





# **BSW Student Handbook**

**September 2020**

**Social Work Program  
School of Education  
Lindenwood University  
209 South Kingshighway  
St. Charles, MO 63301**

**Lindenwood University****Social Work Program BSW Student Handbook****Table of Contents**

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## Welcome to Lindenwood Social Work

Welcome to the Lindenwood University Social Work Program! I extend my personal greetings to all who want to be part of an exciting and innovative education, profession, and career.

Our mission is to educate and train generalist social workers and to prepare students for social work graduate education. We have an excellent history of success in both of these areas. Our graduates are serving in agencies and diverse work settings throughout the state of Missouri and around the country. Many have gone on to graduate education.

Our faculty consists of highly experienced social workers and social work educators who bring social work practice in its many forms into the classroom.

Our classes are small and interactive. We teach the skills, knowledge, values and means to effect change with others. We offer individualized education and mentoring. We explore ways to eliminate social injustice in our society in an ethical, value-based approach to aiding individuals, groups, families, organizations and communities.

We welcome you to an exciting career in Social Work— both a challenge and a responsibility. Together, we will make a difference. Our doors are open to you

Sincerely,

*Carla Mueller*

Carla Mueller, EdD, LCSW

Professor of Social Work

## **Lindenwood University**

### **Social Work Program Faculty**

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#### **Administration**

The Social Work BSW program falls under the auspices of the School of Education (SOE)

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**Purpose of the BSW Student Handbook**

This student handbook supplements Lindenwood University's Undergraduate Catalog with details about the Social Work Bachelor of Social Work program. It provides an overview of policies and procedures required to graduate. The faculty is available to mentor, guide, and assist students to gain the most from their social work education. Students are to consult with their academic advisor for needed clarification and direction.

**History of the Lindenwood University Social Work Program**

In the Fall Semester of 1997, faculty from the Sociology/Anthropology Programs convened a meeting with students to determine if there would be an interest in Lindenwood University offering a Social Work degree program. Approximately thirty students attended that meeting, expressing their interest in learning about such a program. Two students were completing a contract degree for social work at that time.

Responsive to student interest, Lindenwood University hired an MSW as an adjunct instructor to teach an Introduction to Social Work course in the Spring Semester of 1998. Based on the success of this course and continued student interest, Lindenwood University proceeded to implement a Social Work program. In June of 1998, Carla Mueller, LCSW, was hired as a full-time faculty member to develop the Social Work Program to begin in the Fall Semester of 1998. The initial plan was to develop the curriculum within the guidelines of Council on Social Work Education (CSWE) accreditation standards so as to seek formal accreditation if the program grew. Formal support for the accreditation of the Social Work Program was included in the 1998-1999 Lindenwood University Strategic Plan.

The Social Work Program curriculum initially borrowed from coursework in other programs including psychology, sociology, and human service agency management. As the number of declared majors increased, the curriculum was revised, and additional social work courses were added. As student enrollment grew, so did the number of field practicum sites to over thirty placement opportunities. Interest from the community in the Lindenwood University Social Work Program increased.

The Social Work Student Alliance, the social work student organization began in 1998 and has continued its service learning projects to date. Other program highlights have included short-term Lindenwood-sponsored trips to Europe to complement learning about international social work. This was offered as a Special Topics course entitled International Social Work.

The Social Work program was accredited by the Council on Social Work Education in 2009, retroactive to 2005. As the number of declared majors consistently averaged 30-40 students the need for more faculty members became apparent. Social work faculty increased to 4 as the program grew and faculty started teaching General Education social work courses. Eventually, the program has been downsized due to the number of majors and financial resources of the University. Today, there are two full-time 9-month faculty—Dr. M. Denise King who acts as Field Coordinator and Dr. Carla Mueller who acts as the Program Director.

Lindenwood University School of Social Work graduates have been hired in the social services community; many of our early graduates are now in supervisory positions. Other graduates have been accepted into and graduated from MSW programs with advanced standing. Lindenwood is proud of its social work alumni and use them to keep connected to the social work community. As one may see from this brief history of the Social Work Program, Lindenwood University has been consistently responsive to student interests and programmatic demand through support of the development of the Social Work program.

### **Mission of the Lindenwood University Department of Social Work**

The Social Work Program at Lindenwood University prepares graduates for generalist social work practice with individuals, families, groups, organizations, and communities in an ethical and effective way. The Social Work Program promotes societal responsibility, cultural humility, and social justice.

### **Goals of the Lindenwood University Department of Social Work**

1. provide evidence-based generalist social work practice at all levels (micro, mezzo, macro) in multiple fields of service  
CSWE Core Competencies: 1, 4, 6, 7, 8, 9
2. advocate for the marginalized and the oppressed (micro, mezzo, macro) and take action against social injustice  
CSWE Core Competencies: 2, 3, 5
3. advance general understanding of the value of the social work profession  
CSWE Core Competency: 1

### **The Social Work Curriculum**

The Social Work degree program prepares students for generalist social work practice by requiring a liberal arts general education foundation (42 credit hours), required social work courses (59 credit hours), and elective courses (19 credit hours). Supervised social work experiences in the field (110 in conjunction with coursework) and culminating in a 400-hour practicum. Lindenwood requires 120 total credit hours for a BSW.

Social work majors spend most of their first two years completing general education requirements and introductory social work courses. Introductory courses are Introduction to Social Work, Intercultural Communication, and Human Diversity and Social Justice. Introductory courses in psychology and sociology are also required. After formal admission to the social work program, the remaining curriculum includes courses in practice with individuals, families, groups, agencies and communities; human behavior in the social environment; social welfare policy and services, research methods, service learning, and field practicum and seminar.

### **Admissions Requirements to the Social Work Program**

Consistent with University policy, students may select Social Work as their major area of study with their initial enrollment at Lindenwood University. Social work majors are immediately assigned an advisor from among our faculty members in the Social Work Program. Other students choose the major after considering the options available to them at Lindenwood and



enrolling in a social work course or by a class taught by social work faculty. Many students transfer to Lindenwood for social work, having completed most general education requirements at a community college or transfer from other institutions of higher education.

