WESTERN KENTUCKY UNIVERSITY

DEPARTMENT OF SOCIAL WORK

BSW PROGRAM

STUDENT HANDBOOK

2009 Edition
A Note from the BSW Program Director

Welcome to the Western Kentucky University, Undergraduate Social Work Program! This is a baccalaureate program accredited by the Council on Social Work Education (CSWE). Graduates are awarded a Bachelor of Science in Social Work or BSW which is recognized as the entry level degree for the practice of professional social work by the National Association of Social Workers (NASW). Given that the Department of Social Work offers both undergraduate and graduate programs, the undergraduate program will be referred to as the BSW program.

The WKU BSW program was initially accredited by the CSWE in 1978. The BSW program currently has approximately 200 premajors and majors. The goal of this handbook is to ensure that all premajors, majors, and students interested in undergraduate social work education have access to relevant information regarding the BSW program. This handbook is designed to provide students with relevant policies, procedures, and program requirements. It is designed to assist both premajors who are considering social work as a major, as well as social work majors as they progress through the BSW program. The purpose of the handbook is to provide you with a source of helpful information concerning the general needs of social work students.

The BSW program at WKU will help prepare you in your goal of being a competent, ethical social work practitioner. Hopefully, you will find your experience with the program to be both stimulating and rewarding. The goal of the faculty is to provide you with an educational environment that is both challenging and supportive. It is within this context of challenge and support that you are encouraged to take advantage of the many opportunities that are available.

Make the most of your interactions with the WKU BSW program. Opportunities for personal and professional growth await you. The faculty possess tremendous expertise, knowledge, and skills. Your relationship with the faculty as your instructors, advisors, and mentors will assist you as you begin your career in social work.

Once again, welcome to the WKU BSW program.

Dr. Susan Wesley, Ph. D., M.S.W.
Associate Professor and Director, BSW Program
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Western Kentucky University

Vision

WKU—A Leading American University with International Reach.

Mission

Western Kentucky University prepares students to be productive, engaged leaders in a global society. It provides service and lifelong learning opportunities for its constituents. WKU is responsible for stewarding a high quality of life throughout its region.

Mission Parameters

As a nationally prominent university, Western Kentucky University engages the globe in acclaimed, technologically enhanced academic programs. An inspiring faculty promotes entrepreneurial success and a unique campus spirit to attract an intellectually exciting and diverse family of the nation’s best students.

WKU provides students with rigorous academic programs in education, the liberal arts and sciences, business, and traditional and emerging professional programs, with emphasis at the baccalaureate level, complemented by relevant associate and graduate-level programs.

The University places a premium on teaching and student learning. Its faculty engage in creative activity and diverse scholarship, including basic and applied research, designed to expand knowledge, improve instruction, increase learning, and provide optimum service to the state and nation. The University directly supports its constituents in its designated service areas of Kentucky with professional and technical expertise, cultural enrichment, and educational assistance. The University encourages applied research and public service in support of economic development, quality of life, and improvement of education at all levels, especially elementary and secondary schools. In particular, WKU faculty contribute to the identification and solution of key social, economic, scientific, health, and environmental problems within its reach, but particularly throughout its primary service area.

Maintaining a campus of distinctive history and character, WKU sustains a student population of increasing quality. It fulfills its responsibility for access through its community college, extended campus programs, and distance learning.

WKU's commitment is to ensure value in a holistic learning experience through high standards for student achievement and conduct, a strong faculty, technological innovation, personalized attention, broad access, and public accountability for actions and outcomes.
WKU recognizes that its mission continues to evolve in response to regional, national, and global changes, and the need for lifelong learning.

**WKU’s Mission and the QEP Theme**

Western’s Quality Enhancement Plan (QEP) theme, Engaging Students for Success in a Global Society, is based on the premise that students who are more actively involved in their education will learn more, and thus be more successful during their educational careers and beyond.

**QEP Student Learning Goal:**

Students will engage with communities other than their own in purposeful learning activities that explicitly address their capacity and responsibility to contribute to community and society.

This goal is linked to three attendant student learning outcomes:

- **Outcome 1:** Students will demonstrate their capacity to apply knowledge and training to address relevant concerns in community or society.

- **Outcome 2:** Students will demonstrate respect for diversity of peoples, ideas and cultures.

- **Outcome 3:** Students will demonstrate awareness of their opportunities as responsible citizens living and working in a global society.

**Statement of Compliance**

Western Kentucky University is committed to equal opportunity in its educational programs and employment. It is an equal opportunity - affirmative action employer and does not discriminate on the basis of age, race, color, religion, sex, sexual orientation, national origin or disability. On request, the University will provide reasonable accommodations, including auxiliary aids and services, necessary to afford an individual with a disability an equal opportunity to participate in all services, programs, activities and employment.

The University has published policies and procedures for investigating and/or addressing discrimination or harassment in its educational programs and/or employment. If you believe you have experienced discrimination or harassment in such programs, activities or employment, the University policies and procedures are published in *Hilltops: A Handbook for University Life*; the *Western Kentucky University Personnel Policies and Procedures Manual*; and the *Catalog*. These publications, including information about University procedures, are available in the following locations:
Inquiries about alleged discrimination may also be made directly to the Office of Civil Rights, U.S. Department of Education, The Wannamaker Building, Suite 515, 100 Penn Square East, Philadelphia, PA 19107, (215) 656-8548; the Kentucky Commission on Human Rights, 832 Capital Plaza, 500 Metro Street, Frankfort, Kentucky, 60601, (502) 595-4024; or the Equal Employment Opportunity Commission, 600 Martin Luther King, Jr. Place, Suite 269, Louisville, Kentucky 40202, (502) 582-5851.

BSW Program

Mission Statement

The mission of the BSW program at WKU is to prepare culturally competent social justice practitioners who work with diverse, multigenerational populations and client systems of various sizes. The program promotes lifelong learning in order for students to live and work in a global society.

Goals

The goals of the BSW program at Western Kentucky University are:

1. To prepare generalist social workers who are culturally competent and adept at integrating professional knowledge, values, and skills for practice with diverse populations and multigenerational client systems of various sizes.

2. To foster a respect for diversity and a commitment to the common good through the advancement of social justice.

3. To instill a sense of oneself as a citizen of the world who is committed to ongoing professional growth and development.

Objectives

The BSW program at WKU has chosen to adopt the twelve foundation program objectives from the CSWE’s Handbook of Accreditation Standards and Procedures, 5th edition (2003, p. 33-34) as its program objectives. The twelve foundation program objectives from the CSWE handbook are organized according to the WKU BSW program’s goals:
1. To prepare generalist social workers who are culturally competent and adept at integrating professional knowledge, values, and skills for practice with diverse populations and multigenerational client systems of various sizes.

Objective 1. Apply critical thinking skills within the context of professional social work practice.

Objective 2. Understand the value base of the profession and its ethical standards and principles, and practice accordingly.

Objective 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.

Objective 5. Understand and interpret the history of the social work profession and its contemporary structures and issues.

Objective B6. Apply the knowledge and skills of generalist social work practice with systems of all sizes.

Objective 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.

Objective 9. Evaluate research studies, apply research findings to practice, and evaluate their own practice interventions.

Objective 10. Use communication skills differentially across client populations, colleagues, and communities.

2. To foster a respect for diversity and a commitment to the common good through the advancement of social justice.

Objective 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.

Objective 4. Understand the forms and mechanisms of oppression and discrimination and apply strategies of advocacy and social change that advance social and economic justice.
Objective 5. Understand and interpret the history of the social work profession and its contemporary structures and issues.

