

# Student Handbook Social Work Program



**Anderson University**  
School of Humanities and Behavioral Sciences  
Department of Sociology, Social Work,  
Criminal Justice, and Family Science

Anderson, IN 46012-3462

(765) 641-4510  
Fax (765) 641-3790

## Table of Contents

Introduction	1
The Social Work Profession	2
Social Work Education at Anderson University	2
Generalist Social Work Practice	4
Mission, Goals and Objectives of the Social Work Program	5
The Social Work Program Curriculum	8
Second Major and Minors	8
Electives	8
Social Work Major Course Descriptions	10
Policies and Procedures	13
Nondiscrimination	13
Declaration of Major	13
Student Advisement	13
Admission to the Social Work Program	13
Program Admission Requirements	14
Letters of Recommendation	14
Understanding the Admissions Process	15
The Anderson University Social Work Student	16
Student Continuation	18
Termination from the Social Work Program	18
Appeals Process	19
Transfer Credit	20
Course Waivers	20
Attendance Policy	20
Grade Appeal	21
Application for Graduation	21
Graduating with Honors	21
The Social Work Program Student Advisory Committee	24
The Social Work Club	24
Phi Alpha Honor Society	25
Internships and Practicum	25
Practicum Application Process	26
Non-Academic Volunteer and Employment Experience	27
Program Scholarships	27
Annual Social Work Conference	28
Senior Capstone Trip	28
Counseling and Academic Support Services	28
Career Services	28
Kissinger Learning Center	28
Social Work Program Faculty	29
NASW Code of Ethics	30
National Association of Social Workers Student Membership	30
North American Association of Christians in Social Work	30
State of Indiana Requirements for Licensure	30
State Boards Regulating Social Work	31
Graduate School Information	31
<b>APPENDICES:</b>	
I. Social Work Application	32
II. Reference Form	37

## Introduction

This ***Social Work Student Handbook*** is presented to students interested in majoring in social work at Anderson University. Students who do major in social work at Anderson University will be participating in a dynamic, people oriented, and academically rigorous program of preparation for social work practice.

The Social Work Program at Anderson University is accredited by the Council on Social Work Education (CSWE). The accreditation standards that the AU Social Program meets can be found at the CSWE website: [www.cswe.org](http://www.cswe.org). In addition, specific program benchmarks for meeting these standards can be found at <http://anderson.edu/humanities/programs/social-work>.

The Anderson University Social Work Program is designed to prepare graduates to become baccalaureate social workers (BSWs). BSWs are graduates of a CSWE accredited school that confers either a bachelor's degree in social work or a Bachelor of Arts or Science degree with a major in social work. Anderson University grants a Bachelor of Arts (BA) degree with a major in social work.

BSW education is also good preparation for graduate school. Many Master of Social Work (MSW) programs will grant advanced standing accelerate program status for students who have a good academic record and have graduated from an accredited BSW program. Advanced standing status allows a student to participate in an accelerated graduate degree program.

The ***Social Work Student Handbook*** contains information about the social work major as well as the program's policies and procedures. It is recognized that no handbook can answer all the questions that students may have, so after studying the handbook, please feel free to ask questions of the social work faculty.

## **The Social Work Profession**

Social work is a profession that helps individuals, families, groups, organizations and communities to maximize their individual and mutual well being by identifying and resolving problems which arise out of disequilibrium between themselves and their environment.

Social work is professional helping. It involves a conscious, systematic, responsible, and disciplined use of one's self to facilitate growth or change in individuals and social systems. Although social workers are not the only professionals who help people with individual, interpersonal, or social problems, they share a particular body of knowledge, values, and skills.

Social workers, by virtue of being professionals, are accountable not only to their employers in the exercise of their skill, but also to the larger society, and more importantly, to the consumers of their services. They are responsible to acquire and use appropriately the best knowledge and skill available to carry out their practice. The profession is regulated by a code of ethics, state licensure, certification, and/or registration laws. To be a social worker is, indeed, a high calling.

### **Social Work Education at Anderson University**

#### History

Anderson University has one of the oldest undergraduate social work programs in the Midwest, dating from a modest catalog statement in the early 1930's. In 1947 a new social work impetus developed on campus in response to student interest, and in the early 1950's the momentum led to increasing curricular emphasis on social work as a professional track.

The Social Work Program was initially accredited in 1979 and accreditation has been maintained since that time. Anderson University recognizes, along with the social work profession, the need for professionally prepared generalist social work practitioners to work with a wide range of client groups.

The Anderson University community emphasizes servant leadership and, therefore, enables helping professions to thrive. It draws its students largely from families oriented toward social responsibility and service. The typical student enters Anderson University with a "servanthood orientation" and is motivated toward meeting the needs of others. This commitment to social concern is reinforced with a profound spiritual/religious commitment, which permeates all aspects of campus life and is reflected in the university's Mission Statement.

## Faculty

Social work faculty members at Anderson University are well prepared for the challenge of teaching in a Christian social work program. Their credentials reflect appropriate academic preparation, diverse practice experience, leadership in the field of social work, and Christian commitment. Each of the three faculty members who have major responsibility for the Social Work Program holds a Master of Social Work (MSW) degree with two of these faculty also holding the PhD degree. Together they have more than forty years of social work practice experience in areas such as child welfare, school social work, domestic violence, case management, spiritual formation, hospice, gerontology, mental health, as well as individual, marital, family, and group therapy. Their combined teaching experience in social work education exceeds thirty years.

Each student in the Social Work Program will have each Program faculty member for at least one course. This assures students exposure to diverse perspectives as well as varied practice expertise.

## Perspective

There are approximately 510 colleges and universities in the United States that offer a baccalaureate social work program accredited by the Council of Social Work Education. What are distinctive factors related to the Anderson University Social Work Program?

Our program exists within a church-related comprehensive liberal arts university. Anderson University exists to assist students in their quest not only for relevant knowledge, meaningful relationships, and useful skills, but also for maturity in self-understanding, personal values, and religious faith. The Social Work Program joins the university's aspirations to provide an education that raises questions of truth, value, meaning, and morality. We do this in an environment that resists anti-religious bias just as it resists unexamined religious conformity.

All professional preparation at Anderson University, including preparation for the social work profession, is conducted within a liberal arts education. The requirements for undergraduate degrees have been established to empower the total person –his or her spiritual, intellectual, aesthetic, emotional, and physical resources.

Many Anderson University Social Work Program students are motivated by their faith to help others. The Social Work Program assists students in examining this motivation and integrating their faith with the values of the social work profession. The profession has historical roots in Christian teaching, concern, and activity and many of the principles of the Christian faith correlate with core principles of social work. Scripture implores us to be concerned and responsible in attending not only to the spiritual needs of human beings, but also their physical, economic, social, and emotional needs as well. The Social Work Program helps students develop skills for effectively and appropriately meeting these various human needs as an entry level generalist social work practitioner.

## Generalist Social Work Practice

The Social Work Program at Anderson University is designed to prepare students for entry-level generalist social work practice.

Generalist social work practice describes an approach to helping that considers the interplay of personal and collective issues. This approach works with a variety of human systems (i.e. individuals, families, groups, organizations, communities, and institutions) to create changes that maximize social functioning, empower consumers, and promote social justice. The social worker will assess the strengths and deficits of the relevant systems and select an intervention that will bring needed supportive or corrective action. The generalist social work practitioner may implement the intervention him/herself or may refer to appropriate resources for issues outside the realm of his/her expertise.

The BSW curriculum provides the foundation of knowledge, values and practice skills that prepare the student for this generalist practice. The classroom learning is enhanced by agency placements in social services where students receive hands-on experiences supervised by social work professionals. BSW graduates are employed in many different work settings under public and private auspices that may include:

- nursing homes
- hospitals
- substance abuse programs
- developmental disabilities services
- public health services
- family service agencies
- church related children's homes
- child and adult day care centers
- homeless shelters
- probation and parole programs
- income maintenance programs
- the military
- child protective services
- residential treatment programs
- anti-human trafficking agencies
- hospices
- home care agencies
- mental health services
- vocational rehabilitation services
- community development agencies
- children and youth services
- aging services
- domestic violence programs
- criminal justice agencies
- schools (elementary and secondary)
- legal services agencies
- veterans services
- older adult protective services
- world hunger relief agencies

## Mission, Goals and Objectives of the Social Work Program

Social problems affect the lives of many people: child abuse and neglect, homelessness, family conflict and violence, developmental disability, poverty, crime and delinquency, catastrophic illness, failure in school, drug and alcohol abuse, and the list goes on. Social work is situated between human needs and community resources, between the individual and the social system. Social workers develop relationships, evaluate needs, suggest options, counsel individuals and groups, mobilize resources, coordinate services, organize collective action, and facilitate growth and change. In short, social workers enable and empower people to help themselves and each other. They are among God's instruments of mercy and justice in a hurting world.

