

**NORTH CAROLINA CENTRAL UNIVERSITY
COLLEGE OF BEHAVIORAL AND SOCIAL SCIENCES
DEPARTMENT OF SOCIAL WORK**



BSW Student Manual

2013-2014

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DEPARTMENT OF SOCIAL WORK BSW MISSION STATEMENT

The mission of the BSW Program in the Department of Social Work is to prepare students to become generalist social work practitioners who are adept at working with diverse populations, particularly with minority populations and individual and families living in poverty by implementing micro, mezzo, and macro level practice interventions. We are committed to providing an academic experience that enables students to integrate and apply knowledge, values, and skills of the social work profession that are essential for promoting social and economic justice to individuals and families living in poverty, minority populations, to local and regional communities, for graduate education, and for impacting communities through evidence informed practice/scholarly research and a commitment to community service.

The Program's goals are committed to preparing students:

1. To work with individuals and families living in poverty and minority populations
2. To address social and economic justice issues at the micro, mezzo, and macro levels of social work practice
3. To demonstrate knowledge, understanding, and respect for human diversity
4. To impact upon the local and regional communities outside the university through scholarly research and/or active participation in problem solving efforts
5. For graduate level education in social work

PHILOSOPHY AND OVERVIEW OF THE BSW PROGRAM

DEPARTMENT OF SOCIAL WORK – BSW PROGRAM

The primary objective of the undergraduate curriculum is to prepare students for generalist professional social work practice. Students selecting social work are required to complete a strong liberal arts curriculum, and a core of basic social and behavior science courses including theory, research methods and statistics.

All courses in the curriculum contribute to the generalist perspective and require skills for change and problem solving at the various intervention levels. Our students draw upon the knowledge and perspectives acquired in the liberal arts and social work courses. Our generalist model fosters in students the view that individuals and society are synergistically linked to each other for mutual well-being and survival. That is, individual's needs are met through participating in the institutional structure of society, while society's needs are met through the contributions of individuals occupying productive social roles.

The social work curriculum consists of a sequence of 14 courses or 46 semester hours. The courses within the sequence are designed to provide a comprehensive study of social welfare systems, social work as a profession, social policy analysis, social human behavior and the social environment, practice methods, and field placement practicum. The major social work values essential for professional practice are important parts of the curriculum. Students are expected to finish the program having the basic skills essential for professional entry-level bachelor of social work positions.

A STATEMENT OF GENERALIST SOCIAL WORK PRACTICE AT NORTH CAROLINA CENTRAL UNIVERSITY

The Department of Social Work at North Carolina Central University prepares students for generalist practice. The complexity of life in America at the end of the 20th Century requires a broadly educated practitioner possessing a versatile repertoire of knowledge and skills essential for intervening in a number of human systems. Our generalist model fosters in students the view that individuals and society are synergistically linked to each other for mutual well-being and survival. That is, individual's needs are met through participating in the institutional structure of society, while society's needs are met through the contributions of individuals occupying productive social roles.

The essential focus of our program here at NCCU is "the person and the social environment." It is our belief that individual and societal needs reflect a breakdown in the mutual exchange between the individual and society. Thus, the point of baccalaureate social work intervention is where the individual and society reach out for each other through mutual need for self-fulfillment. The individual has needs that must be satisfied. These needs range from basic survival needs (food, clothing, shelter, safety) to higher level needs (self-esteem, creativity, and self actualization). On the other hand, the stability, health, and goal attainment of society is assured through individuals learning and occupying useful roles within a multiplicity of groups and organizations. The work of society is done through the many roles that individuals play within small groups such as families and informal support networks, and large formal groups such as political, economic, educational, and religious organizations.

Our generalist approach incorporates the competencies and associated practice behaviors throughout the curriculum. The courses that have a major impact on the competencies are listed (pp. 5, 6) of the Student Handbook.

DEPARTMENT OF SOCIAL WORK

PROGRAM COMPETENCIES

Program Competencies Course Impact Form Department of Social Work

Program Competencies

Major Impact Courses

- | | |
|--|--|
| 1. Identify as a professional social worker and conduct oneself accordingly. | SOCW 2500-Social Work as a Profession
SOCW 4110-Field Practice and Experience I
SOCW 4120-Field Practice and Experience II |
| 2. Apply social work ethical principles to guide professional practice. | SOCW 3700-Human Diversity and Social Work Practice
SOCW 3610-Interventive Methods I
SOCW 3620-Interventive Methods II
SOCW 4300-Applied Research
SOCW 4400-Evaluative Methods in SW Practice
SOCW 4110-Field Practice and Experience I
SOCW 4120-Field Practice and Experience II |
| 3. Apply critical thinking to inform and communicate professional judgments. | SOCW 2500-Social Work as a Profession
SOCW 3410-Social Welfare as an Institution
SOCW 3420-Social Policy & Community Resources
SOCW 3500-Human Behavior I
SOCW 3600-Human Behavior II
SOCW 4300-Applied Research
SOCW 4310-Introductory Statistics
SOCW 4400-Evaluative Methods in SW Practice
SOCW 4410-Senior Seminar in Social Work
SOCW 4120-Field Practice and Experience II |
| 4. Engage diversity and difference in practice. | SOCW 2500-Social Work as a Profession
SOCW 3410-Social Welfare as an Institution
SOCW 3700-Human Diversity and Social Work Practice
SOCW 3600-Human Behavior II
SOCW 3610-Interventive Methods I
SOCW 3620-Interventive Methods II
SOCW 4110-Field Practice and Experience I
SOCW 4120-Field Practice and Experience II |
| 5. Advance human rights and social and economic justice. | SOCW 2500-Social Work as a Profession
SOCW 3410-Social Welfare as an Institution
SOCW 3700-Human Diversity and Social Work Practice
SOCW 3600-Human Behavior II
SOCW 3610-Interventive Methods I
SOCW 3620-Interventive Methods II
SOCW 4300-Applied Research |

- | | |
|---|---|
| 6. Engage in research-informed practice and practice-informed research. | SOCW 3620-Interventive Methods II
SOCW 4300-Applied Research
SOCW 4400-Evaluative Methods in SW Practice |
| 7. Apply knowledge of human behavior and the social environment. | SOCW 3500-Human Behavior I
SOCW 3600-Human Behavior II
SOCW 3700-Human Diversity and Social Work Practice
SOCW 3620-Interventive Methods II
SOCW 4300-Applied Research
SOCW 4400-Evaluative Methods in SW Practice |
| 8. Engage in policy practice to advance social and economic well-being to deliver effective social work services. | SOCW 3410-Social Welfare as an Institution
SOCW 3420-Social Policy & Community Resources
SOCW 3620-Interventive Methods II
SOCW 4300-Applied Research
SOCW 4400-Evaluative Methods in SW Practice
SOCW 4120-Field Practice and Experience II |
| 9. Respond to contexts that shape practice. | SOCW 3410-Social Welfare as an Institution
SOCW 3420-Social Policy and Community Resources
SOCW 3620-Interventive Methods II
SOCW 3700-Human Diversity
SOCW 4300-Applied Research
SOCW 4400-Evaluative Methods in SW Practice |
| 10. Engage, assess, intervene, and evaluate with individuals, groups, organizations, and communities. | SOCW 3420-Social Policy and Community Resources
SOCW 3500-Human Behavior I
SOCW 3600-Human Behavior II
SOCW 3610-Interventive Methods I
SOCW 3620-Interventive Methods II
SOCW 4400-Evaluative Methods in SW Practice
SOCW 4110-Field Practice and Experience I
SOCW 4120-Field Practice and Experience II |

ADMISSION CRITERIA

North Carolina Central University BSW Application Packet

INFORMATION ON ADMISSIONS PROCESS

Below are the materials one needs to officially apply to the Baccalaureate Social Work (BSW) Program. If additional information is needed in completing the application process, please do not hesitate to ask the Social Work faculty for assistance.

REGARDING SUBMITTED MATERIALS

You are responsible for completing your application packet. The Social Work Admission Committee will review only those packets that have been completed. The admission packet consists of the following documents, which must be submitted to the department secretary on one of the due dates (Oct. 1st or March 1st).

1. A completed application including:
 - a. Application
 - b. Academic transcript
 - c. Two letters of reference
 - d. Personal narrative (signed)
 - e. Essay (Effective Fall 2015)

ADMISSION CRITERIA

Application packets will be evaluated according to established admission criteria. When the Admission Committee reaches its decision, you will be notified in writing. If accepted, you will be assigned a faculty advisor who will answer any questions you may have about the Social Work curriculum and assist you with registration. If rejected, you will receive instructions regarding your right to appeal.

APPLICATION DEADLINES

The deadlines for submitting the completed admission packet are as follows:

Fall Semester -- October 1st
Spring Semester -- March 1st

DEADLINE FOR SOCIAL WORK ADMISSIONS PROCESS

Fall Semester

September 1: Applications for admission to the BSW Program are available in the Social Work office for students to complete.

October 1: Student submits complete application packet to the Department of Social Work's Administrative Secretary.

November 1: Written letter mailed to student informing student of Admission Committee's decision.

Spring Semester

February 1: Applications for admission to the BSW Program are available in the Social Work office for students to complete.

March 1: Student submits complete application packet to the Department of Social Work's Administrative Secretary.

April 1: Written letter mailed to student informing student of Admission Committee's decision.

APPLICATION FOR ADMISSION TO THE BSW PROGRAM

EXPLANATION OF THE ADMISSION PROCESS

Sophomore Year

Pre-Social Work majors will apply for admission to the BSW program during the sophomore year after having successfully completed Social Work 2500 (Social Work as a Profession) and Social Work 3410 (Social Welfare as an Institution). The application materials are forwarded to the Department of Social Work's Administrative Support Associate, who will determine if the application packet is complete. The admission packet consists of the following documents:

1. A complete application including
 - a. Application
 - b. Academic transcript
 - c. Two letters of reference
 - d. Personal narrative (signed)
 - e. Essay (Effective Fall 2015)

APPLICATION AND NOTIFICATION DEADLINES

Fall Semester

September 1: Applications for admission to the BSW Program are available in the Social Work office for students to complete.

October 1: Student submits complete application packet to the Department of Social Work's Administrative Secretary.

November 1: Written letter mailed to student informing student of Admission Committee's decision.

Spring Semester

February 1: Applications for admission to the BSW Program are available in the Social Work office for students to complete.

March 1: Student submits complete application packet to the Department of Social Work's Administrative Secretary.

April 1: Written letter mailed to student informing student of Admission Committee's decision.

THE SOCIAL WORK ADMISSION COMMITTEE PROCESS

The Admission Committee is composed of the BSW Program Director, BSW full-time faculty and the Director of Field Education. The Admission Committee will meet to review and evaluate the student's application form, narrative statement, academic transcript, and other documents by completing the admissions rating form.

The Admission Committee will make a decision to accept or reject the applicant. Acceptance means the student will most likely succeed in the Social Work program. Conditional admission means a student may have to satisfy a prerequisite course by successfully (meet the 2.5 GPA requirements in the two prerequisite courses) completing it by the end of the semester, or a student may be given an opportunity to rewrite a narrative or resubmit other documentation. Once the condition(s) is met, the student is considered to be fully admitted into the Program. Rejection means the application materials indicate the student will most likely not successfully complete the program.

When admission decisions are made, the rating forms are submitted to the Department Secretary to prepare the appropriate letter indicating the students' status. Students will receive their letter no later than the indicated time period for each semester (fall, Nov. 1st; spring, April 1st). Application materials are securely stored in the students' file in the Administrative Secretary's office.

ADMISSIONS POLICY

Students are classified as pre Social Work majors prior to formally being admitted to the BSW Program. Students desiring to enter the Social Work Program may select Social Work as their major at the time of admission to the University. In the case of currently enrolled students, a declaration of major form indicating Social Work as their major of choice should be submitted to the Office of the Registrar before the end of the second semester of their sophomore year. However, to be admitted to full Social Work status, students must meet the established admission criteria, as follows:

1. Satisfactory completion of two prerequisite courses - SOCW 2500 (Social Work as a Profession) and SOCW 3410 (Social Welfare as an Institution).
2. A combined grade point average (GPA) of 2.50 in the prerequisite courses.
3. A cumulative GPA of 2.50 or a SWAI (Social Work Admission Index) score of 70 or higher.