Objective 8. Analyze, formulate, and influence social policies.

Objective 12. Function within the structure of organizations and service delivery systems and seek necessary organizational change.

3. To instill a sense of oneself as a citizen of the world who is committed to ongoing professional growth and development.

Objective 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.

Objective 4. Understand the forms and mechanisms of oppression and discrimination and apply strategies of advocacy and social change that advance social and economic justice.

Objective 5. Understand and interpret the history of the social work profession and its contemporary structures and issues.

Objective 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.

Objective 9. Evaluate research studies, apply research findings to practice, and evaluate their own practice interventions.

Objective 11. Use supervision and consultation appropriate to social work practice.

Statement of Nondiscrimination

The WKU BSW program is committed to a policy of nondiscrimination in all aspects of its program activities. The program respects and values diversity and does not discriminate on any basis including the following: race, color, gender, age, creed or religion, ethnic or national origin, disability, political orientation, or sexual orientation.
Accreditation

Western Kentucky University

Western Kentucky University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, master’s and specialist degrees.

BSW Program

The BSW program is accredited by the Council on Social Work Education (CSWE).

CSWE Commission on Accreditation

Educational Policy

The Educational Policy of the CSWE Handbook of Accreditation Standards and Procedures, 5th edition (2003, p. 31-32) outlines the purposes of the social work profession, social work education, and the intended achievements of social work education:

1. Purposes

1.0 Purposes of the Social Work Profession

The social work profession receives its sanction from public and private auspices and is the primary profession in the development, provision, and evaluation of social services. Professional social workers are leaders in a variety of organizational settings and service delivery systems within a global context. The profession of social work is based on the values of service, social and economic justice, dignity and worth of the person, importance of human relationships, and integrity and competence in practice. With these values as defining principles, the purposes of social work are:

- To enhance human well-being and alleviate poverty, oppression, and other forms of social injustice.
- To enhance the social functioning and interactions of individuals, families, groups, organizations, and communities by involving them in accomplishing goals, developing resources, and preventing and alleviating distress.
- To formulate and implement social policies, services, and programs that meet basic human needs and support the development of human capacities.
• To pursue policies, services, and resources through advocacy and social or political actions that promote social and economic justice.

• To develop and use research, knowledge, and skills that advance social work practice.

• To develop and apply practice in the context of diverse cultures.

1.1 Purposes of Social Work Education

The purposes of social work education are to prepare competent and effective professionals, to develop social work knowledge, and to provide leadership in the development of service delivery systems. Social work education is grounded in the profession’s history, purposes, and philosophy and is based on a body of knowledge, values, and skills. Social work education enables students to integrate the knowledge, values, and skills of the social work profession for competent practice.

1.2 Achievement of Purposes

Among its programs, which vary in design, structure, and objectives, social work education achieves these purposes through such means as:

• Providing curricula and teaching practices at the forefront of the new and changing knowledge base of social work and related disciplines.

• Providing curricula that build on a liberal arts perspective to promote breadth of knowledge, critical thinking, and communication skills.

• Developing knowledge.

• Developing and applying instructional and practice-relevant technology.

• Maintaining reciprocal relationships with social work practitioners, groups, organizations, and communities.

• Promoting continual professional development of students, faculty, and practitioners.

• Promoting interprofessional and interdisciplinary collaboration.

• 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.

**Why the BSW?**

The BSW is recognized by both the CSWE and the National Association of Social Workers (NASW) as the beginning professional degree, indicating that students are prepared for generalist social work practice.

Professionally, graduates of BSW programs are eligible to pursue licensure at the baccalaureate level in states which offer or require such licensure for social work practice. Academically, the BSW is recognized as the basis for eligibility for advanced standing in master’s level social work education (MSW). This means that a person holding the BSW may be able to complete the master’s program in a shorter period of time than someone who holds a baccalaureate degree from another discipline. Please consult the graduate school of your choice for specific requirements concerning advanced standing.

**Academic Conduct**

The *Western Kentucky University Catalog Issue 2010-2011* outlines WKU’s Student Life Policies Statement on Student Rights and Responsibilities These policies can also be found at:

[http://www.wku.edu/coursecatalog/appendix.pdf](http://www.wku.edu/coursecatalog/appendix.pdf)

In addition, students are encouraged to be familiar with the Student Complaint Procedure in the *Western Kentucky University Catalog Issue 2010-2011* This procedure can also be found at:

[http://www.wku.edu/coursecatalog/appendix.pdf](http://www.wku.edu/coursecatalog/appendix.pdf)

Students taking social work courses and interacting with the department and its faculty and staff are expected to understand and abide by these University policies and procedures.
The current NASW Code of Ethics was approved in 1996 and revised in 1999 by the NASW Delegate Assembly. The following are excerpts from the NASW Code of Ethics. For a complete review of the NASW Code of Ethics, please see:

http://www.socialworkers.org/pubs/code/code.asp

Purpose of the NASW Code of Ethics

Professional ethics are at the core of social work. The profession has an obligation to articulate its basic values, ethical principles, and ethical standards. The NASW Code of Ethics sets forth these values, principles, and standards to guide social workers' conduct. The Code is relevant to all social workers and social work students, regardless of their professional functions, the settings in which they work, or the populations they serve.

The NASW Code of Ethics serves six purposes:

1. The Code identifies core values on which social work's mission is based.

2. The Code summarizes broad ethical principles that reflect the profession's core values and establishes a set of specific ethical standards that should be used to guide social work practice.

3. The Code is designed to help social workers identify relevant considerations when professional obligations conflict or ethical uncertainties arise.

4. The Code provides ethical standards to which the general public can hold the social work profession accountable.

5. The Code socializes practitioners new to the field to social work's mission, values, ethical principles, and ethical standards.

6. The Code articulates standards that the social work profession itself can use to assess whether social workers have engaged in unethical conduct. NASW has formal procedures to adjudicate ethics complaints filed against its members.* In subscribing to this Code, social workers are required to cooperate in its implementation, participate in NASW adjudication proceedings, and abide by any NASW disciplinary rulings or sanctions based on it.

Ethical Principles
The following broad ethical principles are based on social work's core values of service, social justice, dignity and worth of the person, importance of human relationships, integrity, and competence. These principles set forth ideals to which all social workers should aspire.

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<tr>
<th>Value:</th>
<th>Ethical Principle:</th>
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<tr>
<td>Service</td>
<td>Social workers' primary goal is to help people in need and to address social problems.</td>
</tr>
<tr>
<td>Social Justice</td>
<td>Social workers challenge social injustice.</td>
</tr>
<tr>
<td>Dignity and Worth of the Person</td>
<td>Social workers respect the inherent dignity and worth of the person.</td>
</tr>
<tr>
<td>Importance of Human Relationships</td>
<td>Social workers recognize the central importance of human relationships.</td>
</tr>
<tr>
<td>Integrity</td>
<td>Social workers behave in a trustworthy manner.</td>
</tr>
<tr>
<td>Competence</td>
<td>Social workers practice within their areas of competence and develop and enhance their professional expertise.</td>
</tr>
</tbody>
</table>

**Ethical Standards**

The following ethical standards are relevant to the professional activities of all social workers. These standards concern:

1. Social workers' ethical responsibilities to clients.
2. Social workers' ethical responsibilities to colleagues.
4. Social workers' ethical responsibilities as professionals.
5. Social workers' ethical responsibilities to the social work profession.
6. Social workers' ethical responsibilities to the broader society.

