BACHELOR OF SOCIAL WORK PROGRAM

STUDENT HANDBOOK

(Last updated September 2024)

TABLE OF CONTENTS

Welcome to the Bachelor of Social Work Program at Northern Kentucky University! Whether you are mer

master's program in a shorter period than someone who holds a baccalaureate degree from another discipline. Please consult the graduate school of your choice for specific requirements concerning advanced standing. State licensure information is available at the following website addresses:

Kentucky   http://finance.ky.gov/ourcabinet/caboff/OAS/op/socwkbd/
Ohio   http://www.cswmft.ohio.gov/
Indiana   http://socialwork.iu.edu/site/indexer/171/content.htm

Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities

Social workers:
    a. apply knowledge of human behavior and person-in-environment, as well as interprofessional conceptual frameworks, to engage with clients and constituencies;
    b. use empathy, reflection, and interpersonal skills to engage in culturally responsive practice with clients and constituencies.

Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities

Social workers:
    a. apply theories of human behavior and person-in-environment, as well as other culturally responsive and interprofessional conceptual frameworks, when assessing clients and constituencies;
    b. demonstrate respect for client self-determination during the assessment process by collaborating with clients and constituencies in developing a mutually agreed-upon plan.

Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities
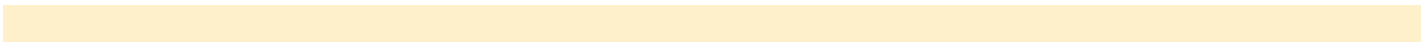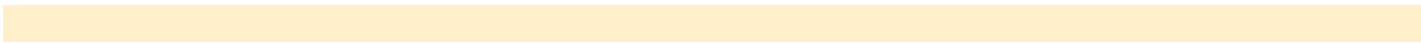
Social workers:

Additional Information about Each Phase

Phase 0: Declare Social Work as your Major & Meet with your Advisor
- Students may declare social work as a major once fully accepted as a

(SWK406 and SWK408). These field experience courses are intended to enhance and compliment the learning that is occurring within the community-based agency.

- There is a separate Field Education Manual available for students, field seminar instructors, field supervisors, and faculty as a guide to general procedures, objectives, and activities involved in field education.
- In the semester prior to Field Experience, students receive an advising registration hold. Students are required to schedule a meeting with the Field Director. After meeting with the Social Work Field Director about the field experience course requirements, the student meets with the Social Work Advisor to review graduation Program Certification forms and release the student's registration hold.

In addition to the core social work courses, students must also complete a total of 9 credit hours of social work electives. We offer electives in the areas of forensic social work, police social work, child welfare, substance abuse, mental health, social justice, family-directed structural model, gerontology, veteran services, and others. Based on the needs of the community and the social work profession, we continuously reevaluate, update, and add electives. For a list of electives, please consult the NKU course catalog.

You should also know that some social service agencies may require field students and potential employees to undergo criminal background checks by an external agency. Also, some agencies may deny students and graduates convicted of felonies and certain misdemeanors. In addition, obtaining licensure may be more challenging for individuals convicted of felonies and certain misdemeanors.

Please note: The BSW program does not grant social work course credit for pervious employment, life experience, or volunteer work. Additionally, previous employment, life experience, or volunteer work cannot be used as a substitute for field education/field hours.

Aside from mee

Please consult the NKU catalog for a detailed overview of university requirements. In addition, your advisor can help you navigate these requirements.

Social work majors work closely with an academic advisor who is knowledgeable about the University and BSW Program requirements. The academic advisor's role is to guide students through their academic career to facilitate efficient and successful completion of the Bachelor of Social Work degree.

- All students have a graduation plan located in their MyNKU under Academic Plan. This graduation plan is your blueprint for how to successfully and efficiently complete the BSW program. It is critically important that you follow this plan and that you review it regularly.
- Students are to review this plan to see notes indicating what actions must be taken by the student in the semester.
- The graduation plan is subject to change and must be updated if the student does not follow or meet course requirements each semester.
- It shows students which classes they need to register for each semester until graduation.
- If you have questions about your academic plan, please contact your advisor.

- Academic Advising holds are automatically placed on students' accounts by the Registrar's Office so that students make contact with their advisor.
- Academic advising holds are released after the student completes all indicated tasks, located in the Academic Plan, for their current semester. The advising hold is released after the student completes the task requirements and the advisor verifies completions.

