



Southwest Baptist  
UNIVERSITY

*Social Work*

**Southwest Baptist University**

**BSW Program Student  
Handbook**

**2018-2019**

**College of Education and Social Sciences**

**1600 University Avenue**

**Bolivar, MO 65613-2597**

**Web:[www.sbuniv.edu/bsw](http://www.sbuniv.edu/bsw)**

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## **Introduction**

Welcome to the Bachelor of Social Work Program at Southwest Baptist University! This student handbook contains important information about the policies and requirements of the program. Should you have a specific question about the program that is not answered in this handbook, please contact:

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## **About the Handbook**

This handbook is designed to provide information about the requirements and policies of the BSW program at SBU. It does not constitute a contract. Please note that policies and procedures do change from time to time, and therefore the SBU social work program reserves the right to make such modifications as necessary. We will make every attempt to notify the student of such changes.

## About Southwest Baptist University

Since its inception in 1878, Southwest Baptist University has built a reputation for academic excellence, a firm commitment to biblical principles and a vision for reaching out to a hurting world. Today, the Bolivar campus is home to approximately 1,600 outstanding undergraduate students and 900 graduate students. As a private, four-year Christian university, SBU offers associate's, bachelor's, master's and doctoral degrees in more than 45 academic disciplines including pre-professional programs, business and nursing as well as liberal arts majors.

## Core Values of Southwest Baptist University

### *(Adopted by the Board of Trustees, October 2003)*

In fulfilling the university's mission and vision through its strategic planning process, Southwest Baptist University is committed to the following core values:

### Christian Distinctiveness

Southwest Baptist University is **Christ-centered**. From its inception, the university has been a distinctively Christian and Baptist institution in terms of worldview and ideological commitments. A Christian worldview which is grounded in the Old and New Testaments contains these beliefs:

- God is creator and sustainer of the universe and the ultimate source of all truth, beauty and moral value wherever they are found.
- Humanity chose to rebel against God and lives in a fallen state which he or she is incapable of righting.
- God sent His Son, Jesus the Christ, to pay the penalty for the sin of mankind. He died on the cross and was resurrected on the third day. All who repent of their sin and put their trust in Jesus are delivered from the eternal consequences of sin.
- God both judges and redeems humanity, thereby inviting men and women to define their relationship with Him, with fellow human beings across the globe and with history.
- All people are to be treated with respect and dignity since they have been created in the image of God and have innate worth.
- Human beings have sufficient capacity and freedom of will to develop their intellectual, physical, social, psychological and spiritual well-being.
- Christians are to be change agents in society, sharing the Christian message and lifestyle; Christians are responsible for their relationship with God, with fellow human beings and with their environment.
- Christians must exercise responsible citizenship.

### Baptist Heritage

Southwest Baptist University has a long history of association with Baptist work, both in Missouri and throughout the world. The academic foundations of the university are built upon **historical Baptist traditions**. The implications of this tradition for Baptist higher education are:

- The acknowledgment of God as the ultimate source of all knowledge and truth.
- The commitment to scholarly endeavor under God.
- The desire for open inquiry and responsible scholarship, and the freedom to promote the results of this scholarship.
- The freedom of others to hold and to promote differing scholarly views consistent with a Christian worldview.
- The acknowledgment of an ongoing relationship with the Missouri Baptist Convention.

### **Compassion and Care for SBU Family**

Southwest Baptist University is a caring community. Scripture teaches that all people, regardless of their socioeconomic, physical, mental or spiritual condition, are individuals of worth in the eyes of God. It exhorts Christians to look out for the welfare of other people, to be good stewards of the possessions God has given and to be honest with one another. The university values all members of the university family and seeks to demonstrate the highest standard of respect for people exemplifying a Christian commitment to living with one another.

### **Academic Excellence**

Southwest Baptist University is an academic community. Southwest Baptist University pursues excellence in teaching, scholarship and service by encouraging each member of the university community to live a Christ-centered life:

- Treating each person as an individual valued by Christ;
- Integrating liberal arts, research and professional studies;
- Preparing students through appropriate educational and ministry opportunities to meet the challenges of a global society; and
- Integrating Christian faith and biblical values within each academic discipline in accordance with the university's Baptist heritage.

The university recognizes that academic excellence can be achieved only through continuous evaluation and assessment of curriculum, teaching and student learning.

### **Social and Spiritual Development**

Southwest Baptist University encourages the social and spiritual development of the university family, preparing servant-leaders for the global society. The university recognizes a responsibility to assist all members of the university family to grow spiritually, intellectually and emotionally. The university responds to that responsibility by offering opportunities for education, ministry, encouragement and worship. As a distinctively Christian and Baptist institution, Southwest Baptist University believes it should demonstrate how the life-values commanded in Scripture can be integrated with academic instruction. These values include sensitivity to the needs of the larger community; a commitment to justice, mercy and personal integrity; a desire for moral growth; and a sense of mutual accountability. The moral values of the university are guided

by an understanding of Scripture and a commitment to its authority regarding all areas of Christian faith, learning and living.

An important aspect of social development and servant leadership is a commitment to service. Service and engagement at SBU promote learning beyond the classroom and encourage faculty, staff, and students to exemplify a caring academic community. Service and engagement activities can be defined as those that share the love of Christ, contribute to the public and university good, promote community and civic involvement, enrich scholarship and research, or improve the quality of life for others.

### **Personal Wellness**

The university recognizes its responsibility to assist all members of the university family to establish and maintain personal wellness. Scripture clearly teaches the importance of the body as the temple of the Holy Spirit, and the university values personal wellness as a necessary component of servant leadership. The university responds to its responsibility by offering opportunities for education and activities conducive to personal wellness.

***Mission of Southwest Baptist University***

Southwest Baptist University is a Christ-centered, caring academic community preparing students to be servant leaders in a global society.

***Mission of the College of Education and Social Sciences***

The College of Education and Social Sciences seeks to prepare students for careers in people-oriented and service-minded professions, while encouraging students to embody Christ-like character.

***Mission of the Department of Behavioral Sciences***

The mission of the Department of Behavioral Sciences is to prepare students to investigate and evaluate the human experience and to develop skills of intervention, prevention, and protection accompanied by the integration of faith and discipline.

***Mission of the Social Work Program***

The mission of Southwest Baptist University's social work program is to prepare students in a Christian context to practice as competent generalist practitioners in diverse settings worldwide.

## Goals of the Social Work Program

The social work program at Southwest Baptist University has three primary goals:

1. Equip students with the knowledge, values and skills to be competent generalist practitioners in local and global settings.
2. Inform students about compassion and respect for all humanity, based upon an understanding of God's grace, the teachings of Christ, and the Bible's instructions concerning poor and oppressed groups, in order to promote attitudes and actions of service and advocacy.
3. Promote an atmosphere that values and encourages leadership and continued development as social work professionals through lifelong learning, professional development, research, service, and graduate education.

## Social Work Program Competencies

The 9 core competencies identified in the Council on Social Work Education's *Educational Policy and Accreditation Standards* have been adopted for SBU's BSW program competencies. The 9 competencies are:

1. Demonstrate Ethical and Professional Behavior
2. Engage Diversity and difference in Practice
3. Advance Human Rights and Social, Economic, and Environmental Justice
4. Engage in Practice-informed Research and Research-informed Practice
5. Engage in Policy Practice
6. *Engage* with Individuals, Families, Groups, Organizations, and Communities
7. *Assess* Individuals, Families, Groups, Organizations, and Communities
8. *Intervene* with Individuals, Families, Groups, Organizations, and Communities
9. *Evaluate Practice* with Individuals, Families, Groups, Organizations, and Communities
10. *Integration of Faith and Social Work Practice*



## University Standards

### Statement of Nondiscrimination

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment and all unions or professional organizations holding collective bargaining or professional agreements with Southwest Baptist University are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, disability, or marital status in employment, admissions or access to, or treatment in its programs and activities, except to the extent permitted by religious exemptions recognized by law.

### Students with Disabilities

It is the policy of Southwest Baptist University to provide equal access to educational opportunities to qualified students with physical or learning disabilities, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Students requesting accommodation will need to provide appropriate, detailed documentation of: 1) a disability, which is a physical and/or learning impairment that substantially limits one or more major life activities; and 2) a need for accommodation, by virtue of the specific functional limitations of the disability, to have equal access to educational opportunities.

Southwest Baptist University intends to provide reasonable accommodation(s) for any documented disability that is certified as meeting eligibility requirements.

A student with properly documented disabilities has the right to:

- Not be denied access due to a properly documented disability.
- Receive reasonable and appropriate accommodation(s) and academic adjustments determined on a case by case basis.
- Appropriate confidentiality of all information pertaining to the student's disability, except as required by law.

### Criminal History

Students with criminal histories will not automatically be denied admission to the BSW program. Eligibility will be considered on a case-by-case basis. However, students should be aware that a criminal background may prevent field placement or employment in certain settings. Additionally, students may not be able to obtain professional licensure. As laws vary from state to state, students are encouraged to consult individual state licensing agencies for additional information. Social work licensure information for Missouri can be obtained on the Internet by visiting: <http://www.pr.mo.gov/socialworkers.asp>

### Professional Standards

The following criteria are considered as professional behavior:

1. Maintaining the *NASW Code of Ethics*
2. Demonstrating behaviors, attitudes, and values consistent with professional social work practice. These qualities include, but are not limited to:
  - a. Personal integrity and emotional stability

- b. Appropriate behavior toward peers, faculty, staff, and agency personnel and clients
- c. Value system consistent with social work practice
- d. Awareness of self and demonstrated interpersonal helping skills
- e. Respect and acceptance of diverse populations and sensitivity to the needs of various populations
- f. Openness to professional growth, including faculty observations of strengths and weaknesses

## **Academic Integrity**

Integrity is an important part of being a social worker. Students are expected to do their own work and all assignments submitted should completely be their own. The field office has a zero tolerance policy for academic dishonesty. A student who violates the university's academic integrity policy will, at minimum, receive a zero for the assignment, examination, or quiz. Any acts of plagiarism, including not acknowledging sources of information appropriately and in accordance with APA guidelines, or cheating may result in a student failing the course. Additionally, an academic infraction form will be filed for all violations, and the student may face additional repercussions from the university.

## **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the university receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel

and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Southwest Baptist University to comply with the requirements of FERPA.