Upon applying for admission to the BSW program, students must sign a one-page form as part of the overall application process indicating they have read the Code, agree to support its
principles, and understand that violation of the Code may result in their termination as a social work major.

**The Academic Program**

**Requirements for the Social Work Major**

The primary goal of the BSW program is to prepare students for beginning level generalist social work practice. This preparation begins with a strong liberal arts base and required prerequisites followed by foundation curriculum content mandated by the CSWE, including: values and ethics; diversity; populations-at-risk and social and economic justice; human behavior and the social environment; social welfare policy and services; social work practice; research; and field education.

The social work major consists of 54 semester hours, 48 hours in social work and 6 hours in advisor consent electives. Consistent with the program’s emphasis on a liberal arts foundation, during the freshman and sophomore years, students will typically take courses in English, speech, political science, economics, math (college algebra), biology, sociology, psychology, western civilization, and the humanities. These courses will also fulfill general education requirements. Specific prerequisites to be completed prior to admission to the BSW program include:

* ENG 100
* BIOL 113
* MATH 116 (can be completed as late as the first semester admitted to the program)
* SOCL 100 or PSY 100 (both no later than the end of the first semester admitted to the program)
* PS 110 or ECON 150 (both no later than the end of the first semester admitted to the program)
* SWRK 101
* SWRK 205

Complete application procedures and guidelines can be found at:


Major requirements are as follows: SWRK 101, 205, 330, 331, 344, 345, 375, 379, 381, 395, 485, 480/481, 482/483, one SWRK elective, and six hours of advisor consent electives.

**Life or Work Experience:**

Consistent with the expectations of the Council on Social Work Education Commission on
Accreditation’s Handbook of Accreditation Standards and Procedures, 5th ed. (2003, p. 40), the WKU BSW program does not grant academic credit for life or work experience.

**Social Work Course Descriptions:**

**SWRK 101: FOUNDATIONS OF HUMAN SERVICES - 3 HOURS  GEN ED C**
Starting with the basic principles, concepts and a historical perspective, the course will examine problems addressed by diverse social service programs and explore their activities.

**SWRK 205: INTRODUCTION TO SOCIAL WORK - 3 HOURS**
An introduction to the social work profession and its value, skill and knowledge bases. The history, development, and current status of the social work profession are explored. This introductory course emphasizes appreciation of and respect for human diversity as core concerns of professional social work practice.

**SWRK 270: MENTAL HEALTH AND SOCIAL POLICY - 3 HOURS**
A survey course of the mental health delivery system in the United States. Services and issues will be discussed.

**SWRK 325: SOCIAL WORK AND WOMEN IN SOCIETY - 3 HOURS**
Prerequisite: Junior standing or consent of instructor.
This course will provide an analysis of women’s status and position within our society, based on the premise that women’s experiences emerge from society’s political, social, and economic structures. Content areas emphasized include women and social change, violence, poverty, men, and feminist change strategies.

**SWRK 326: SERVICES FOR THE OLDER AMERICAN - 3 HOURS**
Prerequisite: Junior standing or consent of instructor.
This course focuses on individual and societal aspects of aging with emphasis on programs, resources and services to meet the social tasks of later life.

**SWRK 330: HUMAN BEHAVIOR IN THE SOCIAL ENVIRONMENT I - 3 HOURS**
Prerequisites: SWRK 101 and 205.
Prerequisite for majors: Admission to the program.

The social, natural, and behavioral sciences are used to examine human behavior across the life span, especially as influenced by ethnicity, class, gender, sexual orientation, and ability.

**SWRK 331: HUMAN BEHAVIOR IN THE SOCIAL ENVIRONMENT II - 3 HOURS**

Prerequisite: SWRK 330.

Human behavior in the social environment with emphasis on families, groups, organizations, communities, and cultures. The importance of diversity and the human environment as factors in influencing behavior will be highlighted.

**SWRK 344: SOCIAL WORK STATISTICS AND DATA ANALYSIS - 3 HOURS**

Prerequisites: MATH 116 or equivalent, SWRK 101 and 205. Enrollment limited to a social work major or minor.

An introduction to descriptive and inferential statistics, focusing on integrating research and social work practice, and computer applications in research.

**SWRK 345: SOCIAL WORK RESEARCH METHODS - 3 HOURS**

Prerequisite: SWRK 344.

An introduction to concepts, research design, and program evaluation in social work research. Emphasis will be placed on developing skills in utilizing research information in social work practice.

**SWRK 356: SERVICES FOR JUVENILE OFFENDERS AND THEIR FAMILIES - 3 HOURS**

Prerequisite:Junior standing or consent of instructor.

The nature and extent of delinquency, structure, and function of the juvenile court will be stressed. Emphasis will be on the provision of services to the juvenile offenders and their families.

**SWRK 375: SOCIAL WORK PRACTICE I - 3 HOURS**

Prerequisites: SWRK 101, SWRK 205 and admission to the program.
Corequisite: SWRK 330.

The first of three practice classes that equip students with theory and skills for effective generalist social work practice with individuals and their interpersonal networks.

**SWRK 378: SOCIAL WORK PRACTICE II - 3 HOURS**

Prerequisites: SWRK 330 and 375, restricted to social work majors

The second of three practice classes that equip students with theory and skills for effective generalist social work practice with groups.

**SWRK 379: INTRODUCTION TO SOCIAL WORK COMMUNICATION SKILLS - 3 HOURS**

Prerequisites: SWRK 330 and SWRK 375

Study and practice of interviewing individuals, families, and groups. The skill of relationship building as it relates to both micro and macro practice of social work is emphasized.

**SWRK 381: SOCIAL WORK PRACTICE II - 3 HOURS**

Prerequisites: SWRK 379.

The third of three practice classes that equip students with theory and skills for effective generalist social work practice with organizations and communities.

**SWRK 395: SOCIAL WELFARE POLICY AND ISSUES - 3 HOURS**

Prerequisites: SWRK 330

An understanding of the historical perspectives of social welfare policies as they affect current policy issues. Includes examination of the processes of policy formulation. Models of policy analysis assist students in identifying, and their impact on citizens representing a diversity of backgrounds.

**SWRK 433: ETHICAL ISSUES AND DILEMMAS IN SOCIAL WORK - 3 HOURS**

Prerequisites: SWRK 101 and SWRK 205, or permission of the instructor.

An examination of professional ethics and common ethical dilemmas in social work. Models of ethical decision making are applied in case vignettes.
SWRK 436: SERVICES TO CHILDREN - 3 HOURS

Prerequisite: Junior standing or consent of instructor.

A survey of institutional and community services with focus on principles of social services for children and their families.

SWRK 450: CHILD MALTREATMENT - 3 HOURS

Prerequisite: Junior standing.

Comprehensive introduction to child abuse and neglect from a social work perspective. The extent of the problem, effects on children, treatment issues, the social worker’s role, and advocacy on behalf of individuals and families are explored. This course is the first of two specific course requirements for the Public Child Welfare Certification Program available through WKU and the Kentucky Cabinet for Health and Family Services.

SWRK 451: CHILD MALTREATMENT INTERVENTIONS - 3 HOURS

Prerequisites: SWRK 375 and 450.

Second of two specific course requirements for the Public Child Welfare Certification Program available through WKU and the Kentucky Cabinet for Health and Family Services. Covers various practice skills and treatment interventions related to social work with abused neglected children and their families. Students will have several opportunities to develop their own skills through a variety of teaching methods.

SWRK 480: SOCIAL WORK FIELD PRACTICUM I - 3 HOURS

Prerequisites: SWRK 345, 378, 381, Field director approval and senior standing.

