

**SOCIAL WORK
PROGRAM MANUAL
2021-2022**



Social Work Credit for Life or Work Experience

PURPOSE OF THE SOCIAL WORK STUDENT HANDBOOK

This **Social Work Student Handbook** provides necessary information regarding policies, responsibilities, and expectations for students majoring in social work at the Mount St. Joseph University

MOUNT SAINT JOSEPH UNIVERSITY
SOCIAL WORK PROGRAM

The Social Work program implements the mission of the University. The University, Catholic in tradition, and emphasizing a Christian value orientation to life, strives to meet community educational, cultural, social and religious needs. The Social Work program reflects a commitment to social justice, democratic principles and the principle ethics of the social work profession. As a Social Work major, you will learn to put into practice ethical values that reflect: a concern for the needs of others, responsibility for self, and the skills to make our complex and changing society more responsive to human needs.

With small classes, the University and the Social Work faculty are able to provide a community that brings together people of differing ages, interests, ethnicity and expectations for mutual learning, as well as to encourage individual thinking. Recognizing the special needs of adult learners, Social Work courses (those with the SWK prefix) are offered in evening and weekend time frames. The prerequisite and cognate courses can be taken in these time frames as well.

The Social Work program has been accredited by the Council on Social Work Education since 1991. Graduates of the program are eligible for Social Work Licensure (LSW) in Ohio and other states with similar license requirements.

The Social Work Profession

Social Work is a helping profession, assisting and encouraging clients to develop their own skills and abilities to meet their own needs, rather than "doing" for the client. Social workers also strive to help insure that the client's social environment will provide opportunities for self-development; for example, a severely disabled worker receives job training to become a computer programmer, but the community must provide the appropriate transportation to enable this person to reach the job. Social workers are active in the community to establish and improve resources.

pursue an MSW degree, with the possibility of eligibility for an advanced standing program.

3. To promote the application of social work competencies in ongoing community engagement, service to others, and social responsibility.
4. To prepare students to apply the knowledge, ethical principles, values, and competencies of a generalist practice social worker within various community settings.

CSWE Competencies

The Council on Social Work Education ([CSWE](#)) accredits all BSW

alienation as well as privilege, power, and acclaim. Social workers also understand the forms and mechanisms structures and values, including social, economic, political, and cultural exclusions, may oppress, marginalize, alienate, or create privilege and power. Social workers:

are also knowledgeable about policy formulation, analysis, imp6(1)7v4Ae(on, a)7(t)-20(1)7(a)7(t)-13(i)7(on,d e(c

values and preferences of clients and constituencies.

MSJ Social Work Program Admission Requirements

Introduction

The social work profession is committed to serving individuals, families, groups, and communities representing the diversity found within society. Diversity may be categorized, but not limited to: race, gender identity, color, sex, sexual orientation, age, religious beliefs, national origin, marital status, political belief, mental or physical ability. To best serve diverse populations, the MSJ Department of Sociology and Social Work seeks to recruit students who value and reflect such diversity. Therefore, the social work program encourages applicants from persons representative of diverse groups to apply to the program.

Recruitment

The MSJ Department of Sociology and Social Work works directly with the MSJ Office of Admissions to recruit high school and transfer students interested in a career in social work. Social work faculty participate in such activities as recruitment events, transfer fairs, and meeting individually with prospective students. In addition, the department has collaborative relationships with community colleges to build relationships and assist with the admission process. Furthermore, the university has articulation agreements with local community colleges to ease and outline the process for transfer students.

Social Work Major

Once admitted to Mount St. Joseph University, students may declare social work as a major. Once students declare social work as a major, they will be assigned an academic advisor within the social work program. Social work program academic advisors are full time social work professors who provide academic and professional advising services to all social work majors. Transfer students should declare social work as a major during their transfer appointment with their admissions recruiter.

Admission Requirements

All students admitted to the social work program must:

Applied and been accepted by Mount St. Joseph University

Achieved junior status (60 hours of successful coursework) by the end of the summer semester in which they are admitted.

Successful completion, with a grade C or better, in the following courses, or their equivalents, by the first date of the fall semester of admission:

- SWK 220: Introduction to Social Work
- SOC 103: Our Social World
- PSY 103: Introduction to Psychology
- BIO 131: Anatomy & Physiology, plus lab
- MTH 174: Statistics

Achieved a minimum 2.50 grade point average (GPA). Students with a GPA between 2.25 and 2.49 may be admitted on a conditional status. Acceptance will be dependent upon an assessment by the Social Work Program Director on the likelihood the applicant can improve their GPA to 2.50 needed for graduation.

