

BOWLING GREEN STATE UNIVERSITY
SOCIAL WORK PROGRAM
MSW STUDENT HANDBOOK



This manual is intended only to provide information as guidance for the Bowling Green State University MSW students. The information is subject to change and the Social Work Program reserves the right to depart without notice from any policy or procedures referred to in this manual. This manual is not intended to be and should not be regarded as a contract between Bowling Green State University Social Work Program and any student or other person.

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WELCOME TO THE MASTER OF SOCIAL WORK PROGRAM AT BOWLING GREEN STATE UNIVERSITY

BOWLING GREEN STATE UNIVERSITY MISSION

Bowling Green State University provides holistic and comprehensive educational experiences that enhance the lives of our students, stakeholders, and the many publics we serve. Our graduates are prepared for lifelong personal and career growth and for engaged citizenship and leadership in a global society. Through our excellence in teaching, research, and outreach, BGSU builds a collaborative, diverse and inclusive community where creative ideas, new knowledge and entrepreneurial achievements can benefit others in our region, the state of Ohio, the nation, and the world.

COLLEGE OF HEALTH and HUMAN SERVICES MISSION

The College of Health and Human Services provides a superior academic curriculum through nationally recognized innovative programs, rigorous practical experiences, and strong professional partnerships. Through these experiences we seek to promote and enhance the well-being and safety of people and their communities.

Our Mission

The MSW program at Bowling Green State University prepares social workers for advanced practice and professional leadership. Using an empowerment approach, students incorporate resiliency, strengths, and scientific evidence as the building blocks of change. We are committed to engage in ethical practice that recognizes intersectionality and advances human rights and social, economic, racial, and environmental justice.

Introduction

The Mission and Strategic Plan of Bowling Green State University and the College of Health and Human Services emphasize a desire to do public good through community partnerships and collaboration, creating a diverse and inclusive learning environment, and the preparation of students for lifelong learning and leadership abilities. The MSW mirrors these goals and aligns well with the University and College plan to promote/create public good. The Master of Social Work (MSW) program prepares students to offer a broad array of skills and knowledge critical to helping others. If you are passionate about social justice, policy, clinical practice, and developing or improving community services, the MSW gives you the skills you need. This degree sets you on a path to becoming a leader capable of contributing to solutions for the challenges facing our society.

Our program provides a blend of online, face-to-face and evening courses tailored to meet the needs of working professionals and newly graduated students. A low student-to-teacher ratio provides

opportunities for quality connections between students and faculty, and small cohorts mean students receive personalized attention. Our cohort model allows students to develop a sense of belonging and support within the program and encourages students to explore and expand their clinical and research skills. Classes emphasize experiential learning through the application of concepts and skills in agency or community settings, and our curriculum offers a specialization in advanced generalist practice with focus areas in gerontology (older adults), health, and children and families. We offer a highly professional and supportive learning environment designed to ensure student success as highly competent social work practitioners.

The goals for our students are as follows:

1. Graduate social workers who have the knowledge, skills, and values to enhance the well-being and engage in advanced practice with individuals, families, groups, organizations, and communities.
2. Graduate social workers who engage in professional leadership grounded in the ethics and values of the social work profession.
3. Graduate social workers who engage in collaborative, empowering relationships with people and groups representing diversity (e.g. age, class, color, disability, culture, ethnicity, gender, gender identity and expression, immigration status, political ideology, race, religion, sex, sexual orientation, etc.) and advance social justice, diversity, equity and inclusion for all people, especially those individuals who are oppressed and marginalized.
4. Graduate social workers who understand the structure and function of social welfare institutions and policy, their impact on the delivery of social services, and promote their just and equitable operation.
5. Graduate social workers who use critical thinking and scientific evidence to guide their decisions and change efforts.

Accreditation

The BGSU Master of Social Work Program has been fully accredited by the Council on Social Work Education since June 2020.

DIRECTORY AND CONTACT INFORMATION

Bowling Green State University Social Work Program
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Program Description and Degree Requirements

PLANS OF STUDY

There are two specific program options in the MSW Program: Regular and Advanced Standing. Both plans have full and part-time options.

The Regular Program option is designed for those students who do not have an undergraduate degree in Social Work, or those who have a BSW but do not meet the requirements for Advanced Standing. The courses in the plan provide a solid foundation in student knowledge and beginning skills in social work practice from which they can move into advanced coursework. Students learn about the core values and ethics that guide professional social work practices, as well as gain knowledge and skill in human behavior, social policy, research, and work with individuals, families, groups, organizations, and communities. In the second year, students complete courses in advanced and specialized practice. The final three semesters of the program, students complete a 900-hour practicum experience in a social service setting under the supervision of a licensed social work practitioner. Students complete a minimum of 56 credit hours to fulfill the program requirements. Full-time generalist students can complete the program in two years while part-time students can complete the program in 3 or 4 years. Per Graduate College policy, all students need to complete the program within six years.

The Advanced Standing Program option is designed for those students who have completed a bachelor's degree in a Council on Social Work Education (CSWE) accredited social work program. Students can be new graduates, have completed their degree within the past three years, or have been practicing as a social worker within the past 7 years. Full time advanced standing students can complete the MSW in three semesters beginning in summer semester. Part-time students may choose to start in summer or fall semester and can complete the program in two years. They complete all the second year, advanced and specialized practice coursework and a 500-hour practicum that spans an academic year in the last two semesters of the program. A minimum of 35 credit hours is required to complete the Advanced Standing option.

The following are suggested plans of study and are for informational purposes only. All policies, course listings, and program information are subject to change as approved by the Bowling Green State University Graduate College and Social Work Program, consistent with accreditation requirements set by the Council on Social Work Education and the North Central Association of Colleges and Schools. For the most current program information, please visit the Social Work Program's website or call 419-372-2326.

Students employed full-time are highly encouraged to participate in the part-time program options to ensure optimum success.

FULL TIME GENERALIST (56-CREDIT) PROGRAM			
	Fall Semester	Spring Semester	Summer Semester
Generalist Year	<p>SOWK 5005 – Values and Ethics in Professional Practice (3 credit hours)</p> <p>SOWK 5100 – Diversity, Oppression & Social Justice (3 credit hours)</p> <p>SOWK 5220 – Social Welfare Policy & Practice (3 credit hours)</p> <p>SOWK 5205 – Human Behavior in the Social Environment (3 credit hours)</p>	<p>SOWK 5300 - Generalist Practice with Individuals and Families (3 credit hours)</p> <p>SOWK 5400 – Generalist Practice with Groups (3 credit hours)</p> <p>SOWK 5450 – Generalist Practice with Organizations and Communities (3 credit hours)</p> <p>SOWK 5000 or GERO 6530– Research Methods (3 credit hours)</p>	<p>Specialized Practice Elective</p> <p>SOWK 5500 – Social Work Assessment (2 credit hours)</p> <p>SOWK 6000 – Family Therapy (2 credit hours)</p> <p>SOWK 5900 – Generalist Field Education (3 credit hours)</p>
Specialized Practice Year	<p>SOWK 6300 – Grief, Loss, and Trauma (3 credit hours)</p> <p>SOWK 6400 – Advanced Macro Practice (3 credit hours)</p> <p>Specialized Practice Elective</p> <p>SOWK 6900 – Specialized Practice Field Education 1 (4 credit hours)</p>	<p>SOWK 6500 – Behavioral Health Interventions (3 credit hours)</p> <p>Specialized Practice Elective</p> <p>SOWK 6950 – Specialized Practice Field Education 2 (4 credit hours)</p>	