Corequisite: SWRK 481.

Social Work practice experience in a social service agency.

SWRK 481: SOCIAL WORK FIELD SEMINAR I - 3 HOURS

Prerequisites: SWRK 345, 378, 381, and admission to the field internship, and senior standing.

Corequisites: SWRK 480.

Integration of the knowledge, skills, values, and experiences gained in the internship.
SWRK 482: SOCIAL WORK FIELD PRACTICUM II - 3 HOURS

Prerequisites: SWRK 480/481.
Corequisite: SWRK 483.
Continued social work practice experience in a social service agency.

SWRK 483: SOCIAL WORK FIELD SEMINAR II - 3 HOURS

Prerequisites: SWRK 480/481.
Corequisite: SWRK 482.
Integrates the knowledge, skills, values, and experiences gained during the second semester of the internship.

SWRK 485: INTEGRATED GENERALIST SOCIAL WORK PRACTICE - 3 HOURS

Prerequisites: SWRK 331, 375, and 379.
Overview of social work practice theories, skills, cultural competencies, values and policies. Provides a framework for contextualizing social work practice interventions across multilevel client systems. Includes preparation for the field practicum experience and professional development.

SWRK 490: SELECTED TOPICS IN SOCIAL WORK - 3 HOURS

Prerequisite: Consent of instructor.
This course permits in-depth examination of selected topics in social work. The specific topics vary. May be repeated with different topics.

SWRK 495: DIRECTED STUDY – 1 TO 3 HOURS

Prerequisites: Junior standing and consent of director.
Available to students who wish to conduct individual, intensive reading and research in a specific area of social work, in close cooperation with supervising faculty. Approval required prior to enrollment.

SWRK 496: DIRECTED STUDY – 1 TO 3 HOURS
Prerequisites: Junior standing and consent of director.

Available to students who wish to conduct individual, intensive reading and research in a specific area of social work, in close cooperation with supervising faculty. Approval required prior to enrollment.

**Course Sequencing for the Social Work Major**

Students wishing to MAJOR in Social Work must complete 48 hours of social work courses and 6 hours of advisor consent electives for a total of 54 hours. The following is the recommended sequencing of courses for the social work major:

**First Semester**
SWRK 101 - Foundations of Human Services

**Third Semester**
SWRK 205 - Introduction to Social Work

**Fifth Semester**
SWRK 330 - Human Behavior in the Social Environment I (Prerequisites: SWRK 101 and 205. Prerequisite for majors: Admission to the program)

SWRK 344 - Social Work Statistics and Data Analysis (Prerequisites: Admission to the Program and MATH 116)

SWRK 375 - Social Work Practice I (Prerequisites: SWRK 101, SWRK 205 and admission to the program. Corequisite: SWRK 330)

**Sixth Semester**
SWRK 331 - Human Behavior in the Social Environment II (Prerequisite: SWRK 330)

SWRK 345 - Social Work Research Methods (Prerequisite: SWRK 344)

SWRK 379 - Introduction to Social Work Communication Skills (Prerequisites: SWRK 330 and SWRK 375)

SWRK 378 - The second of three practice classes that equip students with theory and skills for effective generalist social work practice with groups. or

SWRK 395 - Social Welfare Policy and Issues (Prerequisites: SWRK 330)
**Seventh Semester**

SWRK 381 - Social Work Practice II (Prerequisites: SWRK 375 and SWRK 395)

SWRK 378 - The second of three practice classes that equip students with theory and skills for effective generalist social work practice with groups. or

SWRK 395 - Social Welfare Policy and Issues (Prerequisites: SWRK 330)

**Eighth Semester**

SWRK 480 - Social Work Field Practicum I (Prerequisites: SWRK 381 & 485; Corequisite: SWRK 481)

SWRK 481 - Social Work Field Seminar I (Prerequisites: SWRK 381 & 485; Corequisite: SWRK 480)

**Ninth Semester**

SWRK 482 - Social Work Field Practicum II (Prerequisite: SWRK 480; Corequisite: SWRK 483)

SWRK 483 - Social Work Field Seminar II (Prerequisite: SWRK 481; Corequisite: SWRK 482)

Students must also integrate one social work elective and two advisor consent electives into the above sequence in order to complete the major. The above sequence is based on a first-time freshman who plans to graduate in four years. However, the above sequencing can be altered somewhat to meet the needs of transfer students and students switching to the social work major. It is possible to complete the 54 hour major in as few as six semesters. The above sequence does not include prerequisites for the major electives, general education requirements, and/or general electives. Students need a minimum of 128 hours to graduate. Students should consult with their social work advisor in planning their degree programs.

**Special Interest Opportunities for the Social Work Major**

**Public Child Welfare Certification Program (PCWCP)**

*What is the PCWCP?*

The Public Child Welfare Certification Program (PCWCP) has been implemented by the Kentucky Cabinet for Health and Family Services and ten university undergraduate social work programs in order to better serve the children and families in this state. The goal of this program is to fill the ranks of Child Welfare Workers with the most competent and well trained workers who can provide high quality services immediately following employment. The Cabinet has partnered with the Universities to offer Bachelor Social Work juniors and seniors their
academic program in conjunction with participating in the Cabinet’s child welfare training curricula prior to graduation. These students are provided instate tuition, a stipend and must complete a two year employment commitment with the Cabinet upon successful completion of this program.

**Who is eligible?**

To be eligible for this program, you must be a fulltime BSW social work major. You must have:

- An overall cumulative GPA of 2.5.
- A cumulative GPA of 3.0 in social work courses.
- Receive no less than a “B” in the required PCWCP courses and field practicum(s).
- At least three semesters and not more than four of undergraduate Social Work courses left to take.
- Have taken a Social Work practice course prior to taking the second of two PCWCP courses.

An application selection process is used to choose full-time students each academic year at each of the participating universities.

The PCWCP program is exclusively for students who are non Cabinet for Health and Family Services employees. Those employees can take advantage of the agency’s tuition assistance program.

**What are the benefits?**

There are numerous benefits to this program.

1. Your instate tuition will be paid (the Cabinet will pay tuition at private universities equal to the rate of the highest tuition at a participating public university) through this project for up to four semesters.

2. You will be given a $1300 per semester stipend for your books, living expenses and travel related to this program for four semesters.

3. Once you have completed this program and have graduated with at least a 3.0 GPA or a “B” average in your social work courses, you will be certified as having successfully completed the Public Child Welfare Certification Program and will be assisted in
acquiring employment with the Department for Community Based Services consistent with state personnel requirements.

**What would my obligations be?**

As a participant in this program you will be obligated, by contract, to the Cabinet for Health and Family Services. You will be expected to apply for employment 30 days prior to graduation and accept a position with the Department for Community Based Services, in the Social Service Worker series, and remain employed there for two (2) years.

If a participant does not meet these obligations or does not successfully complete the program, this may result in the forfeiture of all funds received and the reimbursement to the Cabinet for its costs.

**Should I apply?**

If you are interested in being a part of this exciting, unique program, ask yourself the following questions:

- Do I have the necessary GPA?
- Do I have at least three semesters and not more than four semesters remaining before graduation?
- Will I graduate within two years?
- Am I willing to work for the Department for Community Based Services, in the Social Service Worker series for two (2) years after I graduate?
- Do I have a positive, optimistic attitude toward working with families and children in crisis?

For further information regarding this opportunity, please contact the WKU PCWCP Site Coordinator, Dr. Dean May (745-5312 or dean.may@wku.edu).

