



LOURDES
UNIVERSITY

Social Work Program

STUDENT
HANDBOOK

Revised September 2022

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Social Work Student Handbook

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Introduction

This Volume VIII of the Policy Manual is for Social Work Students and has been prepared to give an overview of the baccalaureate Social Work program, its policies, and procedures. This handbook is supplemented by the Field Education Manual that provides information regarding the field education experience of the Social Work program. In addition, information about Lourdes University's admissions, fees, financial aid and services is provided in the Student Handbook and can be accessed online at <http://www.lourdes.edu>.

The Social Work Student Manual is available to prospective and current students in order to inform and prepare students about the Social Work program at Lourdes University.

I. General Information and Historical Overview of the Social Work Program at Lourdes University

Lourdes University has offered specialized courses oriented to the human services since 1958. In 1980, a two-year degree program was established and in 1984, a four-year social work program was formalized under the newly accredited B.I.S. Degree. In 1986, the Ohio Board of Regents and accredited by North Central Association of Universities and Schools authorized a Bachelor of Arts Degree that included the undergraduate degree in social work.

The University has been a member of the Council on Social Work Education (CSWE) since 1981, guided by program and curriculum directives established by this accrediting body. In 1992, the Social Work program received accreditation from the Council on Social Work Education to offer a Baccalaureate Program in Social Work. The most recent reaffirmation of accreditation occurred in 2015, and the Social Work program received full-accreditation through 2021.

Mission Statement of the Social Work Program

The mission of the Social Work program is to educate baccalaureate social work students and to provide the knowledge, values and skills necessary to engage in generalist social work practice. Through a liberal arts education based in the Franciscan tradition, graduates of the program are prepared to:

- Engage in critical thinking that includes examination of his/her personal values
- Advocate for human rights and social justice
- Commit to professional growth and development

Educational Purpose

The program at Lourdes University offers a Bachelor of Arts in Social Work (B.A.) that provides the academic credentials for graduates to take the Bachelor examination for social work licensure through the Association of Social Work Boards (A.S.W.B.).

Lourdes University Social Work majors are prepared as entry-level generalist social work practitioners upon graduation. Students that successfully complete the program are eligible for advanced standing in many MSW programs that provided graduate social work education.

Definition of Professional Social Work

The following is a working definition of social work practice developed by the National Association of Social Workers.

Social work is the professional activity of helping individuals, groups, or communities to enhance or restore their capacity for social functioning and creating societal conditions favorable to this goal. Social work practice consists of the professional application of social work values, principles, and techniques to one or more of the following ends:

1. Helping people to obtain tangible services;
2. Providing counseling and psychotherapy for individuals, families;
3. Helping communities or groups provide or improve social and health services; and
4. Participating in relevant legislative process.

Social Work is involved with caring about people, helping them to resolve problems, helping them with social interactions to improve their daily relationships, and helping them to take the necessary steps to change their lives. Social workers help individuals, families, and groups to cope with environmental concerns. Social workers practice in many different settings. Social work concerns itself with social institutions, to ensure that they will be just, effective, and responsible in providing service and meeting human needs. Social work is also concerned with social problems and conditions advocating for a better quality of life for all populations.

Program Philosophy

The Social Work undergraduate course of study at Lourdes University is developed and guided by the standards established by CSWE. The curriculum of the Social Work degree plan is based on a liberal arts perspective that includes a purposeful general education course of study. Through general education at Lourdes University, students develop the ability to express ideas clearly and cogently; the ability to think logically and critically; an awareness of the roles of the arts in human culture; the ability to make ethical decisions; an awareness of and sensitivity to cultural diversity; foundational knowledge of history and its significance; an understanding of scientific principles, technology and methods; the ability to utilize and manipulate quantitative data; knowledge of principles and methods necessary for living a healthy life; and empathetic recognition of the religious dimension of human existence.

The purpose of professional social work education is to enable students to integrate the knowledge, values, and skills of the social work profession into competent practice. The achievement of this purpose requires clarity about learning objectives and expected student outcomes, flexibility in programming and teaching to accommodate a diverse student population, and commitment of time and resources to these efforts.