Conditionally admitted applicants are required to complete a check in during the semester advising period with their program academic advisor until their GPA is up to a 2.5. The completion of 20 hours of community service through either a prior volunteer, co-op, internship, or paid position in a social/health agency within the past five years or

Applicants are required to submit the following application documents:

A current resume.

One letter of reference. Reference letters can be from a recent course instructor/teacher or

academic settings and ability to uphold the professional values of the social work profession. References from friends and family will not be accepted.

A personal essay statement. The department faculty are interested in your life experiences leading up to your decision to apply for admission to this program. As part of this application, you are to write a statement that addresses the areas listed below. The statement will be used to assess your writing and critical thinking skills as well as to aid the department faculty in deciding about your application. completion of a personal essay statement submitted to the program director which demonstrates potential for the social work profession. The personal essay guidelines are:

- Students will submit a five-page personal essay which must be in APA format.
- Discuss why you want to pursue a career in social work.
- Discuss your understanding of the key Social Work values. Discuss any experiences which you have had in which your actions demonstrated that you were applying these values (though you may not have been aware that you were acting according to these values at that time).
- Describe your successes and challenges you have experienced in your employment, personal life, and educational journey.
- Describe your experiences working with people in a service capacity.
- Describe your experiences working with individuals or groups who are different from you (i.e. religious, ethnicity, political ideologies, socio-economic, gender identity, sexual orientation, race, and disability status). What difficulties do you feel you might have as an individual working with any groups (please be specific)?
- What is your plan to be successful in the social work program?

Admission Decision

The personal essay will be evaluated on the following three dimensions:

Compatibility of your values with values of the profession

the instructor will link the student to resources at the University.) The essay must be submitted in APA format and show a general understanding of APA formatting.

The Department of Sociology and Social Work seek applicants who are mature, have high emotional intelligence, and have a strong sense of responsibility and integrity. In addition to completing program requirements for admission, the MSJ Department of Sociology and Social Work admissions committee, which includes all department full time faculty, consider other factors that contribute to the development of the professional social worker.

Once the formal application package is submitted materials will be evaluated by the MSJ Department of Sociology and Social Work admissions committee. The applicant will be notified either via a letter or an email message from the Program Director within 45 days of the applications submission.

Once an admission decision has been determined the applicant will receive one of the following types of written responses:

- formal "acceptance" into the program,
- "postponement" (in order to improve writing skills, raise G.P.A., or complete required prerequisites), or
- "denial", with the reason for denial included.

Criminal Offenses

Students are required to disclose criminal history on the application. Failure to disclose may result in denial of application. Although the program does not require applicants to complete a background check, students should realize that field agencies may require criminal background checks. Additionally, students should understand that future employers may require background checks, which may disqualify applicants from some social work positions. For the MSJ Director of Field Education to best meet the field placement needs of students, asks students whether they

Advising and Evaluation of Student Progress

All students declaring social work as a major are assigned a permanent advisor from the full-time social work faculty. All current advisors have an MSW or a doctorate. At the orientation

these grades is another opportunity for advisors to meet with students whose grades are below a

The social work faculty also meet once each month to present concerns about the progress of their advisees and to obtain the views of the other faculty with respect to the student's

of 100 hours of paid or volunteer work in human services, you will be advised to enroll in Service Learning. You will take SWK 327, Interviewing and Assessment and SWK 328, Group Approaches to Problem Solving, before you take your Field Work courses. The program is designed to build your knowledge of human behavior and the social environment in preparation for the acquisition of social work practice skills.

Students attending part-time should follow the plan to complete liberal arts requirements first, and then the cognate courses required for the core courses. You will always have the opportunity to discuss your schedule with the faculty member assigned to advise you. All students must consult with his/her advisor when registering for courses. The advisor must give the student authorize the student for registration.