## Curriculum

Five basic components of the BSW Program prepare the student for practice as a generalist social worker:

1. Required general education and graduation requirement courses
2. Elective courses
3. Required social work courses
4. Social work supportive courses
5. Supervised social work field education

The general education and graduation requirement courses are typically completed during the freshman and sophomore years. The specific requirements can be found in SBU's *University Course Catalog*. The social work major course sequence is completed in the junior and senior years after being formally admitted to the program. Please see the suggested Four Year Plan and course descriptions contained in this handbook for additional information. Additionally, the social work major is outlined in SBU's *University Course Catalog*.

## Admission Requirements

Students who wish to be admitted to SBU's BSW program must first qualify for admission to the university. University admission requirements are located in the *University Course Catalog*. Students interested in the social work major may declare a pre-social work major. Formal application to the BSW program should be made by spring of the student's sophomore year. Decisions for entrance into the program will be made each spring and admission into the program will only be for fall semesters. **The application deadline for admission to the BSW program is March 1, by 3 p.m.** Applications received after the deadline will be considered on a space available basis.

The following requirements must be met prior to formal admission to the program:

1. Completion of application for the program and all related paperwork. The application can be obtained in this *BSW Student Handbook* or on the social work program web page at <http://www.sbuniv.edu/bsw>
2. Obtain a cumulative GPA of at least a 2.5 at the time of application.
3. Completion of all prerequisite classes: PSY 1013 General Psychology, SOC 1003 Introduction to Sociology, SWK 2003 Introduction to Social Work, SOC 2001 Sophomore Seminar, SOC 2012 Human Diversity.
4. Must have a "C" or better in all prerequisite classes.
5. Submit 3 letters of recommendation. At least one letter must be from a faculty member or advisor that knows your academic capabilities and at least one letter must be a professional reference (salaried or volunteer).
6. Complete an interview and be recommended by the faculty conducting the interview.

After a student submits an application and completes the interview, the BSW Program Director will mail a decision letter. Letters will be mailed prior to the enrollment time for summer and fall classes. One of three admission decisions will be made:

- **Full Admission** – Student has been formally admitted into the program and is eligible to enroll in BSW program courses. The student will need to meet with his or her assigned Social Work advisor to enroll in classes.
- **Admission with Provisions** – Students who do not meet all admission requirements may be admitted provisionally into the BSW program. The letter will provide details of the condition(s) that must be met for continuance in the program. If the item(s) are not met satisfactorily by the designated time frame, future enrollment in social work courses may be denied.
- **Provisional Admissions with a GPA of less than 2.5** Students with a GPA of less than 2.5 but higher than 2.0 may be admitted to the program provisionally and on a trial basis. Students admitted under this provision must make progress every semester towards the required GPA of 2.5. Students admitted under this provision whose GPA falls below 2.0 are automatically withdrawn from the program and must reapply when their GPA meets minimum requirements. Students who are admitted under this provision and who do not make progress in raising their GPA for two consecutive semesters may be withdrawn from the program.
- **Denial of Admission** – Students who are not admitted into the program will not be allowed to enroll in additional social work courses. Students who are not admitted into the program may reapply for the next program year.

Students will be considered as admitted to the social work program when they have received a formal letter of acceptance from the BSW Program Director. Continuance in the BSW program is not guaranteed. Students must maintain acceptable performance according to established academic, community, and professional social work standards. Students not meeting standards may be placed on probation or may be dismissed from the program for violations of the above or other due cause.

## Program Fees

Participation in the social work program requires expenses unique to the program including, but not limited to, background checks, liability insurance, field education expenses, and accreditation costs. Students in the first year of the major, typically the junior year, will be assessed a \$250 fee to cover program related expenses. Students in their second year of the program, typically the senior year, will be assessed a \$400 fee to cover program related expenses.

## Field Education

Field experiences are a crucial element in social work education. The purpose of field placements is to reinforce classroom learning by placing students in practice settings. The field setting is a unique opportunity for social work students to integrate classroom knowledge to practice application. It is also designed to provide a hands-on application of how social work values and ethics are applied in professional settings. Social work students in their junior year of course work will begin the field education process. Below are the procedures to get started.

### BSW Field Admission Requirements

The following requirements must be met prior to students beginning field placement:

1. Obtain a cumulative and a social work major GPA of at least a 2.5 at the time of field placement.
2. Completion of SWK 2233, SWK 3013, SWK 3043, SWK 3063, SWK 3073, SWK 3113, SWK 3123 and SWK 3133. Must have a “C” or better in all prerequisite courses and in SWK 3113, SWK 3123, and SWK 3133.
3. Has exhibited acceptable performance according to established academic, community, and professional social work standards in BSW program.
4. Completion of any probationary conditions outlined in the initial acceptance letter.
5. Adheres to all deadlines provided by the BSW Field Director related to the completion of field paperwork.
6. Work with the BSW Field Director on appropriate options for field placement and obtain approval from the BSW Field Director prior to accepting a field site.

### **BSW Field Education Courses**

Students in the BSW program engage in two practicum courses for developing competencies in generalist practice. The purpose of the practicum courses will be to provide practice experience by engaging students in field settings with various populations and concentrations. These courses are based on a strengths based model and they maintain a focus on the person-in-environment fit, with particular attention on how human behavior grows and develops as a part of the planned change process. Students will enroll in SWK 4256: BSW Seminar and Practicum I in the fall and SWK 4256: BSW Seminar and Practicum II in the spring of their senior year.

### **BSW Field Education Hour Requirements**

Full time students will meet the expectations of the practicum requirement by completing 450 hours in a field placement. The first semester students will complete 200 hours in their field placement. The second semester students will complete 250 hours in their field placement. Student discretion can be used if they feel they would like to complete more than 450 hours in their field placement over the two semesters. However, students will be dismissed from the field education component if the 450 hour minimum over two semesters is not met.

Please see *SBU's Field Education Handbook* for additional guidelines regarding the field experience.

### **Academic Advising**

The University Success Center (USC) is an academic program that seeks to challenge students to think critically, to identify personal values, to develop skills for college success, and to grow in Christ. The USC faculty is responsible for advising all first-year students and all transfer students who are undecided on their major or who have less than 30 hours completed. Students are assigned an advisor in their major during the spring semester of their first year. The USC is located in Mabee Chapel.

Students declaring a Pre-Social Work major will be assigned a social work faculty member for advisement. Likewise, students who are formally admitted into the BSW program will be assigned a social work faculty member for advisement purposes.

## **Credit for Life or Work Experience**

Course credit will not be given for life experience or previous work experience. There are no exceptions to this policy.

## **Transfer of Credit**

Students who wish to transfer a course to substitute for a required social work course should submit their transcripts to SBU's Registrar's Office for evaluation. With the exception of Introduction to Social Work, only social work courses completed at a CSWE accredited BSW program in which a "C" or higher was obtained will be eligible for transfer into the SBU BSW program. Transfer of credit will be evaluated on a course by course basis. Students may be required to provide additional documentation such as syllabi or a catalog description to assist with the process.

Transfer of credit for non-social work courses will follow established university guidelines, which can be found in the *University Course Catalog*. Additional assistance may be obtained through SBU's Registrar's Office.

Per SBU policy, at least one-half of the social work major must be completed at SBU. Additionally, the BSW program requires that all 4000 level social work classes be completed through SBU.

## **Criminal History**

Students with criminal histories will not automatically be denied admission to the program. Eligibility will be considered on a case-by-case basis. However, students should be aware that a criminal background may prevent field placement or employment in certain settings. Additionally, students may not be able to obtain professional licensure. As laws vary from state to state, students are encouraged to consult individual state licensing agencies for additional information. Social work licensure information for Missouri can be obtained on the Internet by visiting <http://www.pr.mo.gov/socialworkers.asp>

Prior to entering field placement, all BSW students will be required to submit to a background check. Forms will be available online to fill out the paperwork necessary to complete this check. If concerns arise, the BSW Program has the right to request further background checks at the cost of the student before entering a field placement. Additional background checks may be required by the agency for specific field placements. The student is responsible for any additional costs related to additional background checks. Students must complete the required forms and receive confirmation of their background screening before a field placement is identified. Students will NOT be placed in field agencies without background clearance.

## Academic Standards

In order to remain in the BSW program, students must meet the following criteria:

1. Maintain a cumulative GPA of a 2.5. If a student's cumulative GPA drops below a 2.5, the student may be put on probation after consultation with the academic advisor and program director.
2. Academic dishonesty may result in failure of the assignment or class based on the professor's judgment. Multiple academic infractions or those that are egregious in nature will result in dismissal from the BSW program and may also result in dismissal from the university. See Dismissal from Social Work Program section of this *BSW Student Handbook* for additional information.

## Professional Standards

The following criteria are considered as professional behavior:

1. Maintaining the NASW *Code of Ethics*
2. Demonstrating behaviors, attitudes, and values consistent with professional social work practice. These qualities include, but are not limited to:
  - a. Personal integrity and emotional stability
  - b. Appropriate behavior toward peers, faculty, staff, and agency personnel and clients
  - c. Value system consistent with social work practice
  - d. Awareness of self and demonstrated interpersonal helping skills
  - e. Respect and acceptance of diverse populations and sensitivity to the needs of various populations
  - f. Openness to professional growth, including faculty observations of strengths and weaknesses

## Dismissal from Social Work Program

All SBU students are expected to abide by the behaviors outlined in SBU's *Student Handbook*. Academic or behavioral violations of the guidelines set forth in the SBU's *Student Handbook* may result in dismissal from the university and thus from the social work program. However, dismissal from the BSW program does not mean an automatic dismissal from the university.

In addition to university's guidelines, the Southwest Baptist University Social Work Program has established guidelines for dismissal from the BSW program. Students who do not maintain the academic or professional standards set forth in this *BSW Student Handbook* may be considered for dismissal from the program. Such termination will happen when it is determined by faculty and the program director that a student's conduct demonstrates an inability to practice social work in accordance to the values and ethics of the profession.

## Termination Process

1. Students who are believed to be in violation of one or more academic or professional standards will receive written notification of the impending dismissal from the program. Students will also be notified verbally, when possible.



2. A meeting with the student, BSW Program Director and one or more behavioral sciences faculty members will be scheduled.
3. If a remediation plan is able to be negotiated during the meeting, a contract will be signed by the BSW Program Director and the student. The student will be considered to be on probation during the time period. The contract will contain steps for problem resolution and the time limit will be established.
4. At the end of the probationary period, a meeting with the student, BSW Program Director and one or more behavioral sciences faculty members will be conducted to determine if the contract terms have been accomplished. The student will either be reinstated or dismissed from the program.

