



JACKSONVILLE STATE UNIVERSITY

# Bachelor of Social Work Program Handbook

Department of Sociology and Social Work | 256-782-8208  
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**SCHOOL OF HUMAN SERVICES AND SOCIAL SCIENCES DEPARTMENT OF  
SOCIOLOGY AND SOCIAL WORK**

**BACHELOR OF SOCIAL WORK PROGRAM**

**STUDENT HANDBOOK\***

**2020-2021**

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**Check out the BSW Program on the World Wide Web at <http://www.jsu.edu/socialwork/>**

**The BSW Program at Jacksonville State University is nationally accredited by  
The Council on Social Work Education**

\*This handbook was prepared to provide information and does not constitute a contract. Although every effort has been made to ensure the accuracy of the information in this handbook, those who use the handbook should note that policies and procedures change from time to time and the changes may not yet be reflected in this document. In addition, a document of this size cannot include all of the policies and information pertaining to students. More current or complete information may be obtained from your advisor, the field education coordinator, or other appropriate individuals in the Social Work Program.

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## **INTRODUCTION**

While its roots are as a State Normal School with a purpose of preparing students for careers in teaching, Jacksonville State University (JSU) has developed into a modern regional university serving Northeast Alabama on a 318-acre campus with 58 buildings. It is the public, regional institution of higher education in its service region of east north central Alabama; JSU's purpose is to provide access to higher education to individuals in its service region. In addition, the University operates off-campus centers: JSU-Gadsden, Anniston, Ft. Payne, and Heflin, and is a leader in online education for several of its academic programs, especially at the graduate level. Through its programs of teaching, research, and service, Jacksonville State University has served the region and state for more than one hundred and thirty years.

## **JSU MISSION**

Jacksonville State University, as a learning-centered community, provides distinctive educational, cultural and social experiences to prepare students to be competent, ethical professionals and engaged, responsible, global citizens.

## **JSU VISION**

Jacksonville State University will be recognized nationally for excellence in providing a transformational learning environment that supports student success and engagement, regional stewardship and innovation.

## **JSU STRATEGIC INITIATIVES**

1. Increase Enrollment – Increase enrollment by improving upon the overall recruitment and retention strategies of undergraduate and graduate students.
2. Expand Regional Stewardship – Serve our region of Northeast Alabama by promoting direct, two-way interaction with communities and key external constituencies through the development, exchange, and application of knowledge, information, and expertise for mutual benefit.

3. Enhance University Resources – Maximize and make effective use of resources in order to improve and secure the financial future of Jacksonville State University by increasing revenues, increasing productivity, redefining the fee structure and fee allocation, and diversifying the revenue stream.

4. Expand Innovative Educational Experiences – Develop strategies to enhance the awareness of the importance of providing innovative educational experiences to students and identify innovations in curriculum, learning spaces, academic support systems and student experiences that enhance learning and career preparation.

5. Enhance Branding and Marketing – Enhance the branding and marketing of JSU through increased brand awareness and targeted and engaging marketing strategies to our primary and secondary markets. This will be accomplished through the development of a comprehensive integrated marketing plan that will be delivered through various media and kept current by continuous assessment of our technology and marketing software platforms.

6. Enhance Human Capital – Provide new opportunities, and further enhance existing opportunities for promoting and maintaining all aspects of the health, knowledge, skills, abilities, talents, experiences, judgment, and motivation which are possessed by JSU employees. Enhancing of the aforementioned elements, both individually and collectively help increase the value, morale, productivity of employees and that of JSU's resources, and further increase the sense of belonging. Enhancing JSU's human capital enables employees to enjoy a high standard of health, when access to varied and satisfying opportunities for work, personal creativity, and recreation are provided.

7. Enhance University Infrastructure – Improve and maintain the physical facilities, information technology and networks required to support the university's mission.

JSU's Bachelor of Social Work program strongly supports these initiatives.

## **JSU – A LEARNING CENTERED UNIVERSITY**

At Jacksonville State University, we believe that students, faculty, and staff comprise a community of learners. We believe it is important for learners to take responsibility for their learning. This means presenting a willingness to learn, being proactive in the acquisition of knowledge, and behaving with integrity and honesty in the learning environment. We believe that learning takes place when learners are engaged, assumptions are challenged, expectations are shared, and relationships are built around the purpose of learning.

Jacksonville State University will promote a learning environment with relevant programs of study supported by current technologies, opportunities for experiential learning, and flexibility in the learning process. Faculty will use various methods of teaching to meet different learning styles and will set learning outcomes that emphasize the application of knowledge, thus ensuring that graduates are prepared with the skills necessary for careers in a global marketplace.

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## HISTORY OF BSW PROGRAM AT JSU

Jacksonville State University began offering social work classes in 1979. In 1981, Dr. Rebecca Turner and Dr. Mark Fagan were hired to develop the curriculum necessary to offer a minor in Social Work which included the Field Instruction component that made it possible for the students to work with local agencies. Dr. Fagan, along with Dr. Rodney Friery, Assistant Professor of Sociology, wrote and submitted a Federal Title III Grant proposal to develop a major in Social Work. This grant provided funding for five years. Ms. Donna Smith was hired in 1984 as the Field Coordinator.

Approval for the BSW Degree at JSU was applied for with the Alabama Commission on Higher Education (ACHE) in 1986. This original request was denied by ACHE. President Harold McGee, along with the Dean of the College of Arts and Sciences, J. E. Wade, Dr. James Reeves, and Dr. Bill Carr invested additional time into a revised request to seek approval from ACHE. The BSW degree was officially approved in November 1987. In April 1988, the first class to graduate with a BSW Degree consisted of fifteen students. Initial Accreditation from the National Council on Social Work Education (CSWE) was granted in 1992. The initial accreditation was granted for four years with retroactive accreditation status effective back to April 1988. Dr. Rebecca Turner became the initial BSW Program Director in 1988 and subsequently became the Department Head for Sociology and Social Work in 1990. Ms. Gail Childs was hired as the departmental secretary in 1991 and Dr. Mark Fagan was promoted to Full Professor in 1992.

In 1995, Mr. James Powe was hired to be an agency-based Field Supervisor at the Alabama Department of Human Resources (DHR) in Calhoun County. At this time, DHR began providing stipends to BSW students who completed their field instruction at DHR. CSWE Reaffirmation of Accreditation was granted in 1996. Ms. Kim Womack was hired in 1997 as a BSW Program faculty member. New instructors, Ms. Dee Barclift and Ms. Robyn Snider joined the BSW Program faculty in 1998. Ms. Snyder was a member of the inaugural BSW graduating class.

Dr. Mark Fagan was promoted to BSW Program Director in 1998 and in 1999 became the Acting Department Head for Sociology and Social Work. This position became permanent in 2002 and the BSW program successfully obtained CSWE Reaffirmation of Accreditation in 2004 and 2012.

Ms. Charlene Stephens became the BSW Program secretary and Dr. Maureen Newton joined the BSW Program faculty in 1999. Mr. Jonathan Adams, a JSU BSW alumnus, was hired in 2001 as an Agency-Based Field Instructor for DHR in Etowah. In 2003, Dr. Nancy Francisco Stewart became a BSW Program faculty member.

In 2005 Ms. Donna Smith retired and Ms. Robyn Snider was appointed as the BSW Field Coordinator. Mr. Jonathan Adams assumed the teaching duties vacated by Ms. Snider. Also in 2005, Dr. Maureen Newton was promoted to Associate Professor and

awarded tenure. Dr. Jenny Savage joined the faculty in 2006. She and Dr. Nancy Francisco Stewart were awarded tenure and promoted to Associate Professor in 2009.

Dr. Maureen Newton was promoted to full professor in 2011 and was appointed as the BSW Program Director in 2012 and later promoted to be the Department Chair in 2014. Ms. DaRhonda Hicks became the BSW Program Secretary in 2016 and is now Department Secretary. Dr. Kimber Wickersham joined the faculty in fall 2017 and was appointed to be the MSW Program Coordinator in 2018. In 2018, Ms. Kim Whorton was appointed as the BSW Program Coordinator and new faculty and Mr. Sean Creech joined the social work program. Dr. Jody Long joined the JSU Social Work Program in August 2019. In 2020, Dr. Taylor Ellis, Dr. Dominique Maywald, Ms. Francesca Hall, and Ms. Kim Nelson joined the faculty.

The BSW Program currently has approximately 200 majors, 60 Field Agencies, a Student Social Work Club, and a chapter of Phi Alpha, the Social Work honor society. The program at JSU is one of the largest BSW Programs in the state. There are student stipends available each year to students doing their Field Instruction. These competitive stipends are available for student placements at Area Agency on Aging and the Alabama Department of Human Resources Office of Child Welfare.

## **ADMINISTRATIVE STRUCTURE OF THE SCHOOL**

The Department of Sociology and Social Work is an autonomous unit within the School of Human Services and Social Sciences. It is administered by the Department Chair, who has delegated authority for certain educational and administrative tasks to individuals and committees within the Department. The administrative team of the Department consists of the Department Chair, MSW Program Coordinator, BSW Program Coordinator, the Coordinator of Social Work Field Education, faculty, and staff.

The MSW and BSW Program Coordinators share in the overall management of the MSW and BSW programs. The Coordinator of Social Work Field Education oversees the operation of field programs by implementing and enforcing field policies. See the field handbooks for current field policies and procedures.

## **BSW PROGRAM OVERVIEW**

The primary mission of the social work profession is to enhance human wellbeing and help meet the basic human needs of all people, with particular attention to the needs and empowerment of people who are vulnerable, oppressed, and living in poverty. A historic and defining feature of social work is the profession's focus on individual wellbeing in a social context and the wellbeing of society. Fundamental to social work is attention to the environmental forces that create, contribute to, and address problems in living. (NASW Code of Ethics).

The purpose of the social work profession is to promote human and community well-being. Guided by a person and environment construct, a global perspective, respect for human diversity, and knowledge based on scientific inquiry, social work's purpose is actualized through its quest for social and economic justice, the prevention of conditions that limit human rights, the elimination of poverty, and the enhancement of the quality of life for all persons. (CSWE EPAS)

### **Generalist Social Work Practice**

The NASW Code of Ethics, an appreciation for human diversity and a commitment to social and economic justice guides social work practice. Generalist social work practice recognizes the profession's dual purpose and responsibility to influence social as well as individual change. JSU builds on the CSWE definition of generalist practice through additional curricular emphasis on the following:

- Generalist social work is an approach to social work practice that is based on research-guided knowledge, leading to evidence-based practice—directed at determining the level or levels of intervention (micro, mezzo, and macro).
- Generalist social work involves a planned change process (engagement, assessment, planning, implementation, evaluation of self and practice and termination). The planned change process is based on a liberal arts foundation that is integrated into professional social work practice and draws from social systems theory closely linked to an ecological perspective that is attentive to the interactions of the person and environment.
- A strengths-based perspective and the ability of social workers to empower themselves and their clients to engage in system change is the foundation for generalist social work practice.

The preparation for generalist social work practice enables graduates of the program to be prepared for a broad array of introductory social work practice settings. Employers who seek graduates with BSW degrees are agencies serving the elderly, hospitals, community planning agencies, juvenile agencies, prisons, public and private child welfare agencies, state and federal planning agencies, private industry, health care organizations, and school systems.

In preparing the social work graduate for entry-level generalist practice, the BSW Program prepares students for successful professional careers. The BSW Program emphasizes the need for lifelong learning and encourages students to participate in continuing education opportunities. This is accomplished in a number of ways including

providing those opportunities at the university; attending and participating in local, state, and regional meetings, conferences, and workshops; attending and participating in national meetings, workshops, and conferences; and encouraging student involvement in volunteer work in social service agencies.

Important internet links for the social work program and university (subject to change):

<http://www.jsu.edu/socialwork/index.html> (social work home page)

<http://www.jsu.edu/socialwork/bsw/index.html> (program specifics)

[http://www.jsu.edu/socialwork/BSW\\_Program\\_Faculty.html](http://www.jsu.edu/socialwork/BSW_Program_Faculty.html) (social work faculty)

<http://www.jsu.edu/> (main JSU webpage)

<http://www.jsu.edu/finaid/index.html> (financial aid)

<http://www.jsu.edu/finaid/scholarships/index.html> (scholarship information)

[http://www.jsu.edu/studentaffairs/pdf/2016\\_2017\\_Student\\_Handbook\\_FINAL\\_WEB.pdf](http://www.jsu.edu/studentaffairs/pdf/2016_2017_Student_Handbook_FINAL_WEB.pdf)  
(JSU student handbook)

<http://www.jsu.edu/studentaffairs/index.html> (JSU student affairs)

### **BSW PROGRAM MISSION STATEMENT**

The mission of the Bachelor of Social Work (BSW) degree program at Jacksonville State University is to prepare generalist practitioners with the knowledge, skills, values, and interests to prepare them for life-long learning, ongoing professional development, and service to advance individual and societal well-being. The BSW program succeeds through partnerships of service and a central focus of being a regionally responsive, community-based, and practice-centered program.

## **BSW PROGRAM GOALS**

1. To educate social work students as competent generalist social work practitioners prepared for practice with diverse client systems, in diverse communities, and in organizations of various sizes and types.
2. To prepare students to maintain high professional standards through an academic foundation grounded in the liberal arts and person-in-environment framework.
3. To prepare students to pursue social and economic justice, the prevention of conditions that limit human rights, the elimination of poverty and inequality, and the enhancement of the quality of life for all.
4. To prepare students to apply scientific inquiry and critical analysis to evidence-based practice interventions and to evaluate their own practice outcomes.
5. To foster an environment for students to develop a professional identity that incorporates the values and ethics of the social work profession guided by the NASW Code of Ethics.

## **BSW EDUCATIONAL COMPETENCIES**

Competency-based education rests upon a shared view of the nature of competence in professional practice. Social work competence is the ability to integrate and apply social work knowledge, values, and skills to practice situations in a purposeful, intentional, and professional manner to promote human and community well-being. EPAS recognizes a holistic view of competence; that is, the demonstration of competence is informed by knowledge, values, skills, and cognitive and affective processes that include the social worker's critical thinking, affective reactions, and exercise of judgment in regard to unique practice situations. Overall professional competence is multi-dimensional and composed of interrelated competencies. An individual social worker's competence is seen as developmental and dynamic, changing over time in relation to continuous learning. The nine core competencies are listed below.

### **Competency 1: Demonstrate Ethical and Professional Behavior**

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

and affective reactions influence their professional judgment and behavior. Social workers understand the profession's history, its mission, and the roles and responsibilities of the profession. Social Workers also understand the role of other professions when engaged in inter-professional teams. Social workers recognize the importance of life-long learning and are committed to continually updating their skills to ensure they are relevant and effective. Social workers also understand emerging forms of technology and the ethical use of technology in social work practice.

Social workers:

- make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to context;
- use reflection and self-regulation to manage personal values and maintain professionalism in practice situations;
- demonstrate professional demeanor in behavior; appearance; and oral, written, and electronic communication;
- use technology ethically and appropriately to facilitate practice outcomes; and
- use supervision and consultation to guide professional judgment and behavior.