Social workers care about people, but also recognize caring is not enough. Social workers must be competent helping professionals as well. They must understand people in all of their diversity, and have a critical awareness of individual and collective values, including their own. They must understand the social welfare system in the United States, within its global context. They must know how to discover and use new knowledge to aid other human beings in ways which people experience as helpful. Most of all, they must facilitate growth and change in people and environments so that quality of life is enhanced.

***The mission of the Anderson University Social Work Program is to prepare competent, compassionate, and effective entry-level social workers who***

- ***Demonstrate knowledge, skills, and values needed for professional generalist practice***
- ***Are committed to do good, seek justice, rebuke and rectify the hearts of oppressors, defend orphans and widows, and help those in need (based on Isaiah 1:17)***
- ***Will be servant leaders in their world to empower disenfranchised and diverse populations***

## Program Goals and Objectives:

1. Upon completion of the Anderson University Social Work Program, students will demonstrate core social work competencies needed for practice with individuals, families, groups, organizations, and communities in order to secure employment in entry-level generalist social work practice.
  - a. Students will demonstrate ethical and professional behavior
  - b. Students will engage diversity and difference in practice.
  - c. Students will advance human rights and social, economic, and environmental justice.
  - d. Students will engage in practice-informed research and research-informed practice.
  - e. Students will engage in policy practice.
  - f. Students will engage with individuals, families, groups, organizations, and communities.
  - g. Students will assess individuals, families, groups, organizations, and communities
  - h. Students will intervene with individuals, families, groups, organizations, and communities.
  - i. Students will evaluate practice with individuals, families, groups, organizations, and communities.
2. Upon completion of the Anderson University Social Work Program, students will demonstrate knowledge and skills needed to gain admission to graduate studies in social work or a related field.
  - a. Students will use theoretical frameworks supported by empirical evidence to demonstrate knowledge of individual development and behavior across the life span and the interactions among individuals and between individuals and families, groups, organizations, and communities.
  - b. Students will be able to demonstrate research and statistical skills that are pertinent to evaluating social work practice.
  - c. Students will demonstrate writing skills necessary for graduate level coursework.
3. Upon completion of the Anderson University Social Work Program, students will demonstrate the ability to uphold the values and ethics of the social work profession in the context of their personal faith.
  - a. Students will adhere to the National Association of Social Worker's and International Federation of Social Workers *Codes of Ethics* and provide value sensitive services to consumers.
  - b. Students will integrate the spiritual and religious aspects of life in a professionally responsible manner.
4. Anderson University Social Work Program students and alumni will demonstrate a commitment to provide servant leadership in their personal and professional lives.
  - a. Students will engage in servant leadership opportunities while at Anderson University.
  - b. Anderson University Social Work Program alumni will be engaged in servant leadership experiences.



## The Social Work Program Curriculum

From a learning framework of knowledge, values, and skills, the Anderson University Social Work Program provides curricular content in professionalism; values and ethics; diversity; populations-at-risk and social and economic justice; human behavior and the social environment; social welfare policy and services; social research; social work practice; and field education.

**A student who plans to major in social work will need to begin the major as soon as possible or no later than the first semester of the sophomore year.**

The major consists of 64 hours of specific courses that should be taken in sequence as follows:

The required social work program curriculum is shown below and is ordered to allow students to complete the pre-requisites for successive courses.

Course:			Hrs.
<b>Freshman Year:</b>			
First Semester			
SOCI	2010	Introduction to Sociology *	3
Second Semester			
SOCI	2020	Social Problems *	3
PSYC	2000	General Psychology *	3
<b>Sophomore Year:</b>			
First Semester			
SOWK	2000	Introduction to Social Welfare and Social Work	3
SOWK	2100	Introduction to Field Experience	2
BIOL	2040	Personal and Community Health	3
Second Semester			
POSC	2100	American National Government*	3
PSYC	2440	Applied Statistics/Intro Research*	4
<b>Admission to the Program</b>			
<b>Junior Year:</b>			
First Semester			
SOCI	3400	Race and Ethnicity in America	3
SOCI	3700	Introduction to Social Research*	4
SOWK	2200	Human Behavior and Social Environment	4
Second Semester			
SOCI	3100	Human Sexuality	3
SOWK	3100	Social Welfare Policy	4
SOWK	4710	Social Work Practice	4
<b>Senior Year:</b>			
First Semester			
SOWK	4720	Social Work Practice with Families and Groups	3
SOWK	4730	Social Work Practice with Communities and Organizations	3
Second Semester			
SOWK	4850	Social Work Practicum	12
<b>Total Hours Required:</b>			<b>64</b>

SOCI 2010, SOCI 2020, SOWK 2000, and SOWK 2100 must be taken prior to applying for admission to the Anderson University Social Work Program.

SOCI 2010 and SOCI 2020 are prerequisites or co-requisites for SOWK 2000, which is a co-requisite or prerequisite for SOWK 2100 and should be taken accordingly. While there is some flexibility in the sequencing of the courses to be taken during the first two years, all of these must be completed by the end of the second year since they are all prerequisites for SOWK 2200. SOWK 2200 is a prerequisite for SOWK 3100 and SOWK 4710. Admission to the Social Work Program is also a prerequisite for SOWK 4710. SOWK 3100 and SOWK 4710 are prerequisites for SOWK 4720 and SOWK 4730. SOWK 4720 and SOWK 4730 are prerequisites for SOWK 4850.

### **Second Major and Minors**

Although a second major or a minor is not required for graduation from Anderson University, it is possible, after completing all of the requirements for the Liberal Arts Program and the Social Work Program, to have room within the 120 hours required for graduation for a minor in almost any area and a second major in a few areas. If a student plans to pursue a minor or second major, he/she should forego any other electives until the requirements for the minor or second major have been met. Such a student should consult with his/her advisor or if not assigned an advisor, with the Social Work Program Director as early as possible. The social work advisor will serve as the primary advisor for any student completing a second major.

### **Electives**

If a student is not pursuing a second major or a minor, he/she will have room for some elective courses. The program faculty has developed a list of courses that may be of particular interest to social work majors. There are many more good courses that may meet the student's individual interests and/or needs that can be found in the Anderson University Undergraduate Catalog.

#### **Supportive Elective Courses:**

BSNS 3150 Financial Planning	PSYC 4030 Counseling and Psychotherapy
BSNS 3450 Social Entrepreneurship	PSYC 4140 Personality Theory
CRIM 2510 The Nature of Crime & Social Deviance	RLGN 2210 Faith and Human Development
CRIM 3010 Victimology & Victim Studies	RLGN 3320 A World of Religions
HIST 3190 The Jewish Holocaust	SOCI 2100 Family in Global & Diverse Context
HIST 3260 Women in the World, 1800 to Present	SOCI 2120 Courtship and Marriage
NURS Nutrition for Healthy Living	SOCI 3050 Drugs & American Society
PACT 2100 Introduction to Peace and Conflict Transformation	SOCI 3140 Parenting
PACT 2300 Peace, Conflict, and Religion	SOCI 3150 Family Diversity
PSYC 2100 Interpersonal Relationships	SOCI 3200 Gender and Society
PSYC 3200 Living the Christian Faith in a Post-Modern World	SOCI/SOWK 3350 Grant Writing
PSYC 3370 Psychology of Religion	SOCI/PSYC 3500 Thought Life and Spiritual Growth
	SOWK 3200 Family Law and Public Policy

## Social Work Major Course Descriptions

### SOCI 2010 *Introduction to Sociology*

Presents the basic principles, concepts and theoretical paradigms of sociology for analyzing social behavior, human relationships and social institutions. Introduces students to a sociological perspective and form of analysis for understanding social life. Emphasizes "sociological imagination," developing a perspective which strives to understand the intersection between individual biography and social structural history. Surveys the main areas of study and concentration within the field of sociology.

### SOCI 2020 *Social Problems*

Sociological analysis of contemporary social problems. Designed to help students increase awareness and sensitivity toward major social issues, recognize the impact of social problems on various groups of people within our society, and understand how societal structures can serve to perpetuate or intervene to effectively resolve social problems. Credit for SOCI 2020 may be earned by completing the Communities and Cultures Seminar at Chicago Center for Urban Life and Culture.

### SOWK 2000 *Introduction to Social Welfare and Social Work*

Study of the foundations of generalist social work practice. Examines the knowledge, values and skills base of the social work profession. Provides introductory content in the areas of human behavior and social environment, social welfare policy, social research, and social work practice.

### SOWK 2100 *Introduction to Field Experience*

Participant observer field experience (36 hours) in a social agency providing knowledge and perspective about networks of social agencies and institutions, administrative structures, policies, programs and delivery of services. Students develop human relations skills in working with clients. Group discussion each week (1.25 hours).

### BIOL 2040 *Personal and Community Health*

Health problems of individual, home, school and community. Covers nutrition, child growth, personality development, home living; and human body. Includes application of exercise to the maintenance of individual and community health.