## **Academic Appeals**

Any social work student who has concerns about an academic issue (class grades or assignments, class procedures, field practice) should first meet with the faculty member involved within one week of the occurrence. If resolution of the matter is not achieved, the student should meet with the Social Work Program Director within two weeks of the occurrence. If a satisfactory resolution is not found, students should follow the appeals process outlined in SBU's *Student Handbook*.

## ***Social Work Program Grievance Procedures***

The students and faculty share the responsibility of identifying, discussing, and working through any concerns that may arise in the BSW program. The student is responsible for bringing problems to the attention of faculty and discussing problems as soon as they become apparent. Faculty are responsible for meeting with students to discuss issues, problems, or concerns, and for making efforts to resolve problems. Students are encouraged to use the guidelines found in the Social Work Code of Ethics when resolving conflicts with peers and faculty. In instances where a resolution is unobtainable, the student may initiate the appeals process found in the SBU student handbook at any time. Students are encouraged to follow the process outlined below for grievances within the BSW program before pursuing the formal appeal process found in the SBU student handbook. This process is intended to address grievances that arise in the Bachelors of Social Work program and procedures only. Grievances that arise as a result of field placement issues should be address using the procedures outline in the Bachelor's of Social Work field manual. Issues relating to academic infractions, Title IX and VAWA concerns, student life infractions, are handled through the appeals process outlined in the SBU student handbook. Student are also free to use exit the use of this process and pursue the schools appeals procedure at any time.

1. Notify the Bachelors of Social Work (BSW) Program Director in writing or email of the grievance. Point out any potential remedies to the grievance and include dates and time frames.
2. The BSW Program Director will acknowledge receiving the grievance to the student, in writing or email. The program Director will respond to the student's grievance in writing as soon as possible, but not more than 10 working days after acknowledgment.
3. The BSW Program Director will investigate the grievance. The Program Director may ask to meet with the student(s) or other faculty/staff to discuss the grievance in person in order to gain more

information about the situation. If the student is unwilling to meet within the outlined time frames above, it may have an impact on the Program Director's response to the grievance. The Program Director may recommend specific actions the student needs to take to resolve the grievance. In such case, it is the student's responsibly to follow through on any actions outlined.

4. If after receiving a written response from the BSW Program Director, the grievance has not been addressed to the student's satisfaction, the student may choose to formally request a review of the decision with the Behavioral Sciences Department Chair (BSDC) by setting up an in-person meeting with the BSDC within 10 working days after they have received the Program director's written response.
5. The BSDC will review the student's grievance, the grievance process, and all information associated with the grievance. The BSDC may or may not, depending on the issue, have authority to reverse the decisions made by social work faculty regarding the grievance. The BSDC can make recommendations, negotiate with faculty, and use administrative resources to attempt a resolution. If a resolution cannot be agreed upon at this point, the student has the option to pursue an appeal as outlined in the SBU student handbook.

### **Statement of Nondiscrimination**

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment and all unions or professional organizations holding collective bargaining or professional agreements with Southwest Baptist University are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, disability, or marital status in employment, admissions or access to, or treatment in its programs and activities, except to the extent permitted by religious exemptions recognized by law.

# Bachelor of Social Work Suggested Four Year Plan



2017-2018 Academic Year and Beyond

## Prerequisite courses for entering the program (must obtain a “C” or higher for each course)

- PSY 1013 General Psychology
- SOC 1003 Introduction to Sociology
- SWK 2003 Introduction to Social Work
- PSY/SOC 2001 Sophomore Seminar
- SOC 2012 Human Diversity

**Recommend** taking summer courses during the summers after Sophomore and Junior year to reduce load.

Freshman Year Fall Semester	hrs	Freshman Year Spring Semester	hrs
ENG 1113 English Composition I	3	ENG 2213 English Composition II	3
PSY 1013 General Psychology	3	SOC 1003 Introduction to Sociology	3
BIB 1013 Old Testament	3	BIB 1023 New Testament	3
CIS 1103 Introduction to Computing*	3	FAR 1003 Introduction to Fine Arts*	3
MAT 1143 College Algebra	3	HIS 2223 U.S. History II*	3
UNI 1111 University Seminar	<u>1</u>	UNI 1121 Critical Thinking	<u>1</u>
<b>Total 16</b>		<b>Total 16</b>	

Sophomore Year Fall Semester	hrs	Sophomore Year Spring Semester	hrs
SOC 2012 Human Diversity	2	PHS 1004 Physical Science*	4
BIO 1004 Principles of Biology	4	ECO 2003 LIFE Economics	3
SWK 2003 Introduction to Social Work	3	KIN 1162 Fitness and Wellness	2
POL 1113 American Government	3	SPF 2012 Spiritual Formation	2
COM 1103 Fundamentals of Speech*	3	Electives/ Recommended	<u>6</u>
PSY/SOC 2001 Sophomore Seminar	<u>1</u>		
<b>Total 16</b>		<b>Total 17</b>	

Junior Year Fall Semester	hrs	Junior Year Spring Semester	hrs
SWK 2233 Introduction to Research	3	PSY/SOC 3243 Elementary Statistics	3
SWK 3113 Social Work Practice I: Helping Skills	3	SWK 3123 Social Work Practice II: Individuals	3
SWK 3063 Human Behavior in the Social Environment I	3	SWK 3133 Social Work Practice III: Families & Groups	3
SWK 3013 Integrating Faith and Social Work Practice	3	SWK 3073 Human Behavior in the Social Environment II	3
PSY 3033 Abnormal Psychology	3	SWK 3043 Social Work with Diverse Populations	3
Electives/ Recommended	<u>3</u>	Electives/ Recommended	<u>3</u>
<b>Total 18</b>		<b>Total 18</b>	

Senior Year Fall Semester	hrs	Senior Year Spring Semester	hrs
SWK 4143 Social Work Practice IV: Communities & Orgs.	3	SWK 4013 Social Welfare Policy	3
SWK 4256 Seminar and Practicum I	6	SWK 4266 Seminar and Practicum II	6
Electives/ Recommended	<u>6</u>	Electives/ Recommended	<u>3</u>
<b>Total 15</b>		<b>Total 12</b>	

\*Or approved alternative according to the catalog

## Recommended Supportive Courses - Select 9 hours from the following courses:

- Any SW special topics course/elective
- PSY/SOC 4333 Child Abuse and Neglect
- SOC 3033 Family Violence
- BIO 3304 Anatomy and Physiology 2
- SOC 4033 Criminology
- SOC 3023 Sociology of Gender
- PSY/SOC 4373 Being Human and Addicted
- PSY/SOC 4053 Dealing with Death and Dying
- SOC 4083 Gerontology

## Hours for Degree Completion

General Education 42 hours

- SOC 2012 (prerequisite)

Graduation Requirements 10 hours

### Additional Prerequisites for Program

- PSY 1013/SOC 1003 3 hours (beyond General Ed. requirement)

- SOC 2001 1 hour

- SWK 2003 3 hours

Recommended Courses 9 hours

Social Work Courses 48 hours

Free Electives 12 hours

**TOTAL 128 hours**

## Social Work Required Course Descriptions

**PSY/SOC/SWK 2233. Introduction to Research – 3 hours (Fall)** This course will provide students with an overview of the various research methods in the behavioral sciences. Specific attention will be given to the different methods of assessment, evaluation, and research inquiry found in the fields of psychology, sociology, and social work.

**PSY 3033. Abnormal Psychology - 3 hours (Fall, Spring)** Major psychoses, psychoneuroses, sexual adjustment and an analysis of childhood background which leads to mental breakdowns, phobias, compulsions and hysteria. Prerequisite: PSY 1013.

**PSY/SOC 3243. Elementary Statistics - 3 hours (Fall, Spring)** Measurement, averages, variability percentile rank, normal curve, correlation, chi-square and probability related to the behavior sciences. Prerequisites: PSY 1013 or SOC 1003 or EDU 2113 and CIS 1103.

**SOC/PSY 2001. Sophomore Seminar - 1 hour (Fall, Spring)** This is a topical course emphasizing the content of the major and the APA (American Psychological Association) style of writing.

**SOC 2012. Human Diversity - 2 hours (Fall, Spring)**

This course is designed to expose students to the wide range of diverse human perspectives found in our society. Content will focus on cultural influences, global connectedness, and understanding the universality and diversity that characterize humans. Prerequisites: SOC 1003 or PSY 1013.

**SWK 2003. Introduction to Social Work and Social Welfare - 3 hours (Fall)** This course will provide students with a broad overview of the profession of social work. Specific attention will be given to social work's historical background, ethics and values, practice settings, and historical and current social welfare policies.

**SWK 3013. Integrating Faith and Social Work Practice – 3 hours (Fall)** This course explores the basic tenants of a Christian worldview and compares and contrasts them with the underlying values and theoretical basis of social work. Students will be encouraged to develop personal insight and understanding on how to integrate Christian principles and values into social work practice. Additionally, considerations for social work practice with other faiths likely to be encountered in practice settings will be explored. Prerequisite: Admission to the BSW program.

**SWK 3043. Social Work with Diverse Populations – 3 hours (Spring)** This course prepares students to work with diverse groups in local and global settings. Identifying and developing skills for culturally competent social work generalist practice will be emphasized in this course. Prerequisite: Introduction to Social Work and admission to the BSW program.

**SWK 3063. Human Behavior and the Social Environment I – 3 hours (Fall)** This course is the first of two Human Behavior and the Social Environment courses required for social work majors. The class focuses on the biological, psychological, and sociological development of individuals across the lifespan, emphasizing a systems perspective. Theoretical frameworks of understanding a person's behavior in their social environment will also be emphasized. Prerequisite: SWK 2003 and admission to the BSW program.

**SWK 3073. Human Behavior and the Social Environment II – 3 hours (Spring)** This course is the second of two Human Behavior and the Social Environment courses required for social work majors. The course introduces students to knowledge, theories, and concepts about human behavior within the context of groups, organizations, and communities. Special emphasis will be placed on learning and understanding the functions and effects of racial, ethnic and cultural diversity as they relate to macro theories. Prerequisite: SWK 2003 and admission to the BSW program.

**SWK 3113. Social Work Practice I: Helping Skills – 3 hours (Fall)** This course is the first in a series of four social work practice courses. It will introduce the student to fundamental knowledge and skills necessary for professional generalist social work practice. Prerequisite: SWK 2003 and admission to the BSW program.

**SWK 3123. Social Work Practice II: Individuals – 3 hours (Spring)** This course is the second in a series of four social work practice courses. The purpose of this course is continued preparation for generalist social work practice with an emphasis and focus on micro level social work practice with individuals. Prerequisite: SWK 3113 and admission to the BSW program.