Note – Also, see section entitled “Student Organizations and Departmental Awards” later in this handbook for additional student engagement opportunities.

**Directed Independent Study**

The directed independent study option, SWRK 495 and SWRK 496, is available to students who (1) have attained junior standing and (2) have obtained instructor consent for an independent study. Independent study is available to the student who wishes to conduct individual,
intensive reading and research in a specific area of social work, in close cooperation with supervising faculty. It may not be taken in lieu of, or as a substitute for, those courses which are specified in the curriculum as requirements. Students may enroll in a maximum of six credit hours of independent study; one to three hours of credit is available for SWRK 495 and 496.

**Eligibility for Field: SWRK 480/482 and SWRK 481/483**

The field component of the social work curriculum is an experiential learning opportunity in which students apply conceptual and theoretical material to practice situations in agency settings. Field is taken during the senior year and consists of two complementary experiences: the supervised practica, SWRK 480 (3 credit hours) and SWRK 482 (3 credit hours), and the related seminars, SWRK 481 (3 credit hours) and SWRK 483 (3 credit hours). SWRK 480, Social Work Field Practicum I, and SWRK 481, Social Work Field Seminar I, are taken the first semester of the senior year upon completion of all required social work classes. SWRK 482, Social Work Field Practicum II, and SWRK 483, Social Work Field Seminar II, are taken concurrently the following semester.

In preparation for the field, students are introduced to social service agencies and social work practice in the local community through field trips, agency interview assignments, guest speakers from the practice community, and throughout the advising process. Students are encouraged to consider employment and volunteer work in social service agencies. In addition, students are required to have pre-field volunteer experiences in SWRK 101 - Foundations of Human Services and through “shadowing” hours with BSW or MSW practitioners in SWRK 379 - Introduction to Social Work Communication Skills.

The application process for field begins with the student submitting an application for field placement no later than the fourth week into the semester preceding placement. The application is available from the Department of Social Work’s Office of Field Instruction. It is the responsibility of the student to take the initiative in obtaining and submitting this form. The Director of Field Instruction will verify eligibility for field placement. Students may not enroll in SWRK 480, 481, 482, or 483 without senior status and completion of all social work courses. Students receiving a “D” in any required social work course will not be allowed to enroll in the field courses until the deficiency has been corrected.

It is the responsibility of the Director of Field Instruction to provide field placement resources. Students are not to solicit placements on their own. Students are encouraged to suggest new field settings, keeping in mind the time required for approval, and that final responsibility for approval lies with the Director of Field Instruction.

All field students must provide verification of individual professional liability insurance coverage in a minimum amount of $1,000,000 occurrence/$1,000,000 aggregate in effect during the time of field practicum. A student will not be allowed to begin participating in practicum at an agency until proof is submitted to the Director of Field Instruction and a contract agreement
Requirements for the Social Work Minor

Students wishing to minor in Social Work must complete 21 hours of Social Work courses, including the following:

- SWRK 101: Foundations of Human Services
- SWRK 205: Introduction to Social Work
- SWRK 330: Human Behavior in Social Environment I
- SWRK 331: Human Behavior in Social Environment II
- SWRK 395: Social Welfare Policy and Issues
- SWRK Electives: Select two. Electives are usually offered each Fall, Spring, and Summer semester.

SWRK 101 and 205 must be completed before taking SWRK 330. SWRK 330 must be completed before proceeding to SWRK 331 and SWRK 395. Social work electives are typically taken any time after SWRK 101 and 205.

Practice courses and Field Practicum courses are not available to minors. Minors may use SWRK 344 (Social Work Statistics and Data Analysis) or SWRK 345 (Social Work Research Methods) as an elective with instructor permission, if prerequisites are met.

For further information, contact the Department of Social Work, Academic Complex, Room 211, (270) 745-5312.

*The student should be informed that a minor in social work does not qualify the student as a professional social worker, as eligible for membership in the National Association of Social Workers, for licensure by the State of Kentucky, for advanced standing in a graduate school of social work, nor for social work practice in an employment situation.

Academic Advising

The University Advising System

Please see the WKU Undergraduate Catalog for general information regarding academic advisement. The Academic Advising and Retention Center (AARC) is located in DUC A-330 and
can be contacted at (270) 745-5065. The university website address for AARC is www.wku.edu/advising.

Any student intending to major or minor in social work should contact the Department of Social Work for further information (270) 745-5312.

**Advising in the BSW Program**

When planning a program of study, each student should be aware of the University’s academic requirements and regulations contained in the current catalog issue in the chapter entitled “Academic Information.” Specific attention should be given to the subsections in the chapter entitled (1) Academic Programs, (2) General Education Requirements, and (3) Academic Requirements and Regulations.

Students interested in majoring or minoring in social work should contact the departmental office, (270) 745-5312. During this contact, the student will be assigned an advisor and encouraged to make an appointment with the assigned advisor. During this initial meeting several issues will be addressed. Pertinent information for the social work database will be gathered. A Change of Major/Advisor Form will be filed if needed. Program requirements, prerequisites, and admission procedures will be discussed. A preliminary undergraduate degree program will be initiated. Students switching majors or transferring to WKU will have their previous course work applied toward their undergraduate degree program as appropriate. This process will be documented in the student’s folder.

Students will meet with their assigned advisor each semester. Students work closely with the advisor who assists in the selection of courses that will provide appropriate preparation for career objectives and assure timely completion of degree program requirements. The BSW Program requires students to meet each semester with the advisor in order to register for classes. In addition to academic planning, the advisor will assist in planning career directions within the profession of social work. When appropriate, the advisor can also refer the student to other university and community services.

If, for some reason, a student would like to change advisor, he/she needs to see the BSW program director. The BSW program director will simply make a new advisor assignment.

**Admission and Retention Policies and Procedures**

**Admissions Procedures**

See Appendices of this handbook for the section entitled, “Application Procedures.”

Students applying to and continuing in the BSW Program at Western Kentucky University are expected to possess, appreciate, and continue to develop the following qualities:
**Self-awareness**

Aspiring social workers must know themselves reasonably well and, on the whole, should like themselves. The knowledge of their own personal strengths and weaknesses should allow them to focus on working effectively with others.

**Professional commitment and behavior**

Social work students should have a strong commitment to the goals of social welfare and to the ethical standards of the social work profession. They should work collaboratively with others to use professional knowledge, values, and skills to bring about the changes necessary for people to achieve their life goals more easily.

**Knowledge as a base for practice skills**

The activities of professional helpers must be grounded in relevant social, behavioral, and biological science knowledge. Helpers have to understand why people act as they do and the ways that behavior can be changed when that is desired.

**Objectivity**

Professional helpers must be able to recognize the worth and dignity of every human being. Objectivity involves being able to systematically evaluate people and their situations in an unbiased, factual way. Professional helpers must, at the same time, be warm and caring toward those with whom they are working. Rejecting people because of their situations or creating barriers for those seeking help will destroy the helping process.

**Empathy**

Empathy is the ability to comprehend another’s subjective reality and feelings. Empathy and support are necessary to enable the client to use both personal and outside resources, to develop and implement a solution to his/her problem, and to respond appropriately to client’s needs.

**Energy**

Helping is an exhausting activity; not only does it require the careful use of knowledge and skill, but it is also a constant drain on feelings and emotions. Professional helpers must work on avoiding burnout by developing cooperative and facilitating interactions with colleagues and users of services (Federico, 1984, pp. 158-160).