Students who wish to complete the major in Social Work must complete a formal admissions process. Students may not register for Social Work Practice I (SW 31000), the first course in the practice sequence, until formally admitted to the Social Work program.

LU Social Work majors generally apply for formal admission to the program while taking the SW 37000 Human Behavior in the Social Environment I course.

Students are required to have taken a minimum of 30 hours of credit (at LU and/or transfer) and achieve a GPA of 2.0 or better. Students applying also have had to completed (at LU and/or transfer) SOC 10200 Basic Concepts of Sociology and PSY 10000 Principles of Psychology and have an average of 2.0 GPA in those two courses.

Social work courses also must be completed (at LU or transfer) with an average GPA of 2.5 or better: SW 11000 Introduction to Social Work, SW 11500 Social Service Agency Observation, SW 20000 Intercultural Communication, and SW 24000 Human Diversity and Social Justice.

Two reference letters of support of the application for admission are required, one from a non-social work source and one from a professional in human services.

Applicants also are required to write a personal statement. The Personal Statement is to be three pages in length. The following information must be included:

I. Mission of the Lindenwood University Social Work Program

Describe how you fit with the mission of the program. The mission of the LU Social Work Program is:

*The Social Work program at Lindenwood University prepares graduates for generalist social work practice with individuals, families, groups, organizations, and communities in an ethical and effective way. The Social Work program promotes societal responsibility, cultural humility, and social justice.*

II. Why do you want to be a social worker?

What personal/meaningful experiences have you had that draws you to social work?

Who have been your personal mentors and models?

What personal/meaningful experiences have you had that draws you to social work?

What has your coursework so far meant to you?

What experiences have you had in social service agencies including employment, volunteering, and observation?

III. What do you know—how will you grow?

What are the strengths/assets that you bring to our program? What do you need to know more about?

Applicants' packages are submitted to and then reviewed by the student's advisor for completeness and accuracy. Application packages are anonymously distributed to those assigned to interview the candidate. Applicants are then professionally interviewed by a member of the faculty (not his/her advisor) and a member of the Advisory Council. Applicants are evaluated by each interviewer.

Formal determination of admission to the LU Social Work program will be either full admission, probationary admission, or not admitted. Applicants who are on probationary status or not admitted will be notified of the reasons for this determination in their notification email. Those on probation will have specifications as to how to gain full admission; those who have not been admitted will be notified of the grievance procedure for this determination. Applicants will be notified by the program director via Lion Mail as to the outcome of their status in the program within one week of his/her formal interview.

Those determined to be on probationary status are allowed to begin the Practice sequence knowing without meeting the conditions of the probation, he/she may not be fully admitted to the program. In Social Work Practice I, the student is observed for growth and such observations are shared with the Social Work faculty. If the student is not showing evidence of identified growth, the student's advisor will meet to offer remedial services. If determined to meet the expectations by majority vote of the faculty, the student is notified by email of his/her removal from probationary status to full admission.

To date, we have not had any applicants determined to be Not Admitted. If a student is Not Admitted, he/she will be notified of the grievance procedure (See grievance procedure, p. 14) or invited to resubmit their application for formal admission to the social work program per the above procedure.

### **Graduation Plans**

Student beginning their college career are likely to have a graduation plan per the following (general educations are recommended; other course options are available):

**Fall Semester      16 credit hours**

SW 11000 Introduction to Social Work

ENGL 15000 Composition I

SOC 10200 Basic Concepts of Sociology

REL 15000 Global Religious Traditions

MUS 15000 Music in America

UNIV Orientation

**Spring Semester      16 credit hours**

SW 10500 Social Service Agency Observation

ENGL 17000 Composition II

EXS 24000 Nutrition throughout the Lifecycle

PHL 15000 Introduction to Philosophy

PS 15500 American Government: The Nation

SOC 21400 The Family

**Fall Semester      15 credit hours**

SW 10000 Intercultural Communication

PSY 10000 Principles of Psychology

ENGL 28004 Gender Studies and Literature

MTH 14100 Basic Statistics

EDU 27700 Know Yourself, Know Your World: Education in the Global Community

**Spring Semester      15 credit hours**

SW 24000 Human Diversity and Social Justice

BSC 10500 Biology of the Human Body

GS 20101 Global Introduction to Gender Studies

SOC 30400 Sociology of Gender Roles

CCJ 20000 Criminology

**Fall Semester      15 credit hours**

SW 29001 Aging Nation

SW 30000 Child Welfare

PSY 30300 Abnormal Psychology

SOC 32600 Drugs, Alcohol, and Society

ANT 31800 Race, Ethnicity, Gender: Global Perspectives

**Spring Semester      15 credit hours**

SW 37000 Human Behavior in the Social Environment I

SW 37100 Human Behavior in the Social Environment II

SW 32000 Social Welfare Policy and Services I

SW 42100 Social Welfare Policy and Services II

SW 39700 Death, Grief, and Loss

**Fall Semester      15 credit hours**

SW 41000 Social Work Practice I

SW 41100 Social Work Practice II

SW 40500 Service Learning

SW 32500 Social Work Research Methods I

SW 32600 Social Work Research Methods II

**Spring Semester      13 credit hours**

SW 41200 Social Work Practice III

SW 45000 Field Practicum and Seminar

Students who transfer to Lindenwood Social Work with transfer equivalences of general education requirements (42 hours) and are transferring at least 22 credits in elective hours are likely to have a graduation plan per the following:

<b>Fall Semester—12 Credit Hours</b> Introduction to Social Work (3) Intercultural Communication (3) Human Diversity and Social Justice (3) Gen Ed/Elective (3)
<b>Spring Semester—16 Credit Hours</b> Social Service Agency Observation (1) Human Behavior in the Social Environment I (3) Human Behavior in the Social Environment II (3) Social Welfare Policy & Services I (3) Social Welfare Policy & Services II (3) Social Work Elective (3)
<b>Fall Semester 2020—15 Credit Hours</b> Research Methods I (2) Research Methods II (2) Service Learning (3) Social Work Practice I (4) Social Work Practice II (4)
<b>Spring Semester 2021— 13 Credit hours</b> Social Work Practice III (4) Social Work Practicum & Seminar (9)