**SWK 3133. Social Work Practice III: Families & Groups – 3 hours (Spring)** This course is the third in a series of four social work practice courses. The purpose of this course is continued preparation for generalist social work practice with an emphasis and focus on practice with groups and families. Prerequisite: SWK 3113 and admission to the BSW program.

**SWK 4143. Social Work Practice IV: Communities and Organizations – 3 hours (Fall)** This course is the fourth in a series of four social work practice courses. The purpose of this course is continued preparation for generalist social work practice with an emphasis and focus on practice with communities and organizations. Prerequisite: SWK 3133 and admission to the BSW program.

**SWK 4013. Social Welfare Policy – 3 hours (Spring)** This course is designed to introduce students to social policy development and policy analysis. Discussion will include the social, political, and economic forces that shape policy. Attention will also be given to major social welfare policies and programs in the United States. Prerequisite: SWK 2003 and admission to the BSW program.

**SWK 4256. BSW Seminar and Practicum I – 6 hours (Fall)** This is the first of two seminar and practicum courses designed to assist students to discuss and evaluate their field work experiences. The course will facilitate and reinforce the application of social work values, ethics, knowledge, and skills in field settings. Students will complete 200 hours in their field placement as part of this course. Prerequisite: Admission to BSW program and completion of SWK 3113, SWK 3123, SWK 3133 with a minimum of a “C” in each course.

**SWK 4256. BSW Seminar and Practicum II – 6 hours (Spring)** This is the second of two seminar and practicum courses designed to assist students to discuss and evaluate their field work experiences. The course will facilitate and reinforce the application of social work values, ethics, knowledge, and skills in field settings. Students will complete 250 hours in their field placement as part of this course. Prerequisite: Admission to BSW program and completion of SWK 3113, SWK 3123, SWK 3133, SWK4113 with a minimum of a “C” in each course.

## Social Work Elective Options

*Note: Social Work special topic classes will also meet the supportive course requirement.*

### **BIO 3304. Human Anatomy and Physiology II - 4 hours (Spring)**

This course is a continuation of Biology 2204. Areas of study will include: the nervous, endocrine, circulatory, lymphatic, and the urogenital systems. Three lectures, one laboratory each week. Lab fee \$48. Prerequisite: BIO 1004 or BIO 2204.

### **PSY/SOC 4053. Dealing with Death and Dying - 3 hours (Fall, Spring)**

An examination of how society and its institutions, the individual and survivors view and are affected by the process of dying and death. Guidelines are provided to enable the students to aid others and themselves in dealing with death and dying. Prerequisite: PSY 1013 or SOC 1003.

### **PSY/SOC 4373. Being Human and Addicted (Addictionology) - 3 hours (Fall, odd years)**

A study of the effects of drugs on the human being, issues of physiology, psychology, sociology and religion will be addressed as they relate to chemical dependency. An overview of treatment methods and therapy will be included. Prerequisite: 64 hours completed.

### **PSY/SOC 4333. Child Abuse and Neglect - 3 hours (J-terms)**

A study of child abuse and neglect with consideration given to causes, symptoms, treatment and prevention. A special section is included dealing with the treatment of adult survivors of child abuse. Prerequisite: SOC 1003 or PSY 1013.

### **SOC 3023. Sociology of Gender - 3 hours (Fall, odd years)**

This course is an overview of sociological concepts and perspectives on gender. Prerequisite: 32 hours completed.

### **SOC 3033. Family Violence - 3 hours (Spring)**

This course examines the issues of violence in the family and the various implications in both treatment and society's response. Applications of the law in the State of Missouri will also be addressed. Prerequisite: SOC 1003.

### **SOC 4033. Criminology - 3 hours (Spring)**

A study of sociological theories of crime and delinquency, of crime control including punishment and treatment, and of practices and organizations of police, courts, probation and parole departments and prisons. Prerequisite: SOC 1003 and 64 hours completed.

### **SOC 4083. Gerontology - 3 hours (Fall)**

This course is designed to acquaint the student with the theories of aging, the way the aging individual relates to the social systems, adjustment patterns of the aging and societal issues confronting older Americans. Prerequisite: PSY 1013 or SOC 1003.

## Social Work Professional Organizations

Students are encouraged to join and be involved in any or all of the organizations listed. Student memberships are offered at a reduced rate for professional organizations.

### National Association of Social Workers (NASW)

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

The National Association of Social Workers (NASW) is the largest membership organization of professional social workers in the world, with 145,000 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. The NASW Code of Ethics is in Appendix B of this manual.

### North American Association of Christians in Social Work (NACSW)

<http://www.nacsw.org/> NACSW is

an interdenominational and international organization which equips its members to integrate Christian faith and professional social work practice. The NACSW Statement of Faith and Practice is in Appendix C of this manual.

### SBU's Social Work Club

The purpose of the Social Work Club is to promote and practice the knowledge, values, and skills of generalist social work through community service, education, and social events. Membership is open to pre-social work and social work majors and those who are minoring in social welfare. The objectives of the social work club are:

1. To provide social and educational experiences for members in order to foster development as social work professionals.
2. To promote social work in the community through community service and educational events.
3. To promote the development of social work education at SBU.
4. To provide a means of fellowship among social work students and faculty.

### Phi Alpha Honor Society

The purpose of SBU's Tau Upsilon chapter of the Phi Alpha Honor society is to recognize students who have demonstrated a commitment to the standards, ethics, and goals of the social work profession through their attainment of academic excellence, not only in social work education, but also in all other academic areas, as well as their dedication to the idea of service to humanity.

The objectives of SBU's Tau Upsilon chapter of Phi Alpha Honor Society are:

1. To recognize and promote scholastic achievement among students and faculty involved in the undergraduate social work program at SBU.
2. To recognize, improve and further the goals of social work in the community, state, nation and world.
3. To stimulate interest in preparation for a career in social work.
4. To encourage continued study and research at the undergraduate level and in professional practice.
5. To recognize those professional social workers and others whose service, contributions, and leadership are held in esteem.

### Eligibility

In order for a student to be eligible they must meet the following criteria:



- Accepted into the social work program and have declared a social work major.
- Completed 8 semester hours of required social work (SWK) courses.
- Achieved an overall grade point average of 3.0 on a 4.0 scale.
- Achieved a 3.25 grade point average in required social work courses.



# Southwest Baptist UNIVERSITY

## Application for Admission Checklist for the BSW Program

**Use this sheet as a cover sheet for your application packet. Check off the items you have completed and sign below. Put all required materials in a manila envelope and submit it to the Behavioral Sciences Office by 3 p.m. on February 1.**

- Read the BSW Program Student Handbook
- Completed application and attached personal narrative
- Included a copy of unofficial transcripts for all coursework (SBU students can print this from WebAdvisor)
- Obtained three letters of recommendation (at least 1 academic and 1 professional; no friends or relatives)
- Completed all prerequisite courses for the program with a "C" or higher for the course grade
- Have at least a 2.5 cumulative GPA

In addition to the materials submitted, the BSW program may require a formal interview as part of the application process. Without formal admittance into the BSW program you will not be able to enroll in the remaining social work courses.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

SBU ID#: \_\_\_\_\_

<b>Office Use Only</b>
Date Received: _____
Transcript Received: _____
Advisor: _____



# Southwest Baptist UNIVERSITY

## Application to the Bachelor of Social Work Program

### Personal Information

Name (Last, First, Middle): \_\_\_\_\_ Student #: \_\_\_\_\_

Local mailing address: \_\_\_\_\_

Street

\_\_\_\_\_

State

Zip Code

Cell Phone: (    ) \_\_\_\_\_ Alternative Phone: (    ) \_\_\_\_\_

Preferred e-mail address: \_\_\_\_\_

Permanent mailing address: \_\_\_\_\_

Street

\_\_\_\_\_

State

Zip Code

Date of Birth (month/day/year): \_\_\_\_/\_\_\_\_/\_\_\_\_

Sex:  Female  Male

### Academic Qualifications

Cumulative GPA: \_\_\_\_\_ Number of credit hours completed to date: \_\_\_\_\_

**Check the BSW program course prerequisites that you have completed and indicate the grade received. If you are currently enrolled in a class, please put an "E" for enrolled in the blank.**

Course	Grade	Course	Grade
<input type="checkbox"/> General Psychology	_____	<input type="checkbox"/> Introduction to Sociology	_____
<input type="checkbox"/> Introduction to Social Work	_____	<input type="checkbox"/> Sophomore Seminar	_____
<input type="checkbox"/> Human Diversity	_____		

### Other college(s) attended:

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

Major(s): \_\_\_\_\_ Dates of Attendance: \_\_\_\_\_ Degree Awarded: \_\_\_\_\_

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

Major(s) \_\_\_\_\_ Dates of Attendance: \_\_\_\_\_ Degree Awarded: \_\_\_\_\_

### Prior Social Work Education

Have you ever been dismissed from a social work program at another institution?  Yes  No

If yes, please explain:

### Legal History

\*Have you ever been arrested or convicted of a misdemeanor or a felony?  Yes  No

If yes, please explain:

*\* Please note, a yes response does not automatically mean that you will be denied admission to the BSW program.*

### Volunteer and Work History

Please list the last three paid or volunteer positions you have held. Start with the most recent.

Employer/Agency	Job Description	Dates of Service
Name:  Location:	<input type="checkbox"/> Paid <input type="checkbox"/> Volunteer What I did:	Dates:  Reason for leaving:
Name:  Location:	<input type="checkbox"/> Paid <input type="checkbox"/> Volunteer What I did:	Dates:  Reason for leaving:
Name:  Location:	<input type="checkbox"/> Paid <input type="checkbox"/> Volunteer What I did:	Dates:  Reason for leaving:

### Additional Work History

Do you expect to be employed while completing this major? (including work-study)  Yes  No

How many hours per week do you plan on working? \_\_\_\_\_

### Transportation

Do you have a valid driver's license?  Yes  No

Do you have an insured vehicle?  Yes  No

I understand that my practicum placement during my senior year may not be in Bolivar, and that I will be required to have a reliable car for transportation during my placement.  Yes  No

### **Program Questions**

How did you first hear about SBU's BSW Program? \_\_\_\_\_

What most attracted you to SBU's BSW Program? \_\_\_\_\_

### **Personal Narrative**

Respond to the below areas in a 3-4 page (double spaced) personal narrative that will assist us in understanding your motivation for pursuing a BSW degree. Ensure your name is on each page of the document and attach it to this application.

1. Describe your family (both of origin and current).
2. What is your personal motivation for wanting to study social work?
3. What are your future career goals?
4. What are your personal strengths and limitations related to a future social work career?
5. What have been your experiences in helping others, including others with backgrounds and characteristics different from your own? How well do you deal with value differences and diversity? Are there any groups you feel you could not help? Provide examples.