## **Competency 2: Engage Diversity and Difference in Practice**

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



Social workers:

- apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels;
- present themselves as learners and engage clients and constituencies as experts of their own experiences; and
- apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies.

### **Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice**

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

Social workers:

- apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels; and
- engage in practices that advance social, economic, and environmental justice.

### **Competency 4: Engage In Practice-informed Research and Research-informed Practice**

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

Social workers:

- use practice experience and theory to inform scientific inquiry and research;
- apply critical thinking to engage in analysis of quantitative and qualitative research methods and research findings; and
- use and translate research evidence to inform and improve practice, policy, and service delivery.

### **Competency 5: Engage in Policy Practice**

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

Social workers:

- identify social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services;
- assess how social welfare and economic policies impact the delivery of and access to social services;
- apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice.

### **Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities**

Social workers understand that engagement is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers value the importance of human relationships. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to facilitate engagement with clients and constituencies, including individuals, families,

groups, organizations, and communities. Social workers understand strategies to engage diverse clients and constituencies to advance practice effectiveness. Social workers understand how their personal experiences and affective reactions may impact their ability to effectively engage with diverse clients and constituencies. Social workers value principles of relationship-building and inter-professional collaboration to facilitate engagement with clients, constituencies, and other professionals as appropriate.

Social workers:

- apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies; and
- use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies.

### **Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities**

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

Social workers:

- collect and organize data, and apply critical thinking to interpret information from clients and constituencies;
- apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies;

- develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies; and
- select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies.

### **Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities**

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

Social workers:

- critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies;
- apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies;
- use inter-professional collaboration as appropriate to achieve beneficial practice outcomes;
- negotiate, mediate, and advocate with and on behalf of diverse clients and constituencies; and
- facilitate effective transitions and endings that advance mutually agreed-on goals.

## **Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities**

Social workers understand that evaluation is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations and communities. Social workers recognize the importance of evaluating processes and outcomes to advance practice, policy, and service delivery effectiveness. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in evaluating outcomes. Social workers understand qualitative and quantitative methods for evaluating outcomes and practice effectiveness.

Social workers:

- select and use appropriate methods for evaluation of outcomes;
- apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes;
- critically analyze, monitor, and evaluate intervention and program processes and outcomes; and
- apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels.

## BSW PROGRAM REQUIREMENTS

Students completing the BSW will be prepared for entry-level generalist social work practice. The GENERAL STUDIES REQUIREMENTS FOR THE BSW DEGREE total 60 hours:

Area I. Written Composition--EH 101 and EH 102=6 hrs.

Area II. Humanities and Fine Arts--1 Literature Course from the following (EH 201, 202, 203, 204, 219, or 220); EH 141; and one course from the arts (ART 202, MU 233, or DR 242), and one Humanities & Fine Arts elective = 12 hrs.

Area III. Natural Sciences and Mathematics—MS 110 or higher, One Biology and lab and a second biology and lab (BY 101/103, BY 102/104) OR a Natural Science and Lab (CY 105/107, CY 106/108, GL 241/243, GL 242/244, GY 250/252 GY 251/253, PHS 201/203, or PHS 202/204) = 11 hrs.

Area IV. History, Social, and Behavioral Sciences--HY 101 and HY 102 OR HY 201 and HY 202; PSY 201; and SY 221=12 hrs.

Area V. Pre-professional, Major, and Elective Courses--EC 221 or 222; PSC 100; MS 204; CS 201; 1 course from the following (FCS 215, HPE 212, MSC 115, or HPE 109); and 10 hours of General Electives=25 hrs.

The requirements for a BSW degree include 39 semester hours of required social work courses and 15 hours of social work electives. The following social work courses are required: SW 330, 332, 350, 360, 380, 381, 390, 391, 448, 449, and 450.

Introduction to Social Work (SW 330) is a prerequisite to all required social work courses except SW 380 (HBSE I).

Students complete their remaining 15 hours in social work by taking five social work elective courses from the following: SW 300, 333, 335, 336, 338, 339, 340, 343, 344, 353, 365, 370, 371, 392, 395, 399, 441, 442, and 443.

The following social work electives do not require SW 330 as a prerequisite, SW 300, SW 344, SW 365, SW 370 and SW 371. Students working on a BSW degree are not required to have a minor in another academic discipline, however they may choose to do so if they desire.

**SOCIAL WORK MAJORS MUST EARN A “C” OR BETTER IN ALL SOCIAL WORK COURSES.** A minimum GPA of 2.50 in Social Work and 2.25 overall GPA is required to graduate with a degree in social work.

## ADMISSION TO THE BSW PROGRAM

In order to gain admission into and progress through the BSW Program at JSU, a student must meet certain standards deemed necessary by the faculty and certain ethical requirements recommended by the National Association of Social Workers. These abilities and ethical considerations include, but are not limited to, **abiding by the National Association of Social Workers' Code of Ethics and achieving competence in areas defined by the Council on Social Work Education.**

The National Association of Social Workers' Code of Ethics identifies core values on which the social work mission is based, summarizes ethical principles that reflect the profession's core values, establishes a set of specific ethical standards that guide social work practice and provides the basis on which the public can hold a practitioner accountable.

### **Summary of NASW Code of Ethics below:**

The primary mission of the social work profession is to enhance human well-being and help meet the basic human needs of all people, with particular attention to the needs and empowerment of people who are vulnerable, oppressed and living in poverty. A historic and defining feature of social work is the profession's focus on individual well-being in a social context and the well-being of society. Fundamental to social work is attention to the environmental forces that create, contribute to, and address problems in living.

### **Ethical Principles and Core Values**

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.

The mission of the social work profession is rooted in a set of core values. These core values, embraced by social workers throughout the profession's history, are the foundation of social work's unique purpose and perspective:

**Value:** *Service*

**Ethical Principle:** *Social workers' primary goal is to help people in need and to address social problems.*

**Value:** *Social Justice*

**Ethical Principle:** *Social workers challenge social injustice.*

**Value:** *Dignity and Worth of the Person*

**Ethical Principle:** *Social workers respect the inherent dignity and worth of the person.*

**Value:** *Importance of Human Relationships*

**Ethical Principle:** *Social workers recognize the central importance of human relationships.*

**Value:** *Integrity*

**Ethical Principle:** *Social workers behave in a trustworthy manner.*

**Value:** *Competence*

**Ethical Principle:** *Social workers practice within their areas of competence and develop and enhance their professional expertise.*

This constellation of core values reflects what is unique to the social work profession. Core values, and the principles that flow from them, must be balanced within the context and complexity of the human experience.

### **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 Standards**

Some of the standards that follow are enforceable guidelines for professional conduct, and some are aspirational. The extent to which each standard is enforceable is a matter of professional judgment to be exercised by those responsible for reviewing alleged violations of ethical standards.

The following ethical standards are relevant to the professional activities of all social workers and are mandated by National Association of Social Workers. To see a full description of these ethical standards, see the following:

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

These standards concern (1) social workers' ethical responsibilities to clients, (2) social workers' ethical responsibilities to colleagues, (3) social workers' ethical responsibilities in practice settings, (4) social workers' ethical responsibilities as professionals, (5) social workers' ethical responsibilities to the social work profession and (6) social workers' ethical responsibilities to the broader society.

If these ethical standard or educational competencies cannot be achieved by the student, unassisted or with the provision of reasonable accommodation, the university

reserves the right to deny admission or to advise the student to consider an alternative academic major and seek proper counseling.

## **Advisement**

Students admitted to JSU can declare a major immediately prior to enrollment. All students that declare social work as a major are assigned a faculty academic advisor and are required to meet with their advisor prior to each semester to review their academic schedule, approve the schedule, and to discuss the requirements of the social work program. At each academic advising appointment faculty review academic requirements to ensure students understand and are prepared for the demands and expectations of the program, especially the 450-hour block field placement that is required the final semester. During advisement, students receive a copy of the social work academic study plan/program checklist to help them understand and prepare for progress toward the degree. Students are provided the BSW Program Student Handbook which provides more detailed information and requirements for the degree, which is also available as an online resource on the JSU social work program website. Documentation of advisement sessions is maintained as a hard copy advisement file housed in the office of the social work program, 309 Brewer Hall.

## **Academic Requirements for Program Admission:**

Admission to the BSW Program requires the following:

- passage of at least 60 semester hours (including MS 110 or higher and MS 204),
- a 2.25 overall GPA,
- a grade of “C” or better in SW 330 (Introduction to Social Work),
- successful completion of SW 390

Students enrolled in SW 390-Social Work Practice I are eligible to obtain the application for admission to the program from the Social Work Program Secretary in Room 309 Brewer Hall or from the instructor for SW 390. This application should be submitted to the Program secretary upon successful completion of SW 390. (No student can take SW 391 without admission to the BSW Program.) Students denied admission and remain eligible are encouraged to complete the application as soon as they meet the requirements and return it to the secretary for the BSW Program in Room 309 Brewer Hall. Students must have been formally accepted to the Social Work Program before taking SW 391, 448, 449, and 450. Students must maintain a 2.50 GPA in Social Work and a 2.25 GPA overall in order to graduate. The completed Application for Admission to the Bachelor of Social Work Degree Program becomes part of the student's admission file.

The Admissions Committee may take any of the following actions regarding a completed application for admission:

- (A) acceptance into the program,
- (B) conditional acceptance, or
- (C) denial of admission.

Acceptance into the program generally means the student has presented evidence of meeting the minimum requirements for admission to the BSW Program.

Conditional acceptance may be for academic or non-academic reasons.

**Students may be denied admission to or terminated from the BSW Program** for, but not necessarily limited to, any of the following non-academic reasons which are personal or professional:

1. Overtly expressed attitudes, values, and behaviors in opposition to or contrary to those found in the NASW Code of Ethics;
2. Evidence of chemical, alcohol, or drug abuse;
3. Personality, emotional, attitudinal, or personal issues or difficulties which may or actually impair performance, interactions, and relationships with classmates, faculty, agency staff, and/or clients;
4. Dishonesty, including lying, cheating, or plagiarizing in course work and/or Field Placement; and
5. Evidence of certain criminal or unlawful activity.

Students are provided written notice of the BSW Admissions Committee's actions. In the case of conditional acceptance, specific conditions which must be met before the student can be admitted to the program are provided. In the event acceptance is denied, the Committee's decision may be appealed. Re-application for admission to the program is possible. When re-application is possible, the student is notified in writing of that possibility. Those denied admissions are not guaranteed readmission after appeal.

The BSW Admissions Committee reviews the records of all social work students admitted to the BSW Program regarding continued enrollment and readiness for Field Placement during the semester prior to enrollment in SW 448 (Social Work Practice III), SW 449 (Field Placement), and SW 450 (Field Instruction Seminar). Action taken by the Admissions Committee regarding any student is reflected in the student's BSW file. Any information relevant to a student's continued enrollment may be placed in the student's BSW file by members of the faculty or staff.

Students considering earning a degree in social work and who have been charged with or convicted of a misdemeanor or felony should be aware of the following:

1. Agencies and organizations that provide Field Instruction placements for social work students may require a criminal background check prior to agreeing to provide Field Instruction.
2. Agencies employing social workers may also require criminal background checks prior to hiring employees.
3. Alabama and most other states licensure laws for social workers inquire about whether the applicant has been charged with or convicted of a misdemeanor or a felony prior to allowing the applicant to sit for the licensure examination.

The BSW Program does not award academic credit for life or work experience under any circumstances. There are no exceptions to this policy.

**APPLICATION FOR ADMISSION TO THE  
BACHELOR OF SOCIAL WORK (BSW) DEGREE PROGRAM AT JSU  
(TO BE COMPLETED DURING SW 390)**

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\*\*\*\*\*  
Please print legibly or type complete answers to the following questions.  
\*\*\*\*\*

Name \_\_\_\_\_ Date \_\_\_\_\_ Student ID # \_\_\_\_\_

Mailing Address

\_\_\_\_\_  
\_\_\_\_\_

E-mail \_\_\_\_\_

Local Phone Number \_\_\_\_\_ Permanent Phone Number \_\_\_\_\_

Emergency Contact Person:

Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

<b>Overall GPA _____ Grade in SW 330 _____</b> (Minimum requirements are overall minimum GPA of 2.25, grade of "C" or higher in SW 330, minimum of 60 hours (including MS 110 or higher and MS 204))
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List and Briefly Describe Employment History \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

List and Briefly Describe Volunteer Work \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe What Influenced Your Decision to Pursue a major in Social Work

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Do you claim protection under the Americans with Disabilities Act/Section 504?  Yes  No

Have you ever been convicted of crime?  Yes  No

If you answered "Yes" to the above question, list in the space below all prior misdemeanor and felony convictions and any extenuating or mitigating circumstances regarding such convictions. If necessary, you may use a separate sheet or sheets and attach to application.

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Students considering earning a degree in social work that have been charged with or convicted of a misdemeanor or felony should be aware of the following:

1. Agencies or organizations that provide Field Instruction placements for social work students may require a criminal background check prior to agreeing to provide Field Instruction.
2. Agencies employing social workers may require criminal background checks prior to hiring employees.
3. Alabama and most other state licensure laws for social workers inquire about whether the applicant has been charged with or convicted of a misdemeanor or a felony prior to allowing the applicant to sit for the licensure examination.

### **CODE OF CONDUCT**

The Social Work Program at Jacksonville State University is a professional education program. As such, students are required to adhere to the standards, ethics, and values of the profession as identified by the National Association of Social Work (NASW). In addition, the program must meet the standards set by the Council on Social Work Education (CSWE). The following professional/behavioral expectations are based on the NASW Code of Ethics, CSWE's accreditation standards, and the Jacksonville State University BSW Program Handbook.

1. Social work students are expected to uphold and advance the values, ethics, and mission of the profession.
2. Social work students are expected to treat fellow students, faculty, and staff with respect, honesty, courtesy, and fairness, and should avoid unwarranted criticism.
3. Social work students should not practice, condone, facilitate, or collaborate with any form of discrimination on the basis of race, ethnicity, national origin, color, age, religion, sex, sexual orientation, marital status, political belief, or mental or physical disability, creed, ancestry, pregnancy, and parental status.

4. Social work students should not participate in, condone, or be associated with dishonesty, fraud, deception, or plagiarism.
5. Social work students whose personal problems, psychosocial distress, legal problems, substance abuse, or mental difficulties interfere with their abilities to meet program requirements will be expected to take remedial action. (Refer to BSW Program Handbook).
6. Social work students should not allow their private conduct to interfere with their ability to meet the program's expectations.
7. Social work students are expected to continue to work on areas of professional growth if deemed necessary by the BSW Program Admissions Committee.

**Statement of Understanding**

I understand that if I am admitted to the social work program at Jacksonville State University and my professional development is not deemed satisfactory by the social work faculty, the BSW Program Admissions Committee has the right and responsibility to request reevaluation of my suitability for the social work program.  
 I hereby agree to abide by the standards outlined in this document, and I further understand that I must maintain a 2.25 overall grade point average and meet additional academic requirements in order to apply for the major and for field placement.