The Council on Social Work Education (CSWE) accreditation policy 2.3 in the educational of instruction and learning in which the profession socializes its students to perform the role of practitioner. Professionals have pedagogical norms with which they connect and integrate theory and practice. In social work, the signature pedagogy is field education. The intent of field education is to connect the theoretical and conceptual contribution of the classroom with the practical world of the practice setting. It is a basic precept of social work education that the two interrelated components of curriculum classroom and field --- are of equal importance within the curriculum, and each contributes to the development of the requisite competencies of professional practice. Field education is systematically designed, supervised, coordinated, and evaluated based on criteria by which students demonstrate the achievement of program

For those students who need non-standard hours for their field placement (e.g., evening and/or weekends), we will make every effort to help the student find a suitable field placement site that can accommodate those non-standard hours. The student must be flexible, however, as to what population is served as well as to where the agency is located. We cannot guarantee that a non-standard hour field placement site can be secured. However, if the student is flexible in population, location, and evening/weekend hours selected by the prospective field placement agency, we are confident that a suitable site may be found.

Every field placement setting and every field placement instructor must meet all requirements of the Mount St. Joseph University Social Work Program.

Please refer to the Field Manual for detailed information on field work. However, information is provided here to present a basic overview of field work for social work students.

Field Work Course Structure

to the social work program and have a minimum of senior class standing when the course begins. Additionally, students must have completed the prerequisite courses and if needed, be concurrently enrolled in the corequisite course below.

Prerequisite courses include:

- SWK 322- Human Behavior and the Social Environment I
- SWK 327- Interviewing and Assessment
- SWK 317- Interdisciplinary Approach to Diversity and Social Justice

Corequisite courses include:

- SWK 328- Group Approached to Problem-solving

- 6) Complete interview(s) with prospective field agency (agencies)
- 7) Be matched with field agency
- 8) Completion of the BSW Field Placement Confirmation Form & Field Agency Agreement
- 9) Approval by the Director of Field Education

b. For Field Work II (SWK 432):

- 1) Be in good standing with BSW Program
- 2) A grade of C or better

Communication

The department utilizes email as the primary means for disseminating information to students. It is imperative that students regularly check their MSJ email account. Not checking email is not an acceptable excuse for missing a deadline, announcements, or not receiving important information. Additionally, students are encouraged to follow the [Mount St. Joseph University - Department of Sociology and Social Work](#) Facebook page to connect with current students and alumni, as well as news and updates about the department.

Student Conduct and Performance

Students admitted to the social work program are expected to conduct themselves by the highest levels of conduct, both academically professionally, and ethically.

Social Work Code of Ethics

The Department of Sociology and Social Work adheres to and is guided by the [NASW Code of Ethics](#). The NASW Code of Ethics provides a set of values, principles, and standards to guide social worker decision making, as well as everyday professional conduct. Social work students are expected to demonstrate professional behavior that reflects a commitment to the ethics of the social work profession, as outlined in the NASW Code of Ethics.

Behavior and statements contrary to the NASW Code of Ethics may be cause for denial of the . Examples of behavior that would warrant a review include, but are not limited to: derogatory statements (written, oral, or electronically based statements) towards students, staff, faculty, agencies or clients. Derogatory statements concerning race, ethnicity, culture, religion, socio-economic status, gender, sexual orientation, disability status or other status may also warrant a review.

Formal Review Processes (academic and non-academic)

Policy and Procedure for Termination from the Program
In

Policy against Discrimination, Harassment, Sexual Harassment & Misconduct, and

Retaliation

The Social Work Program follows the policy on discrimination, harassment, sexual harassment and misconduct, and retaliation set forth by Mount St. Joseph University. Mount St. Joseph environment free from discrimination and harassment on the basis of race, color, origin, religion, age, disability, sex (sexual orientation and gender identity) or any other legally protected status. This policy focuses on incidents of sex discrimination (including sexual harassment and sexual misconduct), domestic violence, dating violence, and stalking. For incidents of discrimination, harassment, or retaliation related to race, color, national origin, religion, age, disability, or other legally protected statuses, please see the [-Discrimination Policy](#).

Students are encouraged to read the Sex Discrimination, Sexual Misconduct and Interpersonal nex D0000912 0 6

Department Student Organizations and Participation in Governance

Phi Alpha Honor Society:

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

University, a chapter of Phi Alpha, has been in existence since 1996. Phi Alpha promotes excellence in both scholarship and service. Social work majors are eligible for Phi Alpha Honor

Undergraduate students shall be enrolled in the institution represented by the chapter, have declared a major in social work, have completed 9 semester hours of required social work

Source: [Phi Alpha Honor Society By-laws](#)

Social Work Club

The Mount St. Joseph University Social Work Program recognizes the right of the social work students to have representation at (1) regular monthly social work faculty meetings; and, (2) meetings that focus on specific matters such as curriculum design, course content, scheduling of course, admissions policy, and disciplinary policy such as that dealing with plagiarism and other ethical violations. In conformance with confidentiality policies, student representation at such meetings is barred at any time that specific students or faculty members are being discussed. Students are notified of this right by information presented in this Social Work Student Handbook and through advising sessions with their advisor.