**Acceptance of diversity**
Helping professionals must appreciate the value of human diversity. They must be willing to serve in an appropriate manner all persons in need of assistance regardless of the person’s race, religious affiliation (or lack of), gender, disability, sexual orientation, political affiliation, and/or value system. Helpers must not impose their own personal, religious, sexual, political, and/or cultural values on their clients.

**Ability to apply knowledge learned in the academic setting to practice situations**

Since social workers must be able to function as practitioners, it is essential that they be able to demonstrate the ability to apply knowledge gained in coursework (e.g., ability to relate to others, assess problem situations, develop intervention plans and implement appropriate intervention strategies).

**Freedom from chemical dependency or unresolved emotional issues**

Since social workers must serve as healthy role models, they must be mentally healthy and free from chemical dependency problems. Admission to the BSW program is based on a minimum of one year in sobriety. If a student is currently in treatment for emotional problems, an independent psychological evaluation and/or assessment by a recognized agency or professional may be required.

**Transfer Students**

Transfer courses from Council on Social Work Education (CSWE) accredited programs are accepted when they satisfy BSW program requirements. Decisions regarding the acceptability of transfer work from other CSWE accredited programs are made by the BSW program director or by the BSW Admissions and Retention Committee if needed. Required social work courses taken at community or junior colleges may not be accepted as substitutes for upper level courses at WKU. All transfer students will be required to follow stated admissions requirements. Students transferring from community colleges within Kentucky will follow the articulation agreement formulated between the community colleges and the four-year institutions. The Office of Admissions completes transfer evaluations on all incoming transfer students. The BSW Program follows these recommendations in terms of general education requirements, however, the Office of Admissions defers to the BSW Program when making decisions regarding transfer courses for the major.

Students wishing to substitute a required social work course must verify that the course complies with the following criteria:

1. A course that the student wishes to substitute for a required social work course must have social work content.
2. The course to be substituted must have been taken in an accredited BSW program and the student must have received at least a grade of “C” in the course.

3. The course must have been taken within six (6) years from the date the request is made to substitute it for a required social work course.

4. The student should be prepared to provide the course syllabus and other supportive material to the BSW program director.

5. If the program director needs to consult with the BSW Admissions and Retention Committee, the committee will make the decision about approving the substitution in collaboration with the program director.

Every effort will be made by the BSW program director and/or the BSW Admissions and Retention Committee to ensure that students avoid redundancy when transferring, while at the same time maintaining the curricular integrity of the BSW program.

The general policy of the BSW program is to not accept transfer credit from nonaccredited social work programs, however, students can complete a Student Exception Form (Appendices of this Student Handbook) requesting an exception by the BSW Admissions and Retention Committee. The steps outlined above should be followed. The student would be expected to provide comprehensive written materials to document the content of the course(s). In addition to, or in lieu of, the comprehensive written materials, oral proficiency exams may be utilized by the Admissions and Retention Committee for any student seeking to transfer in required social work courses.

Exception Policy/Procedure

The admission process to the WKU BSW program has several requirements, including completion of prerequisite courses prior to admission. In addition, the program’s structured sequencing of courses is designed to meet the accreditation guidelines of the CSWE. Exceptions to these procedures are extremely rare; however, occasionally a student presents a situation that requires flexibility in serving the student’s best interest, but does not jeopardize the integrity of the BSW program’s policies and procedures. In these cases, a student can request an exception. The Student Exception Form can be found in the Appendices of this Student Handbook. This form is filed with the student’s advisor and the request is considered by the Admission and Retention Committee.

Admissions and Retention Committee

The BSW Admissions and Retention Committee is composed of all full-time faculty in the BSW Program. The committee reviews all applications for prospective social work majors. In addition
to serving an admissions function, the committee also serves a gatekeeping and retention function. If needed, the committee makes decisions regarding termination of students from the program for both academic and nonacademic reasons.

**Levels of Acceptance**

**Acceptance:** The student has successfully completed all prerequisite courses, has achieved at least the sophomore status, and has a cumulative GPA of 2.5 or higher. The student has also met with a social work faculty advisor. In addition, the student has met with the BSW program director to complete a screening interview and to submit the appropriate materials, including an application, essay, Code of Ethics Agreement Statement, and Student Handbook Agreement Statement. These materials have been submitted by the program director to the BSW Admissions and Retention Committee. These materials have been reviewed and accepted by the Admissions and Retention Committee.

**Non-acceptance:** One or more of the criteria for admission to the BSW program have not been achieved. The student is not accepted into the BSW program for the semester for which application is being made. A letter is sent by the BSW Admissions and Retention Committee chairperson to the student notifying the student of the Committee’s decision and identifying the deficiency or deficiencies which must be completed or corrected in order to re-apply at a later date.

Decisions made by the Admissions and Retention Committee can be investigated further by a student filing an appeal or grievance. The Student Grievance Form can be found in the Appendices of this Handbook.

**Continued Retention in the Social Work Program**

Students receiving a grade of “D” or lower in any course used for the social work major will be required to repeat the course.

Continued retention is contingent upon upholding the principles of the NASW Code of Ethics, being able to demonstrate an understanding of social work knowledge, values, and skills, and completing any recommendations generated by the BSW Admissions and Retention Committee.

A student may be recommended for termination at any time by any social work faculty or field instructor who has evidence that the student’s performance is indicative of non-compatibility with the profession of social work. Since the advisement process within the BSW Program includes ongoing evaluation of the student’s professional potential and progress, use of this termination process is expected to be extremely rare.

**Grievance Procedure**
Every precaution will be taken to protect students’ rights. If the student does not concur with the recommendations of the BSW Admissions and Retention Committee, appeal may be made through the usual channels within the university consistent with the university grievance procedures (see “Student Complaint Procedure” in the *University Catalog*). Appeal of a BSW Admissions and Retention Committee decision must be made according to the following sequence: file and process the grievance with BSW program director, meet with department head if needed, file the grievance with the College of Health and Human Services Complaint Committee if needed, and file the grievance with the University Complaint Committee if needed. Students will receive written notification at each level throughout this grievance process.
Termination Policies and Procedures

The Western Kentucky University BSW Program is a professional program accredited by the CSWE. As such, it is interested in promoting professionalism in the social work field and providing quality services to future clients. The termination process of the WKU BSW Program is designed to ensure that those individuals who graduate from the program meet the requirements of an entry-level professional social worker.

Termination from the Program of Social Work

Students may be terminated from the WKU BSW Program if, in the professional judgment of the BSW faculty, violations of academic professional and/or ethical codes have occurred. These violations may include but are not limited to:

Academic Reasons for Termination

1. Failure to meet the guidelines outlined in this handbook and in the admissions letter.

2. Academic cheating, lying, or plagiarism in any social work course, including field courses.

Non-academic Reasons for Termination

Students may be terminated from the BSW program for non-academic reasons any time after admission. The decision to terminate a student from the program is a serious one made collectively by the faculty serving on the BSW Admissions and Retention Committee. Non-academic reasons for termination may be categorized as personal or professional reasons. The termination process may be sudden, if the violation is of a serious nature, or it may be gradual, if steps are being taken to address conditions identified as violations.

In cases of gradual termination the student’s academic advisor along with members of the BSW Admissions and Retention Committee meet regularly with the student in an attempt to alleviate the condition. A contract for change is developed with the student and monitored by the faculty advisor and the BSW Admissions and Retention Committee. Students completing contracts remain in the program. Those not completing contracts to alleviate conditions which are in violation of admissions standards are terminated from the BSW program.