### POSC 2100 *American National Government*

Study of Federal government. Examines major structures of American politics, including federalism, Congress, the Presidency, courts, bureaucracy, political parties, interest groups, and political behavior of American citizens.

### PSYC 2000 *General Psychology*

Approaches to the study of individuals and their behavior, including history, biological basis of behavior, sensation, perception, development, learning, memory, motivation, emotion, social, abnormal statistics, moral reasoning, linguistic patterns in different cultures, and therapy.

*PSYC 2440 Applied Statistics & Introduction to Research*

Examination of basic statistical techniques with emphasis on interpreting research literature, practical applications in psychology, and use and interpretation of appropriate computer software.

*SOCI 3100 Human Sexuality*

Nature and meaning of human sexuality as part of one's total personality structure. Consideration of theological/spiritual, physiological, social, and cultural aspects of human sexual nature and behavior. Of particular value to people entering human service professions including pastoral counseling, social work, criminal justice, nursing, individual therapy, marriage and family therapy, and related fields.

*SOCI 3400 Race and Ethnicity in America*

This course explores critically issues related to the construction and meanings of the concepts of race and ethnicity as well as the nature of stereotyping, prejudice, racism, discrimination, and historical exclusion, while also addressing processes of identity formation. Additionally, this course examines a variety of race and ethnic relations patterns, from colonialism, expulsion, and segregation to integration, assimilation, and pluralism, taken historically by different racial and ethnic groups in America. It also examines the phenomena of transnationalism and the emergence of transnational communities in the United States and globally.

*SOCI 3700 Introduction to Social Research*

Introduction to methods and application of social research including issues of conceptualization of variables, research design, quantitative and qualitative forms of analysis, evaluation research, and utilization of social research in policy, program, and practice settings.

*SOWK 2200 Human Behavior and Social Environment*

Exploration of person-in-the-environment through examining biological, psychological, social, and spiritual development over the life span; resources and obstacles in meeting crises at various points in life cycle; systems approach to integration of individual, group and societal needs; understanding and acceptance of human diversity; integration of theories of human behavior from various disciplines; introductory research methodology. Internship required (20 hours for the semester).

*SOWK 3100 Social Welfare Policy*

Processes by which policies are developed in social welfare delivery systems; establishing priorities; professional roles in analysis and evaluation in public and private agencies; political and economic implications of major social welfare legislation.

*SOWK 4710 Social Work Practice*

Teaches basic skills for generalist social work practice that considers the strengths and deficits in the interplay between people and their environments. Emphasizes theories, methods, and techniques for multi-dimensional assessment, differential

selection of interventions, and evaluation in work with diverse populations. Additionally builds skills in ethical decision making, networking, utilizing resources, and documenting services. Internship required (20 hours).

*SOWK 4720 Social Work Practice with Families and Groups*

Emphasis on basic skills for generalist social work practice that include understanding and assessing family and small group functioning, strategically planning interventions, and effectively terminating and evaluating services with these client groups. Common family issues are presented in tandem with ideas for interventions. A survey of group types is provided with techniques for effective facilitation.

*SOWK 4730 Social Work Practice with Communities and Organizations*

A study of macro social work practice skills, interventions, and issues with communities and organizations. Emphasizes community organization as a viable practice method. The close interrelationship between community and organizations is explored as well as concepts such as empowerment, control, mobilization, collective action, and problem solving.

*SOWK 4850 Social Work Practicum*

Block field placement (442 hours) in social agency under professional supervision. Requires full-time availability for entire semester (course includes approximately 35 seminar hours on campus).

*SOWK 3200 Family Law and Public Policy*

A comprehensive survey of laws and public policies pertaining to marriage and the family: laws relating to marriage, divorce, family support, child custody, child protection rights, and family planning; public policy as it affects the family in areas such as taxes, civil rights, social security, and economic support.

*SOWK 3350 Grant Writing*

This introductory level course provides practical and theoretical knowledge in needs assessment, program planning, grant proposal writing, and program evaluation. Students will examine and undertake the planning process and proposal writing from conceptualization to implementation and evaluation. Also discussed is how to locate private and public funding for human service programs and agencies.

## Policies and Procedures

### Nondiscrimination

The Social Work Program of Anderson University conducts every aspect of the program's organization and implementation without discrimination on the basis of race, color, gender, ethnic or national origin, socioeconomic status, religion/creed, sexual orientation, political affiliation, gender identity, disability, age, marital status, or family structure.

### Declaration of Major

A student may declare a major in social work by completing a Declaration of Major form in the Office of the Registrar at any point after matriculation and is encouraged to do so as soon as it is clear that he or she wants to major in social work.

### Student Advisement

Students who have not declared a major will be advised by their LART 1050 faculty instructor or, if an Adult Studies student, the Department of Adult Studies. Upon filing a Declaration of Major form with the Office of the Registrar, indicating social work as a major, the student's advising file is forwarded from that office to a social work faculty member. **Students who have a double major must have as their primary advisor a social work program faculty member.**

Academic advising has two primary purposes. One purpose is to give programmatic direction and support to the student in pursuit of the social work program. This includes working with each student to assure the satisfactory completion of the Liberal Arts Components necessary for graduation as well as the proper sequencing and completion of the courses in the program. During spring semester, students are required to attend a group advising session to start the advising process. Before the course registration period then, each faculty advisor will send a note to his/her advisees inviting them to schedule an appointment for advising and completion of a schedule of classes. It is the student's responsibility to make an appointment for advising, come with a preliminary schedule, and after consultation with and approval of the program advisor to electronically enroll for courses with the Office of the Registrar. According to AU's ASPIRE model for advising, the second purpose of academic advising is to "help you understand and begin to pursue your broader life purpose" (ASPIRE handbook, p. 1). The program advisers, therefore, are often consulted by advisees for a wide range of professional considerations in areas such as career planning, academic issues, employment guidance, and graduate school planning.

### Admission to the Social Work Program

A declaration of a major in social work does not admit one to the Social Work Program. The admission process takes place in the semester following the student's completion of SOCI 2010 Introduction to Sociology, SOCI 2020 Social Problems, SOWK 2000 Introduction to Social Welfare & Social Work, and SOWK 2100

Introduction to Field Experience. The Program director sends a letter of invitation to potentially eligible students. An electronic version of the application form (Appendix I) and reference form (Appendix II) is sent via campus e-mail. In addition, students are asked to schedule an interview with program faculty. Students complete the application and return it, along with the completed references, to the Program director by the stated deadline. Once the application is complete, an interview with program faculty is conducted.

### **Program Admission Requirements**

Beyond declaring social work as the student's major, admission requirements for the social work program are:

1. Completion of the following courses: SOCI 2010 Introduction to Sociology, 2020 Social Problems, SOWK 2000 Introduction to Social Welfare and Social Work, and 2100 Introduction to Field Experience.
2. Completion of one social work captioned course with one of the AU Social Work Program faculty.
3. A cumulative g.p.a. of 2.00 and a 2.5 g.p.a. in all courses completed to date that apply to the major.
4. A minimum grade of "C-" in any course required in the major.
5. A minimum grade of "C-" in ENGL 1120 or its equivalent.
6. Two letters of recommendation for admission. (See below for details.) (Appendix II.)
7. Completion and submission of the Application for Admission form (Appendix I).
8. A successful interview with the program faculty.

Following the interview with the program faculty, applicants will be notified in writing of the decision of the Social Work Program faculty. There are four possible outcomes of this admission process:

1. Unconditional acceptance to the program.
2. Conditional acceptance to the program. In this case, the applicant will be notified of specific areas that, in the professional judgment of the social work faculty, need improvement and/or correction.
3. Delayed decision. The applicant will be notified of specific conditions that must be met before admission will be reconsidered.
4. Denial. The applicant will be notified of specific reasons for rejection of his/her application for admission.

See **Understanding the Admissions Process** (in this Student Handbook) for an explanation of how the outcome of the admissions process is determined.

**Admission to the Social Work Program is a prerequisite for each of the following courses: SOWK 4710 Social Work Practice, SOWK 4720 Social Work Practice with Families and Groups, SOWK 4730 Social Work Practice with Communities and Organizations and SOWK 4850 Social Work Practice.**

## **Letters of Recommendation for Admission.**

Two letters of recommendation (Appendix II) are required for admission to the program. One should be from a faculty or staff person on campus who is not part of the social work program but who knows the student very well. (Resident Director, employment supervisor, a faculty member, member of the Department of Student Life, etc.) The second letter should be from someone off campus such as an employment supervisor, pastor, high school teacher or counselor, etc. The Program Director provides students with these forms when they are eligible to apply for the Social Work Program.