The Social Work program uses an ecological problem-solving model, grounded in a strengths-based perspective to prepare students for practice. This approach is based in the following foundational tenets:

- Knowledge of the history of the profession, of human development and behavior, and of the impact of societal forces on the individual, family and community.
- Values affirming the individual's right to self-determination, and the rights of the community, as well as the commitment to cultural competence and social justice
- Skills for engaging clients, and supporting and partnering with clients to effect change.

Program Goals

Aligned with the mission of Lourdes University and the professional expectations of CSWE, the following goals are identified, articulated to students and the community, and integrated into all of the program education and service activities:

1. To prepare students for beginning generalist social work practice.
2. To provide professional social work education that includes a focus on areas of social work practice skills, human behavior in the social environment, welfare policy and the delivery of services, practice-oriented research and field placement and content in social work values and ethics, diversity, social and economic justice, and populations at risk.
3. To support and incorporate the Lourdes University Learning Outcomes that prepare students to be life-long learners and critical thinkers.

Objectives of the Program

The following program outcomes, grounded in expected practice behaviors and competencies of students, support the goals of the Social Work program.

Graduates of the program are expected to:

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

II. Policies and Procedures: Policies Affecting Social Work Students

The policies that appear in this handbook apply to students who plan to major in social work and are consistent with the mission, goals and objectives of the Social Work program at Lourdes University and the accreditation standards of CSWE. A complete explanation of policies that apply to all students at Lourdes University is provided in the University Student Handbook. Included in the University Student Handbook is a full explanation of the Student Code of

Conduct, student rights and responsibilities, and disciplinary procedures as consequences of violation of University regulations.

Application for Admission

Students choosing to major in social work should make a formal application to the Social Work Program after completing SWK 111 Introduction to Social Work. Admission packets include a letter from the Social Work Director, an Application for Admission to the Social Work Program, three References for Admission forms, and the NASW Code of Ethics. Packets can be picked up at the School of Social Science office in Assisi Hall, or they can be retrieved online at <https://www.lourdes.edu/academics/social-work-ba/>.

The application process also includes a formal entrance interview with the social work faculty. The interview cannot be scheduled until all admission documents (including references) have been completed and turned into the Social Work Program. Entrance interviews must take place before students enroll in SWK 411 Process II. **Students cannot register for SWK 411 if they have not been formally admitted into the program.**

Admission Criteria

Students must have a cumulative grade point average of 2.0 or above as well as a 2.5 average or above in social work courses. A D or below is unacceptable for Social Work courses. Any social work major that receives a D in a required social work course will have to re-take that course in order to graduate (see also Graduation Requirements in your school catalog under the social work major).

Application and Autobiography

Students must complete a written application and autobiography describing their interests, goals, strengths, areas for improvement, and commitment to the profession of social work.

Reference Letters

Three reference forms must accompany the application. The references should be from a non-social work professor. Since interviews will not be held until all the references have been received, please be prompt in sending them out. It is recommended that the student send along a personal note and a self-addressed, stamped envelope to encourage a quick response. Students are responsible to check with their Social Work Advisor or the School of Social Science's Administrative Assistant regarding their references being sent to the office.

Admissions Interview

Following the review of the application materials and reference forms, a formal admission interview will be set up with the social work program faculty. The purpose of the interview is to reflect on the student's aspirations, goals, and potential for social work, to discuss the student's strengths and growth areas. If necessary, this interview will serve as a time to agree on a corrective plan of action that reflects the student's commitment to an area of growth. It also provides an opportunity for students to plan, clarify options, ask questions, and voice concerns.

Admission to the Program

Applicants will be notified of their acceptance to the Social Work Program within a week of a completed application. The Social Work Program reserves the right to request a student to withdraw from the Program if academic performance, ethical or professional behavior, or emotional/physical health indicates that the student may not successfully complete the program or jeopardize the well-being of clients served. Applicants who are not accepted to the program will be advised as to an alternate field of study.

Appeals

If denied admission, the student may appeal the decision to the Social Work Director in writing. Students will receive a response to their appeal or grievance within two weeks.

Readmission

Students who withdraw or are asked to withdraw from the program may apply for readmission under the same requirements and procedures utilized for initial application. It is recommended that students in this circumstance delay reapplication for at least one full semester or until the problem cited by the student or the program is resolved.

