

Northwestern Oklahoma State University  
DEPARTMENT OF SOCIAL WORK  
Bachelor of Social Work Program

# SOCIAL WORK STUDENT HANDBOOK

Accredited by the  
Council on Social Work  
Education (CSWE)





Dear B.S.W. Student,

Welcome to Northwestern Oklahoma State University's Social Work Program! We are thrilled about your decision to become a professional social worker. The social work program at Northwestern is accredited by the Council on Social Work Education (CSWE) and leads students to a Bachelors of Social Work (B.S.W.) degree. This program builds on a liberal arts foundation and is designed to prepare social workers for leadership roles in developing and providing services to individuals, families, groups, communities and organizations. The primary purpose of this handbook is to provide you with a manual that contains the policies, procedures, and descriptions of the Social Work Program at Northwestern Oklahoma State University. We hope you find this to be a useful guide as you matriculate through the social work program.

Again, welcome to Northwestern's Social Work Program!

Sincerely,

A handwritten signature in dark ink that reads "Dr. Kylene Rehder". The signature is written in a cursive, flowing style.

Kylene Rehder Ed.D., MSW, LCSW  
Professor of Social Work  
Chair, Department of Social Work  
Social Work Program Director

TABLE OF CONTENTS

**Social Work Program’s History & Accreditation**..... 6

**Social Work Program Mission Statement**..... 6

**Social Work Program Goals**..... 6

**Formal Curriculum Design: Competency-Based Model**..... 7

**Nine Social Work Core Competencies**..... 7

**Overview of Curriculum Requirements** ..... 9

**Social Work Curriculum Requirements** ..... 11

**Social Work Admission Information**..... 12

**Admission to Bachelor of Social Work Program** ..... 12

**Admissions Decision** ..... 13

**Minimum Grades**..... 13

**The Field Experience** ..... 13

**Admission to Field Experience Practicum**..... 14

**Admissions Appeal Procedures** ..... 15

**Academic Performance Expectations**..... 16

**Professional Performance Expectations**..... 16

**Professional Code of Ethics** ..... 16

**Professionalism** ..... 17

**Social Work Student Affirmation Form** ..... 17

**Dismissal from the Social Work Major**..... 17

**Termination Policy** ..... 18

**Grievance Procedures**..... 18

**Re-Admission to the Social Work Major** ..... 19

**Social Work Advisement Procedures** ..... 19

**Academic Advising**..... 19

**Professional Advising**..... 19

**Transfer of Credit** ..... 20

**Professional Membership**..... 20

**National Association of Social Workers (NASW)** ..... 20

**Social Work Student Organization: S.W.A.T. (Social Workers Association of Tomorrow) ...**21

**Professional Licensure** ..... 21

**Social Work Program Advisory Board** ..... 21

**Child Welfare Professional Enhancement Program (CWPEP)**..... 21

**Social Work Interviewing Lab and Resource Center**..... 22

**Social Work Virtual Reality Lab and Resource center** ..... 22

<b>Social Work Student Handbook Acknowledgement Form</b> .....	22
<b>Social Work Faculty</b> .....	23
<b>Appendix A</b> .....	24
<b>Social Work Student Affirmation Form</b> .....	24

## **NORTHWESTERN OKLAHOMA STATE UNIVERSITY**

### **MISSION STATEMENT**

Northwestern Oklahoma State University provides quality educational and cultural opportunities to learners with diverse needs by cultivating ethical leadership and service, critical thinking and fiscal responsibility. This mission grows from the core values of the institution. Those values have been expressed as follows:

### **CORE VALUES OF NORTHWESTERN OKLAHOMA STATE UNIVERSITY**

As part of its philosophical basis, Northwestern Oklahoma State University subscribes to certain basic principles.

#### **Academic Excellence**

*Northwestern will provide the best possible educational experience for every student.*

- Focus on quality teaching and advising
- Respond effectively to the learning needs of each student
- Embrace the role of technology in the educational process
- Promote opportunities for teaching and learning outside of the classroom

#### **Accessibility**

*Northwestern is committed to accessibility of its programs and services.*

- Embrace our mission as a multi-campus regional university
- Continually work to maintain affordability
- Seek new methods to deliver programs and services to our constituencies

#### **Community**

*Northwestern will strive to create a sense of community that extends beyond campus boundaries.*

- Seek partnerships and initiatives that will improve the quality of life for area residents
- Promote institutional and individual service to others
- Embrace our role in a global society

#### **Diversity**

*Northwestern will respect the individual rights of all persons.*

- Value the differences in every individual
- Promote the expression of differing opinions and beliefs
- Appreciate the culture and backgrounds of each person
- Treat every individual with respect

#### **Responsibility**

*Northwestern will maintain the highest levels of ethical standards and accountability.*

- Act with integrity and accept responsibility
- Use our resources in the most effective and efficient manner
- Conduct business in an atmosphere of transparency
- Promote a culture of continuous improvement

## **SOCIAL WORK PROGRAM'S HISTORY & ACCREDITATION**

The Social Work Program at Northwestern Oklahoma State University was originally established in 1984 under the auspice of the department of social sciences. In 2005, the Social Work Program was accredited by the Council on Social Work Education (CSWE-<http://www.cswe.org/>) and in 2009 the Department of Social Work was established. The social work program is designed to prepare students for the beginning level of professional generalist social work practice. Students who wish to pursue the Master's degree in Social Work may be eligible for advanced standing in accredited MSW programs. Advanced standing is offered to applicants under the programs and policies of the respective graduate programs, under conditions determined by the Council on Social Work Education. The Social Work Program has a distinct mission that focuses on the needs of the professional social work community in northwest Oklahoma, and on the identified needs of individuals and communities in the region. The program mission and goals have been developed so as to embed the elements of generalist social work practice and the values of the profession in the mission of the university and the department.