I affirm that the information provided on this application is accurate and I understand that it is to be reviewed by the Admissions Committee of the BSW Program at JSU. I further understand that providing false information on this application could be grounds for termination from the program.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

The Family Educational Rights and Privacy Act was enacted by Congress to protect individual privacy by assuring the confidentiality of information related to the records and educational experience of students. This space was adopted by the BSW Program at JSU to permit students to grant written permission for specific program faculty to release confidential information about the student to BSW Program faculty and staff, Field Instruction agencies, licensing boards, agencies for employment, and graduate schools.

I have read and understand the above statement regarding my privacy rights and the confidentiality of information related to my educational experience and records. My signature below acknowledges that I have granted written permission to the BSW Program at JSU to release confidential information protected under the Family Educational Rights and Privacy Act to BSW Program faculty and staff, Field Instruction agencies, licensing boards, agencies for employment, law enforcement and graduate schools.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Return this form to: JSU Social Work Department, Brewer Hall, Room 309  
 (TO BE COMPLETED DURING SW 390)**

## **BSW PROGRAM STUDENTS RIGHTS AND RESPONSIBILITIES**

Students are regularly encouraged to meet with BSW program faculty and staff to discuss programmatic and/or curricular issues of interest and/or concern. The social work program also subscribes to the University's statements of student rights and responsibilities as discussed in the JSU Student Handbook. These rights are listed below.

The social work program subscribes to the University's statements of student rights and responsibilities as discussed in the JSU Student Handbook. These rights are listed below.

### **Student Rights and Responsibilities**

All members of the Jacksonville State University can enjoy the right to freedom of speech and expression. The right to free speech and expression does not include unlawful acts or activity that endangers or threatens to endanger the safety and/or well-being of any member of the JSU community. In addition, it does not include any activity that materially interferes with the education or well-being of other students or the mission of Jacksonville State University.

Members of the Jacksonville State University community are encouraged to engage in opportunities of free speech and expression to be intellectually and culturally challenged and therefore better prepared to deal with the issues they encounter in a changing and diverse society. These encounters can occur with activities and discussion that embody courtesy, mutual respect and charity.

### **Policies of Non-Discrimination**

A. Notification of Non-Discrimination Pursuant to Title VI Jacksonville State University has filed with the Federal Government an Assurance of Compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and the Regulation issued thereunder, to the end that no person in the United States shall, on the grounds of age, religion, race, color, sex, handicap, veteran status, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity sponsored by this institution. Under this Assurance, this institution is committed not to discriminate against any person on the grounds of race, color, sex, handicap, veteran status, or national origin in its admission policies and practices or any other policies and practices of the institution relating to the treatment of students and other individuals, including the provision of services, financial aid and other benefits, and including the use of any building, structure, room, space, material, equipment, facility, or other property. Any person who believes himself/herself or any specific class of individuals, to be subjected to discrimination prohibited by Title VI or the Act and Regulation issued thereunder may,



by himself/herself or a representative, file with the United States Commissioner of Education or with this institution, or both, a written complaint.

B. Notification of Non-Discrimination on the Basis of Disability In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, Jacksonville State University does not discriminate on the basis of handicap. This requirement, not to discriminate in educational programs and activities, extends to employment by the University and admission thereto. Inquiries concerning the application of Section 504, the ADA, and the implementing regulations may be referred to the Section 504 and ADA coordinator, Director of Disability Support Services.

C. Notification of Non-Discrimination on the Basis of Sex Jacksonville State University does not discriminate on the basis of sex in the educational programs or activities that it operates. JSU is required, by Title IX of the Education Amendments of 1972 and the Department of Education regulations to implement Title IX, not to discriminate in such a manner. This requirement to not discriminate in educational programs and activities extends to employment by the university and to admission thereto. This may include sexual harassment, sexual misconduct, domestic violence, dating violence, stalking and other conduct that is addressed in our "Sex-Based Harassment and Misconduct Policy." Anyone with knowledge of this type of conduct is asked to immediately report such incidents to the University Police Department at (256) 782-5050 or the Title IX Coordinator at (256) 782-5769. If an individual wishes to keep the information confidential, the individual speak with a counselor at the Counseling Services office at (256) 782-5475 or a medical provider at JSU's Health Center (256) 782-5310. For more information about Title IX or to report a concern, please visit the JSU Title IX webpage at [www.jsu.edu/titleix](http://www.jsu.edu/titleix).

Grievance Procedures: A student who wishes to initiate a grievance or complaint involving sex discrimination should confer first with the faculty member, administrative person, or student directly involved. If the matter is not resolved and the student wishes to appeal beyond the accused faculty member or administrative person, he or she may go to the department head, then the dean of the college, if applicable, and finally, to the appropriate vice president. If the accused is another student, the person with the grievance may bring a charge of personal abuse to the University Director of Community Standards and Student Ethics, 301 Theron Montgomery Building (TMB). After exhausting the informal remedies, the student may institute a formal written complaint. The formal procedure for handling such complaints may be obtained from the Vice President for Student Affairs.

For further information, review the JSU Student Handbook

[http://www.jsu.edu/studentaffairs/pdf/2019\\_2020%20Student%20Handbook-Amended.pdf](http://www.jsu.edu/studentaffairs/pdf/2019_2020%20Student%20Handbook-Amended.pdf)

## **Social Work Program Student Rights and Responsibilities**

The social work program further recognizes the rights and responsibilities of social work students to participate in the BSW Program through involvement with the student social work organization and to organize groups and participate in campus activities that address social work concerns and/or that address special needs which they have as individuals or as a group. For example, students are made aware of campus groups such as the sociology club, W.I.S.E.-Women's Issues Support and Empowerment, Students for Equality-LGBTQ group, etc.

Students also have rights and responsibilities to participate in formulating and modifying policies that affect academic and student affairs. This activity primarily occurs at two levels. At the university level, students are encouraged to participate in the student government association, as well as, campus organizations and committees.

At the program level students are encouraged to participate in formulating and modifying policies that affect academic and student affairs through the following opportunities:

- the social work student organization
- the JSU student exit survey
- JSU student exit interview
- serving on faculty search committees
- completing course evaluations each semester
- direct access with program faculty and administrators
- assist in planning and volunteering for student orientation sessions
- plan and participate in service learning and volunteer activities
- participation in BSW program

### **Faculty-Student Committee\***

\*The **BSW Faculty-Student Committee** consists of three social work faculty members and at least one, but no more than three social work students. These students are

current or former officers for the JSU student social work organization. These officers are elected annually by social work students and serve a one-year term. This committee meets at least once a semester and is designed to discuss, modify, and/or formulate program curriculum, program policies and procedures and concerns of students and faculty.

**Students (individually or as a group) also have the right to:**

- voice concerns about personal or program issues using both formal and informal methods
- expect reasonable access to faculty/staff for advisement and assistance in planning their academic program
- an education that provides them the opportunity for entry-level generalist social work practice

**Student responsibilities include, but are not limited to:**

- becoming familiar with the BSW program policies and procedures as explained in the BSW Program Handbook
- attending class when required and participating in all classes. The social work program requires attendance of a minimum of 80% of classes when they take place in the traditional classroom setting
- communicating effectively and appropriately with faculty, staff, and peers
- behaving in a manner consistent with the University Policies and Procedures AND the NASW Code of Ethics in all relationships in the BSW program
- honesty-in communicating with faculty, staff and peers, completing coursework, and other aspects of the educational experience in the social work program

Students who are encountering problems in their academic program are invited to discuss them with a faculty member, BSW Program Chair/Department Chair or other appropriate JSU personnel. These student/faculty conferences can result in, but are not limited to: a reduced course load, campus tutoring services, study skills course(s) and/or guidance, counseling and/or testing through the JSU Disability Support Services and Counseling and Career Services Center, etc.

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- becoming familiar with the BSW program policies and procedures as

explained in the BSW Program Handbook

- attending class when required and participating in all classes. The social work program requires attendance of a minimum of 80% of classes when they take place in the traditional classroom setting
- communicating effectively and appropriately with faculty, staff and peers
- behaving in a manner consistent with the University Policies and Procedures AND the NASW Code of Ethics in all relationships in the BSW program
- honesty-in communicating with faculty, staff and peers, completing coursework and other aspects of the educational experience in the social work program

Students who are encountering problems in their academic program are invited to discuss them with a faculty member, BSW Program Coordinator, Department Chair or other appropriate JSU personnel. These student/faculty conferences can result in, but are not limited to: a reduced course load, campus tutoring services, study skills course(s) and/or guidance, counseling and/or testing through the JSU Disability Support Services and Counseling and Career Services Center, etc.

### **BSW STUDENT ADVISEMENT**

Although students may declare a social work major at any time by completing a form in the departmental office, formal acceptance to the BSW Program will not occur until students have made application in the manner described above. The admissions application process provides one opportunity for an evaluation of a student's ability to reach desired program goals and objectives.

Social work majors are assigned a social work faculty academic advisor upon declaration of the major. This closely monitored advisement process ensures that social work faculty advise all social work majors and BSW Program faculty meet with advisees at least once during each semester. For each advisee, the faculty academic advisor accesses the student's academic transcript on the MyJSU Banner System, which reflects the student's course history, hours completed, and overall GPA. A social work form, "BSW Program Checklist," is completed on each student and is updated each semester.

Advisement sessions each semester also provide social work faculty opportunities to counsel out students who are academically or personally unable to pursue the BSW. As concerns and/or questions about students arise, social work faculty members confer with each other as part of the advisement process. Students are expected to work

closely with their assigned faculty academic advisor to plan a sequential course of study and complete curriculum requirements in an appropriate and timely manner. Introduction to Social Work (SW 330) is a prerequisite to many social work courses and should be taken no later than the first semester of the junior year. This course provides necessary information to assist students in making a rational decision of whether or not to pursue the BSW degree. It is recommended that students complete the General Studies requirements before taking advanced social work courses above SW 330. Some General Studies requirements are prerequisites for social work courses and students are urged to read the JSU Catalogue carefully when planning schedules and seek clarification from faculty academic advisors when questions arise. Faculty academic advisors also utilize advisement sessions to assess student professional goals and objectives. This knowledge facilitates discussion regarding social work electives in areas of practice interest.

A major step in the student advisement process occurs during the semester prior to each student's Field Instruction placement. At that time, the Field Coordinator reviews all applications for Field Instruction, obtains input from other faculty regarding each student's readiness to advance to Field Instruction and advises students who fall short of those requirements. Once students are accepted for Field Instruction, further evaluation of their abilities to achieve desired goals and objectives occurs during the placement experience and in the Field Instruction Seminar (SW 450) at semester midterm. Performance evaluations submitted by agency Field Instructors as part of the grading of students can alert the Field Coordinator for the need for special attention concerning students needing assistance in improving their Field Instruction performance. The Field Instruction Manual provides clear guidelines on student behavior during the experience.

The semester before completing course work is when students apply for admission to Field Instruction. Students also file an application for degree in the School of Human Services and Social Sciences. The Coordinator of Academic Advisement Certification Support in the office of the Dean of the School of Human Services and Social Sciences is responsible for carefully reviewing each student's transcript to determine if students have met requirements for graduation. Where deficiencies exist, students are notified by the School office. Students must have a 2.25 overall and a 2.5 in social work to graduate.

### **Advisee Instructions for Academic Advisement and Registration**

1. Review your academic transcript on [MyJSU](#).
2. Complete the Social Work Record of Courses Taken. (BSW Program Checklist)
3. Focus on completing the General Studies Requirements first.

4. Complete a Trial Schedule Registration Form by using the online class schedule for the chosen semester.
5. List any questions about the schedule.
6. Bring updated BSW Program Checklist, completed Trial Schedule Registration Form, and any questions to the meeting with the faculty academic advisor.
7. Obtain the signature of the faculty academic advisor on your completed Trial Schedule Registration Form.
8. Present your Trial Schedule Registration Form, signed by you and your advisor, to the BSW Secretary to remove the alternate PIN for online registration.

### **Advisement Summary**

All Social Work majors are required to see their assigned faculty academic advisor prior to registration for each semester, including the summer term. Social work majors are assigned a faculty academic advisor as soon as they declare their major in social work. At this time, students are contacted by the social work administrative staff to inform them of their faculty academic advisor, and an advisement file is created. The advisement file includes a copy of all academic courses completed, using an online transcript/degree audit available through the Banner computer system, and a copy of the BSW Program Checklist.

The university has institution wide advisement schedules each semester. Faculty academic advisors have office hours and specific advisement schedules (fall, spring, and summer) for students to make appointments. Advisees are notified of advisement schedules via the university online advisement campaign. This system allows advisees to schedule appointments through an online calendar appointment process. Advisement appointments are preferably and typically held face-to-face. However, at times, hardship, schedule, and/or distance prevent this from occurring. Then advisement may be conducted remotely (email and/or telephone). Students are encouraged to conduct future appointments face-to-face.

In preparation for advisement meetings, students must have a copy of the BSW Program Checklist of courses which is updated each semester by the student and the advisor to show what courses have been completed and what courses are still needed for completion of the social work degree.

### **JSU Academic Standards and Regulations**

All university academic standards can be found in the undergraduate catalog:

## **ACADEMIC GRIEVANCE POLICIES AND PROCEDURES**

If a student chooses to challenge a grade or a decision regarding termination from the BSW program, these policies and procedures are below:

### **Grade Appeal**

The grade appeals process begins with a meeting between the student and the course instructor and cannot proceed to any further stage unless this requirement is met. The formal process for appealing grades for each college is available in the Dean's Office of each school.

### **Grade Appeal Process: School of Human Services and Social Sciences**

#### **A. BASIS FOR APPEAL**

A student may appeal a course grade if the student has evidence that the grade was assigned in a malicious, capricious, erroneous, or arbitrary manner. The following steps provide a guideline for the appeals process. No appeal will be entertained more than one semester following the date the grade was assigned. Short Terms (May, Summer I, and Summer II) for this policy, are considered as a semester. The appeals process is not intended to question the general evaluation of faculty grade awards or grade distributions. These procedures are explained in the BSW Program Handbook and the Jacksonville State University Student Handbook.

#### **B. APPEAL TO THE FACULTY MEMBER FOR REVIEW OF ASSIGNED GRADE**

Within three weeks after the beginning of the next term, the student should discuss the assigned grade with the faculty member. If it is found that the assigned grade is incorrect in the judgment of the faculty member, he/she will initiate the appropriate change. If the faculty member is no longer with the University, the student should confer with the department head who will then make every effort to receive written statements concerning the matter from the former faculty member. If it is not possible to receive information from the faculty member regarding the grade, then the student may appeal the grade as described below and the department head will represent the interests of the faculty member who issued the grade.

#### **C. APPEAL TO THE DEPARTMENT HEAD**

If the question of the assigned grade cannot be resolved between the student and the faculty member, the student may appeal in writing to the department head. This written appeal should be made by the end of the fourth week of the term. The student should include all known information relating to the appeal. The department head shall review with the faculty member the substance of the student's appeal and seek to determine its

validity. If the department head determines the assigned grade is inappropriate, he/she will recommend to the faculty member that the grade be changed. The faculty member may or may not concur with the department head's recommendation. The department head will notify the student in writing, usually within 14 days of the appeal, whether or not the assigned grade will be changed by the faculty member. If the grade is changed to the student's satisfaction, the matter is concluded. If the grade will not be changed, the department head will also advise the student of the right of appeal to the Dean of the School. If the grade will not be changed, copies of all written communication described above will be sent by the department head to the Dean of the School.

