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Welcome

The faculty and staff of the Social Work Department at Georgia State University (GSU) are glad you have decided to join our Bachelor of Social Work (BSW) program. We look forward to working with you to reach your goal of being a generalist social worker. The Student Handbook serves as a guide for policies and procedures needed for your successful completion of the BSW degree. It is vital that you read the handbook thoroughly. Policies and procedures for the BSW program have been developed through a collaborative process that has included faculty, administrators, advisory board members, community partners, and students. We invite you to become familiar with it and encourage any feedback you may have about clarity in the process.

Professional social work requires a high level of emotional and intellectual resources, as well as an understanding of the values and ethics of the profession. It is our desire that students graduate with the

Introduction to the Profession of Social Work

The Social Work Major

The undergraduate social work major seeks to prepare students for beginning generalist professional social work practice with diverse populations in a variety of settings, including, but not limited to, individuals, couples, families, small groups, community organizations, and government agencies. Generalist practice emphasizes a working knowledge of micro, mezzo, and macro-level systems as targets of change.

Professional Expectations for Social Work Students

Students in the Social Work Department BSW Program are required to adhere to the following expectations, which are associated with the ability to become effective social work professionals. Students in the Social Work Department are expected to:

1. Maintain a C or above in all social work classes within the Bachelor of Social Work Program.
2. Demonstrate honesty and integrity by
 - a. Being truthful about background, experiences, and qualification
 - b. Completing one's own work as original work for each assignment (no plagiarism)
3. Demonstrate behavior consistent with the NASW Code of Ethics, George Fox University's Student Handbook, and established laws both on and off campus.
4. Demonstrate behavior consistent with professional standards of care in agency settings, including reporting to agencies on time, professionally dressed as appropriate for agency setting and standards, and ready to provide service to the organization and its clients.
5. Demonstrate responsibility in classroom and field obligations in regards to timeliness, attendance, completion of assignments, respectful and participatory classroom conduct, and responsiveness to faculty recommendations for the development of professionalism, academic performance, and skill improvement.

1. Competency 1: Demonstrate Ethical and Professional Behavior
2. Competency 2: Advance Human Rights and Social, Racial, Economic, and Environmental

Inquiries about the University's Nondiscrimination and Diversity Policy may be directed to the University Department of Human Resources

Program Accreditation

It is important to understand that there are **two** different types of accreditation that affect the Social Work Program.

The first type of accreditation is granted by the **regional** accrediting body known as the Northwest Commission on Colleges and Universities (NWCCU). This regional body reviews entire universities and programs for the Council on Higher Education (CHEA).

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GFU Social Work Faculty

The people who compose the faculty of the George Fox University BSW Program bring a rich mixture of professional and teaching experience to their tasks. A sample of their experience and interests is noted below.

Erin Johnson, MSW, BSW, Program Director, Associate Professor of Social Work; (MSW, Salem State College, Salem, MA; BSW, George Fox University). Erin has a background in child and family therapy, parent education, and community mental health services. She began as an adjunct professor in 2009 focusing on working with students in Field Seminar courses as well as Social Work Foundation,

Social Work Curriculum

George Fox University currently offers a Bachelor in Social Work (BSW) degree. A minimum of twelve semester hours of field practicum is required for social work. Field experience reinforces and challenges the student to apply what has been learned in the classroom while exploring their personal interests and clarifying their professional goals. Program faculty, as well as personnel at the site, professionally supervise students in field experience. The program has placed students in a variety of local, county, state, and federal settings that serve children, adolescents, families, the homeless, the aged, and other populations.

The BSW program focuses its curriculum on five sequential pathways (built in relation to the NASW Code of Ethics, CSWE 2022 EPAS, George Fox University BSW Program Distinctives) to prepare students for their social work internship and entrance into a professional social work career or further social work studies.

