sequenced courses.

Academic credit for social work degree requirements cannot be given for work or life experience according to the Council on Social Work Education's guidelines that regulate all accredited BSW programs.

Leave of Absence

If a student wishes to take a leave of absence of more than one semester, excluding summer, a request for leave of absence must be made. A "Leave of Absence" form must be completed with the BSW Program Chair, or the Social Work Chair at GWC, and it is then forwarded to the Registrar's Office. There is a time limit of two consecutive terms, excluding summer, for this privilege. Maximum terms for leave of absence are two (2) semesters or one (1) academic year.

Without fulfilling these conditions, a student who is not enrolled each semester of the academic year is considered to have terminated the program, and must re-apply for admission to continue in the program. For more specific regulations please consult with the Registrar's Office, 630-844-5462. Students at GWC are encouraged to consult with the GWC Office of Academic Affairs.

Field Instruction

Field instruction provides students with an opportunity to practice and integrate social work theory in the field under the guidance and instruction of an experienced field instructor. Students enrolled in BSW program are required to complete one field placement during fall semester and spring semester consecutively of their senior or final year of their studies. Students will be concurrently enrolled in Social Work Practice courses, SWK 4110 and SWK 4120. Students who have not completed all necessary minimum field hours are not permitted to graduate. Extension (X grade) grades are issued to students needing additional time after the conclusion of the semester to complete their field hours.

Students must complete their field instruction program within one academic year. Part time BSW field students take a reduced course load during their field internship. The BSW internship is to begin in late August and continue until late April of the following semester. BSW students are not permitted to begin field work during the summer term without prior approval from the field office. Early internship starts must meet additional criteria that should be discussed with the field office.

BSW Field Instruction checklist

450 total hours (225 hours each semester); 500 total hours (250 hours each semester) if pursuing the Addictions specialization

Supervised by an MSW

Meetings are conducted in a structured and consistent manner one hour per week.

Ongoing feedback and education is provided to the student.

Direct contact with contact with clients is experienced by the student.

Assessments are completed by the student.

Group facilitation experiences are provided.

Individual case management skills are developed by the student.

Referrals to community resources are made by the student to clients.

Professional documentation is maintained regularly by the student and supervisor.

All CSWE core competencies of Social Work Practice are addressed in the field placement.

Field instruction courses (SWK 4210 & 4220) are offered concurrently with the Generalist Practice methods courses during the student's senior year (final year) for two consecutive semesters starting in the fall. Key to the field experience is field instruction supervision from a qualified BSW field faculty member, who is committed to at least one hour of planned weekly instruction with the student. Field Instruction is integrated into the Generalist Social Work Practice courses and provides an opportunity for integration of learning related to Human Behavior and Social Environment, Social Work Practice, and Social Welfare Policy.

The purpose of Field Instruction is to acquire the ability to function in a practice setting integrating and applying the theoretical knowledge or concepts to practical, real life situations. Emphasis is placed on the development of a professional self-concept with an appropriate degree of autonomy. Students begin exploring possible field instruction sites in the beginning of the spring semester of their junior year and have completed the selection process by the end of that semester.

Potential field students begin the placement process by consulting with the Director of Field Instruction or Assistant Field Coordinator and examining the many available resources within the School of Social Work. These resources include the student's faculty mentor; current students; the field agency files maintained by the School; field agency personnel representing their agencies at the annual Field Fair; and directories of social service agencies located on the School's website. <https://aurora.edu/academics/undergraduate/social-work/bsw-field-experience.html#.WXnp3oQrKM9>

Most students begin by exploring field agencies that service a particular population with which they have an interest in working. The School recommends that they explore field agencies that have already established an affiliation with the School of Social Work. Only in situations where a suitable affiliated field agency does not exist should the student consider one that is not currently affiliated.

Students are required to complete a minimum of 15 clock hours of field instruction per week during fall and spring semesters, for a total of 450 (500 if pursuing the Addictions specialization) clock hours for the academic year. Students must complete a minimum of 225 (250 if pursuing the Addictions specialization) hours in fall semester and 225 (250 if pursuing the Addictions specialization) hours in spring semester.