## **SOCIAL WORK PROGRAM MISSION STATEMENT**

The mission of Northwestern Oklahoma State University Social Work Program is to prepare Bachelor of Social Work (BSW) graduates to provide competent, effective, generalist practice social work services to the people of Northwest Oklahoma; to provide a regional forum for the development and dissemination of social work knowledge; to serve as a center for developing leadership in the delivery of social services in the Northwest Region; and to provide social work education grounded in the profession's history, values, and skills.

## **SOCIAL WORK PROGRAM GOALS**

The social work program goals reflect the purpose of undergraduate social work education and are derived from the program's mission. The social work program goals are as follows:

- **Prepare social workers with the knowledge, values, and skills of the social work profession to practice with individuals, families, groups, organizations and communities.**
- **Prepare social workers for ethical practice in a rapidly changing global environment and within the complexities of rural regions.**
- **Provide a learning environment which models respect for diversity and a commitment to ending discrimination and promoting social justice.**
- **Prepare social workers for the use of evidence based theories, practice methods, and evaluation processes for both client and agency outcomes.**
- **Educate lifelong learners who can think critically about the world around them.**
- **Develop social work leaders who are able to improve the social service delivery systems in Northwest Oklahoma.**
- **Prepare social workers with a commitment to professional growth and development.**

## **FORMAL CURRICULUM DESIGN: COMPETENCY-BASED MODEL**

The Social Work Program at Northwestern across all program options uses a competency-based educational design which prepares students for professional practice at the generalist practice level. The social work curriculum design is built on the liberal arts base and infuses social work knowledge, values, skills, and cognitive and affective processes which lead students to the mastery of the program's competencies. The competency-based educational model is the rationale for the social work curriculum design at Northwestern. Competency-based education is an outcome performance approach to curriculum design and is manifested into the program's competencies which must be demonstrated through application in practice. To ensure a coherent and integrated curriculum, the competency-based educational model's employs curriculum mapping to ensure alignment of competence outcomes with social work content. This formal curriculum design prepares majors for the signature pedagogy of field education, where they must demonstrate mastery of the competencies to enter professional practice.

## **NINE SOCIAL WORK CORE COMPETENCIES**

The social work program at Northwestern is grounded in competency based education and demonstrated mastery of the core competencies prepares undergraduate students for generalist social work practice. The core competencies are presented in terms of the knowledge, values, skills, and cognitive and affective processes comprising each competency and are demonstrated through a set of behaviors. The core competencies are as follows:

### **C1. Demonstrate Ethical and Professional Behavior**

*Behaviors: 1. Make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to context; 2. Use reflection and self-regulation to manage personal values and maintain professionalism in practice situations; 3. Demonstrate professional demeanor in behavior; appearance; and oral, written, and electronic communication; 4. Use technology ethically and appropriately to facilitate practice outcomes; 5. Use supervision and consultation to guide professional judgment and behavior.*

### **C2. Engage Diversity and Difference in Practice**

*Behaviors: 6. Apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels; 7. Present themselves as learners and engage clients and constituencies as experts of their own experiences; 8. Apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies.*

### **C3. Advance Human Rights and Social, Economic and Environmental Justice**

*Behaviors: 9. Apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels; 10. Engage in practices that advance social, economic, and environmental justice.*

### **C4. Engage in Practice-informed Research and Research-informed Practice**

*Behaviors: 11. Use practice experience and theory to inform scientific inquiry and research; 12. Apply critical thinking to engage in analysis of quantitative and qualitative research*

*methods and research findings; 13. Use and translate research evidence to inform and improve practice, policy, and service delivery.*

#### **C5. Engage in Policy and Practice**

*Behaviors: 14. Identify social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services; 15. Assess how social welfare and economic policies impact the delivery of and access to social services; 16. Apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice.*

#### **C6. Engage with Individuals, Families, Groups, Organizations, and Communities**

*Behaviors: 17. Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies; 18. Use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies.*

#### **C7. Assess Individuals, Families, Groups, Organizations, and Communities**

*Behaviors: 19. Collect and organize data, and apply critical thinking to interpret information from clients and constituencies; 20. Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies; 21. Develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies; 22. Select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies.*

#### **C8. Intervene with Individuals, Families, Groups, Organizations, and Communities**

*Behaviors: 23. Critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies; 24. Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies; 25. Use inter-professional collaboration as appropriate to achieve beneficial practice outcomes; 26. Negotiate, mediate, and advocate with and on behalf of diverse clients and constituencies; 27. Facilitate effective transitions and endings that advance mutually agreed-on goals.*

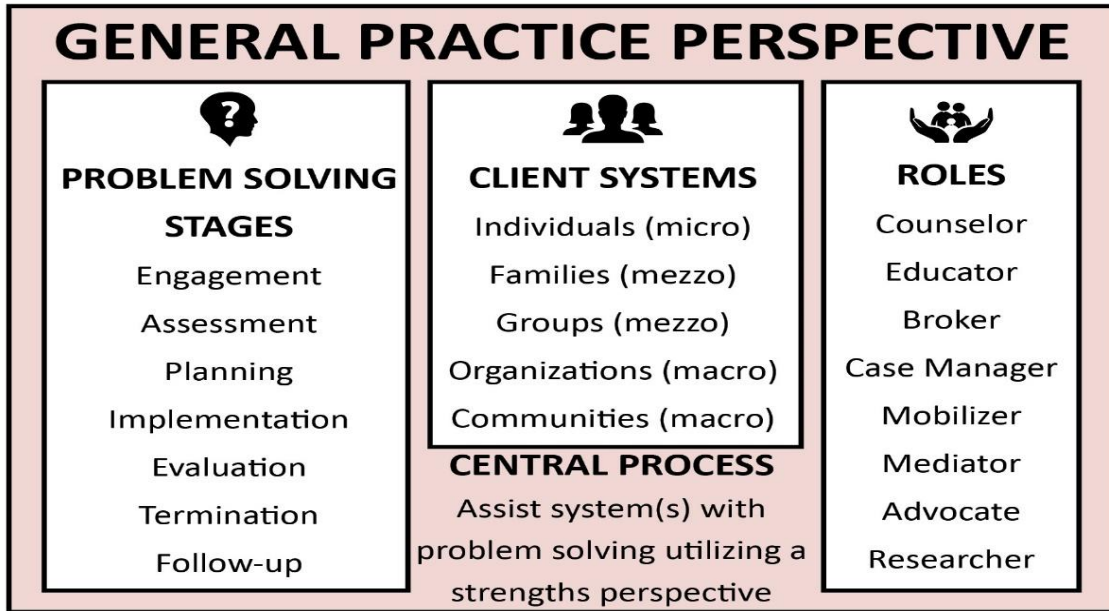
#### **C9. Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities**

