

Carlow University, Bachelor of Social Work Program

BSW Student Handbook, 2022-2023

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Purpose and Use of the BSW Student Handbook

The *Social Work Student Handbook* is designed to provide information that you will need to complete the Bachelor of Social Work (BSW) degree. It contains information that will help you to plan your program of study for the Social Work major. Based on the Social Work values of self-determination and respect for the individual, this information will assist you in planning and assessing your progress in the major.

Some of these policies have been set by the University's curriculum approval process. Others have been set by the BSW Program for admission into the Program, and others were set by the faculty for Field Placement and appear in the *BSW Field Manual*. The BSW Student Association and University advising, and registration procedures set additional policies. These procedures are included in this *BSW Handbook*. Your academic advisor will be happy to assist you in any of these areas. Please remember, it is ultimately your responsibility to learn and meet requirements that are outlined in the *BSW Handbook*.

Pennsylvania State Board of Social Workers, Marriage & Family Therapists, and Professional Counselors Act Regulations

It is important for students who are considering the profession of social work to be aware of the regulations and licensure for social workers. As of September 2020, licensure at the bachelor's level (LBSW) is available in Pennsylvania to students who have graduated from a CSWE accredited BSW program and meet the eligibility requirements and successfully pass the LBSW examination. Refer to the following web site:

<https://www.pals.pa.gov/#/page/ContactSupportBoard> and scroll down the page to reach:

State Board of Social Workers, Marriage & Family Therapists and Professional Counselors Information regarding professional licensing for the LBSW, MSW, LCSW can be found at the following Pennsylvania Licensing Board link:

<https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/SocialWorkersMarriageandFamilyTherapistsandProfessionalCounselors/Pages/Social-Workers-Guide.aspx>

To understand the eligibility criteria and process for LBSW, the following link provides step-by-step information and instructions to register for an account:

<https://www.pals.pa.gov/#/page/default>. The link suggests the following:

"A good starting point is to use our application checklist to see all of the requirements and needed documents to apply for your license. If this is your first time using PALS, create an account or if you are a returning user, log in to your account. Once you are logged in, your dashboard will provide you with clear next steps."

Students must realize that successful completion of the BSW Program does not guarantee the right to a position or the right to licensure in Pennsylvania or in any other jurisdiction. In addition, students may be asked to obtain Child Abuse and Criminal Background clearances as pre-requisites to a volunteer or Field Placement experience.

BSW Program Introduction

The BSW Program at Carlow University began officially in August of 1995. Two years prior to that date, the University offered social work courses and began preparation for the Council on Social Work Education's accreditation process. Carlow's program is currently accredited by CSWE.

The Social Work Department's focus is on developing generalist skills and utilizing those skills with individuals, families, groups, organizations, community and with policy. Areas of special interest are concentrations in crisis and trauma, and restorative justice.

The curriculum includes opportunities to learn about and experience social work in a variety of agency settings, as there are experiential components to several courses. Field Placement is the final experiential component to this program as it is considered the signature pedagogy of Social Work education.

BSW Program Mission Statement

The mission statement of the University complements the BSW Program Mission Statement. The primary mission of the Carlow University BSW Program is to educate and prepare students for generalist social work practice with individuals, families, groups, organizations, communities and in policy. Generalist social work education is based on a liberal arts background and social work foundation that includes competencies rooted in knowledge, values, skills and cognitive and affective processes. The program is committed to the promotion of leadership, especially for women, and a belief in compassionate service for the empowerment of the populations we serve. This practice is governed by the NASW Code of Ethics that reflects and advocates for social justice, change, and the alleviation of human suffering in personal and professional life.

This Program's mission is guided by that of the University as we educate students in the area of effective communication, critical thinking, lifelong learning, and as students become aware of and sensitive to other cultures and values.

Carlow University Mission & Vision Statement

Carlow University's vision is to be a preeminent, innovative Catholic University renowned for providing transformational learning experiences in which students realize their full potential and become career-ready ethical leaders committed to a just and merciful world.

Rooted in its Catholic identity and embodying the heritage and values of the Sisters of Mercy, the mission of Carlow University is to make available transformational educational opportunities for a diverse community of learners, and to empower them to excel in their chosen work as compassionate, responsible leaders in the creation of a just and merciful world.

<https://www.carlow.edu/mission-service/carlow-identity/mission-vision/>

Commitment to Diversity, Equity and Antiracism

The Carlow University BSW Program is committed to diversity, equity and antiracism. To honor diversity, we follow the non-discrimination policies below as well as engage in continuous learning about how we can improve our support of students of all backgrounds. When evaluating our programming, we ask questions about the experiences of diverse students within our explicit and implicit curriculum as well as field placement. Particular attention is given to the experience of students from marginalized racial and ethnic groups, gender identities, sexual orientations and socioeconomic backgrounds.

We use an equity framework when approaching strategic decisions and evaluating programming. *The term “equity” refers to fairness and justice and is distinguished from equality: Whereas equality means providing the same to all, equity means recognizing that we do not all start from the same place and must acknowledge and make adjustments to imbalances. The process is ongoing, requiring us to identify and overcome intentional and unintentional barriers arising from bias or systemic structures* (italics from [National Association of Colleges and Employers](#)).

Our antiracist stance recognizes the historical and continuing legacy of colonialism and slavery that has led to disparities for BIPOC (Black, Indigenous & People of Color). We commit to advancing racial equity in our programming and maintaining a sense of urgency in fighting racism and discrimination.

Carlow University Non-Discrimination Policy

One of the core values of Carlow University is Sacredness of Creation. We revere each person and all creation and the diversity they embody. The University, as an educational institution, and as an employer, values equality of opportunity, human dignity and racial/ethnic and cultural diversity. We respect our diversity as we are called in both the University’s Mission and Core Values. Our commitment to inclusivity, respect and acceptance informs every aspect of the University community.

Accordingly, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, sexual orientation, handicap or disability, sex, age, pregnancy, ancestry, national origin, place of birth, genetic information, gender identification, veteran’s status, or any other category protected by federal, state or local law. This policy applies to all programs and activities, with respect to both admissions and employment.

<https://www.carlow.edu/policy-directory/rights/non-discrimination-policy/>

BSW Program Non-Discrimination Policy

The Carlow University BSW Program is committed to the standard of non-discrimination and follows the University Nondiscrimination policy.

In addition, the Carlow University BSW Program is committed to a policy of non-discrimination on the basis of race and ethnicity, national origin, color, social class, religious and spiritual beliefs, immigration status, sexual orientation, gender identity or expression, age, marital status, and physical or mental disabilities. This policy applies to all aspects of the program including admission, retention, and discontinuance.

The categories listed above were identified in the National Association of Social Workers (NASW) Standards and Indicators for Cultural Competence. Available at: <https://www.socialworkers.org/LinkClick.aspx?fileticket=7dVckZAYUmk%3d&portalid=0>

In addition, the BSW Program is committed to providing a welcoming and inclusive campus environment as a foundation for student success. As such, we recognize that a student's sex assigned at birth, or the sex by which they are legally recognized, does not necessarily align with their gender identity or the pronouns they use to express themselves. The program acknowledges that a student's personal pronouns and gender identity should be used wherever appropriate.

This policy is included in this *BSW Social Work Handbook* and referenced in the *BSW Field Manual*, both of which are posted online and available to all students, faculty, field supervisors, advisory committee members and the public.