<https://lindenwood.smartcatalogiq.com/2020-2021/Undergraduate-Catalog/School--Education/Social-Work-Program/Social-Work-B-S-W>

### Social Welfare Minor

A MINOR IN SOCIAL WELFARE REQUIRES 21 CREDIT HOURS OF COURSEWORK INCLUDING:

<u>SW 11000</u>	Introduction to Social Work	3
<u>SW 24000</u>	Human Diversity and Social Justice	3
<u>SW 32000</u>	Social Welfare Policy and Services I	3
<u>SW 32100</u>	Social Welfare Policy and Services II	3
<u>SW 37000</u>	Human Behavior in the Social Environment I	3
<u>SW 37100</u>	Human Behavior in the Social Environment II	3

*Plus three additional credit hours in any other social work (SW) courses.*

Students who elect the Social Welfare minor are not eligible for formal admission to the Social Work program and cannot enter the Social Work Practice course sequence.

<https://lindenwood.smartcatalogiq.com/2020-2021/Undergraduate-Catalog/School-of-Education/Social-Work-Program/Social-Welfare-Minor>

### **Social Work Practicum**

As part of the social work curriculum, social work majors are required to complete SW45000, a nine-credit hour course in field education. Curriculum pre-requisites include SW411 Social Work Practice II and SW 41200 Social Work Practice III (can be concurrent); requires continued admission within the social work program, an overall GPA of 2.5 in all social work courses and overall LU GPA of 2.0; successful submission of all required materials for permission. Students must apply for admission to practicum per the procedure outlined in the *Social Work Program Field Practicum Manual*.

Placements are recommended by the Field Practicum Coordinator based on the student's areas of interest and social work ability. Students must be interviewed by recommended agencies. Students must have access to needed transportation and comply with agency requirements such as background checks, references, etc. When approved by the agency and the Field Practicum Coordinator, students are to complete at least 400 hours during the semester in the agency setting. Concurrent mandatory attendance at a weekly seminar is required.

Students are supervised by a field supervisor with a degree in social work employed by the agency. The Field Practicum Supervisor and Field Practicum Coordinator meet at least twice per semester to evaluate the student's progress. As needed, ongoing consultation and availability for assistance to resolve any problems/concerns that may occur is provided by the Field Practicum Coordinator.

### **Academic Policies**

The following are several of the Lindenwood University Social Work program policies and University-wide policies that are relevant to social work majors. Other University policies that apply to undergraduate students can be found in the *Lindenwood University Undergraduate Catalog* and the *Lindenwood University Student Handbook*. See Important Links p. 22.

### **Academic Honesty**

The work to which a student affixes her/his name is to be her/his own. In each social work course, the course instructor specifies the consequences for work deemed to be plagiarized or cheating. This information is found in the course syllabus. See Important Links p. 22.

### **Accommodation**

It is the guiding philosophy of Lindenwood University to make programs and facilities as accessible to students with disabilities as can be reasonably accommodated. The coordinator for campus accessibility services acts to ensure the accessibility of programs and assists and supports students diagnosed with disabilities. See Important Links p. 22.

### **Advising**

The advisor/advisor relationship is extremely important in a professional social work program. Advisory contacts occur throughout a student's academic career at Lindenwood University and often go beyond routine academic advisement. Students are encouraged to discuss career

questions, academic problems and opportunities, graduation requirements, social work coursework, potential field practicum placements, graduate school and employment opportunities, and personal issues, as related to their professional development, with her/his advisor.

The students' advisor will be one of the social work faculty members who will become the student's guide through successful completion of the program. Students are required to meet with her/his advisor at least once per semester to register for classes, but students will find that connecting with an advisor throughout the school year will work to the student's benefit. The advisor will be a mentor for academic progress and for professional advising.

When admitted to the program, a plan to a graduation plan will be developed. Students will be informed as to when courses are expected to be offered and what the expectations for that coursework will be. Advisors have an open door policy and are accessible to students often on a drop-in basis; contact will be on a mutually agreeable time frame. Availability to and taking personal interest in our social work students is a hallmark of our program. Please see Appendix A for the LU General Education and the Social Work Advising Worksheet p. 22 & 23.

### **Assessment**

With the commitment to improve the effectiveness of the university, students will periodically be asked to participate in in-class activities that will provide feedback regarding class content and structure and information necessary from a student perspective. This is a key part of our ongoing institutionally based evaluation process with the goal of educational betterment at Lindenwood University. The Social Work program has an extensive assessment of student outcomes based on embedded assignments and observation of students' social work skills and abilities. Current data on social work student outcomes can be found at

<https://www.lindenwood.edu/files/resources/social-work-student-learning-outcomes.pdf>

### **Attendance**

The Lindenwood University policy on attendance is that all students are expected to attend all classes and class activities for which they are enrolled. If classes are missed, a student is expected to make up the work to the satisfaction of the instructor of each class. The student is responsible for informing the instructor of any absence to class whenever possible.

At times, absences from class may be unavoidable—as in instances of prolonged illness, hospitalization, or participation in an approved student activity, i.e. excused absences. The student is responsible for informing the instructor of any absence prior to class whenever possible. The instructor may require documentation prior to approving an absence as excused.

Each social work faculty member will document requirements regarding make-up work, late assignments, absences, etc. in his/her course syllabus. Students are expected to be familiar with these requirements and direct any questions/concerns to the appropriate course instructor.

### **Classroom Courtesy**

Classroom courtesy is required to enhance the learning environment for all students. It is expected that students will be to class on-time, will not leave prior to the class' end, will not

engage in private discussions including the use of cellular telephones and text messaging, and are not to sleep or otherwise engage in behavior that may interfere with other students or the instructor. Students will have the opportunity to interact in classroom discussion and small group exercises. It is expected that the beliefs, values and opinions of others will be respected. Each faculty member will define courtesy on his/her syllabus. Netiquette will be defined for online coursework in the class syllabus.