Pathway I: Service

SWRK 393 Social Work Practice I: Individuals

SWRK 391: Social Work Practice II: Groups and Families

SWRK 39B: Social Work Practice III: Org and Famil

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For a full list of General Education requirements for graduation, see the University Catalog online (<https://www.georgefox.edu/college-admissions/academics/general-education.html>)

Prerequisite Courses Required for a Social Work Degree

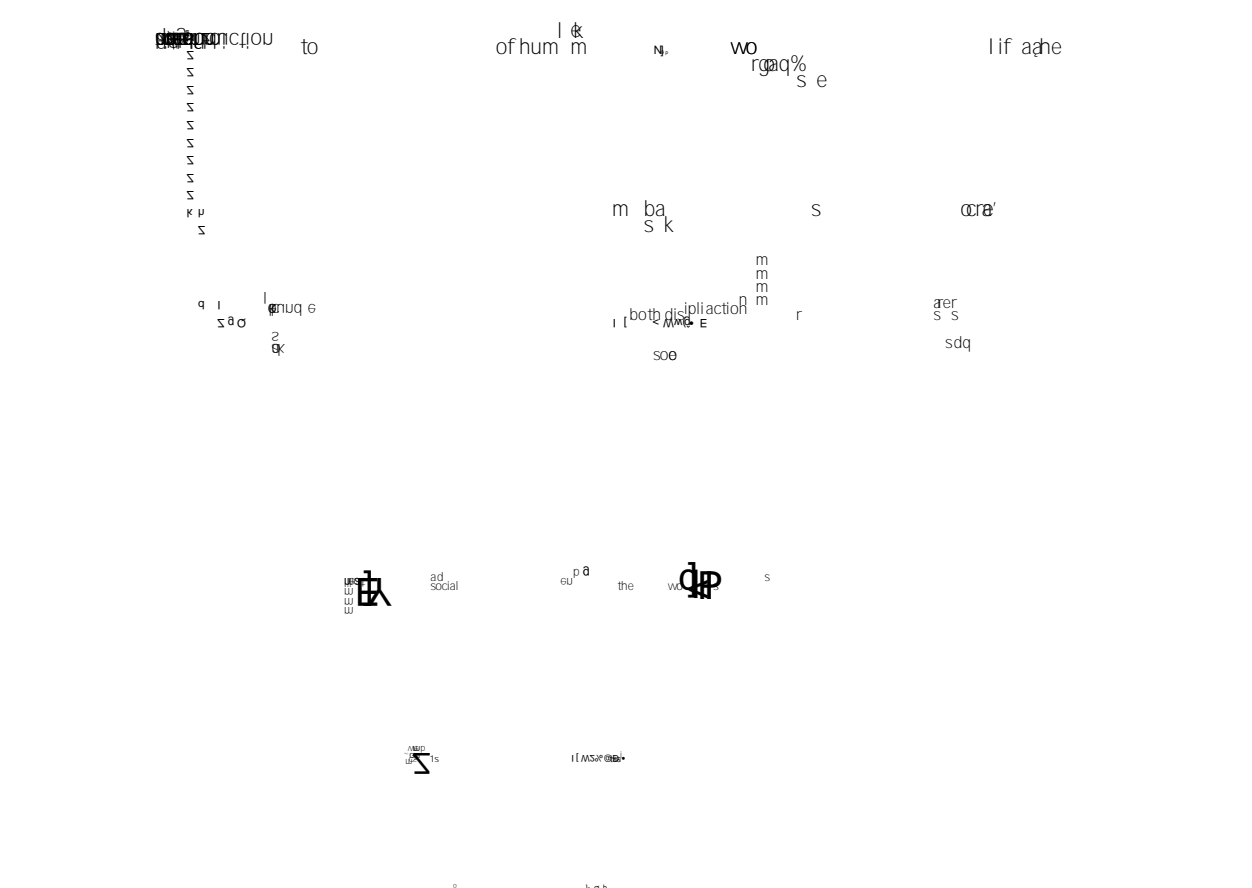
PSYC 150 General Psychology 3 hours

An introduction to the scientific study of human behavior. Major topics include the biological bases of behavior, sensation, perception, thinking, learning, memory, emotion, motivation, personality, social interaction, and abnormal behavior.

SOCI 150 Principles of Sociology 3 hours

An introduction to the study of society, including the study of the shared relationships that create social organization and social processes of society. This course has been selected as a required general education course because it serves as a foundation for both disciplines of sociology and social work and is a prerequisite for most of the core requirements for the social work major.