Student Ambassador Program

In fall 2020, the Department of Sociology and Social Work created a Student Ambassador Program. The purpose of this program is to engage social work majors in curricular and non-curricular program development. Student Ambassadors have an active, participatory voice, although not limited to the following:

Community Advisory Board attend MSJ Social Work advisory board meetings, which occur two times per academic year.

New Student Recruiter attend Discover the Mount days with SOC/SWK faculty to recruit new majors. Meet interested students during their campus tours.

Curriculum Committee attend curriculum meetings pertaining to SOC/SWK course developments and revisions.

All social work majors are encouraged to apply to the Student Ambassador Program. Department faculty select students based on their application and academic standing in the department. Students serve as Student Ambassadors for one year, and may continue to serve if desired.

University Support Services for Students

Social Work majors are encouraged to use the full range of support services provided by the University.

- I. **The Learning Center** is available to all students and provides paid tutors in most academic areas. The Learning Center program provides workshops and individual sessions to increase academic success (study skills, time management, tutoring techniques). The University provides a well-equipped Reading and Study Skills Laboratory for its student body. The University has an Academic Learning Center to assist students to meet specific needs ranging from grammar, spelling, and test taking to all phases of writing papers, including using library facilities for research. Specialists diagnose reading needs and offer corrective and developmental exercises adapted to individual needs. Developmental reading classes are provided for students in vocabulary, comprehension, reading speed, and study skills.

- II. **Project EXCEL**, for students with learning disabilities, supports individual needs. Its staff works with students and faculty to adapt learning requirements, assignments and testing, while ensuring that students meet academic standards.

- III. **The Wellness Center** provides programs and services to promote wellness and to prevent illness. Programs inform the campus community about health issues and encourage students and the University community to take responsibility for health and to promote a holistic approach. An outpatient clinic is staffed by a full-time registered nurse, who is on call for emergencies and who maintains a pool of resource people. Student group hospitalization coverage is available (all full-time and resident students are required to have health insurance).

As part of the Wellness Center, the Counseling Center's professional counselors, while maintaining confidentiality and privacy, help students to resolve personal issues and increase self-awareness. Psychological testing services are available.

If you are concerned about your emotional sense of well-being, you can make an appointment with one of our mental health counselors by calling and making an appointment during business hours (M-F, 8:30-5:30).

3. If you feel unsafe, please dial 911 or go to your nearest hospital emergency room. If you are on campus, you can also call Campus Police at 513-244-_____ one

IV. Student Resource Center - Any student who is facing financial barriers that can impact their performance in this course, such as transportation issues, difficulty accessing sufficient food, access to affordable healthcare, or lack of a safe and/or stable place to live, is urged to contact the MSJ Student Resource Center (CL12B, 513-244-4276, MSJStudentResourceCenter@msj.edu).

V. The Office of Diversity & Inclusion provides cultural, personal and academic support through special programs and individual and group services. This office sponsors a wide range of programs and events to promote appreciation and awareness of cultural diversity for the entire University community.

VI. The Career and Experiential Education Center provides comprehensive career services to all students, from freshmen to graduating seniors, and to University alumni. The Center provides students with current information about the job market, career opportunities, and graduate programs. Through the Career Resource Library students can access career information. The University provides job search assistance. Job listings for full-time, part-time, summer and temporary employment are regularly posted on job boards. Graduating seniors may sign up for on-campus interviews with recruiters from organizations seeking to fill positions.

The Cooperative Education Program offers qualified students the opportunity to obtain career related, paid work experience. A co-

VIII. Lockers and lounge areas are provided for conversation and informal meetings for full-time commuter students. The Mount provides a wireless computer environment for students and faculty, and there are computer labs located other places around campus.

IX. The Division of Student Affairs provides a centralized referral network to inform and link students and encourage use of University services. This system seeks to promote understanding and communication between students, faculty and administration.