### **Credit for Life Experience**

The Lindenwood University School of Social Work does not grant social work course credit for life experience or previous work experience. <https://lindenwood.smartcatalogiq.com/en/2020-2021/Undergraduate-Catalog/School-of-Education/Social-Work-Program>

### **Evaluation of Faculty/Courses**

Evaluating faculty and courses are an opportunity for student participation. Faculty/course evaluations are made available on the student's portal. It is important for student's to voice their appraisal of the course as this information is used to garner student opinion and input regarding the quality of their education. Evaluation forms are completed without identifying information and are not released to the faculty until final grades are posted. Faculty/course evaluations are utilized to improve teaching effectiveness. Lindenwood University is open to informal, ongoing student feedback and students are encouraged to dialogue with faculty on a regular basis as to course/teaching effectiveness.

### **Grievance Procedure**

The Lindenwood University policy regarding Grievances indicates that students who wish to appeal a final grade or decision as to his/her academic career will first contact the course instructor. If the matter cannot be resolved at that level, the student may appeal in writing to the Assistant Dean of the Counseling, BCBA, and Social Work and then to the Associate Dean and Dean of the School of Education.

### **University Honors**

Any social work courses can be available for honors credit for those students officially admitted to the Honors Program. Students are to contact the course instructor at the beginning of the semester to negotiate the parameters of obtaining honors credit.

<https://www.lindenwood.edu/academics/undergraduate/honors-college/>

### **Registration**

Information regarding course registration is available at Academic Services and on the Lindenwood University web site (such as the semester schedule, registration schedule by class, etc.) Students already admitted to Lindenwood are expected to schedule an appointment with her/his advisor to ensure that the student is making appropriate progress toward completion of the Social Work Program. Students will then enroll on her/his student portal on the day/time determined by Academic Services per student earned credit hours.

### **Times of BSW Courses**

As many social work students are commuters or have to work to pay for educational expenses, the Social Work program pays special attention to the timing of courses. Introductory social

work courses are taught online, in 8-week formats, to lighten the burden of multiple course at once. Courses beginning with Human Behavior in the Social Environment I are taught on Tuesdays/ Thursdays on campus. Social work students can expect to take courses between 8:30 am and 3:30 pm on those days to stay on track for graduation. These courses are also taught in an 8-week format to reduce the demands of multiple courses.

### **LU Social Work Program Student Rights and Responsibilities**

The Lindenwood University Social Work Program creates a partnership between the student and the university based on mutual respect and trust. As a Social Work major, you have certain rights and responsibilities:

#### *You have the right to:*

- Participate in decision-making activities about the program
- Be included in faculty hiring, CSWE site visits/program review site visits
- Evaluate your social work courses and instructors
- Provide input through meetings with the Social Work Program faculty as scheduled every fall/spring semester
- Have input into the selection of your field practicum assignment
- Provide feedback about school policies and procedures through LSGA
- Write a formal grievance and expect a response in a timely manner
- Hear opinions expressed by speakers from outside the LU community
- Organize via the Social Work Student Alliance
- Be free from discrimination and harassment

#### *You have the responsibility to:*

Advocate for social work majors by:

- Addressing course/program/faculty issues with the instructor, and if not satisfied addressing concerns with dean-level administration in the School of Education
- Working with the student representative on the Advisory Council for program policy development
- Attend and actively participate in focus groups, majors' meetings, and graduate exit interviews to provide student feedback for continual improvement
- Ask questions when you do not know from those who do or those who can find out

Be familiar with the policies and procedures as available in Important Links (p. 20).

- The NASW Code of Ethics
- SW Student Handbook
- Field Practicum Manual
- LU Undergraduate Catalog
- LU Student Handbook

Ask questions when you do not know from those who do or those who can find out. Be an active and curious learner.



**Evaluating Student's Academic Performance**

LU undergraduate students are expected to maintain satisfactory academic progress toward graduation. Procedures are outlined in the following on the LU web page:

<https://www.lindenwood.edu/files/resources/satisfactory-academic-progress-undergraduate.pdf>

**Academic Performance Grievance**

Students have the right to grieve decisions as to academic progress. Appeals can be grieved by completing the following appeal request:

<https://lindenwood.teamdynamix.com/TDClient/2017/Portal/Requests/TicketRequests/NewForm?ID=F5iN6fq9d-E>

**Evaluating Student's Professional Performance**

Students' professional performance is evaluated in many ways. In the classroom, faculty, as professional social workers themselves, evaluate and offer feedback to students via role-plays, processing of case scenarios, assignments such as social histories and assessments and in skills practice. In agencies, students are assigned to a social worker as a supervisor who provide feedback to the student and to the course instructor. Students in practicum are expected to dialogue with the assigned field supervisor as to professional behavior and receive feedback as to growth in professionalism. Practicum social work students will be evaluated by their assigned field supervisor at mid-term and at the completion of expected hours.

See BSW Field Manual on the LU Social Work program web page:

<https://www.lindenwood.edu/academics/academic-schools/school-of-education/counseling-and-social-work/social-work/>

LU BSW students understand growth in professionalism is ongoing. Feedback is to be welcomed and integrated into the student's social work behavior. In SW 40500, Service Learning, students read and review the LU Social Work Standards of Professional Behavior for Field Students (See Appendix A, p. 24). Students are made aware they will be evaluated and monitored as to these expected behaviors while in field placements. Concerns as to professionalism may be identified by social work faculty or by field supervisors.

The field coordinator brings the concern to the social work faculty in weekly social work faculty meetings. The social work faculty agree upon a plan of action to address the concern. If all faculty agree a meeting with the student is necessary, the program director will schedule a time and private place for full-time social work faculty and the student to meet. The student will be allowed to bring one other to the meeting.