Under certain limited conditions, students may use their place of employment as the base of their professional field instruction, with prior approval. There must be clear written plans for new learning experiences, which must be approved by the Director of Field Instruction and by the Agency Director or representatives. For complete information on the field site selection process and securing a field placement, please refer to the *Field Manual* (available online under the School of Social Work's website).

Once a student begins a field placement, they are obligated to continue field placement until completion. Changes must be discussed and approved by the Director of Field or Assistant Field Coordinator. Students who terminate their field placement without prior approval may not be eligible for another placement.

The course instructors for Field Instruction I & II also serve as field liaisons and monitor the student while they work in their internships. Course assignments are designed to encourage critical thinking, develop professional identity and ethical practice behaviors.

Students completing internships in addictions are subject to more required hours and specific restrictions for internship sites. Students are encouraged to meet with the coordinator of the addictions specialization program prior to searching for a field placement.

NOTE: To begin a field placement, a student MUST BE registered for the appropriate field course and have received a copy of the letter of confirmation from the Coordinator of Field Instruction. For insurance purposes, student must be registered for field courses to be in field placements.

Field Instruction Dress Code

While enrolled in Field Instruction I and Field Instruction II, students are expected to respect and adhere to the dress code of the field placement agency. The appropriate dress may range from business attire to business casual. The School of Social Work expects students to wear modest and professional attire while working at the Field Agency and when representing the field of social work. Some academic course work may require business casual attire, such as field trips to community agencies or classroom presentations made by students. Expectations of professional attire for academic coursework will be communicated by the course instructor.

Petition and Exceptions to Degree Regulations

Petitions to exempt or substitute course work or to forego compliance with an academic regulation policy are subject to review by the BSW Program Chair, the GWC Social Work Chair, or by the registrar in the case of general degree regulations or general education requirements. In general, if the student wishes to be exempted from a required course she/he should:

- Discuss the issue(s) with her/his academic advisor.
- Arrange a meeting with the BSW Program Director, or the GWC Social Work Chair, if the issue is related to a social work requirement.
- Submit a completed General Petition form signed by the academic advisor to the registrar's office if the issue is related to an overall or general education requirement. General Petition forms can be obtained in the Crouse Center or the GWC Office of Academic Services.

For a complete policy regarding petitions and exceptions to degree regulations, please refer to the AU Undergraduate Catalog (available at www.aurora.edu).

Registration for Classes off Campus

Students who wish to take courses at another academic institution after they have begun classes at Aurora University must get prior approval before registering for such a course. This approval ensures that the University will accept the credit and that it can be used to meet the desired graduation requirement. The University reserves the right not to accept in transfer any course taken which was not pre-approved. Pre-approval forms can be obtained in the advisement office or the registrar's office. There is a small charge for prior approvals and it is recommended that students seek approval of all course work for a specific term at one time to avoid incurring more than one prior approval fee. Pre-approval forms are required of courses taken at another university or college during the summer term.

Withdrawal from Required Social Work Courses

Students are expected to inform the BSW Program Chair (or GWC Social Work Chair) in writing of their desire to withdraw from any required social work class before submitting drop forms with the

registrar. The BSW Program Chair/GWC Social Work Chair is responsible for making a decision as to whether or not a student review should be initiated in cases where academic performance or professional behavior is a concern. Withdrawal without official notification of the BSW Program Chair/ GWC Social Work Chair makes a student ineligible to register for further social work courses.

Retaking Social Work Course Work

Students are permitted to retake a social work course only once. Students who have failed to meet the academic standards of the program after repeating social work course work are not permitted to continue in the BSW program.

Petitioning for Program Policy Changes

Students can request that program policy or procedure issues (formulation or modification) related to academic and/or student affairs be addressed by presenting such request to the BSW Program Chair/GWC Social Work Chair.

Once a policy change is requested, the faculty of the School considers the request. A recommendation regarding the proposed policy change or institution is made by the full faculty to the Dean of the School of Social Work. The Dean of the School of Social Work makes the final decision on proposed policy changes.