## **Understanding the Admissions Process**

The Anderson University Social Work Program seeks to graduate persons who are well suited for the profession. The Program expects students to have and/or to be developing the twelve qualities of **The Anderson University Social Work Student** (found on pp 15-17). The Admissions Process is an opportunity for the faculty to assess the presence of these qualities. Classroom interactions with the student, academic advising, feedback from internship supervisors, letters of recommendation, and the admissions interview with faculty, all provide information for the assessment process.

The faculty discusses evidence of the student's readiness for the program and, by consensus, determines the admission outcome. If, in the professional judgment of the social work faculty, the student is demonstrating all of the qualities listed on pp. 15-17, the student receives an *unconditional acceptance* to the program.

When the student does not meet the academic criteria (Admissions requirements 1-4) and/or the social work faculty has concerns about the student's development of any of the qualities listed on pp. 15-17, the student will receive a *conditional acceptance* to the program. In this case, the student will be notified of specific areas that, in the professional judgment of the social work faculty, need improvement and/or correction. A contract will be established delineating what is necessary for the student to receive an unconditional acceptance to the Program and when the faculty will review the student's progress toward the goals and his/her status with the Program.

If the social work faculty needs more information before making a decision, the outcome will be a *delayed decision*. The applicant will be notified of specific conditions that must be met before admission will be reconsidered.

It occasionally becomes necessary to *deny* admission to the program, if, in the professional judgment of the social work faculty, violations of program policy and/or professional or ethical codes have occurred. These violations may include but are not limited to:



1. Failure to meet or maintain academic grade point requirements as established by the university and the Social Work Program.
2. Behavior judged to be in violation of the National Association of Social Workers (NASW) Code of Ethics.
3. Academic dishonesty.
4. Unresolved emotional issues that, in the professional judgment of the social work faculty, could impair effective provision of services to future clients. It is recognized that all persons have unresolved emotional issues of varying degree. The focus here is on those that would significantly impair effective social work practice.
5. Psychiatric disturbances that, in the professional judgment of the social work faculty, could impair effective provision of services to future clients.
6. Evidence of substance abuse documented as occurring during the course of study.
7. Inappropriate behavior and/or an inability to develop the appropriate interpersonal skills necessary for effective social work practice as determined by the professional judgment of the program faculty.
8. Documented evidence of criminal activity occurring during the course of study or which occurred prior to admission to the program and became known after admission.

The Social Work Program Faculty may require outside evaluations and/or opinions of professionals as is deemed necessary.

Failure to gain admission to the social work program occurs infrequently and, although challenging, contains great potential for student growth and learning. Faculty-student interactions will be facilitated with this in mind.

When a student does not agree with the faculty's decision regarding the outcome of the admissions process, he/she should follow the **Appeals Process** delineated in this Student Handbook.

### **The Anderson University Social Work Student**

The Social Work Program is interested in producing effective social workers. The admission, termination, and appeals processes of the program are designed to ensure that its graduates are prepared to serve the profession with distinction.

**Students in the Social Work Program at Anderson University are expected to**

**have and/or to be developing the following qualities:**

1. **Self-awareness.** The aspiring and successful social worker must understand their own cognitive and affective processes. This self-awareness will increase effectiveness in working with others.
2. **Professional commitment.** The professional social worker should have a strong commitment to the goals of social welfare and to the ethical standards of the social work profession. She/he should work collaboratively with others to use professional knowledge, values, and skills to bring about the changes necessary for people to achieve their life goals more easily.
3. **Communication skills.** Social workers are responsible for case documentation, grant writing, professional correspondence, community presentations and engaging with client groups. Consequently, the social worker should have adequate written, oral, and interpersonal communication skills. In addition, social workers must be able to communicate with clients who may come from diverse backgrounds.
4. **Accountability and Dependability.** Social workers are accountable to their employers, the profession, the larger society and, most of all, to their clients. Dependable work habits and professionalism are instrumental to a successful career in social work.
5. **Knowledge as a base for practice skills.** The activities of the professional helper must be grounded in relevant social, behavioral, and biological science knowledge. The social worker must possess insight regarding motivation for client behavior and appropriate intervention strategies to bring about desired behavioral change.
6. **Objectivity.** The professional helper must be able to recognize and value the worth and dignity of every human being. Objectivity involves being able to systematically evaluate people and their situations in an unbiased, factual way. Objectivity also includes utilizing self-awareness to regulate reactions to others and maintain unconditional positive regard.
7. **Empathy.** Empathy is the ability to comprehend another's subjective reality and feelings. The social worker's ability to demonstrate empathy empowers clients in moving toward healthy problem-solving.
8. **Self-care.** Professional helping can be a taxing endeavor that requires significant self-awareness and self-care. As a profession, social work takes a holistic approach and assumes that the goal for all persons is to establish and maintain physical, emotional, relational, cognitive, and spiritual health. As a professional helper, the social worker must have a well-developed and well-defined concept of wellness and must work on avoiding burnout by developing cooperation and

facilitating interactions with colleagues as well as developing and maintaining good nutritional, exercise, leisure, and spiritual renewal practices.

9. **Integration of faith perspective with social work practice.** Historically, social work, as most helping professions, grew out of Judeo/Christian principles and motivations. Social work values and Judeo/Christian values are quite compatible. Many social workers view their practice of social work as one component of spiritual calling. An appropriate integration of faith and practice allows the social worker to find strength, support, and motivation from their faith without imposing their perspective on clients.
10. **Acceptance of diversity.** The social worker must appreciate the value of human diversity. She/he must serve in an appropriate manner all persons in need of assistance regardless of the person's race, color, gender, ethnic or national origin, socioeconomic status, religion/creed, sexual orientation, political affiliation, gender identity, disability, age, marital status, or family structure. Social workers must not impose their own personal values on their clients.
11. **Ability to apply knowledge learned in the academic setting to a practice situation.** Since social workers function as practitioners, it is essential that they demonstrate the ability to apply knowledge gained in course work (e.g., ability to relate to others, assess problem situations, develop intervention plans and implement appropriate intervention strategies) to field settings.
12. **Freedom from chemical dependency and/or unresolved emotional issues.** Social workers must serve as healthy role models, and therefore, need to be free of significant unresolved emotional issues and chemical dependency. It is recognized that all persons have unresolved emotional issues. The focus here is on those that would significantly impair effective social work practice.

### **Student Continuation**

Following admission to the program, in order to continue to advance in the major, a student must earn a minimum grade of C- in each course applicable to the major.

The student must also continue to demonstrate and develop the twelve qualities of **The Anderson University Social Work Student** (pp. 15-17).

### **Termination from the Social Work Program**

A student may be dismissed from the Anderson University Social Work Program, if, in the professional judgment of the social work faculty, violations of program policy and/or professional or ethical codes have occurred. These violations may include but are not limited to:

1. Failure to meet or maintain academic grade point requirements as established by the university and the Social Work Program.
2. Behavior judged to be in violation of the National Association of Social Workers

(NASW) *Code of Ethics*.

3. Academic dishonesty.
4. Unresolved emotional issues that, in the professional judgment of the social work faculty, could impair effective provision of services to future clients. It is recognized that all persons have unresolved emotional issues of varying degree. The focus here is on those that would significantly impair effective social work practice.
5. Psychiatric disturbances that, in the professional judgment of the social work faculty, could impair effective provision of services to future clients.
6. Evidence of substance abuse documented as occurring during the course of study.
7. Inappropriate behavior and/or an inability to develop the appropriate interpersonal skills necessary for effective social work practice as determined by the professional judgment of the program faculty.
8. Documented evidence of criminal activity occurring during the course of study or which occurred prior to admission to the program and became known after admission.

Prior to dismissal from the Program, the student will be provided with verbal and written notification of impending dismissal. The director of the Social Work Program will schedule a personal interview with the student to discuss alternate options to dismissal. If another option is viable, a contract will be negotiated between the director and the student. The contract will specify steps to be taken toward resolution and will establish a time limit for the accomplishment of this plan. A subsequent interview with the director of the Social Work Program, and other program faculty as needed, will be scheduled to determine if the steps in the contract have been successfully accomplished. The director of the Social Work Program will negotiate the contract as needed in consultation with program faculty.

The Social Work Program faculty may require outside evaluations and/or opinions of professionals as deemed necessary.

Termination from the social work program occurs infrequently and, although challenging, contains great potential for student growth and learning. Faculty-student interactions will be facilitated with this in mind.

When a student does not agree with the decision to terminate, he/she should follow the **Appeals Process** delineated in this Student Handbook.

### **Appeals Process**

Conditional acceptance to the program, delayed decision, denial of admission, and/or dismissal from the program may be appealed in the following manner:

1. A written statement of appeal may be submitted to the director of the Social Work Program within 10 days of notification of conditional acceptance, delayed decision, denial of admission, or dismissal. The student may present any information regarding areas that he/she believes need clarification or re-evaluation.
2. Within 30 days of receipt of the written appeal, a hearing will be scheduled with the student and the Social Work Program Appeals Committee for the purpose of hearing the appeal. This committee consists of the chair of the Department of Sociology, Social Work, and Criminal Justice and Family Science; the director of the Social Work Program or his/her designee as a non-voting member; a departmental faculty member designated by the chair of the department; a member of the Social Work Program Advisory Board (faculty member outside of department); and a member of the Social Work Program Student Advisory Committee. An additional faculty or staff member of the student's choice may accompany the student at the appeal hearing.
3. The student will be notified, in writing, by the director of the Social Work Program of the decision of the Social Work Program Appeals Committee no later than 10 days following the hearing. The decision of this committee is final.