At the meeting, confidentiality limits will be addressed by the program director. The field coordinator will present the concern as to professional behavior in the field. The social work faculty will be allowed to address the concern. The student will be allowed to respond. A discussion as to remediation of the concerning behavior may include:

- A reminder as to expected behavior
- An apology to...
- Write a paper on...
- Slow down progress toward the BSW
- Probation—through mid-term in a major course
- Change majors or develop a contract degree

When a plan is completed, the field coordinator will write up the incident, the outcome of the meeting, and will monitor and ensure completion of the plan. The write-up will be emailed to the student and kept in the student's advising file.

### **Transfer Credit**

Students transferring from an accredited university or university of higher education should submit official transcripts from each university attended to the Admissions Office along with the application for admission. An evaluation of transfer credit will be made by the registrar only after all official documents have been received.

Transfer students who wish to have required courses taught by the Social Work program waived, must meet the following conditions through the normal policy exemption process:

The transfer student must present a course syllabus or a link to a course description demonstrating equivalence for the course that the student wishes to waive.

Introductory courses may be evaluated by the Social Work Program Director as to course equivalence. Upper level courses in social work must have been completed at a social work program accredited by CSWE at the time the course was completed and the student must have earned a grade of D or better in the course. The Social Work Program Director will determine equivalence.

### **Withdrawal from the University**

Prior to withdrawal, students should meet with his/her advisor to pursue options to resolve difficulties. However, students who want to withdraw from Lindenwood University must go to the Student Academic Support Services to officially begin the process. Students should be aware that early or unauthorized withdrawal may significantly affect a student's academic record, tuition and fee payments and student financial aid per the following:

<https://www.lindenwood.edu/business-office/withdrawal-and-refund-calculations/>

### **Sexual Harassment**

It is the Lindenwood University policy that sexual harassment will not be tolerated. Social Work students are to follow LU policy per the following:

<https://www.lindenwood.edu/files/resources/lindenwood-title-ix-policy.pdf>

### **Resources for Students**

**Student Life** offices are located in Evans Commons and is available for assistance with security, housing and dining, career services, and student groups and activities.

<https://www.lindenwood.edu/student-life/>

### **Counseling and Wellness**

Free, voluntary, and confidential counseling services can be accessed at:

<https://www.lindenwood.edu/student-life/health-wellness/student-counseling-resource-center/>

**Student Activities/Organizations**

Lindenwood University believes in the importance of co-curricular involvement in activities as a valuable supplement to classroom learning in the total educational process.

<https://www.lindenwood.edu/student-life/student-groups-activities/student-organizations/>

**Student Athletics**

Social Work students can find information about LU athletics here:

<https://www.lindenwood.edu/athletics/>

**Financial Assistance**

Financial aid is available to all qualified students. Financial need may be met through a combination of state, federal and institutional aid. The primary responsibility for paying the student's education expenses rests with the student and his/her family, and the university expects both the student and his/her parent(s) to make a realistic contribution to meet these costs. Financial aid is a supplement for those students and families who cannot afford the entire cost of a university education. Please see

<https://www.lindenwood.edu/admissions/student-financial-services/> for information about scholarships, student employment, or loan programs.

**Veterans**

Veterans' Benefits and other support services can be found at:

<https://www.lindenwood.edu/academics/support-resources/military-services/veterans-affairs/>

**Safety**

The LU Social Work Program works to ensure the safety and well-being of students while placed in agency settings. Safety training is an ongoing effort including reading, online materials videos, interacting in role-play scenarios and discussions regarding techniques to maximize safety. Home visits are a regular part of some field placements. Agencies are expected to take appropriate measures to ensure the safety of students during home visits. The same safeguards provided to staff should be provided to students. Concerns as to safety while in agencies should be directed to any social work faculty.

**Confidentiality and Sharing of Personal Information**

Most social work courses require discussions and group work. Sharing of personal information may occur. Such sharing is voluntary on the student's part. All such information is considered confidential per social work ethics and is not to be shared or discussed outside the classroom.

**Self-care**

Social work can be an emotionally demanding profession. Students are expected to begin practicing good self-care practices while in this program. Self-care promotes professional availability to our clients and works to prevent burn-out.

**Licensure**

The State of Missouri does not require BSW-level licensure for generalist social work practice. This is not true for all states or countries. Please consult with your advisor as to licensure requirements for practice in other than Missouri agencies.

**Textbookless and Use of iPads**

The Social Work program does not require textbooks for social work programs. Coursework is enhanced by use of digital resources such as online free texts, podcasts, TED talks, YouTube videos, journal articles, etc. Social work majors are required to either have access to or purchase an iPad for upper level coursework. This allows for a unified learning platform that can be used in the field and with clients.

**Advanced Standing**

As a CSWE-accredited BSW program, graduates are eligible for advanced standing at most CSWE-accredited MSW program. Check with the MSW program you want to attend to learn of the acceptance of BSW coursework for advanced standing credit. Your advisor can also help you with this research.

**Social Work Student Alliance**

The purpose of the Social Work Student Alliance (SWSA) is to promote the social work profession as an important and positive field that deserves recognition through social work education, community service, and campus awareness of social and political issues. Social work faculty rotate faculty sponsorship on an annual basis.

The organization hosts guest speakers from a variety of settings and graduate schools in social work. Service projects are completed in each of the fall and spring semesters. SWSA is the voice of social work students on campus—questions, concerns, issues and problems about the social work program are to be routed through this group. Once per semester, meetings with the Social Work Program Manager will be scheduled to discuss and resolve programmatic issues.

The Social Work Student Alliance has sponsored a variety of community service projects often completed in conjunction with coursework:

*Adopt-a-Family* has been an annual event in December for the past twenty-two years. Students raise funds to take the parent shopping for her/his children. Students empower parents by allowing for choice in the gifts, rather than being treated in a charitable approach of being given what others believe the parent would want for her/his children.

*Empty Bowls* has been an inter-program collaboration with the LU Art Department. Art students create small bowls to be sold to raise funds for an agency addressing food insecurity. Students nominate organizations, debate the merits of each, and decide on the agency to be given the donations. Students also host a community awareness event to educate others on the food insecurity in the region, the state, the nation, and globally.