*Behaviors: 28. Select and use appropriate methods for evaluation of outcomes; 29. Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes; 30. Critically analyze, monitor, and evaluate intervention and program processes and outcomes; 31. Apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels.*

### **Social Work Generalist Intervention Model**

The Social Work Program at Northwestern Oklahoma State University utilizes the generalist intervention model of social work practice, employing a flexible problem solving process from a strengths perspective. This model is reinforced through the knowledge, values, skills, and cognitive and affective processes in social work courses. The following process reflects the key elements of the problem solving model, which occurs with all levels of systems (individuals, families, groups, organizations, and communities). The following diagram illustrates the Social Work Program's approach to education and practice:





**OVERVIEW OF CURRICULUM REQUIREMENTS**

The current social work curriculum consists of 45 hours of social work major requirements. The remaining hours are University Studies courses and general electives required for graduation from Northwestern Oklahoma State University.

**GENERAL REQUIREMENTS FOR DEGREE IN ARTS AND SCIENCES GENERAL EDUCATION.** General Education requirements are to be completed during the freshman and sophomore years insofar as possible. The general education pattern for degrees in Arts and Sciences (BA and BS degrees) follows:

**MAJORS AND MINORS:** In the Arts and Sciences curriculum one major and one minor, as prescribed specifically in each department, are required. (This is minimum requirement). Credits Counted in Major and Minor: Courses in the major or minor applied to fulfill general education requirements may also be counted in the major or minor. In any major at least one-half of the work must be courses of senior college (3000 or 4000) level. In any minor at least one-half of the work must be courses of senior college level. Course substitution must be recommended in writing by the student's advisor, approved by the Associate Vice President and the Vice President for Academics.

**ELECTIVE CREDIT:** In addition to the courses taken in general education and major and minor curricula, sufficient elective credit should be earned to complete the minimum total of 120 hours required for graduation.

## General Education/Liberal Arts Requirements

### PLAN OF WORK LEADING TO BACCALAUREATE DEGREES

#### Northwestern Oklahoma State University

#### General Education Requirements

<b><u>ORIENTATION</u></b>	<u>1 Hour</u>
_____ UNIV 1101 Ranger Connection	
<b><u>COMMUNICATION &amp; SYMBOLS</u></b>	<u>12 Hours</u>
_____ ENGL 1113	
_____ ENGL 1213	
_____ SCOM 1113	
_____ MATH 1403 or 1513	
<b><u>SOCIAL, POLITICAL, &amp; ECONOMIC SYSTEMS</u></b>	<u>12 Hours</u>
_____ FIN 1113	
_____ HIST 1483 or 1493	
_____ LEAD 1013 or 2023; or GBUS 2033	
_____ POLS 1113	
<b><u>NATURAL SCIENCE</u></b>	<u>11-12 Hours</u>
_____ BIOL 1114 or BIOL 1124 or BIOL 1224	
_____ CHEM 1105, 1115; PHSC 1044, 1014, 1314, 3114, or PHYS 1114	
_____ HED 2303	
<b><u>HUMAN HERITAGE &amp; CULTURE</u></b>	<u>3-4 Hours</u>
_____ PSYC 1113 – OR –	
_____ HIST 1213, 1223, 1233, 1483, OR 1493 – OR –	
_____ SOC 1113 OR 2123 – OR – CJUS 1113 – OR –	
_____ GEOG 1113 – OR – ART 2013 – OR –	
_____ Spanish or ASL	
<b><u>VALUES &amp; BELIEFS</u></b>	<u>6 Hours</u>
_____ 3 hours of humanities (course with HUM prefix or equivalent course)	
_____ 3 hours of any course with REL or HUM prefix	
<b>TOTAL HOURS REQUIRED (General Education)</b>	<b>45 hours</b>

#### NOTES

All students must meet computer proficiency and English proficiency requirements; check catalog. Minimum total of 120 credit hours is required for graduation. The General Education Requirements for each undergraduate catalog are located online at: <http://www.nwosu.edu/undergraduate-catalog>. Be sure you are completing the General Education Requirements according to the catalog you have been assigned to in the registry office.

**SOCIAL WORK CURRICULUM REQUIREMENTS**

<b>SOCIAL WORK MAJOR COURSEWORK</b>	
<u>COURSE</u>	<u>OFFERING</u>
SOCW 2113 Social Work: A Helping Profession	Fall and Spring
SOCW 2121 Service Learning in Social Work	Fall and Spring
SOCW 3214 Human Behavior and the Social Environment	Fall Only
SOCW 3543 Diversity and Social Justice	Fall Only (online)
SOCW 3143 Social Welfare Policies & Services	Spring Only (online)
SOCW 4143 Social Research & Evaluation	Fall Only
SOCW 3293 SW Practice with Individuals- Practice I	Fall Only
SOCW 4023 SW Practice with Families and Groups- Practice II	Fall Only
SOCW 4113 SW Practice with Organizations & Comm.- Practice III	Spring Only
SOCW 4205 Field Experience I	Spring Only
SOCW 4215 Field Experience II	Spring and Summer
Electives (9)	