CHAPTER 4: ACADEMIC STANDARDS

Academic Performance

The BSW program maintains high academic standards as do all professional programs where the well-being of future clients is of concern. In accordance with Aurora University regulations, the School of Social Work reserves the right to maintain academic standards for admission and retention in the social work program at both the BSW and MSW levels, above and beyond compliance with the general academic standards of the University.

Students are expected to maintain a cumulative grade point average of 2.8 in their required and elective social work courses and maintain a cumulative grade point average of 2.5 in their other course work (non-social work). Students dropping below this standard are placed on academic probation. Each student's grade point average is reviewed after each academic term. Students must have met the academic standard in order to receive the social work baccalaureate degree.

Academic Probation

Students dropping below the cumulative grade point average of 2.8 in their required and elective social work courses and/or drop below the cumulative grade point average of 2.5 in their other course work (non-social work) at the end of any semester are officially informed by Certified Mail that they have fallen below the BSW academic standard and have been placed on academic probation. Students on probation are given the following term, excluding summer, to raise their grade point average to meet the program's academic standard, and are required to meet with the BSW Program Chair/ GWC Social

Work Chair no later than the second week of the following term to discuss their plans for addressing their probationary academic status. Students who do not meet the grade point average standard at the end of the probationary term, will be required to retake required social work courses in which they have earned a “C” or below grade to remain in the BSW program. Such students are not permitted to take additional required or elective social work courses until the academic standard has been achieved. Seniors, who do not meet the academic standard at the end of the spring term prior to graduation, must take additional social work course work to meet the program’s academic standard before being awarded the BSW degree.

Students that drop below the cumulative grade point average of 2.5 in their other course work (non-social work) at the end of any semester are officially informed by Certified Mail that they have fallen below the BSW academic standard and have been placed on academic probation. Students on probation are given the following term to raise their grade point average to meet the program’s academic standard, and are required to meet with the BSW Program Director no later than the second week of the following term to discuss their plans for addressing their probationary academic status.

Students on academic probation at the end of their junior year are not permitted to begin an internship until they have met the program’s academic standards. Such students can continue taking other social work course work while on academic probation, and having met the required academic standard, may begin an internship the following academic year. Students, who are placed on academic probation a second time, are required to meet with the University advisement office to discuss an alternative academic major.

Any other academic standards required of all students in the University are binding on BSW students in the School of Social Work. Students may refer to the University catalog (available online at www.aurora.edu).

Academic Advising/Course Registration

The Crouse Center for Student Success provides academic advising to all traditional BSW students. The Center for Adult and Graduate Programs provided academic advising to the adult degree completion students. On the GWC campus, degree plans are developed and advising is continued through the Office of Academic Services. It is the student’s responsibility to be certain that all course prerequisites and degree requirements are met. Attention to proper program planning through early and ongoing consultation with the academic advisor and the BSW Program Chair/ GWC Social Work Chair is essential.

Students should consult the four year degree plans for guidance on course scheduling. Students are reminded that to deviate from the structured program plan may result in a delay in completing the program since courses are usually offered only in the academic terms outlined on the program structure charts. Four year degree plans are available from the Crouse Center for Student Success and the GWC Office of Academic Services.

Class Attendance Policy

Students are expected to attend all classes. Those students unable to attend a scheduled class session are responsible for notifying the instructor in advance by phone or by note explaining the need for absence. Twenty percent (20%) or more of the scheduled class session is considered excessive absence. Excessive absences may result in reduction of grade for the course per policy stated in course syllabus. Course instructors will notify students of grade reduction due to inadequate attendance via academic warning.

Grade Requirements

Students are required to complete each social work course (required or elective) with a grade of “C” or above. Students who receive a grade below a “C” in a social work course will be required to retake the course. Students are permitted to retake a social work course only once. Students who have failed to meet the academic standards of the program after repeating social work course work are not permitted to continue in the BSW program.

If a student must re-take a course, depending on whether the course is sequential (e.g., Generalist Practice III and Generalist Practice IV), the student may be required to drop one or more courses and thus extend their completion of the BSW program (typically by one year). A grade point average of 2.8 within social work courses is required for graduation. A student with all of their courses completed, but a social work grade point average below 2.8 will be required to retake coursework in order to raise the grade point average and graduate.