The Social Work Program does not discriminate in its admission and retention policies on the basis of race, gender, color, ancestry, national origin, age, sexual orientation, disability or veteran status.

Students' Rights and Responsibilities

The Social Work program promotes students' rights to participate in formulating and modifying policies affecting academic and student affairs.

- Students shall have regular access to their instructors through posted office hours and email.
- Each declared social work major shall have an assigned social work faculty advisor available for both academic and career advisement.
- Social work majors are encouraged to engage in service throughout the Lourdes University campus community and to participate, if selected, through Phi Alpha, the social work honor society.
- Criteria for academic and non-academic performance are available within this Handbook, and questions can be directed to any social work faculty advisor.
- Students will be informed of the grievance and appeal procedures through the policies in the Handbook.
- Students shall be informed of criteria used to evaluate academic and field performance on each social work class syllabus.
- Students are expected to actively participate in their own learning experience and to identify with the ethics and values of the social work profession.
- Students are expected to provide feedback to social work faculty regularly regarding program needs, course quality, or any other matters relating to quality social work education.

Non-discrimination

The Social Work program supports the University's position on discrimination as stated in the University Student Handbook: "While students have the responsibility to obey University regulations, they also have the right to fair and impartial treatment at Lourdes University, without regard to religious creed, race, sex, national origin or handicap".

As advocates for fair treatment and just services, the Social Work program maintains a comprehensive position on non-discrimination consistent with CSWE standards and the NASW *Code of Ethics*. The Social Work program at Lourdes University provides learning content with respect for all persons, promoting the practice of cultural competence and understanding of diversity that is non discriminatory on the basis of age, class, race, ethnicity, color, sex, religion, national origin, gender, sexual orientation or differing mental or physical abilities.

Statement of Understanding and Agreement

The Social Work Student Handbook is reviewed in SWK 111/Introduction to Social Work, in SWK 205/Pre-professional Seminar. Students are required to submit acknowledgment of Statement of Understanding and Agreement (included in Appendix of this Handbook) indicating that he/she has reviewed the handbook materials and that he/she understands and agree to the policies of the Social Work program.

Transfer Credit

Policy regarding transfer of credit to the required courses for the Social Work program includes:

1. An initial review by the Registrar of courses - other than social work related - in accordance with the University transfer policies.
2. A review of all other courses transferred from non-CSWE programs by the faculty advisor for possible 100 or 200 level social work course equivalencies.
3. Credit equivalencies may be awarded for social work classes listed at the 300 and 400 level at Lourdes University only if taken at another CSWE accredited program. Transfer credit is not awarded towards field placement at Lourdes University.
4. No transfer credit will be awarded for courses graded less than a "C" per University policy.
5. Students should be prepared to provide course syllabi and/or catalog descriptions of courses taken elsewhere for review by the faculty advisor for final decision on social work transfer credit equivalencies.

Work or Life Experience Credit

The Social Work program at Lourdes University does not award experiential learning credit or credit for non-collegiate sponsored learning programs for any required social work courses. However, a student may gain credit for certain non-University experience such as workshops, civic lectures, professional meetings and non-University credit presentations attended or given by the student in and out of the University classroom community. Please see the University policy regarding Prior Learning Credit (available through the Advising Center) for more information.

Advising

Academic Advising Mission Statement

The mission of academic advising at Lourdes University is to assist all students in becoming integrated persons by helping them identify educational plans in keeping with their life goals. While we believe that the ultimate responsibility of making educational choices rests with the individual student, as advisors we can serve an advisee in the following ways:

1. Assisting in the assessment of a student's academic abilities and interests so that the student has the opportunity for academic success.
2. Familiarizing the student with the culture, values and practices of Lourdes University Community.
3. Assisting the student with the clarification of career and life goals.
4. Assisting with the development of the student's educational plan.
5. Interpreting Lourdes University program requirements.
6. Assisting with the selection of appropriate courses and educational experiences for the student.
7. Reinforcing the advisee's decision-making and self-directing skills.
8. Monitoring the student's progress towards fulfilling his/her educational goals.
9. Acting as a liaison between the advisee and faculty mentors.
10. Collecting and distributing data regarding student needs, preferences, and performance for use in making institutional decisions and policy.