## **Social Media Policy**

Students are expected to adhere to professional social work values and ethical standards when interacting on social media or social networking sites. Facebook, Twitter, YouTube, Flickr, Instagram, Tumblr, Reddit, Snapchat and other social sites provide valuable connections for human relationships and create a powerful tool for communication. However, proper guidelines and boundaries on social media and networking sites must be kept in order to avoid potential negative consequences.

Social media provides a domain for personal and professional presentation of self. Your personal image includes contact with friends and family and is guided by your personal values and standards. On the other hand, your professional image is guided by social work values and ethical standards and extends beyond the classroom and field agency. As social workers, we must be mindful that the legal and ethical responsibilities we have as professionals; including but not limited to, privacy and confidentiality, conflicts of interest and dual relationships, informed consent, and private conduct of the social worker. The distinction between personal and professional self is paramount to professionalism in the social work vocation.

Students should prudently consider their online communication as they reflect

themselves, their field agency, the Anderson University Social Work Program, and the social work profession itself. All online communication should be professional and respectful in tone and nature. Violations of the NASW Code of Ethics, as evidenced online, can result in disciplinary action including possible dismissal from the social work program.

(adapted from MacMurray College Social Media Policy April 2014)

### **Transfer Credit**

The Office of the Registrar will evaluate transfer credit as to its applicability to the Liberal Arts Program. The Director of the Social Work Program will evaluate transfer work that may apply to the social work major. Additional information beyond the transcript such as a catalog description, a course syllabus, textbook, etc. may be required for a decision to be made. The Director will notify the University registrar in writing when transfers have been deemed appropriate for meeting Program requirements.

Anderson University requires that the student's last 24 credit hours be taken in residence at the university. The AU Social Work Program requires that a student must have completed at least one course taught by of the AU Social Work Program faculty before applying to the program. In addition, the field practicum must be done under the supervision of the AU Social Work Program.

### **Course Waivers**

Although the Program considers a student's previous life and work experiences valuable, it does not give academic credit or waivers of Program course or internship requirements for life or work experiences.

### **Attendance Policy**

The University Catalog states that "the student is expected to attend all classes unless prevented by an extenuating circumstance. In as much as students are responsible for the learning that may develop from both in-class and out-of-class experiences, they should anticipate absences for good cause (such as varsity athletic trips, field trips, music, drama and debate trips) and advise their instructors of such absences as far in advance as possible (p.15)."

In addition to this stated policy, it is the position of the program faculty that class attendance is tantamount to a professional responsibility. Also, the nature of most social work classes encourages students to participate verbally as a key part of the learning process. Therefore, it is each student's responsibility to be present whenever classes are held. If the nature of the emergency prevents an advance call, the student is expected to contact the professor shortly after the class session has ended. The student is responsible to arrange for making up the missed work. However, the course instructor has the discretion to allow for the completion of

missed work and to determine how such work will be evaluated, including possible penalties.

Absences on internship and field placement days are to be handled in the same manner as class absences except that the field instructor should be notified of an absence in advance of the time to be in placement. Hours missed from field placement are expected to be completed at another time in the same semester originally scheduled.

Attendance at Chapel/Convocation is a requirement of all full-time students. The Social Work Program faculty views excessive Chapel/Convocation absences as an indication of lack of responsibility.

### **Grade Appeal**

The process for appealing a final grade in a course is outlined in the ***Anderson University Student Life Handbook***.

### **Application for Graduation**

When the student registers (in Semester II of his/her Junior year) for the final year of study, the student initiates an application for graduation. The academic advisor reviews the application for accuracy and completeness, signs the application, and returns it to the student. The student then submits the application to the Associate Registrar for official review and certification. After review, the Associate Registrar sends a letter to the student and his/her academic advisor indicating the student's graduation status on the basis of the application and graduation audit.

### **Graduating with Honors**

The *Department of Sociology, Social Work, Criminal Justice, & Family Science* seeks to acknowledge students who demonstrate exemplary ability, both in the classroom and in their preparation for a professional career within their chosen field or discipline. In order to accomplish this goal, the following guidelines for Departmental Honors are designed to:

Describe the criteria to be utilized in awarding Departmental Honors, and  
Provide a framework by which eligible students can apply for consideration for Departmental Honors.

### Criteria for Departmental Honors:

Consistent with University policy, the Departmental Honors policy states that in order to become a candidate for honors a student must:

- Be eligible for the baccalaureate degree
- Have a cumulative Anderson University grade point average (GPA) of 3.000 or above
- Have a GPA in the Major of 3.500 or above

*Anderson University* policy limits the number of persons receiving honors within a given department to no more than 10% of its graduating majors each year. Should more than 10% of the graduating majors meet the Department's criteria for honors in a given year, the Department shall award honors to those students whose work is deemed to be of highest quality.

The Department strongly believes that Departmental Honors, unlike Latin honors, is recognition for achievement beyond that reflected by a superior G.P.A. Our Department seeks to honor students who additionally:

- have excelled in their journey within the context of their academic discipline by pursuing learning beyond the requirements of the major, and
- demonstrate exemplary characteristics that indicate promise for significant contributions to their profession and to a life of faith and service in the church and broader society.

### Application for Departmental Honors:

In order to provide evidence that the department faculty can evaluate in consideration of candidacy for Departmental Honors, eligible students interested in making application are asked to assemble a portfolio, which includes the following:

**A Current AU Transcript (or Grade Report)**

**A Current Resume**

**A Completed Application for Departmental Honors Form (this will be sent to eligible students via e-mail)**



**APPLICATION FOR DEPARTMENTAL HONORS FORMAT**

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

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Major: \_\_\_\_\_ Grade Point Average to Date: \_\_\_\_\_  
 Grade Point Average in Major: \_\_\_\_\_

List all schools attended beyond high school (include college, universities, and vocational schools):

Name and Location	Dates (Month/Year)	Attended	Degree, Diploma, and or major, if any

1. Discuss both your short-term (1-5 years) and longer range (more than 5 years) goals as they relate to your chosen academic discipline.
  
2. List and briefly describe in a few sentences the extra-curricular activities, employment, internships, volunteer experiences, etc. that you have been involved in during your college career.

Dates (Month/Year)	Type of Activity (Employment, Internship, Volunteer Experience, TriS trip, etc.)	Description of activity

3. Listed below are some of the characteristics that the department faculty believe are exemplary of superior students in our fields. Please elaborate on the ways the activities you listed above have utilized and enhanced your education and preparation for your chosen field of study and aided you in the development of these characteristics: **a social conscience, servanthood, appreciation for diversity, spiritual maturity, and a global perspective**
- 

### **The Social Work Program Student Advisory Committee**

The Social Work Program Student Advisory Committee, which meets with the program faculty for the purpose of developing program policies and procedures, consists of one elective representative from each of the three classes: Sophomore, Junior, and Senior and two members elected at-large. Early in Semester I, at the Program director's initiation, a ballot is created which lists social work majors in each class: Sophomore, Junior, & Senior. A separate ballot includes a list of all social work majors. The ballots are distributed in SOWK 2100 to the Sophomore majors, in SOWK 2200 to the Junior majors, and in SOWK 4720 to the Senior majors. Each student votes for two persons from his/her class list and four persons from the list of all majors for the two at-large positions. The one individual from each class and the two individuals from the at-large list receiving the greatest number of votes make up the Student Advisory Committee. The program faculty tabulates the votes. In case of a tie, a mailing to the appropriate group(s) is made, requesting each student to vote for one of the two top nominees.

After the election, those elected are contacted by the faculty to confirm their willingness to serve on the Student Advisory Committee. If they are willing, their names are announced via an e-mail to all social work majors. The e-mail encourages the student body to contact the student representatives with any concerns or ideas for program improvement.

The Student Advisory Committee may meet separately from the faculty to elect a chair and secretary and to consider any issue which social work majors may bring to the committee members. Either the Chair of the Student Advisory Committee or the Social Work Program director may call for a combined meeting for the purpose of discussing any program issue. Each of the five advisory committee members and each of the three program faculty members has one vote.

### **The Social Work Club**

The students who are elected to the Student Advisory Committee initiate organization of the student body's Social Work Club. The club plans its own meetings and activities with support from a faculty advisor. The faculty advisor is currently Dr. Lolly Bargerstock.