*The Clothesline Project* is hosted in collaboration with the Bridgeway Women's Shelter. Students raise awareness of domestic violence by displaying T-shirts from victims of violence. Each shirt color represents a form of violence from child abuse to domestic violence to sexual assault to death by violence.

*Urgent Detergent* is a poverty awareness community service project. Students buy powder detergent, fill the appropriate amount into baggies, and take the packets to residential agencies such as the Bridgeway Women's Shelter. The shelter requested this as shelter residents often used too much detergent. Students learn the cost of each homemade detergent packet costs approximated 1 cent as opposed to detergent pods that cost 25 cents each.



**Important links**





**NASW Code of Ethics (2017)**

<https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>



**COUNCIL ON SOCIAL WORK EDUCATION**

**CSWE Educational Policy and Accreditation Standards (2015)**

<https://www.cswe.org/getattachment/Accreditation/Standards-and-Policies/2015-EPAS/2015EPASandGlossary.pdf.aspx>



**Academic Policies**

<https://lindenwood.libguides.com/plagiarism>

<https://www.lindenwood.edu/academics/library/research-resources/copyright-policy/>

<https://www.lindenwood.edu/files/resources/satisfactory-academic-progress-undergraduate.pdf>

**Student Handbook**

<https://www.lindenwood.edu/files/resources/student-handbook.pdf>

**Resources for those with Disabilities**

<https://www.lindenwood.edu/academics/support-resources/accessibility-services/students-with-disabilities-support-information/>

<https://www.lindenwood.edu/academics/library/research-resources/disability-resources/>

**Academic Performance Assistance**

<https://www.lindenwood.edu/academics/support-resources/student-and-academic-support-services/>

## **Appendix A**

- **LU General Education Requirements** p. 23
- **LU BSW Course Requirements** p. 24
- **LU Standards of Professional Behavior** p. 25
- **BSW Application to the Major—Procedure** p. 28



**Student Name:**

### Lindenwood General Education Program

*Students must complete at least 3 credit hours in each of the 14 areas below. The Human Diversity requirement may be completed at the same time as a subject-area requirement. (E.g., if a student completes a course that is designated as both GE-Social Science and GE-Human Diversity, the course will fulfill both requirements.) Students must complete at least 42 total hours of General Education credit.*

	<b>Courses Designated</b>	<b>Course Applied to Requirement</b>	<b>Transfer/Term Completed</b>
<b>Core</b>			
<b>Composition</b>	GE-English (ENG/L 15000 or EPP 15000)		
<b>Composition</b>	GE-English (ENG/L 17000)		
<b>Math</b>	GE-Math		
<b>US History or Government</b>	GE-Human Culture: US History/Government		
<b>Natural &amp; Social Science/Math</b>			
<b>Social Science</b>	GE-Social Science		
<b>Natural Science with Lab</b>	GE-Natural Science Lab		
<b>Social or Natural Science Elective</b>	GE-Social Science, GE-Natural Science, or GE-Natural Science Lab		
<b>Social Science, Natural Science, or Math Elective</b>	GE-Math, GE-Social Science, GE-Natural Science, or GE-Natural Science Lab		
<b>Human Culture</b>			
<b>Arts</b>	GE-Human Culture: Arts		
<b>Literature</b>	GE-Human Culture: Literature		
<b>Human Cultures Elective</b>	Any GE-Human Culture		
<b>Non-Literature, Non-Arts Elective</b>	GE-Human Culture: US/Government, World History, Foreign Language/Culture, Religion, Philosophy		
<b>Electives</b>			
<b>GE Elective</b>	Any course with GE designation		
<b>GE Elective</b>	Any course with GE designation		

<b>Lindenwood University</b>	<b>BACHELOR OF SOCIAL WORK (BSW) 2020-2021</b>
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**Student** \_\_\_\_\_ **Advisor** \_\_\_\_\_ **Expected Graduation** \_\_\_\_\_

**Required:** \_\_\_\_ **PSY10000**      \_\_\_\_ **SOC10200**      **LU General Education Requirements**

**Social Work Degree Requirements**

**Introduction to Social Work (SW 11000)** FA/SP online      **Semester Taken** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Social Service Agency Observation (SW 11500)** FA/SP      **Semester Taken** \_\_\_\_\_ **Grade** \_\_\_\_\_  
*Prerequisite: SW 11000*

**Intercultural Communication (SW 20000)** FA/SP online      **Semester Taken** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Human Diversity and Social Justice (SW 24000)** FA/SP online      **Semester Taken** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Social Welfare Policy and Services I (SW 32000)** SP 1HLF      **Semester Taken** \_\_\_\_\_ **Grade** \_\_\_\_\_  
*Prerequisites: ENG 17000 ("C" or better), SW 11000*

**Social Welfare Policy and Services II (SW 32100)** SP 2HLF      **Semester Taken** \_\_\_\_\_ **Grade** \_\_\_\_\_  
*Corequisite: SW 32000*

**Human Behavior in the Social Environment I (SW 37000)** SP 1HLF      **Semester Taken** \_\_\_\_\_ **Grade** \_\_\_\_\_  
*Prerequisites: SW 11000, PSY 10000, & SOC 10200*

**Human Behavior in the Social Environment II (SW 37100)** SP 2HLF      **Semester Taken** \_\_\_\_\_ **Grade** \_\_\_\_\_  
*Corequisite: SW 37000*

**Acceptance to the Social Work Major: Date** \_\_\_\_\_

**Service Learning (SW 40500)** FA      **Semester Taken** \_\_\_\_\_ **Grade** \_\_\_\_\_  
*Prerequisites: SW 11000 and SW 11500*

**Social Work Practice I (SW 41000)** FA 1HLF      **Semester Taken** \_\_\_\_\_ **Grade** \_\_\_\_\_  
*Prerequisites: SW 11000 & SW 37000*

**Social Work Practice II (SW 41100)** FA 2HLF      **Semester Taken** \_\_\_\_\_ **Grade** \_\_\_\_\_  
 \_\_\_\_ *Prerequisite: SW 41000*