<i>Year &amp; Number</i>	<i>Hrs</i>	<i>Title</i>
<b>Sophomore Year</b>		
<b>SOCW 2113</b>	<b>3</b>	<i>Social Work: A Helping Profession *</i>
<b>SOCW 2121</b>	<b>1</b>	<i>Service Learning in Social Work co-requisite*</i>
<b>Junior Year</b>		
<i>Admission to the Major</i>		
<b>SOCW 3214</b>	<b>4</b>	<i>Human Behavior and the Social Environment</i>
<b>SOCW 3543</b>	<b>3</b>	<i>Diversity and Social Justice</i>
<b>SOCW 3143</b>	<b>3</b>	<i>Social Welfare Policies &amp; Services</i>
<b>SOCW 3293</b>	<b>3</b>	<i>SOCW Practice I (Individuals)</i>
<b>Senior Year</b>		
<i>Admission to the Practicum</i>		
<b>SOCW 4023</b>	<b>3</b>	<i>SOCW Practice II (Families and Groups)</i>
<b>SOCW 4143</b>	<b>3</b>	<i>Social Research and Evaluation</i>
<b>SOCW 4113</b>	<b>3</b>	<i>SOCW Practice III (Organizations and Communities)</i>
<b>SOCW 4205</b>	<b>5</b>	<i>Field Experience I: Spring</i>
<b>SOCW 4215</b>	<b>5</b>	<i>Field Experience II: Spring or Summer</i>
	<b>9</b>	<i>Electives (9)</i>
<b>TOTAL</b>	<b>45</b>	

\* Courses are co-requisite-prior to admission to social work

Course Descriptions, B.S.W. Academic Check Sheets & Course Rotation Schedules are located online at the following website: <http://www.nwsu.edu/school-of-arts-and-sciences/social-work>

## **SOCIAL WORK ADMISSION INFORMATION**

Admission to the Social Work Program occurs between the sophomore and junior year. Students who wish to major in Social Work must make application for admission to the program during the first 15 hours of coursework in Social Work. Students must contact Social Work faculty for advisement and are required to complete Social Work courses in sequence. No student will be allowed to progress in the program beyond 15 hours without admission application and a plan of study on file in departmental offices. Requirements for admission to the program include successful completion of SOCW 2113 and SOCW 2121 with a grade of C or higher, and an overall GPA of 2.5 with English proficiency university requirements achieved. In addition, the Admissions Committee reviews a written application and evaluates the extent to which the student meets identified criteria; such as values and behavior compatible with the social work profession, self-awareness, acceptance of difference and diversity, written and oral communication skills, accountability, emotional maturity, attendance habits, and potential for success in completing the upper division coursework. Students who have not met all admissions criteria but are likely to meet them prior to entry into the Field Experience may be admitted on a provisional basis with a plan for remediation. Those students not admitted will be advised and helped to decide whether to take remedial action and reapply or to select another major. Students must be fully admitted to the Social Work Program in order to be eligible for the Field Experience.

## **ADMISSION TO BACHELOR OF SOCIAL WORK PROGRAM**

Students who have been admitted to Northwestern Oklahoma State University may apply for admission to the social work major. The following are the requirements for full admission to the major:

1. Students must have completed SOCW 2113 and SOCW 2121 with a grade of C or better.
2. Students must have an overall G.P.A. of 2.50 or better for all coursework.
3. Admission applications must be submitted by 5:00 p.m. on October 15 or April 15 of each academic year. The admissions application includes:
  - a. Application to the Major & Professional Resume:
  - b. Two Letters of Reference:  
(Students are responsible for sending the reference form link to each of their references.) *Family and friend references will not be accepted.*

Submissions received after the published due date will not be considered. Students may be provisionally admitted to the major if they do not fulfill all admission requirements. Provisional majors are reviewed at the end of each academic term as a condition of continuation in the social work major. Students should be advised an interview may be requested by the admissions committee to clarify information before making an admission determination. All application materials can be located on the department's website located at: <http://www.nwosu.edu/school-of-arts-and-sciences/social-work/admission-to-major>. The application materials are permanently retained in the student's academic file located in the Department of Social Work.

## **ADMISSIONS DECISION**

The Social Work Admissions Committee is responsible for the decision on each applicant's status as a future social work major. The following criteria are reviewed for acceptance in the Social Work Program at Northwestern:

- Completion SOCW 2113 and SOCW 2121 with a grade of C or better
- Overall G.P.A. of 2.50 or better for all coursework
- English Proficiency
- Application
- Two Letters of References
- Professional Statement  
*(Motivation, Career Goals and Aspirations, Strengths/Self-Awareness, Acceptance of Difference and Diversity)*
- Professional Resume
- Quality of Written Material
- Professional Behavior  
*(Attendance, Accountability, Emotional Maturity, and Professional Communication Skills)*

The admissions decision can result in the following three options:

1. Admitted
2. Provisionally Admitted
3. Admission Denied

The outcome for each student will be submitted to them in writing. Students may be provisionally admitted to the major if they do not fulfill all admission requirements. Provisional majors are reviewed at the end of each academic term as a condition of continuation in the social work major.

## **MINIMUM GRADES**

If a student earns a “D” or an “F” in a required social work course, the course must be retaken when offered by the Department of Social Work. A minimum grade of “C” must be achieved before the student is allowed to progress to the Field Experience.