SWRK 180 Introduction



SWRK 314 Faith and Advocacy Seminar 1 hour

As the third course in the 3-course Faith in Action Seminar Series, this course provides a space for structured dialogue and discourse related to faith and advocacy. Students will engage with assigned reading, critical personal reflection, and classroom discussions to develop an understanding of the complex interaction between faith and advocacy. A framework for engaging in advocacy to address communal, structural, and systemic racism and oppression will be supported and developed

information and inclusion. Additional course fee is required.
action groups and families; formal admission into the social work

SWRK 420 Social Work and Diverse Populations 3 hours

This course provides an introduction to issues of diversity and difference in preparation for social work practice with cultural humility. Students will learn about vulnerable and marginalized groups and the environmental systems which impact them. Special attention is given to issues of intersectionality, bias, discrimination, power and oppression. Students will explore their own personal identity and how their views, beliefs, values, and behaviors may support or hinder future social work practice with diverse populations. **Prerequisite: SWRK 333 Human Rights and Justice and formal admission into the social work program; or a declared Criminal Justice Minor"**

SWRK 300 Social Work Research Methods 3 hours

This course provides basic knowledge about research methods as it applies to social work practice. Students learn how to access, critique, synthesize, articulate research findings derived from interprofessional and diverse research methods, approaches, and sources. Students learn the inherent bias in research and evaluate design, analysis, and interpretation using an anti-racist and anti-oppressive perspective to inform decisions pertaining to practice, policy, and programs. Topics specific to social work research, such as agency-based research, program evaluation, outcomes evaluation

SWRK 477 Social Work Internship and Seminar II 6 credit hours – 225 practicum hours in an agency

This course provides further depth and integration of theory, classroom learning, and experience within the student's internship experience/instruction, building on concepts developed in SWRK 476. This is the second course in the internship experience/instruction sequence. Ideally, SWRK 476 and 477 will occur in a full-year practicum during the student's final year. Macro-practice concepts will be emphasized, and topics will include work with agency boards, communities, governmental systems; implementation of a research project in the agency; community analysis; termination with clients and the agency; addressing social inequities in the student's field experience/practicum; engage in Anti-racism, Diversity, Equity, and Inclusion (ADEI) in practice; policy issues; and ethical conduct/NASW Code of Ethics. Required for majors. Additionally, students attend a one-hour seminar each week that addresses the integration of classroom concepts and experiences at the agency. (225 clock hours with the agency).

Prerequisites: SWRK 391 Social Work Practice I: Individuals, SWRK 392 Social Work Practice II: Groups and