ADMISSION CRITERIA AND SOCIAL WORK ADMISSION INDEX (SWAI) SCORE

The SWAI score provides an opportunity for applicants to be considered into the Program when their cumulative GPA falls short of the 2.5 requirement. All applicants must meet the 2.5 GPA requirements in the prerequisite courses (SOCW 2500 and SOCW 3410). Students who have demonstrated a potential of being successful in the Program and in becoming a professional entry level social worker are eligible for consideration of the SWAI score process. The BSW Program Director will meet with the student and review the transcript for academic performance in other social work courses as well as examine the students' active involvement in student organizations and other related social work student activities. The following criteria must be met under the SWAI score admission process:

<u>Category</u>	<u>Minimum Score</u>
Cumulative grade point average in prerequisite courses (SOCW 2500 and SOCW 3410)	(All SWAI scores applicants will meet this minimum score) = 20
Cumulative grade point average (GPA)	2.00 – 2.49 = 10
Two letters of reference	
Two favorable letters of reference	5 points for each letter
One or more unfavorable letters of reference	0 points
Quality of personal narrative statement:	Excellent = 40 Good = 30 Fair = 20
*Membership in Professional Organizations	
Student Chapter of the National Association of Social Workers (NASW)	= 15
NCCU Social Work Society	= 5

ADMISSION RATING AND REVIEW FORM – BSW PROGRAM

**North Carolina Central University
College of Behavioral and Social Sciences
Department of Social Work – BSW Program
Admissions Rating and Review Form**

Reviewer _____ Date of Review _____

Applicant Name	ID#	Date of Admissions Meeting	Social Work GPA (SOCW 2500 & SOCW 3410)	Cumulative GPA	Narrative E-Excellent VG – Very Good G-Good F-Fair P-Poor	Two References	Transcript	Recommendation F-Full Admission C-Conditional D- Deny Admissions	Comments

BSW APPLICATION MATERIAL

Application to the BSW program can be made during the fall (Sept. 1st deadline, Oct. 1st) and spring semesters (Feb. 1st; deadline, March 1st).

When submitting the application packet do not place documents in separate covers. Material should be submitted in a pocket folder with your name and application submission date (i.e., semester and year) in the upper right-hand corner.

If you have any questions regarding the application process, please contact the BSW Program Director at (919) 530-7329 or send an email to bcrayton@nccu.edu.

APPLICATION MATERIAL CHECKLIST

- Application
- Personal Narrative
- A professional résumé
- Essay One (Effective Fall 2015)
- Two letters of recommendation
- Transcripts (unofficial copy acceptable)
- Criminal Background Information
- BSW Plan of Study

Explanations regarding application material can be found on the next page.

EXPLANATIONS OF APPLICATION MATERIAL

Application – The application should be typed and completed with no information left blank. In google chrome “open with system viewer.”

Professional Résumé – The professional resume should include information regarding work, and community/volunteer experience. (Effective Fall 2015)

Narrative Statement – The narrative should discuss the experiences that precipitated your interest in social work. It should be typed following the APA style of writing (e.g., doubled-space, 12 font size, and Times New Roman font style). Be sure to sign your name at the bottom of the narrative statement.

Two Letters of Recommendation – The letters of recommendation should be written on letterhead and speak to the writer’s knowledge of your potential in becoming a social worker. All letters should be signed by the writer.

Transcript – A copy of the NCCU transcript should be included. An unofficial transcript is acceptable. Applicants should have a recorded cumulative GPA or at least one semester at NCCU before making application to the BSW program.

Essay – One of the core competencies in the BSW program is “Engage diversity and difference in practice.” “Social workers understand how diversity characterizes and shapes the human experience and is critical to the formation of identity. The dimensions of diversity are understood as the intersectionality of multiple factors including age, class, color, culture, disability, ethnicity, gender, gender identity and expression, immigration status, political ideology, race, religion, sex, and sexual orientation. Social workers appreciate that, as a consequence of difference, a person’s life experiences may include oppression, poverty, marginalization, and alienation as well as privilege, power, and acclaim” (CSWE, Educational Policy and Accreditation Standards, 2008). Write a two page paper (APA format) discussing your experiences/interactions with individuals who are different from you. Be clear and thoughtful in your discussion. (Effective Fall 2015)

BSW Plan Study – Include the BSW plan of study in your application packet. Highlight the courses you have satisfied and the courses you are enrolled in at the time you are making application to the BSW program. At the top of the plan of study, list your advisor’s name and if you are in the University College.

ADMISSION TO THE BSW PROGRAM ACCEPTANCE LETTER

Date:

Name
Address

Dear:

Congratulations! The Social Work Admissions Committee carefully reviewed your application materials and we are pleased to offer you full admission to the Bachelor of Social Work Program.

Admission to the Bachelor of Social Work Program represents a milestone towards becoming a professional social worker. In a few weeks we will send you additional information about the major, and the name and phone number of your academic advisor. Again congratulations.

Sincerely,

Blenda Crayton, PhD, MSW
BSW Program Director
Chair, Department of Social Work

CONDITIONAL ADMISSION LETTER TO THE BSW PROGRAM

Date:

Name
Address

Dear:

The Social Work Admissions Committee met and reviewed your application material. You have been granted conditional admission to the Bachelor of Social Work Program in the Department of Social Work. Before we can grant full admission, to the BSW Program, you must complete the item(s) listed below:

- Successfully complete one or both of the prerequisite courses (SOCW 2500 & SOCW 3410).
- Rewrite and resubmit personal narrative
- Submit a reference letter from an approved individual
- Unofficial transcript missing
- Other: _____

Please submit the item(s) listed above by _____ and contact your Department of Social Work advisor _____ regarding your conditional status.

Sincerely,

Blenda Crayton, PhD, MSW
BSW Program Director
Chair, Department of Social Work

LETTER OF DENIAL TO THE BSW PROGRAM

Date:

Name
Address

Dear:

The Social Work Admissions Committee met and reviewed your application material. I am sorry to inform you that your application for admittance to the BSW Program was not approved due to one or more of the items listed below.

- Combined grade point average (GPA) of 2.5 not met in the prerequisite courses (SOCW 2500 & SOCW 3410).
- Cumulative GPA below the minimum (2.0) Social Work Admission Index (SWAI) requirement
- Unacceptable personal narrative
- Unacceptable references
- Other: _____

Please contact the BSW Program Director _____ at _____ to schedule an appointment for advisement.

Sincerely,

Blenda Crayton, PhD, MSW
BSW Program Director
Chair, Department of Social Work

LIFE EXPERIENCE

LIFE EXPERIENCE

The NCCU Department of Social Work has instituted a policy of not granting credit for life or previous experience in lieu of the field practicum or other social work courses in the professional foundation area.

STUDENT ACADEMIC ADVISEMENT

STUDENT ACADEMIC ADVISEMENT

Freshman and Sophomore Years

All freshmen and sophomores are considered pre-social work majors until they are eligible to officially apply to the BSW program. In addition, freshmen and sophomores are advised by an advisor in NCCU's University College. The University College was designed to facilitate and enhance the successful transition of first-year experiences of all first-time freshmen and new undergraduate and transfer students. Once a student has satisfied the requirements of the University College they are transferred to the general University and assigned an advisor in their respective departments. Students are directed to the Department of Social Work by their advisor in the University College.

All social work students are advised by the full-time social work faculty. The BSW Program Director advises all social work seniors. While advisors have the responsibility of advising students on courses selected and all other academic matters; all students are encouraged to be active participants in the advisement process.

Faculty advisors are responsible for the following:

1. To be available to students during their posted hours and by appointment.
2. To prepare students for participation in the registration process (early and regular)
3. To provide students with the four-year curriculum guide
4. To be available during the drop-add period
5. To be available to discuss academic progress throughout the academic year
6. To complete with the student an advisement activity form
 - a. Date of advisement session
 - b. Purpose of advisement session
 - c. Brief summary of action taken
 - d. Signature of advisor and student required
 - e. File form in students' folder (located in Department Secretary's office).

**NORTH CAROLINA CENTRAL UNIVERSITY
COLLEGE OF BEHAVIORAL AND SOCIAL SCIENCES
DEPARTMENT OF SOCIAL WORK-BSW PROGRAM**

ADVISEMENT ACTIVITY SHEET

NAME OF STUDENT _____ ID# _____

PRE-SOCIAL WORK _____ FULLY ADMITTED _____ CONDITIONAL ADMIT _____

FACULTY ADVISOR _____ DATE _____

PURPOSE OF ADVISEMENT:

Program Overview (Program goals, curriculum, admission requirements, etc.) _____

Pre-registration _____ Course Changes (Add-Drop) _____

Assessment of Academic Progress _____ Discussion of Special Concerns and Needs _____

COURSES STUDENT AND ADVISOR AGREED UPON FOR _____ / _____
Semester Year

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

SUMMARY OF ACTION TAKEN:

Student's Signature _____ Date _____

Advisor's Signature _____ Date _____

BSW FOUR-YEAR CURRICULUM

FRESHMAN YEAR

<i>Fall Semester</i>		Credits	<i>Spring Semester</i>		Credits
ENG 1100	English Comp. I	3	ENG 1210	English Comp. II	3
SPAN 1152	Spanish III	3	MATH 1210	Finite Mathematics or MATH 1100 Elementary Statistics (Recommended)	3
MATH 1100	College Algebra Concepts Modeling and Technology or MATH 1080	3	PHYS 1210	The Language of Science or GEOG 2350 Earth Science	3
HEDU 1531	Health	2	HIST 1320	World Societies	3
PEDU 1541	Fitness	2	SOCI 2100	Principles of Sociology	3
HUSC 1521	Dimensions of Learning	2			
Total credits		15	Total credits		15

SOPHOMORE YEAR

<i>Fall Semester</i>		Credits	<i>Spring Semester</i>		Credits
BIOL 1100	General Biology	3	PHIL 2210	Ethics	3
SOCW 2500	Social Work as a Profession – Prerequisite course	3	SOW 3700	Human Diversity in Social Work Practice	3
PSY 2100	General Psychology	3	HIST 3510	African American History to 1865 or African American History since 1865 or HIST 1530 or 1540	3
HIST 2210	U.S. History to 1865 or HIST 2220 U.S. History since 1865	3	SOCW 3410	Social Welfare as an Institution – Prerequisite course	3
HUM 2410	Arts & Humanities I	3	POLS 2100	American Government	3
ECON 2200	Principles of Macroeconomics	3	Elective		3
Total credits		18	Total credits		18

JUNIOR YEAR

<i>Fall Semester</i>		Credits	<i>Spring Semester</i>		Credits
SOCI 4210	Demography or SOCI 2300 Social Problems	3	ENG 2105	Introduction to Tech Writing	3
ENG 1250	Elements of Speech	3	SOCW 3600	Human Behavior and Social Environment II	3
SOCW 3420	Social Policy and Community Resources	3	SOCW 3610	Interventive Methods in Helping Professions I	3
SOCW 4310	Introductory Statistics for Social Workers	3	SOCW 4300	Applied Research in Social Work	3
SOCW 3500	Human Behavior and Social Environment I	3	ENG 2340	Introduction to African American Literature	3
Total credits		15	Total credits		15

SENIOR YEAR

<i>Fall Semester</i>		Credits	<i>Spring Semester</i>		Credits
SOCW3620	Interventive Methods in Helping Professions II	3	SOCW 4410	Senior Seminar	3
SOCW 4400	Evaluative Methods in Social Work Practice	3	SOCW 4120	Field Practicum II	5
SOCW 4110	Field Practicum I	5	Electives		6
GEOG 2020	Geographical Information Systems	3			
Total credits		14	Total credits		14