## **THE FIELD EXPERIENCE**

Upon completion or enrollment in the required courses, students make application for the field experience practicum. Admission to the field experience requires a review of academic performance, and an assessment of the student’s professional performance and ethical conduct in the social work program. Students who are deemed unprepared to assume responsibility for professional services to clients may be denied or delayed placement in the field experience. Once admitted into the field experience curriculum component, students complete a 420 hour field experience in a professional human services agency under the supervision of an approved social work field instructor. The hours may be taken in a one semester block (Spring only) or over two successive semesters (Spring & Summer) in the same setting. In order to provide the best possible learning experiences, students must be prepared to engage in the field experience in settings that may not be in their

home community. The design of the field experience centers on the selection of a quality learning setting that supports the student's career goals. Where possible, the convenience of location and times will be taken into account in planning the placement. Students must be prepared for the possibility that the field experience placement will involve travel to and from the agency setting. Students in the field experience assignment must secure professional liability insurance for the duration of the field experience. The insurance is available at a reasonable cost to students through the National Association of Social Workers (NASW) [www.socialworkers.org/](http://www.socialworkers.org/). It is the student's responsibility to complete the application for liability insurance and assure the receipt of a policy prior to making application to the Field Experience Practicum. In addition, students are expected to have read the Field Experience Manual in its entirety before making application to the Field Experience Practicum.

### **ADMISSION TO FIELD EXPERIENCE PRACTICUM**

Students wishing to enter the Social Work Field Experience must be fully admitted to the Social Work Program, completed all prerequisites, and earned a grade of "C" or higher in all social work classes and pre-major classes. Students must have a GPA of 2.5 in the major and overall, and must have completed the application process for the Social Work Field Experience. Students are required to secure professional liability insurance, have a valid driver's license, and have reliable transportation. Students are also highly encouraged to become members of the National Association of Social Workers (NASW). Students who have successfully completed their university studies courses (core requirements) and prerequisite social work courses must attend the Student Field Orientation and submit an application for the Field Experience by the designated deadline. Students who qualify for application to the Field Experience will be emailed by the Director of Field Education in the Fall semester with explicit instructions for making application to the Field Experience. Only completed applications that are submitted by the due date will be considered. The online application can be located at: <http://www.nwsu.edu/school-of-arts-and-sciences/social-work>. Please be advised the application requires the following documents to be uploaded: Transcript, Degree Audit, Driver's License, Automobile Insurance, Professional Liability Insurance, and a Resume.

All applications to the Field Experience are carefully reviewed by the Director of Field Education to ensure all requirements have been met. Following this initial review, the Social Work Field Experience Admissions Committee meets to discuss and review each student's readiness for the Field Experience. Decisions regarding the Field Experience are based upon the committee's assessment of the student based on the following:

1. Pre-requisites met
2. Acceptable academic performance
3. Values compatible with the social work profession
4. Acceptance of diversity in others
5. Professional habits and behaviors
6. Good written and oral communication skills
7. Demonstrates self-awareness
8. Appropriate behavior and interactions with others

9. Demonstrates basic social work skills as appropriate for student entering field practicum experience
10. Demonstrates emotional maturity and stability

If concerns are identified by the Social Work Field Experience Admissions Committee in any of the above areas, the Director of Field Education discusses the concerns with the student. Based upon a recommendation of the Director of Field Education, the Social Work Field Admissions Committee will make a determination about the student's placement in the Social Work Field Experience. A student may be conditionally approved for placement in the field. In such cases, continued enrollment in field will be contingent upon specific conditions being met. Any student not approved for field will be advised of their options to pursue an alternative degree. Because of the social work profession's commitment to the promotion of equal rights, particularly for vulnerable or oppressed populations, the Social Work Program reflects such diversity in its student population. Admission to the Field Experience and the Social Work Program at Northwestern Oklahoma State University is based on the above stated standards regardless of race, color, national origin, gender, disability, age, religion, sexual orientation, familiar status, political orientation, or perceived socioeconomic status. The Social Work Field Admissions Committee is responsible for serving as gatekeepers to the profession. Therefore, the qualifications of every student are given serious consideration during the Field Experience admissions process. Approval for Field Experience is based on the committee's professional judgment of the appropriateness of the student for professional social work. In the evaluation process, Social Work Field Experience Committee may choose one of these options:

1. Approve student's placement in the field (unconditionally or conditionally)
2. Postpone the student's placement and determine conditions to be met before placement
3. Deny student's placement into the field

*\* Students should be advised that expenses incurred through the field experience application process will not be reimbursed in the event the student's placement is postponed or denied.*

#### **ADMISSIONS APPEAL PROCEDURES**

Any student who fails to achieve the admissions standards for the major or for the field experience practicum and who believes there is extenuating evidence, which warrants his/her being given special consideration, may appeal in writing to the Social Work Program Director. The appeals process requires the following:

1. Letter to the Director of the Social Work Program within 10 days of the letter of notification from the committee
2. Unofficial transcript
3. Current copy of Registry graduation check sheet.

The Social Work Appeals Committee will review the appeal and make a determination. Please be advised the decision of the Social Work Appeals Committee is final.

### **ACADEMIC PERFORMANCE EXPECTATIONS**

A student admitted to the social work major will be expected to uphold the following academic performance standards:

- Maintain a 2.5 grade point average in social work courses;
- Maintain a 2.5 overall grade point average;
- No form of academic dishonesty which includes cheating, plagiarism, unauthorized possession of exams or other materials, forgery, or alteration or misuse of university records;
- Earn a minimum grade of a “C” in all required social work courses.
- Maintain and uphold the university’s academic integrity policy.

### **PROFESSIONAL PERFORMANCE EXPECTATIONS**

A student admitted to the social work major will be expected to uphold the following professional performance standards:

- Demonstrate attitudes and behavior which are aligned with the NASW Code of Ethics (<https://www.socialworkers.org/about/ethics/code-of-ethics>) and/or the University Code of Conduct;
- Demonstrate behaviors which support an ability to handle stress, relate to people, and engage in ongoing self-assessment of one’s knowledge, skills, and personal aptitude for a career in social work as determined by social work faculty;
- Demonstrate mental/emotional abilities which support performance, interactions, and/or relationships with classmates, faculty, agency staff, and/or clients;
- No criminal activity occurring during or prior to enrollment deemed by the Social Work Department to be incompatible with professional social work;
- No unresolved personal issues which impair performance, interactions, and/or relationships with classmates, faculty, agency staff, and/or clients;
- Personal goals consistent with entry into the profession;
- Demonstrate professionalism in all communications and focus on productive interactions with the university, program, peers, and faculty.
- Appropriate professional uses of social media. Social media are defined as media designed to be disseminated through social interaction. Examples include but are not limited to Facebook, Twitter, YouTube, and Snapchat. Examples of inappropriate uses of social media include but are not limited to the following: Students who make statements that violate any portion of the social work program’s mission or the NASW Code of Ethics; Students who make defamatory statements about the University, its programs, its employees, or its students; Students who make defamatory statements about practicum agencies and/or its clients; Students who disclose confidential information regarding practicum agencies and/or its clients