PART- TIME GENERALIST (56-CREDIT) PROGRAM 3-year option			
	Fall Semester	Spring Semester	Summer Semester
Generalist Year	<p>SOWK 5005 – Values and Ethics in Professional Practice (3 credit hours)</p> <p>SOWK 5205 – Human Behavior in the Social Environment (3 credit hours)</p> <p>SOWK 5220 – Social Welfare Policy & Practice (3 credit hours)</p>	<p>SOWK 5300 - Generalist Practice with Individuals & Families (3 credit hours)</p> <p>SOWK 5400 – Generalist Practice with Groups (3 credit hours)</p> <p>SOWK 5450 – Generalist Practice with Organizations & Communities (3 credit hours)</p>	<p>SOWK 5500 – Social Work Assessment (2 credit hours)</p> <p>SOWK 6000 – Family Therapy (2 credit hours)</p> <p>Specialized Practice Elective</p>
Generalist/Specialized Practice Year	<p>SOWK 5100 – Diversity, Oppression & Social Justice (3 credit hours)</p> <p>SOWK 6300 – Grief Loss and Trauma (3 credit hours)</p> <p>SOWK 6400 -Advanced Macro Practice (3 credit hours)</p>	<p>SOWK 5000 or GERO 6530– Research Methods (3 credit hours)</p> <p>SOWK 6500 – Behavioral Health Interventions (3 credit hours)</p> <p>Specialized Practice Elective</p>	<p>SOWK 5900 – Generalist Field Education (3 credit hours)</p> <p>Specialized Practice Elective</p>
Specialized Practice Year	<p>SOWK 6900 – Specialized Practice Field Education 1 (4 credit hours)</p>	<p>SOWK 6950 – Specialized Practice Field Education 2 (4 credit hours)</p>	

PART- TIME GENERALIST (56-CREDIT) PROGRAM 4 year option			
	Fall Semester	Spring Semester	Summer Semester
Generalist Year 1	<p>SOWK 5005 – Values and Ethics in Professional Practice (3 credit hours)</p> <p>SOWK 5205 – Human Behavior in the Social Environment (3 credit hours)</p>	<p>SOWK 5300 - Generalist Practice with Individuals and Families (3 credit hours)</p> <p>SOWK 5400 – Generalist Practice with Groups (3 credit hours)</p>	<p>SOWK 5500 – Social Work Assessment (2 credit hours)</p> <p>Specialized Practice Elective</p>
Generalist Year 2	<p>SOWK 5100 – Diversity, Oppression & Social Justice (3 credit hours)</p> <p>SOWK 5220 – Social Welfare Policy & Practice (3 credit hours)</p>	<p>SOWK 5450 – Generalist Practice with Organizations & Communities (3 credit hours)</p> <p>SOWK 5000 or GERO 6530 – Research Methods (3 credit hours)</p>	<p>SOWK 6000 – Family Therapy (2 credit hours)</p> <p>Specialized Practice Elective</p>
Specialized Practice Year 3	<p>SOWK 6300 – Grief, Loss & Trauma (3 credit hours)</p> <p>SOWK 6400 – Advanced Macro Practice (3 credit hours)</p>	<p>SOWK 6500 – Behavioral Health Interventions (3 credit hours)</p> <p>Specialized Practice Elective</p>	<p>SOWK 5900 – Generalist Field Education (3 credit hours)</p>
Specialized Practice Year 4	<p>SOWK 6900 – Specialized Practice Field Education 1 (4 credit hours)</p>	<p>SOWK 6950 – Specialized Practice Field Education 2 (4 credit hours)</p>	

FULL TIME ADVANCED STANDING (35-CREDIT) PROGRAM			
	Summer Semester	Fall Semester	Spring Semester
Specialized Practice Year1	<i>SOWK 5500</i> – Social Work Assessment (2 credit hours) <i>SOWK 6000</i> – Family Therapy (2 credit hours) <i>Specialized Practice Electives (2)</i>	<i>SOWK 6300</i> –Advanced Gerontological Practice with Smaller Systems (3 credit hours) <i>SOWK 6400</i> – Advanced Macro Practice (3 credit hours) <i>Specialized Practice Elective</i> <i>SOWK 6900</i> – Specialized Practice Field Education 1 (4 credit hours)	<i>SOWK 6500</i> –Behavioral Health Interventions (3 credit hours) <i>SOWK 5000 or GERO 6530</i> – Research Methods (3 credit hours) <i>SOWK 6950</i> – Specialized Practice Field Education 2 (4 credit hours)

PART TIME ADVANCED STANDING (35-CREDIT) PROGRAM – SUMMER START			
	Summer Semester	Fall Semester	Spring Semester
Specialized Practice Year 1	<i>SOWK 5500</i> – Social Work Assessment (2 credit hours) <i>Specialized Practice Elective</i>	<i>SOWK 6400</i> – Advanced Macro Practice (3 credit hours) <i>SOWK 6050</i> – Grief, Loss & Trauma (3 credit hours) <i>Specialized Practice Elective</i> (3 credit hours)	<i>SOWK 6500</i> – Behavioral Health Interventions (3 credit hours) <i>SOWK 5000 or GERO 6530</i> – Research Methods (3 credit hours)
Specialized Practice Year 2	<i>SOWK 6000</i> – Family Therapy (2 credit hours) <i>Specialized Practice Elective</i>	<i>SOWK 6320</i> – Specialized Practice Field Education 1 (4 credit hours)	<i>SOWK 6330</i> – Specialized Practice Field Education 2 (4 credit hours)

PART TIME ADVANCED STANDING (35-CREDIT) PROGRAM – FALL START			
	Fall Semester	Spring Semester	Summer Semester
Specialized Practice Year 1	<i>SOWK 6300</i> – Grief, Loss & Trauma (3 credit hours) <i>SOWK 6400</i> – Advanced Macro Practice (3 credit hours) <i>Specialized Practice Elective</i>	<i>SOWK 6500</i> – Behavioral Health Interventions (3 credit hours) <i>SOWK 5000 or GERO 6530</i> – Research Methods (3 credit hours) Specialized Practice Elective	<i>SOWK 5500</i> – Social Work Assessment (2 credit hours) <i>SOWK 6000</i> – Family Therapy (2 credit hours) Specialized Practice Elective
Specialized Practice Year 2	<i>SOWK 6900</i> – Specialized Practice Field Education 1 (4 credit hours)	<i>SOWK 6950</i> – Specialized Practice Field Education 2 (4 credit hours)	

CURRICULUM

Credit for Life Experience

The Social Work Program does not grant course credit for life experience or previous work experience in the MSW Program.