BSW Program Goals

The goals of the Carlow University BSW Program are as follows:

- To prepare students for generalist social work practice with the skills, values, ethics, and knowledge to work with diverse populations of various sizes including individuals, families, groups, communities, and organizations.
- To provide students with a foundation of liberal arts and scientific inquiry that links to the professional foundation of social work and prepares students for admission into an BSW program as well as entry-level professional practice.
- To offer students personal, academic, and professional development which will encourage lifelong learning, self-evaluation, and empower them to apply these skills to the profession and the community.
- To prepare and promote students' ability to gain knowledge of and experience with contemporary social issues, to respond to issues with practice that is driven by policy, to acquire the necessary skills required to evaluate practice, institute change and understand how those changes impact various constituencies.
- To ensure students develop the competencies of generalist social work practice at the BSW level as described by the Council on Social Work Education (CSWE) in their Educational Policy and Accreditation Standards

The goals are interrelated with the mission of the BSW Program and with the mission of Carlow University.

CSWE Accreditation Information

The BSW Program is fully accredited by the Council on Social Work Education (CSWE). Carlow University is committed to the total development of the student as reflected in the mission statements of the University and the Social Work Department. One method of achieving this is to promote a strong liberal arts education. Students complete a liberal arts base through the fulfillment of all Carlow Compass Curriculum requirements.

Accreditation is a system for recognizing educational institutions and professional programs affiliated with those institutions as having a level of performance, integrity, and quality that entitles them to the confidence of the educational community and the public they serve. The Commission on Accreditation (COA) of the Council on Social Work Education (CSWE) is recognized by the Council for Higher Education Authority to accredit baccalaureate and master's degree programs in social work education in the United States and its territories. The COA is responsible for formulating, promulgating, and implementing the accreditation standards for baccalaureate and master's degree programs in social work, for ensuring the standards define competent preparation, and for confirming that accredited BSW Program s meet the standards. To this end, CSWE's COA administers a multistep accreditation process that involves program self- studies and benchmarks, site visits, and COA reviews.

The accreditation review process provides professional judgments on the quality of a social work education program in an institution. These findings are based on applying the Educational Policy and Accreditation Standards (EPAS) promulgated by the Commission on Educational Policy (COEP) and the COA. The essential purpose of the accreditation process is to provide a professional judgment of the quality of the program offered and to encourage continual improvement. Moreover, systematic examination of compliance with established standards supports public confidence in the quality of professional social work education and in the competence of social work practice (CSWE 2015 EPAS, p. 4).

More detail is available regarding the details here and below at:

<https://www.cswe.org/accreditation/standards/2015-epas/>

Educational Core Competencies

Social work education is grounded in the liberal arts and contains a coherent, integrated professional foundation in social work. The competencies are based on CSWE Educational Policy and Accreditation Standards.

Competency 1: Demonstrate Ethical and Professional Behavior

Competency 2: Engage Diversity and Difference in Practice

Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice

Competency 4: Engage in Practice-informed Research and Research-informed Practice

Competency 5: Engage in Policy Practice

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

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

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

Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities (CSWE 2015 EPAS, p. 7-9)

The Generalist Perspective

Generalist social work practice uses a problem-solving process that involves engagement with micro, mezzo, and macro systems. This process includes values and ethics such as self-determination and confidentiality infused throughout every major course and integrates the foundation areas of the profession including diversity, challenged populations, and social justice. These processes are discussed using a framework of theories such as: holistic, bio/psychosocial/spiritual, ecological, and person-in-system perspectives.

Generalist Practice is defined as practice with diverse individuals, families, groups, organizations and communities.

- *Grounded in liberal arts and person-in-environment framework*
- *Uses scientific inquiry, ethical principles and critical thinking in practice at the micro, mezzo and macro levels*
- *Engages diversity in practice and advocates for human rights and social and economic justice-*
- *Recognize and build upon the strengths and resiliency of all human beings (CSWE 2015 EPAS, p. 11).*

NASW Code of Ethics

BSW students are expected to familiarize themselves with the NASW Code of Ethics, and to utilize relevant aspects of the Code in their course work and in class discussions. Students can access the NASW Code of Ethics at <https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>

BSW Program Policies and Procedures

The BSW program is responsible for providing the education, training experiences, and information that will guide student learning toward earning an BSW degree. The program prepares students for the social work profession through coursework, skill building labs, and field education. It is also the responsibility of the BSW faculty to model professional behavior and performance. Students can access on the program website an electronic copy of the *BSW Student Handbook* and the *BSW Field Manual*.

The Carlow University BSW program policies and procedures for evaluating student's academic and professional performance are found in the *BSW Student Handbook*, *BSW Field Manual*. Students are advised to consult the *BSW Student Handbook* and *BSW Field Manual* for program related policies as well as the *University's Undergraduate Handbook* and the *Carlow University Undergraduate Course Catalog* for University wide academic policies.

Carlow University Student Handbook

<https://www.carlow.edu/student-life/campus-life/handbooks/>

Carlow University Undergraduate Course Catalog

<https://www.carlow.edu/academic-programs/academic-information/course-catalogs/>

University Required Courses

The liberal arts perspective at Carlow University is gained through the "Carlow Compass." Students should refer to the current *Carlow University Undergraduate Course Catalog* (available on Carlow's website) for a complete description of the Compass requirements. Students are advised and strongly encouraged to complete the majority of these requirements by the end of the sophomore year. The majority of the major social work courses are taken during the sophomore, junior and senior years.

See the *Carlow University Course Catalog* for course descriptions for General Education (Carlow Compass) required courses.

A copy of the Social Work Curriculum Guide can be found in the Appendices of this *BSW Student Handbook*, which incorporates the Core curriculum known as the Carlow Compass.

BSW Curriculum and Field Placement

The bachelor's in social work curriculum at Carlow University is designed to prepare students, at the undergraduate level, for beginning level generalist practice. The curriculum includes opportunities to learn about and experience social work in a variety of agency settings, as there are experiential components to several of the courses. Field Placement is also required and sites are available in a number of practice areas including health, mental health, education, government and community agencies, and criminal justice.

Purpose and Objectives of Field Instruction

Field Education is a signature pedagogy of Social Work. According to the CSWE Educational Policy and Accreditation Standards 2.2:

Signature pedagogies are elements of instruction and of socialization that teach future practitioners the fundamental dimensions of professional work in their discipline—to think, to perform, and to act ethically and with integrity. Field education is the signature pedagogy for social work. The intent of field education

is to integrate the theoretical and conceptual contribution of the classroom with the practical world of the practice setting. It is a basic precept of social work education that the two interrelated components of curriculum—classroom and field—are of equal importance within the curriculum, and each contributes to the development of the requisite competencies of professional practice. Field education is systematically designed, supervised, coordinated, and evaluated based on criteria by which students demonstrate the Social Work Competencies. Field education may integrate forms of technology as a component of the program (CSWE 2015 EPAS, p.12).

Field Placement and Field Seminar are the final courses student take in the BSW Program. All required pre-requisites from the Compass and Social Work curriculum are to be complete BEFORE a student enrolls in Field Placement and Seminar. Faculty advisors are available for consultation and assistance throughout the student’s educational process.

Carlow University Admission

See Carlow University Undergraduate Course Catalog for information regarding Admission to Carlow University at:
<https://www.carlow.edu/academic-programs/academic-information/course-catalogs/>

Admission to the Upper Level of the Program and Field Placement

Students identified as social work majors may be considered for admission to advanced level courses of the Carlow University Social Work Department. After completion of the courses listed below, and an acknowledgment of a commitment to the profession, students may apply to the upper level of the program and field placement.

Students enrolling at Carlow for the BSW program during academic year 2021 – 2022 and after are required to complete *SW 399 Professional, Ethical, Leadership in Social Work* during their junior fall term during which the application process is part of the course requirements.