Philosophy of Advising

Lourdes University provides a quality educational experience for students in a caring, Franciscan environment that challenges and inspires them to grow in wisdom, knowledge, and understanding of truth. Since the academic program of each student is the foundation of her/his collegiate experience, we believe advising is second in importance only to teaching. Academic advising is an opportunity for the formation of a relationship between advisor and advisee out of which will develop a meaningful, individualized educational plan that is compatible with the life goals of the student. The advisor-advisee relationship continues intact for additional clarification and consultation as the student matures in personal and intellectual understanding.

The faculty advisor plays a vital role in providing information, support and guidance to students who participate in the Social Work program. Each full-time social work faculty member acts as an academic advisor. The advisor will assist the student in completing the degree plan for a B.A. in Social Work, work with the student to register for the appropriate classes, and help to direct the student on related academic goals, fields of practice and advanced degree programs.

Students who are granted Special Admission status are assigned to an academic advisor through the Advising Center (see Course Catalog for definition of Special Admission). If a student with Special Admission status indicates an interest in social work as a major, the academic advisor will arrange for the student to meet with a social work faculty advisor to define the expectations of the Social Work program and to review the Handbook. The student will continue to receive enrollment support and guidance through the Advising Center until he/she has fulfilled the requirements as

defined by Special Admission status. At that time, the student will be assigned an advisor through the Social Work program.

Students should contact the Administrative Assistant to the Department of Social Work, for assignment to a faculty advisor. Advisors are available during posted office hours and through appointment.

Attendance

The Instructor for this class will note each student's attendance at each class session. More than 2 absences in this course will result in the lowering of a final grade by one letter grade. For every class absence after 2 classes of non-attendance, the final grade will be reduced by one additional letter grade. The Instructor reserves the right to consider consistent tardiness as non-attendance.

The Department of Social Work acknowledges that the academic calendar of Lourdes University reflects, to some extent, the observance of Christian religious holidays. Students, as members of other religions, may seek to be excused from class in order to observe their faith. Students who choose to do so are expected to provide the Instructor at the beginning of the semester with a schedule of religious holidays. The Instructor will work with the student to develop a plan that will respect the student's expression of faith while meeting the expectations of student learning in the course.

Grade Scale

The Department of Social Work uses the following grade scale to evaluate the academic performance of students in social work courses:

A	=	94-100	C	=	73-76
A-	=	90-93	C-	=	70-72
B+	=	87-89	D+	=	67-69
B	=	83-86	D	=	63-66
B-	=	80-82	D-	=	60-62
C+	=	77-79	F	=	0-59

Quality points for each semester of credit are assigned by Lourdes University according to the following scale of scholarship:

<u>Grade Achievement</u>	<u>Quality Points Per Hour</u>
A Superior Quality	4.00
A- Slightly less than superior quality	3.67
B+ Slightly more than high quality	3.33
B High quality	3.00
B- Slightly less than high quality	2.67
C+ Slightly more than average quality	2.33
C Average	2.00
C- Slightly less than average quality	1.67

D+	Above passing, but below average quality	1.33
D	Passing, but below average quality	1.00
D-	Passing, but barely above failing	.67
F	Failing, no credit but hours calculated into grade point average	.00
S	Satisfactory (credit earned but no effect on GPA)	
U	Unsatisfactory (no credit earned, no effect on GPA)	
I	Incomplete (no credit earned)	

Requirements for Papers: APA Formatting and Style

Papers that are written by students for social work courses must adhere to the format created by the American Psychological Association (APA). Instructors may provide other guidance for assignments that are not research based. Students are strongly encouraged to become familiar with the APA format and should consult the most recent edition of the *Publication Manual of the American Psychological Association*.

Termination from the Social Work Program

Social work requires the ability to establish positive, supportive and nonjudgmental interpersonal relationships. Observed positive relationships with faculty, students and community members serve as indicators of potential professional skill and suitability for practice in the field. Social work is a profession whose members are expected to adhere to the National Association of Social Workers *Code of Ethics* and to conduct themselves in a professional manner consistent with these standards, a demonstrated skill in critical thinking, as well as the ability to maintain professional behavior.