BSW PROGRAM - CURRICULUM COMPONENTS

COMPONENT	COURSE NUMBER	COURSE TITLE	CREDIT HOURS
I – GENERAL EDUCATION	ENG 1100	English Composition I	3
	ENG 1210	English Composition II	3
	SPAN 1152	Spanish III	3
	MATH 1100	College Algebra Concepts: Modeling and Technology or MATH 1080	3
	MATH 1210 or MATH 1100	Finite Mathematics or Elementary Statistics	3
	BIO 1100	General Biology (non-majors)	3
	PHYS 1210 or GEOG 2350	The Language of Science (PHYS) or Earth Science (GEOG)	3
	HIST 1320	World Societies	3
	ECON 2200	Principles of Macroeconomics	3
	HUM 2410	Arts & Humanities	3
	ENG 2340	Introduction to African American Literature	3
	HEDU 1531	Health	2
	PEDU 1541	Fitness	2
	HUSC 1521	Dimensions of Learning	2
	ENG 1250	Elements of Speech	3
	ENG 2165	Introduction to Technical Writing	3
II – Non-Major Course Requirements	SOCI 2100	Principles of Sociology	3
	SOCI 4210	Demography or SOCO 2300 Social Problems	3
	POLSI 2100	American Government	3
	HIST 2210 or HIST 2200	U.S. History to 1865 (HIST 2210) or U.S. History since 1865 (HIST 2200)	3
	PSY 2100	General Psychology	3
	HIST 3510 or HIST 3520	African American History to 1865 (HIST 3510) or Since 1865 (HIST 3520) or HIST 1530 or 1540	3
	GEOG 2020	Geographical Informational Systems	3
	PHIL 2210	Ethics	3
III – Professional Social Work	SOCW 2500	Social Work as a Profession	3
	SOCW 3410	Social Welfare as an Institution	3
	SOCW 3420	Social Policy and Community Resources	3
	SOCW 3500	Human Behavior & Social Environment I	3
	SOCW 3600	Human Behavior & Social Environment II	3
	SOCW 3610	Interventive Methods in Helping Profession I	3
	SOCW 3620	Interventive Methods in Helping Profession II	3
	SOCW 3700	Human Diversity in Social Work Practice	3
	SOCW 4310	Introductory Statistics for Social Workers	3
	SOCW 4400	Evaluative Methods in Social Work	3
	SOCW 4300	Applied Research in Social Work	3
	SOCW 4410	Senior Seminar in Social Work	3
SOCW 4110	Field Practice & Experience I	5	
SOCW 4120	Field Practice & Experience II	5	
Suggested Elective	SOCW 4000	Child Welfare	3
Elective		Free Elective	3
Elective		Free Elective	3
Total Credit Hours			124

SOCIAL WORK PROFESSIONAL COURSE DESCRIPTIONS

SOCW 2500. Social Work as a Profession (3). This course is one of the two prerequisites to all subsequent social work courses and is designed to provide an introduction to the development, fields and knowledge and value base of the social work profession and the general principles underlying the process of giving and receiving help.

SOCW 3410. Social Welfare as an Institution (3). This course is a prerequisite to all subsequent social work courses. The course is designed to provide the student with a comprehensive introduction to the broad framework of social welfare activities and to social work as a profession. Students are introduced to the philosophy, values and methods of the social welfare system.

SOCW 3420. Social Policy and Community Resources (3) Prerequisites: SOCW 2500, SOCW 3410. This course examines the processes and issues associated with decision-making within the social welfare sector. The essential focus of the course is on various conceptual approaches to the solution of human problems within a market economy resulting from the unequal distribution of resources.

SOCW 3500. Human Behavior and the Social Environment (3) Prerequisites: SOCW 2500, SOCW 3410: An examination of bio-psycho-social determinants of behavior at each stage of the life course. This course focuses on the varying life course stages and levels of environmental influence on behavior.

SOCW 3600. Human Behavior and the Social Environment II (3) Prerequisites: SOCW 2500, SOCW 3410, SOCW 3500. This course employs systems theory and social entities such as culture, communities, and formal organizations. Groups and families are conceptualized as macro, mezzo, and micro systems that form the social environment of the individual. The course is based on the social work principle that human behavior and problems are determined by interaction between individuals and macro, mezzo and micro systems by which they are surrounded.

SOCW 3610. Interventive Methods in the Helping Professions (3) Prerequisites: SOCW 2500, SOCW 3410, SOCW 3420, SOCW 3500, SOCW 3600. Students must be fully admitted into the BSW program to enroll in this course. An introduction to the practice methods component of the social work concentration. The knowledge, skills and value orientations acquired serve as a basis for the field placement practicum. The course focuses upon the nature of social work as a field of study and its methods of intervention. The student is expected to develop a beginning conceptualization of the generic knowledge, values and skills essential to the practice of social work.

SOCW 3620. Interventive Methods in the Helping Professions II (3) Prerequisites: SOCW 2500, SOCW 3410, SOCW 3420, SOCW 3500, SOCW 3600, SOCW 3610. Students must be fully admitted into the BSW program to enroll in this course. A continuation of SOCW 3610. This course, which is taken simultaneously with SOCW 4110, serves as a technical laboratory for the integration and application of theory and practice for planned change.

SOCW 3700. Human Diversity and Social Work Practice (3). This course aims to provide students with knowledge and skills for social work practice with disadvantaged and oppressed people. Such people in the United States typically include people of color, women, people with disabilities, gay and lesbian people, and poor people. Students should leave this course with a better understanding not only of themselves, but also diverse groups and human behavior in the social environment (HBSE).

SOCW 4000. Child Welfare (3) Elective (For students who have been officially placed in a child welfare division of a department of social services to fulfill field education hours)

Prerequisites: SOCW 2500, SOCW 3410: This course is designed to introduce students to the field and practice of child welfare. The primary focus is upon the history, conceptual base, and practice skills essential to the field. Child welfare services are viewed as helping to support and stabilize families and where this is not possible provide healthy placements for children through foster care and adoption. The course is approved by the State Division of Social Services the North Carolina Child Welfare Education Collaborative.

SOCW 4110 and 4120. Field Experience and Practice I, II. (5, 5). Prerequisites: SOCW 2500, SOCW 3410, SOCW 3420, SOCW 3500, SOCW 3600, SOCW 3610, SOCW 3620, SOCW 3700: The two segments of this course provide a structured milieu through which the social work practice theory acquired in the classroom is applied to real people and problems. The student, via this practice experience is expected to begin to take on the adult role of the professional social worker. The process of socialization into this adult role is expected to cause the student to experience considerable growth as a person and as a professional social worker. The student is engaged in the process of assessing and integrating knowledge, values and ethics germane to the practice of social work.

SOCW 4300. Applied Research in Social Work. (3) Prerequisites: SOCW 2500, SOCW 3410, SOCW 3420. This course provides students an opportunity to build upon and sharpen the knowledge and skills acquired in lower level courses. As an upper-level course, it is structured as a classroom-based, supervised practicum in the design and implementation of research focused on issues relevant to social work practice. Classroom activities involve the analysis of topics germane to the implementation of social research, ethical guidelines, developing research questions and formulating hypotheses related to relevant social problems. Students will be expected to write a research proposal that will meet the ethical standards of social work and an institutional review board.

SOCW 4310. Introductory Statistics for Social Work. The purpose of this course is to provide students with a firm foundation in descriptive statistics, and inferential statistics. The course focuses upon the application of basic statistical concepts to issues related to social work theory and practice. Students will be introduced to the computer software SPSS and will learn how to code, enter and analyze data.

SOCW 4400. Evaluative Methods in Social Work Practice. Prerequisites: SOCW 2500, SOCW 3410, SOCW 3420, SOCW 3500, SOCW 3600, SOCW 3610, SOCW 3620, SOCW 3700, SOCW 4300, SOCW 4310. This course provides *hands-on* experiences with evaluating the outcomes of social work practice. Students apply basic research and statistical methods to the analysis of practice outcomes and to the evaluation of their own experience.

SOCW 4410. Senior Seminar in Social Work. Prerequisites: SOCI 4600, SOCW 2500, 3410, 3420, 3500, 3600, 3610, SOCW 3620, SOCW 3700, SOCW 4300, SOCW 4310, SOCW 4400. This course has a focus on macro systems while demonstrating the synergy between all levels of systems (micro, mezzo, and macro). The essential focus is upon the impact of social services programs, communities and organizations and activities related to minorities and at risk populations. Students will engage in a community project that will have an impact on organizations that serve individuals, families, or communities.

EVALUATIONS AND GRADING

COURSE EVALUATIONS

Students are evaluated at the end of each unit outlined on the syllabus for each social work course. The evaluative measures may consist of exams, quizzes, papers, individual and/or group presentations, debates, role play, group papers, etc. The evaluative methods are linked to program competencies and practice behaviors to assess the students' mastery of the content areas.

All written assignments will be evaluated not only on content, but also on correct use of grammar, spelling, formatting and citations. APA style will be required for all formal written assignments, which must be submitted in 12-point font size and Times Roman font style. In addition, formal written assignments include a cover page and text is double spaced.

GRADING GUIDELINES

The grading scale for the BSW program is listed below.

- 90 – 100 = A
- 80 – 89 = B
- 70 - 79 = C
- 60 – 69 = D
- Below 60 = A failing grade

“A” means a student is doing consistently outstanding work. The student attends class regularly, submits all assignments on time, participates in class discussion, group activities, and demonstrates a thorough understanding of course material and concepts. To receive an “A”, a student’s performance must be significantly and consistently above and beyond minimum exception for the course

“B” means a student is doing above average work. The student attend class regularly, submits all assignments on time, participates in class discussion, group activities, and demonstrates a good understand of course materials and concepts. To receive a “B”, a student’s performance must be consistently above and beyond the minimum expectations for the course

“C” means a student is doing acceptable work. The student may several absences, submits assignments late, not fully participate in class discussion and group activities, and/or may demonstrate a basic understanding of course material and concepts. To receive a “C”, a student’s performance must meet minimum expectations for the course.

“D” or “F” means a student is doing work that does not meet minimum expectations for the course and/or does not demonstrate a basic understanding of course material and concepts. Therefore, a course(s) will have to be repeated to earn a grade of “C” or better.

An “I” (incomplete) is only given if the student has successfully completed 75% of the course work. Before an “I” can be changed to a grade, the student must complete the assignments needed to satisfy the course requirements.

ACADEMIC GRADE APPEAL ***Revised Policy***

The grade appeal policy is intended to provide a standardized, formal process for undergraduate and graduate students to resolve instances of alleged unfair or improper treatment in academic matters. The policy seeks to protect both students and faculty from acts of caprice, while preserving the integrity of the teaching/evaluation process.

The policy is written to be consistent with the university's concern for due process through a system of appeals. A student is therefore allowed to remain in class during an appeal except when doing so would endanger human life or the integrity of the academic program.

Step 1: A student who believes that he or she has been graded unfairly or improperly must first schedule a conference with the concerned faculty member to attempt to arrive at an understanding and to resolve any differences in an informal, cooperative manner. The student must express the appeal clearly and listen to the instructor's rationale. The meeting should be scheduled within 10 calendar days of the incident, or two weeks after the grade is posted in Banner.

Step 2: If consultation with the instructor is impractical, or if the student is dissatisfied with the results of the initial conference with the instructor, the student should seek the assistance of the department chair within seven calendar days of meeting with the instructor. If the instructor involved is the department chair, or if a satisfactory solution is not reached, the student should seek the assistance of the Appeals Counselor. This contact should be made within seven days of the meeting with the department chair. The counselor's role is to guide the student through the remaining steps of the appeals process. In no way is the role of the counselor to be construed as that of advocate for either the student or the instructor.

Step 3: Upon conferring with the counselor, the student may choose to file a formal grievance.

Step 4: To file a formal grievance, the student must submit four copies of the formal written statement to the counselor. The appeal statement should include the following:

- (a) Date of incident,
- (b) Date of first meeting with instructor,
- (c) Details of rationale for changing grade or taking other corrective action, and
- (d) Copies of pertinent examinations, papers, and other relevant materials. (Students failing to meet these deadlines forfeit their right of appeal under this policy. Further, it is understood that only issues documented in the grievance statement will be considered at the hearing that follows. The appeal statement must be filed with the Appeals Counselor within 20 calendar days of the initial meeting with the instructor.

Step 5: After a formal appeal has been filed, the Appeals Counselor must, within four calendar days, forwards a copy of the student's appeal statement to the instructor, the instructor's immediate supervisor and to the chairperson of the Academic Integrity Committee.

Step 6: The chair of the Academic Integrity Committee shall convene a meeting of the board not sooner than seven and no later than 10 calendar days after receipt of the grievance statement. In a closed hearing, the student shall present the grievance, including any supporting evidence and pertinent arguments. Decisions by the appeals board shall be determined by majority vote by both faculty and student members. A tie vote shall be considered a vote in favor of the appeal.