**Social Work Practice III (SW 41200)** SP      **Semester Taken** \_\_\_\_\_ **Grade** \_\_\_\_\_  
*Prerequisite: SW 41100*

**Intro to Social Work Research Methods I (SW 42500)** FA 1HLF      **Semester Taken** \_\_\_\_\_ **Grade** \_\_\_\_\_  
 \_\_\_\_ *Prerequisites: SW 11000*

**Intro to Social Work Research Methods II (SW 42600)** FA 2HLF      **Semester Taken** \_\_\_\_\_ **Grade** \_\_\_\_\_  
*Corequisite: 42500*

**Acceptance into field: Date** \_\_\_\_\_

**Field Practicum and Seminar (SW 45000)** FA/SP      **Semester Taken** \_\_\_\_\_ **Grade** \_\_\_\_\_  
*Pre/Co-requisite: SW 40500 & SW 41100* at \_\_\_\_\_

**30000 Level Course Requirement or above (University graduation requirement - 42 hours)**

**After completion of social work required courses:**

**Social Work elective** \_\_\_\_\_ **Semester Taken** \_\_\_\_\_ **Grade** \_\_\_\_\_

## LU Social Work Standards of Professional Behavior

- **Professional Behavior:**

Exhibits behaviors that are in compliance with program policies, institutional policies, professional ethical standards, and societal laws in classroom, field, and community. Appearance, dress, and general demeanor reflect a professional manner. Shows potential for responsible and accountable behavior by knowing and practicing within the scope of social work, respecting others, being punctual and dependable, prioritizing responsibilities, attending class regularly, observing deadlines, completing assignments on time, keeping appointments or making appropriate arrangements, and accepting supervision and criticism in a positive manner. Works effectively with others, regardless of level of authority. Advocates for him/herself in an appropriate and responsible manner and uses proper channels for conflict resolution. Shows a willingness to receive and accept feedback and supervision in a positive manner, as well as use such feedback to enhance professional development.

- **Self Awareness:**

Exhibits knowledge of how one's values, attitudes, beliefs, emotions and past experiences affect thinking, behavior, and relationships. Accurately assesses one's own strengths, limitations, and suitability for professional practice. Shows awareness of self and how one is perceived by others. Reflects on one's own limitations as they relate to professional capacities. Is willing to examine and change behavior when it interferes in working with clients and other professionals.

- **Communication Skills:**

Demonstrates sufficient written and oral skills to comprehend information and communicate ideas and feelings.

a) Written: Writes clearly, uses correct grammar and spelling, and applies appropriate writing style, including American Psychological Association (APA) referencing, appropriate source citation, and documentation. Demonstrates sufficient skills in written English to understand content presented in the program and to complete adequately all written assignments, as specified by faculty.

b) Oral: Communicates effectively and sensitively with other students, faculty, staff, clients, and professionals. Expresses ideas and feelings clearly and demonstrates a willingness and an ability to listen to others. Demonstrates sufficient skills in spoken English to understand content presented in the program, to complete adequately all oral assignments, and to meet the objectives of field placement experiences, as specified by faculty.

- **Interpersonal Skills:**

Demonstrates the interpersonal skills needed to relate effectively to other students, faculty, staff, clients, and professionals and to fulfill the ethical obligations of the profession. These include compassion, empathy, altruism, integrity, and demonstration of respect for and consideration of others. Takes appropriate responsibility for own actions and considers the impact of these actions on others.

- **Cognitive Skills**

Exhibits sufficient knowledge of social work and clarity of thinking to process information and apply it to appropriate situations in classroom and field. Demonstrates grounding in relevant social, behavioral, and biological science knowledge and research - including knowledge and skills in relationship building, data gathering, assessment, intervention, and evaluation of practice. Exhibits ability to conceptualize and integrate knowledge and apply that knowledge to professional practice.

- **Stress Management**

Demonstrates ability to deal with current life stressors through the use of appropriate coping mechanisms. Handles stress effectively by using appropriate self-care and developing supportive relationships with colleagues, peers, and others.

- **Emotional and Mental Capacities**

Uses sound judgment. Seeks and effectively uses help for medical or emotional problems that interfere with scholastic and professional performance. Engages in counseling or seeks out support and help if personal problems, psychosocial distress, substance abuse, or mental health difficulties do any of the following:

- compromise scholastic and other performance
- interfere with professional judgment and behavior,
- or jeopardize the best interests of those to whom the social work student has a professional responsibility (as outlined in the current Codes of Ethics by the National Association of Social Workers and the State Board of Social Worker Examiners for Social Work Licensure).

-

- **Professional Commitment:**

Exhibits a strong commitment to the goals of social work and to the ethical standards of the profession, as specified in the NASW Code of Ethics and the Code of Ethics for Social Work Licensure. Demonstrates commitment to the essential values of social work that includes the respect for the dignity and worth of every individual and his/her right to a just share of society's resources (social justice).

- **Ethical Obligations:**

Current behavior and classroom performance demonstrate adherence to the ethical expectations and obligations of professional practice, noted in the NASW Code of Ethics and the Code of Ethics for Social Work Licensure. Ethical behaviors include:

- Adherence to the NASW Code of Ethics and the Code of Ethics for Social Work Licensure
- Disclose history of charges and/or convictions of an offense that is contrary to professional practice.
- Systematic evaluation of clients and their situations in an unbiased, factual way.
- Suspension of personal biases during interactions with others.
- Comprehension of another individual's way of life and values.
- Empathic communication and support of the client as a basis for a productive professional relationship.
- Appreciation of the value of diversity.
- Effective and nonjudgmental relation to and work with others who are different from oneself.
- Appropriate service to all persons in need of assistance, regardless of the person's age, class, race, religious beliefs, gender, disability, sexual orientation, and/or value system.