Social work education mandates continuous student evaluation. The evaluation process includes objective assessments such as grades, performance in pre-field and field placement, as well as an ongoing evaluation by faculty of the student's performance, progress and potential for the profession. The student's continuation in the social work major is reliant upon continuous positive faculty evaluation of the student's attributes as a professional, grades, and performance in social work situations and simulations.

The Department of Social work has developed the following policy statement and procedure regarding student termination from the program. The Department reserves the right to terminate a student from the program if the academic performance, ethical behavior or physical and mental health of the student indicates that the student may not successfully complete the program or meet professional standards of conduct. A decision for termination will be based upon a situation where one or more of the following criteria are met:

1. Failure to meet the University or program academic performance requirements.
2. Violation of the University standards on academic honesty including plagiarism and cheating.
3. Evidence of violation of the profession's ethical standards, including but not limited to inappropriate sexual conduct, difficulty in managing confidentiality, and inability to maintaining boundaries.
4. Demonstration of impaired and/or inappropriate behavior that hinders the student's

insight and development of sound practice skills.

5. Refusal of recommended plan to resolve identified issues.

The student will receive a written notice of the termination and may appeal the decision through the Academic Grievance Procedure as outlined in each course syllabus, the University catalog and the University Student Handbook. Copies of the University Student Handbook are available at the Welcome Center and at the Lourdes University website: <http://www.lourdes.edu>.

Readmission to the Social Work Program

A student who wants to be considered for readmission must meet the following criteria:

1. Submit (to the Chairperson of the Department) a written explanation of the concerns that resulted in termination from the program including an acknowledgement of previous performance issues and plan(s) for improvement or prevention, and
2. Submit transcripts of continued academic efforts that indicate ability to maintain a G.P.A. as required by the program.
3. Participate in an interview with the faculty of the Department of Social Work and actively engage in dialogue regarding reasons for readmission to program and completion of degree.

The Social Work faculty will consider all of the above when making a decision regarding readmission to the program. The student will be notified in writing of the decision; if he/she is not satisfied with the outcome, the student may appeal the decision through the Academic Grievance Procedure as outlined in each course syllabus, the University catalog and the University Student Handbook. Copies of the University Student Handbook are available at the Welcome Center and at the University web site: <http://www.lourdes.edu>.

Sexual Misconduct and/or Harassment

The sexual harassment policy of Lourdes University is found in the Student Handbook, available at the University web site <http://www.lourdes.edu>. The Department of Social Work supports and enforces this institutional policy.

Criminal Background Checks

The Social Work program does not require that students undergo a criminal background check in order to complete the undergraduate degree program. However, if required by field education sites or service learning opportunities, the student must pay for that documentation prior to beginning for the experience and disclose the results to the Social Work program. If the results of the criminal background check show any potentially disqualifying or questionable information, the Social Work program requires that the student provide additional information to clarify the background check results. The failure to provide additional information as requested will render the student unable to participate in these experiences.

Social work licensing boards in each state have specific requirements regarding disclosure of criminal backgrounds and limitations on licensure. Students are urged to contact the state licensing board for clarification.

Request for Reference

Students may consider submitting a request to a faculty member or adjunct instructor for a professional reference. A student must submit a request in writing to the faculty or instructor that includes the intended use of the reference, person (or agency) to whom the reference is provided, and any other information that is to be considered in completing the reference. Faculty and instructors will only consider references for employment, graduate school and/or scholarship or award application. Faculty and instructors may decline any students' request for reference.

Grievance Procedure

The grievance and appeal procedures for both academic and nonacademic issues and other institutional policies that are applicable to all students are outlined in Volume VIII of this Policy Manual and available to the students. Please consult the University Student Handbook for additional information and procedure regarding the grievance process.

Social Work Program Curriculum

The outcomes of the Social Work program are demonstrated through a curriculum of 123 credits, 75 of which fulfill the general education requirements of Lourdes University, and 48 credits of specific credits (SWK prefix) that fulfill the requirement of the social work major. The degree plan adopted by the Social Work program in fall 2018 is included in the Appendix of this Handbook. Students admitted to Lourdes University prior to fall 2018 are expected to complete their course of study within the previously approved degree plan.