Curriculum Format

The curriculum is divided into three categories: generalist practice, specialized practice, and field education. The Generalist courses introduce students to the profession of social work, its values and ethics, understanding of social policy, diversity, and human behavior, and basic skills for individual, family, group, organization, and community practice. Specialized practice courses allow students to develop advanced practice skills, focus in an area of interest, and gain specialized knowledge about a population or social issue of concern in social work practice. Students may choose specialized practice electives from three focus areas: Gerontology (older adults), Health (including physical, behavioral, and public health), and Children & Families. The field education courses provide students with a practicum experience in a social service agency, and the opportunity to integrate classroom knowledge and develop practice skills with actual clients and client issues.

COURSE DESCRIPTIONS

SOWK 5000 Research Methods in Generalist Practice (3 hrs. in person.) Characteristics of scientific inquiry, critical reasoning, problem and hypothesis formulation, research design, sampling, measurement, models of qualitative inquiry, and using evidence in practice.

SOWK 5005 Professionalism, Ethics, and Interpersonal Skills for Generalist Practice (3 hrs. in-person).

Examination of social work as a profession, its ethical base, enacting the professional role, and developing personal and relational skills needed for effective practice.

SOWK 5100 Diversity, Oppression, and Social Justice (3 hrs. - online). Exploration of oppression based on race, ethnicity, gender, sexual orientation and disability status; models for inter-group relations, the historical context of group relations, racial and cultural minority relations populations. Exploration of the social worker's role as border-crosser, cultural learner, and change agent.

SOWK 5120 Aging and Diversity (3 hrs.-online). Analysis of how age- related issues intersect with socio-economic status, gender, race, religion, culture, ethnicity, and areas related to oppression and diversity.

SOWK 5205 Human Behavior and the Social Environment: Perspectives for Generalist Practice (3 hrs. - online).

Human behavior theory in the context of social environment, including how age, race/ethnicity, gender, sexual orientation, disability, and other variables impact optimal functioning. Emphasis on interrelationship of biological, emotional, psychological, and social aspects of aging, and implications for older adult client, family, and community.

SOWK 5220 Social Welfare Policy and Practice (3 hrs. - online). Basic understanding of the history and current patterns of provision of social welfare services in the United States. Course content includes the response of the social welfare system to those in need, the role of the social work profession, the influence of ageism, racism, sexism, and classism on social policy and service delivery; and the role of the legislature, interest groups, and advocates in the policy making process.

SOWK 5300 Generalist Practice with Individuals and Families (3 hrs.in person) Foundation of social work practice with individuals and families. Emphasizes basic knowledge, skills, and values necessary for practice.

SOWK 5400 – Generalist Practice with Groups (3 hrs. in person) Foundation of social work practice with groups. Emphasizes theories and types of groups common to social work practice and develop skill in group facilitation and leadership.

SOWK 5450 Generalist Practice with Organizations & Communities (3 hrs. in person). Participants explore frameworks, values, and skills to meet individual and family needs through intervention with work groups, organizations, and communities.

SOWK 5500 Social Work Assessment (2 hrs. in person.) This course focuses on the use of assessment in social work practice with individuals, families, and groups. The course includes introduction to various tools and types of assessment strategies performed in multiple settings. Ethical and cultural issues regarding assessment are discussed. The course includes discussion of the DSM 5 as a diagnostic tool and organizing framework for assessing mental disorders.

SOWK 5900 Generalist Field Education (3 hrs. in person). Students will complete a minimum of 250 hours of field instruction in the semester. Application of foundation knowledge of social work skills, values, and ethics to practice. A field seminar integrates classroom learning with direct practice experience.

SOWK 6000 Family Therapy (2 hrs. in person) Exploration of various schools, models and theoretical frameworks of family therapy, and their use in developing strategies for helping families of all kinds.

SOWK 6300 Grief, Loss & Trauma (3 hrs. in person). This course introduces students to the impact of grief, loss, and trauma across the lifespan and outside of the traditional framework of death. Grief and loss is discussed from a holistic, culturally humble perspective that attends to the various experiences that individuals and groups may encounter.

SOWK 6400 Advanced Macro Practice (3 hrs. in person). Intervention models and evidence-based practice skills in organizational and community practice settings. Spotlight on practicing within the intersectional dimensions such as age, class, color, culture, ethnicity, gender (including gender identity and gender expression), race, religion or spirituality, sex, or sexual orientation.

SOWK 6500 Behavioral Health Interventions (3 hrs. in person). The course focuses on the principles involved in the skills, assessment, and treatment of people with diagnosed mental health issues, including substance abuse disorders. Special attention focuses on exploring evidence-based intervention models and methods for people made vulnerable by race, ethnicity, gender, poverty, and sexual orientation.

SOWK 6900 Specialized Practice Field Education I (4 hrs. in person). Students will complete a minimum of 250 Hours of field instruction over the course of the semester. Analysis of practice experiences, generative interviews, and written assignments focused on developing requisite competencies.

SOWK 6950 Specialized Practice Field Education II (4 hrs. in person). Students develop and refine advanced social work practice behaviors and will complete a minimum of 250 hrs. of field intervention over the course of the semester. The field seminar component of this course provides opportunities for integration of social work course work and field internship experiences.

GERO 6530 Research Methods in Gerontology (3 hrs. online). This course will introduce students to the basic principles of gerontological research and to research practices in general. Students will learn about qualitative and quantitative research methods and will explore these methods and related concepts in an article critique. Additional attention given to important aspects of research, including study design, methods of data collection, instrument selection, data analysis, and reporting.

OTHER LEARNING OPPORTUNITIES

Independent Study

Students who wish to engage in an in-depth exploration of a topic, generate their own research, or assist a faculty member with research may apply for independent study credit. Students are required to complete an application that contains their project idea, competencies addressed, timeline of project activities and benchmarks for completion. The course is taken for grade only, it cannot be taken as pass/fail. For each hour of academic credit, the student is required to work 45 contact hours on the project. All independent study applications must be reviewed and approved by the faculty mentor and program coordinator.