I certify that the information I have provided in this application is true and accurate to the best of my knowledge. I understand that withholding or falsifying information on this application is sufficient cause for denial of admission or dismissal from the program once admitted. I understand that under the Family Educational Rights and Privacy Act of 1974, the information provided in this application and the supporting documentation will be kept confidential to the extent required by the Act. As part of the application and admission process, I understand my file will be available to appropriate University officials, to the Director of the BSW program, and to those designated by the Director to conduct the process of selection.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_



## Southwest Baptist UNIVERSITY

### Social Work

#### General Instructions for Letters of Recommendation

As part of your application to the BSW program, you are required to provide **three** letters of recommendation. The form for the recommendation letters follows these instructions. You should provide a letter from each of the below areas.

- 1) **Professional Reference** – from someone who has supervised you in a work or volunteer setting.
- 2) **Academic Reference** – from a professor or an academic advisor who is familiar with your academic work.
- 3) **General Reference** – from someone of your choice who will be able to assess your abilities.

In addition, **please do not use a friend, relative, or SBU social work faculty member for any of the above references.**

#### Please note:

- 1) You must fill out the “To the Applicant” box on each of your reference letter forms prior to giving it to your reference. You must choose whether you are waiving your right to see the letter, and you must sign each reference form. Forms that are received and have not been properly completed may not be accepted.
- 2) You should provide your reference with a printed reference form and an envelope. You should have your reference put the letter in the envelope and sign across the back. If your reference is at a distance and will need to mail the letter, you should provide them with a stamped envelope that is addressed to YOU. You should turn in all three unopened reference letters with your application packet. ***Please do not have your references mail the letters to the Behavioral Sciences Office.***

You are responsible for making sure you get all three reference letters back in time to turn in with the rest of your application materials by the **deadline of February 13, 2014.**

Department of Behavioral Sciences  
1600 University Avenue  
Bolivar, Missouri 65613  
(417) 328-1736



## Letter of Recommendation for the BSW Program

**To the Applicant:** Please read and complete this section of the form. Deliver or mail this form to the person who will write your recommendation. Ask the person writing the recommendation to return it to you in a sealed envelope with their

signature across the seal. Submit all three letters of recommendation with your application and other required documentation by the deadline of **February 1.**

Name of Applicant (print) \_\_\_\_\_  
Last First Middle

In accordance with the Family Education Rights and Privacy Act of 1974 (FERPA), you may waive your right to inspect this recommendation by signing the statement below.

**I choose to  waive  not waive my right of access to this letter.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To the Reference:** The above listed person is applying for admission to Southwest Baptist University's Bachelor of Social Work (BSW) program. Thank you for providing us with your honest assessment of this applicant in order to assist us in determining this applicant's suitability for social work. **Please return this form in a sealed envelope with your signature across the seal to the applicant.** Please note, in accordance with the Family Education Rights and Privacy Act of 1974 (FERPA), it is possible that an applicant may read your reference unless he or she waives that right.

How long have you known the applicant? \_\_\_\_\_ Nature of Relationship \_\_\_\_\_

Please rate the applicant relative to other students, employees, or people interested in social work whom you have known:

	Superior	Good	Average	Below Average	Unsatisfactory	Unknown
Academic potential						
Intellectual ability						
Maturity, Emotional stability						
Verbal communication skills						
Written communication skills						
Critical thinking ability						

Leadership potential						
Ability to work with others						
Self-Awareness						
Constructive use of feedback						

**Additional Comments (attach a letter to this form if needed):**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_

Name (Print): \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Organization: \_\_\_\_\_



## Appendix A

### NASW Code of Ethics

Approved by the 1996 NASW Delegate Assembly and revised by the 2008 NASW Delegate Assembly

#### Preamble

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.

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.

#### 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.

The *Code* offers a set of values, principles, and standards to guide decision making and conduct when ethical issues arise. It does not provide a set of rules that prescribe how social workers should act in all situations. Specific applications of the *Code* must take into account the context in which it is being considered and the possibility of conflicts among the *Code's* values, principles, and standards. Ethical responsibilities flow from all human relationships, from the personal and familial to the social and professional.

Further, the *NASW Code of Ethics* does not specify which values, principles, and standards are most important and ought to outweigh others in instances when they conflict. Reasonable differences of opinion can and do exist among social workers with respect to the ways in which values, ethical principles, and ethical standards should be rank ordered when they conflict. Ethical decision making in a given situation must apply the informed judgment of the individual social worker and should also consider how the issues would be judged in a peer review process where the ethical standards of the profession would be applied.

Ethical decision making is a process. There are many instances in social work where simple answers are not available to resolve complex ethical issues. Social workers should take into consideration all the values, principles, and standards in this *Code* that are relevant to any situation in which ethical judgment is warranted. Social workers' decisions and actions should be consistent with the spirit as well as the letter of this *Code*.

In addition to this *Code*, there are many other sources of information about ethical thinking that may be useful. Social workers should consider ethical theory and principles generally, social work theory and research, laws, regulations, agency policies, and other relevant codes of ethics, recognizing that among codes of ethics social workers should consider the *NASW Code of Ethics* as their primary source. Social workers also should be aware of the impact on ethical decision making of their clients' and their own personal values and cultural and religious beliefs and practices. They should be aware of any conflicts between personal and professional values and deal with them responsibly. For additional guidance social workers should consult the relevant literature on professional ethics and ethical decision making and seek appropriate consultation when faced with ethical dilemmas. This may involve consultation with an agency based or social work organization's ethics committee, a regulatory body, knowledgeable colleagues, supervisors, or legal counsel.

Instances may arise when social workers' ethical obligations conflict with agency policies or relevant laws or regulations. When such conflicts occur, social workers must make a responsible effort to resolve the conflict in a manner that is consistent with the values, principles, and standards expressed in this *Code*. If a reasonable resolution of the conflict does not appear possible, social workers should seek proper consultation before making a decision.

The *NASW Code of Ethics* is to be used by NASW and by individuals, agencies, organizations, and bodies (such as licensing and regulatory boards, professional liability insurance providers, courts of law, agency boards of directors, government agencies, and other professional groups) that choose to adopt it or use it as a frame of reference. Violation of standards in this *Code* does not automatically imply legal liability or violation of the law. Such determination can only be made in the context of legal and judicial proceedings. Alleged violations of the *Code* would be subject to a peer review process. Such processes are generally separate from legal or administrative procedures and insulated from legal review or proceedings to allow the profession to counsel and discipline its own members.

A code of ethics cannot guarantee ethical behavior. Moreover, a code of ethics cannot resolve all ethical issues or disputes or capture the richness and complexity involved in striving to make responsible choices within a moral community. Rather, a code of ethics sets forth values, ethical principles, and ethical standards to which professionals aspire and by which their actions can be judged. Social workers' ethical behavior should result from their personal commitment to engage in ethical practice. The *NASW Code of Ethics* reflects the commitment of all social workers to uphold the profession's values and to act ethically. Principles and standards must be applied by individuals of good character who discern moral questions and, in good faith, seek to make reliable ethical judgments.

## Ethical Principles

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

**Value:** *Service*

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

Social workers elevate service to others above self-interest. Social workers draw on their knowledge, values, and skills to help people in need and to address social problems. Social workers are encouraged to volunteer some portion of their professional skills with no expectation of significant financial return (pro bono service).

**Value:** *Social Justice*

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

Social workers pursue social change, particularly with and on behalf of vulnerable and oppressed individuals and groups of people. Social workers' social change efforts are focused primarily on issues of poverty, unemployment, discrimination, and other forms of social injustice. These activities seek to promote sensitivity to and knowledge about oppression and cultural and ethnic diversity. Social workers strive to ensure access to needed information, services, and resources; equality of opportunity; and meaningful participation in decision making for all people.

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

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

Social workers treat each person in a caring and respectful fashion, mindful of individual differences and cultural and ethnic diversity. Social workers promote clients' socially responsible self-determination. Social workers seek to enhance clients' capacity and opportunity to change and to address their own needs. Social workers are cognizant of their dual responsibility to clients and to the broader society. They seek to resolve conflicts between clients' interests and the broader society's interests in a socially responsible manner consistent with the values, ethical principles, and ethical standards of the profession.

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

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

Social workers understand that relationships between and among people are an important vehicle for change. Social workers engage people as partners in the helping process. Social workers seek to strengthen relationships among people in a purposeful effort to promote, restore, maintain, and enhance the wellbeing of individuals, families, social groups, organizations, and communities.

**Value:** *Integrity*

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

Social workers are continually aware of the profession's mission, values, ethical principles, and ethical standards and practice in a manner consistent with them. Social workers act honestly and responsibly and promote ethical practices on the part of the organizations with which they are affiliated.

**Value:** *Competence*

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

Social workers continually strive to increase their professional knowledge and skills and to apply them in practice. Social workers should aspire to contribute to the knowledge base of the profession.

# Ethical Standards

The following ethical standards are relevant to the professional activities of all social workers. These standards concern (1) social workers' ethical responsibilities to clients, (2) social workers' ethical responsibilities to colleagues, (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.

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.

## 1. SOCIAL WORKERS' ETHICAL RESPONSIBILITIES TO CLIENTS

### 1.01 Commitment to Clients

Social workers' primary responsibility is to promote the wellbeing of clients. In general, clients' interests are primary. However, social workers' responsibility to the larger society or specific legal obligations may on limited occasions supersede the loyalty owed clients, and clients should be so advised. (Examples include when a social worker is required by law to report that a client has abused a child or has threatened to harm self or others.)

### 1.02 Self-Determination

Social workers respect and promote the right of clients to self-determination and assist clients in their efforts to identify and clarify their goals. Social workers may limit clients' right to self-determination when, in the social workers' professional judgment, clients' actions or potential actions pose a serious, foreseeable, and imminent risk to themselves or others.

### 1.03 Informed Consent

(a) Social workers should provide services to clients only in the context of a professional relationship based, when appropriate, on valid informed consent. Social workers should use clear and understandable language to inform clients of the purpose of the services, risks related to the services, limits to services because of the requirements of a third-party payer, relevant costs, reasonable alternatives, clients' right to refuse or withdraw consent, and the time frame covered by the consent. Social workers should provide clients with an opportunity to ask questions.

(b) In instances when clients are not literate or have difficulty understanding the primary language used in the practice setting, social workers should take steps to ensure clients' comprehension. This may include providing clients with a detailed verbal explanation or arranging for a qualified interpreter or translator whenever possible.