#### **D. APPEAL TO THE DEAN**

If the grade is not changed at the departmental level, the student may appeal the assigned grade, in writing, to the Dean of the School. In the written appeal the student should provide all information possible relating to the problem. This written appeal should be made within one week of receipt of the notice from the department head that the grade will not be changed by the faculty member. The Dean will meet with the student to discuss the facts and contentions pertinent to the grade appeal. The Dean will also meet with the instructor and department head to gather all relevant information concerning the course, its grade structure, and the assignment of the grade to the student making the appeal.

If the resolution to the student's grade appeal is not obtained through the above procedures, the Dean shall request a review of the student's appeal by the Academic Appeals Committee, comprised of two faculty in the SHSSS and two students. The Dean shall appoint two students, all of whom have voting privileges.

The Academic Appeals Committee and the Dean shall conduct an administrative hearing and shall review all pertinent information presented by the student, the faculty member and any others who may be called to assist the committee. The Dean shall preside and question but will not be a voting member of—or participate in—the deliberations or conclusions of the Academic Appeals Committee (AAC). The Dean will then review the AAC's recommendation and express a recommendation thereon. The Dean shall forward all materials concerning the appeal, including the committee's report and the Dean's opinion of that decision, to the Vice-Provost.

The Vice-Provost will then review the report and endorse the committee's decision, reject the decision, or modify the decision. The Vice-Provost shall then notify the student and the faculty member of his/her decision concerning the appeal. If the Vice President for Academic Affairs agrees that a grade change is warranted, he/she shall notify the Registrar as to the disposition of the student's grade. The opinion rendered by the Dean becomes final after two weeks from the date of the letter of his/her decision.



Upon receipt of the Dean's decision concerning the grade appeal, either the student or faculty member may request reconsideration by the Vice-Provost and Vice President of Academic Affairs. The Vice-Provost and Vice President of Academic Affairs' decision is final.

## **APPEAL/GRIEVANCE PROCEDURE FOR VIOLATION OF ETHICAL/PROFESSIONAL CONDUCT**

A student can appeal with a written statement to the BSW Program Coordinator within 14 days of the letter of notification from the BSW Program Admissions Committee. The statement must specify reasons for disagreement with the committee's decision and rationale for considering a different decision. The committee will then convene within 14 days of receipt of statement to review the appeal. The student initiating the appeal will be invited to address the committee. The committee will render, in writing, a follow-up decision or continuation of the original decision. If the student believes the committee's appeal decision was made in error, a written statement of appeal may be submitted to the Chair of Department of Sociology and Social Work.

All Information regarding policies and procedures regarding terminating students from the BSW program for academic and/or professional performance is available in the BSW Program Handbook.

## **BSW PROGRAM COURSE DESCRIPTIONS**

300. Interpersonal Skills and Human Relations (3). This course examines interpersonal skills and helping relationships. The course is designed to help students better understand themselves and their personal and professional relationships. Critical thinking skills, problem-solving techniques and conflict resolution tactics are emphasized.

330. Introduction to Social Work (3). Prerequisites: 24 hours. Designed to assist the student who is considering Social Work as a career. Fundamental concepts of Social Work, client systems, fields of practice, history, and the current status of Social Work are presented. Students are required to complete 30 hours of volunteer work in fulfilling course requirements.

332. Social Policy and Services (3). Prerequisites: SW 330, SW 380, and SW 390. Current social policies and programs are presented and analyzed. Information on influencing policy formulation in the administrative, legislative, and judicial arenas is emphasized.

333. Family and Child Welfare Services I (3). Prerequisites: SW 330. An exploration of the history of child welfare service in this country, as well as current trends in this field of Social Work. Foster care, adoption and protective services will be viewed in a historical perspective ending with an evaluation of current policy and future implications for Social Work practice in child welfare areas.

335. Social Work in Health Care (3). Prerequisites: SW 330. This course explores social work practice in various health care settings such as hospitals, health maintenance organizations, long-term care facilities, and home health care agencies. The psychosocial aspects of working with clients (patients) and the range of intervention strategies available to social work practitioners will be discussed.

336. Crisis Intervention (3). Prerequisites: SW 330. This course provides content in crisis theory and intervention strategies. May be used as an elective in social work.

338. Social Work Practice in Mental Health (3). Prerequisites: SW 330. This course is designed to teach the identification, symptomatology, and current trends in the treatment of mental illness. Emphasis will be placed on the diagnosis and treatment of dysfunctional cognitive, emotive, and behavioral disorders.

339. Communication In Social Work Practice (3). Prerequisites: SW 330. An exploration of the historical development and current trends in both verbal and written forms of social work communication. Students will gain understanding in the development of effective presentations; psycho-social assessments; memorandums; proposals, progress notes; agendas; minutes; and other types of communication needed to be effective social work practitioners.

340. Social Work and Substance Abuse (3). Prerequisites: SW 330. This course presents the current trends related to the use, abuse, and addiction of alcohol and drugs. Treatment options and legal ramifications will be explored.

343. Family and Child Welfare Services II (3). Prerequisite: SW 330 and SW 333. This course examines contemporary theory, practices, and services in the field of child welfare and social services for children and families. Emphasis will be placed on supportive, supplementary, and substitute care services in child welfare, including skills and knowledge most helpful in case management with children and families.

344. Community Engagement and Leadership (3). The course is designed to help students come to a personal understanding of community service and leadership through learning based on volunteer service experiences, readings, group discussion and interaction, and critical reflection. This course includes the examination of pervasive social issues occurring locally, nationally, and globally. As part of this course, students are required to complete a minimum of 40 volunteer service-learning hours in a

community and/or social service setting to be approved by the instructor. Students will be introduced to skills and issues relevant to various helping and human service professions.

350. Social Work Research (3). Prerequisites: SW 330 and CS 201. This course will focus on the application of theories and skills of social research to social work practice with individuals, groups, organizations, and communities. It is recommended this course be taken soon after SW 330. Students can use the skills and knowledge developed in this course to better complete the research assignments in the advanced social work courses. (Social Work Majors only.)

353. Forensic Social Work (3). Prerequisite: SW 330. This course provides an examination of social work roles within the realm of the criminal justice and legal system. The course will focus on the knowledge, skills, ethics, and competencies necessary for working with diverse populations within these settings. Topics will include, but are not limited to, forensic social work practice within the child welfare system, mental health system, juvenile justice system, domestic violence, etc.

360. Cultural Diversity and Social Justice (3). Prerequisite: SW 330. Content is presented that promotes understanding, affirmation, and respect for people from diverse backgrounds. Content focuses on how prejudice, discrimination, and exclusion affect the experiences of members of diverse groups.

365. Perspectives on Poverty (3). This course explores the heritage of poverty in the United States and the implications of the myths, facts, and social policies that influence and affect individuals, families, and communities. The course emphasizes the complex causes and prevalence of poverty and explores poverty research and models to eradicate or prevent poverty.

370. Aging and Human Development (3). An examination of aging in the United States. Primarily a sociological perspective but deals with the psychological and biological aspects of aging, as well as contemporary demographic, economic, and political trends. (SW 370 is cross listed with SY 370 but only one course can be counted for credit.)

371. Perspectives on Death and Dying (3). An examination of the attitudes of differing cultures and subcultures toward death, which encourages students to supplement relevant readings by discussing personal attitudes toward death and dying. Current research in this topic will be explored by lectures, films, and reading. By better understanding death and dying, students can explore in this course opportunities for growth and for improving the quality of life. (SW 371 is cross-listed with SY 340 but only one course can be counted for credit.)

380. Human Behavior and Social Environment I (3). Prerequisites: BY 101, 102, 103 and 104. Information about the stages of the human life cycle from birth through old age is presented. Attention is given to the biological and social factors of human development. SW 380 may be taken concurrently with SW 330. (Social Work Majors only.)

381. Human Behavior and Social Environment II (3). Prerequisites: SW 330 and SW 380. Recommended Prerequisite: SW 350. The focus is on the following social systems: family, group, organization, community, culture, and society. Human behavior within these systems and the behavior of these systems as entities are studied. (Social Work Majors only.)

390. Social Work Practice I (3). Prerequisite: SW 330. Generalist social work practice, ethics and values of the social work profession, and basic helping skills will be studied. Students will begin to acquire generalist social work practice skills and an identity with the social work profession. (Social Work Majors only.)

391. Social Work Practice II (3). Prerequisites: SW 330 and SW 390 and admission to the BSW Program. Generalist practice skills will be developed for work with families and groups. Family assessments and interventions, and group practice issues will be reviewed. (Social Work Majors only.)

392. Cognitive Theories in Social Work Practice (3). Prerequisites: SW 330. The process of how emotions work and how humans can learn to behave more rationally in dealing with anger, anxiety, and depression are reviewed.

395. Case Management (3). Prerequisite: SW 330. This course will assist students to develop skills in assessment, consulting, teaching, modeling, and advocacy to enhance the optimum social functioning of clients. Attention will be paid to the ways in which social workers can utilize practice models to pursue policies, services, and resources in a variety of social service settings.

399. Study Tour (3). Prerequisites: SW 330. Topics, excursions, and requirements determined by department. May be duplicated for credit; however, only three (3) credits may be applied toward any major or minor. Infrequently scheduled and subject to minimum and maximum numbers. Advanced deposit required.

441, 442, 443. Independent Study (3) (3) (3). Prerequisites: SW 330, Approval of Instructor, and Department Head required. Students with advanced standing explore areas of special interest with individualized instruction from a faculty member. (Social Work Majors only.)

448. Social Work Practice III (3). Prerequisites: All other courses for the BSW degree and admission to Field Instruction Placement. Generalist practice knowledge, values, and skills will be studied and developed for work with and in organizations, communities, and large social systems. Must be taken concurrently with SW 450 (3) and SW 449 (9)

449. Field Instruction Placement (9). Prerequisites: All other courses for the BSW degree and admission to Field Instruction Placement. Internship in a social service agency for 450 hours of supervised practice accompanied by a seminar (SW 450) and a practice course (SW 448).

450. Field Instruction Seminar (3). Prerequisites: All other courses for the BSW degree (except SW 448 and SW 449) and admission to Field Instruction Placement. Class meets once a week. Must be taken concurrently with SW 448 and SW 449.

### **HONOR AND CIVILITY**

A tradition of intellectual honesty can only be maintained at Jacksonville State University by the cooperation of students and faculty members. In addition, since every student is entitled to full participation in class without interruptions, all students are expected to be in class and prepared on time. This classroom is a public place, not a private domain. It is expected that students will conduct themselves in a reasonable, polite, and considerate manner.

Examples of acceptable behavior include listening to the instructor during lecture, asking questions and discussing issues appropriate to the material being reviewed, and completing assignments. Examples of unacceptable behavior include (but are not limited to) talking to classmates during lecture, sleeping, reading other than class material, studying for another course, leaving the classroom at will, and disrupting the class. All students are expected to attend class fully prepared with appropriate materials. All devices that make noise must be turned off (cellular phones, pagers, personal stereos, etc.). Any student deemed disruptive by the professor will result in expulsion of the student from the classroom, with an absence for the day and possibly disciplinary action including termination from the course. Please make your best effort in being considerate to all in the class.

It is the policy of the School of Human Services and Social Sciences that all forms of personal electronic communication devices must be out of sight and in the power-off mode for class and testing periods. During a testing period in class, any use of a personal electronic communication device, without the prior consent of the instructor, constitutes prima-facie evidence of academic dishonesty with no right of grade appeal.

If the instructor observes the device, the presumption is that cheating has occurred and a grade of "F" will be assigned for that exam, quiz, etc.

## **CLASS ATTENDANCE**

It is the policy of the Social Work Program (BSW and MSW) at Jacksonville State University that any student who fails to attend at least 80% of the scheduled in-person classes will not receive a passing grade for the course. If the course is an on-line course, students must have logged into their learning system at least once per week for 80% of the weeks.

Attendance is now required and submitted on-line; any unexcused absences are now reported directly to your advisor. Unexcused absences for student athletes and students on scholarship or any type of financial assistance (including for veterans) are reported additionally to respective coaches and/or advisors.

There are no excused absences, but emergency situations may be appealed to the Dean of the School at the end of the semester. A faculty approved, school sanctioned professional event, may be counted as professional off-campus education and may be excluded from this attendance policy.

Because tardiness is disruptive and disrespectful to a class meeting, three (3) tardies, as defined by the instructor, will equal one (1) absence. Likewise, leaving early is unacceptable and may result in an absence for the class. Students who leave the classroom and return beyond a scheduled break may be counted as tardy at the discretion of the instructor. In order to be counted as present, the student is responsible for signing the roll sheet.

## **ADDRESSING PROBLEMS**

Students are advised to deal with concerns and problems before they become critical. When a student has a concern, the student is advised to follow these steps when the concern is relevant to:

### **Classroom Instruction:**

The Student should first talk with the instructor and attempt to resolve the issue. If a satisfactory resolution is not reached, an appointment should be made to meet with the BSW Program Coordinator. This meeting should be scheduled within ten (10) days of

the issue. If a satisfactory resolution is not reached, an appointment should be made to meet with the Department Chair of Sociology and Social Work. This meeting should be scheduled within ten (10) days of the decision made by the MSW Program Coordinator. If a satisfactory resolution is not reached, students have a right to appeal any academic decision to the Dean of the School of Human Services and Social Sciences or the Associate Vice-Provost for Academic Affairs.

### **Field Education:**

1. The student should first talk with the agency field instructor and attempt to resolve the issue. If a satisfactory resolution is not reached;
2. The student should meet with the Coordinator of Social Work Field Education. If a satisfactory resolution is not reached;
3. A meeting involving the concerned parties should be arranged with the BSW Program Coordinator. If a satisfactory resolution is not reached during this meeting;
4. An appointment to meet individually or as a group with the Department Chair of Sociology and Social Work should be made.

Any other issues should be discussed with the student's advisor or BSW Program Coordinator. If there is no satisfactory resolution the student should arrange to meet with the Department Chair of Sociology and Social Work.

## **TERMINATION FROM THE PROGRAM**

### **Non-academic Reasons**

Students may be put on probation or terminated from the program for non-academic reasons any time after admission. Non-academic reasons for probation or termination may generally be categorized as personal or professional. The termination process may be immediate; if the violation is of a serious nature or the student may be given a temporary probationary period.

In some cases, the student's academic advisor, along with members of the Admissions Committee, will meet regularly with the student in an attempt to alleviate a violation or condition. A contract or agreement for change may be developed with the student and monitored by the faculty advisor or Admissions Committee. Students completing or complying with such contracts may remain in the program. Students not completing or complying with contracts to alleviate conditions may be terminated from the program.

Students terminated from the program are provided written notice of that decision. In some cases, a student terminated from the program for non-academic reasons may re-apply for admission at a later date. The decision to readmit a previously terminated student will be made by the Admissions Committee.

Students may be denied admission to, placed on probation, or terminated from the BSW Program for, but not necessarily limited to any of the following non-academic reasons, personal or professional.