Grade Appeals

The course grade is the indicator of student academic performance. There is a university-wide procedure for appealing a grade, but it is solely on the basis of alleged “capricious grading” and not on a disagreement over an instructor’s assessment of the quality of a student’s work.

There is a time limit that applies to the appeal procedure. Please refer to the University Policy on “Procedures for Use in Appealing Allegedly Capricious Term Grades of Students” in the Student A-Book located at: <http://www.aurora.edu/academics/resources/abook.html>

Social Work Honor Society

Aurora University has a chapter of the Phi Alpha Honor Society known as Zeta Epsilon. This national social work honor society offers membership to students who excel academically in the BSW program. BSW students who have completed at least 30 semester hours of required social work courses qualify for membership in Zeta Epsilon provided that they have achieved an overall grade point average of 3.5 and achieved a 3.75 grade point average in required social work courses. Cumulative grade point averages are calculated by the University on academic credit earned at Aurora University only.

Writing Standard

Professional social workers are often judged by others based upon the quality of their written work. A poorly written professional report suggests mistakes in the substance of the social worker's recommendations. The devaluing of a social worker's work on behalf of a client can result in poor service to the client. Standards of academic writing are aligned with expectations of professional writing in the field of social work. Written academic assignments unless otherwise stipulated by the instructor are expected to be typed and edited and to follow the American Psychological Association (APA) writing style, which is used for all professional social work writing. Students are encouraged to utilize the Academic Support Services office of Aurora University for assistance in writing for academic assignments throughout the BSW program.

CHAPTER 5: PROFESSIONAL STANDARDS

Professional Conduct

Professional social work education requires high standards of academic, personal, and professional conduct. The educational program at both the undergraduate (BSW) and graduate levels (MSW) requires the development of ethics and values as well as knowledge and skills. Students are expected to exhibit values and behaviors that are compatible with the NASW Code of Ethics, which regulates not only professional conduct in relation to clients, but also in relation to colleagues.

Students should conduct themselves as professionals in relation to the class session and assignments. It is not acceptable to be late for classes except in unusual circumstances. Respect for the opinions of others is expected. Opinions expressed should be supported by data or carefully reasoned argument. Asking questions per se, or offering opinions that do not reflect the readings assigned for the class do not constitute "prepared participation." Any use of consciousness altering substances before, during, or between class sessions obviously impairs learning, and is unacceptable. Frequent lateness or professional unbecoming class conduct are likely to result in a lowered grade.

Recognizing that there are professional competencies and conduct not measurable by academic achievement alone, the School of Social Work reserves the right to make decisions regarding admission and retention based on high standards of personal and professional conduct demonstrated both in and out of the classroom. Students in the BSW program are evaluated, and may be suspended or dismissed from the program, on the basis of standards of personal and professional behavior, adherence to ethical standards, and on the basis on certain civil and criminal records.

Because social work education involves a significant amount of internship experience, and preparation for helping vulnerable populations, student evaluation will honor not only the rights of students, but also the rights and well-being of clients and others to whom students relate in a professional role.

Behavior in the Classroom and in the Online Learning Format

Students in a professional program should conduct themselves as professionals in relation to the class session and assignments. Students are assessed not only for meeting basic performance criteria on assignments described in course syllabi, but also on their ability to relate to others and their personal and professional behavior. In each class, on campus or online, students are expected to treat instructors

and peers with respect, use appropriate language, and to attend class with a demonstrated readiness to learn through contributions to the learning environment.

Online Presence and Engagement

Aurora University is a student-centered university, where we strive to provide exceptional learning experiences for our students. To that end, faculty and students are strongly encouraged to be fully present and engaged in all courses by doing the following:

1. Log into courses at least four days a week
2. Submit all assignments in a timely manner to meet deadlines
3. Respond to faculty emails in a professional manner
4. Participate in online discussions as an active and professional student
5. Attend to feedback from classmates and faculty
6. Provide informative posts, messages, each week that facilitate learning and promote critical thinking and engagement
7. Attend optional synchronous events, when and where appropriate (Note: Student attendance at synchronous events is always optional)
8. Recognize that on-line learning is a demanding learning format that must be taken seriously

Disposition Assessment

The School of Social Work faculty and staff will utilize the disposition form when concerns pertaining to behaviors arise. The faculty member will inform the student when the form is completed. The student may request a copy of the form for their personal records. The instructor or staff member of record will submit the disposition forms to the administrative assistant in School of Social Work to be saved electronically.