Students who are terminated from the program are notified in writing of that decision and specific reasons for that decision. In some cases, a student who is terminated from the BSW program for non-academic reasons may reapply for admission at a later date, provided there is clear evidence that the condition/s under question has/have been eliminated. The decision to readmit a previously terminated student is made by the BSW Admissions and Retention Committee. Students may be denied admission to or terminated from the BSW program for any of the
following non-academic reasons which are personal or professional:

1. Overtly expressed attitudes and values in opposition to those found in the NASW Code of Ethics.
2. Evidence of chemical dependency.
3. Mental/emotional difficulties which impair performance, interactions, and relationships with classmates, faculty, agency staff, and/or clients.
4. Evidence of criminal activity occurring during enrollment or prior to enrollment and becoming known after enrollment.
5. Unresolved personal issues which impair performance, interactions, and relationships with classmates, faculty, agency staff, and/or clients.
6. Personal goals inconsistent with social work goals.

**Termination Process**

Prior to termination, the student will be provided with verbal and written notification of impending probation and/or termination. A personal interview with the BSW Admissions and Retention Committee may be scheduled with the student to discuss alternate options to termination. If another option is viable, a contract will be negotiated between the committee and the student which will specify steps to be taken toward resolution and will establish a time limit for the accomplishment of this plan. A final interview with the committee may be scheduled to determine if the steps in the contract have been successfully accomplished. The committee may re-negotiate the contract as needed.

**Student Complaint Procedure**

Complaints regarding a faculty member should follow the Student Complaint Procedure as outlined in the WKU Undergraduate Catalog Issue 2010-2011. This procedure can also be found at:

[http://www.wku.edu/coursecatalog/appendix.pdf](http://www.wku.edu/coursecatalog/appendix.pdf)

These steps should be followed precisely. However, this process should begin with the student meeting and attempting to resolve the issue with the faculty member. Given the role of program directors in the Department of Social Work, an unresolved compliant with a faculty member should be processed with the BSW program director for potential resolution prior to meeting with the department head.

**Faculty and Staff in the BSW Program**
Department Head:

May, J. Dean, Ed.D., M.S.W., Associate Professor, Site Coordinator for Public Child Welfare Certification Program.

BSW Program Director:

Wesley, Susan, Ph.D., M.S.W., Associate Professor.

Field Director:

Hurt, Vivian, M.S.S.W., Instructor.

BSW Faculty:

Arnold, Eileen, M.S.W., Instructor

Peeler, Jan, M.S.S.W., Instructor, Advisor for Student Social Work (SSW) Organization.

Smith, Dale, Ph.D., LCSW, Associate Professor, Chairperson of the BSW Admissions and Retention Committee.

Villereal, Gary, Ph.D., Associate Professor.

Wesley, Susan, Ph.D., M.S.W., Associate Professor.

Staff:

Cline, Janey, Departmental and BSW Office Associate.

Gouvas, Emily, Field Office Associate.

Other:

Gabbard, Jay, Ph.D., M.S.W., Assistant Professor. Advisor for the Phi Alpha Honor Society.
Student Organizations and Departmental Awards

National Association of Social Workers

The National Association of Social Workers (NASW) is the largest organization of professional social workers in the world. NASW serves 150,000 social workers worldwide. NASW was formed in 1955 through a merger of seven predecessor social work organizations. According to the NASW, “NASW’s primary functions include promoting the professional development of its members, establishing and maintaining professional standards of practice, advancing sound social policies, and providing services that protect its members and enhance their professional status” (https://www.socialworkers.org/nasw/history.asp).

BSW students are encouraged to join NASW and participate in local branch meetings.

Phi Alpha and Departmental Awards

Phi Alpha

Phi Alpha is a national honor society for social work students. The purposes of Phi Alpha Honor Society are to provide a closer bond among students of social work and 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. In addition to recognizing excellence, the chapter will carry out one service project per academic year to give back to the community. The Delta Mu Chapter of Phi Alpha Honor Society was established at Western Kentucky University in 1994.

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

1. Declared social work as a major
2. Achieved sophomore status
3. Accepted in the BSW program at WKU
4. Completed 9 semester hours in social work courses
5. Achieved an overall grade point average of 3.0 (on a 4.0 scale)
6. Achieved a 3.25 grade point average in required social work courses

There is an initiation fee of $30 which covers the lifetime membership dues and an honor cord for graduation. Application forms are available at the SSW bulletin board on the second floor of Academic Complex or from the Phi Alpha officers or the faculty sponsor.

Departmental Awards

Each spring the BSW Program selects up to two students for the following award:
1. Outstanding Student, BSW Program
2. Highest GPA

These awards are presented at the College of Health and Human Services Student Awards Banquet.

The following criteria are used as guidelines in selecting the Outstanding Student award:

1. Alumni status (the student has completed all Program and University requirements during the spring, summer, or fall semester of the year prior to the award being given).
2. The student must have an overall GPA of 3.25 or higher by the end his/her last semester in school.
3. Based on comments from the Director of Field Instruction and the field seminar liaison, the student must have performed at a high level during her/his internship.
4. Volunteer service will be taken into consideration.
5. Involvement in the Student Social Workers organization will be taken into consideration.

The following criteria are used in selecting the Highest GPA award:

1. Alumni status (the student has completed all Program and University requirements during the spring, summer, or fall semester of the year prior to the award being given).
2. The cumulative overall GPA once the degree is posted.

**Student Social Workers (SSW)**

**Purpose:**

The Student Social Workers organization (SSW) at Western Kentucky University serves for the betterment, education, and representation of themselves while gaining practical experience and providing service to the community. Membership to SSW offers the opportunity to enhance student careers through peer recognition and to continue education through practical experience. SSW is committed to conducting professional relationships in accordance with the National Association of Social Workers’ Code of Ethics.

Membership in SSW is available to all students majoring (including pre-majors) or minoring in social work. Membership applications are available on the SSW bulletin board on second floor of Academic Complex or by contacting the SSW President or faculty sponsor.
APPENDICES
Dear Prospective WKU Student:

Thank you for your interest in social work at Western Kentucky University. We offer a baccalaureate degree in social work which is accredited by the Council on Social Work Education. We are pleased to provide information to you as you think about social work as a major area of study.

Social work is a rigorous program of study in the areas of human behavior in the social environment, social welfare policy and services, social work practice, research, and field experience. The program also emphasizes social work values and ethics, diversity, social and economic justice, and populations-at-risk. Courses are sequenced with certain areas of study mastered before proceeding to others.

Prerequisite courses for admission to the program are: Social Work 101, Social Work 205, English 100, Math 116, Biology 113, Psychology 100 or Sociology 100 (both are needed no later than the end of the first semester following admission to the program), Political Science 110 or Economics 150 (both are needed no later than the end of the first semester following admission to the program). Consideration for acceptance into the program requires that students successfully complete the prerequisite courses, have a grade point average of at least 2.5, submit an application and essay, agree with the NASW Code of Ethics, agree with the BSW Student Handbook, complete an interview with the BSW Program Director, and attain sophomore standing at the time of admission to the program. All application materials must be submitted to the BSW Program Director of Social Work no later than November 1st for students seeking admission for the Spring Semester and no later than May 1st for students seeking admission for the Fall Semester. Following admission to the Program, it generally takes five semesters to complete the sequenced program.

Please make an appointment for academic advising with the Program Director. Let us know if there are further questions. We look forward to hearing from you if our program meets your career interests and academic needs.