- Conduct that is not congruent with the values and ethics of the social work profession including the NASW Code of Ethics, CSWE EPAS or applicable to Jacksonville State University's rules and regulations. This includes behavior in the student's classroom and fieldwork.
- Behavioral, personality, emotional, attitudinal, or personal issues or difficulties that interferes with the student's functioning and/or jeopardizes the welfare of those with whom the student interacts; student peers, faculty, staff, and clients and coworkers in field agency settings.
- Failure to communicate effectively, both verbally and in written form, including interviewing skills and interpersonal skills which permit appropriate professional interaction with other people.
- Failure to adhere to service learning/practicum agency policies and professional standards.
- Failure to use sound judgment both in work with clients and in regard to oneself such as not seeking professional help for physical or emotional problems that interfere with functioning of the program.
- Dishonesty and/or academic dishonesty, including lying, cheating, or plagiarizing in course work and/or Field Placement.
- Repeated, unexcused tardiness and/or absences that negatively impact the learning process of the student and their peers.
- Failure to abide by BSW and MSW Program policies and procedures
- Participation in class or practicum activities while under the influence of drugs or alcohol or other evidence of active chemical, alcohol, drug abuse or addiction.
- Maintaining, after it has been addressed, hostile, negative behavior directed toward clients, instructors, peers, agency staff and/or university staff.
- Failure to disclose critical background information in applying for the program or



field that bears on one's competence or performance

- Evidence of certain criminal or unlawful activity.

### **BSW PROGRAM NON-ACADEMIC TERMINATION APPEALS PROCESS**

A student can appeal with a written statement to the BSW Program Director within 14 days of the letter of notification from the BSW Program Admissions Committee. The statement must specify reasons for disagreement with the committee's decision and rationale for considering a different decision. The committee will then convene within 14 days of receipt of statement to review the appeal. The student initiating the appeal will be invited to address the committee. The committee will render, in writing, a follow-up decision or continuation of the original decision. If the student believes the committee's appeal decision was made in error, a written statement of appeal may be submitted to the Associate Dean of the College of Arts and Sciences.

#### **Academic Reasons**

Students may be terminated from the BSW Program for academic reasons. The following are examples of important academic issues of which students should be aware:

1. Academic probation or suspension may lead to termination from the BSW Program.
2. Students are not admitted to the program without successfully completing the following:
  - 60 semester hours completed
  - Passage of MS 110 or higher and MS 204
  - 2.25 Overall GPA
  - Grade of "C" or better in SW 330 (Introduction to Social Work)
  - Successful completion of SW 390 (Social Work Practice I)
3. Students are not allowed to remain enrolled at JSU if they are placed on academic probation from failing 60 percent of course work, and they are suspended when failing 60 percent of their course work the semester following their placement on academic probation. Students are not allowed to enroll in SW 391 (Social Work Practice II) until they have been admitted to the BSW Program.

4. Students are not allowed to enroll in Field Instruction (SW 449), Field Instruction Seminar (SW 450), and Social Work Practice III (SW 448) until they have completed all other courses required for the BSW degree with a minimum overall GPA of 2.25 and with a GPA of 2.25 in Social Work.
5. Students who earn a grade of "D" or below in a required social work course are eligible to repeat the course. A single course may not be repeated more than twice. A student cannot enroll in the same course in three consecutive semesters. Field Instruction, (SW 449 and SW 450), is an exception to this rule. Students receiving a grade of "F" in SW 449 and SW 450 (Field Placement and Field Seminar) may not repeat them. Students receiving below a "C" in SW 449/450 may be encouraged to change to a more appropriate major.
6. Not receiving at least a "C" in required social work courses after all attempts will result in dismissal from the BSW Program.
7. A maximum of three social work courses can be repeated. Achieving a "D" or below in more than three social work courses will result in dismissal from the BSW Program.
8. Students are not awarded the BSW degree until they receive a grade of "C" or better in SW 448, SW 449, SW 450 and have maintained a GPA of 2.25 overall and in the major. This requires a satisfactory performance evaluation by the Field Instructor of the student on the Final Evaluation for Field Instruction. Field Instructors are advised to notify the University Field Coordinator of student deficiencies as soon as they are detected in the Field Instruction experience.
9. The University Field Coordinator determines the final grade for Field Instruction Placement (SW 449) and the Field Instruction Seminar (SW 450). Students receiving below a "C" in Field Instruction may be encouraged to change to a more appropriate major. Should the student desire to remain in the BSW Program, the application process to Field Instruction will resume with the Admissions Committee making the decision as to readmission to Field Instruction. \*
10. Students will be notified in writing, either through postal mail or email, and if possible, by telephone or face-to-face contact regarding their termination from the program for academic reasons.
11. Students terminated for academic reasons cannot appeal reinstatement based on academic performance.

\* Attempts are made to address any identified concerns or problems related to the field education experience as soon as possible after the precipitating event. University, program, student, agency, and agency supervisor expectations are reviewed prior to the placement. Faculty field staff and social work students are aware that an agency may end a placement at any time, thus significant preparation occurs prior to the placement of students in an agency.

Field faculty work closely with the agency and the agency supervisor to intervene and attempt to rectify situations that may arise that put a student at risk for removal. Field faculty meet with the student and the agency supervisor in any circumstance that may challenge the continued engagement of the student in field. At that time all parties will determine if a plan for improvement or termination is appropriate. If a decision to discontinue the field placement is recommended, the student may not automatically be replaced in another field placement. At that time, field faculty in consultation with the BSW program coordinator and the Department Chair will assess if the student is eligible to apply for a different placement or if program termination is necessary. If the student is given an opportunity for a second placement opportunity and is again unable to complete the placement due to academic or professional concerns, the student is not allowed to retake field for a third time. If the student is terminated from the program all attempts will be made to assist the student in progressing toward another degree program when possible.

Students will be notified in writing, either through postal mail or email, and if possible, by phone or face-to-face contact regarding their termination from the program for academic reasons.

BSW Program Checklist

(Revised Fall 2020)

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

Student Number: \_\_\_\_\_

GENERAL STUDIES (60 Hours)

\*Enter grade in blank & highlight missing courses\*

I. Written Composition (6 Hours)

Meets Req: Yes / No

EH 101 (3) \_\_\_\_\_ EH 102 (3) \_\_\_\_\_

II. Humanities & Fine Arts (12 Hours)

Meets Req: Yes / No

1. Select one:

EH 201 (3) \_\_\_\_\_ EH 202 (3) \_\_\_\_\_
EH 203 (3) \_\_\_\_\_ EH 204 (3) \_\_\_\_\_
EH 219 (3) \_\_\_\_\_ EH 220 (3) \_\_\_\_\_
EH 231 (3) \_\_\_\_\_ EH 232 (3) \_\_\_\_\_

2. EH 141 (3) \_\_\_\_\_

3. Select one:

ART 202 (3) \_\_\_\_\_ MU 233 (3) \_\_\_\_\_
DR 242 (3) \_\_\_\_\_

4. Select one:

Humanities & Fine Arts Elective (3) \_\_\_\_\_

III. Nat Sciences & Math (11 Hours)

Meets Req: Yes / No

1. MS 110 or higher (3) \_\_\_\_\_

2. Must complete one Biology and lab AND a second Biology and lab OR a Natural Science and lab for a total of 8 hours.

BY 101 (3) \_\_\_\_\_ BY 102 (3) \_\_\_\_\_
BY 103 (1) \_\_\_\_\_ BY 104 (1) \_\_\_\_\_
Or CY 105 (3) \_\_\_\_\_ CY 106 (3) \_\_\_\_\_
CY 107 (1) \_\_\_\_\_ CY 108 (1) \_\_\_\_\_
Or GL 241 (3) \_\_\_\_\_ GL 242 (3) \_\_\_\_\_
GL 243 (1) \_\_\_\_\_ GL 244 (1) \_\_\_\_\_
Or GY 250 (3) \_\_\_\_\_ GY 251 (3) \_\_\_\_\_
GY 252 (1) \_\_\_\_\_ GY 253 (1) \_\_\_\_\_
Or PHS 201 (3) \_\_\_\_\_ PHS 202 (3) \_\_\_\_\_
PHS 203 (1) \_\_\_\_\_ PHS 204 (1) \_\_\_\_\_

IV. Hist, Soc & Beh Scs (12 Hours)

Meets Req: Yes / No

1. PSY 201 (3) \_\_\_\_\_ SY 221 (3) \_\_\_\_\_

2. Select one series:

HY 101 (3) \_\_\_\_\_ HY 102 (3) \_\_\_\_\_
Or HY 201 (3) \_\_\_\_\_ HY 202 (3) \_\_\_\_\_

V. Pre-Professional (19 Hours)

Meets Req: Yes / No

EC 221 or 222 (3) \_\_\_\_\_ Elective (3) \_\_\_\_\_
CS 201 (3) \_\_\_\_\_ Elective (1) \_\_\_\_\_
PSC 100 (3) \_\_\_\_\_
MS 204 (3) \_\_\_\_\_

2. Select one:

FCS 215 (3) \_\_\_\_\_ HPE 212 (3) \_\_\_\_\_
HPE 109 (3) \_\_\_\_\_ MSC 115 (3) \_\_\_\_\_

General Studies (Hours Completed): \_\_\_\_\_ /60

SOCIAL WORK (54 Hours)

\*Enter grade in blank & highlight missing courses\*

Required Social Work (39 Hours)

Meets Req: Yes / No

Prerequisites:

SW 330 (3) \_\_\_\_\_ 24 Earned Hours
SW 332 (3) \_\_\_\_\_ (SW 330/380/390)
SW 350 (3) \_\_\_\_\_ (SW 330, CS 201 & MS 110>)
SW 360 (3) \_\_\_\_\_ (SW 330)
SW 380 (3) \_\_\_\_\_ (Biology or equivalent)
SW 381 (3) \_\_\_\_\_ (SW 330/SW 380)
SW 390 (3) \_\_\_\_\_ (SW 330)
SW 391 (3) \_\_\_\_\_ (SW 330/390 & Admission to BSW Program)

All other required courses must be fulfilled prior to these:
SW 448 (3) \_\_\_\_\_
SW 449 (9) \_\_\_\_\_
SW 450 (3) \_\_\_\_\_

Hours Completed: \_\_\_\_\_ /39

Social Work Electives (15 Hours)

Meets Req: Yes / No

(SW 300, SW 344, SW 365, SW 370, and SW 371 do not require a prerequisite)

Select Five:

SW 300 (3) \_\_\_\_\_ SW 370 (3) \_\_\_\_\_
SW 333 (3) \_\_\_\_\_ SW 371 (3) \_\_\_\_\_
SW 335 (3) \_\_\_\_\_ SW 392 (3) \_\_\_\_\_
SW 336 (3) \_\_\_\_\_ SW 395 (3) \_\_\_\_\_
SW 338 (3) \_\_\_\_\_ SW 399 (3) \_\_\_\_\_
SW 339 (3) \_\_\_\_\_ SW 441 (3) \_\_\_\_\_
SW 340 (3) \_\_\_\_\_ SW 442 (3) \_\_\_\_\_
SW 343 (3) \_\_\_\_\_ SW 443 (3) \_\_\_\_\_
SW 344 (3) \_\_\_\_\_ SW 445 (1) \_\_\_\_\_
SW 345 (3) \_\_\_\_\_ SW 446 (1) \_\_\_\_\_
SW 353 (3) \_\_\_\_\_ SW 447 (1) \_\_\_\_\_
SW 365 (3) \_\_\_\_\_

Hours Completed: \_\_\_\_\_ /15

SW GPA: \_\_\_\_\_

ERN Hour: \_\_\_\_\_ /54

GENERAL ELECTIVES (6 hours)

Meets Req: Yes / No

Table with 3 columns: Course, Credit Hours, Grade. Contains 7 rows for entering elective information.

Hours Completed: \_\_\_\_\_ /6

Total Hours Completed: \_\_\_\_\_ /120

Overall GPA: \_\_\_\_\_

300+ Level Hours: \_\_\_\_\_ /36

60 hours from a 4-year institution (check each semester) \_\_\_\_\_ /60

## ADMISSION REQUIREMENTS FOR BSW PROGRAM:

60 Semester Hours Completed	_____
Passage of MS 110 or higher & MS 204	_____
2.25 Overall GPA	_____
Grade of "C" or better in SW 330	_____
Successful completion of SW 390	_____

## GENERAL REQUIREMENTS FOR GRADUATION:

120 Semester Hours Completed	_____
54 Hours of Required Social Work Courses	_____
<b>60 Hours from a 4 Year College with 30 Hours from JSU</b>	_____
Overall GPA 2.25 and BSW GPA 2.50	_____
Completion of EPP & Exit Interview	_____
Alumni Data Sheet	_____

## SOCIAL WORK REQUIRED COURSES:

SW 330 Introduction to Social Work	(3)
<i>Prerequisite: Completion of 24 hours</i>	
SW 332 Social Policies and Services	(3)
<i>Prerequisites: SW 330, SW 380 &amp; SW 390</i>	
SW 350 Social Work Research	(3)
<i>Prerequisites: SW 330, CS 201, &amp; MS 110 or higher</i>	
SW 360 Cultural Diversity and Social Justice	(3)
<i>Prerequisite: SW 330</i>	
SW 380 Human Behavior and Social Environment I	(3)
<i>Prerequisites: Completion of Science Requirements</i>	
SW 381 Human Behavior and Social Environment II	(3)
<i>Prerequisites: SW 330 &amp; SW 380</i>	
SW 390 Social Work Practice I	(3)
<i>Prerequisite: SW 330</i>	
SW 391 Social Work Practice II (Families & Groups)	(3)
<i>Prerequisites: SW 330, SW 390 and Admission to the Social Work Program</i>	
<i>All required and elective SW courses must be completed prior to taking these courses:</i>	
SW 448 Social Work Practice III	(3)
SW 449 Field Instruction Placement (450 hours)	(9)
SW 450 Field Instruction Seminar	(3)

## SOCIAL WORK ELECTIVES:

*(SW 330 is a prerequisite for all electives except for SW 300, SW 344, SW 365, SW 370, and SW 371.)*

SW 300 Interpersonal Skills & Human Relations	(3)
SW 333 Family and Child Welfare Services I	(3)
SW 335 Social Work in Health Care	(3)
SW 336 Crisis Intervention	(3)
SW 338 SW and Mental Health	(3)
SW 339 Communication in Social Work Practice	(3)
SW 340 SW and Substance Abuse	(3)
SW 343 Family and Child Welfare Services II	(3)
SW 344 Community Engagement & Leadership	(3)
SW 345 Social Work in School Settings	(3)
SW 353 Forensic Social Work	(3)
SW 365 Perspectives on Poverty	(3)
SW 370 Aging and Human Development	(3)
SW 371 Perspectives on Death and Dying	(3)
SW 392 Cognitive Theories in SW Practice	(3)
SW 395 Case Management	(3)
SW 399 Social Work Study Tour	(3)
SW 441 Independent Study I	(3)
SW 442 Independent Study II	(3)
SW 443 Independent Study III	(3)
SW 445 Special Topics in Social Work I	(1)
SW 446 Special Topics in Social Work II	(1)
SW 447 Special Topics in Social Work III	(1)