Dress Code

While enrolled in Field Instruction I and Field Instruction II, students are expected to respect and adhere to the dress code of the field placement agency. The appropriate dress may range from business attire to business casual. The School of Social Work expects students to wear modest and professional attire while working at the Field Agency and when representing the field of social work. Some academic course work may require business casual attire, such as field trips to community agencies or classroom presentations made by students. Expectations of professional attire for academic coursework will be communicated by the course instructor.

Ethical Behavior

Students enrolled in the School of Social Work are required to know the contents of, and are bound by, the University policies and regulations dealing with conduct presented in the University Student Handbook at: <http://www.aurora.edu/academics/resources/abook.html>

Students are required to know the contents of, and are bound by, the Code of Ethics of the National Association of Social Workers (NASW). Social Work students are also bound by the School of Social Work's specific provisions below:

Faculty Mentor's Role

Full-time BSW students entering the program during or after the 2016-2017 catalog will be required to take IDS3500 and IDS 3550 Junior Mentoring credits during the junior year. Full-time social work faculty members will serve as mentors to BSW students, following the guidelines set forth by the Aurora University General Education program. Part-time students are not mandated to participate in mentoring, however, they may choose to meet with faculty for mentoring purposes. Mentoring discussions may involve content on academic strengths and deficits, on resume writing and interview skills, or post baccalaureate experiences in graduate school or the social work field.

Field Review Policy

A field agency review may be held in the event of concerns regarding the experiences of students in field work. The purpose of the meeting will be exploratory and fact finding. Such a review may be requested by the student, field instructor, field liaison, BSW Program Chair, Field Director, or the Dean of the School of Social Work.

Among the issues that may be considered in a review are concerns regarding supervisory problems, adequacy of the learning experience, and ethical practice. Involved students will be asked to be present at the review. The review shall be scheduled by the Field Director and attended by the Chair as well as appropriate faculty members who teach courses in BSW or MSW programs. Should it be determined that actions are indicated, a written plan will be produced and communicated to the agency within two weeks.

Inappropriate Behavior that Would Interfere with Performing Professional Duties

Any student who engages in inappropriate behavior that would interfere with performing professional duties and could potentially threaten the well-being of clients, including violent behavior, behavioral indications of substance abuse, or having indicators of physical or psychiatric disorders shall not be admitted to field instruction. Any behavior which may have been influenced by a student's mental state (regardless of the ultimate evaluation) or use of drugs or alcoholic beverages will not in any way limit the responsibility of the student for the consequences of his/her actions.

Legal Matters: Alleged Law Violations

For any student charged with fraud, malpractice, a felony, or misdemeanor, the University may refuse or revoke registration in field instruction activities and classes without prejudice until an official determination has been made.

Legal Matters: Conviction for a Felony or Misdemeanor

Any student who has been convicted of a felony or misdemeanor for conduct that may threaten the well-being of clients shall not be admitted to field instruction, classes, and activities until there is clear evidence of rehabilitation. For this purpose, serving a sentence alone does not necessarily constitute evidence of rehabilitation. The faculty of the School of Social Work will be the sole judge of rehabilitation. Following such conviction, the student shall be informed in writing of the criteria that the University will use in determining evidence of rehabilitation.

Misrepresentation of Self

Evidence of fraud and misrepresentation including, but not limited to false or misleading statements on the application, admissions interview, student and financial aid applications, falsifying degrees or professional credentials subject the student to a student review. Such behavior shall constitute grounds for dismissal.