Step 7a: If an appeal is determined to be unfounded at the hearing, the chair of the appeals board shall provide written notification of the fact to the student, the faculty member, and the immediate supervisor.

Step 7b: If an appeal is deemed valid, the board shall forward a written account of its deliberations, including recommendations for redress, to the Dean. The Dean shall take whatever action is deemed appropriate.

Step 8: Should either the student or the faculty member be dissatisfied with the decision of the Dean, a formal, written appeal may be made to the vice chancellor for academic affairs, who will review all written material and make final disposition of the appeal. This final appeal must be filed within seven calendar days of notification of the decision of the Dean.

Exceptions to the procedure

If the alleged grievance presents at the end of the fall, spring or summer sessions, the student must notify the concerned instructor, department chair and Appeals Counselor, in writing, of his/her intention to file an appeal. Appeals must be filed within 20 calendar days of the grade being posted on Banner or notify the concerned instructor and department chair, in writing, of an intention to appeal a grade when classes resume at the beginning of the next semester.

In the event that the aggrieved student is a graduating senior or graduate student, a separate process designed to expedite the matter will be followed. The latter process is described as follows:

Step 1: Conference with instructor

Step 2: Conference with department chair or Appeals Counselor

Step 3: Meeting with Appeals Board. To expedite the matter, the appeals board will establish a time to hear any grievance for which redress is sought. Such a time for hearing should be set not less than 24 hours before the graduation ceremony is scheduled to begin or before the beginning of the next semester.

The Appeals Counselor

A Grade Appeals Counselor shall be appointed by the Dean of CBSS. The Appeals Counselor is an ex-officio non-voting member of Grade Appeals hearings. Student members shall be nominated by the Department Chair to serve on the Academic Integrity Committee. The Dean of the College makes the final student appointment. Students serve a one year term; they can be re-nominated by their chair to serve a second term.

Academic Integrity Committee

Each Academic Integrity Committee consist of seven voting members — four faculty, three students and one nonvoting member, the appeals counselor. Each student board member will serve a one-year term, with the option of being appointed to a second term at the discretion of the appointing dean.

A chairperson for the appeals board shall be elected from among the faculty members. A secretary shall also be elected from among the board members. A quorum shall consist of five board members, including at least three faculty and two students.

Appeals board members are necessarily excluded from deliberations in which:

1. The board member is related to one of the two principals,
2. The board member is a departmental colleague of one of the principals,
3. The board member is enrolled in a course taught by one of the principals, or
4. The board member is one of the two principals involved.

All questions of scheduling and satisfying deadlines shall be adjudicated by the chair of the appeals board.

All records of the appeals board shall be kept in a file maintained and preserved by the board chair.

(Approved by faculty April 2013)

CLASS ATTENDANCE POLICY

UNDERGRADUATE CLASS ATTENDANCE POLICY

Students are expected to be present and on time at all regular class meetings and examinations for the classes for which they are registered. Each instructor is required to drop a student from the class roll when the student has been absent from class for the number of class meetings that equals a two-week period. Students representing the University on official business that will require absences beyond the two-week period must make pre-arrangements to be absent from classes at the specific request of their University sponsor.

For classes that meet twice (2 times) week, this means a student will be dropped after four (4) absences. For classes that meet three (3) times a week, this means the student will be dropped after six (6) absences.

The calculation of absences will begin at the date that the student officially registers for the class. Withdrawal grades for non-attendance are "NW" and "NF". A student who is dropped from a course after the last day to drop courses will receive a grade of "NF" which is treated the same as "F" in determining hours and grade points.

The student has the right to appeal the decision of the faculty member to drop him/her from the class roll as well as the assignment of the "NF" or "NW" grades through the Grade Appeal Policy.

Absences will not be designated as "excused" or "unexcused", therefore administrators from Student Health Services and the Division of Student Affairs will no longer write excuses for students' absences. Extenuating circumstances will be handled on an individual basis by the Division of Academic Affairs.

STUDENTS SUPPORT SERVICES FOR STUDENTS WITH DISABILITIES

Students with disabilities (physical, psychological, learning disability, etc.) who would like to request accommodations need to register with the Office of Student Support Services in Suite G20 in the Student Services Building or by contacting the Director at (919) 530-6325. If you are already registered in the office, you will need to return to the office **each semester** to review your information and receive updated accommodations.

ACADEMIC POLICY

ACADEMIC WARNING PROBATION, SUSPENSION, RE-ADMISSION

ACADEMIC WARNING

Any undergraduate student whose GPA falls below 2.0 for any semester will receive a letter of warning from the Dean of the College or School in which the student's academic program is housed.

PROBATION

Students who fail to maintain the required grade point averages for probation (Column 1) will incur the following penalties:

1. The first failure to meet the required grade point averages for the number of hours attempted will result in probation. The probationary status will be recorded on the student's transcript. The appropriate dean will send a letter notifying the student that he/she is on probation.
2. A second probation will result in suspension for one academic semester. After one semester, the student is eligible to apply for re-admission under the conditions cited in the section of this policy entitled "Re-admission."
3. The third time a student is placed on probation he/she will be suspended for one academic year. After one year, the student is eligible to apply for re-admission under the conditions cited in the section of this policy entitled "Re-admission."

SUSPENSION

A student whose GPA falls below the required minimum grade point average for suspension (Column 2) for the number of hours attempted will be suspended. The first time the student fails to meet the criteria, he/she will be suspended for one semester. After one semester, the student is eligible to apply for readmission under the conditions cited in the section of this policy entitled "Re-admission." Students suspended for a second time will be suspended for one year. After one year, the student may apply for re-admission under the conditions cited in the section entitled "Re-admission."

RE-ADMISSION

A student who has been suspended for failure to meet the University's Satisfactory Progress Standards will be eligible for re-admission (1) if his/her academic record is improved to a level which conforms to the probation standards (Column 1) for the number of hours attempted or, (2) if the University Academic Appeals Committee rules to reinstate the student. Improvement of a suspended student's academic record may be achieved only by enrolling in summer session classes at NCCU or through other NCCU approved instructional vehicles.

Adequate progress toward graduation is specified by the university (Tables 1 & 2). A student whose grade point average falls below the number stated in column 2 according to the stipulation stated in item 2 will be placed on academic suspension.

Table 1

UNIVERSITY PROBATION AND SUSPENSION

	<u>Column 1</u>	<u>Column 2</u>
Total Hours attempted at NCCU GPA Plus Hours Transferred from Other Institutions	Probation GPA	Suspension
00-18 less than	1.5	No Minimum
19-39 less than	1.7	1.3
40-69 less than	1.8	1.5
70-96 less than	1.9	1.7
97-123 less than	2.0	1.9
123- less than	2.0+	2.0

Table 2

SOCIAL WORK PROGRAM PROBATION AND SUSPENSION

	<u>Column 1</u>	<u>Column 2</u>
Total Hours Attempted at NCCU GPA Plus Hours Transferred from Other Institutions	Probation GPA	Suspension
24-56 less than	1.9	1.8
57-69 less than	2.0	1.9
70-96 less than	2.5	2.0
97-123 less than	2.5	2.0
120- less than	2.5	2.0

TERMINATION

STUDENT CONDUCT AND ETHICAL BEHAVIOR POLICY

Students in the Department of Social Work are bound by our student conduct and ethical behavior policy, which is based upon the NASW Code of Ethics. Based upon this policy, a student's enrollment may be terminated for the following reasons:

1. Violation of the NASW Code of Ethics: Students are responsible for being familiar with the NASW Code of Ethics (Student Handbook, p. 48).
2. Presenting oneself in such a way as to be rejected by three different agencies for practicum placement.
3. A pattern of complaints that indicates the student is unable to engage clients in such a way as to form a professional and helpful relationship (e.g., being unable or unwilling to demonstrate nonjudgmental attitude, unable or unwilling to allow client self-determination).
4. A pattern of complaints that indicates the student is unable to work within agency policies and procedures, when such policies and procedures are not in violation of professional social work values and/or code of ethics (e.g., failure to meet generally accepted standards of professional conduct, personal integrity or emotional stability, inability to engage in a supervisory relationship with an assigned field instructor including an inability to follow supervisory guidance, directives, or instructions; inappropriate or disruptive behavior toward colleagues, faculty, or staff, whether at school or within field placement).
5. A pattern of complaints that indicates the student's behavior does not reflect a standard of objectivity suitable to the profession (e.g., failure to maintain professional boundaries with clients, over identification or other behaviors with clients for personal advantage).
6. Engage in behavior that renders the student ineligible for licensing in the State of North Carolina for membership in the National Association of Social Workers (NASW) or for certification by the NASW.

TERMINATION CRITERIA FOR ACADEMIC PERFORMANCE

Termination criteria for academic performance include:

1. Falling below the minimum grade point average as determined by University Policy (NCCU Undergraduate Catalog, p. 93)
2. Falling below the minimum social work grade point average (2.0) as determined by the NCCU Social Work Program
3. Inadequate oral communication skills that fall below acceptable professional standards.

4. Inadequate written communication skills that fall below acceptable professional standards.
5. Academic dishonesty-violation of University Academic Honor Code (NCCU Undergraduate Catalog, p. 86)
6. Excessive Absenteeism - Violation of University Attendance Policy without written permission from the Department of Social Work.
7. Failure to carry out academic assignments required for Field Placement Seminar, i.e., agency study, student learning contract, submission of time sheets, etc. by the established due dates for the field seminar, or the negotiated dates for a student with extenuating circumstances.

TERMINATION CRITERIA FOR NON-ACADEMIC PERFORMANCE

Students who have been accused of violating the Department's Student Conduct and Ethical Behavior Policy are referred to the Department's Student Review and Appeals Committee. The Committee is made up of the Program's administrative staff which includes the chairperson of the department, the undergraduate program director, the director of field education, two faculty members, and student representation from the undergraduate program. The Committee will review a written complaint stating the specific violations and evidence supporting the allegation(s). After careful review of all relevant information, the Committee, by a majority vote will render a decision regarding the student's termination.

If the Committee determine that the student's personal or professional conduct is such as to render him/her an undesirable member of the professional community, the Committee may dismiss the student from the Program. The decision to terminate may be appealed to the Dean of the College of Behavioral and Social Sciences only on the grounds of gross error in procedure, material violation of the student's rights, new evidence unavailable at the time of the review, or extreme bias on the part of the Committee. Appeals may be filed based on disagreement with the Committee's decision. The decision will be communicated to the student in writing by the BSW Program Director and/or the Chair of the Department.

Termination for non-academic performance and behavior include:

1. Inadequate interpersonal relationship and/or helping skills in field placement that is harmful to the client systems.
2. Lack of adherence to professional social work values and ethics included in the NASW Code of Ethics (BSW Program Student Handbook, p. 48).
3. Mental/emotional instability that interferes with the educational process in the classroom or impairs performance in field placement based on documentation and professional assessment by a licensed mental health consultant.

EXCESSIVE CREDIT HOURS

EXCESSIVE CREDIT HOURS

Any student who has attempted more than 168 hours toward a single undergraduate degree will be dismissed from the University. Students who are working toward two undergraduate degrees simultaneously may register for hours in excess of 168 only with special permission from the appropriate dean. Attempted hours also include courses graded "WC", "NW", "NF", "W" and "I". Deans may also make exceptions in cases where students have transferred more than 44 hours from other institutions. In these cases, only transfer hours that apply toward the NCCU major will count toward the 168 hours attempted.

Students who fail to achieve the grade point averages required for the number of hours attempted will be notified of their suspensions within one week after grade reports are mailed at the end of the Spring semester. A student must notify the Chairperson of the University Academic Appeals Committee of his/her intent to appeal within 30 days after grades are mailed for the spring semester. A student who wishes to appeal his/her suspension must write the Chairperson of the University Academic Appeals Committee, stating the basis for the appeal and including any documentation necessary to support the appeal.

Students whose written appeals were reviewed by the committee without a hearing and those who have completed an appeal hearing will be notified, in writing, prior to the first day of classes for the subsequent fall semester, of the action of the University Academic Appeals Committee.

Please refer to the NCCU Undergraduate Catalog (p. 99) for more information regarding excessive credit hours.