Students submit the following:

- 1) Application form
- 2) Essay
- 3) Advisor verification
- 4) Volunteer hours verification
- 5) Reference letter
- 6) Resume
- 7) Cover Letter

An example application is included in this *BSW Student Handbook Appendices*. Please contact your academic advisor if you have questions.

Admission to the advanced level of the BSW Program is a formal process. Students must

have a GPA of 2.5 to be fully admitted into the Upper Level of the Program and Field Placement. Students with a GPA below 2.5 may be admitted on a one semester provisional basis.

Prior to completion of the application, students must schedule a meeting with their academic adviser to ensure the student has completed all admission requirements.

The following table maps out the coursework, volunteer hours, and credit hours for eligibility to apply for Upper-Level and Field Placement.

Required Coursework to Apply for Upper Level & Field Placement
<p>The following courses are required pre-requisites you <i>must have completed or be currently enrolled in</i> when applying to the Upper Level. Successful completion of these courses is a pre-requisite to acceptance to the Upper Level:</p> <ul style="list-style-type: none"> <input type="checkbox"/> SKW 101 Foundations of Writing <input type="checkbox"/> SKC 101 Communication Personal to Professional <input type="checkbox"/> SKQ 101 Quantitative Reasoning <input type="checkbox"/> SO 152 Introduction to Sociology <input type="checkbox"/> PY 101 Introduction to Psychology <input type="checkbox"/> BIO 157 Contemporary Biology or BIO 230 I Biological Basis of Behavior <input type="checkbox"/> MAT 115 Statistics <input type="checkbox"/> SW 104 Introduction to Social Work <input type="checkbox"/> SW 201 Introduction to Social Welfare <input type="checkbox"/> SW 214 Human Behavior and Social Environment (Offered Fall) <input type="checkbox"/> SW 302 Case Management with Individuals (Offered Fall) <input type="checkbox"/> SW 399 Professional Ethical Leadership (Offered Fall) <p>The following courses are required pre-requisites you <i>must have completed before enrolling in Field Placement.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> SW 204 Theories and Methods of Practice (Offered Spring) <input type="checkbox"/> SW 216 Communities, Organizations (Offered Spring) <input type="checkbox"/> SW 270 Cultural Awareness (Offered Spring)
Required Volunteer Hours
<p>Before applying to Upper Level & Field Placement, students must complete 50 hours of volunteer service before enrolling in Upper Level & Field Placement.</p> <p>Students must submit letter(s) verifying a total of 50 hours of volunteer service as part of the Upper Level Application packet.</p>
Required Credits for Application to Upper Level & Field Placement

You must be junior status the fall that you apply for Upper Level & Field Placement with 30 or less credits to degree completion dependent on full or part time enrollment. SW 204, SW216 and SW270 may be taken after applying to Upper-Level and *must be successfully completed before enrolling* in Field Placement.

Please answer the following, which can be found on your Program Evaluation:

Overall Credits Current Earned: _____

Overall Credits Current Remaining: _____

Overall Credits Anticipated Additional: _____

Overall Credits Anticipated Remaining: _____

Note: Field Placement begins when full-time students have 30 or less credits to degree completion. Review your credits listed above. If you are a part-time student and plan to remain part-time your senior year, you will need to wait to begin Field Placement until you have 18 or less credits to degree completion (as well as completion of all required pre-requisite courses).

Field Placement and Field Seminar are 6 credits fall and 6 credits spring senior year.

In order to progress from one semester to the next, students must:

- Complete the program of study in the prescribed sequence.
- Maintain an overall average of 2.5.
- Earn a minimum of “C” in all social work required courses (SW prefix including cross-listed courses such as PY/SW).

Students who have identified themselves as Social Work majors should complete all aforementioned courses prior to taking other Social Work courses and must apply for admission to the upper level of the Program, meet admission criteria, and be accepted by the Program Admission Committee.

The BSW Program does not grant social work credit for life experience as previous work experience.

Upon receipt of all application materials, the admissions coordinator will schedule an oral interview with the Program Admissions Committee. The interview with the Admissions Committee assesses student’s preparedness for the upper-level and field placement as well as oral communication skills.

The decision of the Committee is based on submitted materials, the oral interview and the student’s academic records. The committee members complete an oral interview rating sheet and an overall evaluation rating sheet for each student.

Following the Committee’s review of all the above, the Committee’s decisions are

forwarded to the BSW Program Director. Upon review, each applicant is sent a letter from the BSW Program Director, which indicates the decision was “Accept,” “Conditionally Accept,” or “Reject” the Application. Students who receive a conditional acceptance letter are expected to adhere to the conditions outlined in the admissions letter. These students may be re-interviewed to re-assess their interest and preparedness within the subsequent year and at the time a decision will be made to accept, reject, or in special circumstances to continue the conditional acceptance with new conditions.

Students who do not satisfy the admission requirements to the upper level of the program and are rejected may not continue to take Social Work required courses, with exception of elective courses that are open to the University in general. Students admitted on a provisional status may continue to take social work required courses with close supervision and remedial work.

Performance at the “Accepted” status is required for entrance into Field Placement. Thus, attainment and maintenance of a 2.5 grade point average is necessary. Students must also demonstrate behavior and comply with the NASW Code of Ethics.

Transfer Students

In general, students from junior and community colleges who have earned an Associate in Arts degree and most who have earned an Associate in Science degree can make a smooth transfer into Carlow University. Please refer to the current *Carlow Undergraduate Course Catalog* for detailed information regarding transfer credit process.

Academic Advisors

Students are assigned advisers when they declare Social Work as a major. Advising is provided by BSW Program faculty member. Please contact the BSW Program Director or the Registrar’s office if you have questions about your advisor assignment. Typically, your advisor will advise you until you complete the Program. Field Placement advising is done by the Director of BSW Field Education. If a student would like to change her/his advisor for any reason she/he may do so by completing the Change of Advisor Form found in the Registrar’s office.

Students are encouraged to seek out their academic advisor to discuss their academic program, their career goals, and other areas of interest or concern. It is important that student records match the records of the student’s advisor. Therefore, students should share all relevant information with their advisor. *Students are encouraged to make an appointment for registration and advising every semester.* If conditions prevent the student from keeping the appointment or from being on time for an advising appointment, the student should be sure to inform the advisor. If an advisor is unable to keep an appointment, the advisor will make every effort to contact the student. Make sure that the University always has an up-to-date local address and phone number. Current students should always use their Carlow email address as an official form of communication, as opposed to a personal email address. Because of the demands of registration periods, students are encouraged to make appointments for general

academic concerns during less busy periods.

Registration for Courses

It is to the student's advantage to meet with the faculty advisor prior to registration deadlines to complete registration. Before the student comes in for pre-registration, the student should review their schedule of courses and prepare a rough schedule of the courses needed to fulfill requirements. **The BSW Curriculum Guide can be found in the Appendices.** During your advising meeting, your advisor will assist you in planning a schedule that meets your degree requirements. Students may self-register using Carlow's online system after their first year (more than 24 credits).

See the *Carlow University Undergraduate Course Catalog* for more information on Registration.

Credit Load Per Semester

The four-year degree program requires the completion of 120 credits. To graduate in four years, students must complete 15 credits or more per semester.

The **three-year degree program** also requires the completion of 120 credits therefore, for students accepted into this program, the required load for any semester is 16 – 18 credits and includes summer courses.

Please refer to the BSW Curriculum Guide Appendices in this *BSW Student Handbook* for the three-year degree distribution for social work students.

Grade Requirements

Students must earn a minimum of "C" in all social work required courses (SW prefix including cross-listed courses such as PY/SW).

Field Placement I and II (Fall/Spring 5 credits per term) are graded on a Pass/Fail basis.