Framework for Generalist Social Work Practice

The Social Work program at Lourdes University prepares students for beginning-level or generalist social work practice. Generalist social work practice is characterized by the ability to engage a wide range of clients in a variety of settings and to actively participate with the client in problem solving strategies. Generalist practice is holistic and eclectic in its approach, utilizing multiple levels of intervention for planned change and empowerment especially with diverse, oppressed and at-risk populations. Students who successfully complete the Social Work program will have the knowledge and skill to engage clients in order to complete a bio-psycho-social-spiritual assessment, and to develop and implement a plan for intervention that builds on the client's existing strengths. Graduates will be able to evaluate the effectiveness of their practice, modify plans as needed to incorporate change, terminate services as appropriate and provide follow-up as needed.

The six foundation generalist social work practice roles mastered by students in the BSW curriculum are defined below. Carrying out these roles requires paying constant attention and adherence to the ethical standards stated in the *NASW Code of Ethics*; sensitivity to human differences and cultural competence; social and economic justice especially as it applies to vulnerable populations; and research affirmed practice. Content on human diversity and multiculturalism is infused throughout the curriculum.

Advocate: In the advocate role, the social worker champions the rights of others with the goal of empowering the client system being served. A social worker in the role of advocate speaks on behalf of clients when others will not listen or when clients are unable to do so. Social workers have a particular responsibility to advocate on behalf of those disempowered by society. General tasks associated with advocacy may include:

- Seeking basic institutional change, often with the objective of shifting power and resources to disadvantaged groups.

- Identifying problems and assisting in the development of resources for clients.
- Taking a principled stance on behalf of clients.

Broker: In the role of broker a social worker is a professional agent responsible for identifying, locating, and linking client systems to needed resources in a timely fashion. Once the client's needs are assessed and potential services identified, the broker assists the client in choosing the most appropriate service option and assists in negotiating the terms of service delivery. In the role of broker the social worker is also concerned with the quality, quantity, and accessibility of services. Related tasks for the social work broker are:

- Assessment of client needs
- Identification of available resources
- Negotiation of service delivery
- Development of resource networks

Community change agent: A community change agent participates as part of a group or organization seeking to improve or restructure some aspect of community service provision. A change agent, working with others, uses a problem-solving model to identify the problem, solicit community input, and plan for change. A community change agent acts in a coordinated manner to achieve planned change at multiple levels that helps to shift the focus of institutional resources to meet identified goals. Tasks related to the role may include:

- Obtaining knowledge regarding community resources and dynamics
- Utilizing input from all levels of community systems
- Examining all relevant alternatives
- Selecting a planned change approach in a collaborative manner

Counselor: The role of the professional counselor focuses on improving social functioning. In the role of counselor, the social worker helps client systems articulate their needs, clarify their problems, explore resolution strategies, and applies intervention strategies to develop and expand the capacities of client systems to deal with their problems more effectively. A key function of this role is to empower people by affirming their personal strengths and their capacities to deal with their problems more effectively. Tasks associated with this role may include:

- Obtaining pertinent information about the client system
- Applying the problem solving methodology to client problems
- Preparing assessment and treatment plans
- Maintaining client records according to agency standards and regulations
- Performing risk assessments and develop risk management plans

Mediator: When dispute resolution is needed in order to accomplish goals, the professional social worker will carry out the role of mediator. In the mediator role, the social worker intervenes in disputes between parties to help them find compromises, reconcile differences, and reach mutually satisfying agreements. The mediator takes a neutral stance among the involved parties. Some of

the tasks associated with carrying out the role of mediator are:

- Clarifying of issues, positions and values
- Seeking common ground among the parties involved
- Facilitating communication

Researcher: In the researcher role, a social worker evaluates practice interventions and with others evaluates program outcomes. The researcher seeks to critically analyze the literature on relevant topics of interest and uses this information to inform practice. A researcher extends and disseminates knowledge, and seeks to enhance the effectiveness of social work practice. Tasks related to the role of researcher may include:

- Identifying strategies for conducting research, especially applied research
- Enhancing the research skills of others, including colleagues, clients, and community members
- Including others in the planning and implementation of research

Content areas

The social work curriculum is grounded in the liberal arts and provides education specific to the knowledge, values and skills of professional social work. The liberal arts component and the coursework and training of the Social Work program support a foundation for generalist social work practice, graduate education and lifelong learning.