STUDENT TRANSFER POLICY

TRANSFER OF CREDIT

All work accepted for transfer credit must be at least "C" and will be treated as semester hours earned. The grades a student earned on transferred work will not be recorded on the academic transcript of the student's work at NCCU and will not count toward the student's grade point average (GPA). However, the transferred hours will count toward the maximum of 168 semester hours that a student may attempt as an undergraduate.

Students transferring from a two-year institution may receive up to a total of 64 semester hours of academic credit from all institutions attended. Extension courses, advanced placement, CLEP credit and military service credit are included in this maximum.

Students who transfer from a four-year accredited institution may receive any number of semester hours of academic credit from all four-year institutions attended. These students, however, must meet the 30 semester hour residency requirement before receiving their degrees from North Carolina Central University.

Students who transfer to NCCU and who request financial aid must also submit for evaluation an official financial aid transcript from all schools attended previously.

Transfer students who have earned an Associate in Art (A.A.) or Associate in Science (A.S.) degree are encouraged to apply to the NCCU's Department of Social Work. Coordinating efforts are made with community colleges to ensure that they take the equivalent of our Critical Foundations in Arts and Sciences curriculum and our Social and Behavioral Science Foundation component while enrolled at the two year institution.

Transfer students from four year colleges are assessed on an individual basis in reference to evaluation of transfer clients. Students transferring from social work program accredited by the Council on Social Work Education may receive credit for comparable social work courses where they received a "C" grade or higher. The practice courses and field practicum will not be accepted as transfer credits. Prior work experience will not be accepted as social work course credits or in lieu of the field practicum.

COMMENCEMENT POLICY

COMMENCEMENT EXERCISES

Because the annual Commencement exercises are held in recognition and celebration of the earning of degrees, only those persons who have satisfactorily completed all of the requirements for their respective degrees, including all financial obligations, and who have been officially certified for graduation, will be allowed to participate in the Commencement Exercises. Commencement exercises are held in December and in May. Students should refer to the NCCU Undergraduate Catalog (p.103) for detailed information regarding commencement exercises. There are no exceptions to this policy.

PROFESSIONAL ORGANIZATIONS

NCCU SOCIAL WORK SOCIETY - (SOCIAL WORK MAJORS)

NATIONAL SOCIAL WORK HONOR SOCIETY
(NU GAMMA CHAPTER OF PHI ALPHA)

TRIANGLE ASSOCIATION OF BLACK SOCIAL WORKERS (TABSS)

**CONSTITUTION OF THE
NORTH CAROLINA CENTRAL UNIVERSITY
SOCIAL WORK SOCIETY**

PREAMBLE

The North Carolina Central University Social Work Society shall serve as a forum for the planning, coordination, and conducting of extra-classroom activities, designed to broaden the educational experiences of students enrolled in the BSW Program. In carrying out this purpose, the Society will address the unique educational and interpersonal needs of students who are pre-social work and social work majors, as they are socialized into the role of the professional generalist social worker.

The Society will seek to fulfill its purposes by meeting the following objectives:

1. To provide a means for social work students to have input in academic planning by selecting a student to serve on the Department's Student Review and Appeals Committee, and the Social Work Advisory Board.
2. To provide a means for social work students to be involved in the selecting of students in the social work program by electing a student to serve on the Social Work Student Review and Appeals Committee.
3. To serve as a forum through which University and program issues of special interest to social work students can be identified and articulated.
4. To serve as a forum for the coordination of research and scholarly activities designed to develop a deeper understanding of and add to the conceptual and knowledge bases of social work as a profession.
5. To facilitate and encourage interaction and fellowship among social work students to promote communication regarding problem solving, accessing resources, and socialization to the profession.

ARTICLE 1:

NAME

This organization shall be known as the North Carolina Central University Social Work Society, hereafter called the Society.

ARTICLE II:

MEMBERSHIP

The membership of the Society shall consist of students officially enrolled at NCCU, who are pre-social work students, or social work majors who have been officially accepted into the social work program. There shall be no size limitation of the membership of the Society.

ARTICLE III:

OFFICERS

The officers of the Society shall be a President, Vice President, Secretary, Treasurer, and Parliamentarian. All of the members of the Society who are in good standing (regular attendance of meetings and regular payment of dues) are eligible to hold office. The term of the office shall be one academic year. The election of officers shall take place during the first week in April of each academic year. The duties and responsibilities of officers are as follows:

1. **President** - Providing overall leadership for the Society, its activities and programs; conduction of Society's meetings; appointing members to standing committees,
2. **Vice President** - Assisting the President in carrying out the Society's programs and activities; conducting the Society's meetings in the absence of the President; chairing of the executive committee.
3. **Secretary** - Taking the minutes of all the Society's meetings; keeping a permanent record of all meetings and other activities of the Society; sending and receiving the Society's communications.
4. **Treasurer** - Transacting the financial affairs of the Society, i.e., the collection of dues, keeping accurate records of the Society's funds, depositing and withdrawing funds from the Society's bank account.
5. **Parliamentarian** - The Parliamentarian shall be knowledgeable of Robert's Revised Rules of Order, and to use this as guidelines to govern meetings.

ARTICLE IV:

EXECUTIVE COMMITTEE

The Executive Committee shall consist of the officers of the Society - President, Vice President, Secretary, Treasurer, and Parliamentarian. The Executive Committee may act in place of the Society in decision-making matters whenever it is inconvenient or impossible for the Society as a whole to meet. The President will conduct the meetings of the Executive Committee.

ARTICLE V:

MEETINGS

Meetings will be held on the second and fourth Wednesdays of each month at 12:00 noon.

ARTICLE VI:

FINANCE

The Society's funds will be deposited by the Treasurer in a Special Bank Account or in the University's Cash Management Office, withdrawn only by the Treasurer with the authorizing signatures of both the President and the Treasurer. Membership dues will be an annual fee of \$5.00.

ARTICLE VII:

AMENDMENTS

Amendments to the Constitution may originate from any member of the Society. A written statement of the proposed amendment is submitted to the Constitutional Committee. The Constitutional Committee receives the proposed amendment and after careful consideration makes a decision as to the merits of the proposed amendment. The committee may either vote to reject the amendment, or vote to accept the amendment, then passing it on to the full membership for confirmation. The amendment then must receive two-thirds vote from the entire membership in order to become effective. The amendment shall be reported to the Office of Student Affairs.

ARTICLE VIII:

FACULTY ADVISOR

The faculty advisor to the Society shall be any full-time faculty person who has primary teaching or administrative responsibility in the Department of Social Work. This person is to be selected by the membership of the Society.

BY-LAWS

1. Membership - The Society is committed to the concept of equality and in its membership selection process based on age, race, religion, national origin, sexual preference or disability.
2. Expulsion Procedure - Membership in the Society may be terminated for any of the following reasons:
 - a) The member is dismissed from the Department of Social Work.
 - b) The member misses five consecutive meetings without notification.
 - c) The member refuses to pay dues for one academic year.
 - d) The member is expelled from the University for academic or non-academic reasons.

ARTICLE IX:

STANDING COMMITTEES

Standing Committees - the standing committees for the Society shall be as follows:

1. **Fund Raising Committee** - Responsible for activities and programs to raise funds to support the Society's programs.
2. **Public Relations Committee** - Responsible for the communication of the Society's activities to the University community and to the broader community outside the University. Also responsible for designing and constructing a regular display on one of the Program's bulletin boards.
3. **Social Activities Committee** - Responsible for the planning of social activities for the purpose of facilitating fellowship among Society members.
4. **Academic Forum Committee** - Responsible for the planning of scholarly activities designed to broaden the membership's knowledge and value bases. These activities shall include encouraging the writing of scholarly papers by Society members, planning of speakers, and the designing of research projects to study special community problems related to Human Services Delivery Systems.
5. **Constitutional Committee** - Responsible for receiving proposed amendments to the constitution and making recommendations to the full membership of the Society.

ARTICLE X:

PARLIAMENTARY PROCEDURES

1. The proceedings of the Society's meetings shall be governed by parliamentary procedures as outlined in Robert's Rules of Order.
2. One-half of the total membership present will constitute a quorum necessary to do business.

ARTICLE XI:

NON-DISCRIMINATION POLICY

We support the protections available to members of the organization under all applicable Federal Laws.

North Carolina Central University is committed to the principles of affirmative action and nondiscrimination. The University welcomes diversity in its student body, faculty, staff, and administration. It admits, hires, evaluates, promotes, and rewards on the basis of needs of the University and relevant performance criteria without regard to race, gender, age, disability, national origin, ethnicity, veteran's status, religion, sexual orientation, or lifestyles. It actively promotes respect of each individual.

In addition to those individuals already formally affiliated with the University, these affirmative action, non-discrimination principles are applied equally to all applicants for admission to any of the University's academic programs and to all applicants for employment by the University in any of its enterprises. The University maintains an Affirmative Action Officer, Affirmative Action/Non-Discrimination Committee, and a system for addressing concerns relating to affirmative action and non-discrimination principles.

Faculty Advisor – Dr. Larry Williams

CONSTITUTION OF THE NATIONAL SOCIAL WORK HONOR SOCIETY

Phi Alpha Honor Society
North Carolina Central University
Department of Social Work – Nu Gamma Chapter
1801 Fayetteville Street
Durham, NC 27707

Eager to promote a closer bond among students of social work and to enter into more intimate fellowship with those dedicated to the promotion of humanitarian goals and ideals by a professional group which quality educational preparation is deemed imperative, students and faculty involved in social work education at (name of your university) resolve to sponsor a Chapter of Phi Alpha National Honor Society, thereby to foster high standards of education for social work and to invite into membership those who have attained excellence of scholarship and distinction of achievement as students of social work.

ARTICLE I

THE SUPREME LAW

The Nu Gamma Chapter of Phi Alpha shall be affiliated with the organization known as Phi Alpha Honor Society and to its National Council. The Constitution, membership and program shall be consistent with the Constitution and Statutes of the national organization.

ARTICLE II

PURPOSES

The purpose of this chapter of Phi Alpha shall be:

1. To recognize and promote scholastic achievement among students and faculty involved in the undergraduate or graduate social work program at North Carolina Central University.
2. To recognize, improve and further the goals of social work in the community, state, nation and world.
3. To stimulate interest in preparation for a career in social work.
4. To encourage continued study and research at the undergraduate level, the graduate level, and in professional practice.
5. To recognize those professional social workers and others whose service, contributions and leadership are held in esteem.

ARTICLE III

GOVERNMENT

1. To supreme governing body shall be the National Council as defined in the National Constitution.
2. The governing body of this Chapter shall be the duly elected officers and the Executive Committee as defined in the By-Laws.

ARTICLE IV

MEMBERSHIP

1. Any undergraduate or graduate social work student at North Carolina Central University who meets the qualifications set forth in the By-Laws shall be eligible for active membership.
2. Faculty members having an official connection with the social work curriculum may be granted membership upon invitation of the Executive Committee and approval of the Chapter membership.
3. Honorary membership may be granted to professional social workers and others whose support of social work education and practice merit such recognition.

ARTICLE V

INSIGNIA

1. The official logo of the society shall be the Phi Alpha Key which was approved by the National Honor Society Committee. The key shall be issued to and worn only by members of the society.
2. Colors of the society shall be blue and gold as established by the National Honor Society Committee. Royal blue and light gold are preferred.
3. Certificates of membership shall be issued to all new members at the chapter's initiation ceremony.

ARTICLE VI

MEETINGS

Chapter meetings shall be held a minimum of two times during the academic year.

ARTICLE VII

CONSTITUTIONAL AMENDMENTS

1. This Constitution may be amended by a majority vote of the Executive Committee and upon ratification by a three-fourths vote of the active chapter membership.
2. Amendments may be proposed to the Executive Committee by any active member of the chapter.

Faculty Advisor: Dr. Gertrude Jackson

Department of Social Work Honors

The Audrey E. Johnson Award for Academic Excellence

The John B. Turner Award for Outstanding Leadership

Excellence in Field Practicum Experience

Student Professional Development

TRIANGLE ASSOCIATION OF BLACK SOCIAL WORKERS

The Triangle Association of Black Social Workers meets on the campus of NCCU in Room 201-B of the Edmonds Classroom Building on the second Saturday of each month. All pre-social work students and social work majors are encouraged to join. A nominal student membership fee entitles the student to membership in this Chapter as well as the N.C. State Association of Black Social Workers, and the National Association of Social Workers.