Professional Organizations

Council on Social Work Education (CSWE)

Founded in 1952, the [Council on Social Work Education \(CSWE\)](#) is the national association representing social work education in the United States. Its members include over 800 accredited

educators, practitioners, and agencies dedicated to advancing quality social work education. Through its many initiatives, activities, and centers, CSWE supports quality social work education and provides opportunities for leadership and professional development, so that social

is recognized by the Council for Higher Education Accreditation as the sole accrediting agency for social work education in the United States and its territories.

CSWE provides information for [Students exploring social](#) work on their website.

National Association of Social Workers (NASW)

Social Work is a profession that requires continuous learning and personal development. Students are encouraged to obtain membership in the National Association of Social Workers which publishes various literature which provides current information on matters of interest to social workers, as well as reports on the scholarly activities of professional social workers.

[NASW Website](#)

FIRST YEAR-SEMESTER #1

COM 100/ENG 101	3
CORE 115	3
SOC 103	3
Core requirement	3
Core requirement	3

~~SECOND YEAR~~ **—**

Student Name _____

ID #: _____

UG17

Students and Advisors: to find courses that fulfill core code requirements and major requirements, look under COURSE AREA.

46-49 Total Credit Hours

REQUIREMENTS	COURSE TAKEN	TRANSFER	MSJ
Common Good (12-15 credit hours)			
CORE 115 Common Ground (3 credit hours) Code COR (Taken in the first semester at the Mount.)			
Justice and the Common Good** (3 credit hours) **Pre-requisite: Religion course (coded R/CR) and **Pre-requisite or co-requisite: SOC 103 Code JCG			
Ethics (3 credit hours) Code CE			
Experiential Learning (0-3 credit hours) SOCIAL WORK FIELD PLACEMENT HOURS COVER THIS Circle when applicable: Completed? Yes Code EXP		Credits completed: 0 1 2 3	Credits completed: 0 1 2 3
Core Capstone (3 credit hours) Code CCP			

Discipline-Specific Core (34 credit hours; required for all students)			
Humanities 21 credit hours			
Speech (COM(16(e) c)6(re)6(di)7(t)7(hours)-			

History (3 credit hours) Code CH			
Religious Studies (3 credit hours) Code CR			
Philosophy (3 credit hours) Code CP			
Sciences -- 13 credit hours			
Biology + lab or Geology + lab or Chemistry + lab or Physics + lab (4 credit hours) Code CN			
Mathematics (3 credit hours) Code CMA (Must be taken within the first 64 hours.)			
SOC 103 Our Social World (3 credit hours) Code CS			
Choose one discipline (3 credit hours total): ECO 212 Microeconomics (3 credit hours) Code CEP PSY 103 Psychology (3 credit hours) Code CEP			

Traditional Liberal Arts & Sciences Fields (Disciplines)
Which Offer Courses to Satisfy Core Curriculum Requirements

Current LA&S Fields Offered At MSJ	Code*	Academic Departments Not Offered at MSJ but Courses Accepted as Transfer Credit to Satisfy Core LA&S	Code*
American Sign Language (SED)	LAS	Archeology	LAS
Anthropology (SOC)	LAS	Astronomy (PHY)	N/CN
Art	A/CAM	Atmospheric Sciences & Meteorology	N/CN
Biology	N/CN	Botany	N/CN
Chemistry	N/CN	Dance	LAS
Communication Studies	C/LAS	Drama/Theatre Arts	LAS
Economics	S/CEP	Earth Sciences	N/CN
English	C/L/CL/LAS	Film/Video/Photographic Arts	LAS
English As Second Language	LAS	Foreign Languages (All)	LAS
Ethics (ETH:REL or ETH:PHI)	E/CE	General Studies	LAS
French	LAS	Humanities	LAS
Geology	N/CN	International Studies	S/CS
Geography	LAS	Linguistics	LAS
German	LAS	Multicultural Studies	S/CS
Gerontological Studies	LAS	Physiology	N/CN
History	H/CH	Oceanography	N/CN
Interdisciplinary Studies	IDS	Urban Studies	S/CS

*Any current student wishing to take a course at

another institution to fulfill the core will require prior approval from the Transfer Analyst in the Academic Advising Resource Center (AARC).

CORE CURRICULUM BACCALAUREATE DEGREE -- TRANSFER STUDENTS

# of Transfer Credits	CORE Foundation Seminar Requirements
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