Individuals

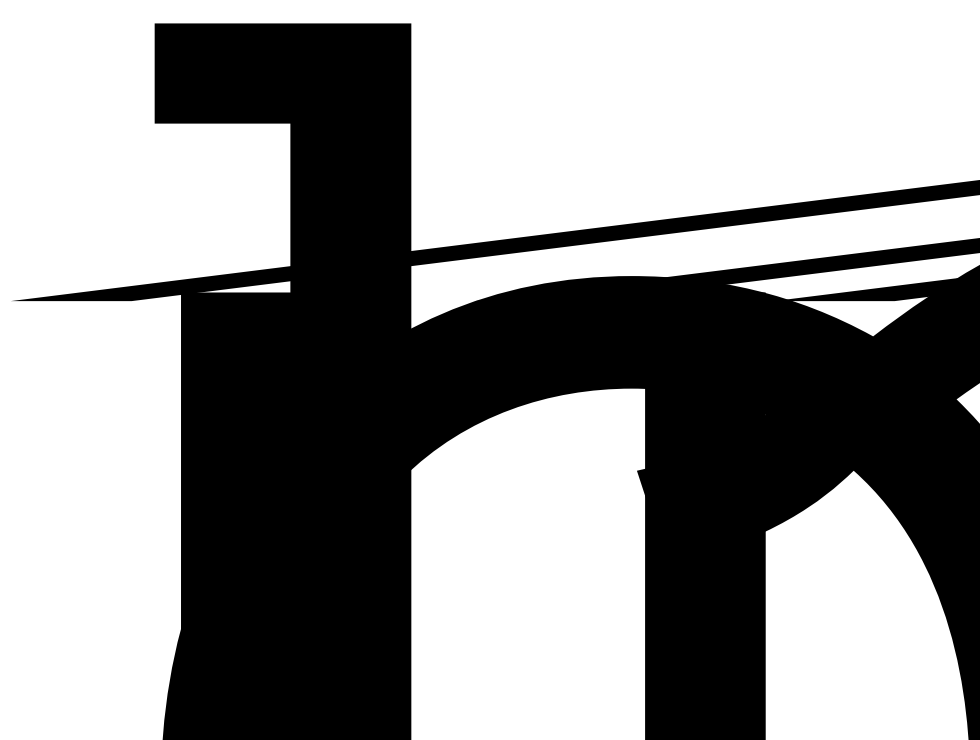


SWRK 324 Mental Health and Substance Abuse 3 hours

This course provides an introduction to substance abuse and mental health within diverse cultural and racial contexts. Students will learn about the major DSM-V mental health disorders and treatment for mental illness. Substance addiction, treatment, and the social impact drugs have on society will be examined. **Prerequisites:** *PSYC 100 Personhood or SWRK 1801*

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BSW Four-Year Plan

First Year – Fall Semester			Spring Semester		
Course	Course name	Hours	Course	Course Name	Hours
SWRK 180	Intro to Social Work	3	SOCI 150	Principles of Sociology	3
HIST 111	Modern & Postmodern World	3	GSCI 170	Science and Faith	4
THEO 101	The Bible	3	THEO 102	Christianity	3
PSYC 100	Personhood	3	COMM 111	Communication in Society	3
MATH 170	Surprised by Math	3	WRIT 111	Caring for Words	3
	Semester Total	15		Semester Total	16

Second Year – Fall Semester			Spring Semester		
Course	Course name	Hours	Course	Course Name	Hours
PSYC 150	General Psychology	3	THEO 380	Ethics	3
LITR 111	Faith and Story	3	SOCI 380	Race in America (suggested)	3
SSCI 100	Justice	3	ARTP/V 120	Art & Global	

This is a sample schedule only and is recommended for social work majors. Some courses are offered in just the fall semester or spring semester. Some courses outside of the major are on a two-year cycle. Students are responsible for knowing when courses are scheduled and planning appropriately.

Program Admission and Procedures

All students interested in social work as their major must make a formal application to the BSW Program. The purpose of the formal application process is to help students and faculty be assured of the suitability of a student's decision to choose social work as their major. The social work curriculum generally requires a minimum of five (5) semesters. Students must consider this prior to (1) changing majors and/or (2) transferring from another institution. ***Many students expect to complete a baccalaureate degree within four years. In order to complete the social work major within this time frame, the student should submit their application to the BSW Program on or before Feb 4 of their sophomore year.***

Admission Criteria and Application Process:

All students interested in social work as their major must make a formal application to the Social Work Program. Students should submit their application in their sophomore year by the appropriate deadline.

2024-2025 Academic Year BSW Application Deadlines

- Application Deadline is February 3, 2025
- Transfer Student Application Deadline is June 30, 2025

Applications received after the above deadlines will be reviewed and considered on a space-available basis.

Social work major coursework, not including prerequisite courses, requires a minimum of four (4) semesters. Students must consider this prior to (1) changing majors and/or (2) transferring from another institution.

Admission Criteria and Application Process

Every student must meet the following minimum criteria prior to applying for official admission to the Social Work Program.

1. Be living in compliance with the university's expectations & responsibilities (found in the University's

Admission Decisions

The BSW Admission Committee will review applications and interview content to make an admission decision. Students will receive a formal decision letter in the mail. Students must be formally admitted to the Program to enroll in Social Work Major courses beyond SWRK 180, unless they are completing the requirements of a Social Welfare minor.

1. Admission to the program may be conditional or probationary for one semester.
 - a. **Conditional** admission may be granted for candidates who lack a prerequisite or who are not yet completely certain if the major is an ideal "fit" for them.
 - b. **Probationary** admission may be granted for candidates whose overall GPA is below the 2.5 requirement.

Students admitted under either the conditional or probationary classifications will not be able to enroll in field or practice courses until conditions are resolved and/or the student's overall GPA is raised to 2.5, and the GPA in social work prerequisite courses is a "C" or above. Any exceptions to this standard will be handled on a case-by-case basis.