Study Abroad

Students are welcome to participate in any study abroad programs offered at the University, particularly those offered in social work. Students may earn up to four (4) hours of academic credit for a study abroad experience. Application materials and courses of study can be found by contacting the Office of International programs at 419-372- 0479 or by reviewing their website

<https://www.bgsu.edu/international-programs-and-partnerships/education-abroad.html>

Graduate Assistantships

Assistantships are opportunities for students to gain experience in research, teaching, or service under the mentorship of a faculty member. Assistantships have two components: scholarship and stipend. Scholarship is a tuition waiver and covers a specific amount of credit for a given semester. The scholarship award can be for one semester or an academic year. A stipend is similar to work-study where a student is employed by the college/university and is expected to work a designated number of hours per week at a specified per hour wage. The student will be assigned a faculty member who will function as the supervisor for the student's employment and assign duties that need to be completed. All graduate assistants are required to attend an orientation meeting prior to starting work and need to complete appropriate paperwork for payroll per university policies. An award on one type of assistantship does not guarantee an award of the other type. For example, a student who receives a stipend does not automatically receive a scholarship award as well.

MSW students can apply for assistantships offered by the MSW program, as well as other offices university wide. Assistantship awards are competitive, so application does not guarantee an award. Additionally, an award given in one area does not guarantee an award in another area. Students who are already receiving tuition assistance from BGSU are not eligible for a scholarship as a GA. The MSW graduate assistantship application can be found on the MSW home page.

ADMISSION REQUIREMENTS

The emphasis of the admissions process for the MSW program is on building a strong cohort of students who have the academic ability and drive to successfully complete the degree requirements and contribute to the social work community. The admissions criteria reflect a desire to be inclusive of individuals who are just finishing their undergraduate studies and those who have been out of the educational mainstream for a period. In accord with the Council on Social Work Education (CSWE) accreditation guidelines, students can be admitted under Regular or Advanced Standing.

The admission process begins in the Graduate College. Just as undergraduate students apply to a university and select a major, graduate students apply to the Graduate College and select Social Work as a program of study. The minimum GPA requirement for graduate study at the University is 2.75 and is set by the Graduate College. The minimum GPA for the MSW degree is 3.0 on a 4.0 scale. ***The MSW does not require the GRE.*** Students do not need an undergraduate degree in Social Work to apply, however undergraduate degrees in human service fields are best suited to the MSW. Degrees in sociology, psychology, education, human development and family studies, criminal justice, gerontology, and other similar areas provide students with the foundation needed to be successful in the Master of Social Work. The application can be accessed on the MSW home page <https://www.bgsu.edu/health-and-human-services/programs/department-of-human-services/social-work/master-of-social-work.html>.

****The MSW is not supported to take students who hold an F-1 visa per United States federal guidelines.***

Students may apply for Regular Standing or Advanced Standing. Students may also choose a full- time or part- time option. Specific admission criteria include:

Regular Standing (two year- 56 credit program)

- 1) A minimum undergraduate baccalaureate GPA of 3.0 (on a 4.0 scale) from a regionally accredited college/university. Applicants whose GPA is 2.75-3.0 are considered on an individualized basis and are not guaranteed admission. All Graduate College admissions policies pertaining to GPA requirements are followed for this program.
- 2) Applicants are required to submit scanned copies of official or unofficial transcripts from all institutions attended. Upon admission, final official or notarized copies of transcripts from all institutions where degrees were earned and diplomas from international institutions must be submitted.
- 3) Applicants need to submit a current resume.
- 4) All applicants must submit a 3–5-page typewritten essay that addresses the following questions:
 - Describe your previous/current social work or human service experience (employment, volunteer, internship, etc.) and how this has motivated you to pursue an MSW?
 - What skills or assets do you bring to the MSW Program, and what do you hope to gain from the Program?
 - Identify a social justice issue that you are passionate about and describe why this is important to you and what you would like to see changed.
 - The Social Work Profession values diversity, equity, and inclusion. This is defined as “the intersectionality of multiple factors including but not limited to age, caste, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, generational status, immigration status, legal status, marital status, political ideology, race, nationality, religion/spirituality, sex, sexual orientation, and tribal sovereign state. Discuss how your experiences and personal strengths will affect your future practice as an advanced level practitioner.
- 5) Applicants must submit two letters of recommendation addressed to the Graduate Coordinator. These letters should come from individuals with knowledge of the applicant’s qualifications and ability to complete graduate study successfully. Examples of these individuals include past professors, supervisors, or colleagues holding a graduate degree. The recommendation is available on the Graduate College website.
- 6) Students whose native language is not English are required to meet the Graduate College’s English proficiency policies.
- 7) Applicants ***are not required*** to take the GRE (in line with national norms for MSW degrees). The letters of recommendation, the personal written essay, and previous experience will be assessed by the Social Work Faculty to assess potential success in lieu of the GRE.
- 8) Applicants who ***have not*** taken a research methods course as part of their undergraduate education will need to take a research methods course prior to or within the first two semesters if admitted, in addition to any other research course required for the MSW degree if admitted.

Advanced Standing (one year – 35 credit program)

In addition to meeting the criteria for Generalist Standing, the Advanced Standing candidates must:

- 1) Hold a BSW degree from a CSWE accredited baccalaureate program, or a program recognized through its International Social Work Degree Recognition and Evaluation Services, with a minimum GPA of 3.0 on a 4.0 scale and have graduated within the past three years,

Or

Hold a BSW degree from a CSWE accredited baccalaureate program, or a program recognized through its International Social Work Degree Recognition and Evaluation Services, and be a Licensed Social Worker (LSW) with a minimum of three but not more than 7 years' experience in the field,

And

- 2) One of the two required recommendations must come from the applicant's undergraduate field instructor or field director. If the field instructor is not available, a letter from the applicant's current employment supervisor is required.
- 3) Have achieved a grade of B or better in all baccalaureate social work core courses. Students whose grades in social work core courses are below a B will need to take the equivalent course content within the generalist curriculum and earn at least a grade of B.
- 4) Students in the advanced standing program will also have completed a course in statistics during their undergraduate education and will have received at least a C in that course.

****Meeting minimum criteria for admission to the MSW Program does not guarantee acceptance.**

ADMISSION DECISIONS

Once the applicant's materials have been processed by the Graduate College, the application moves electronically to the MSW Program. An admissions committee, composed of MSW faculty, reads and evaluates each application. Using a standardized rubric to guide decision making, they evaluate each component of the application to determine an admission decision. The Program Coordinator will forward the admission decision to the Graduate College who will inform the applicant of the decision.

Admission decisions include the following:

- Full Admission – the student application is complete without any provisions
- Conditional Admission – admission given pending one of the following:
 - The application is incomplete and admission depend on submission of specific materials within a specified timeframe
 - Student GPA is below the 3.0 threshold, however the student has the opportunity to demonstrate the ability to achieve a 3.0 by the end of the first semester to stay in the program. If the student obtains the appropriate GPA, the admission decision will be

- changed to full admission. If the student does not achieve the minimum GPA, he/she/they may be dismissed from the program.
- The student may be missing required coursework, or may need remedial coursework before obtaining full admission status. The courses may either be required to be completed before the student begins the program or may be included as remedial courses within the program. These courses DO NOT count toward the required credit hours for program completion.
 - Denial – the application is incomplete and/or does not meet the level of quality acceptable for graduate study.