Plagiarism

Students are prohibited from the following dishonest and unethical behaviors, regardless of intent: Fraud and misrepresentation in course work such as representing any work of another person as one's own product and achievement; submitting assignments prepared for one class as original work for another without prior knowledge and approval of instructor; representing case materials that did not in fact happen or were untrue. Any alleged violation of plagiarism will be handled according to the procedures for academic dishonesty as set forth in the University's A-Book.

Non-Discrimination and Affirmative Action

A complaint of program non-compliance with the Non-Discrimination and/or Affirmative Action Policy should be directed to the Dean of the School of Social Work. See Chapter 1 of this handbook for the Non-Discrimination and Affirmative Action Policy.

Student Confidentiality

The School of Social Work maintains an academic file on each BSW student. This file contains admission materials; academic records, formal communication between Dean, BSW Program Chair/ GWC Social Work Chair, faculty mentor, and the student, as well as field evaluations.

The program honors and complies with the Family Educational Rights and Privacy Act 20 USC Sec. 1232g which requires academic institutions to provide access to academic records to the student, and prohibits the release of any information to another party unless a signed authorization has been obtained.

Student Review Policy

When a serious concern about academic, personal, or professional performance related to any of the program's standards and/or policies has been identified by a faculty member or field supervisor, at any point in the program, and it is deemed a concern warranting immediate attention, the faculty member reports to the BSW Program Chair (or GWC Social Work Chair). The BSW Program Chair (or GWC Social Work Chair) personally informs the student that a concern has been identified, seeks information, thoughtfully appraises the student's situation and assesses in consultation with the Chair whether the situation should come to the attention of the full faculty by initiating a Student Review. The Chair may also request that a Student Review be scheduled. The purpose of a Student Review is to design a helping plan for continuance in the social work program and to determine continuance in the program.

A Student Review is scheduled as needed. It is chaired by the BSW Program Chair (or GWC Social Work Chair) or a designee. Faculty members who participate in the Student Review are those who are current instructors for the student, other faculty members deemed relevant to the Student Review process, and University staff as determined by the BSW Program Chair (or GWC Social Work Chair) and Dean of the School of Social Work.

The student will be notified in writing of the commencement and the nature of the student review, giving the date, time, and place, the facts and occurrences that have given rise to concern, the nature of the student review, the student's right to attend and bring an advocate, the student's right to bring to the committee's attention relevant information concerning these facts, and occurrences that the student wishes the committee to consider.

In cases where the committee deems it appropriate, the committee may request the student to have his/her physician, psychiatrist, psychologist, or other provider of professional services meet with the committee to discuss the student's capabilities, and/or may request the student to permit an examination by a physician, psychiatrist, psychologist or other provider of professional services selected by the School, whose report and/or opinion concerning the student's capabilities will be shared with the student. The student may submit additional information in response. If necessary, the Committee shall continue the conference at a later date for the purpose of obtaining additional relevant information.

Once the committee has completed its review, it will notify the student in writing by certified mail of its determination along with a summary of its reasons for such determination. The determination can take any of the following forms: (1) a written plan establishing the conditions and requirements that the student must meet to continue in the program; (2) a temporary suspension of the student from the program, and; (3) a determination to discontinue the student from the program.

If the student wishes to challenge the determination of the Student Review Committee, the student has a right to appeal to the Dean of the School of Social Work. The request for the appeal must be in writing, identifying the student's grievance(s).

Program Suspension

Students who are suspended from the BSW program will not be permitted to continue their BSW course work until all conditions of the suspension are met. Students may continue to take non-social work courses while suspended from the BSW program. If a student is suspended from the BSW program, he/she is notified by certified mail of the terms of the suspension. If a student has already registered for the next term, he/she will be administratively dropped from the courses. Once the student believes that the terms of the suspension have been met, he/she must meet with the BSW Program Chair to discuss his/her suspension and continuance in the BSW program.

Program Termination

Students who are not permitted to continue within the BSW program are informed of such by certified mail. If a student has already registered for the next term, he/she will be administratively dropped from his/her courses and are advised to consult with the Crouse Center or the GWC Office of Academic Services for future academic planning.