(c) In instances when clients lack the capacity to provide informed consent, social workers should protect clients' interests by seeking permission from an appropriate third party, informing clients consistent with the clients' level of understanding. In such instances social workers should seek to ensure that the third party acts in a manner consistent with clients' wishes and interests. Social workers should take reasonable steps to enhance such clients' ability to give informed consent.

(d) In instances when clients are receiving services involuntarily, social workers should provide information about the nature and extent of services and about the extent of clients' right to refuse service.

(e) Social workers who provide services via electronic media (such as computer, telephone, radio, and television) should inform recipients of the limitations and risks associated with such services.

(f) Social workers should obtain clients' informed consent before audio taping or videotaping clients or permitting observation of services to clients by a third party.

#### **1.04 Competence**

- (a) Social workers should provide services and represent themselves as competent only within the boundaries of their education, training, license, certification, consultation received, supervised experience, or other relevant professional experience.
- (b) Social workers should provide services in substantive areas or use intervention techniques or approaches that are new to them only after engaging in appropriate study, training, consultation, and supervision from people who are competent in those interventions or techniques.
- (c) When generally recognized standards do not exist with respect to an emerging area of practice, social workers should exercise careful judgment and take responsible steps (including appropriate education, research, training, consultation, and supervision) to ensure the competence of their work and to protect clients from harm.

#### **1.05 Cultural Competence and Social Diversity**

- (a) Social workers should understand culture and its function in human behavior and society, recognizing the strengths that exist in all cultures.
- (b) Social workers should have a knowledge base of their clients' cultures and be able to demonstrate competence in the provision of services that are sensitive to clients' cultures and to differences among people and cultural groups.
- (c) Social workers should obtain education about and seek to understand the nature of social diversity and oppression with respect to race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, and mental or physical disability.

#### **1.06 Conflicts of Interest**

- (a) Social workers should be alert to and avoid conflicts of interest that interfere with the exercise of professional discretion and impartial judgment. Social workers should inform clients when a real or potential conflict of interest arises and take reasonable steps to resolve the issue in a manner that makes the clients' interests primary and protects clients' interests to the greatest extent possible. In some cases, protecting clients' interests may require termination of the professional relationship with proper referral of the client.
- (b) Social workers should not take unfair advantage of any professional relationship or exploit others to further their personal, religious, political, or business interests.
- (c) Social workers should not engage in dual or multiple relationships with clients or former clients in which there is a risk of exploitation or potential harm to the client. In instances when dual or multiple relationships are unavoidable, social workers should take steps to protect clients and are responsible for setting clear, appropriate, and culturally sensitive boundaries. (Dual or multiple relationships occur when social workers relate to clients in more than one relationship, whether professional, social, or business. Dual or multiple relationships can occur simultaneously or consecutively.)
- (d) When social workers provide services to two or more people who have a relationship with each other (for example, couples, family members), social workers should clarify with all parties which individuals will be considered clients and the nature of social workers' professional obligations to the various individuals who are receiving services. Social workers who anticipate a conflict of interest among the individuals receiving services or who anticipate having to perform in potentially conflicting roles (for example, when a social worker is asked to testify in a child custody dispute or divorce proceedings involving clients) should clarify their role with the parties involved and take appropriate action to minimize any conflict of interest.

## 1.07 Privacy and Confidentiality

- (a) Social workers should respect clients' right to privacy. Social workers should not solicit private information from clients unless it is essential to providing services or conducting social work evaluation or research. Once private information is shared, standards of confidentiality apply.
- (b) Social workers may disclose confidential information when appropriate with valid consent from a client or a person legally authorized to consent on behalf of a client.
- (c) Social workers should protect the confidentiality of all information obtained in the course of professional service, except for compelling professional reasons. The general expectation that social workers will keep information confidential does not apply when disclosure is necessary to prevent serious, foreseeable, and imminent harm to a client or other identifiable person. In all instances, social workers should disclose the least amount of confidential information necessary to achieve the desired purpose; only information that is directly relevant to the purpose for which the disclosure is made should be revealed.
- (d) Social workers should inform clients, to the extent possible, about the disclosure of confidential information and the potential consequences, when feasible before the disclosure is made. This applies whether social workers disclose confidential information on the basis of a legal requirement or client consent.
- (e) Social workers should discuss with clients and other interested parties the nature of confidentiality and limitations of clients' right to confidentiality. Social workers should review with clients circumstances where confidential information may be requested and where disclosure of confidential information may be legally required. This discussion should occur as soon as possible in the social worker client relationship and as needed throughout the course of the relationship.
- (f) When social workers provide counseling services to families, couples, or groups, social workers should seek agreement among the parties involved concerning each individual's right to confidentiality and obligation to preserve the confidentiality of information shared by others. Social workers should inform participants in family, couples, or group counseling that social workers cannot guarantee that all participants will honor such agreements.
- (g) Social workers should inform clients involved in family, couples, marital, or group counseling of the social worker's, employer's, and agency's policy concerning the social worker's disclosure of confidential information among the parties involved in the counseling.
- (h) Social workers should not disclose confidential information to third-party payers unless clients have authorized such disclosure.
- (i) Social workers should not discuss confidential information in any setting unless privacy can be ensured. Social workers should not discuss confidential information in public or semipublic areas such as hallways, waiting rooms, elevators, and restaurants.
- (j) Social workers should protect the confidentiality of clients during legal proceedings to the extent permitted by law. When a court of law or other legally authorized body orders social workers to disclose confidential or privileged information without a client's consent and such disclosure could cause harm to the client, social workers should request that the court withdraw the order or limit the order as narrowly as possible or maintain the records under seal, unavailable for public inspection.
- (k) Social workers should protect the confidentiality of clients when responding to requests from members of the media.
- (l) Social workers should protect the confidentiality of clients' written and electronic records and other sensitive information. Social workers should take reasonable steps to ensure that clients' records are stored in a secure location and that clients' records are not available to others who are not authorized to have access.
- (m) Social workers should take precautions to ensure and maintain the confidentiality of information transmitted to other parties through the use of computers, electronic mail, facsimile machines, telephones and telephone answering machines, and other electronic or computer technology. Disclosure of identifying information should be avoided whenever possible.

(n) Social workers should transfer or dispose of clients' records in a manner that protects clients' confidentiality and is consistent with state statutes governing records and social work licensure.

(o) Social workers should take reasonable precautions to protect client confidentiality in the event of the social worker's termination of practice, incapacitation, or death.

(p) Social workers should not disclose identifying information when discussing clients for teaching or training purposes unless the client has consented to disclosure of confidential information.

(q) Social workers should not disclose identifying information when discussing clients with consultants unless the client has consented to disclosure of confidential information or there is a compelling need for such disclosure.

(r) Social workers should protect the confidentiality of deceased clients consistent with the preceding standards.

### **1.08 Access to Records**

(a) Social workers should provide clients with reasonable access to records concerning the clients. Social workers who are concerned that clients' access to their records could cause serious misunderstanding or harm to the client should provide assistance in interpreting the records and consultation with the client regarding the records. Social workers should limit clients' access to their records, or portions of their records, only in exceptional circumstances when there is compelling evidence that such access would cause serious harm to the client. Both clients' requests and the rationale for withholding some or all of the record should be documented in clients' files.

(b) When providing clients with access to their records, social workers should take steps to protect the confidentiality of other individuals identified or discussed in such records.

### **1.09 Sexual Relationships**

(a) Social workers should under no circumstances engage in sexual activities or sexual contact with current clients, whether such contact is consensual or forced.

(b) Social workers should not engage in sexual activities or sexual contact with clients' relatives or other individuals with whom clients maintain a close personal relationship when there is a risk of exploitation or potential harm to the client. Sexual activity or sexual contact with clients' relatives or other individuals with whom clients maintain a personal relationship has the potential to be harmful to the client and may make it difficult for the social worker and client to maintain appropriate professional boundaries. Social workers—not their clients, their clients' relatives, or other individuals with whom the client maintains a personal relationship—assume the full burden for setting clear, appropriate, and culturally sensitive boundaries.

(c) Social workers should not engage in sexual activities or sexual contact with former clients because of the potential for harm to the client. If social workers engage in conduct contrary to this prohibition or claim that an exception to this prohibition is warranted because of extraordinary circumstances, it is social workers—not their clients—who assume the full burden of demonstrating that the former client has not been exploited, coerced, or manipulated, intentionally or unintentionally.

(d) Social workers should not provide clinical services to individuals with whom they have had a prior sexual relationship. Providing clinical services to a former sexual partner has the potential to be harmful to the individual and is likely to make it difficult for the social worker and individual to maintain appropriate professional boundaries.

### **1.10 Physical Contact**

Social workers should not engage in physical contact with clients when there is a possibility of psychological harm to the client as a result of the contact (such as cradling or caressing clients). Social workers who engage in appropriate physical contact with clients are responsible for setting clear, appropriate, and culturally sensitive boundaries that govern such physical contact.

### **1.11 Sexual Harassment**

Social workers should not sexually harass clients. Sexual harassment includes sexual advances, sexual solicitation, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

### **1.12 Derogatory Language**

Social workers should not use derogatory language in their written or verbal communications to or about clients. Social workers should use accurate and respectful language in all communications to and about clients.

### **1.13 Payment for Services**

(a) When setting fees, social workers should ensure that the fees are fair, reasonable, and commensurate with the services performed. Consideration should be given to clients' ability to pay.

(b) Social workers should avoid accepting goods or services from clients as payment for professional services. Bartering arrangements, particularly involving services, create the potential for conflicts of interest, exploitation, and inappropriate boundaries in social workers' relationships with clients. Social workers should explore and may participate in bartering only in very limited circumstances when it can be demonstrated that such arrangements are an accepted practice among professionals in the local community, considered to be essential for the provision of services, negotiated without coercion, and entered into at the client's initiative and with the client's informed consent. Social workers who accept goods or services from clients as payment for professional services assume the full burden of demonstrating that this arrangement will not be detrimental to the client or the professional relationship.

(c) Social workers should not solicit a private fee or other remuneration for providing services to clients who are entitled to such available services through the social workers' employer or agency.

### **1.14 Clients Who Lack Decision-making Capacity**

When social workers act on behalf of clients who lack the capacity to make informed decisions, social workers should take reasonable steps to safeguard the interests and rights of those clients.

### **1.15 Interruption of Services**

Social workers should make reasonable efforts to ensure continuity of services in the event that services are interrupted by factors such as unavailability, relocation, illness, disability, or death.