Each student accepted into the MSW Program receives an email from the MSW Program Coordinator welcoming them to the program and providing a formal acceptance letter. The letter contains information about creating a university email, date and times of orientation meetings, and provides a deadline for the student to formally commit to attending the MSW Program. Once the Program Coordinator receives verification that the student intends to participate in the program, the student receives a follow up email with detailed information about the next steps in the process, a tentative degree plan, and assignment to an academic advisor.

ADVISING

Academic Advisement

All students are assigned an academic advisor at the beginning of their academic studies. Many important questions are raised by students in the MSW program about their areas of interest, professional development, career options, and identity as a social worker. The role of the faculty advisor is to be a resource for students who wish to discuss these issues with someone in the profession of social work within the MSW Program, as well as assist students with questions pertaining to course selection and degree completion.

The MSW Program places high value on the advising process. Advisors' office hours are posted on their office doors. Students are introduced to their faculty advisor during the program orientation.

Student Responsibilities:

The specific responsibilities of students include:

1. Plan a schedule for each semester to ensure that there is reasonable progress toward the degree. The faculty advisor will guide and offer counsel in this process.
2. Complete all courses for which the student registers.
3. Know the contents the Graduate Catalog and MSW Student Handbook. Ask clarifying questions if you do not understand.
4. Participate in advising prior to registration.
5. Notify advisor in timely way if student is experiencing a problem.

Faculty Advisor Responsibilities:

The specific responsibilities of the advisors include:

1. Assist students in selection of courses and program planning to prepare them for professional social work practice.
2. Provide an opportunity for students to evaluate their personal commitment to social work and readiness to enter the profession.
3. Engage students in comprehensive evaluation of their performance in the educational program.
4. Refer students with personal problems to appropriate resources within the University and community, i.e., medical, psychological, financial, housing, childcare, employment, career counseling, etc.
5. Participate in committees established to evaluate academic and/or professional performance.
6. Clear students for course registration

At the end of each semester, academic performance is evaluated, and students are informed by email of academic difficulty and procedures to improve or resolve the situation. Students who are experiencing academic difficulty will be advised of College and Graduate School policies. Students who are identified as experiencing academic or other difficulties may be referred to the MSW Program Coordinator for assessment, and to develop a plan for addressing identified difficulties.

Professional and Career Advisement

In the process of their professional development to become advanced generalist social workers, students are often challenged to re-examine their behaviors, values, and commitments to the profession. Therefore, social work advisors are available to provide information to help students in their professional and personal goals as social work practitioners. As a result of the ongoing relationships in the classroom, field settings, and service projects, faculty and designated staff are viewed as professional advisors. Faculty members act as mentors and coaches who encourage and facilitate the growth and strengths of students' professional identity. Through this advisement process, the program ensures that students who enter the program continue their commitment to the values of the profession.

Course Loads

A typical academic load for full time graduate students ranges from 9-13 semester hours. No student may carry more than 15 hours per semester. Students determine their status (full or part time) and work with faculty to develop a degree plan that is acceptable to the student and program. Typically, only courses numbered 5000 and above are taken by graduate students.

***** Students working full -time are strongly advised to choose the part-time option.**

FIELD EDUCATION

The MSW Field Education Program at the College of Social Work at Bowling Green State University is structured according to the mandates of the Council on Social Work Education (CSWE). The Program is guided by the Educational Policy and Accreditation Standards (EPAS) and the National Association of Social Worker's Code of Ethics. The tenets of these documents are found throughout the MSW curriculum including the MSW field education program.

Field education is the signature pedagogy of social work education. The intent of field instruction is to provide students with an opportunity to apply the knowledge, values, and skills learned in the classroom to actual social work practice situations in the field placement.

All MSW students are accountable to all policies, procedures, and practices that govern the MSW Field Education Program that can be found in the MSW Field Education Manual. All students are required to complete the mandatory field orientation to assist with field placement readiness.

The Field Education Orientation coordinates the orientation to field education prior to the student's first day in field placement. The orientation program is a MANDATORY part of the student's education. Students may not begin field placement until the orientation is completed. It is during this orientation that students will learn:

- MSW Field Placement Process & Procedures
- Social Work Professional Expectations, Behaviors, Safety & Legalese
- Developing a Learning Contract
- Supervision in Field Placement
- Evaluation and Competencies in Field
- How to Handle Problems in Field

Mandatory field orientation eases the transition into the field setting and better ensures that students are adequately prepared to begin work in a professional setting and with clients

Unsatisfactory Grades in Field Courses

Performance in all field education courses (SOWK 5900, SOWK 6900, & SOWK 6950) is graded. A grade of "C" in any field education course will prevent the student from progressing to the next advanced practice field course. A grade of "D" or "F" in any generalist course will prevent the student from progressing to the advanced year. The failed course may result in up to a year's delay in the program as the course must be repeated and successfully completed. Students who receive a grade of "D" or "F" in, or withdraw from, a generalist practice course will not be allowed to continue in their generalist field placement. Field placement can continue when the practice course is repeated. Advanced Standing students who receive a "D" or "F" in, or withdraw from, an advanced practice course will not be allowed

to continue in their advanced field placement. Field placement can continue when the practice course is repeated.

Withdrawal from Field Practicum

Some students, for various reasons, wish to leave their placement organization. Some students may seek a placement change and ask to continue their fieldwork in another organization. Other students may be withdrawing from Field and/or the MSW program. In cases where a student wants to switch field placement organizations or supervisors, they must follow the procedures outlined in the MSW Field Education Manual.

Criteria for Student Suspension or Termination from Field

Students can be suspended or terminated from field courses for any of the following reasons:

- lack of acceptance or participation by the student in field agencies if, in the judgment of faculty and field staff, the placements can provide appropriate field experiences,
- unsatisfactory performance in field that is not corrected or improved within a reasonable period after the deficit has been identified and a plan for correction has been developed, approved, and implemented.
- inability of student to perform responsibilities of field placement due to impairment from physical illness, behavioral health symptoms or concerns, and significant personal or family issues that interfere with student performance and meet the criteria for an impaired practitioner according to the NASW Code of Ethics or Licensure Code of Conduct
- termination from field placement initiated by the field agency or field instructor for reasons related to inadequate student performance not amenable to any plan of correction

STUDENT INVOLVEMENT IN THE MSW PROGRAM

STUDENT ORGANIZATIONS

Phi Alpha Honor Society

Phi Alpha is a national honor society for social work students. The purposes of Phi Alpha Honor Society are to provide a closer bond among students of social work and promote humanitarian goals and ideals. Phi Alpha fosters high standards of education for social workers and invites into membership those who have attained excellence in scholarship and achievement in social work. The Iota Phi Chapter of Phi Alpha Honor Society was established at Bowling Green State University in 2015.

A graduate student is eligible for membership after achieving the following national and local chapter requirements:

- a. Completed 9 semester hours of graduate social work courses
- b. Achieved a minimum grade point average of 3.5
- c. Character consistent with the NASW Code of Ethics.