## SW COURSE REPEAT POLICIES

- \* *Students who earn a grade of "D" or below in a required social work course must repeat the course.*
- \* *A maximum of three social work courses can be repeated. Achieving a "D" or below in more than three social work courses will result in dismissal from the BSW Program.*
- \* *A single course may not be repeated more than twice. A student cannot enroll in the same course in three consecutive semesters. Field Instruction, (SW 449 and SW 450), is an exception to this rule.*
- \* *Students receiving below a "C" in SW 449/450 may be encouraged to change to a more appropriate major.*
- \* *Students receiving a grade of "F" in SW 449 and SW 450 (Field Placement and Field Seminar) may not repeat them.*

## BSW Recommended Course Sequencing

### FRESHMAN YEAR=29 hours

EH 101	3	EH 102	3
HY 101 or HY 201 (Choose a sequence)	3	EH 141, Oral Communication	3
BY 101 or 102	3	HY 102 or HY 202	3
BY 103 or 104	1	BY 102 or Natural Science	3
ART 202, MU 233, FL 101 or DR 242	3	BY 104 or Natural Science Lab	1
STU 101	0	PSY 201 Principles of Psychology	3

### SOPHOMORE YEAR=31 hours

EH Literature	3	EH Literature or Hum. F.A. Elective	3
MS 110 or higher	3	MS 204, Basic Statistics	3
CS 201, Intro to Information Technology	3	General Electives	4
PSC 100, Intro to American Government	3	EC 221 or 222 (Economics)	3
FCS 215, HPE 212, MSC 115 or HPE 109	3	SY 221 Introduction to Sociology	3

### JUNIOR YEAR=30 hours

SW 330, Intro to Social Work	3	SW 390, Practice I	3
SW 380, HBSE I	3	SW 360 Cultural Diversity	3
SW Elective	3	SW 350, Research	3
General Elective	6	General Elective	6

### SENIOR YEAR=30 hours

SW 332, Social Policy	3
SW 391, Practice II	3
SW 381, HBSE II	3
General Elective	6

### FINAL SEMESTER (Courses taken concurrently)

SW 448, Practice III	3
SW 449, Field Placement	9
SW 450, Field Seminar	3

**TOTAL HOURS: 120 for the BSW Degree**

## **Academic Honesty**

In a University community, true knowledge can be gained only through honest means. All academic dishonesty is expressly prohibited. Violations include BUT ARE NOT LIMITED TO, the following actions:

1. The use of unauthorized materials or the receipt of unauthorized assistance during an examination or in the completion of any other assignment, exercise, experiment, or project for academic credit. Unauthorized materials may include, but are not limited to, notes, textbooks, previous examinations, exhibits, experiments, papers or other supplementary items.
2. Copying or utilizing information from a paper of another student during an examination.
3. Rendering unauthorized assistance to another student by knowingly permitting him or her to copy an examination, project, paper, assignment, exhibit, exercise or other material to be submitted for academic credit.
4. Illegally obtaining or attempting to obtain unauthorized prior knowledge of an examination or test materials.
5. Selling or giving to another student unauthorized copies of tests or examinations or research assignments.
6. The use of a commercially prepared term paper or research project or the submission of a paper, project or experiment completed by someone other than the student submitting any of the above for academic credit.
7. Falsifying class attendance.
8. Falsifying reasons why a student did not attend a required class or take a scheduled examination.
9. Taking an examination in the place of another student.
10. Making unauthorized change in any reported grade or on an official academic report form.
11. Unauthorized collaboration between two students on an examination, paper or project.

12. Plagiarism, which is the deliberate act of copying, writing or presenting as one's own information, ideas or phrasing of another person without proper acknowledgement of their true source.

13. Making use of computing facilities in an academically dishonest manner.

[http://www.jsu.edu/studentaffairs/pdf/2019\\_2020%20Student%20Handbook-Amended.pdf](http://www.jsu.edu/studentaffairs/pdf/2019_2020%20Student%20Handbook-Amended.pdf)

## **NONDISCRIMINATION**

The Social Work 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.

## **STUDENT ORGANIZATIONS AND PROFESSIONAL AFFILIATIONS**

Students are provided opportunities and encouraged to organize in their interests, first, through the Student Social Work Club (SSWC), the Phi Alpha Honor Society, and the National Association of Social Workers (NASW).

The SSWC participates in various on and off campus activities, including service, learning, and social activities. The SSWC also engages with other campus programs and organizations for shared activities and events. Officers are elected annually. All social work students are encouraged to join the SSWC, and participation provides many rewards. The SSWC is an organization for students designed to facilitate faculty-student and student-student interaction with formal or informal gatherings in the pursuit of furthering their social work academic career/interests, as well as, enhancing the social work program. Club officers and members may include meeting agenda items that focus on issues such as the BSW Curriculum, student affairs, etc., or they can focus on issues such as service-learning activities. This organization provides an outlet for students to get involved in program concerns, university concerns, or public/community issues, etc. The SSWC also offers a chance to network with students and faculty from other colleges and universities, as well as, social work professionals. SSWC activities have included, but are not limited to participation in university preview days, sporting event socials, hosting welcome back activities for JSU military/veteran students, voter registration, holiday parties at the local Boys and Girls club, collecting toiletry items for



area nursing homes and assisted living facilities, etc. The SSWC engages in fundraising activities to support student attendance at professional social work conferences, as well as, to assist in forms of charitable service. The SSWC is open to all students across campus for membership. A social work faculty member serves as an advisor to the organization.

Phi Alpha Honor Society, the National Honor Society for Social Work Students, is an organization for bachelor level social work students who have demonstrated academic excellence. Students are eligible to join Phi Alpha if they have declared social work as their major, achieved sophomore status, completed nine credit hours of required social work courses, achieved an overall GPA of 3.0, achieved a GPA of 3.5 in all social work courses, and have no grade lower than a C in any social work course. The purposes of Phi Alpha are to provide a closer bond among students of social work and promote humanitarian goals and ideas. 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 (<http://www.phialpha.org/>). Students who are inducted into this honor society are encouraged to remain in contact with the JSU BSW Program post-graduation and to make suggestions on how to improve the program, as well as, opportunities for service, etc.

BSW students also become members of the National Association of Social Workers (decreased fee for students). Students typically join by their senior year, which is required in order to purchase malpractice insurance while in their field placement, but they are encouraged to join sooner if possible and affordable. The state of Alabama NASW office offers student activities, including an annual conference, and they host student advocacy day at the capital in Montgomery, AL. They also offer opportunities for a BSW and MSW student to join their Chapter Board of Directors (<https://www.naswal.org/>).

## **STUDENT AFFAIRS POLICIES AND SERVICES**

### **Introduction**

The Division of Student Affairs plays a crucial role in your development as a student, and we offer an array of programs and services that are focused on your success.

Take a moment to learn about the many resources available to you that will enhance your experiences and provide you with lasting memories. In addition, feel free to keep in touch with me through e-mail at [tbking@jsu.edu](mailto:tbking@jsu.edu), or stop by my office at 102 Bibb Graves Hall.

Dr. Timothy B. King  
Vice President for Student Affairs  
256-782-5020

## **Assistive Technology**

Jacksonville State University excels in the availability of and access to technology to assist students who may have differing abilities in terms of learning processes. All JSU students are provided access to the services provided through our Office of Disability Support Services. All BSW students have access to services through the Office of Disability Support Services.

The mission of Disability Support Services at JSU is to ensure equal learning and opportunities for students, faculty, staff and guests with disabilities by increasing the capacity of Jacksonville State University to eliminate physical, programmatic, policy, informational and attitudinal barriers. We work to ensure access under federal and state statutes to University courses, programs, facilities, services and activities by providing or arranging reasonable accommodations, academic adjustments, auxiliary aids and services, training, consultation and technical assistance. Disability Support Services provides reasonable accommodations through a variety of services and programs.

Accommodations may include:

- Exam Proctoring
- Special Testing Procedures
- Extended Time on Exams
- Priority Registration
- Interpreter Services (ASL)
- Captioning Services • Readers
- Note Takers
- Brailled Formats
- Enlarged Print Materials
- Alternative Formats

Assistive Technology Disability Support Service Staff are also available to provide the following services:

- Academic Guidance
- Study Skills Instruction
- Presentations on Disability-Related Topics
- Consultation with Faculty or Staff on Working with Individuals with Disabilities
- Interpreting and Captioning Services for Campus Events
- Referral to the Alabama Department of Rehabilitation Services (ADRS)
- Information and Referral to Community and Campus Resources

**Disability Support Services**

**139 Daugette Hall  
700 Pelham Road North  
Jacksonville, AL 36265  
256-782-8380**

**Counseling Services**

**147 Trustee Circle  
700 Pelham Road North  
Jacksonville, AL 36265  
256-782-5475**

\*after hours counselor can be contacted through UPD

**TITLE IX GENDER-BASED AND SEXUAL MISCONDUCT POLICY\*\***

Members of the Jacksonville State University (JSU) Community, guests and visitors have a right to be free from all forms of gender and sex-based discrimination, examples of which include, but are not limited to, acts of sexual violence, sexual harassment, domestic violence, dating violence, stalking, or discrimination based upon their gender, sexual orientation or gender identity, or retaliation for reporting the same. All members of the University community are expected to conduct themselves in a manner that does not infringe on the rights of others. JSU has a zero-tolerance policy for gender-based misconduct and will promptly investigate all allegations brought to the attention of University administrators. Where individuals are found to be in violation of this policy, appropriate sanctions will be imposed.

This policy has been developed to reaffirm the University's commitment to maintaining a safe campus community and to provide proper recourse for those individuals whose rights have been violated. The enforcement procedures utilized in implementing this policy balance the rights of victims, complainants, an accused and witnesses.

As the JSU administration is currently structured, the University's Title IX Coordinator is responsible for implementation and application of this policy.

<http://www.jsu.edu/studentaffairs/title-ix/index.html>

**Jennifer Argo**  
**Title IX Coordinator**  
Bibb Graves Hall  
256.782.5769  
[jlargo@jsu.edu](mailto:jlargo@jsu.edu)  
**Safe Zone Plus**

The purpose of the JSU safe zone project is to provide advocacy, guidance, and compassion for students who are experiencing problems, difficulties or crisis due to their sexual orientation, gender identity, being the victim of crime, hazing, bullying or sexual assault, and/or are the recipient of discrimination due to their mental health status, disability, race, religion, ethnic or national origin. Students can locate safe zone areas by locating a safe zone marker on the door of an advocate or through the safe zone membership section of this web site.

<http://www.jsu.edu/studentaffairs/safe-zone/index.html>

### **Sexual Misconduct, Discrimination and Harassment Grievance Procedures and Investigative Process**

Students who wish to report a concern or complaint relating to discrimination, harassment or sexual misconduct may do so by reporting the concern to the JSU's Title IX Coordinator:

**Bibb Graves Hall**  
**700 Pelham Road North**  
**Jacksonville, AL 36265**  
**256.782.5769**  
<http://www.jsu.edu/studentaffairs/title-ix/reporting-a-complaint.html>

### **Resources:**

**University Police Department**  
Salls Hall (next to Campus Inn Apartments)  
Emergency 256.782.6000  
256.782.5050  
Dial 6000 or 5050 from any campus extension

**Jacksonville Police Department**  
116 Ladiga Street SE  
Jacksonville, AL 36265  
256.435.6448

## **2<sup>nd</sup> Chance, Inc.**

An organization dedicated to serving survivors of domestic violence and sexual assault  
Crisis Line 256.236.7233

## **National Sexual Violence Crisis Hotline**

1-800-656-HOPE (4673)

## **RMC/JSU Health Center**

256-782-5310

<http://www.jsu.edu/studenthealth/>

Welcome to the RMC/JSU Health Center at Jacksonville State University. We are located at 1701 Pelham Rd. South. The RMC/JSU Health Center is a primary health care facility operated via a joint partnership with Northeast Alabama Regional Medical Center (RMC). The Health Center provides outpatient medical services as well as promotes preventive health measures to currently enrolled students, faculty, staff and currently active JSU Alumni. Clients are encouraged to make an appointment, but walk-ins are welcomed.

### **Services include:**

- Primary Care
- Urgent Care
- Women's Health Care
- Men's Health Care
- Mental Health Screening
- Physicals
- Immunizations
- Allergy Injections
- Medication Management
- Laboratory
- Attention Deficit Hyperactivity Disorder (ADHD) Treatment
- Wellness Check-ups
- Health Fairs
- Radiology Services (off site)
- Rehab Services (off site)
- Referrals

### **Academic Support**

The mission of the Office of Academic Enhancement and Tutoring Services is to support the University's mission by providing a variety of academic support services including objective based study halls, small group or individual tutoring, academic

mentors, and academic enhancement workshops. The ultimate goal is to advance student learning through academic excellence for the purpose of educating students to be productive, responsible citizens and effective leaders.

Academic Center for Excellence  
3<sup>rd</sup> Floor Theron Montgomery Building  
256-782-8223  
<http://www.jsu.edu/student-success/support/index.html>

### **Student Financial Services**

107 Bibb Graves Hall  
700 Pelham Road North  
Jacksonville, AL 36265  
256-782-5006  
<http://www.jsu.edu/finaid/index.html>

## **ADMISSION TO FIELD INSTRUCTION**

Prior to the semester for the anticipated Field Placement, students must attend an informational meeting where they will receive the application for Field Instruction. The student then completes the application and then returns it to the field coordinator. The application must be approved by the Admissions Committee before a student can participate in Field Instruction.

Students applying for Field Instruction attend the informational meetings for Field Instruction held in the semester prior to placement. Students must meet individually with the Field Coordinator to discuss various placement opportunities. After reviewing potential placements, students will be referred to agencies where they will be interviewed regarding the placement. Following the pre-placement interview, the student, agency field instructor, and Field Coordinator will make a determination as to the appropriateness of the placement.

### **A. ELIGIBILITY REQUIREMENTS FOR FIELD INSTRUCTION**

Students applying for Field Instruction must meet the following criteria for admission to Field Instruction:

1. Students must have applied and been accepted to the BSW Program.
2. Students must have a minimum GPA of 2.50 in social work and a minimum overall GPA of 2.25.
3. Students must have successfully completed the volunteer placement SW330, Introduction to Social Work. Evidence that a successful volunteer placement has been completed must be provided for admission to Field Instruction. Students should provide a performance evaluation from their volunteer placement agency as part of the application process for Field Instruction.
4. Students must adhere to a value system congruent with the National Association of Social Worker's (NASW) Code of Ethics. This will be assessed through student interaction in social work classes, interviews with faculty, and the completion of a self-awareness values exercise.
5. Students must have membership in NASW and must have malpractice insurance. Students must apply for membership in NASW, as well as malpractice insurance in the semester prior to placement for Field Instruction. The Field Instruction Application Packets provided students in the informational meetings in the semester prior to Field Instruction provide information on and applications for NASW and malpractice coverage.

6. Student must have completed all courses required for the BSW degree with the exception of (SW 448)-Social Work Practice III, which is taken concurrently with (SW 449)-Field Placement and (SW 450)-Field Seminar. Exceptions may occasionally be granted by the admissions committee on a case by case basis only due to extreme extenuating circumstances.