This generalist practice includes content areas of social work practice, policy and services, social and economic justice, populations at risk, multiculturalism and diversity, human behavior in the social environment, values and ethics, research and field education. It is expected that students study all content areas in order to prepare for a role as a professional social worker. The Social Work program at Lourdes University offers courses in each of the following content area as required by CSWE (EPAS 2015):

Social Work Practice: Includes understanding client strengths and challenges in the interaction among individuals and between people and systems.

Policy and Services: Includes history, mission and philosophy of the profession and the process, influence and analysis of policy that help people attain or maintain optimal well being.

Social and Economic Justice: Includes informal and formal policies that result in forms of oppression and the strategies to achieve individual and collective justice and equity.

Populations at Risk: Includes dynamics and consequences of bias, prejudice, discrimination that result in social, economic and political deprivation of individuals and groups.

Multiculturalism: Includes awareness of culturally competent assessment and intervention when working with individuals and groups distinguished by race, ethnicity, culture, class, age, gender, sexual orientation, religious identity and differing abilities.

Human Behavior in the Social Environment: Includes understanding of social systems in which individuals in families, groups, organizations, institutions and communities interact.

Values and Ethics: Includes attention to the specific values and ethics of the profession as reflected in conduct towards clients, systems, other colleagues and society at large.

Research: Includes mastering scientific approaches to practice knowledge and service evaluation.

Field Education: Includes training and skill development in an agency setting as an experience that promotes the integration of classroom knowledge with professional competence.

Courses specific to a major in social work are outlined in sequence in the Degree Plan (Appendix). Course descriptions are available in the course catalog and course outlines are available through the University website: <http://www.lourdes.edu>.

Student Social Work Organizations

Students play an integral part in acting on the mission of Lourdes University and the Social Work program. In demonstrating a commitment to serve, students can choose to join the many service opportunities that are available through Campus Ministry.

Social Work Honor Society

Phi Alpha

Delta Alpha Chapter



"Through knowledge - the challenge to serve"

The purposes of Phi Alpha Honor Society are to provide a closer bond among students of social work and promote humanitarian goals and ideals. Phi Alpha fosters high standards of education for social workers and invites into membership those who have attained excellence in scholarship and achievement within the following requirements:

Undergraduate students shall be enrolled in the institution represented by the chapter, have declared a major in social work, have completed 9 semester hours of required social work courses or at least 37.5% of the total hours/credits required for the degree, whichever is later achieved, and rank in the top 35% of their class. Collegiate Members are admitted upon meeting criteria and by invitation only from the local collegiate chapter at the college or university where the Collegiate Member attends school at time of membership. <https://phialpha.org/individual-membership.html>

Each fall, the program faculty identifies students who will be invited for membership in honor of their academic achievement, A ceremony of induction is held on campus for student members and their guests.

Social Work Scholarship and Awards

Rebecca Ann Binkowski Scholarship

The Rebecca Ann Binkowski Endowed Scholarship was established in memory of Rebecca, a 1989 honors graduate of the Social Work program at Lourdes University. In 1993, Rebecca was pursuing a Masters Degree in Social Work at Western Michigan University in Kalamazoo, Michigan. On the morning of February 3, 1993, Rebecca was killed while providing a ride to a client who attacked her without an apparent motive.

Applicants for the award must be a Lourdes University student enrolled in the Social Work program who has record of community involvement and who has maintained a 3.0 G.P.A. in social work and a 2.5 G.P.A. overall. Application materials are available from Financial Aid, February through April of each year.

Commitment to Social Justice Award

The social work profession has a rich history of activism in response to critical issues of human and social need. Each academic year, the social work faculty selects a social work student who embraces the role of advocate and activist. The student is recognized with this honor by the Social

Work program and the campus community at the Lourdes University awards ceremony.