**CONSTITUTION OF THE
NORTH CAROLINA CENTRAL UNIVERSITY SOCIAL WORK ADVISORY BOARD**

PREAMBLE

The North Carolina Central University Social Work Advisory Board shall serve in an advisory capacity to the Social Work Program within the Department of Social Work at North Carolina Central University. In carrying out this purpose the Board will act as an advisory forum for the planning, coordination and conducting of activities designed to broaden the educational experiences of students enrolled in the Social Work Program.

The Advisory Board will seek to fulfill its' purpose by meeting the following objectives:

- To provide a major source of professional input from the social work practice sector.
- To assist the Social Work Program in keeping abreast of current trends and needs of social work delivery program.
- To serve as professional role models for students within the Social Work Program and to help facilitate their socialization into the role of generalist social work practitioner.
- To serve as a major linkage between the instructional and practice aspects of the teaching/learning process.

ARTICLE I

NAME

This organization shall be known as the North Carolina Central University Social Work Advisory Board, an affiliate of the NCCU Undergraduate and Master of Social Work Program, hereafter called the Board.

ARTICLE I

MEMBERSHIP

The membership shall consist of representatives from the community's social service systems, the social work faculty and the social work students. The total membership will consist of a minimum of eleven (11) and not more than fifteen (15) members including social work faculty, social work professional practitioners and four full-time social work students (two BSW students and two representatives from the MSW program).

This committee will represent the following service delivery systems, such as, but not limited to:

- Public Assistance and related programs
- Child Welfare
- Mental Health and related programs
- Vocational Rehabilitation
- Corrections including juvenile and/or adult divisions
- Private, non-profit social service agencies
- Medical and Health services
- School Social Work Programs
- Housing
- Social Work Professor (outside of NCCU)

The process of becoming members is through invitation with the concurrence of the Board with exclusion of students that are voted to board by classmates. The term of tenure for the membership shall be in a rotating basis for a period of two to four years. Students will elect their own

representatives from their respective program. The tenure for students will initially be for a one year term, however, the student may be re-elected for another one year term by his/her class.

ARTICLE III

AMENDMENTS

Amendments to the Constitution may originate from any member of the Board. A written statement of the proposed amendment is submitted to the Executive Committee. The Executive Committee receives the proposed amendment and after careful consideration, makes a decision as to the merits of the proposed amendment. The committee will make a recommendation to the Board. The amendment must receive sixty percent of the vote from the active membership in order to become effective.

BY-LAWS

1. *Membership* - The Board is committed to the concept of equality and shall not discriminate in its membership selection process based upon race, national origin, sexual orientation, religion, sex, age, or disability.
2. *Expulsion Procedure* - Membership on the Board may be terminated for any of the following reasons:
 - The member misses (3) consecutive meetings without notification.

ARTICLE IV

OFFICERS

The officers of the Board shall be President, Vice President, Secretary/Treasurer, and Parliamentarian. All members of the Board who are in good standing (regular attendance of meetings) are eligible to hold office. The election of officers shall take place annually during the April meeting each academic year. The duties and responsibilities of officers are as follows:

- **President**- Providing overall leadership for the Board and its activities and programs; conduction of Board's meetings and appointing members to standing committees.
- **Vice President**- Assisting the President in carrying out the Board's programs and activities; conducting the Board's meeting in the absence of the President; and chairing of the executive committee.
- **Secretary**- Taking the minutes of all the Board's meetings, keeping a permanent record of all the meetings and other activities of the Board, sending and receiving the Board's communications, and keeping accurate records of the Board's funds.

ARTICLE V

EXECUTIVE COMMITTEE

The Executive Committee shall consist of the officers of the Board: President, Vice President, Secretary, and faculty member. The Executive Committee may act in place of the Board in decision making matters whenever it is inconvenient or impossible for the Board as a whole to meet. The Vice President will conduct the meetings of the Executive Committee.

ARTICLE VI

MEETINGS

Meetings will be held monthly from September through May.

ARTICLE VII

STANDING COMMITTEES

Standing Committees: The standing committees for the Board shall be as follows:

Agency/University Coordinating Committee

Responsible for providing major input to the faculty concerning current issues and trends in social service delivery systems. This input will include potential agencies to be used by the program for Field Instruction.

To advise the Director of Field Education and faculty concerning the facilitation of linkages between the instructional and practice aspects of the teaching/learning process. The primary purpose of this committee is to devise ways of including field instructors in the instructional process at all levels.

Employment/Career Committee

Responsible for assisting with an annual career day seminar which presents careers associated with the social work profession. The committee will function as a resource to help senior students develop career profiles, plan a career day and employment goals. The committee will assist with the planning of a ceremony to present social work certificates to students successfully completing the Social Work Program.

ARTICLE VIII

PARLIAMENTARY PROCEDURES

The proceedings of the Board's meeting shall be governed by parliamentary procedures as outlined in Robert's Revised Rules of Order. A quorum of the membership is necessary to do business

SOCIAL WORK ADVISORY BOARD MEMBERS

(2010-2011 AY)

Bill Taub – President

John Ervin

Carlton Ruther Rutherford

Rachel Dizney

Shani Foy-Watson

Dr. Mazella Hall

Mabell Hill

Andrea Murray-Litchman

Lyonne Moore

Cathy Walsh - Student Representative

Craig Pederson - Student Representative

Andrell Byers – Student Representative

NASW CODE OF ETHICS

ETHICAL STANDARDS

The following ethical standards are relevant to the professional activities of all social workers. These standards concern (1) social workers ethical responsibilities to clients, (2) social workers ethical responsibilities to colleagues, (3) social workers ethical responsibilities in practice settings, (4) social workers ethical responsibilities as professionals, (5) social workers ethical responsibilities to the social work profession, and (6) social workers ethical responsibilities to the broader society.

Some of the standards that follow are enforceable guidelines for professional conduct, and some are aspirations. The extent to which each standard is enforceable is a matter of professional judgment to be exercised by those responsible for reviewing alleged violations of ethical standards.

1. Social Workers Ethical Responsibilities to Clients

1.01 Commitment to Clients

Social workers primary responsibility is to promote the well-being of clients. In general, clients' interests are primary. However, social workers responsibility to the larger society or specific legal obligations may, on limited occasions, supersede the loyalty owed clients, and clients should be so advised. (Examples include when a social worker is required by law to report that a client has abused a child or has threatened to harm self or others.)

1.02 Self Determination

Social workers respect and promote the right of clients to self-determination and assist clients in their efforts to identify and clarify their goals. Social workers may limit clients' right to self-determination when, in the social workers professional judgment, clients' actions or potential actions pose a serious, foreseeable, and imminent risk to themselves or others.

1.03 Informed Consent

- (a) Social workers should provide services to clients only in the context of a professional relationship based, when appropriate, on valid informed consent. Social workers should use clear and understandable language to inform clients of the purpose of the services, risks related to the services, limits to services because of the requirements of a third-party payer, relevant costs, reasonable alternatives, clients' right to refuse or withdraw consent, and the time frame covered by the consent. Social workers should provide clients with an opportunity to ask questions.
- (b) In instances when clients are not literate or have difficulty understanding the primary language used in the practice setting, social workers should take steps to ensure clients' comprehension. This may include providing clients with a detailed verbal explanation or arranging for a qualified interpreter or translator whenever possible.
- (c) In instances when clients lack the capacity to provide informed consent, social workers should protect clients' interests by seeking permission from an appropriate third party, informing clients consistent with the clients' level of understanding. In such instances social workers should seek to ensure that the third party acts in a manner consistent with clients' wishes and interests. Social workers should take reasonable steps to enhance such clients' ability to give informed consent.
- (d) In instances when clients are receiving services involuntarily, social workers should provide information about the nature and extent of services and about the extent of clients' right to refuse service.

- (e) Social workers who provide services via electronic media (such as computer, telephone, radio, and television) should inform recipients of the limitations and risks associated with such services.
- (f) Social workers should obtain clients' informed consent before audio taping or videotaping clients or permitting observation of services to clients by a third party.

1.04 Competence

- (a) Social workers should provide services and represent themselves as competent only within the boundaries of their education, training, license, certification, consultation received, supervised experience, or other relevant professional experience.
- (b) Social workers should provide services in substantive areas or use intervention techniques or approaches that are new to them only after engaging in appropriate study, training, consultation, and supervision from people who are competent in those interventions or techniques.
- (c) When generally recognized standards do not exist with respect to an emerging area of practice, social workers should exercise careful judgment and take responsible steps (including appropriate education, research, training, consultation, and supervision) to ensure the competence of their work and to protect clients from harm.

1.05 Cultural Competence and Social Diversity

- (a) Social workers should understand culture and its function in human behavior and society, recognizing the strengths that exist in all cultures.
- (b) Social workers should have a knowledge base of their clients' cultures and be able to demonstrate competence in the provision of services that are sensitive to clients' cultures and to differences among people and cultural groups.
- (c) Social workers should obtain education about and seek to understand the nature of social diversity and oppression with respect to race, ethnicity, national origin, color, sex, sexual orientation, age, marital status, political belief, religion, and mental or physical disability.

1.06 Conflicts of Interest

- (a) Social workers should be alert to and avoid conflicts of interest that interfere with the exercise of professional discretion and impartial judgment. Social workers should inform clients when a real or potential conflict of interest arises and take reasonable steps to resolve the issue in a manner that makes the clients' interests primary and protects clients' interests to the greatest extent possible. In some cases, protecting clients' interests may require termination of the professional relationship with proper referral of the client.
- (b) Social workers should not take unfair advantage of any professional relationship or exploit others to further their personal, religious, political, or business interests.
- (c) Social workers should not engage in dual or multiple relationships with clients or former clients in which there is a risk of exploitation or potential harm to the client. In instances when dual or multiple relationships are unavoidable, social workers should take steps to protect clients and are responsible for setting clear, appropriate, and culturally sensitive boundaries. (Dual or multiple relationships occur when social workers relate to clients in more than one relationship, whether

professional, social, or business. (Dual or multiple relationships can occur simultaneously or consecutively.)

- (d) When social workers provide services to two or more people who have a relationship with each other (for example, couples, family members), social workers should clarify with all parties which individuals will be considered clients and the nature of social workers professional obligations to the various individuals who are receiving services. Social workers who anticipate a conflict of interest among the individuals receiving services or who anticipate having to perform in potentially conflicting roles (for example, when a social worker is asked to testify in a child custody dispute or divorce proceedings involving clients) should clarify their role with the parties involved and take appropriate action to minimize any conflict of interest.

1.07 Privacy and Confidentiality

- (a) Social workers should respect clients' right to privacy. Social workers should not solicit private information from clients unless it is essential to providing services or conducting social work evaluation or research. Once private information is shared, standards of confidentiality apply.
- (b) Social workers may disclose confidential information when appropriate with valid consent from a client or a person legally authorized to consent on behalf of a client.
- (c) Social workers should protect the confidentiality of all information obtained in the course of professional service, except for compelling professional reasons. The general expectation that social workers will keep information confidential does not apply when disclosure is necessary to prevent serious, foreseeable, and imminent harm to a client or other identifiable person or when laws or regulations require disclosure without a client's consent. In all instances, social workers should disclose the least amount of confidential information necessary to achieve the desired purpose; only information that is directly relevant to the purpose for which the disclosure is made should be revealed.
- (d) Social workers should inform clients, to the extent possible, about the disclosure of confidential information and the potential consequences, when feasible, before disclosure is made. This applies whether social workers disclose confidential information based on a legal requirement or client consent.
- (e) Social workers should discuss with clients and other interested parties the nature of confidentiality and limitations of clients' right to confidentiality. Social workers should review with clients, circumstances where confidential information may be requested and where disclosure of confidential information may be legally required. This discussion should occur as soon as possible in the social worker-client relationship and as needed throughout the course of the relationship.
- (f) When social workers provide counseling services to families, couples, or groups, social workers seek agreement among the parties involved concerning each individual's right to confidentiality and obligation to preserve the confidentiality of information shared by others. Social workers should inform participants in family, couples, or group counseling that social workers cannot guarantee that all participants will honor such agreements.
- (g) Social workers should inform clients involved in family, couples, marital, or group counseling of the social worker's, employer's, and agency's policy concerning the social worker's disclosure of confidential information among the parties involved in the counseling.