- Student account balance holds over $100
- Parking Holds

- Advising can occur through email or virtual appointments.
  - Email advising:
    - Advisor responds within 24 hours (unless weekend or student receives out of office response)
    - No scheduled appointment necessary
    - Use your NKU email as it is less likely for Outlook to send it to spam.
    - If no response received within 24 hours, resend your email as the first one probably went to spam. p (s)9: (nd)-20 (94 Tc 0.00]TJ0022 (.)10 ( )]TJEMC /P 3BD36j12_0 3Tf-16.204 124 Td008F(t)-2

The University's Of

members of the academic community must be committed to reason and responsibility if the University is

to function as an agent of

and social media. As such, we expect all of our NKU social work students to apply the principles of the Code of Ethics to their technology and social media use to ensure that their online presence does not conflict with the professional standards of social work. Examples of behaviors that violate the social work Code of Ethics as it pertains to technology and social media use include, but are not limited to:

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B. Respect/Civility. *Treat all peers, instructors, and community and campus contacts with dignity and respect at all times.*

Components:

a.) Pay attention while others are communicating, and pay attention to understand rather than to immediately respond.

    b.) Address faculty members by professional titles, unless otherwise requested. c.) Provide feedback and engagement in a constructive and

                    supportive manner.

d.) Demonstrate professionalism and kindness in all professional communications. e.) Approach conflict in a positive and cooperative manner.

f.) Actively

context

field placements and/or required courses, then they may not be permitted to complete current classes and may not register for additional classes in the BSW program until they have completed recommended field placements and/or required courses. In accordance with this policy, students may be removed from existing enrollment as necessary.**

*The NKU BSW advisor and the NKU BSW field director are both employees of NKU. Persons who are not employees of NKU are not permitted to guide or advise regarding student course progression.

**Disclaimer: Successful registration in specific courses is contingent on students still meeting the specific courj0.002 Tc -0.002 Tw 12 0 0 1Td[(notr/-0.002 Tw 12 0 0 1Td[(notr/-0.8igrc 0 TaB0 Tw 12 0 0 12

Your course instructor can provide links and information regarding available campus services to support students, such as the NKU Writing Center.

Professors take the writing of recommendation letters very seriously, and they have the same expectations of their students. Recommendations reflect not only the quality of the student but also the integrity of the profess q1C 11.4 0 0 12 0 0 12 55 cr Nthther

Director of the SSW for readmission.

In the instance that a student is suspended, not terminated, from the BSW program, a contract is drawn up and provided to the student listing the requirements for readmission. Upon completion of the requirements within the agreed upon period, the student may petition in writing the Director of the School of Social Work for readmission.

When the School of Social Work Faculty become aware of an academic and/or professional dispositional issue exhibited by a student, an appropriate faculty member will first discuss the concern(s) raised with the student directly. Examples of such concerns include deficiencies in the areas of academic performance, clinical effectiveness or judgment, or interpersonal functioning.

If the faculty member determines that the discussion(s) resolved the concern, no further action will be required. If such discussions do not resolve the concern, the following procedures will be implemented:

stipend benefits. CW Prep is a statewide collaboration among the Kentucky Cabinet for Health and Family Services and 11 Kentucky university soc

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If you're always
trying to be **normal**
you will **never know**
how **amazing** you can be.

- Maya Angelou

Goalcast

Northern Kentucky University School of Social Work
Criteria for Professional Performance Evaluation

Student Name: _____

A. Accountability. *Maintain a strong presence in all courses and demonstrate preparedness and engagement with course materials and feedback.*

a.) Prompt, positive, engaged, and prepared engagement.
b.) Prompt, positive, and prepared participation.
c.) Completion of, and engagement with, all course assignments and materials.
d.) Individual responsibility for course assignments, instructions, and expectations.
e.) Welcome and incorporate constructive feedback

Please enter a check mark next to the most appropriate assessment for each component included below.

Components	"Below Expectations" Description	Place check below if assessment is "below expectations."	"Meets Expectations" Description	Place check below if assessment is "meets expectations."	"Exceeds Expectations" Description	Place check below if assessment is "exceeds expectations."
	Did not demonstrate prompt, positive, engaged, and prepared engagement		Did demonstrate prompt, positive, engaged, and prepared engagement		Modeled consistently prompt, positive, engaged, and prepared engagement	
B.	Did not demonstrate prompt, positive, and prepared participation.		Did demonstrate prompt, positive, and prepared participation.		Modeled consistently prompt, positive, and prepared participation	
C.	Did not complete and engage with all course assignments and materials		Did complete and engage with all course assignments and materials.		Worked actively and consistently to complete and engage with all course assignments and materials.	
D.	Did not demonstrate individual responsibility for course assignments, instructions, and expectations.		Did demonstrate individual responsibility for course assignments, instructions, and expectations.		D108.776 9 (i)-7.7 (na[(e)-823.4 (a	

B. **Respect/Civility.** *Treat all peers, instructors, and community and campus contacts with dignity and respect at all times.*

D. **Competence.** *Apply yourself to all of your academic pursuits with seriousness and conscientiousness, and according to the timelines and expectations established by your instructors.*

a.) Participate in your courses with the appropriate books, materials, and syllabus, including locating and accessing additional materials

E. **Integrity.** *Practice honesty with yourself, your peers, and your instructors. Consistently strive to improve this ability as a lifelong learning goal.*

a.) Maintain professionalism in interactions with peers, instructors, and campus and community partners.
b.) Demonstrate commitment to positive, respectful, and honest interactions.
c.) Self-evaluate responsibility and commitment on a regular basis, and address any identified areas for improvement.
d.) Maintain integrity when completing all coursework.

Please enter a check mark next to the most appropriate assessment for each component included below.