There is an initiation fee of \$50 that covers the cost of lifetime membership dues. Application forms are available from the Phi Alpha president or Faculty Advisor of the organization.

Student Organization of Social Workers

Membership in SOSW is open to undergraduate and graduate students, and encourages socialization and development of strong collegial relationships among the students in the Social Work Program. SOSW members engage in community service activities, invite practitioners to speak on topics of interest to students, and participate in events that promote the development of a professional identity as a social worker.

Graduate Student Senate

The MSW Program is allotted one senator to represent the program at the Graduate Student Senate, the student governance structure of the graduate college. The MSW representative is selected by the students. All MSW students are eligible for nomination to this position. The student representative attends Graduate Student Senate meetings on a regular basis and is responsible for reporting information back to the MSW student body.

Other University Organizations

BGSU has a myriad of student organizations covering a wide variety of interest areas and service/volunteer opportunities. The list of organizations can be found on the Presence page using this link: <https://bgsu.presence.io/>

PROFESSIONAL ORGANIZATIONS

National Association of Social Workers (NASW)

The NASW is the largest professional organization for social work professionals in the USA. Membership costs are greatly reduced for students, and provide access to a number of professional meetings, information on policy advocacy, and continuing education opportunities. The NASW also provides low cost professional liability insurance for members. Students are encouraged to consider becoming member as this is the premier professional organization for professional social workers. Membership is national, however each state has a chapter office and regional directors that are committed to advocacy and service to its members. The national office can be contacted at <https://www.socialworkers.org/>. The Ohio Chapter office can be reached at 614-461-4484 or <https://www.naswoh.org/>.

ACADEMIC STANDARDS AND PERFORMANCE

GRADING

A student's progress is based on nonacademic as well as academic performance. Those nonacademic factors that could result in a student's suspension or dismissal from the Social Work Program, regardless of his/her academic performance, include violation of University regulations as described in the Graduate Catalog and Graduate Student Handbook, commission of acts or behaviors that violate the NASW Code of Ethics, commission or conviction of an offense which goes to the issue of moral turpitude, or conviction of a felonious offense. The student must maintain the high standards of moral and ethical behavior that are necessary for his/her professional practice as a social worker.

Grade Point Average & Passing Grades

For purposes of academic standards, cumulative GPA is defined as the grade point average of all in-date graduate-credit courses recorded on the official BGSU transcript. In-date courses are less than six years old for master's students. Revalidated courses are also included in the cumulative GPA calculation. Grades earned on graduate credits transferred from other universities are not included in the grade point average. Students are subject to both the Social Work Program and Graduate School regulations covering academic progression and suspension. Program rules may be stricter than Graduate School rules, but not more lenient. Unless otherwise noted, the rules below reflect Program policies.

In order for a student to continue into the advanced year, a minimum grade point average of 3.0 on all required generalist year course work must be achieved, with no grades of incomplete outstanding on any generalist course. Per Social Work Program requirements, students must have at least a 3.0 overall GPA to graduate. If a student's overall GPA falls below 3.0, the student will receive a letter of academic warning informing the student that the GPA is below 3.0 and will be placed on academic probation by the Graduate College and the MSW Program. The student will have one additional full-time semester or the equivalent (9 hours) to remove the academic probation by attaining a 3.0 cumulative GPA. If the GPA remains below a 3.0 after completing the one semester of full-time course work or the equivalent (9 hours), the student may not register for any additional graduate credit at BGSU and may be dismissed from the graduate program. Students placed on academic probation are not eligible for graduate assistantship appointments and are not allowed to enter the field education courses or practicum.

Unsatisfactory Grades in Advanced Courses

A grade of "D" or "F" in any advanced year course or a grade of "C" in advanced field instruction will result in up to a year's delay in the program as the course must be repeated and successfully completed. Students who receive a grade of "D" or "F" in, or withdraw from, an advanced practice course will not be allowed to continue in advanced field placement. Field placement can continue when the practice course is repeated.

Unsatisfactory Grades in Advanced Standing Courses

Advanced standing students must have a 3.0 average in advanced standing summer courses in order to enter the advanced program of courses.

Non-Classified Student Status

Non-classified students may enroll in generalist social work courses with the exception of practice and field courses. The primary purpose of this status is for continuing education or for students who are interested in obtaining a clearer understanding of the major. Up to 9 hours may be accepted toward the degree if a student is later accepted in the graduate program provided that those courses were not used to fulfill another degree's requirements. Students must obtain written permission from the Director of the MSW program to enroll in courses. Non-classified status does not constitute acceptance into the MSW program, even if the student excels in the course work. Students must still apply for the MSW program and complete admissions process. Successful completion of these courses may be considered in the evaluation of applicants for the graduate program.

Class Attendance

Learning in a graduate professional program is based in part on the interaction that occurs between the instructor and the students in the classroom. Regular attendance at class is an expected responsibility of students. Each course syllabus may have specific requirements, including online instruction.

ACADEMIC POLICIES

Registration

Registration begins in the Graduate College. Students need to complete the application materials and be accepted by the Graduate College before their materials will be forwarded to the MSW Program for review. The MSW Program Admissions Committee reviews applicant materials and makes a decision on admission. One of three decisions will be determined: Full Admission, Conditional Admission, or Denial of Admission.

Full admission indicates that students have met all the criteria for admission and can enroll for classes at the specified semester to begin the program.

Conditional admission indicates that one of more items in the application materials is cause for concern, however the overall application is acceptable. Reasons for conditional admissions may include, but are not limited to, low GPA, writing skills that are below average for graduate study, lack of required undergraduate coursework-typically lack of statistics or research courses, remedial course work needed for advanced standing consideration. Students will receive a letter from the MSW Program Coordinator that outlines the reason for conditional status and remedies to correct the deficits in the application. Students who are admitted under conditional status will have one semester to demonstrate their ability to perform acceptably as a graduate student. Students who are admitted conditionally need to obtain a minimum GPA of 3.0 in their first semester of course work in order to continue in the program.

Denied admission indicates that the student application is not meeting the minimum admission standards or, in the case of international students, cannot admit students due to visa status.

Dropping Courses

Students may drop courses in the course load becomes too overwhelming or if the course content is difficult for students to complete due to personal issues (for example SOWK 6300 – Grief, Loss and Trauma after the student experienced a recent personal loss or traumatic event). Students need to be aware of the impact of course dropping on their degree plan and consult with their academic advisor and/or program coordinator prior to dropping a course.