### **1.16 Termination of Services**

(a) Social workers should terminate services to clients and professional relationships with them when such services and relationships are no longer required or no longer serve the clients' needs or interests.

(b) Social workers should take reasonable steps to avoid abandoning clients who are still in need of services. Social workers should withdraw services precipitously only under unusual circumstances, giving careful consideration to all factors in the situation and taking care to minimize possible adverse effects. Social workers should assist in making appropriate arrangements for continuation of services when necessary.

(c) Social workers in fee for service settings may terminate services to clients who are not paying an overdue balance if the financial contractual arrangements have been made clear to the client, if the client does not pose an imminent danger to self or others, and if the clinical and other consequences of the current nonpayment have been addressed and discussed with the client.

(d) Social workers should not terminate services to pursue a social, financial, or sexual relationship with a client.



(e) Social workers who anticipate the termination or interruption of services to clients should notify clients promptly and seek the transfer, referral, or continuation of services in relation to the clients' needs and preferences.

(f) Social workers who are leaving an employment setting should inform clients of appropriate options for the continuation of services and of the benefits and risks of the options.

## **2. SOCIAL WORKERS' ETHICAL RESPONSIBILITIES TO COLLEAGUES**

### **2.01 Respect**

(a) Social workers should treat colleagues with respect and should represent accurately and fairly the qualifications, views, and obligations of colleagues.

(b) Social workers should avoid unwarranted negative criticism of colleagues in communications with clients or with other professionals. Unwarranted negative criticism may include demeaning comments that refer to colleagues' level of competence or to individuals' attributes such as race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, and mental or physical disability.

(c) Social workers should cooperate with social work colleagues and with colleagues of other professions when such cooperation serves the wellbeing of clients.

### **2.02 Confidentiality**

Social workers should respect confidential information shared by colleagues in the course of their professional relationships and transactions. Social workers should ensure that such colleagues understand social workers' obligation to respect confidentiality and any exceptions related to it.

### **2.03 Interdisciplinary Collaboration**

(a) Social workers who are members of an interdisciplinary team should participate in and contribute to decisions that affect the wellbeing of clients by drawing on the perspectives, values, and experiences of the social work profession. Professional and ethical obligations of the interdisciplinary team as a whole and of its individual members should be clearly established.

(b) Social workers for whom a team decision raises ethical concerns should attempt to resolve the disagreement through appropriate channels. If the disagreement cannot be resolved, social workers should pursue other avenues to address their concerns consistent with client wellbeing.

### **2.04 Disputes Involving Colleagues**

(a) Social workers should not take advantage of a dispute between a colleague and an employer to obtain a position or otherwise advance the social workers' own interests.

(b) Social workers should not exploit clients in disputes with colleagues or engage clients in any inappropriate discussion of conflicts between social workers and their colleagues.

## **2.05 Consultation**

- (a) Social workers should seek the advice and counsel of colleagues whenever such consultation is in the best interests of clients.
- (b) Social workers should keep themselves informed about colleagues' areas of expertise and competencies. Social workers should seek consultation only from colleagues who have demonstrated knowledge, expertise, and competence related to the subject of the consultation.
- (c) When consulting with colleagues about clients, social workers should disclose the least amount of information necessary to achieve the purposes of the consultation.

## **2.06 Referral for Services**

- (a) Social workers should refer clients to other professionals when the other professionals' specialized knowledge or expertise is needed to serve clients fully or when social workers believe that they are not being effective or making reasonable progress with clients and that additional service is required.
- (b) Social workers who refer clients to other professionals should take appropriate steps to facilitate an orderly transfer of responsibility. Social workers who refer clients to other professionals should disclose, with clients' consent, all pertinent information to the new service providers.
- (c) Social workers are prohibited from giving or receiving payment for a referral when no professional service is provided by the referring social worker.

## **2.07 Sexual Relationships**

- (a) Social workers who function as supervisors or educators should not engage in sexual activities or contact with supervisees, students, trainees, or other colleagues over whom they exercise professional authority.
- (b) Social workers should avoid engaging in sexual relationships with colleagues when there is potential for a conflict of interest. Social workers who become involved in, or anticipate becoming involved in, a sexual relationship with a colleague have a duty to transfer professional responsibilities, when necessary, to avoid a conflict of interest.

## **2.08 Sexual Harassment**

Social workers should not sexually harass supervisees, students, trainees, or colleagues. Sexual harassment includes sexual advances, sexual solicitation, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

## **2.09 Impairment of Colleagues**

- (a) Social workers who have direct knowledge of a social work colleague's impairment that is due to personal problems, psychosocial distress, substance abuse, or mental health difficulties and that interferes with practice effectiveness should consult with that colleague when feasible and assist the colleague in taking remedial action.
- (b) Social workers who believe that a social work colleague's impairment interferes with practice effectiveness and that the colleague has not taken adequate steps to address the impairment should take action through appropriate channels established by employers, agencies, NASW, licensing and regulatory bodies, and other professional organizations.

## **2.10 Incompetence of Colleagues**

- (a) Social workers who have direct knowledge of a social work colleague's incompetence should consult with that colleague when feasible and assist the colleague in taking remedial action.
- (b) Social workers who believe that a social work colleague is incompetent and has not taken adequate steps to address the incompetence should take action through appropriate channels established by employers, agencies, NASW, licensing and regulatory bodies, and other professional organizations.

## **2.11 Unethical Conduct of Colleagues**

- (a) Social workers should take adequate measures to discourage, prevent, expose, and correct the unethical conduct of colleagues.
- (b) Social workers should be knowledgeable about established policies and procedures for handling concerns about colleagues' unethical behavior. Social workers should be familiar with national, state, and local procedures for handling ethics complaints. These include policies and procedures created by NASW, licensing and regulatory bodies, employers, agencies, and other professional organizations.
- (c) Social workers who believe that a colleague has acted unethically should seek resolution by discussing their concerns with the colleague when feasible and when such discussion is likely to be productive.
- (d) When necessary, social workers who believe that a colleague has acted unethically should take action through appropriate formal channels (such as contacting a state licensing board or regulatory body, an NASW committee on inquiry, or other professional ethics committees).
- (e) Social workers should defend and assist colleagues who are unjustly charged with unethical conduct.

## **3. SOCIAL WORKERS' ETHICAL RESPONSIBILITIES IN PRACTICE SETTINGS**

### **3.01 Supervision and Consultation**

- (a) Social workers who provide supervision or consultation should have the necessary knowledge and skill to supervise or consult appropriately and should do so only within their areas of knowledge and competence.
- (b) Social workers who provide supervision or consultation are responsible for setting clear, appropriate, and culturally sensitive boundaries.
- (c) Social workers should not engage in any dual or multiple relationships with supervisees in which there is a risk of exploitation of or potential harm to the supervisee.
- (d) Social workers who provide supervision should evaluate supervisees' performance in a manner that is fair and respectful.

### **3.02 Education and Training**

- (a) Social workers who function as educators, Field Instructors for students, or trainers should provide instruction only within their areas of knowledge and competence and should provide instruction based on the most current information and knowledge available in the profession.
- (b) Social workers who function as educators or Field Instructors for students should evaluate students' performance in a manner that is fair and respectful.

(c) Social workers who function as educators or Field Instructors for students should take reasonable steps to ensure that clients are routinely informed when services are being provided by students.

(d) Social workers who function as educators or Field Instructors for students should not engage in any dual or multiple relationships with students in which there is a risk of exploitation or potential harm to the student. Social work educators and Field Instructors are responsible for setting clear, appropriate, and culturally sensitive boundaries.

### **3.03 Performance Evaluation**

Social workers who have responsibility for evaluating the performance of others should fulfill such responsibility in a fair and considerate manner and on the basis of clearly stated criteria.

### **3.04 Client Records**

(a) Social workers should take reasonable steps to ensure that documentation in records is accurate and reflects the services provided.

(b) Social workers should include sufficient and timely documentation in records to facilitate the delivery of services and to ensure continuity of services provided to clients in the future.

(c) Social workers' documentation should protect clients' privacy to the extent that is possible and appropriate and should include only information that is directly relevant to the delivery of services.

(d) Social workers should store records following the termination of services to ensure reasonable future access. Records should be maintained for the number of years required by state statutes or relevant contracts.

### **3.05 Billing**

Social workers should establish and maintain billing practices that accurately reflect the nature and extent of services provided and that identify who provided the service in the practice setting.

### **3.06 Client Transfer**

(a) When an individual who is receiving services from another agency or colleague contacts a social worker for services, the social worker should carefully consider the client's needs before agreeing to provide services. To minimize possible confusion and conflict, social workers should discuss with potential clients the nature of the clients' current relationship with other service providers and the implications, including possible benefits or risks, of entering into a relationship with a new service provider.

(b) If a new client has been served by another agency or colleague, social workers should discuss with the client whether consultation with the previous service provider is in the client's best interest.

### **3.07 Administration**

(a) Social work administrators should advocate within and outside their agencies for adequate resources to meet clients' needs.

(b) Social workers should advocate for resource allocation procedures that are open and fair. When not all clients' needs can be met, an allocation procedure should be developed that is nondiscriminatory and based on appropriate and consistently applied principles.

(c) Social workers who are administrators should take reasonable steps to ensure that adequate agency or organizational resources are available to provide appropriate staff supervision.

(d) Social work administrators should take reasonable steps to ensure that the working environment for which they are responsible is consistent with and encourages compliance with the *NASW Code of Ethics*. Social work administrators should take reasonable steps to eliminate any conditions in their organizations that violate, interfere with, or discourage compliance with the *Code*.

### **3.08 Continuing Education and Staff Development**

Social work administrators and supervisors should take reasonable steps to provide or arrange for continuing education and staff development for all staff for whom they are responsible. Continuing education and staff development should address current knowledge and emerging developments related to social work practice and ethics.

### **3.09 Commitments to Employers**

(a) Social workers generally should adhere to commitments made to employers and employing organizations.

(b) Social workers should work to improve employing agencies' policies and procedures and the efficiency and effectiveness of their services.

(c) Social workers should take reasonable steps to ensure that employers are aware of social workers' ethical obligations as set forth in the *NASW Code of Ethics* and of the implications of those obligations for social work practice.

(d) Social workers should not allow an employing organization's policies, procedures, regulations, or administrative orders to interfere with their ethical practice of social work. Social workers should take reasonable steps to ensure that their employing organizations' practices are consistent with the *NASW Code of Ethics*.

(e) Social workers should act to prevent and eliminate discrimination in the employing organization's work assignments and in its employment policies and practices.

(f) Social workers should accept employment or arrange student field placements only in organizations that exercise fair personnel practices.