Social Work Advisory Council

The Social Work Advisory Council provides consultation and support to the program by evaluating curricula and policies and recommending strategies or plans. Council members share community interests and needs, discuss current trends in social work practice, and assist in interpreting academic requirements to best fit the current expectations of the profession. The Council plays a significant role for the program in promoting and maintaining ongoing and reciprocal relationships with the practice community. Council membership is established by the program faculty and includes alumni, field instructors, practitioners and community representatives. The Council meets on campus at least one time each academic year. These meetings are open to students, and dates, times and locations of the meetings will be provided in advance to all social work students.

B.A. IN SOCIAL WORK CURRICULUM PLAN: LOURDES UNIVERSITY

FALL	SPRING
LUC 101 College Connection	SWK 205 Pre-Prof. Seminar
SWK 111 Intro to SWK	HST elective
BIO 204; BIO 207; BIO 212; BIO 215; BIO 319	ENG 200 Intro to Literature
ENG 101 Comp. I	SOC 101 Intro to Sociology
PSY 110 Intro to Psychology	COM 100 or 101
15 semester credit hours	15 semester credit hours (30 credit hours total)
FALL	SPRING
SWK 209 Multi-Cultural Persp.	PLS 122 American Gov't
SWK 210 Human Beh.Soc. Env. I	SWK 310 HBSE II
ENG 352 Prof. Writing	
THS 1__ Theo. el.	THS 2__ or 3 __ el.
BUS 251 Economic / Social Issues	*MTH 212 Statistics
LUC 201 Conceptual Connections	LUC 202 Community Connections
16 semester credit hours (46 credit hours total)	15 semester credit hours (61 credit hours total)
FALL	SPRING
SWK 311 Process I	SWK 312 Soc. Welfare Systems
SWK / PSY/ CSJ el.	SWK 412 Soc. Welfare Policy
Enduring Question Course	SWK 411 Process II
PHIL el.	CSJ 324 Research Methods
ART, MUS or THR el.	SWK 360 Ethical Decision-Making
15 semester credit hours (76 credit hours total)	15 credit hours total (91 credit hours total)
FALL	SPRING
SWK 418 Process III	SWK / PSY / CSJ el.
SWK 490 Field Placement I	SWK 491 Field Placement II
SWK 492 Field Seminar I	SWK 493 Field Seminar II
SWK / PSY / CSJ el.	General el. (3 credits)
General Elective (3 credits)	General el. (2 credits)
15 semester credit hours (106 credit hours total)	14 semester credit hours (120 credit hours total)

* A prerequisite of MTH 212/Statistics is MTH 098 Basic Algebra or equivalent placement test score.

Student Code of Conduct

The Department of Social Work expects all social work students to demonstrate courtesy, respect and support for fellow students, instructors, clients, and all other persons. While the values of the profession are codified in the *NASW Code of Ethics*, we feel that the following additional standards of behavior are to be exhibited as well by all students enrolled in the program:

Accountability: Be prepared and engaged in the learning process; Seek appropriate support when struggling with academic workload.

Respect: Treat your peers, instructors, and all other persons with dignity and respect at all times; Give constructive feedback when appropriate; Approach conflict in a cooperative manner; Use positive and nonjudgmental language.

Confidentiality and Boundaries: Treat any personal information that you hear (or read) about a peer or an instructor as strictly confidential; Maintain information shared in class as confidential; Use judgment in self-disclosing information of a personal nature in the classroom.

Competence: Take responsibility for the quality of completed tests and assignments; Strive to achieve greater awareness of personal issues that may impede your effectiveness with in the classroom or in the field; Seek and effectively use help for problems that interfere with academic and professional performance.

Actions contrary to this Code of Conduct and the *NASW Code of Ethics* will result in corrective action in a variety of ways. Examples include classroom assignment feedback, advising sessions, or written documentation of the concern or event. The Department of Social Work may terminate a student's participation in the program based on professional non-suitability if the Department determines that a student's behavior has constituted a significant violation or pattern of violations of any of the Department of Social Work Standards listed in this document (Termination from the Social Work program 8.2.11).

Statement of Understanding and Agreement

I have read and I understand the Social Work Student Manual and Code of Conduct, and I agree that as a social work student at Lourdes University, I will abide by all of its provisions.

Signed: _____ Date: _____