The students have named the club: SOWK, an acronym for Serving Others with Kindness. Their mission is: "As future social workers, we want to encourage each other in the development of our social work knowledge, values, and skills. Driven by a mutual desire to prepare for a career and life of service, we, in this organization, will strive to create an atmosphere that facilitates Christian fellowship, open discussion, and personal growth."

The club sponsors social gatherings to promote inter-class communication and fellowship. They usually meet a couple of times a semester for activities like viewing and discussing a movie on a topic of social concern, listening to a guest speaker, or dialoguing about a current social issue. The club also sponsors service projects.

### **Phi Alpha Honor Society**

The Social Work Program hosts the Theta Xi Chapter of the Phi Alpha Honor Society. Students who have declared social work as a major, achieved sophomore status, completed nine semester hours of required social work courses, achieved an overall g.p.a. of 3.0 and achieved a 3.5 g.p.a. in courses required for the social major are invited to become members of this national honor society for social work students. Theta Xi membership requires a one-time fee of \$20 that is paid by the student.

### **Internships and Practicum**

In three social work courses, students are required to complete a given number of clock hours in an internship at a community agency. This requirement is part of the following courses:

<b>Course #</b>	<b>Course Title</b>	<b>Hours</b>
<i>SOWK 2100</i>	<i>Introduction to Field Experience</i>	36
<i>SOWK 2200</i>	<i>Human Behavior &amp; Social Environment</i>	20
<i>SOWK 4710</i>	<i>Social Work Practice</i>	20

The general objectives of the internships are as follows:

1. To expose students to the following about the social work profession:
  - a. variety of client populations
  - b. variety of service settings
  - c. variety of problems experienced by clients
2. To integrate class and textbook material into a practice setting
3. To progressively develop core competencies, to prepare for the practicum experience in the student's last semester.

The instructor for each of the above courses assists students in identifying appropriate internship sites. Each of the three experiences is expected to be in a

different agency and with different client populations. In addition to the above internships, the student is required to complete a 442 clock hour practicum over a 13-14 week period in the student's final semester in the Social Work Program. This 12 credit hour practicum course includes 5-7 seminars on campus.

Note: For any given internship, the host agency may require criminal background checks for which the student may be financially responsible.

### **Practicum Application Process**

During the first week of fall semester in the final year of the program, the student will be provided with a Practicum Application Form. The student submits the completed practicum application and schedules an appointment with the faculty field coordinator to discuss the following:

1. Factors to be considered in selecting a field setting i.e., family responsibilities, on-campus responsibilities, etc.
2. Academic preparation the student brings to the field setting (The elective courses the student has completed or a double major will be discussed.)
3. Types of experience the student has had in his/her volunteer work
4. Student's graduate study and career goals
5. Student's areas of interest to be explored in more depth in the practicum experience

Once the initial application process has been completed, the faculty field coordinator will begin work on arranging a practicum. Based on the discussion during the application process, the faculty field coordinator will call agencies in Anderson and the surrounding geographic to explore various field instructors' interest in having a student. When an interested agency is identified, the faculty field coordinator will discuss with the potential field instructor the particular student who is interested. A copy of the student's Practicum Application Form will be sent to the potential field instructor.

It is the responsibility of the student to arrange the pre-placement interview with the field instructor. The interview is a time for the student to learn more about the agency and the field instructor, as well as for the field instructor to learn more about the student. Students are encouraged to take a resume to the interview. The field instructor should present the type of experience the student can have in the agency, and a tour of the agency would be helpful, depending on the size of the agency. The student is to be prepared to explain why he/she selected this agency for the practicum experience, based on interests, past volunteer work, and career goals.

Details of the internship and practicum expectations and policies are provided in the **Social Work Program Internship and Practicum Manual** that is made available to students at **SOWK Resource** on Canvas ([www.canvas.anderson.edu](http://www.canvas.anderson.edu)).

### **Non-Academic Volunteer and Employment Experience**

Many students have excellent opportunities to gain experience in working with people through volunteering in various types of social, religious, or educational agencies. Some students gain experience by being employed part-time during the school year or in the summer in various retail, food service, construction, or other business or service positions. This exposure to people augments the academic requirements and the program faculty encourages students to get as many such experiences as possible. **However, such work or volunteer experiences cannot be substituted for the internships or practicum experiences required in various courses.**

On-campus work-study positions such as resident assistant, student activities assistant, peer advisor, tutor through the Learning Resource Center, departmental secretary, etc. are excellent opportunities for students to develop appropriate work habits and/or leadership skills.

The Program Director regularly posts announcements on about community opportunities for service and/or employment on the Canvas Social Work Resource page.

### **Program Scholarship**

The Carrie Becker Brown Endowed Scholarship was established in 1999. This scholarship honors Carrie Becker Brown, who served in ministry and outreach with her husband, Dr. C.E. Brown, a Church of God minister and former editor of the Gospel Trumpet. The scholarship is administered by the Office of Financial Aid and is awarded to students who have been admitted to the Social Work Program and who are entering their final year in the Program. The scholarship recipients are determined by the Social Work Program faculty who utilize the following criteria in their decision process:

Students must

- be a junior ready to enter the senior year.
- have a minimum GPA of 2.8
- have shown initiative in exploring the field of social work by volunteering or working in social services beyond the normal requirements (i.e. internships) of the social work program.
- be an active leader or participant in the AU community.
- demonstrate a commitment to social justice and betterment of the world.
- be highly likely to enter the social work profession or an MSW program upon graduation.

## **Annual Social Work Conference**

The Social Work Program seniors plan and facilitate an annual conference for social service providers. Planning this conference provides many learning opportunities for the students as they apply their research, oral presentation, and organizational skills. The conference serves as a "thank you" to local practitioners who frequently host Program students in their agencies. Attendees can earn Continuing Education Units (CEU's) applicable to their licensure.

## **Senior Capstone Trip**

The Social Work Program seniors plan a senior capstone trip for Semester II of their final year. The trip provides exposure to diverse populations, opportunity for service, and time to reflect on the learning that has occurred through the college years. Although the trip is partially underwritten by the Joe K. and Anita S. Womack endowed fund, students do incur expenses associated with the trip. Often students collaborate with their classmates to fundraise to additionally offset the cost of the trip. However, it is wise for social work majors to begin saving for this trip as soon as they declare the social work major.

## **Counseling and Academic Support Services**

Many students have various emotional issues they are working on and the program faculty encourages the utilization of the Anderson University Office of Counseling Services or other qualified counselors. Such professional counseling assists the student in his/her own growth as well as providing opportunities to request support and empathize with future clients who are seeking professional assistance. Some students may need academic support through the Kissinger Learning Center or career guidance through the Career Resource Center.

## **Career Development**

In addition to individualized career guidance, the Career Development Center (D-210) provides "Resume` Writing Workshops", "Job Search Workshops" and "Strategies for Effective Interviewing Workshops". They also provide information about job fairs and taking the GRE.

## **Kissinger Learning Center**

The Kissinger Learning Center (KLC) is an academic support center that helps students maximize their potential. KLC offers both group and individualized programs to help increase efficiency in writing, reading, and learning strategies. Services are FREE to all students who are currently enrolled at Anderson University. Available services include study groups, peer tutoring, workshops, audio-visual materials, assessment tests & inventories, academic counseling, and services to students diagnosed with specific learning disabilities or those with other disabilities that meet the 504 Guidelines of the Rehabilitation Act. More information can be found at [anderson.edu/kissinger](http://anderson.edu/kissinger).

## Social Work Program Faculty

**Lolly Bargerstock**, PhD, Social Work Program Director and Associate Professor of Social Work, joined Anderson University as full time faculty in 2004. She had taught in the department as an adjunct for several years prior. She earned a PhD from Western Michigan University in 2016, a MSW from Indiana University in 1989, and a BA in Social Work from AU in 1986. Her work experience includes psychotherapy with individuals, groups and families, school and hospital social work.

Courses currently taught: SOWK 2000 *Introduction to Social Welfare and Social Work*, SOWK 2100 *Introduction to Field Experience*, SOWK 3100 *Social Welfare Policy*, SOWK 4730 *Social Work Practice with Communities and Organizations*, and SOWK 4850 *Social Work Practicum*.

Dr. Bargerstock can be reached at 765-641-4514 or [lkbargerstock@anderson.edu](mailto:lkbargerstock@anderson.edu).

**Lisa Dawson Pay**, LCSW, Professor of Social Work, received her MSW from Indiana University in 1989. She has practiced social work with persons with serious mental illness, persons impacted by domestic violence, high risk youth, incarcerated women, and children and families. For nine years she directed Anderson University's Counseling Services. Ms. Pay has taught at Anderson University since 1999 and currently maintains a private counseling practice. She is the Faculty Field Coordinator for the Social Work Program.

Courses currently taught: SOCI 2010 *Introduction to Sociology*, SOCI 3100 *Human Sexuality*, SOWK 2200 *Human Behavior and Social Environment*, and SOWK 4850 *Social Work Practicum*

Prof. Pay can be reached at 765-641-4515 or [ldpay@anderson.edu](mailto:ldpay@anderson.edu).