### **PROFESSIONAL CODE OF ETHICS**

The fundamental values of the social work profession include the worth, dignity, and uniqueness of all persons as well as their rights and opportunities. Values are the centerpiece of the social work profession, and social work ethics are derived from those values to guide social work practice. Students and practitioners of social work have an



obligation to conduct their responsibilities and govern their behavior in accordance with the ethical standards of the profession. The NASW Code of Ethics can be found at the following web address: (<https://www.socialworkers.org/about/ethics/code-of-ethics>). Students who exhibit behavior which is deemed to be in violation of the NASW Code of Ethics, as defined by social work faculty, will be dismissed from the social work major.

### **PROFESSIONALISM**

Professionalism is an important part of the social work program at Northwestern and students are expected to act in a manner consistent with the essential attributes of the social work profession. Student behaviors should be focused on creating productive interactions with the university, program, peers, and faculty. Students are expected to conduct all communications, including electronics, in a professional manner. Student attitudes and behaviors are used to assess admission and continuation program decisions.

### **SOCIAL WORK STUDENT AFFIRMATION FORM**

Social Work majors will be asked to sign a Social Work Student Affirmation Form in all social work courses verifying their responsibility to act in a manner consistent with the essential attributes of the profession and demonstrate an understanding of academic and professional performance expectations. *A copy of the document is located in Appendix A.*

### **DISMISSAL FROM THE SOCIAL WORK MAJOR**

A student admitted to the social work major will be dismissed from the program for the following academic and professional reasons:

1. Failure to maintain a 2.5 grade point average in social work courses;
2. Failure to maintain a 2.5 overall grade point average;
3. Any form of academic dishonesty which includes cheating, plagiarism, unauthorized possession of exams or other materials, forgery, or alteration or misuse of university records;
4. Failure to earn a minimum grade of "C" in all required social work courses;
5. Failure to maintain and uphold the university's academic integrity policy;
6. Attitudes and behavior which are deemed to be in violation of the NASW Code of Ethics (<https://www.socialworkers.org/about/ethics/code-of-ethics>) and/or the University Code of Conduct;
7. Behavior which demonstrates a diminished capacity to handle stress, relate to people, or engage in ongoing self-assessment of one's knowledge, skills, and personal aptitude for a career in social work as determined by social work faculty;
8. Mental/emotional difficulties that impair performance, interactions, and/or relationships with classmates, faculty, agency staff, and/or clients;
9. Evidence of criminal activity occurring during or prior to enrollment deemed by the Social Work Department to be incompatible with professional social work;
10. Unresolved personal issues which impair performance, interactions, and/or relationships with classmates, faculty, agency staff, and/or clients;
11. Personal goals inconsistent with entry into the profession;

12. Unprofessional communications and/or unproductive interactions with the university, program, peers, and faculty.
13. Inappropriate uses of social media. Social media are defined as media designed to be disseminated through social interaction. Examples include but are not limited to LinkedIn, Twitter, Facebook, YouTube, and Snapchat. Examples of inappropriate uses of social media include but are not limited to the following: Students who make statements that violate any portion of the social work program's mission or the NASW Code of Ethics; Students who make defamatory statements about the University, its programs, its employees, or its students; Students who make defamatory statements about practicum agencies and/or its clients; Students who disclose confidential information regarding practicum agencies and/or its clients.

### **TERMINATION POLICY**

If a student violates identified academic or professional performance criteria, a review will take place. The review process includes the student, their advisor, the Program Director and the Director of Field Education. The process will evaluate the violation and determine if a remediation plan can be established or if immediate expulsion is required. The remediation plan can include one or more of the following: Establish formal conditions for the student's continuance in the program; Termination of practicum; Counsel the student to change the major/degree programs; Termination of the student's participation in the program.

### **GRIEVANCE PROCEDURES**

Any student who is dissatisfied with their treatment in any academic situation (except grades and admission decisions) which may occur in the Department of Social Work may have the grievance addressed by utilizing the Department's grievance procedures:

- The student discusses the issue with the faculty member(s) with whom there is a difference.
- If the issue remains unresolved, the student should contact the Chair of the Social Work Department in writing outlining the specific grievance.
- If there is still no resolution, the student should prepare a written statement addressed to the Social Work Department Review Committee. The statement should provide the committee with all relevant information about the issue or problem, and the steps the student has taken to obtain a resolution of the problem. A student should provide details concerning observations, actions of individuals, and statements made by all parties that the student recalls.
- Upon receipt of the student's statement, the Committee will meet to consider the issue or problem. The Committee will accept written statements from any involved faculty member. The Committee will prepare a written report with recommendation(s) for resolution. Membership of the committee will include two faculty members and the Associate Vice President for Academics and Dean of Faculty.
- The Committee will send a report to the Department Chair for appropriate action.
- The student, if not satisfied, may confer with the Executive Vice President.

## **RE-ADMISSION TO THE SOCIAL WORK MAJOR**

For students whose progress through the program is interrupted by two (2) or more years, re-application to the major is required. Additionally, there may be required repetition of designated courses, particularly in social work practice. The Field Experience is considered a single, continuous course experience. Students who fail to complete the field experience in two successive semesters will be required to repeat the entire 420 hours of the field experience upon readmission.