Sincerely,

Susan Wesley, Director
BSW Program
APPLICATION PROCEDURES

1. Apply for admission to Western Kentucky University. Application information can be found at [http://www.wku.edu/Info/Admissions/](http://www.wku.edu/Info/Admissions/). The Office of Admissions can also be emailed at the following address: admission@wku.edu. The following is the address for the Office of Admissions: Western Kentucky University, Office of Admissions, 1906 College Heights Blvd. #11020, Bowling Green, KY 42101-1020, (270-) 745-2551.

2. Following admission to Western Kentucky University, please contact the Department of Social Work at 270-745-5312 in order to be assigned an advisor and for the department to initiate a student file. Please contact your assigned advisor regarding courses for the upcoming semester.

3. Complete the following prerequisite courses: SWRK 101, SWRK 205, ENG 100, MATH 116, BIOL 113, PSY 100 or SOC 100 (both no later than your first semester in the program), and PS 110 or ECON 150 (both no later than your first semester in the program). You must have a GPA of at least 2.5 and be at least a sophomore in order to be admitted to the BSW program.

4. Apply to the BSW Program. BSW application materials can be found in the departmental office (AC 211) or at the following link:


   All application materials should be received, no later than the dates listed below:

   November 1st - for students seeking admission for the spring semester. Applications received after December 1st will not be processed for the spring semester.

   May 1st - for students seeking admission for the fall semester. Applications received after August 1st will not be processed for the fall semester.

   The BSW application packet should be submitted to the following address: Western Kentucky University, Department of Social Work, AC 211, 1906 College Heights Blvd. #11039, Bowling Green, KY 42101-1039, Attn: BSW Program Director.

5. Read the NASW Code of Ethics and sign the Agreement Form. The form can be found at the following link:


6. Read the WKU BSW Student Handbook and sign the Agreement Form. The form can be found at the following link:

7. Meet with the BSW Program Director for a screening interview.

8. Your application will be presented to the BSW Admissions and Retention Committee for review and a final decision on acceptance as a major into the BSW Program.
Please read the National Association of Social Workers’ Code of Ethics. You can review it on-line at the following address:

http://www.socialworkers.org/pubs/code/code.asp

The office associate of the Department of Social Work also has a few copies of the NASW Code of Ethics on file. You can check out a copy for your review.

_____ I have reviewed and understand the NASW Code of Ethics.

_____ I agree with, support, and commit myself to uphold the principles contained within the NASW Code of Ethics.

_____ I understand that any violation of the principles contained within the NASW Code of Ethics can result in my removal from the BSW program.

_________________________
SIGNATURE (PRINT)

_________________________
SIGNATURE (SIGNED)

_________________________
DATE
Western Kentucky University  
Department of Social Work  
BSW Program  
BSW Student Handbook Agreement

The WKU BSW Student Handbook can be reviewed and/or printed from the Department of Social Work’s Homepage:


The office associate of the Department of Social Work also has a few copies of the BSW Student Handbook on file. You can check out a copy from the office associate for your review.

_____ I have reviewed and understand the WKU BSW Student Handbook.

_____ I understand that I am expected to follow the policies and procedures of the WKU BSW Student Handbook.

_____ I recognize that failure to follow the policies and procedures set forth in the WKU BSW Student Handbook may affect my standing in the program.

___________________________________________
SIGNATURE (PRINT)

___________________________________________
SIGNATURE (SIGNED)

___________________________________________
DATE
APPLICATION FOR ADMISSION
DEPARTMENT OF SOCIAL WORK
BSW PROGRAM

DATE: _______________________________  When do you wish to enter the program?

Year: ____________

Spring        Fall
(Circle One)

PERSONAL DATA:

1. Name ____________________________________________
   First               Middle/Maiden             Last

2. WKU ID: _______-____-______

3. Permanent Address______________________________
   Number and Street    City    State    Zip Code

4. Permanent Phone Number: _________________________

5. Present Address ________________________________
   Number and Street    City    State    Zip Code

6. Present Phone Number: __________________________
   Email Address: __________________________________

7. Date of Birth: _______/_____/______
   Month    Day    Year

8. Have you ever been convicted of a crime other than a minor traffic violation?
   Yes [ ] No [ ] (If yes, enclose an explanation with your application. The application cannot be processed
   without an explanation.)

9. In Case of Emergency, Contact ________________________________
   Address __________________________________________
   Phone Number ________________________________
   Relationship ____________________________________

PROFESSIONAL & WORK EXPERIENCE:

10. List professional and work experiences including part-time jobs:
    __________________________________________________
    __________________________________________________
    __________________________________________________

PERSONAL/PROFESSIONAL STATEMENT:
11. As part of the application process for admission to the social work major, each applicant is asked to compose a two-page, double-spaced essay that addresses the following:

1. Events and/or experiences in your past that have helped you decide on your major while at WKU.
2. Current activities in which you are involved, such as classes, clubs, work, and/or volunteer experiences, which you believe are moving you closer to your career goal. Describe ways in which you are both giving and receiving benefits from your involvement.
3. Describe your hopes and plans for your first entry-level position in your chosen career after receiving your degree from WKU.
4. Include one quotation, with APA style documentation, that demonstrates your capability with citation of source material. Provide APA style reference list for your source.

Your essay will be evaluated on the following:
- Organization: essay begins with a brief introduction, followed by three major paragraphs related to 1-3 above, and ends with a brief summary & conclusion.
- Organization of ideas within any given paragraph
- Grammar: Essay is grammatically correct and accurate
- Spelling: Essay is free of errors in spelling
- Documentation: Essay includes one quotation that is accurately documented. Entry in reference list is in APA format.

Information on APA style, along with a sample APA paper, is available at http://owl.english.purdue.edu/owl/resource/560/01/

*Western Kentucky University is committed to equal opportunity in its educational programs and employment. It is an equal opportunity - affirmative action employer and does not discriminate on the basis of age, race, color, religion, sex, sexual orientation, national origin or disability. On request, the University will provide reasonable accommodations, including auxiliary aids and services, necessary to afford an individual with a disability an equal opportunity to participate in all services, programs, activities and employment.*

*The WKU BSW program is committed to a policy of nondiscrimination in all aspects of its program activities. The program respects and values diversity and does not discriminate on any basis including the following: race, color, gender, age, creed or religion, ethnic or national origin, disability, political orientation, or sexual orientation.*
I. Completion of Admission Criteria (Grade):
   SWRK 101 _____     SWRK 205 _____
   PS 110/ECON 150 _____     SOCL 100/PSY 100 _____
   MATH 116 _____     ENG 100 _____
   BIOL 113 _____

II. Other Academic Criteria:
   GPA _____     Sophomore status: ________________

III. Interview (with BSW Program Director):
   Date: _____     Recommendations: ________________

IV. Faculty Admissions Committee:
   Date: ______________

   Recommendations:     Acceptance: ______________
                        Non-Acceptance: ______________
                        Date Letter Sent: ______________
BSW PROGRAM STUDENT EXCEPTION FORM

Student’s Name ______________________

Student’s WKU # ______________________

Date Exception Filed ______________________

Describe Exception: (use additional sheets of paper if necessary or insert below)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Action taken by the Admissions and Retention Committee:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Student’s Advisor/Date ______________________

Program Director/Date ______________________
BSW PROGRAM STUDENT GRIEVANCE FORM

Student’s Name ______________________

Student’s WKU # ______________________

Date Grievance Filed ______________________

Describe Grievance: (use additional sheets of paper if necessary or insert below)

______________________________________________________________________________

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Action taken by the Program and/or Departmental Level:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Student’s Advisor/Date ______________________

Program Director/Date ______________________

Department Head/Date ______________________
(if needed)