Students must earn a minimum of "D" for social work required support courses which include SO 152, PY 101, MAT 115, and BIO 157.

Students must earn a minimum "D-" for University required Compass courses.

Social Work Student Association

The voice and vehicle for student involvement is the BSW Student Association (BSWSA). In addition, the BSWSA serves as an outlet for service and educational programming that enhances the formal educational experience, assists students in attending social work conferences and workshops, and provides fellowship and support for those pursuing common goals, both as persons and as aspiring social workers.

The Association has its own officers and Constitution. Membership is open to all students and faculty in the BSW Program or who have an interest in social, educational and service programs. The Association will plan educational and social events and will be advised by a Social Work faculty member or member of the Advisory Board.

Information Board and Facilities

A BSW information board is on the fifth floor of Antonian has announcements of meetings and lectures, graduate school opportunities, and other matters of general interest.

Meetings and informal gatherings may be scheduled in Antonian 502 through the administrative assistants for the College. Students may also use the lounge area in Antonian 501.

All BSW students are members of an email list, which the program leadership utilizes to communicate important required events such as the annual orientation as well as events of interest such as lectures and volunteer opportunities. Students must check their Carlow email account regularly.

Information about the National Association of Social Workers (NASW) is available online at <https://www.socialworkers.org/>

Student Orientation

Each fall, a there is a mandatory annual meeting that is conducted virtually for BSW majors. The purpose of this meeting is for students to receive information and discuss program requirements and procedures.

Student Feedback

Students are encouraged to share feedback on the BSW Program with the Program Director and/or Social Work faculty at any time. In addition, the Program organizes a focus group session with students on a bi-annual basis.

Written Class Assignments

Students are expected to communicate effectively orally and in writing. These skills are essential to the social work profession. All written assignments must conform to accepted rules of and conventions of good writing.

The quality of written assignment is compromised when a student's writing skills are not well done. A student's performance suffers when a written assignment contains errors in grammar, misspelled words, improper documentation, and, in general, when a manuscript is poorly prepared. Quality writing skills are required by professional social workers who constantly communicate in writing through case documentation, reports and letters to agency personnel, clients, community members, legislators, funding sources.

The current *Publication Manual of the American Psychological Association* has been adopted by the BSW Program as the style manual to be used for all written assignments. When other styles should be used, the student will be so advised by the instructor or field agency.

Plagiarism and Critical Thinking

Plagiarism is a commission of an act of academic dishonesty and leads to severe penalties in higher education. Forms of plagiarism include copying another student's work, submitting someone else's work as your own, and taking ideas from classes or readings and putting them on without acknowledgment, citations or references. Ideas, including paraphrased ones, must be given credit by showing the source with an appropriate citation or reference. Intentional or Unintentional plagiarism threatens the integrity of the student and the University.

Critical thinking is a purposeful mental activity that can be used when writing papers and reports. Critical thinking is more than reading and it allows students to produce and evaluate ideas. Students will not only possess a body of information but will also be able to apply it to academic study and the Social Work profession and demonstrate it to instructors.

Academic Integrity and Ethical Behavior

Students are responsible for knowing and adhering to academic policies and ethical behavior as indicated in the Carlow University Undergraduate Course Catalog, Carlow University Student Handbook as well as the BSW Program policies and ethical behavior outlined in the BSW Student Handbook and BSW Field Manual. The BSW Program reserves the right to terminate a student from the program for reasons of academic and/or professional performance.

The BSW Program follows Carlow University's academic policies including but not limited to Academic Integrity Policy, Student Code of Conduct, Academic Grievance Procedure detailed in the current *Carlow University Undergraduate Catalog*, *the BSW Student Handbook* and *the Carlow Undergraduate Student Handbook*.

Academic Performance

Academic Standing

Carlow University requires that students maintain satisfactory academic progress while attending the institution. In order to maintain satisfactory academic progress, a student must have a cumulative GPA of at least 2.0 and earn at least 67% of cumulative credits attempted.

Procedure

All undergraduate students' academic records are reviewed at the end of each semester. The review includes an examination of the student's cumulative GPA and the percentage of credits earned versus credits attempted.

Warning:

If a student's cumulative GPA has fallen below 2.0, or the student has earned less than 67 percent of his or her cumulative credits attempted, or both, the student will be placed on academic warning for the following semester. Students are notified in writing of their warning status. During this warning period, students must work to raise their cumulative GPA to at least a 2.0 and their cumulative credits earned to at least 67 percent of cumulative credits attempted.

(Carlow University Undergraduate Catalog <https://www.carlow.edu/academic-programs/academic-information/course-catalogs/>)

Social Work faculty academic advisors are copied on academic warnings that are sent to the student, as well as the BSW Program Director. Advisors are strongly encouraged to reach out to the advisee to offer the student assistance and resources. The student is prompted in the email warning to make an appointment with their advisor to seek assistance.

Professional Performance in Field Placement

While students are in Field Placement during their senior year, they are regularly and continuously evaluated in terms of their professional performance. The Carlow BSW Field Director visits each student and their field instructor at the site each semester to discuss learning goals and student performance. Students collaborate with field supervisors to develop the learning plan at the beginning of each term in relation to the CSWE competencies. Every student and Field Instructor should feel free to voice concerns or questions to the Director of Field Education so that issues can be discussed with the department faculty as needed.

In addition, each field instructor submits a mid-term evaluation via an online survey link each term. This mid-term evaluation is shared with the student and they are encouraged to discuss their performance with the field instructor. At the end of each term, the field instructor submits a final evaluation of the student via an online survey link. This evaluation is based on the CSWE competencies.

Additional comprehensive final evaluation conducted at the close of the second semester includes: evaluation of agency, field instructor and director of field education by student; evaluation of Carlow Field Placement program by the student; and evaluation of the Carlow Field Placement program by the field instructor.

More information and example documents are available in the current *BSW Field Manual*.

Students must complete a Capstone Assessment as part of Field Placement. This assessment is used by the program to determine the student's demonstrated ability to articulate their proficiency in each competency in the context of their Field Placement experience. The capstone results are graded, compiled and analyzed for year-end reporting and accreditation documents.

Grading

The responsibility of assigning the final grade is that of the Director of Field Education. Students who have questions regarding a final grade, should refer to the most current BSW Field Manual available.

Appeal Process for Dismissal from Field

If a student is removed from a Field Placement for non-academic reasons such as improper conduct, he/she will have the right to appeal and due process. Please refer to the current BSW Field Manual for information.

Policies and Procedures for Student Termination

Authority regarding continuance in the BSW Program rests with the BSW Program Director in consultation with the Academic Advisor who may also consult other faculty and staff; with exception of a dismissal that is due to violation of University Policy regarding academic performance and good standing, academic integrity or student conduct. The BSW Program adheres to University policy and decision-making. A discontinuance decision is serious and may have a profound effect on a person's future career; therefore, allegations and unverified circumstances will not weigh into the discontinuance decision. A student may initiate a grievance procedure if there is dissatisfaction with the discontinuance decision.

Academic Dismissal Based on Carlow University Policy and Procedures

Academic Dismissal:

At the end of the warning period, the student's academic transcript is reviewed. If the student has not met the minimum criteria for GPA and credits earned, the student is dismissed from Carlow University for one year. For first-time, first-year students, those earning a GPA below 1.0 in their first semester may be moved directly to dismissal. Students are notified in writing of their dismissal status. A student may appeal his or her dismissal. (Carlow University Undergraduate Catalog <https://www.carlow.edu/academic-programs/academic-information/course-catalogs/>)

When a BSW student is academically dismissed from the University, the BSW faculty advisor or Program Director, will attempt to reach out to the student to offer closure. Academic integrity violation dismissals and violations of student conduct dismissals are confidential and under the purview of University Policy.