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F. **Academic Accountability.** *Commit yourself to learning to communicate in a professional context.*

a.) Do your own work, and take credit only for your own work. This includes paraphrases and citations, and giving credit where credit is due.
b.) Acknowledge areas where improvement is needed, and actively work to address those areas.
c.) Complete work in a timely manner, and incorporate time to review your own work and access any needed rese0 (i)-2 sss a (e)4 (de)4 (d r)-7 (e)4

paraphrases

G. **Commitment to Diversity.** *Strive to become more open to people, populations, ideas, and creeds with which you may not agree. Embrace diversity as a positive component of our society.*

    a.) Maintain speech and professional interactions that are respectful and kind.
    b.) Exhibit a willingness to serve with and learn about and from diverse clientele, colleagues, and communities.
    c.) Demonstrate an

H. **Communication**. *Strive to improve non-verbal, verbal, and written communication skills. These skills are essential in our professional interactions.*

a.) Present yourself in a positive and appropriate manner. This includes professional appearance, and means that you should not wear offensive or inappropriate attire in a professional setting.
b.) Actively maintain communication with classmates, instructors, and members of the NKU community. Self-isolation and a lack of communication are impediments to professional development.
c.) Practice positive, constructive, respectful, and professional communication skills in non-verbal,verbal, and written communication. This includes but is not limited to: in-person interactions, class discussions, and email correspondence.
d.) Actively demonstrate appropriate body language, empathy, and listening skills in professional interactions.

ocial justice for all persons.

ersonal and institutional factors impeded the experience social justice.

ce initiatives.

ethods of empowering populations and enhancing social justice at micro,

nt for each component included below.

	"Meets Expectations" Description	Place check below if assessment is "meets expectations."	"Exceeds Expectations" Description	Place check below if assessment is "exceeds expectations."
	Did develop and demonstrate understanding of how		Consistently and actively demonstrated understanding of	
	actors impeded the xperience social justice.			

Northern Kentucky University
Professional Development Plan (FIELD EXAMPLE)
School of Social Work

Student Name: _____   Date: _____

Student email & NKU ID: _____

For you to continue to progress toward receiving your BSW degree at Northern Kentucky University, you are required to engage in the following behaviors that relate to the competencies addressed within our program's retention policy.

A. Accountability. *Maintain a strong presence in all courses and demonstrate preparedness and engagement with course materials and feedback.*

  Components:
  a.) Prompt, positive, engaged, and prepared engagement.
  b.) Prompt, positive, and prepared participation.
  c.) Completion of, and engagement with, all course assignments and materials.
  d.) Individual responsibility for course assignments, instructions, and expectations.
  e.) Welcome and incorporate constructive feedback

B. Respect/Civility. *Treat all peers, instructors, and community and campus contacts with dignity and respect at all times.*

  Components:
  a.) Pay attention while others are communicating, and pay attention to understand rather than to immediately respond.
  b.) Address faculty members by professional titles, unless otherwise requested.
  c.) Provide feedback and engagement in a constructive and supportive manner.
  d.) Demonstrate professionalism and kindness in all professional communications.
  e.) Approach conflict in a positive and cooperative manner.
  f.) Actively include team members and classmates in class activities and discussions.

C. Confidentiality. *Treat any personal information that you learn about a peer, instructor, or client as strictly confidential, unless consultation with an appropriate faculty member is necessary.*

D. Com

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4.) Meet with the BSW Field Director every 4 weeks to dis

Northern Kentucky University
Professional Development Plan (ACADEMICS EXAMPLE)
School of Social Work

Student Name: _____   Date: _____
Student email & NKU ID: _____

For you to continue to progress toward receiving your BSW degree at Northern Kentucky Unive62F51(n)T11.4 0 0 1re

a.) M

F. Academic Accountability. *Commit yourself to learning to communicate in a professional context.*
Components:

a.) Do your own work, and take credit only for your own work. This includes paraphrases and citations, and giving credit where credit is due.
b.) Acknowledge areas

To successfully engage in the aforementioned behaviors, the student will:

1.) Actively utilize available supports including the NKU Writing Center, Steely Library, and additional identified support options in order to develop and strengthen appropriate academic skills as mentioned previously in this document (e.g., academic accountability). The student must demonstrate the ability to locate and utilize information and resources, comprehend course materials and expectations, and apply instructor feedback in coursework. The student must document utilization of available resources, including dates and times of said utilization, to a satisfactory level of at least once per week for a minimum of four weeks. Please present this documentation, along with the revised coursework, to the BSW Program Director within 2 weeks of attempting to register for the corresponding course.

2.) Be required to attend 6 hours worth of professionalism-related workshops that are preapproved by the BSW Program Director before you can progress with your coursework. It is the student's responsibility to provide a list of options for profe

I understand and agree to the conditions of this document. Any breach of this agreement constitutes grounds for being removed from the social work program. I understand that I can appeal this plan *prior* to signing the agreement/plan. I understand and agree to all of the conditions of this document. If I do not follow through on completing all of the tasks outlined in this contract within 1 year, I understand thatIan