Transfer Credits

The Social Work Program adheres to the policies of the Graduate College regarding transfer of credit from other institutions. <https://www.bgsu.edu/content/dam/BGSU/general-counsel/documents/Credit-Transfer-graduate.pdf>

Prior to any transfer of credit, the student needs to complete 8 credit hours (one semester) in the MSW Program. Students can request to transfer up to nine (9) credit hours of graduate coursework from another accredited institution or program. The student needs to provide a syllabus that highlights the course content covered and a transcript that verifies the student's final grade in the course to the MSW Program Coordinator. The MSW Coordinator, in conjunction with other relevant faculty if applicable, will determine whether the course (s) will be accepted as substitutions for MSW required coursework. Courses that have been used to fulfill another graduate degree are not eligible for transfer credit. So for example, if a student completed a graduate degree and had courses that would apply to the MSW program as a second graduate degree, those courses are not eligible for transfer. However, if a student started a graduate degree program but did not complete it, those courses may be considered for transfer credit provided they meet the criteria of the course they would be replacing in the MSW program.

Students can start the transfer process by completing the request for transfer credit form: <https://www.bgsu.edu/graduate/documents-and-forms.html>

Readmission to the MSW Program

Students who were dismissed from the MSW Program due to inappropriate/unprofessional or unethical behavior are not eligible for readmission to the program. Students who chose to leave the program for personal reasons may reapply to the program and be considered for admission as long as the time frame from when they left does not exceed the six-year completion requirement. For example, if a student withdraws from the program after one academic year, and decides to return after a 5-year absence, the student would not be able to be readmitted to the program because they could not finish it within the 6 year time limit. However, if a student left after one year and returned after 3 years, the student could be readmitted because he/she/they could complete the program within the allotted time. Students who leave the program and want to return after the 6 year limit, may do with the understanding the time limit will start over and former courses may need to be repeated to maintain consistency with current accreditation standards.

Medical Leave

Life happens to everyone and there are times when a student's personal or family concerns/health affect their ability to continue with their studies. On these occasions, students are able to request a medical leave of absence from the program. To do this, the student needs to:

- Speak to their faculty academic advisor and the MSW Program Coordinator to determine the best course of action to take
- Student will review the Leave of Absence Policy:
<https://www.bgsu.edu/content/dam/BGSU/general-counsel/policies/academic-affairs/graduate/leave-of-absence-graduate.pdf>
- Students will complete the Leave of Absence Request form located on the Graduate College website: <https://services.bgsu.edu/FalconForms/sec/falconforms.htm?falconFormId=51> and send it electronically to the MSW Program Coordinator.
- If granted, the student will be withdrawn from all currently registered classes. The clock for completing the degree will also be placed on hold, and will resume when the student returns to school.
- When the student is ready to return, they will need to contact the MSW Program Coordinator and meet to discuss/resume the plan of study.

STUDENT CONDUCT

SUSPENSION

The Social Work Program has a responsibility to ensure that its graduates will be prepared to meet the standards of professional social work practice, providing competent service to client systems at all levels. All new social work students will be provided with and expected to read the Procedures for Suspension and Termination. Students will be asked to sign an acknowledgment that they have read and are aware of the contents of the standards presented in the document. The form will be kept in students' files. Students also are expected to read the Code of Ethics of the National Association of Social Workers (NASW) and be familiar with it: www.socialworkers.org/pubs/code/default.asp

Criteria regarding evaluation of students' academic performance in individual courses are delineated in course syllabi and course calendars. Course calendars must indicate course requirements and the grading system the faculty member is using to evaluate student performance. The academic performance of all students in the MSW Program is monitored each semester. Faculty members are asked to communicate with the student and the MSW Coordinator when a student is in danger of failing a course. Students who receive Fs, Ds, or Cs or whose overall GPA falls below 3.0 are placed on warning status and subject to the policies of the Social Work Program and the Graduate School regarding academic performance.

CRITERIA FOR STUDENT TERMINATION

A student may be suspended or terminated from the MSW Program for any of the following reasons:

- Failure to meet grade requirements per University and/or Social Work Program policies
- Accumulation of “incompletes” or grades below thresholds established per University and/or Social Work Program policies
- Failure to fulfill provisional or probationary requirements from a conditional admission decision, or from a previous review;
- Violation(s) of Academic Responsibility/BGSU Honor Code standards defined by the Social Work Program or University;
- Violation(s) of University regulations as described in the Graduate Catalog
- Violation(s) of the NASW Code of Ethics or State of Ohio Professional licensing Law (ORC 4757);
- Disrupting classroom instruction;
- Refusing to comply with a lawful order to leave the campus;
- Any threat or attempt to harm oneself or someone else;
- Commission of a criminal act, occurring during the course of study, or occurring prior to admission to the University or Social Work Program which is discovered or revealed after admission;
- Demonstrating behaviors that threaten or obstruct the well-being of clients, other students, faculty, or staff, the operation of the Social Work Program, and/or the Program’s relationship with other agencies;

LEGAL CHARGES OR CONVICTION OF A MISDEMEANOR OR FELONY

Students considering a degree in social work who have been convicted of a misdemeanor or felony should be aware of the following:

- 1) A number of agencies/organizations that provide field practicum placements for social work students require a criminal background check, as well as a child/adult protective service check, prior to agreeing to provide field education.
- 2) Some state licensure laws for social workers inquire about whether the applicant has been charged with or convicted of a misdemeanor or a felony prior to allowing the applicant to sit for the licensure exam.

The Program strongly recommends that any applicants or students in this situation consult their advisor or the Program Director. Students who incur charges or convictions after admission must discuss the charges or convictions with an advisor within two weeks of the occurrence.

PROFESSIONAL AND ETHICAL BEHAVIOR

Students are expected to be familiar with and follow the guidelines within the NASw Code of Ethics, the Ohio Counselor, Social Worker and Marriage and Family Therapist Licensure Code of Conduct, and all University Policies at Bowling Green State University. Behavior that is inconsistent with these policies may be cause for suspension or removal from the MSW Program.

STUDENT GRIEVANCE PROCEDURES

The MSW Program adheres to the policies and procedures enforced by the Graduate College. There are multiple types of appeals: grade appeals, non-academic appeals (academic probation, program dismissal, and examination decisions for projects, dissertation, etc.), and assistantship appeals. The following link contains the policy and procedures associated with appeals.

<https://www.bgsu.edu/content/dam/BGSU/general-counsel/policies/academic-affairs/graduate/appeals-policies-graduate.pdf>

Students who have concerns or grievances with their course instructor should follow this process:

- Talk directly to the course instructor. Students can set up an appointment during office hours or make an appointment at another time that is mutually convenient to both parties. This conversation needs to be held in person or on zoom. Email and texting is not acceptable to resolve a concern.
- If the concern or grievance is not resolved after the above meeting, the student may request a meeting with the Program Coordinator. A meeting will be scheduled with the student, the faculty member, and the student to discuss the concern and work to find a remedy. An email or letter recapping the meeting content and recommendations will be sent to the student and faculty member within 3 business days of the meeting. A copy may also be given to the Department Chair.
- If the student's concern is not resolved following the above meeting, the Program Coordinator will request a meeting with the department chair, course instructor, and student. If desired by the Chair, the Program Coordinator will attend the meeting. If the concern is not resolved at this meeting, the Chair may request a meeting with Dean and/or explain to the student the process for a formal grievance within the College of Health and Human Services.