- No imposition of personal, religious, sexual and/or cultural values on clients.
- Demonstration of respect for the rights of others.
- Commitment to client's rights to freedom of choice and self-determination.
- Maintenance of confidentiality as it relates to human service, classroom activities, and field placement.
- Demonstration of honesty and integrity by being truthful about background, experiences, and qualifications; doing one's own work; giving credit for the ideas of others; and providing proper citation of source materials.
- Demonstration of clear, appropriate, and culturally sensitive boundaries. Does not sexually harass others; make verbal or physical threats; become involved in sexual relationships with clients, supervisors, or faculty; abuse others in physical, emotional, verbal, or sexual ways; or participate in dual relationships where conflicts of interest may exist.

**Lindenwood University Social Work****Application for Admission to the Major—Procedure**

Students wishing to be considered for full admission to the Social Work Program need to complete the following:

1. The student is to complete the application cover sheet by finding the information on their transcript in their portal. Students may have to calculate the GPAs; there are online GPA calculators.
2. The student is to write a 3-page (maximum) personal statement **in your own words** per the attached outline.
3. The student is to obtain two written references in support of her/his application for admission to the Social Work Program. Please ask for a reference stating the person's current knowledge of your ability to succeed in the social work program:
  - one from a non-social work academic source
  - one from a professional in the field of human services; when not available, a second reference from a non-social work academic source.References can be in an email to your advisor.
4. The student is to submit the entire application for admission to the major packed including:
  - application cover sheet
  - your personal statement
  - non-emailed references lettersThe packet is to be stapled together with the materials placed in the order mentioned above and submitted to your advisor by the date noted below.
5. Face-to-face interviews with a member of the social work faculty and a member of the Social Work Program Advisory Council will be scheduled. You will be expected to appear and present professionally. You will be asked to answer questions related to your application packet.
6. Students will be notified of the disposition of her/his application for acceptance into the social work program within one week of the completion of interviews. Dispositions include:
  - full admission to the social work program
  - probationary admission to the social work program, with full admission to be determined by mid-term of the subsequent semester—Students who are admitted on probation will have the conditions of being accepted to full admission.
  - not admitted to the program--Students who are not fully admitted into the program will be given reasons for the dispositions and notification of what is expected to remedy or grieve the disposition.

***Submit your packet to your Social Work faculty advisor or place in her mailbox on the first floor of Eastlick Hall by the due date/time.***

Lindenwood University Social Work

**Application for Admission to the Major—Cover Sheet**

Student: \_\_\_\_\_

Advisor: \_\_\_\_\_

*To be completed by the student and verified by the advisor:*

\_\_\_\_\_ **Completion of a minimum of 30 credits**

GPA of 2.0 or better in those courses

\_\_\_\_\_ **Completion of the following courses with an average GPA of 2.0 or better:**

SOC 10200—Final Grade \_\_\_\_\_

PSY 10000—Final Grade \_\_\_\_\_

Average GPA \_\_\_\_\_

\_\_\_\_\_ **Completion of the following social work courses with an average GPA of 2.5 or better:**

SW 11000—Final Grade \_\_\_\_\_

SW 11500—Final Grade \_\_\_\_\_

SW 20000—Final Grade \_\_\_\_\_

SW 24000—Final Grade \_\_\_\_\_

Average GPA \_\_\_\_\_

\_\_\_\_\_ **Two reference letters of support of the application for admission:**

Non-social work reference from \_\_\_\_\_

Professional in the human services field from \_\_\_\_\_

\_\_\_\_\_ **Submission of a personal statement per the attached outline**

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*To be completed by the social work department chair:*

**Completion of an admission interview with social work faculty and the Advisory Board on:**

\_\_\_\_\_ **Determination:**

\_\_\_\_\_ **full admission**

\_\_\_\_\_ **probationary admission**

\_\_\_\_\_ **not admitted**

**Lindenwood University Social Work****Application for Admission to the Social Work Major—Personal Statement Outline**

**The Personal Statement is to be a Word document typewritten, in 12-point font, one inch margins, double-spaced, and to be a maximum of 3 pages in length. The following information must be included:**

**I.Mission of the Lindenwood University Social Work Program**

Describe how you fit with the mission of the program. The mission of the LU Social Work Program is:

The Social Work program at Lindenwood University prepares graduates for generalist social work practice with individuals, families, groups, organizations, and communities in an ethical and effective way. The Social Work program promotes societal responsibility, cultural humility, and social justice.

**II.Why do you want to be a social worker?**

What personal/meaningful experiences have you had that draws you to social work?

Who have been your personal mentors and models?

What personal/meaningful experiences have you had that draws you to social work?

What has your coursework so far meant to you?

What experiences have you had in social service agencies including employment, volunteering, and observation?

**III.What do you know—how will you grow?**

What are the strengths/assets that you bring to our program? What do you need to know more about?



**Lindenwood University Social Work Program  
Application for Admission to the Major—Admission Interview**

**Student:** \_\_\_\_\_

**Date of interview:** \_\_\_\_\_

**This applicant:**

1. Demonstrates the written, verbal, non-verbal, and listening communication skills necessary for entry into social work education:

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Strongly disagree	Disagree	Neither agree/nor disagree	Agree	Strongly agree

2. Displays appropriate professionalism, demeanor and commitment for the social work profession (conveys an understanding of the core competency of professional identity):

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Strongly disagree	Disagree	Neither agree/nor disagree	Agree	Strongly agree

3. Conveys a self-awareness and goodness of fit with the demands of social work education and practice:

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Strongly disagree	Disagree	Neither agree/nor disagree	Agree	Strongly agree

4. Articulates an appropriate understanding of and desire to meet the core competency of diversity in practice:

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Strongly disagree	Disagree	Neither agree/nor disagree	Agree	Strongly agree

5. Presents a beginning understanding of the ethics of the social work profession:

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Strongly disagree	Disagree	Neither agree/nor disagree	Agree	Strongly agree

**Total Points:** \_\_\_\_\_/25 point maximum (\_\_\_\_ %)

\_\_\_\_\_ recommend for admission

           do not recommend for admission

\_\_\_\_\_ recommend remedial action before admission (specify in comments)

**Comments:**[illegible]

**This form completed by:**

Advisory Council Member\_\_\_\_\_

Social Work Faculty Member \_\_\_\_\_