Dismissal for Improper Conduct in Field Placement:

A student can be removed from a Field Placement for improper conduct. Please refer to the current Field Manual for information.

Academic Grievance Procedure

The following appeal process is the process the BSW program follows for appeal/grievance of an academic procedure, such as dismissal from the University or Field Placement. This process is the Carlow University Appeal Process as outlined in the *Carlow University Undergraduate Catalog*. (Carlow University Undergraduate Catalog <https://www.carlow.edu/academic-programs/academic-information/course-catalogs/>)

Appendix A:

BSW Curriculum Guide

**CARLOW UNIVERSITY SOCIAL WORK PROGRAM
BSW CURRICULUM GUIDE**

Applies to BSW Students Beginning Fall 2021 for Change in Required Social Work Major Courses

Student Name _____

Student ID# _____

FIRST YEAR - FALL COURSES				FIRST YEAR - SPRING COURSES			
Compass		Done	Credits	Compass		Done	Credits
CTC	Connecting to Carlow		1				
SKW	SKW101 Foundations of Writing		3	SKC	SKC101 Communication Personal to Professional		3
CE	Critical Exploration 148 (Covers 1 Breadth Area)		3	C&A	Contemplation & Action 149 (Covers 1 Breadth Area)		3
S	SO152 Intro to Sociology		3	E	Breadth Expression or Elective		3
N	PY101 Intro to Psychology		3	W	Breadth Wisdom or Elective		3
S	SW104 Intro to Social Work		3	N	BIO157 Contemporary Biology (3 credits) & Lab (1 credit)		4
	MAT100 (If needed) Basic Algebra		1				
	GPA Total		16 - 17		GPA Total		16
SOPHOMORE YEAR - FALL COURSES				SOPHOMORE YEAR - SPRING COURSES			
SKQ	SKQ101 Quantitative Reasoning		3	N	MAT115 Basic Applied Statistics		3
	+SW201 Intro to Social Welfare		3	SKW	SKW102 Foundations of Writing 2		3
	+SW 214 Hum Beh & Social Env		3		++SW204 Theories & Methods		3
	+SW302 Case Management with Individuals		3		++SW216 Community/Organizational Praxis		3
	2nd Breadth Course (if needed) or Elective		3		++SW 270 Cultural Awareness		3
	GPA Total		15		GPA Total		15
JUNIOR YEAR - FALL COURSES				JUNIOR YEAR - SPRING COURSES			
	2 nd Breadth Course (if needed) or Elective		3	DE	Depth Experience Outside Major		3
	+SW304 SW with Families		3		++SW305 SW with Groups		3
	+SW 399 Professional Ethical Leadership (CAP I)		3		2 nd Breadth Course (if needed) or Elective		3
ESR	+SW 303 Social Welfare Policy		3		SW Concentration/Elective or Minor		3
	SW Concentration/Elective or Minor		3		SW Concentration/Elective or Minor		3
	GPA Total		15		GPA Total		15
SENIOR YEAR - FALL COURSES				SENIOR YEAR - SPRING COURSES			
ANC	+SW421 Research 1		3		++SW422 Research 2		3
	+SW405 Field Seminar I		1	MC	++SW407 Field Seminar II		1
	+SW402 Field Placement I		5		++SW406 Field Placement II		5
	SW Concentration/Elective or Minor		3		SW Concentration/Elective or Minor		3
	SW Concentration/Elective or Minor		3		General Elective (if needed)		3
	GPA Total		15		GPA Total		15

+ OFFERED IN FALL ONLY ++ OFFERED IN SPRING ONLY

Total Credits 122 – 123

NOTE: BSW Major Social Work (SW) required courses require a minimum final grade "C" for successful completion.

Social Work Concentration, Elective and Minor courses should be chosen in consultation with your faculty advisor.

Breadth Courses (Need at least two courses in each area)
Wisdom (W)
Expression (E)
Natural World (N)
Social Justice (S)

NOTE: Students apply to the Upper-Level of the Social Work Program when they have junior status and after successful completion of or current enrollment in the following courses: SKW101, SKC101, SKQ101, BIO, PY101, SO152, MAT115, SW104, SW201, SW214, SW302, SW399 and 50 documented volunteer hours in a social work-related area and junior status with 30 or less credits to degree completion. SW 204, SW216 and SW270 may be taken after applying to Upper-Level and *must be successfully completed before enrolling in Field Placement*. Field Placement begins when students have 30 or less credits to degree completion.

AY 2020-2021 and after: Carlow Compass Curriculum as it applies to Social Work Majors --Courses needed:

Critical Exploration (3cr) (CE) and Contemplation & Action (3cr) (C&A)

Connecting to Carlow (1cr) (CTC)

Skills Courses (3cr each)

- Writing (SKW) and Writing II (SKW)
- Speaking (SKC)
- Quantitative Reasoning (SKQ)

Breadth Experience Clusters (See graphic below)

- Four cluster areas: Natural world (N), Expression (E), Social Justice (S), Wisdom (W)
- Students are to have at least two courses in each cluster
- Natural World courses will be covered through courses required by the Social Work major
 - o These are fulfilled by PY 101, BIO 157 and MAT 115
- One Social Justice course (SO 152) will be covered through a course required by the Social Work major
 - o Social Work recommends majors take POL 101 (American Government) to fulfill the other breadth course in this cluster
- Students will need courses to cover Expression and Wisdom Clusters
 - o CE 148 and C&A 149, if taken in Expression or Wisdom disciplines can help fulfill these requirements

Ethics & Social Responsibility Experience (3cr) (ESR)

- This course will be fulfilled by required SW 303 (ESR)

Depth Experience (3cr) (DE)

Anchor Course (3cr) (ANC)

- This is fulfilled by SW 421

Major Capstone (3cr) (MC)

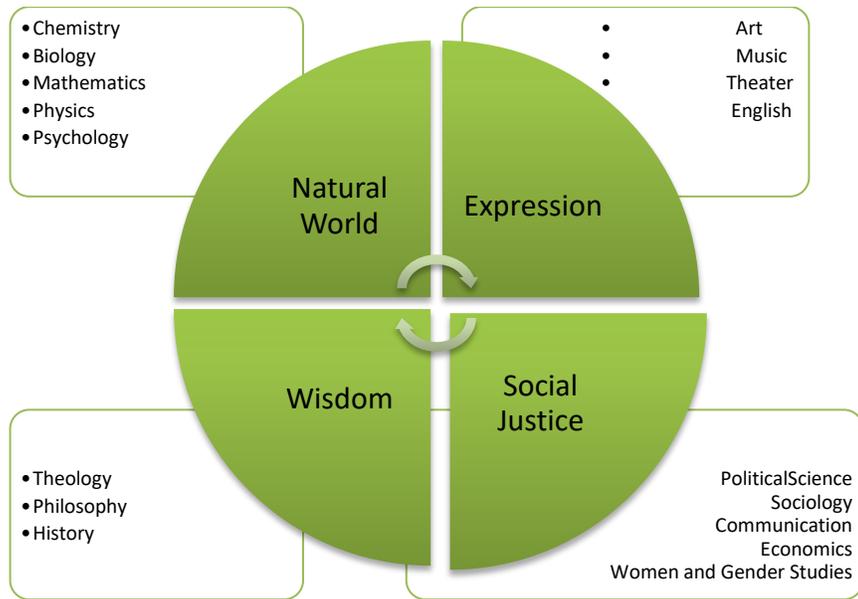
- This is fulfilled by SW 407

Transfer students complete the Compass. Transfer students with less than 24 credits take CTC 101, CE 148 and C&A 149.