(g) Social workers should be diligent stewards of the resources of their employing organizations, wisely conserving funds where appropriate and never misappropriating funds or using them for unintended purposes.

### **3.10 Labor Management Disputes**

(a) Social workers may engage in organized action, including the formation of and participation in labor unions, to improve services to clients and working conditions.

(b) The actions of social workers who are involved in labor management disputes, job actions, or labor strikes should be guided by the profession's values, ethical principles, and ethical standards. Reasonable differences of opinion exist among social workers concerning their primary obligation as professionals during an actual or threatened labor strike or job action. Social workers should carefully examine relevant issues and their possible impact on clients before deciding on a course of action.

## **4. SOCIAL WORKERS' ETHICAL RESPONSIBILITIES AS PROFESSIONALS**

### **4.01 Competence**

(a) Social workers should accept responsibility or employment only on the basis of existing competence or the intention to acquire the necessary competence.

(b) Social workers should strive to become and remain proficient in professional practice and the performance of professional functions. Social workers should critically examine and keep current with emerging knowledge relevant to social work. Social workers should routinely review the professional literature and participate in continuing education relevant to social work practice and social work ethics.

(c) Social workers should base practice on recognized knowledge, including empirically based knowledge, relevant to social work and social work ethics.

### **4.02 Discrimination**

Social workers should not practice, condone, facilitate, or collaborate with any form of discrimination on the basis of race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, or mental or physical disability.

### **4.03 Private Conduct**

Social workers should not permit their private conduct to interfere with their ability to fulfill their professional responsibilities.

### **4.04 Dishonesty, Fraud, and Deception**

Social workers should not participate in, condone, or be associated with dishonesty, fraud, or deception.

### **4.05 Impairment**

(a) Social workers should not allow their own personal problems, psychosocial distress, legal problems, substance abuse, or mental health difficulties to interfere with their professional judgment and performance or to jeopardize the best interests of people for whom they have a professional responsibility.

(b) Social workers whose personal problems, psychosocial distress, legal problems, substance abuse, or mental health difficulties interfere with their professional judgment and performance should immediately seek consultation and take appropriate remedial action by seeking professional help, making adjustments in workload, terminating practice, or taking any other steps necessary to protect clients and others.

### **4.06 Misrepresentation**

(a) Social workers should make clear distinctions between statements made and actions engaged in as a private individual and as a representative of the social work profession, a professional social work organization, or the social worker's employing agency.

(b) Social workers who speak on behalf of professional social work organizations should accurately represent the official and authorized positions of the organizations.

(c) Social workers should ensure that their representations to clients, agencies, and the public of professional qualifications, credentials, education, competence, affiliations, services provided, or results to be achieved are accurate. Social workers should

claim only those relevant professional credentials they actually possess and take steps to correct any inaccuracies or misrepresentations of their credentials by others.

#### **4.07 Solicitations**

- (a) Social workers should not engage in uninvited solicitation of potential clients who, because of their circumstances, are vulnerable to undue influence, manipulation, or coercion.
- (b) Social workers should not engage in solicitation of testimonial endorsements (including solicitation of consent to use a client's prior statement as a testimonial endorsement) from current clients or from other people who, because of their particular circumstances, are vulnerable to undue influence.

#### **4.08 Acknowledging Credit**

- (a) Social workers should take responsibility and credit, including authorship credit, only for work they have actually performed and to which they have contributed.
- (b) Social workers should honestly acknowledge the work of and the contributions made by others.

### **5. SOCIAL WORKERS' ETHICAL RESPONSIBILITIES TO THE SOCIAL WORK PROFESSION**

#### **5.01 Integrity of the Profession**

- (a) Social workers should work toward the maintenance and promotion of high standards of practice.
- (b) Social workers should uphold and advance the values, ethics, knowledge, and mission of the profession. Social workers should protect, enhance, and improve the integrity of the profession through appropriate study and research, active discussion, and responsible criticism of the profession.
- (c) Social workers should contribute time and professional expertise to activities that promote respect for the value, integrity, and competence of the social work profession. These activities may include teaching, research, consultation, service, legislative testimony, presentations in the community, and participation in their professional organizations.
- (d) Social workers should contribute to the knowledge base of social work and share with colleagues their knowledge related to practice, research, and ethics. Social workers should seek to contribute to the profession's literature and to share their knowledge at professional meetings and conferences.
- (e) Social workers should act to prevent the unauthorized and unqualified practice of social work.

#### **5.02 Evaluation and Research**

- (a) Social workers should monitor and evaluate policies, the implementation of programs, and practice interventions.
- (b) Social workers should promote and facilitate evaluation and research to contribute to the development of knowledge.
- (c) Social workers should critically examine and keep current with emerging knowledge relevant to social work and fully use evaluation and research evidence in their professional practice.
- (d) Social workers engaged in evaluation or research should carefully consider possible consequences and should follow guidelines developed for the protection of evaluation and research participants. Appropriate institutional review boards should be consulted.

(e) Social workers engaged in evaluation or research should obtain voluntary and written informed consent from participants, when appropriate, without any implied or actual deprivation or penalty for refusal to participate; without undue inducement to participate; and with due regard for participants' wellbeing, privacy, and dignity. Informed consent should include information about the nature, extent, and duration of the participation requested and disclosure of the risks and benefits of participation in the research.

(f) When evaluation or research participants are incapable of giving informed consent, social workers should provide an appropriate explanation to the participants, obtain the participants' assent to the extent they are able, and obtain written consent from an appropriate proxy.

(g) Social workers should never design or conduct evaluation or research that does not use consent procedures, such as certain forms of naturalistic observation and archival research, unless rigorous and responsible review of the research has found it to be justified because of its prospective scientific, educational, or applied value and unless equally effective alternative procedures that do not involve waiver of consent are not feasible.

(h) Social workers should inform participants of their right to withdraw from evaluation and research at any time without penalty.

(i) Social workers should take appropriate steps to ensure that participants in evaluation and research have access to appropriate supportive services.

(j) Social workers engaged in evaluation or research should protect participants from unwarranted physical or mental distress, harm, danger, or deprivation.

(k) Social workers engaged in the evaluation of services should discuss collected information only for professional purposes and only with people professionally concerned with this information.

(l) Social workers engaged in evaluation or research should ensure the anonymity or confidentiality of participants and of the data obtained from them. Social workers should inform participants of any limits of confidentiality, the measures that will be taken to ensure confidentiality, and when any records containing research data will be destroyed.

(m) Social workers who report evaluation and research results should protect participants' confidentiality by omitting identifying information unless proper consent has been obtained authorizing disclosure.

(n) Social workers should report evaluation and research findings accurately. They should not fabricate or falsify results and should take steps to correct any errors later found in published data using standard publication methods.

(o) Social workers engaged in evaluation or research should be alert to and avoid conflicts of interest and dual relationships with participants, should inform participants when a real or potential conflict of interest arises, and should take steps to resolve the issue in a manner that makes participants' interests primary.

(p) Social workers should educate themselves, their students, and their colleagues about responsible research practices.

## **6. SOCIAL WORKERS' ETHICAL RESPONSIBILITIES TO THE BROADER SOCIETY**

### **6.01 Social Welfare**

Social workers should promote the general welfare of society, from local to global levels, and the development of people, their communities, and their environments. Social workers should advocate for living conditions conducive to the fulfillment of basic human needs and should promote social, economic, political, and cultural values and institutions that are compatible with the realization of social justice.

### **6.02 Public Participation**



Social workers should facilitate informed participation by the public in shaping social policies and institutions.

### **6.03 Public Emergencies**

Social workers should provide appropriate professional services in public emergencies to the greatest extent possible.

### **6.04 Social and Political Action**

(a) Social workers should engage in social and political action that seeks to ensure that all people have equal access to the resources, employment, services, and opportunities they require to meet their basic human needs and to develop fully. Social workers should be aware of the impact of the political arena on practice and should advocate for changes in policy and legislation to improve social conditions in order to meet basic human needs and promote social justice.

(b) Social workers should act to expand choice and opportunity for all people, with special regard for vulnerable, disadvantaged, oppressed, and exploited people and groups.

(c) Social workers should promote conditions that encourage respect for cultural and social diversity within the United States and globally. Social workers should promote policies and practices that demonstrate respect for difference, support the expansion of cultural knowledge and resources, advocate for programs and institutions that demonstrate cultural competence, and promote policies that safeguard the rights of and confirm equity and social justice for all people.

(d) Social workers should act to prevent and eliminate domination of, exploitation of, and discrimination against any person, group, or class on the basis of race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, or mental or physical disability.

## **Appendix B**

### **NACSW's Statement of Faith and Practice**

The following statement of faith and practice appears in NACSW's Bylaws: Article II, Section 2

#### **Tenets emphasizing Christian beliefs:**

- 1 There is one God, who created and sustains everything that exists, and who continues to be active in human history.
- 2 Humanity is the highest creation of God, but rebelled against its Creator, and is in need of forgiveness and reconciliation.
- 3 God became incarnate in Jesus Christ, who died on the cross, who was raised bodily from the dead to reconcile human beings to their Creator, and who has promised to return personally in judgment to complete the establishment of His kingdom.
- 4 God works in and through people in the person of the Holy Spirit.
- 5 The character and purposes of God are revealed in the Bible, the Word of God, which is the basis for what Christians are to believe and how they are to live.
- 6 Jesus Christ calls all Christians to be a caring community and a corporate witness to faith in Him.

#### **Tenets emphasizing human relationships and responsibilities:**

- 7 Every individual is a person of worth, with basic human rights and essential human responsibilities.
- 8 The uniqueness of each human being and the distinctiveness of social groups derive from factors such as age, gender, race, ethnicity, national origin, life philosophy, family, culture, and economic and social structures.
- 9 Human beings are interdependent with each other and with their social and physical environments.
- 10 Jesus Christ is Lord over all areas of life, including social, economic and political systems.

#### **Tenets emphasizing vocation:**

- 11 A dynamic relationship exists between the Christian life and social work practice.
- 12 Christians in social work ought not to be motivated by temporal wealth, power or security.

13 Christians in social work ought to examine and evaluate all human ideologies and social work theories and methods as to their consistency with the Bible, their consciences, social laws, and professional codes of ethics.

14 Christians in social work ought to work for the temporal and eternal well-being of all human beings, and for the redemption of human communities and social institutions.

15 Christians in social work ought to support and submit themselves to the highest standards of professional education, practice, and ethics.

16 Christians in social work ought to use the insights of their faith in helping people, and to treat everyone as Jesus Christ would have them treated.

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