Program Termination Appeals

Students who have been terminated from the BSW program can appeal such a decision only on the basis of alleged “capriciousness.” The term “capricious” is limited to one or more of the following:

- A decision to terminate a student on some basis other than academic or professional performance, or failure to obtain approval for leaves of absence from a program as stated in this Handbook;
- A decision to terminate a student on more exacting or demanding standards than were applied to other students in the program;
- A substantial departure from the standards and procedures contained in the *BSW Policy Handbook*.

Appeals based upon capriciousness are made to the Dean of the College of Professional Studies. The request for appeal must be in writing, identifying the student’s grievance(s). Failing a mutually satisfactory resolution at the level of the Dean, the student may appeal the determination to the Provost of the University. The student must appeal in writing, identifying the grievance(s). The Provost is the final level of appeal within the University. The written response of the Provost, delivered by Certified Mail, communicates the results of the appeal.

Note: Resident students receive official notification through the mailroom on campus. A notice placed in their mailbox informing them that they have an official letter for which they must sign acknowledging their receipt of the letter.

Readmission to the BSW Program

A student who leaves or withdraws from the BSW program; is dismissed from the program for poor scholarship or unprofessional behavior; or is terminated for lack of registration or application for leave of absence; or is dismissed from the BSW program and later decides to complete the program, must apply for readmission to the program. Prior records will be re-evaluated and the student, if readmitted, will be held responsible for completing all current degree requirements.

Handbook Terms of Issue

Every attempt is made to permit students to graduate under the degree requirements in effect when they entered Aurora University and the School of Social Work, provided that enrollment is continuous from time of matriculation until graduation. However, the School of Social Work reserves the right to modify academic requirements, curricula, and/or course offerings for all students at any time without

prior notice and without incurring obligation of any kind. At the same time, the program attempts to enable students to participate in formulating and modifying policies affecting academic affairs.

Aurora University Academic & Professional Standards

Please refer to the University Student Handbook for all University policies related to academic and professional standards, including (but not limited to):

- Academic and Social Expectations
- Statement of Academic Integrity
- Zero Tolerance Policy
- Statement of Discrimination and Sexual Harassment
- Learning Disabilities Policy
- Privacy Act of 1974 as Amended
- Policy for Grade Appeals
- Graduate Grading System

The University Student Handbook is also located online
<http://www.aurora.edu/academics/resources/abook.html>

Aurora University School of Social Work Administration

Dean:	Fred McKenzie, PhD, LCSW
BSW Program Chair:	Alison Arendt, MSW, LCSW
MSW Program Chair	Brenda Barnwell, DSW, LCSW, CADC
GWC Program Chair	Joan Fedota, EdD, MSW, LCSW
Child Welfare Specialization	Jeanne Flynn, MSW, LCSW,
Addictions Specialization	Laura Donavon, MSW, LCSW, CADC
Healthcare Specialization	Marissa Happ, MSW, LCSW
School Specialization	Dan Knapp, DSW, LCSW
Advanced Clinical	Bill Ressler, MDiv, PhD, MSW, LCSW
Administrative Assistant	Eileen Trnka
MSW Enrollment Coord.	Connie Revelle

Field Instruction Program

Field Director	Dan Knapp, DSW, LCSW
AU Online Field Coordinator	Larry LeSure, MSW
BSW Field Coordinator	Katie Johns, MSW, LCSW, CADC
Field Coordinator	Jeanne Flynn, MSW, LCSW
Field Coordinator GWC/Woodstock	Amy Chesker, MSW

BSW Faculty

Alison Arendt, MSW, LCSW	Don Phelps, PhD, LCSW
Kendra Pepper-Graham, MSW	Dawn Livorsi, DSW, LCSW
Rob Campbell, MSW, LCSW	

MSW and DSW Faculty

Brenda Barnwell, DSW, LCSW, CADC	Kristen Brendel, PhD, LCSW
Christina Bruhn, PhD, LCSW	Laura Donavon, MSW, LCSW, CADC
Robert Castillo, MSW, LCSW, CADC	Neil Gorman, DSW, LCSW
Joan Fedota, EdD, MSW, LCSW	Marissa Happ, MSW, LCSW
Bill Ressler, MDiv, PhD, LCSW	Todd Tedrow, DSW, LCSW