Social Work Electives are offered on a rotation. *The Crisis and Trauma Concentration includes SW 420, 430, 440 & 404 or 488. The Restorative Justice includes CRM 101, 285, 300, 303, 315 & 375.*

Fall Courses	Spring Courses
SW 352 Forensic Psychology	SW 404 Grief and Loss Across the Lifespan (Accelerated format)
SW 420 The Impact of Trauma (Accelerated format)	SW 430 Crisis Intervention (Accelerated format)
SW 440 Child Abuse Prevention and Treatment	SW 438 Substance Abuse Counseling (Accelerated format)
CRM 285 Violence and Victims of Crime	SW 488 Intimate Partner Violence (Accelerated format)
CRM 315 Juvenile Delinquency	CRM 101 Introduction to Criminal Justice
CRM 375 Race, Class and Justice	CRM 300 Crime and Mental Health
Summer Course CRM 303 Prisons and Society	
Social Work Electives SW 279 Special Topics	

Breadth Experience



Appendix B: 3-Year BSW Curriculum Guide

CARLOW UNIVERSITY
THREE YEAR PROGRAM
 BSW CURRICULUM GUIDE
 (APPLIES TO BSW STUDENTS BEGINNING FALL 2021)

Fall First Year (Credits: 16-18)		Spring First Year		Summer First Year – Online (Credits 6 – 9)	
+SW104 Intro to Social Work	3	++SW216 Comm/Org Praxis	3	SO152 Intro to Sociology	3
+SW201 Intro to Social Welfare	3	PY101 Intro to Psychology	3	Breadth Expression or Wisdom	3
Critical Exploration 148 (Covers 1 Breadth Area – take Expression or Wisdom)	3	Contemplation & Action 149 (Covers 1 Breadth Area – take Expression or Wisdom)	3	<i>Complete 50 hours of service</i>	
SKC101 Communication Personal to Professional	3	SKQ101 Quantitative Reasoning	3	Math 115 Applied Statistics	3
SKW101 Foundations of Writing	3	SKW102 Foundations of Writing 2	3		
Connecting to Carlow	1	Breadth Social Justice	3		
MAT100 (if needed)	1				
<i>Credits:</i>	<i>17</i>	<i>Credits:</i>	<i>18</i>	<i>Credits:</i>	<i>6-9</i>

Fall Second Year		Spring Second Year		Summer Second Year	
+SW214 HBSE	3	++SW204 Theories & Methods	3	Breadth Wisdom or Expression (2 if have not taken any)	3 -6
+SW303 Social Welfare Policy	3	++SW305 SW with Groups	3		
+SW302 Casework with Individuals	3	++SW270 Cultural Awareness	3		
Depth Experience Outside Major	3	BIO157 Contemporary Biology (3 credits) & Lab (1 credit)	4		
+SW 399 Professional Ethical Leadership (CAP I)	3	SW Elective	3		
Math 115 (if not taken first summer)	3	SW Elective or SW Elective (CAP)	3		
<i>Credits:</i>	<i>18</i>	<i>Credits:</i>	<i>19</i>	<i>Credits:</i>	<i>3 -6</i>

Fall Third Year		Spring Third Year			
+*SW405 Field Seminar I	1	++*SW407 Field Seminar II	1		
+*SW402 Field Placement I	5	++*SW406 Field Placement II	5		
+SW 421 Research 1	3	++SW422 Research 2	3		
+SW304 SW with Families	3	SW Elective	3		
SW Elective (CAP)	3	SW Elective (CAP)	3		
SW Elective	3	SW Elective	3		
<i>Credits:</i>	<i>18</i>	<i>Credits:</i>	<i>18</i>		

+ OFFERED IN FALL ONLY ++ OFFERED IN SPRING ONLY Total Credits 122 – 123

*FIELD PLACEMENT I and II must occur fall/spring senior year with no courses remaining to graduate with BSW Degree.

NOTE: BSW Major Social Work (SW) required courses require a minimum final grade “C” for successful completion.

Social Work Concentration, Elective and Minor courses should be chosen in consultation with your faculty advisor.

NOTE: 3-year BSW students apply to Upper-Level and Field Placement Fall Second Year and must be on track with successful completion of all courses First Year and Second Year with only Fall & Spring Third Year courses remaining along with Field Placement I and II and Field Seminar I and II.

Breadth Courses (Need at least two courses in each area)
Wisdom (W)
Expression (E)
Natural World (N)
Social Justice (S)

AY 2020-2021 and after: Carlow Compass Curriculum as it applies to Social Work Majors --Courses needed:

Critical Exploration (3cr) (CE) and Contemplation & Action (3cr) (C&A)

Connecting to Carlow (1cr) (CTC)

Skills Courses (3cr each)

-Writing (SKW) and Writing II (SKW)

-Speaking (SKC)

-Quantitative Reasoning (SKQ)

Breadth Experience Clusters (See graphic below)

- Four cluster areas: Natural world (N), Expression (E), Social Justice (S), Wisdom (W)

- Students are to have at least two courses in each cluster

- Natural World courses will be covered through courses required by the Social Work major

o These are fulfilled by PY 101, BIO 157 and MAT 115

- One Social Justice course (SO 152) will be covered through a course required by the Social Work major

o Social Work recommends majors take POL 101 (American Government) to fulfill the other breadth course in this cluster

- Students will need courses to cover Expression and Wisdom Clusters

o CE 148 and C&A 149, if taken in Expression or Wisdom disciplines can help fulfill these requirements

Ethics & Social Responsibility Experience (3cr) (ESR)

-This course will be fulfilled by required SW 303 (ESR)

Depth Experience (3cr) (DE)

Anchor Course (3cr) (ANC)

-This is fulfilled by SW 421

Major Capstone (3cr) (MC)

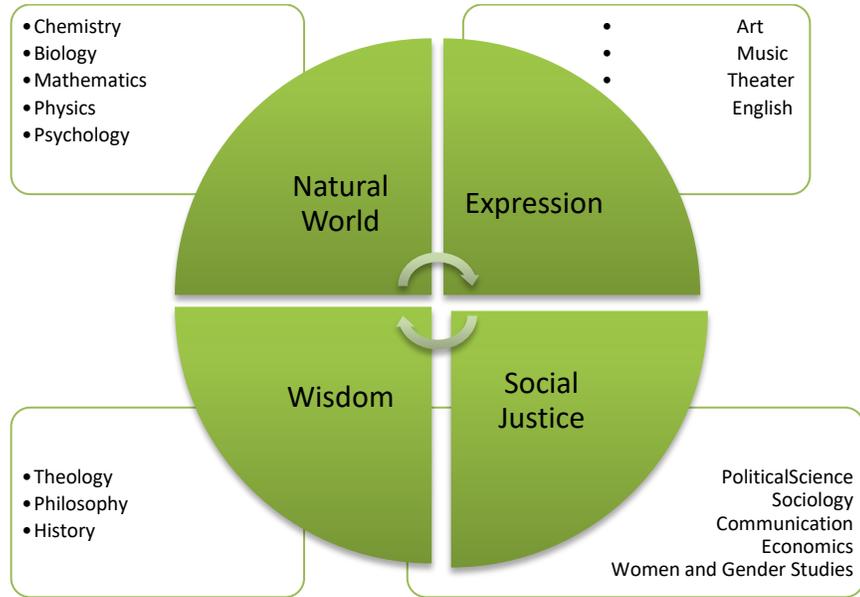
-This is fulfilled by SW 407

Transfer students complete the Compass. Transfer students with less than 24 credits take CTC 101, CE 148 and C&A 149.