2. Students admitted on probationary^L

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Field Practicum

SWRK 476 Social Work Internship and Seminar I

SWRK 477 Social Work Internship and Seminar II

Course Prerequisites

SWRK 391 Social Work Practice I, SWRK 392 Social Work Practice II; formal admission into the social work program.

SWRK 476 Social Work Internship and Seminar I; formal admission into the social work program.

- 4) Demonstrate appropriate interpersonal skills and interpersonal adjustment.
- 5) Read and give a written commitment to the **Code of Ethics** of the National Association of Social Workers. Copies are available for purchase in the George Fox University bookstore or may be read online at www.naswdc.org.

6) Complete the social work field

Component

Student Resources

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3. Complete the general education requirements;
4. Complete a major in a chosen area with no grade below a "C-" in upper-division courses (social work majors must complete all major courses with a "C" or better);

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In certain cases, social work transfer credit (see transfer credit above) may be obtained for coursework taken in another accredited social work program. Field ex

Social Work Scholarships and Awards

Scholarship awards are provided each year to recognize outstanding achievement and potential in the field of social work. These awards are given to social work students who demonstrate a high degree of scholastic achievement, participation in socially oriented organizations, and contribution to the Social Work Program. Information about scholarships is made available to students in the first part of February. Students submit scholarship applications online during the month of February. Decisions about award recipients are made by the social work faculty and finalized by the university scholarship committee. Those awarded scholarships are notified during the month of March for awards applied to the following academic year.

Students can also qualify to join the social work national honor society, Phi Alpha. Qualifications include: Having declared a major in social work, having completed 9 semester hours of required social work courses and at least 37.5% of the total hours/credits required for the degree, whichever is later achieved, and rank in the top 35% of social work students at George Fox. Students can qualify during their Junior and/or Senior years and are notified early during the spring semester.

BSW Course Policies

The following policies are designed to

1. Support and empower students to meet the BSW program goals and expectations of CSWE educational standards and competencies.
2. PE

Electronic Devices

In regard to the use of electronic devices, students are responsible for following the following guidelines:

1. The use of laptops or tablets can be used for course-related purposes.
2. Cell phones are to be on "Do Not Disturb" or silenced during class meeting times. If a cell phone is needed due to an emergency, notify the instructor before meeting

Cheating is defined as intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

- c. Students admitted under either the conditional or probationary classifications will not be able to enroll in field or practice courses until conditions are resolved and/or the student's overall GPA is raised to 2.5, and the GPA in social work prerequisite

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 or folder and submit it to the Social Work Office (Roberts Center 215) by the deadline.

2024-2025 Academic Year Deadlines: Application Deadline is February 3, 2025; Transfer Student Application Deadline is June 30, 2025.

- Read the BSW Program Student Handbook
- Completed application and attached personal narrative
- Included a copy of professional resume
- Included a copy of unofficial transcripts for all coursework (GFU students can print this from MyGFU)
- Obtained two letters of recommendation (1 academic and 1 professional/volunteer; no friends or relatives)
- Read, signed, and submitted Attendance Policy form with application
- Read, signed, and submitted Semester Abroad Declaration form with application
- Completed all prerequisite courses for the program with a "d

Personal Information

Name (Last, First, Middle): _____ Student #: _____

Local mailing address: _____

Street

Box #

City

State

Zip Code

Cell Phone: () _____ Alternative Phone: () _____

GFU email address: _____

Permanent mailing address: _____

Street

City

State

Zip Code

Date of Birth (month/m_

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
<input type="checkbox"/> General Psychology	_____
<input type="checkbox"/> Introduction to Sociology	_____
<input type="checkbox"/> Introduction to Social Welfare	_____

Other college(s) attended:

College/University: _____

Location: _____

Major(s): _____ Daioo

Volunteer and Work History
Please list the last three paid or v

General Instructions



Location: [redacted] atio

To the Reference: The above [redacted] for admission to Georgia State University's Professional School of Social Work (BSW) program. Thank you for your honest and helpful response in determining this applicant's eligibility for admission. Your signature across the seal to [redacted] u y

Semester Abroad Declaration

I do not plan to spend a semester abroad (*please sign at the bottom*)

STOP – you do not need to complete the rest of this form if you are not going abroad