The BSW Program does not award academic credit for life or work experience under any circumstances. There are no exceptions to this policy.

### **Background Checks and Criminal History**

A criminal conviction history does not automatically disqualify you from admission to the BSW program, nor is a background check required as part of the admissions application process. **However, before you apply to study social work at Jacksonville State University, you should be aware that all students accepted into the BSW program must be eligible for field placement, and for required coverage under the School's professional liability insurance policy, as well as, individual liability insurance.**

A criminal history may limit or possibly prevent a student's eligibility for field placement. Successful completion of a field placement is required in order to complete the BSW degree. Many agencies used for field placement require a background check and/or drug screening as a condition of placement or employment. It is possible that some agencies may not accept a student for field placement with certain criminal history backgrounds or a positive drug screen. Applicants to the BSW program who have concerns about a previous criminal history are encouraged to discuss their concerns with the BSW Program Coordinator prior to admission or enrollment.

Admission to the BSW program does not automatically guarantee a field education placement. After being admitted to the BSW program, students are assessed for their eligibility for field education by participating in a comprehensive, interactive process with the Field Coordinator. **As part of this assessment, students must disclose all relevant ethical violations or legal convictions before the pre-placement process can begin.** Details and instructions for disclosure are included in the BSW Program Manual.

If you graduate with an BSW degree, it is also possible that a criminal history could limit or prohibit one's ability to obtain social work licensure in Alabama or other states, for example in, a specialized credential (such as school social work), or employment in the field of child welfare. The Alabama Board of Social Work Examiners (ABSWE), which licenses social workers in Alabama, evaluates all social work license applications with a prior conviction history on a case-by-case basis to determine the applicant's ability to practice with safety to the public. For more information, please visit <http://socialwork.alabama.gov/>



The following chart gives information about the details for application and completion of Field Instruction.

AGENDA	POINT OF CONTACT
1. Admitted to BSW Program and successful completion of all pre-field requirements	Program Secretary, 309 Brewer Hall
2. Application for Field: Part I <i>Application</i>	Robyn Snider, 311 Brewer Hall
3. Application for Field: Part II, <i>Field Readiness Essay</i>	Robyn Snider, 311 Brewer Hall
4. Completed Resume	Robyn Snider, 311 Brewer Hall
5. Join NASW - Must be a member before sending for liability insurance	Website: <a href="http://www.socialworkers.org/students">http://www.socialworkers.org/students</a>
6. Purchase liability insurance. Apply for insurance after you are accepted as a member of NASW.	Website: <a href="http://www.naswassurance.org/pli/students.php">http://www.naswassurance.org/pli/students.php</a>
7. Contact the Graduation Certification Specialist. Copy Ms. Snider, <a href="mailto:rsnider@jsu.edu">rsnider@jsu.edu</a> on the email.	Todd Wilson, Graduation Certification Specialist, 308 Brewer Hall, <a href="mailto:dtwilson@jsu.edu">dtwilson@jsu.edu</a>
8. Meet with Ms. Snider to discuss field placement options	Robyn Snider, 311 Brewer Hall
9. <b>Optional</b> – Submit application for stipend if going into field with DHR or East AL Planning Commission	Robyn Snider, 311 Brewer Hall
10. Application for Degree	Online – JSU Online Graduation Application – Steps to Apply <a href="http://www.jsu.edu/registrar/graduation_procedures.html">http://www.jsu.edu/registrar/graduation_procedures.html</a>
<b>TEST</b>	<b>COMPLETED</b>
<b>EPP</b> – We will schedule the test for the entire group as part of field placement.	

Students denied admission to field instruction and dissatisfied with the decision of the Field Admissions Committee have the right to appeal as set forth in this handbook.

# APPLICATION FOR FIELD INSTRUCTION

Semester: \_\_\_\_\_  
(Beginning field placement)

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Local Street Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

Strengths - Please briefly state the skills, experience, or strengths you feel you possess.

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Learning Needs – Briefly state the challenges you will have and skills you need to learn in field.

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Where did you complete your volunteer hours for Introduction to Social Work?

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Supervisor: \_\_\_\_\_

Areas of Interest – Select five (5) populations. Number them in order of preference 1 to 5.

- |                    |                            |                            |
|--------------------|----------------------------|----------------------------|
| _____ Adults       | _____ Medical/Health       | _____ Physically Disabled  |
| _____ Older Adults | _____ Sexual Assault       | _____ Mental Health        |
| _____ Adolescents  | _____ Gay/Lesbian/Bisexual | _____ Domestic Violence    |
| _____ Children     | _____ Older Adults         | _____ Substance Abuse      |
| _____ Families     | _____ Developmentally      | _____ Homelessness/Housing |
| _____ Corrections  | _____ Disabled             | Other (specify): _____     |

Discuss your top 2 areas of interest. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

General Information

1. Do you speak a language other than English? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, specify language: \_\_\_\_\_

2. Will you be working during field? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, where and how many hours per week: \_\_\_\_\_

3. Do you have a registered, insured car? \_\_\_\_\_ Yes \_\_\_\_\_ No

4. Have you ever been investigated by a child welfare agency? \_\_\_\_\_ Yes \_\_\_\_\_ No

(e.g., DHR)

5. Do you have a disability that will affect your placement? \_\_\_\_\_ Yes \_\_\_\_\_ No

(to have reasonable accommodations made under the ADA and Section 504 of the Rehab Act, you need to register your disability needs with DSS.)

6. If you have any agencies or client populations you would NOT wish to work with, please indicate what populations and why this is so:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Have you ever been convicted of a crime or criminal activity? \_\_\_\_\_ Yes \_\_\_\_\_ No

(This response is voluntary. However, it is to your benefit to be honest about this.)

If you answered “Yes” to the above question, list in the space below all prior misdemeanor and felony convictions and any extenuating or mitigating circumstances regarding such convictions. If necessary, you may use a separate sheet or sheets and attach to application.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Students considering earning a degree in social work that have been charged with or convicted of a misdemeanor or felony should be aware of the following:

1. A number of agencies/organizations that provide Field Instruction placements for social work students require a criminal background check prior to agreeing to provide Field Instruction.
2. A number of agencies employing social workers may also require criminal background checks prior to hiring employees.
3. Some state licensure laws for social workers inquire about whether the applicant has been charged with or convicted of a misdemeanor or a felony prior to allowing the applicant to sit for the licensure examination.
4. A number of agencies require driving record checks, child abuse central registry checks and drug testing as terms of field placement and employment.

I understand that consideration for admission may be contingent upon the results of a reference and background check. I, therefore, authorize JSU to investigate all statements made on my application and to discuss the results of the investigation. I further authorize JSU to contact former educators, employers, or other persons who can verify information, and I give my consent for contacted persons to respond to questions pertaining to information on my application.

I affirm that the information provided on this application is accurate and I understand that it is to be reviewed by the Admissions Committee of the BSW Program at JSU. I further understand that providing false information on this application could be grounds for termination from the program.

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

\_\_\_\_\_  
Date

The Family Educational Rights and Privacy Act was enacted by Congress to protect individual privacy by assuring the confidentiality of information related to the records and educational experience of students. This space was adopted by the BSW Program at JSU to permit students to grant written permission for specific program faculty to release confidential information about the student to BSW Program faculty and staff, Field Instruction agencies, licensing boards, agencies for employment, and graduate schools.

I have read and understand the above statement regarding my privacy rights and the confidentiality of information related to my educational experience and records. My signature below acknowledges that I have granted written permission to the BSW Program at JSU to release confidential information protected under the Family Educational Rights and Privacy Act to BSW Program faculty and staff, Field Instruction agencies, licensing boards, agencies for employment, and graduate schools.

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

\_\_\_\_\_  
Date

**DO NOT WRITE BELOW THIS LINE. TO BE COMPLETED BY THE FIELD COORDINATOR**

Accept

Deny

\_\_\_\_\_  
Robyn V. Snider, LCSW, PIP  
BSW Field Coordinator  
Jacksonville State University

\_\_\_\_\_  
Date

## FI-2 (Part II) - VALUES PAPER

(PLEASE TYPE YOUR RESPONSE ON A SEPARATE SHEET OF PAPER)

### I. UNDERSTANDING YOUR VALUES

- A. What do you believe is the role of a professional social worker?
- B. What do you believe is meant by social work values and ethics? Why are they important in social work practice? How might they influence your behavior in a practicum setting?
- C. Discuss what you believe to be the key ethical principles and responsibilities that form the basis of social work. Why are they important?
- D. In your opinion, in what ways or situations might your values and ethics differ from those of professional social work practice?

### II. SELF-AWARENESS

- A. If you were to describe yourself to someone else, what characteristics would you be sure to include? Why?
- B. If people who know you quite well were to describe you, what characteristics would they include? Why?
- C. Is there a difference in the two lists of characteristics above? How do you account for the difference?
- D. Comment on your comfort level with people who are different from you and how this might affect your choice of a practicum setting.
- E. Considering your value system, what situations or types of clients might create a value conflict for you? Why?
- F. How might the possible value conflicts affect your choice of a practicum setting? Do you believe you should avoid those situations and/or clients or confront the conflict? Explain why or why not.
- G. Considering your personal history, what situations or types of clients do you feel you could over identify with? Why?
- H. How might possible over identification affect your choice of a practicum? Would your personal history make you more or less suitable for certain practicum settings or certain populations? Why or why not?
- I. How do you typically respond when you are in a stressful or anxious situation? Be specific.
- J. What helps you in coping with stressful situations?
- K. How do you typically respond to those in a crisis?

L. How can you use your responses in I, J, and K to help you in choosing a practicum setting?

**Activities toward BSW Completion**

1. Students are admitted to JSU and receive electronic access to the JSU Catalogue (<http://www.jsu.edu/students/academic-resources/index.html> and JSU Student Handbook. (<http://www.jsu.edu/studentaffairs/handbook.html>)
2. A Social Work Faculty Member is assigned as a Faculty Academic Advisor to each student by the BSW program secretary (309 Brewer Hall/256-782-5591) and the student progresses through the General Studies curriculum.
3. Students meet with their Faculty Academic Advisor each semester to review progress toward completing degree requirements and obtains approval for their next semester's course schedule.
4. Students take SW 330-Introduction to Social Work (late sophomore or early junior year) after a minimum of 24 hours and is given the location for the electronic copy of the BSW Program Handbook (grade of "C" or better is one requirement for admission into BSW Program).
5. Students take and pass the English Competency Exam after completion of at least 48 hours.
6. Students submit application for admission to the BSW Program upon successful completion of SW 390, Practice I and all additional requirements and begins to complete the social work curriculum requirements
7. Student applications are reviewed by the Admissions Committee for a decision on admission (students must have completed at least 60 hours, have at least an overall GPA of 2.25, have passed the ECE, passed MS 110 or MS 112 and MS 204, and have earned a "C" or better in SW 330, Intro to Social Work).
8. Decision letters are then postal mailed and emailed to the student concerning program admission.
9. Students continue progression in major and prepares to apply for field placement prior to their final semester.
10. In preparation for graduation, the student should contact the Graduation Certification Specialist, School of Human Services and Social Sciences, with their name, student number, and advise them that they are preparing for Field Placement and are requesting that the Specialist review his/her academic transcript for graduation **no later than the semester prior to Field Placement.**

11. The Certification Specialist reviews the application for degree and notifies the BSW Program Coordinator and the student of any deficiencies in the plan of study/progression toward degree.
12. After being admitted to the program and completing all requirements prior to Field Placement eligibility, students submit an application for Field Placement during the semester prior to the Field Placement.  
(All social work courses required for the BSW must be completed with a minimum GPA of 2.50 in social work and an overall GPA of 2.25 to be eligible for Field Placement).
13. Students are notified of a mandatory initial informational meeting about Field Placement which is held during the semester before the Field Placement experience. Students are given an Application for Degree and information regarding the following: Graduating Senior Survey (GSS) which is completed online through the JSU Office of Institutional Research and Assessment, the BSW Assessment and Exit Interview Surveys, university EPP Exam, and graduation.
14. Students complete and return to the Field Coordinator all required forms for Field Placement and degree.
15. Students schedule an individual meeting with BSW Program Field Coordinator, Ms. Robyn Snider. Formal planning for Field Placement proceeds with students having no identified deficiencies.
16. Students complete degree requirements (final semester-SW 448, 449, and 450 = 15 hours). (Total minimum hours for graduation = 120).
17. Dean's office certifies student for graduation.

## APPENDICES



**APPENDIX A: NASW Code of Ethics Summary**  
**Approved by the 1996 NASW Delegate Assembly and**  
**revised by the 2017 NASW Delegate Assembly**

The NASW Code of Ethics is intended to serve as a guide to the everyday professional conduct of social workers. This Code includes four sections. The first Section, "Preamble," summarizes the social work profession's mission and core values. The second section, "Purpose of the NASW Code of Ethics," provides an overview of the Code's main functions and a brief guide for dealing with ethical issues or dilemmas in social work practice. The third section, "Ethical Principles," presents broad ethical principles, based on social work's core values that inform social work practice. The final section, "Ethical Standards," includes specific ethical standards to guide social workers' conduct and to provide a basis for adjudication.

The primary mission of the social work profession is to enhance human well-being and help meet the basic human needs of all people, with particular attention to the needs and empowerment of people who are vulnerable, oppressed, and living in poverty. A historic and defining feature of social work is the profession's focus on individual well-being in a social context and the well-being of society. Fundamental to social work is attention to the environmental forces that create, contribute to, and address problems in living. Social workers promote social justice and social change with and on behalf of clients. "Clients" is used inclusively to refer to individuals, families, groups, organizations, and communities. Social workers are sensitive to cultural and ethnic diversity and strive to end discrimination, oppression, poverty, and other forms of social injustice. These activities may be in the form of direct practice, community organizing, supervision, consultation administration, advocacy, social and political action, policy development and implementation, education, and research and evaluation. Social workers seek to enhance the capacity of people to address their own needs. Social workers also seek to promote the responsiveness of organizations, communities, and other social institutions to individuals' needs and social problems.

The mission of the social work profession is rooted in a set of core values. These core values, embraced by social workers throughout the profession's history, are the foundation of social work's unique purpose and perspective:

- service
- social justice
- dignity and worth of the person
- importance of human relationships
- integrity
- competence.

This constellation of core values reflects what is unique to the social work profession. Core values, and the principles that flow from them, must be balanced within the context and complexity of the human experience.

The National Association of Social Workers is the largest organization of professional social workers with over 130,000 members. NASW was formed in 1955 and has three responsibilities:

- Strengthen and unify the profession
- Promote the development of social work practice
- Advance sound social policies

Promoting high standards of practice and protecting the consumer of services are major association principles.

NASW works to enhance the professional growth and development of its members, to create and maintain professional standards, and to advance sound social policies. It promotes, develops and protects the practice of social work and social workers. NASW also seeks to enhance the well-being of individuals, families, and communities through its work and through its advocacy. A professional social worker has a degree in social work and meets state legal requirements. Professional social workers practice in many settings including family service agencies, child welfare, community mental health centers, private practice, schools, hospitals, employee assistance programs, and public and private agencies. Professional social workers are the nation's largest group of mental health services providers.