Social Work Electives are offered on a rotation. *The Crisis and Trauma Concentration includes SW 420, 430, 440 & 404 or 488. The Restorative Justice includes CRM 101, 285, 300, 303, 315 & 375.*

Fall Courses	Spring Courses
SW 352 Forensic Psychology	SW 404 Grief and Loss Across the Lifespan (Accelerated format)
SW 420 The Impact of Trauma (Accelerated format)	SW 430 Crisis Intervention (Accelerated format)
SW 440 Child Abuse Prevention and Treatment	SW 438 Substance Abuse Counseling (Accelerated format)
CRM 285 Violence and Victims of Crime	SW 488 Intimate Partner Violence (Accelerated format)
CRM 315 Juvenile Delinquency	CRM 101 Introduction to Criminal Justice
CRM 375 Race, Class and Justice	CRM 300 Crime and Mental Health
Summer Course CRM 303 Prisons and Society	
Social Work Electives	
SW 279 Special Topics	
SW280 Immigration in the U.S. (Honors course, Fulfills Service-Learning)	

Breadth Experience



Appendix C: Minors and Concentrations

BEHAVIORAL HEALTH MINOR

Carlow University students from all majors can add a minor in Behavioral Health through the Social Work department. This minor will prepare students to work in both behavioral health organizations and in settings where behavioral health impacts clients and communities such as in healthcare, education, criminal justice and advocacy. Students in this minor will learn about the profession of Social Work including how to develop cultural competence in working with diverse populations. They will explore the individual and community context of behavioral health as well as learn about case management. Two specific elective courses focused on topics such as practice with groups and families, networking in the community, crisis intervention, substance abuse or the forensic context will further prepare students to work in this arena. **18 credits (6 classes).**

All 18 credits must be completed with a grade of C or higher to earn the minor degree.*

Course Number	Course Name	Required or Elective	Number of Credits	Pre-Requisite
Required coursework (Total of 12 credits)				
SW 104	Introduction to Social Work	Required	3	None
SW 214	Human Behavior and the Social Environment	Required	3	SW 104 or PY 101 Introduction to Psychology
SW/PY 270	Cultural Awareness for Human Services Professionals	Required	3	SW104
SW 302	Social Work with Individuals	Required	3	SW 104
Elective Coursework (Total of 6 credits) Choose two of the following courses:				
SW 204	Theories and Methods of Practice	Elective	3	SW 104
SW/PY 218	Forensic Treatment and Correction	Elective	3	PY 101
SW 304	Social Work with Families	Elective	3	SW 104, SW 204, SW302
SW 305	Social Work with Groups	Elective	3	SW 104, SW 204, SW302,
SW/PY 352	Forensic Psychology	Elective	3	PY 101
SW/PY 430	Crisis Intervention	Elective	3	SW 204 or PY 285
SW/PY 438	Introduction to Substance Abuse Counseling	Elective	3	PY 101

**Students who wish to take a course(s) who are not a Behavioral Health minor may request to enroll in the course with permission from the department chair/program director approval.*

CRISIS AND TRAUMA MINOR

The minor in Crisis and Trauma is offered through the College of Leadership and Social Change as collaboration between the Psychology Department and Counseling and the BSW Program for students who are not majoring in Psychology or Social Work. The Psychology and Social Work Departments recognize that many individuals who do not major in these areas choose careers for which a grounding in and an understanding of trauma and crisis will help them to become better informed and ultimately more competent professionals in their fields of choice. * **18 credits (6 classes) plus pre-requisite of 3 credits (1 class).**+

Course Number	Course Name	Required or Elective	Number of Credits	Pre-Requisite
Required coursework Choose one of the following (3 credits)				
PY 285	Introduction to Counseling	Required	3	PY 101 Introduction to Psychology
SW 204	Theories and Methods of Direct Practice	Required	3	SW 104 Introduction to Social Work
Required coursework (Total of 12 credits)				
PY/SW 420	Impact of Trauma	Required	3	SW 104 or PY 285
PY/SW 430	Crisis Intervention	Required	3	SW 204 or PY 285
PY/SW 440	Child Abuse Prevention and Treatment	Required	3	PY 122 and PY 285 or SW 204
PY/SW 488	Intimate Partner Violence	Required	3	SW 204 or PY 285
Elective Coursework Choose one of the following courses (3 credits)				
PY 265	Psychology of Women	Elective	3	PY 101
PY 205	Child Psychology	Elective	3	PY 101 or PY 122
PY 380	Family Counseling	Elective	3	PY 285
PY 438	Substance Abuse Counseling	Elective	3	PY 101
PY/SW404	Grief and Loss Across the Lifespan	Elective	3	PY 101 or PY 122
PY 441	Parenting	Elective	3	PY 101 and PY 122

* Students who wish to take a course(s) and are not a declared Crisis and Trauma Minor may request to enroll in the course with permission from the department chair/program director approval.

+ Transfer students may substitute a transfer course for one of the above, but only with the approval of the department chairs for this minor. A minimum of nine credits in the trauma and crisis coursework must be taken at Carlow University.

Crisis and Trauma Concentration for Social Work and Psychology Majors

Studies in the area of Crisis and Trauma provide a foundational focus ranging from immediate crisis assessment, intervention, and management through more specific issues such as child abuse prevention and treatment and partner violence, as well as investigating the impact of trauma for individuals and families. The concentration in Crisis and Trauma provides students with a solid foundation in theory and research pertaining to crisis, abuse and trauma.* Students are required to satisfy the requirements for the major and take the courses listed below. A minimum of six credits in Crisis and Trauma must be taken at Carlow University. **15 credits (5 classes) plus pre-requisite of 3 credits (1 class).**

Course Number	Course Name	Required or Elective	Number of Credits	Pre-Requisite
Required coursework Choose one of the following (3 credits)				
PY 285	Introduction to Counseling	Required	3	PY 101 Introduction to Psychology
SW 204	Theories and Methods of Direct Practice	Required	3	SW 104 Introduction to Social Work
Required coursework (Total of 12 credits)				
PY/SW 420	Impact of Trauma	Required	3	SW 104 or PY 285
PY/SW 430	Crisis Intervention	Required	3	SW 204 or PY 285
PY/SW 440	Child Abuse Prevention and Treatment	Required	3	PY 122 and PY 285 or SW 204
PY/SW 488	Intimate Partner Violence	Required	3	SW 204 or PY 285

**Students who wish to take a course(s) and are not a Crisis and Trauma Concentration, may request to enroll in the course with permission from the department chair/program director approval.*

Restorative Justice Concentration for Social Work and Criminology Majors

Studies in the area of Restorative Justice provide a foundational focus in addressing community-based issues pertaining to inequities in the justice system as well as alternate methods for addressing crime-related issues beyond the typical incarceration models most often employed by the United States. Students are encouraged to consider how race and class affect interactions with the police and court systems and the concentration provides a solid foundation of theory, policy and research to help students become active change agents as they enter the workforce. A minimum of 6 credits of these selected Restorative Justice courses must be taken at Carlow University Restorative Justice Concentration These courses must be completed prior to the remainder of the concentration coursework. **12 credits (4 classes) plus pre-requisites of 6 credits, 2 classes.**

Students are required to satisfy the requirements for the major (Social Work or Criminology). In addition, students are required to complete the following courses.