## **SOCIAL WORK ADVISEMENT PROCEDURES**

Student advisement is an essential component of the Social Work Program at Northwestern. Social Work Faculty serve as both academic and professional advisors to all campuses. Social work students located on the Alva and Woodward campuses are assigned to Dr. Rehder as their academic and professional advisor. Social work students located on the Enid campus are assigned to Assistant Professor Pribble as their academic and professional advisor.

## **ACADEMIC ADVISING**

Each semester social work students will be emailed an academic advisement schedule which indicates the dates and times that enrollment will take place. Students must have a copy of their current degree audit from registry and a rough draft of the courses they wish to take prepared for enrollment sessions. Students who are not prepared for enrollment will be asked to reschedule their appointment at the professor's convenience. Students needing to take general education courses should make it a top priority to schedule an appointment as soon as possible. The purposes of academic advisement are to:

- Advise the student through the process of obtaining a social work degree, which includes degree planning of general education, major, and minor requirements.
- Assist the student in preparing semester schedules prior to registration.
- Maintain a student file including the degree plan and advisement notes.
- Personalized course selection assistance.
- Dissemination of Northwestern's policies and procedures.
- Outreach and support to students in academic jeopardy.

## **PROFESSIONAL ADVISING**

The social work program acknowledges the importance of professional advising to students and faculty are available through posted office hours for professional advising needs. The purposes of professional advisement are to:

- Explore professional interests and engage in short-term career counseling.
- Address professionalism and the nature of professional behavior.
- Provide counsel regarding the practice communities, employment planning, special projects, volunteer opportunities, and field placement experiences.
- Provide counsel to advisees when they are experiencing academic difficulty.
- Inform of departmental or professional scholarships.
- Support and protect the rights of students by informing them of grievance procedures.

## **TRANSFER OF CREDIT**

Courses in the pre-social work courses may be transferred in under the policies of Northwestern Oklahoma State University. Application for course transfer of social work courses taken at other universities will be considered at the time of admission to the major. Transfer courses applied to the social work major at Northwestern Oklahoma State University must meet the following criteria: A. The courses must have been taken in a social work program accredited or in candidacy for accreditation by the Council on Social Work Education. B. The courses presented for transfer must have a grade of "C" or better. Course equivalency is determined by the social work program through a review of the course syllabus and/or catalog description to aid in determination of the equivalency of course taken at another accredited institution. Social Work transfer courses must reflect current knowledge, skills, and values of equivalent courses offered by Northwestern's social work program.

Please be advised: ***The social work program at Northwestern Oklahoma State University does not grant academic or field practicum credit for life experience or previous work experience gained outside the context of higher educational institutions.*** While we respect and value life experience as a source of insight and skill, the requirements of social work practice are such that only structured educational experience can assure that future clients are being served by social workers with the requisite values, knowledge and skills of the profession.

## **PROFESSIONAL MEMBERSHIP**

Membership in professional organizations is an important benchmark of a professional social work identity. Professional organizations are perhaps the most important vehicle for the self-regulation and advancement of the profession, and membership is a source of access to collaboration and consultation with colleagues, continuing education, the intellectual fabric of social work practice, and the social fabric of ethical practice. The importance of collegial relationships established through membership in professional organizations cannot be overstated for social work practice in a rural state and region.

## **NATIONAL ASSOCIATION OF SOCIAL WORKERS (NASW)**

The National Association of Social Workers (NASW) is a professional organization whose primary purpose is to help all social workers improve their practice in the field of helping people. The organization is involved in professional development, professional standards, professional action to achieve sound social policy, and membership services. Students matriculating in a CSWE accredited social work degree program are eligible for membership in the National Association of Social Workers (NASW) [www.socialworkers.org/](http://www.socialworkers.org/). Students are expected to obtain professional liability insurance prior to initiating the field practicum experience and this insurance is available at a reasonable cost to students through NASW. It is the student's responsibility to complete the application for liability insurance and assure the receipt of a policy prior to the beginning of the field experience.

### **SOCIAL WORK STUDENT ORGANIZATION: S.W.A.T. (SOCIAL WORKERS ASSOCIATION OF TOMORROW)**

Social Workers Association of Tomorrow (SWAT) is a student-run organization that seeks to enhance the social work learning experience. The purpose is: To promote Social Work as an important and positive profession in Northwest Oklahoma; To uphold the National Association of Social Work code of ethics; To employ community service projects while supporting our community partners and their consumers. SWAT provides the opportunity for social interaction among persons interested in the social work profession in a non-classroom setting. Students interested in the profession of social work who have taken (or are currently enrolled in) at least one social work course are invited to join. Meetings are held via various technology enhanced mediums, allowing students on all three Northwestern campuses the opportunity to be actively involved with the organization. SWAT also provides students with an opportunity to participate in formulating and modifying social work program policies.

### **PROFESSIONAL LICENSURE**

The social work program at Northwestern is approved by the Oklahoma State Board of Licensed Social Workers. Graduates of the social work program at Northwestern Oklahoma State University are eligible for licensure in Oklahoma as Licensed Social Work Associates (LSWA).

### **SOCIAL WORK PROGRAM ADVISORY BOARD**

The Social Work Program Advisory Board is comprised of social workers, practitioners, and leaders in our local communities that foster and support the continued development of social work education in the region. While members come from different communities, the committee is seen as one functional unit and focuses on the overall development of the program. The primary purpose of the board is to maintain active communication between the social work practice community and the program to ensure continued improvement. The Social Work Program Advisory Board addresses the following: student preparation to meet community and agency needs, expectations for students in field education, program assessment outcomes, input on educational policies, student recruitment and retention, job placement, research initiatives, and identifying agency needs the Social Work Program can address to contribute to community betterment.