The National Association of Social Workers (NASW) is located at 750 First Street, NE, Suite 700, Washington DC 20002-4241. Telephone is 202/408-8600, FAX 202/336-8311 and TTD 202/408-8396.

[www.socialworkers.org/](http://www.socialworkers.org/)

## APPENDIX B: Student Services

**Counseling and Career Services.** Counseling and Career Services offers personal, educational, and career counseling for JSU students. Personal counseling is conducted in a private setting under the strictest confidence. Counselors are available on an individual or group basis. Counseling and Career Services features a comprehensive career library, on-line computer resources for making vocational and educational decisions, and is the registration site for CLEP, ACT, GRE, MAT, and other examinations.

Counseling and Career Services provides employment assistance to graduating seniors and alumni through on-campus interviews, job listings, career fairs, referrals, computer resources, corporate information, and individual counseling. In addition, Counseling and Career Services coordinates programs for part-time, off-campus employment, internships, and cooperative education experiences. For information, call (256) 782-54812 or you can find them in Kennamer Hall.

**Disability Support Services.** Disability Support Services (DSS) provides academic support services as required by Section 504/ADA, removing unfair barriers, and equalizing opportunities to otherwise qualified students. DSS does provide additional programming for students who have sensory disabilities. DSS works with faculty and staff to facilitate the student's integration into the academic community. For information, call (256) 782-8380 or you can find them in Dauge Hall.

**RMC/JSU Health Center.** Welcome to the RMC/JSU Health Center at Jacksonville State University. We are located 1701 Pelham Rd South. The RMC/JSU Health Center is a primary health care facility operated via a joint partnership with Northeast Alabama Regional Medical Center (RMC). The Health Center provides outpatient medical services as well as promotes preventive health measures to currently enrolled students, faculty, staff and currently active JSU Alumni. The Student Health Center is located between Sparkman Hall and Mason Hall. Office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m. Call for an appointment at (256) 782-5310.

**Veteran Student Success Center.** The goal of the new center is to increase veteran student enrollment, good academic standing, persistence and graduation rates. Assistance with financial aid and GI benefits, academic assistance and counseling services are just a few of the available resources. The VSS is located in Dauge Hall. Office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m. 256-782-5892.

**Office of Graduate Studies**  
320 Bibb Graves Hall  
700 Pelham Road North  
Jacksonville, AL 36265  
256-782-5348

**Student Financial Services**  
107 Bibb Graves Hall  
700 Pelham Road North  
Jacksonville, AL 36265  
256-782-5006

## **APPENDIX C: Phi Alpha Honor Society**

### **A National Honor Society for Social Work Students**

#### **Purpose:**

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. Students who are inducted into this honor society are encouraged to remain in contact with the JSU BSW program post-graduation and make suggestions on how to improve the program, as well as, opportunities for service, etc.

## **APPENDIX D: Jacksonville State University – BSW Student Social Work Club**

All social work students are strongly encouraged to join the Social Work Club. Participation provides many rewards. The Social Work Club is an organization for students designed to facilitate faculty-student and student-student interaction with formal or informal gatherings in the pursuit of furthering their social work academic career, as well as, enhancing the social work program. Club officers and members may include meeting agenda items that focus on issues such as the BSW Curriculum, student affairs, etc., or they can focus on issues such as service-learning activities. This organization provides an outlet for students to get involved in program concerns, university concerns, or public/community issues, etc. The Social Work Club also offers a chance to network with students and faculty from other colleges and universities, as well as, social work professionals.

Why should I join the Social Work Club? The Social Work Club provides opportunities for formulating or modifying BSW program policies affecting academic or student affairs; service-learning projects on and off campus, recreational and entertainment activities, making valuable social and professional connections and personal growth.

## **APPENDIX E: Social Work Resources**

Council on Social Work Education (the sole accrediting agency for social work education in US)

Association of Social Work Boards (ASWB) (for licensure exam)

SWES Home Study Workbooks for Licensure (for licensure exam)

Association for Advanced Testing in the Behavioral Sciences License Preparation (for licensure exam)

Academic Review Home Study Program (for licensure exam)

Association of Baccalaureate Social Work Program Directors (BPD)

Institute for the Advancement of Social Work Research (IASWR)

National Association of Deans and Directors of Schools of Social Work (NADD)

National Association of Social Workers (NASW) (The National Association of Social Workers (NASW) is the largest membership organization of professional social workers in the world, with 132,000 members.)

National Association of Social Workers, Alabama Chapter (for licensure preparation workshops)

School Social Work Association of America (SSWAA)

Social Worker.com (the social work careers magazine, has been published since 1994)

Social Worker Action Network

Social Work Resource Links at the JSU Library

Social Work Licensing in Alabama (ABSWE) (for licensure in Social Work)

Practice Research Network (incomes for social workers)

Social Work

Social Work Today Social Work Portal ( a national monthly newsmagazine committed to enhancing the entire social work profession)

## **APPENDIX F: Student Government Association**

The Student Government Association is composed of four branches of government: Executive, Legislative, Judicial, and Student Activities Council. Each branch is devoted to serving Jacksonville State University students in different ways. Social work students are encouraged to be involved in the JSU-SGA as either officers or active student participants.

### **Executive Branch**

The SGA President presides over the Executive Branch, which is comprised of the Vice President of Student Senate, Vice President of Student Activities, Vice President of Organizational Affairs, Chief Justice, and Director of Publicity.

### **Legislative Branch**

The Vice President of Student Senate is in charge of the Legislative Branch of government and serves as the President of the Senate. The Legislative Branch is made up of various committees and the 35 voting students who make up the Student Senate. The Vice President of Organizational Affairs assumes responsibility for all procedures of the Organizational Council. The VPOA also monitors the SGA funds and prepares the budget, in addition to overseeing the Allocations Committee.

### **Judicial Branch**

The Chief Justice serves as head of the Judicial Branch. The Judicial Branch serves as the disciplinary appeal process for students and also coordinates the Traffic Court.

### **Student Activities Council**

The Vice President of Student Activities presides over the Student Activities Council and is in charge of entertainment and recreational activities including concerts, lectures, movies, comedy clubs, and other special events.

All registered students are automatically members of the Student Government Association. To become more actively involved, go by the Office of Student Life in Room #402 Theron Montgomery Building.

**Student Government Association**  
**402 Theron Montgomery Building**  
**(256) 782-5491 Telephone**  
**(256) 782-5087 Fax**  
**<http://sga.jsu.edu>**  
**SGA Hotline 782-5699**

## APPENDIX G: Scholarship Information

### **JSU Scholarships**

**Website link to JSU scholarships:**

**<http://www.jsu.edu/finaid/scholarships/types.html>**

#### **Audrey Knighton Field Instruction Scholarship**

Full-time students demonstrating academic achievement during the Field Instruction Phase; to be eligible, students must be enrolled in Field Instruction (SW 499/450), have an overall 3.0 GPA and a 3.5 GPA in Social Work courses.

Awarded in Spring / Summer / Fall.

Submission deadline for Spring award is January 1st and submission for Fall and Summer award is March 1st.

#### **Gweneth G. Mulder Scholarship**

(To be eligible, students must have completed 12 hours in sociology OR social work and have a GPA above a 3.5 in the major and 3.00 cumulative. The criteria include number of hours completed GPA (overall and in the major) as well as involvement in the discipline.)

#### **Parker (Liza)**

Full-time students demonstrating academic achievement; To be eligible, students must be registered with the JSU Office of Disability Support Services, have completed 12 hours in social work and have a GPA above 3.5 in the major and 3.0 cumulative.

Awarded: Fall Semester

**<http://www.jsu.edu/finaid/scholarships/types.html>**

### **Outside Sources Scholarships**

#### **NASW, Alabama Chapter-Torchbearer Scholarship**

The NASW-AL Torchbearer Scholarship is awarded to students in a social work degree program who have demonstrated leadership, commitment to the field of social work, and the propensity to bear the torch to continue the legacy of our Alabama Social Work Pioneers.



**Application Requirements:**

- 1) Completed application form;
- 2) Proof of current membership to NASW;
- 3) Official school transcript; and
- 4) Scholarship Essay

**Scholarship Information:**

The Alabama Chapter of NASW will award one scholarship to an BSW student in the amount of \$500.00. Scholarship recipients will also receive a one-year paid membership to NASW and will have an opportunity to present their essay at the annual Social Work Advocacy Day event in Montgomery, AL.

**Go to the NASW-AL website for further information:** <http://www.naswal.org/>

## APPENDIX H: Local Organizations and Social Work Resources

### **ASBSWE-Alabama State Board of Social Work Examiners- (<http://abswe.state.al.us/>)**

The Alabama State Board of Social Work Examiners is a regulatory organization comprised of licensed social work practitioners whose mission is:

- \* To protect the public from incompetent, unethical and unlawful social work practice.
- \* To enforce qualification standards for all levels of licensure and certification.
- \* To delineate unlawful conduct through disciplinary procedures against practitioners who violate applicable laws or rules.

### **Alabama Arise Citizens' Policy Project-( <http://www.arisecitizens.org/>)**

**Arise Citizens' Policy Project (ACPP)**, founded in 1994, is a statewide nonprofit, nonpartisan coalition of 145 congregations and community groups and hundreds of individuals united in their belief that low-income people are suffering because of state policy decisions. Through ACPP, groups and individuals join together to promote state policies to improve the lives of low-income Alabamians. In a state that by many measures is the worst place for poor people to live in the United States, ACPP believes acts of charity are vital, but they are not enough; we must work to improve harmful state policies. ACPP provides a structure in which Alabamians can engage in public debates with the goal of improving the welfare of all Alabamians. Donations to ACPP, a 501(c)(3) organization, are tax-deductible.

### **Alabama Possible-( <http://alabamapossible.org/>)**

Alabama Possible is a statewide nonprofit organization that works to reduce systemic poverty and its root causes by inspiring Alabamians to pursue a state in which no individual's quality of life is diminished by poverty. AP disrupts misperceptions, raises public awareness and collaborates with residents to reduce poverty and its negative impacts on Alabama's families. Through its work and activities, AP educates Alabamians about poverty, collaborates with higher-education and faith-based institutions on poverty-reduction activities and advocates for fact-based policy decisions.

### **Alabama Department of Human Resources-(<http://www.dhr.alabama.gov/>)**

The Alabama Department of Human Resources will help families receive the least disruptive services they need, when they need them, and for only as long as they need them in order to maintain children in or return them to a safe, stable home.

### **Department of Public Health-(<http://www.adph.org/>)**

Bureau of Children's Health Insurance  
Bureau of Clinical Laboratories  
Bureau of Communicable Disease  
Office of Emergency Medical Services  
Center for Emergency Preparedness  
Bureau of Environmental Services  
Bureau of Family Health Services  
Bureau of Financial Services  
Bureau of Health Promotion and Chronic Disease  
Bureau of Health Provider Standards

Center for Health Statistics  
Bureau of Home and Community Services  
Office of Human Resources  
Bureau of Information Technology  
Bureau of Professional and Support Services  
Office of Program Integrity  
Office of Radiation Control  
County Health Department Services  
Public Health Areas Map  
ADPH Organizational Chart

### **County Health Departments**

County health departments work to preserve, protect, and enhance the general health and environment of the community by:

- providing health assessment information to the community.
- providing leadership in public health policy.
- assuring access to quality health services and information, preventing disease, and enforcing health regulations

### **East Alabama Regional Planning and Development Commission-**

<http://www.earpdc.org/>

The Commission's Area Agency on Aging provides services to seniors through either local contracts or by direct service provision and assists in the coordination of a variety of aging service programs with other agencies throughout the 10-county area. The Commission's Area Agency on Aging is part of a nationwide Network on Aging under the direction of the U.S. Administration on Aging. The primary responsibility of the Area Agency on Aging is the implementation of the Older Americans Act of 1965, as amended, administration of state programs under the supervision of the Alabama Department of Senior Services, and implementation of local programs serving older Alabamians. In communities throughout the regions, the Commission currently funds 42 Senior Centers serving hot meals and 2 Nutrition Outreach Centers providing frozen meals to homebound elderly. The Commission operates "SenioRx", a prescription drug assistance program, the Aging and Disability Resource Center (ADRC) which streamlines access to services for seniors 60 years and above and disabled persons regardless of age, and the Commission's Senior Community Service Employment Program (SCSEP) offers assistance to unemployed job seekers, who are 55 years of age and older and with limited household income, etc.

### **National Organizations and Resources**

#### **CSWE-COUNCIL ON SOCIAL WORK EDUCATION**

<http://www.cswe.org/>

The **Council on Social Work Education (CSWE)** is a nonprofit national association representing more than 2,500 individual members, as well as graduate and undergraduate programs of professional social work education. Founded in 1952, this partnership of educational and professional institutions, social welfare agencies, and

private citizens is recognized by the Council for Higher Education Accreditation as the sole accrediting agency for social work education in this country.

### **NASW-NATIONAL ASSOCIATION OF SOCIAL WORKERS**

<https://www.socialworkers.org/>

The National Association of Social Workers (NASW) is the largest membership organization of professional social workers in the world, with 132,000 members. NASW works to enhance the professional growth and development of its members, to create and maintain professional standards, and to advance sound social policies.

### **ASWB- ASSOCIATION OF SOCIAL WORK BOARDS**

<http://www.aswb.org/>

The Association of Social Work Boards (ASWB) is the nonprofit organization composed of and owned by the social work regulatory boards and colleges of 49 U.S. states, the District of Columbia, the U.S. Virgin Islands, and all 10 Canadian provinces. We are the only nonprofit organization dedicated to social work regulation. Our mission is to strengthen protection of the public by providing support and services to our member boards. ASWB owns and maintains the social work licensing examinations that are used to test a social worker's competence to practice ethically and safely.

## APPENDIX I: Policy on Background Checks and Disclosure

An increasing number of agencies require that students in the BSW program obtain and pass a background check, drug test and/or finger printing in order to participate in field placements (The Field Practicum courses 448 and 449). Consequently, students may be required to undergo a background check before beginning a field placement as part of the BSW program. Be advised that drug testing may be a required part of the background check.

The following are the minimum areas of inquiry typically covered in the background check requested by JSU's partners, although some agencies may require a more comprehensive background check:

- Seven-year criminal court history
- Address verification
- Sex offender database search
- Two names verification (current legal and one other name (AKA))
- Statewide check of records
- Social security number verification.

The fees required to obtain a background check and any additional tests are the sole responsibility of the student.

Students are required to immediately report all changes in their criminal record that occur while enrolled in the BSW program, including any pending criminal charges, convictions, and/or serious driving violations as they may prevent placement in the field. Failure to report any change in status will result in referral to the BSW Program Coordinator and may result in a delay in the student's ability to complete the BSW program and to graduate as planned.

Students must authorize release of the results of the background check to the field agency. If there is any information in the background check report that an agency determines disqualifies the student from participating, then the student will be responsible for obtaining the necessary documents to correct/explain the information. If the issue is not resolved to the satisfaction of the agency, then the student may not be able to participate in a field placement and may be unable to complete the requirements for the degree.

I hereby certify that I have read, understand, and agree to the Policy on Background Checks and Disclosure.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
JSU Student ID Number