Course Number	Course Name	Required or Elective	Number of Credits	Pre-Requisite
Required coursework (Total of 6 credits)				
SW 216	Communities, Organizations in Praxis	Required	3	SW 104 Introduction to Social Work
CRM 375	Race, Class and Justice	Required	3	CRM 101 Introduction to Criminal Justice
Elective coursework (Total of 6 credits) Choose from the following courses:				
CRM 285	Violence and Victims of Crime	Required	3	
CRM 300	Crime and Mental Health	Required	3	
CRM 303	Prisons and Society	Required	3	
CRM 315	Juvenile Delinquency	Required	3	

Appendix D: Example Application for Upper-Level and Field Placement Admission

**Carlow University BSW Program
2022-2023
Upper Level Admission and Field Placement Application**

This application is for admission into the Upper-Level of the Social Work program as well as the Field Education practicum. You must be accepted into the Upper-Level before your application is reviewed for field. Field instruction is an integral part of the curriculum in social work education. The objective of the practicum is to produce professionally reflective, self-evaluating, knowledgeable and developing social workers. Please refer to your Field Instruction Manual for goals, objectives, and prerequisites.

For the full application, students must submit the following:

- 1) Advisor verification
Please submit an email from your academic advisor that verifies you have been advised to apply for admission to the Upper Level Social Work program and Field Placement.
- 2) Volunteer hours verification
Please submit written verification of 50 volunteer hours via an email or letter (on letterhead) from a supervisor at the organization(s) where you volunteered.
- 3) Application form
See below
- 4) Essay
Please submit an essay answering the prompts provided to you by the Instructor of the *SW 399 Professional Ethical Leadership in Social Work* course.
- 5) Resume
Please submit a professional resume.
- 6) Cover Letter
Please submit a cover letter for a field placement agency with which you would be interested in interning.
- 7) Reference letter
Please submit one letter of reference from a professional, volunteer or academic contact who can recommend you for the profession of Social Work and the field placement experience. Please confirm that this person is willing to be contacted by potential field placement agencies as a reference. Letters are not accepted from Social Work faculty members.

General Information		
Student Name:		
Date:		
Cell Phone:		
Carlow Email:		
Alternate Email:		
Current Address:		
City:	State:	Zip Code:

Permanent Address:		
City:	State:	Zip Code:
Date of Birth:		
Gender Pronouns:		
Race/Ethnicity:		
Any other identities you wish to share:		
Emergency Contact Person Name:		
Emergency Contact Person Phone:		
<p>Are you a member of NASW?</p> <p>Yes</p> <p>No</p> <p><i>Membership in NASW is not required but if you are interested, we encourage you to obtain it now at the reduced student rate.</i></p>		

Academic Advisor Verification
<p>Advisor name:</p> <p><i>You can find your academic advisor's name in Self-Service through the Carlow Intranet.</i></p>
<p>Did you speak with your advisor about applying to the Upper-Level and beginning Field Placement next school year?</p> <p>Yes</p> <p>No</p>
<p><i>Please note that you must submit an email from your advisor verifying that you are ready to apply to the Upper Level and begin field placement as part of your packet.</i></p>

Required Volunteer Hours
<p>Have you completed 50 hours of volunteer service?</p> <p>Yes</p> <p>No</p>
<p><i>Before applying to Upper Level & Field Placement, students must complete 50 hours of volunteer service before enrolling in Upper Level & Field Placement. Students must submit letter(s) verifying a total of 50 hours of volunteer service as part of the Upper Level Application packet. In addition, the essay required for the application requires students to reflect on their volunteer experience. If a student has not completed their volunteer hours, they will need to submit a detailed, specific plan for how they will obtain their hours prior to beginning field placement to include in their admission packet.</i></p>

Upper Level and Field Placement Requirements to Apply
Required GPA
<p>Students must have a GPA of 2.5 to be fully admitted into the Upper Level of the Program and Field Placement. Students with a GPA below 2.5 may be admitted on a one semester provisional basis.</p>

Overall GPA:

You can find this information in Self-Service through the Carlow Intranet by looking at your "Progress" tab or your "Unofficial Transcript" tab.

Required Coursework

The following courses are required pre-requisites you **must have completed or be currently enrolled in** when applying to the Upper Level. Successful completion of these courses is a pre-requisite to acceptance to the Upper Level.

Please check off the courses you have completed. *You can find this information in Self-Service through the Carlow Intranet by looking at your "Progress" tab or your "Unofficial Transcript" tab.*

- SKW 101 Foundations of Writing
- SKC 101 Communication Personal to Professional
- SKQ 101 Quantitative Reasoning
- SO 152 Introduction to Sociology
- PY 101 Introduction to Psychology
- BIO 157 Contemporary Biology or BIO 230 I Biological Basis of Behavior
- MAT 115 Statistics
- SW 104 Introduction to Social Work
- SW 201 Introduction to Social Welfare
- SW 214 Human Behavior and Social Environment (Offered Fall)
- SW 302 Case Management with Individuals (Offered Fall)
- SW 399 Professional Ethical Leadership (Offered Fall)

The following courses are required pre-requisites you **must have completed before enrolling in Field Placement**. Please check off which of the following courses you have completed, if any:

- SW 204 Theories and Methods of Practice (Offered Spring)
- SW 216 Communities, Organizations (Offered Spring)
- SW 270 Cultural Awareness (Offered Spring)

Required Credits for Application to Upper Level & Field Placement

You must be junior status the fall that you apply for Upper Level & Field Placement with **30 or less credits to degree completion** dependent on full or part time enrollment. SW 204, SW216 and SW270 may be taken after applying to Upper-Level and *must be successfully completed before enrolling* in Field Placement.

Please answer the following. *You can find this information in Self-Service through the Carlow Intranet by looking at your "Progress" tab in the green "Total Credits" bar.*

Total Credits:

Student status (Select one):

Part-time

Full-time

If you are a part-time student, how many credits do you usually take per semester?

Note: Field Placement begins when full-time students have 30 or less credits to degree completion. Review your credits listed above. If you are a part-time student and plan to remain part-time your senior year, you will need to wait to begin Field Placement until you have 18 or less credits to degree completion (as well as completion of all required pre-requisite courses).

Field Placement and Field Seminar are 6 credits in Fall and 6 credits in Spring of Senior year for a total of 12 credits.

Current Employment and Extracurricular Activities

Please feel free to share any extracurricular activities, caregiving responsibilities, or other background information that would be helpful for us to know to support you to be successful in field placement.

Are you employed?

Yes

No

If yes, answer the questions below:

Typical hours worked per week:

Employer:

Employer location:

What is your plan to manage work and field placement hours?

Transportation and Insurance

What is your main mode of transportation?

Will you have a car available to use for Field Placement?

Yes

No

<p><i>If yes, please list:</i> Driver's License #: State: Expiration:</p>
<p>Do you have medical insurance?</p>

<p>Interests</p>
<p>What level of practice most interests you? (Select all that apply) Micro Mezzo Macro</p>
<p>What client population(s) are you interested in serving?</p>
<p>What types of agencies are you interested in interning with? If you have specific ones in mind, feel free to mention those here.</p>
<p>What is one strength you will bring to field placement?</p>

Read the following statement and sign below:

I understand that I must meet all departmental requirements, have completed all prerequisite coursework, have the permission of my academic advisor and the Director of Field Education to apply for the Upper Level and Field Placement of the Carlow University BSW Program.

I understand that Field Placement sites typically require a Criminal Background Check and Child Abuse Clearance and sometimes FBI clearance. I will disclose potential issues regarding these with the Field Director prior to applying for specific placements.

I agree that the statements in this application are true and correct. I understand that the information is used to assess my suitability for Field Placement. I agree to permit the BSW Program to disclose any information contained in this application among the Social Work faculty, admissions committee for the Upper-Level and with my Field Supervisor and/or Field Placement Task Supervisor.

<p>Student Signature (Typed is accepted):</p>
<p>Date:</p>

Appendix E: Social Work Faculty

Social Work Faculty

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