- (h) Social workers should not disclose confidential information to third-party payers unless clients have authorized such disclosure.
- (i) Social workers should not discuss confidential information in any setting unless privacy can be ensured. Social workers should not discuss confidential information in public or semipublic areas such as hallways, waiting rooms, elevators, and restaurants.
- (j) Social workers should protect the confidentiality of clients during legal proceedings to the extent permitted by law. When a court of law or other legally authorized body orders social workers to disclose confidential or privileged information without a client's consent and such disclosure could cause harm to the client, social workers should request that the court withdraw the order or limit the order as narrowly as possible or maintain the records under seal, unavailable for public inspection.
- (k) Social workers should protect the confidentiality of clients when responding to requests from members of the media.
- (l) Social workers should protect the confidentiality of clients' written and electronic records and other sensitive information. Social workers should take reasonable steps to ensure their clients' records are stored in a secure location and that clients' records are not available to others who are not authorized to have access.
- (m) Social workers should take precautions to ensure and maintain the confidentiality of information transmitted to other parties through the use of computers, electronic mail, facsimile machines, telephones and telephone answering machines, and other electronic or computer technology. Disclosure of identifying information should be avoided whenever possible.
- (n) Social workers should transfer or dispose of clients' records in a manner that protects clients' confidentiality and is consistent with state statutes governing records and social work licensure.
- (o) Social workers should take reasonable precautions to protect client confidentiality in the event of the social worker's termination of practice, incapacitation, or death.
- (p) Social workers should not disclose identifying information when discussing clients for teaching or training purposes unless the client has consented to disclosure of confidential information.
- (q) Social workers should not disclose identifying information when discussing clients with consultants, unless the client has consented to disclosure of confidential information or there is a compelling need for such disclosure.
- (r) Social workers should protect the confidentiality of deceased clients consistent with the preceding standards.

1.08 Access to Records

- (a) Social workers should provide clients with reasonable access to records concerning the clients. Social workers who are concerned that clients' access to their records could cause serious misunderstanding or harm to the client should provide assistance in interpreting the records and consultation with the client regarding the records. Social workers should limit clients' access to their records, or portions of their records, only in exceptional circumstances when there is compelling evidence that such access would cause serious harm to the client. Both clients' requests and the rationale for withholding some or all of the record should be documented in clients' files.

- (b) When providing clients with access to their records, social workers should take steps to protect the confidentiality of other individuals identified or discussed in such records.

1.09 Sexual Relationships

- (a) Social workers should under no circumstances engage in sexual activities or sexual contact with current clients, whether such contact is consensual or forced.
- (b) Social workers should not engage in sexual activities or sexual contact with clients' relatives or other individuals with whom clients maintain a close personal relationship when there is a risk of exploitation or potential harm to the client. Sexual activity or sexual contact with clients' relatives or other individuals with whom clients maintain a personal relationship has the potential to be harmful to the client and may make it difficult for the social worker and client to maintain appropriate professional boundaries. Social workers—not their clients, their clients' relatives, or other individuals with whom the client maintains a personal relationship—assume the full burden for setting clear, appropriate, and culturally sensitive boundaries.
- (c) Social workers should not engage in sexual activities or sexual contact with former clients because of the potential for harm to the client. If social workers engage in conduct contrary to this prohibition or claim that an exception to this prohibition is warranted because of extraordinary circumstances, it is social workers—not their clients—who assume the full burden of demonstrating that the former client has not been exploited, coerced, or manipulated, intentionally or unintentionally.
- (d) Social workers should not provide clinical services to individuals with whom they have had a prior sexual relationship. Providing clinical services to a former sexual partner has the potential to be harmful to the individual and is likely to make it difficult for the social worker and individual to maintain appropriate professional boundaries.

1.10 Physical Contact

Social workers should not engage in physical contact with clients when there is a possibility of psychological harm to the client as a result of the contact (such as cradling or caressing clients). Social workers who engage in inappropriate physical contact with clients are responsible for setting clear, appropriate, and culturally sensitive boundaries that govern such physical contact.

1.11 Sexual Harassment

Social workers should not sexually harass clients. Sexual harassment includes sexual advances, sexual solicitation, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

1.12 Derogatory Language

Social workers should not use derogatory language in their written or verbal communications to or about clients. Social workers should use accurate and respectful language in all communications to and about clients.

1.13 Payment for Services

- (a) When setting fees, social workers should ensure that the fees are fair, reasonable, and commensurate with the services performed. Consideration should be given to clients' ability to pay.
- (b) Social workers should avoid accepting goods or services from clients as payment for professional services. Bartering arrangements, particularly involving services, create the potential for conflicts of interest, exploitation, and inappropriate boundaries in social workers relationships with clients. Social workers should explore and may participate in bartering only in very limited circumstances when it can be demonstrated that such arrangements are an accepted practice among professionals in the local community, considered to be essential for the provision of services, negotiated without coercion, and entered into at the client's initiative and with the client's informed consent. Social workers who accept goods or services from clients as payment for professional services assume the full burden of demonstrating that this arrangement will not be detrimental to the client or the professional relationship.
- (c) Social workers should not solicit a private fee or other remuneration for providing services to clients who are entitled to such available services through the social workers employer or agency.

1.14 Clients Who Lack Decision-Making Capacity

When social workers act on behalf of clients who lack the capacity to make informed decisions, social workers should take reasonable steps to safeguard the interests and rights of those clients.

1.15 Interruption of Services

Social workers should make reasonable efforts to ensure continuity of services in the event that services are interrupted by factors such as unavailability, relocation, illness, disability, or death.

1.16 Termination of Services

- (a) Social workers should terminate services to clients and professional relationships with them when such services and relationships are no longer required or no longer serve the clients' needs or interests.
- (b) Social workers should take reasonable steps to avoid abandoning clients who are still in need of services. Social workers should withdraw services precipitously only under unusual circumstances, giving careful consideration to all factors in the situation and taking care to minimize possible adverse effects. Social workers should assist in making appropriate arrangements for continuation of services when necessary.
- (c) Social workers in fee-for-service settings may terminate services to clients who are not paying an overdue balance if the financial contractual arrangements have been made clear to the client, if the client does not pose an imminent danger to self or

others, and if the clinical and other consequences of the current nonpayment have been addressed and discussed with the client.

- (d) Social workers should not terminate services to pursue a social, financial, or sexual relationship with a client.
- (e) Social workers who anticipate the termination or interruption of services to clients should notify clients promptly and seek the transfer, referral, or continuation of services in relation to the clients' needs and preferences.
- (f) Social workers who are leaving an employment setting should inform clients of appropriate options for the continuation of services and of the benefits and risks of the options.

2. Social Workers Ethical Responsibilities to Colleagues

2.01 Respect

- (a) Social workers should treat colleagues with respect and should represent accurately and fairly the qualifications, views, and obligations of colleagues.
- (b) Social workers should avoid unwarranted negative criticism of colleagues in communications with clients or with other professionals. Unwarranted negative criticism may include demeaning comments that refer to colleagues' level of competence or to individuals' attributes such as race, ethnicity, national origin, color, sex, sexual orientation, age, marital status, political belief, religion, and mental or physical disability.
- (c) Social workers should cooperate with social work colleagues and with colleagues of other professions when such cooperation serves the well-being of clients.

2.02 Confidentiality

Social workers should respect confidential information shared by colleagues in the course of their professional relationships and transactions. Social workers should ensure that such colleagues understand social workers obligation to respect confidentiality and any exceptions related to it.

2.03 Interdisciplinary Collaboration

- (a) Social workers who are members of an interdisciplinary team should participate in and contribute to decisions that affect the well-being of clients by drawing on the perspectives, values, and experiences of the social work profession. Professional and ethical obligations of the interdisciplinary team as a whole and of its individual members should be clearly established.
- (b) Social workers for whom a team decision raises ethical concerns should attempt to resolve the disagreements through appropriate channels. If the disagreement cannot be resolved, social workers should pursue other avenues to address their concerns consistent with client well-being.

2.04 Disputes Involving Colleagues

- (a) Social workers should not take advantage of a dispute between a colleague and an employer to obtain a position or otherwise advance the social workers own interests.
- (b) Social workers should not exploit clients in disputes with colleagues or engage clients in any inappropriate discussion of conflicts between social workers and their colleagues.

2.05 Consultation

- (a) Social workers should seek the advice and counsel of colleagues whenever such consultation is in the best interests of clients.
- (b) Social workers should keep themselves informed about colleagues' areas of expertise and competencies. Social workers should seek consultation only from colleagues who have demonstrated knowledge, expertise, and competence related to the subject of the consultation.
- (c) When consulting with colleagues about clients, social workers should disclose the least amount of information necessary to achieve the purposes of the consultation.

2.06 Referral for Services

- (a) Social workers should refer clients to other professionals when the other professionals' specialized knowledge or expertise is needed to serve clients fully or when social workers believe that they are not being effective or making reasonable progress with clients and that additional service if required.
- (b) Social workers who refer clients to other professionals should take appropriate steps to facilitate an orderly transfer of responsibility. Social workers who refer clients to other professionals should disclose, with clients' consent, all pertinent information to the new service providers.
- (c) Social workers are prohibited from giving or receiving payment for a referral when no professional service is provided by the referring social worker.

2.07 Sexual Relationships

- (a) Social workers who function as supervisors or educators should not engage in sexual activities or contact with supervisors, students, trainees, or other colleagues over whom they exercise professional authority.
- (b) Social workers should avoid engaging in sexual relationships with colleagues when there is potential for a conflict of interest. Social workers who become involved in, or anticipate becoming involved in, a sexual relationship with a colleague have a duty to transfer professional responsibilities, when necessary, to avoid a conflict of interest.

2.08 Sexual Harassment

Social workers should not sexually harass supervisees, students, trainees, or colleagues. Sexual harassment includes sexual advances, sexual solicitation, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

2.09 Impairment of Colleagues

- (a) Social workers who have direct knowledge of a social work colleague's impairment that is due to personal problems, psychosocial distress, substance abuse, mental health difficulties, and that which interferes with practice effectiveness should consult with that colleague when feasible and assist the colleague in taking remedial action.
- (b) Social workers who believe that a social work colleague's impairment interferes with practice effectiveness and that the colleague has not taken adequate steps to address the impairment, should take action through appropriate channels established by employers, agencies, NASW, licensing and regulatory bodies, and other professional organizations.

2.10 Incompetence of Colleagues

- (a) Social workers who have direct knowledge of a social work colleague's incompetence should consult with that colleague when feasible and assist the colleague in taking remedial action.
- (b) Social workers who believe that a social work colleague is incompetent and has not taken adequate steps to address the incompetence, should take action through appropriate channels established by employers, agencies, NASW, licensing and regulatory bodies, and other professional organizations.

2.11 Unethical Conduct of Colleagues

- (a) Social workers should take adequate measures to discourage, prevent, expose, and correct the unethical conduct of colleagues.
- (b) Social workers should be knowledgeable about established policies and procedures for handling concerns about colleagues' unethical behavior. Social workers should be familiar with national, state, and local procedures for handling ethics complaints. These include policies and procedures created by NASW, licensing and regulatory bodies, employers, agencies, and other professional organizations.
- (c) Social workers who believe that a colleague has acted unethically should seek resolution by discussing their concerns with the colleague when feasible and when such discussion is likely to be productive.
- (d) When necessary, social workers that believe a colleague has acted unethically should take action through appropriate formal channels (such as contacting a state licensing board or regulatory body, a NASW committee on inquiry, or other professional ethics committees).
- (e) Social workers should defend and assist colleagues who are unjustly charged with unethical conduct.

3. Social Workers Ethical Responsibilities in Practice Settings

3.01 Supervision and Consultation

- (a) Social workers who provide supervision or consultation should have the necessary knowledge and skill to supervise or consult appropriate and should do so only within their areas of knowledge and competence.

- (b) Social workers who provide supervision or consultation are responsible for setting clear, appropriate, and culturally sensitive boundaries.
- (c) Social workers should not engage in any dual or multiple relationships with supervisees in which there is a risk of exploitation of, or potential harm to the supervisee.
- (d) Social workers who provide supervision should evaluate supervisees' performance in a manner that is fair and respectful.