### **CHILD WELFARE PROFESSIONAL ENHANCEMENT PROGRAM (CWPEP)**

The Child Welfare Professional Enhancement Program (CWPEP) offers students the opportunity to make a commitment to serve Oklahoma families and children at risk of abuse and/or neglect. Applications are available to junior and senior level students majoring in social work. Students accepted into the program receive monthly stipends or payment is made for tuition, certain fees and required textbooks. Students sign legally binding contracts that require an employment obligation to OKDHS/CW of one calendar year for each academic year of financial assistance or to repay the money expended. This program is funded by the Oklahoma Department of Human Services, Children and Family Services Division, through Title IV-E of the Social Security Act. More information about the

CWPEP program is located at: <http://www.nwosu.edu/school-of-arts-and-sciences/social-work>

### **SOCIAL WORK INTERVIEWING LAB AND RESOURCE CENTER**

The Department of Social Work houses a state-of-the-art interviewing lab and resource center for students majoring in social work. The lab is located on the Alva campus in Jesse Dunn 308 and is equipped with laptop computers with web camera capabilities, a video camera for recording and practicing interview skills, a printer, a flat screen television, and an in-house library of social work textbooks, selected journals and practice-skill videos. Students wishing to check out materials should contact the Department of Social Work at (580) 327-8134. All materials are available to social work majors on the Alva, Enid, and Woodward campuses. *The social work interviewing lab and resource center was funded by the Anne & Henry Zarrow School of Social Work at the University of Oklahoma on behalf of OKDHS in order to assist the department in retaining quality social workers in the public child welfare system.*

### **SOCIAL WORK VIRTUAL REALITY LAB AND RESOURCE CENTER**

The Department of Social Work is home to a state-of-the-art virtual reality lab and resource center for students majoring in social work. The lab is located on the Enid campus in Room 110 and is equipped with virtual reality (VR) goggles and curriculum to practice social work skills. The VR lab offers an opportunity for students to interact with a virtual environment while the images displayed on the goggles are broadcasted to large wall mounted monitors for faculty instruction with observing students. Three pairs of VR goggles are available on each of our other campus locations in Alva and Woodward. Students wishing to check out VR equipment should contact the Department of Social Work at (580) 327-8134. *The social work virtual reality lab and resource center was funded by the Anne & Henry Zarrow School of Social Work at the University of Oklahoma on behalf of OKDHS in order to assist the department in retaining quality social workers in the public child welfare system.*

### **SOCIAL WORK STUDENT HANDBOOK ACKNOWLEDGEMENT FORM**

Social Work majors at the time of the application process will be asked to certify a statement that they have read, understand, and agree to abide by the policies and procedures outlined in the social work student handbook and acknowledge that they may be dismissed from the Social Work Program if in the professional judgment of the social work faculty, a violation of the handbook occurs.

## **SOCIAL WORK FACULTY**

The social work faculty at Northwestern are committed to student academic success and professional development. The social work faculty:

### **Full-Time Faculty:**

**Dr. Kylene Rehder EdD, MSW, LCSW**

**Chair, Department of Social Work**

Social Work Program Director & Professor

Office: Jesse Dunn 308 Alva/ Office 139 Woodward

(580) 327-8135 or [kdrehder@nwosu.edu](mailto:kdrehder@nwosu.edu)

**Jennifer Pribble MSW, LCSW**

**Director of Social Work Field Education**

Assistant Professor

Office: Room 110 Enid

(580) 213-3148 or [jlpribble@nwosu.edu](mailto:jlpribble@nwosu.edu)

### **Part-Time Faculty:**

**Raquel Razien, MSW, LMSW**

Adjunct Instructor of Social Work

Department of Social Work

Northwestern - Woodward

[rrrazien@nwosu.edu](mailto:rrrazien@nwosu.edu)

For more information about social work faculty, please visit:  
<http://www.nwosu.edu/school-of-arts-and-sciences/social-work/faculty>

**APPENDIX A**

**SOCIAL WORK STUDENT AFFIRMATION FORM**

\_\_\_\_\_ I understand that as a social work student I am a member of a profession which places me in a position of confidence requiring the utmost discretion and professionalism to protect those with and for whom I work. I acknowledge that as a member of the social work profession I have a responsibility to act in a manner consistent with the essential attributes of the profession. In this regard:

\_\_\_\_\_ I agree to protect the privacy of faculty, peers, clients and family members of clients by not inappropriately disclosing confidential information that is disclosed to me in my capacity as a NWOSU social work student. In addition, I agree not to inappropriately disclose confidential information about my agency or institution that is disclosed to me in my capacity as a NWOSU social work student.

\_\_\_\_\_ I agree to adhere to copyright and privacy laws and never post course content acquired through Blackboard on any form of electronic venue. In addition, I will not discuss or post any information about faculty, peers, clients, supervisors, or any partner agency on any electronic venue (i.e. Facebook, Snapchat, Twitter, cell phones, etc.).

\_\_\_\_\_ I have/will read the syllabus of the social work course I am taking this semester and I understand the criteria established for grading my course work. I understand that a minimum grade of "C" must be achieved before I can be allowed to progress to the Field Experience.

\_\_\_\_\_ I agree that I will conduct myself in a professional manner in all communications and focus on productive interactions with the university, program, peers, and faculty.

\_\_\_\_\_ I agree that I will conduct myself in a manner that exhibits professional values and in accordance with the National Association of Social Workers (NASW) Code of Ethics for social workers.

\_\_\_\_\_ I will maintain and uphold the academic integrity policy of Northwestern Oklahoma State University and will not condone or participate in any activities of academic dishonesty including, but not limited to, plagiarism, cheating, stealing or copying another's assigned work, or lying about any situation.

\_\_\_\_\_ I will not recreate any items or portions of any exam for my own use, or for use by others during my enrollment in the Social Work Program.

\_\_\_\_\_ I will not accept or access any unauthorized information related to any exam administered during my enrollment in the Social Work Program.

\_\_\_\_\_ I will sign my own papers and other documents and will not sign any other student's name to anything, including class rolls.

\_\_\_\_\_ I will not allow any student access to any of my paperwork for the purpose of copying.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
SOCW XXX  
Course Number