I do wish to spend a semester abroad. *Please answer the following questions*

1. Have you decided on a location for your semester abroad? YES NO

If yes, which program? _____

Authorization for Release
Of Information To:

Employers and Educational Institutions

Criminal Check and Fingerprint Policy

Due to changes in the Oregon Revised Statutes and requests from our various agency practicum sites, the Social Work Program requests all practicum-eligible students to participate in a criminal background screening conducted by Castle Branch (i.e. those inv

Appendix B: Grounds for Dismissal, Appeal Procedures, and Grievance Policy

1. The George Fox University Policy on Academic Honesty

It is assumed that you and all other students at George Fox University will endeavor to be honest and of high integrity in all matters pertaining to your university life. A lack of respect and integrity is evidenced by cheating, fabricating, plagiarizing, misuse of keys and facilities, removing books and other property not one's own, defacing and altering property, and disrupting classes.

Cheating is defined as "intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise." It is assumed that whatever work you submit is your own work and is new work for that course. Fabrication is defined as "intentional and unauthorized falsification or invention of any information or citation in an academic exercise or form." Plagiarism is defined as "intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise." One who facilitates any of the above is equally responsible.

Penalties may include restitution, a failing grade on an individual assignment, suspension from campus or employment, a failing grade for the course, disciplinary probation, or suspension from the University. The Office of Academic Affairs handles academic dishonesty issues in consultation with the Student Conduct Committee.

2. Criteria for Possible Dismissal or Termination From the George Fox University Social Work Program

Students who are dismissed from the Social Work program at George Fox University are ineligible for re-admission.



3. Dismissal of a Student from the Social Work Program –

5. The Social Work Program Committee provides the student with written documentation of the specific complaint(s) and concerns of the Committee within 20 working days of receipt of complaint from the Social Work Program Director.
6. The Social Work Program Committee interviews the student to obtain additional information and his/her response to the allegations within 10 working days of written notification to the student of specific complaints(s). The student may offer the Committee names of persons who may provide information on behalf of the student. This is not a litigious process, and attorneys should not be involved at this level.
7. The Social Work Program Committee recommends a decision to the Social Work Program faculty within ten working days of the student interview. Possible recommendations include:
 - a. Dismiss complaint
 - b. Letter of reprimand
 - c. Remedial actions without probation. The student must submit documentation of satisfaction of remedial recommendations by a specific date. The student will be informed in writing of what he/she must do to be reinstated to good standing. Remedial actions may include, but are not limited to, mandatory counseling, additional courses, additional practicum experience, or additional supervision.
 - d. Remedial actions as above with probation. Probation implies ongoing monitoring of the student's functioning by the Social Work Program Committee or its representative for a length of time determined appropriate by the Committee.
 - e. Dismissal from the Social Work Program.
8. The Social Work Program faculty decides on the committee recommendation and notifies the student in writing within three working days.
9. The Social Work Program Director notifies the Director of Field Education, the Agency Field Liaison, Agency Coordinator, and Academic Affairs of the faculty decision.
10. Students who are dismissed from the Social Work Program may not continue in the Field Practicum and lose credit for the current semester. In addition, they cannot reapply to the Social Work Program for six months following the dismissal.

5. Dismissal

Appeals Process

1. The student and/or faculty send a written appeal to the Office of Academic Affairs. The appeal must be sent within five working days of receipt of a written decision from the academic dean. (Forms available in the Office of Academic Affairs.)
2. Provost, academic dean, faculty member, and student meet. The decision is rendered in writing from the Provost to the faculty member, academic dean, and student.
3. The student or faculty member may request a hearing with the Academic Appeals Board. The appeal must be submitted within two working days after receipt of written decision from the Provost.
4. The Academic Appeals Board meets to hear the appeal. The decision is rendered in writing to the Provost, academic dean, and student. The decision of the Academic Appeals Board is final.

7. Procedures for Appealing an Academic Disciplinary Action

1. The Student meets with the faculty member to discuss rationale for reversing the discipli

Appendix C: CSWE Education Policy and Accreditation Standards

CSWE Educational Policy and Accreditation Standards

The Council on Social Work Education (CSWE) uses the Educational Policy and Accreditation Standards