3.02 Education and Training

- (a) Social workers who function as educators, field instructors for students, or trainers should provide instruction only within their areas of knowledge and competence and should provide instruction based on the most current information and knowledge available in the profession.
- (b) Social workers who function as educators or field instructors for students should evaluate students' performance in a manner that is fair and respectful.
- (c) Social workers who function as educators or field instructors for students should take reasonable steps to ensure that clients are routinely informed when services are being provided by students.
- (d) Social workers who function as educators or field instructors for students should not engage in any dual or multiple relationships with students in which there is a risk of exploitation or potential harm to the student. Social work educators and field instructors are responsible for setting clear, appropriate, and culturally sensitive boundaries.

3.03 Performance Evaluation

Social workers who have responsibility for evaluating the performance of others should fulfill such responsibility in a fair and considerate manner and on the basis of clearly stated criteria.

3.04 Client Records

- (a) Social workers should take reasonable steps to ensure that documentation in records is accurate and reflects the services provided.
- (b) Social workers should include sufficient and timely documentation in records to facilitate the delivery of services and to ensure continuity of services provided to clients in the future.
- (c) Social workers documentation should protect clients' privacy to the extent that is possible and appropriate and should include only information that is directly relevant to the delivery of services.
- (d) Social workers should store records following the termination of services to ensure reasonable future access. Records should be maintained for the number of years required by state statutes or relevant contracts.

3.05 Billing

Social workers should establish and maintain billing practices that accurately reflect the nature and extent of services provided and that identify who provided the service in the practice setting.

3.06 Client Transfer

- (a) When an individual who is receiving services from another agency or colleague contacts a social worker for services, the social worker should carefully consider the client's needs before agreeing to provide services. To minimize possible confusion and conflict, social workers should discuss with potential clients the nature of the clients' current relationship with other service providers and the implications, including possible benefits or risks, of entering into a relationship with a new service provider.
- (b) If a new client has been served by another agency or colleague, social workers should discuss with the client whether consultation with the previous service provider is in the client's best interest.

3.07 Administration

- (a) Social work administrators should advocate within and outside their agencies for adequate resources to meet clients' needs.
- (b) Social workers should advocate for resource allocation procedures that are open and fair. When not all clients' needs can be met, an allocation procedure should be developed that is nondiscriminatory and based on appropriate and consistently applied principles.
- (c) Social workers who are administrators should take reasonable steps to ensure that adequate agency or organizational resources are available to provide appropriate staff supervision.
- (d) Social work administrators should take reasonable steps to ensure that the working environment for which they are responsible is consistent with, and encourages compliance with the NASW Code of Ethics. Social work administrators should take reasonable steps to eliminate any conditions in their organizations that violate, interfere with, or discourage compliance with the *Code*.

3.08 Continuing Education and Staff Development

Social work administrators and supervisors should take reasonable steps to provide or arrange for continuing education and staff development for all staff that they are responsible. Continuing education and staff development should address current knowledge and emerging developments related to social work practice and ethics.

3.09 Commitments to Employers

- (a) Social workers generally should adhere to commitments made to employers and employing organizations.
- (b) Social workers should work to improve employing agencies' policies and procedures and the efficiency and effectiveness of their services.
- (c) Social workers should take reasonable steps to ensure that employers are aware of social workers ethical obligations as set forth in the NASW Code of Ethics and of the implications of those obligations for social work practice.

- (d) Social workers should not allow an employing organization's policies, procedures, regulations, or administrative orders to interfere with their ethical practice of social work. Social workers should take reasonable steps to ensure that their employing organizations' practices are consistent with the NASW Code of Ethics.
- (e) Social workers should act to prevent and eliminate discrimination in the employing organization's work assignments and in its employment policies and practices.
- (f) Social workers should accept employment or arrange student field placements only in organizations that exercise fair personnel practices.
- (g) Social workers should be diligent stewards of the resources of their employing organizations, wisely conserving funds where appropriate and never misappropriating funds or using them for unintended purposes.

3.10 Labor-management Disputes

- (a) Social workers may engage in organized action, including the formation of and participation in labor unions, to improve services to clients and working conditions.
- (b) The actions of social workers that are involved in labor-management disputes, job actions, or labor strikes, should be guided by the profession's values, ethical principles, and ethical standards. Reasonable differences of opinion exist among social workers concerning their primary obligation as professionals during an actual or threatened labor strike or job action. Social workers should carefully examine relevant issues and their possible impact on clients before deciding on a course of action.

4. Social Workers Ethical Responsibilities as Professionals

4.01 Competence

- (a) Social workers should accept responsibility or employment only on the basis of existing competence or the intention to acquire the necessary competence.
- (b) Social workers should strive to become and remain proficient in professional practice and the performance of professional functions. Social workers should critically examine and keep current with emerging knowledge relevant to social work. Social workers should routinely review the professional literature and participate in continuing education relevant to social work practice and social work ethics.
- (c) Social workers should base practice on recognized knowledge, including empirically based knowledge, relevant to social work and social work ethics.

4.02 Discrimination

Social workers should not practice, condone, facilitate, or collaborate with any form of discrimination on the basis of race, ethnicity, national origin, color, sex, sexual orientation, age, marital status, political belief, religion, or mental or physical disability.

4.03 Private Conduct

Social workers should not permit their private conduct to interfere with their ability to fulfill their professional responsibilities.

4.04 Dishonesty, Fraud, and Deception

Social workers should not participate in, condone, or be associated with dishonesty, fraud, or deception.

4.05 Impairment

- (a) Social workers should not allow their own personal problems, psychosocial distress, legal problems, substance abuse, or mental health difficulties to interfere with their professional judgment and performance or to jeopardize the best interests of people for whom they have a professional responsibility.
- (b) Social workers whose personal problems, psychosocial distress, legal problems, substance abuse, or mental health difficulties interfere with their professional judgment and performance should immediately seek consultation and take appropriate remedial action by seeking professional help, making adjustments in workload, terminating practice, or taking any other steps necessary to protect clients and others.

4.06 Misrepresentation

- (a) Social workers should make clear distinctions between statements made and actions engaged in as a private individual and as a representative of the social work profession, a professional social work organization, or the social worker's employing agency.
- (b) Social workers who speak on behalf of professional social worker organizations should accurately represent the official and authorized positions of the organizations.
- (c) Social workers should ensure that their representations to clients, agencies, and the public of professional qualifications, credentials, education, competence, affiliations, services provided, or results to be achieved are accurate. Social workers should claim only those relevant professional credentials they actually possess and take steps to correct any inaccuracies or misrepresentations of their credentials by others.

4.07 Solicitations

- (a) Social workers should not engage in uninvited solicitation of potential clients who, because of their circumstances, are vulnerable to undue influence, manipulation, or coercion.
- (b) Social workers should not engage in solicitation of testimonial endorsements (including solicitation of consent to use a client's prior statement as a testimonial endorsement) from current clients or from other people who, because of their particular circumstances, are vulnerable to undue influence.

4.08 Acknowledging Credit

- (a) Social workers should take responsibility and credit, including authorship credit, only for work they have actually performed and to which they have contributed.
- (b) Social workers should honestly acknowledge the work of and the contributions made by others.

5. Social Workers Ethical Responsibilities to the Social Work Profession

5.01 Integrity of the Profession

- (a) Social workers should work toward the maintenance and promotion of high standards of practice.
- (b) Social workers should uphold and advance the values, ethics, knowledge, and mission of the profession. Social workers should protect, enhance, and improve the integrity of the profession through appropriate study and research, active discussion, and responsible criticism of the profession.
- (c) Social workers should contribute time and professional expertise to activities that promote respect for the value, integrity, and competence of the social work profession. These activities may include teaching, research, consultation, service, legislative testimony, presentations in the community, and participation in their professional organizations.
- (d) Social workers should contribute to the knowledge base of social work and share with colleagues their knowledge related to practice, research, and ethics. Social workers should seek to contribute to the profession's literature and to share their knowledge at professional meetings and conferences.
- (e) Social workers should act to prevent the unauthorized and unqualified practice of social work.

5.02 Evaluation and Research

- (a) Social workers should monitor and evaluate policies, the implementation of programs, and practice interventions.
- (b) Social workers should promote and facilitate evaluation and research to contribute to the development of knowledge.
- (c) Social workers should critically examine and keep current with emerging knowledge relevant to social work and fully use evaluation and research evidence in their professional practice.
- (d) Social workers engaged in evaluation or research should carefully consider possible consequences and should follow guidelines developed for the protection of evaluation and research participants. Appropriate institutional review boards should be consulted.
- (e) Social workers engaged in evaluation or research should obtain voluntary and written informed consent from participants, when appropriate, without any implied or actual deprivation or penalty for refusal to participate; without undue inducement to participate; and with due regard for participants' well-being, privacy, and dignity. Informed consent should include information about the nature, extent, and duration

of the participation requested and disclosure of the risks and benefits of participation in the research.

- (f) When evaluation or research participants are incapable of giving informed consent, social workers should provide an appropriate explanation to the participants, obtain the participants' assent to the extent they are able, and obtain written consent from an appropriate proxy.
- (g) Social workers should never design or conduct evaluation or research that does not use consent procedures, such as certain forms of naturalistic observation and archival research, unless rigorous and responsible review of the research has found it to be justified because of its prospective scientific, educational, or applied value and unless equally effective alternative procedures that do not involve waiver of consent are not feasible.
- (h) Social workers should inform participants of their right to withdraw from evaluation and research at any time without penalty.
- (i) Social workers should take appropriate steps to ensure that participants in evaluation and research have access to appropriate supportive services.
- (j) Social workers engaged in evaluation or research should protect participants from unwarranted physical or mental distress, harm, danger, or deprivation.
- (k) Social workers engaged in the evaluation of services should discuss collected information only for professional purposes and only with people professionally concerned with this information.
- (l) Social workers engaged in evaluation or research should ensure the anonymity or confidentiality of participants and of the data obtained from them. Social workers should inform participants of any limits of confidentiality, the measures that will be taken to ensure confidentiality, and when any records containing research data will be destroyed.
- (m) Social workers who report evaluation and research results should protect participants' confidentiality by omitting identifying information unless proper consent has been obtained authorizing disclosure.
- (n) Social workers should report evaluation and research findings accurately. They should not fabricate or falsify results and should take steps to correct any errors later found in published data using standard publication methods.
- (o) Social workers engaged in evaluation to research should be alert to and avoid conflicts of interest and dual relationships with participants, should inform participants when a real or potential conflict of interest arises, and should take steps to resolve the issue in a manner that makes participants' interests primary.
- (p) Social workers should educate themselves, their students, and their colleagues about responsible research practices.

6. Social Workers Ethical Responsibilities to the Broader Society

6.01 Social Welfare

Social workers should promote the general welfare of society, from local to global levels, and the development of people, their communities, and their environments. Social workers should advocate for living conditions conducive to the fulfillment of basic human needs and should promote social, economic, political, and cultural values and institutions that are compatible with the realization of social justice.

6.02 Public Participation

Social workers should facilitate informed participation by the public in shaping social policies and institutions.

6.03 Public Emergencies

Social workers should provide appropriate professional services in public emergencies to the greatest extent possible.

6.04 Social and Political Action

- (a) Social workers should engage in social and political action that seeks to ensure that all people have equal access to the resources, employment, services, and opportunities they require to meet their basic human needs and to develop fully. Social workers should be aware of the impact of the political arena on practice and should advocate for changes in policy and legislation to improve social conditions in order to meet basic human needs and promote social justice.
- (b) Social workers should act to expand choice and opportunity for all people, with special regard for vulnerable, disadvantaged, oppressed, and exploited people and groups.
- (c) Social workers should promote conditions that encourage respect for cultural and social diversity within the United States and globally. Social workers should promote policies and practices that demonstrate respect for difference, support the expansion of cultural knowledge and resources, advocate for programs and institutions that demonstrate cultural competence, and promote policies that safeguard the rights of and confirm equity and social justice for all people.
- (d) Social workers should act to prevent and eliminate domination of, exploitation of, and discrimination against any person, group, or class on the basis of race, ethnicity, national origin, color, sex, sexual orientation, age, marital status, political belief, religion, or mental or physical disability.

Consult with the Chair of the Department of Social Work regarding any questions or changes in policies referenced in this manual.