**Dr. Gail Augustine** received her PhD (2015) from Indiana University and her Bachelors and Master's degrees from Eastern Michigan University and her Post Qualifying graduate from University of Norwich, Great Britain. She is originally from Trinidad, studied, taught and practiced both in the Great Britain and the United States. Augustine has taught both at the Masters and Bachelor levels. She brings years of research and practice experiences working with clients who are challenged by sexual and physical abuse, neglect and severe psychosocial issues. Roles varied as therapeutic intervention, case management, supervisory role, counseling, group worker, educator, and social worker researcher/program evaluator. Augustine areas of interests within the academic setting include underrepresented undergraduate students attrition, theoretical implication for retention, and therapeutic intervention with at-risk undergraduate students. In the sphere of research she focuses on exploring the social psychological factors which impedes marginal students, effects of mental health and college attrition, and human trafficking.

Dr. Augustine has taught at Anderson University since 2014 in the capacity of Assistant Professor in the Social Work Program.

She currently teaches: SOCI 2020 Social Problems, SOCI Grant Writing, SOWK 2000 Introduction to Social Work and Social Welfare, SOWK 2100 Introduction to Field Experience, SOWK 4710 Social Work Practice with Individuals and Family, SOWK 4720 Social Work Practice with Group and SOCI Intro to Research Methods.

Dr. Augustine can be reached at 765-641-4516 or [gmaugustine@anderson.edu](mailto:gmaugustine@anderson.edu).

### **National Association of Social Workers (NASW) Code of Ethics**

The NASW Code of Ethics is intended to serve as a guide to the everyday professional conduct of social workers. The Code of Ethics emerges from core values, embraced by social workers throughout the profession's history. These foundational values are service, social justice, dignity and worth of the person, importance of human relationships, integrity, and competence.

A copy of The NASW Code of Ethics is provided to students enrolled in SOWK 2000 Introduction to Social Welfare and Social Work. It can also be found at the NASW website: [www.naswdc.org](http://www.naswdc.org).

### **National Association of Social Workers Student Membership**

Social work students are encouraged to join NASW. Students who join while they are undergraduate or graduate degree candidates pay one-half of the regular member dues for the two years immediately following graduation. Application information is available in the program offices or bulletin boards.

### **North American Association of Christians in Social Work**

North American Association of Christians in Social Work (NACSW) equips its members to integrate Christian faith and professional social work practice. Student membership is available. Information can be found at [www.nacsw.org](http://www.nacsw.org).

### **State of Indiana Requirements for Licensure**

Licensure in the State of Indiana is administered by the Professional Licensing Agency, 402 West Washington Street, Room W072, Indianapolis, IN 46204. Their phone number is: (317) 234-2064. E-mail is [pla5@pla.in.gov](mailto:pla5@pla.in.gov). Visit their website at <http://www.in.gov/pla/social.htm> for detailed information about applying for licensure.

The following 2014 statute applies to Indiana social worker license requirements:

IC 25-23.6-5-1 Social worker license requirements

Sec. 1. An individual who applies for a license as a social worker must meet the following requirements:



(1) Furnish satisfactory evidence to the board that the individual: (A) has received at least a bachelor's degree in social work from: (i) an eligible postsecondary educational institution that is accredited or approved for candidacy by the Council on Social Work Education or approved by the board; or (ii) a foreign school that has a program of study that is approved by the Foreign Equivalency Determination Service of the Council on Social Work Education; and has completed two (2) years of experience in the practice of social work under the supervision of a licensed social worker, a licensed clinical social worker, or an equivalent supervisor, as determined by the board, after receiving the bachelor's degree; or (B) has a master's degree in social work from: (i) an eligible postsecondary educational institution approved by the board; or (ii) a foreign school that has a program of study that is approved by the Foreign Equivalency Determination Service of the Council on Social Work Education.

(2) Furnish satisfactory evidence to the board that the individual does not have a conviction for a crime that has a direct bearing on the individual's ability to practice competently.

(3) Furnish satisfactory evidence to the board that the individual has not been the subject of a disciplinary action by a licensing or certification agency of another state or jurisdiction on the grounds that the individual was not able to practice as a social worker without endangering the public. (4) Pass an examination provided by the board. (5) Pay the fee established by the board.

*As added by P.L.186-1990, SEC.9. Amended by P.L.1-1994, SEC.126; P.L.255-1996, SEC.21; P.L.147-1997, SEC.47; P.L.2-2007, SEC.333*

### State Boards Regulating Social Work

The addresses and telephone numbers for the boards regulating social work in the states adjacent to Indiana are listed below. A list of all states can be found at the Association of Social Work Boards at [www.aswb.org](http://www.aswb.org).

Illinois <a href="http://www.idfpr.com/profs/SocialWorker.asp">www.idfpr.com/profs/SocialWorker.asp</a>	Social Workers Examining and Disciplinary Board Department of Professional Regulation 320 West Washington Street Springfield, IL 62786 (217) 785-0842
Kentucky <a href="http://bsw.ky.gov/">bsw.ky.gov/</a>	KY Board of Social Work 43-44 Fountain Place Frankfort, KY 40601 (502)564-2350
Michigan <a href="http://www.michigan.gov/mdch/0,1607,7-132-27417_27529_27554---,00.html">www.michigan.gov/mdch/0,1607,7-132-27417_27529_27554---,00.html</a>	LARA Licensing and Regulatory Affairs P. O. Box 30004 Lansing, MI 48909 (517) 373-1653
Ohio <a href="http://www.cswmft.ohio.gov">www.cswmft.ohio.gov</a>	Counselor and Social Worker Board 77 S. High Street, 24th Floor Room 2468 Columbus, OH 43215-6171 (614) 466-0912

## **Graduate School Information**

Information on CSWE accredited graduate schools offering the MSW is available in the Val Clear Reading Room, Hartung Hall 176. There is also information available at the CSWE website: [www.cswe.org](http://www.cswe.org).

The Social Work Program  
Anderson University  
Application for Admission

This application is designed to help you think through the implications of entering the social work profession and to provide program faculty with insight into your readiness for the program. Your answers will enable the program faculty to be helpful during consultations regarding your professional plans. Prerequisites for admission include completion of *SOCI 2010 Introduction to Sociology*, *SOCI 2020 Social Problems*, *SOWK 2000 Introduction to Social Welfare and Social Work*, *SOWK 2100 Introduction to Field Experience*, and *ENGL 1120* with a minimum grade of C- and minimum overall GPA of 2.00 and a minimum GPA in the major of 2.50. Two completed recommendation forms (one from an AU faculty or staff person and one from someone off campus who is not related to you) must accompany this completed application. If you are a student who has transferred social work courses to Anderson University, you must provide a recommendation form that has been completed by a social work faculty member from your previous institution.

Enrollment in the upper division social work practice courses is contingent upon your having been admitted to the Program. Upon the receipt of this completed application, a personal interview will be arranged with the program faculty. A review of the application and the information obtained in the interview will be completed by the faculty and an admission decision will be made. The Social Work Program Director will convey the admission decision to the applicant by campus mail.

Consistent with social work tradition, and the NASW Code of Ethics, no student will be denied admission to the Anderson University Social Work Program on the basis of race, color, gender, ethnic or national origin, socioeconomic status, religion/creed, sexual orientation, political affiliation, gender identity, disability, age, marital status, or family structure.

IDENTIFYING AND PERSONAL INFORMATION

		Date _____
Name _____		AU Student ID # _____
Present Mailing Address:		Cell Phone #: _____
Street: _____		
City _____ State _____ Zip _____		
Permanent Address:		Home Phone #: _____
Street: _____		Are you a U.S. citizen? YES <input type="checkbox"/> NO <input type="checkbox"/>
		If not, Country of Foreign Citizenship: _____
City _____ State _____ Zip _____		
Emergency Contact Information:		
Name: _____ Relationship: _____ Phone #: _____		
Birthplace _____		Birth Date _____
Present year in college:	<input type="checkbox"/> Sophomore	<input type="checkbox"/> Junior
		<input type="checkbox"/> Senior
Expected graduation date _____		
Overall Grade Point Average _____		Grade Point Average in Major _____
Minor? _____		Second major? _____
Current social work advisor _____		