APPENDIX A: UNIVERSITY SERVICES AND RESOURCES

MENTAL HEALTH COUNSELING

The Counseling Center strives to promote the psychological well-being of students from diverse backgrounds; to foster their development, learning, and academic success; and to provide appropriate intervention when students are experiencing serious mental health concerns. Their goal is to create a safe, supportive and affirming climate for individuals of all races, ethnicities, national origins, genders, gender identities, sexual/affectional orientations, religions, ages, abilities, sizes, socioeconomic statuses, languages, and cultures.

To Schedule an Appointment

Students interested in beginning services can call the office at 419-372-2081 during business hours, Monday-Friday 8am-5pm, to schedule an appointment.

After Office Hours you Should Contact:

- On campus, contact your Hall Staff
- Wood County Crisis Line at 419-502-HOPE.
- Crisis Text Line-text HOME to 741741 to connect with a crisis counselor or STEVE to 741741 to be connected to a culturally competent crisis counselor
- Call or text 988
- Campus police, 419-372-2346 or 911
- Bowling Green City Police, 419-352-2571, 911 (off campus), 175 W. Wooster
- The Cocoon: Victims Advocate for sexual assault or domestic violence 419-373-1730
- Wood County Hospital Emergency Room: Immediate attention for physical crisis. 950 W. Wooster 419-354-8910

STUDENT HEALTH CENTER

The Falcon Health Center (FHC) provides primary and preventative care to students, faculty and staff of Bowling Green State University and the Wood County community. The medical staff consists of board-certified physicians, physician assistants, nurse practitioners, nurses and medical assistants and a team of supporting colleagues. At FHC, they provide access to a wide range of specialists and emergency services in collaboration with Wood County Hospital.

Hours

Mon. – Fri. 8 a.m. to 8p.m.

Sat. – Sun. 9 a.m. – 5 p.m.

Address

838 E. Wooster St., Bowling Green, Ohio 43402 | located on the second floor

Contact Information

To access the website visit <https://falconhealth.org/>

Phone: [419-372-2271](tel:419-372-2271)

Pharmacy Phone: [419-372-7443](tel:419-372-7443)

Laboratory Fax: 419-354-3216

Student Insurance Office Phone: [419-372-7495](tel:419-372-7495)

Student Insurance Office Email: studentins@bgsu.edu

SAFETY

Bowling Green State University maintains a strong commitment to student safety on and off campus. The following are resources for students who are concerned or experience a safety issue as a BGSU student:

Domestic/ Intimate Partner Violence or Sexual Assault:

- Cocoon - provides shelter, advocacy and support services for those experiencing sexual or domestic violence. Phone number is 419-372-1730.
- BGSU Division of Diversity and Belonging - Title IX Office - Campus office that addresses alleged policy violations, inquiries about or concerns regarding Title IX (sexual harassment) procedures. Complaints can be made in person or online. <https://www.bgsu.edu/equity-diversity-and-inclusion/title-ix.html>
- BGSU Police Department - website contains many resources and phone numbers regarding safety concern both on and off campus: <https://www.bgsu.edu/public-safety/safety-resources.html>

Food Insecurity:

- Falcon Food and Resource Community- contains information about available food resources in and around BGSU <https://www.bgsu.edu/ffrc.html>

APPENDIX B: NASW CODE OF ETHICS

NASW CODE OF ETHICS

Students admitted into the social work program are required to sign the Bowling Green State University Department of Social Work Code of Ethics Agreement Statement indicating their agreement to practice by these standards. Any violation of the principles contained with the NASW Code of Ethics can result in dismissal from the program. The BGSU program places special emphasis on social work values and ethics. The code of ethics can be downloaded from www.socialworkers.org.

The Code of Ethics standards indicate that six areas of ethical obligation for social workers: (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.

These ethical obligations are based on the values and principles discussed below (NASW, 1999). These principles set forth ideals to which all social workers should aspire.

Value: *Service*

Ethical Principle: *Social workers' primary goal is to help people in need and to address social problems.*

Social workers elevate service to others above self-interest. Social workers draw on their knowledge, values, and skills to help people in need and to address social problems. Social workers are encouraged to volunteer some portion of their professional skills with no expectation of significant financial return (pro bono service).

Value: *Social Justice*

Ethical Principle: *Social workers challenge social injustice.*

Social workers pursue social change, particularly with and on behalf of vulnerable and oppressed individuals and groups of people. Social workers' social change efforts are focused primarily on issues of poverty, unemployment, discrimination, and other forms of social injustice. These activities seek to promote sensitivity to and knowledge about oppression and cultural and ethnic diversity. Social workers strive to ensure access to needed information, services, and resources; equality of opportunity; and meaningful participation in decision making for all people.

Value: *Dignity and Worth of the Person*

Ethical Principle: *Social workers respect the inherent dignity and worth of the person.*

Social workers treat each person in a caring and respectful fashion, mindful of individual differences and cultural and ethnic diversity. Social workers promote clients' socially responsible self-determination. Social workers seek to enhance clients' capacity and opportunity to change and to address their own needs. Social workers are cognizant of their dual responsibility to clients and to the broader society. They seek to resolve conflicts between clients' interests and the broader society's interests in a socially responsible manner consistent with the values, ethical principles, and ethical standards of the profession.

Value: *Importance of Human Relationships*

Ethical Principle: *Social workers recognize the central importance of human relationships.*

Social workers understand that relationships between and among people are an important vehicle for change. Social workers engage people as partners in the helping process. Social workers seek to strengthen relationships among people in a purposeful effort to promote, restore, maintain, and enhance the well-being of individuals, families, social groups, organizations, and communities.

Value: *Integrity*

Ethical Principle: *Social workers behave in a trustworthy manner.*

Social workers are continually aware of the profession's mission, values, ethical principles, and ethical standards and practice in a manner consistent with them. Social workers act honestly and responsibly and promote ethical practices on the part of the organizations with which they are affiliated.

Value: *Competence*

Ethical Principle: *Social workers practice within their areas of competence and develop and enhance their professional expertise.*

Social workers continually strive to increase their professional knowledge and skills and to apply them in practice. Social workers should aspire to contribute to the knowledge base of the profession

Bowling Green State University Social Work Program

Code of Ethics Agreement Statement

Please read the National Association of Social Work Code of Ethics. You can review it on-line at the following address: www.socialworkers.org.

Once you have accessed the NASW homepage, click on the Code of Ethics button and read the complete document.

Please initial and date the following statements once you have read the NASW Code of Ethics:

____ I have read and understand the NASW Code of Ethics.

____ I agree with, support, and commit myself to uphold the principles contained within the NASW Code of Ethics.

____ I understand that any violation of the principles contained with the NASW Code of Ethics can result in my dismissal from the program.

Print Student Name

Student Signature

Date

Program Coordinator Signature/Date