Can you communicate in a language in addition to English? <input type="checkbox"/> If yes, please list which languages: _____
Do you have any condition or circumstance that needs accommodation as you work to complete the social work program? <input type="checkbox"/> If yes, please describe: _____
Have you ever been on academic probation at Anderson University or another post-secondary educational institution? <input type="checkbox"/> If yes, please explain: _____
Have you ever been subjected to disciplinary action for student misconduct at Anderson University or another post-secondary educational institution? <input type="checkbox"/> If yes, please explain: _____
Have you ever been convicted of a criminal offense? <input type="checkbox"/> If yes, please explain: _____ (Conviction for past criminal activity or conduct will not automatically preclude admission into the AU Social Work Program. However, students are advised that past or future criminal activity or conduct may limit or inhibit the student from securing a social work internship which is required for completion of the social work program. In addition, the student may be ineligible to receive state certification or licensure to practice social work.)
Are you currently under indictment for a criminal offense? <input type="checkbox"/> If yes, please explain: _____
As a caretaker of children, have you ever been charged with abuse or neglect and had the case substantiated by the Department of Child Services or its equivalent? <input type="checkbox"/> If yes, please explain: _____
As a caretaker of adults, have you ever been charged with abuse or neglect and had the case substantiated by Adult Protective Services or its equivalent? <input type="checkbox"/> If yes, please explain: _____
<b>(This section is optional.</b> If you complete it, the data will be used in social work program assessment.
How do you identify according to: Gender: _____ Race/Ethnicity: _____ Religious Affiliation: _____

\_\_\_\_\_

For office use only  
Date application received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Interview date \_\_\_\_/\_\_\_\_/\_\_\_\_

Faculty present for the Interview: Augustine, Bargerstock, Pay  
Admission decision: \_\_\_\_\_  
Date of letter indicating disposition: \_\_\_\_/\_\_\_\_/\_\_\_\_

Notes:

Present year in college:	<input type="checkbox"/> Sophomore	<input type="checkbox"/> Junior	<input type="checkbox"/> Senior
Expected graduation date _____			
Overall Grade Point Average _____		Grade Point Average in Major _____	
Minor? _____		Second major? _____	

Can you communicate in a language in addition to English? \_ If yes, please list which languages: \_\_\_\_\_

Current social work advisor \_\_\_\_\_

Do you have any condition or circumstance that needs accommodation as you work to complete the social work program? \_ If yes, please describe: \_\_\_\_\_

Have you ever been convicted of, or are you presently under indictment for a felony offense? \_ If yes, please explain: \_\_\_\_\_ (Conviction for past criminal activity or conduct will not automatically preclude admission into the AU Social Work Program. However, students are advised that past or future criminal activity or conduct may limit or inhibit the student from securing a social work internship which is required for completion of the social work program. In addition, the student may be ineligible to receive state certification or licensure to practice social work.)

Have you ever been subjected to disciplinary action for academic or other misconduct at Anderson University or another post-secondary educational institution? ? \_ If yes, please explain: \_\_\_\_\_

Race/Ethnicity (**This section is optional.** If you complete it, the data will be used to indicate your self-reported identity in our statistical report that is sent annually to the Council on Social Work Education who attempts to track diversity in US social work programs. Check as many boxes as apply.):

African American/Other Black <input type="checkbox"/>	American Indian/Native American <input type="checkbox"/>	Asian American <input type="checkbox"/>
Chicano/Mexican <input type="checkbox"/>	Puerto Rican <input type="checkbox"/>	Other Latino/Hispanic <input type="checkbox"/>
Pacific Islander <input type="checkbox"/>	White <input type="checkbox"/>	Multiple Race/Ethnicity <input type="checkbox"/>
Foreign (no US resident visa) <input type="checkbox"/> Country of Citizenship: _____	Other: _____	

For office use only

Date application received: \_\_\_/\_\_\_/\_\_\_ Interview date \_\_\_/\_\_\_/\_\_\_

Faculty present for the Interview: Oyler, Pay, Augustine

Admission decision: \_\_\_\_\_

Date of letter indicating disposition: \_\_\_/\_\_\_/\_\_\_

Notes:



Volunteer, and Internship Experiences: List, starting with most recent experience, in reverse chronological order. Include **all** volunteer work and internships from the beginning of high school to the present. (Adult Studies students – list past 10 years) If there are time gaps in your listing, please explain. (Use additional page(s) if needed)

Dates (Mo/Yr)	Firm or Agency and Location	Kind of Work	Full/Part-time
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Statement of Interest

In order that the program faculty may understand more fully your interest in this kind of educational process, you are asked to prepare in some detail your responses to the statements below. It is not expected that your responses are complete or refined at this stage in your development; however, it is very important that you begin considering these areas in a careful and thoughtful way.

1. What experiences have motivated you to be interested in the social work profession?  
\_\_\_\_\_
2. How do you perceive your fit with the social work profession?  
\_\_\_\_\_
3. Referencing characteristics of the Anderson University Social Work student (found on pp. 15-17 of the Social Work Student Handbook), please describe your personal strengths and areas for growth.  
\_\_\_\_\_
4. Social work as a helping profession involves working with many different kinds of people in the resolution of social, economic and personal problems, some of which involve considerations of socioeconomic levels, religious beliefs, age, racial and ethnic factors, and political and sexual orientations. Describe your experiences (personal, education, employment, volunteer or extra-curricular activities) as they relate to your exposure to these diverse groups of people.  
\_\_\_\_\_
5. Share some examples of when you have received help and when you have helped others? Then share your reflections on the following: How have you handled the need to ask for help? How have you responded when you are on the receiving end of help? What do you get out of helping others? What do you do when the target of your help does not respond as you had hoped? How might you use these reflections on receiving and giving help in your work as a helping professional? "Help" as used here does not refer only to professional counseling but if you have experienced professional counseling, please include it as one of the examples you reflect upon.  
\_\_\_\_\_
6. What particular social problems, special groups of people, or fields of service interest you most? What kind of work would you like to do upon the completion of your education?  
\_\_\_\_\_

Your signature below indicates that:

1. The information you have provided in this application is true.
2. You have read the *NASW Code of Ethics*.
3. You have completed the online *Social Work Code of Ethics* quiz (Quiz must be completed before submitting this application).
4. You believe you can adhere to and abide by the *NASW Code of Ethics*. You realize that failure to do so may result in disciplinary action by the Social Work Program, up to and including dismissal from the Program.
5. You understand that after admission to the social work program you are required to earn a minimum of a C- in each course that is applicable to the social work major. If you earn below a C- in any course required for the major, you will immediately contact your academic adviser to evaluate your progression in the program.
6. You understand that your individual progress as a Social Work major will be monitored by the Social Work Program. Therefore, you agree to allow appropriate information concerning your academic and nonacademic progress to be shared with representatives within the Social Work Program. Program representatives will include Social Work faculty and Field Instructors.
7. You agree to uphold the standards of the profession. During your field placements you agree to abide by agency policy and to maintain professional integrity.

Applicant's Signature: \_\_\_\_\_



The Social Work Program  
Department of Sociology, Social Work, Criminal Justice, and Family Science  
Anderson University  
Anderson, Indiana 46012

**Recommendation for Admission to the Social Work Program**

\_\_\_\_\_  
**Full Name of Applicant**

**Waiver of Access: The Family Educational Rights and Privacy Act of 1974 - PL 93-380 opens many records for the student's inspection. The law also permits the student to waive his/her right to review recommendations. At the applicant's request this reference should be considered (applicant must check one):**

\_\_\_ **CONFIDENTIAL, Student Will Not See Reference**      \_\_\_ **NOT CONFIDENTIAL, Applicant May See Reference**

\_\_\_\_\_ **This bold section must be completed before giving the form to the writer.**      **Signature**

Reference: The above named student has selected you to complete this reference form to accompany his/her application for the social work program. We thank you for your time taken to complete this form. How long have you known this student? \_\_\_\_\_ What were the circumstances of your relationship (R.D., employer, supervisor, youth minister, teacher, etc.)?

\_\_\_\_\_  
Please evaluate the above-named student using the following scale: 5 = Outstanding; 4 = Above Average; 3 = Average; 2 = Below Average; 1 = No opportunity to observe. Please circle the number most appropriate to the applicant.

Academic ability.....	5	4	3	2	1
Accountability and dependability .....	5	4	3	2	1
Leadership potential .....	5	4	3	2	1
Cooperativeness.....	5	4	3	2	1
Christian commitment to helping others.....	5	4	3	2	1
Social skills.....	5	4	3	2	1
Honesty and integrity .....	5	4	3	2	1
Oral communication skills.....	5	4	3	2	1
Written communication skills .....	5	4	3	2	1
Initiative .....	5	4	3	2	1
Professional appearance .....	5	4	3	2	1
Ability to plan and organize.....	5	4	3	2	1
Ability to look at people and situations objectively .....	5	4	3	2	1
Ability to empathize with others .....	5	4	3	2	1
Ability to maintain confidences .....	5	4	3	2	1
Acceptance of diversity.....	5	4	3	2	1
Balanced and holistic lifestyle .....	5	4	3	2	1
Freedom from chemical dependency .....	5	4	3	2	1
Emotional stability and self-regulation .....	5	4	3	2	1

**On the back of this sheet please write any comments regarding your impressions of this student's strengths and weakness that influence his/her readiness for the field of social work. Please return by\_\_\_\_\_.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title or position