



**NORTHWESTERN STATE**

## ACCREDITATION

The Northwestern State University Bachelor of Social Work Program is accredited at the Baccalaureate level by the Council on Social Work Education (CSWE). The following is the contact information for CSWE:

Council on Social Work Education  
333 John Carlyle Street, Suite 400  
Alexandria, VA 22314  
Phone: (703) 683-8080  
Fax: (703) 683-8099  
Email: [info@cswe.org](mailto:info@cswe.org)  
<http://www.cswe.org>

**NORTHWESTERN STATE UNIVERSITY  
BACHELOR OF SOCIAL WORK PROGRAM**

Hello, Social Work Major!

Welcome to Northwestern State University Social Work Department. Our social work program, which has been in existence since 1970, assists students in developing the knowledge, skills, competencies, and values to effectively help people confront and resolve personal problems and public issues. The Bachelor of Social Work degree (BSW) prepares graduates for immediate entry into direct social work and human services positions. Additionally, our degree allows graduates going on to Masters-level (MSW) social work programs, in many cases, to pass over approximately one-half of the MSW courses. We are fully accredited by the Council on Social Work Education (CSWE). Social workers can be found in all of the following fields of practice:

Aging	Income Maintenance
Alcohol & Substance Abuse	Medical and Health Care
Child Welfare	Mental Health and Illness
Community/Neighborhood Work	Occupational/Industrial Work
Corrections/Criminal Justice	Schools
Disabilities (Physical and Mental)	Social Policy
Family Services	Youth Services

Some social workers spend their entire career in one field of practice, while others move from one practice area to another over the course of their career. Our program provides a generalist foundation that is transferable among the different fields of practice, populations, and problem areas, so do not worry if you are not sure of which area of social work you want to enter.

You will find the social work faculty to be friendly and interested in you. They stand ready to engage you in the classroom, advise you academically, help you to think through your career choices, consider further social work education, and even chat with you about their own experiences. I encourage you to get to know the social work faculty members to learn more about opportunities in social work. Their contact information can be found elsewhere on these web pages.

You will have opportunity to develop your interests in this profession outside the classroom, as well as through standard course work. The social work club is open to all social work majors and brings a social work perspective to university, agency, and community projects, putting students' care and concern for others into action. Pi Delta is our local chapter of the national Phi Alpha Social Work Honor Society and is for selected students committed to excellence in academic scholarship and professional standards. Social Work majors are represented by some of their peers on departmental and university committees, task forces, and councils. Some seek office in NSU's Student Government Association and Union Board.

Feel free to contact me if you have any questions about majoring in social work, the NSU BSW program, or career opportunities in social work. The easiest way to contact me is by email at [weinzettler@nsula.edu](mailto:weinzettler@nsula.edu). The social work department telephone number is 318-357-5493. I would love to hear from you!

Ruth T. Weinzettle, Ph. D., LCSW-BACS  
Social Work Department Head  
Professor of Social Work

## TABLE OF CONTENTS

<b>Accreditation Statement</b> .....	2
<b>Welcome Statement</b> .....	3
<b>Program Mission Statement</b> .....	7
<b>Program Goals</b> .....	7
<b>Generalist Social Work Statement</b> .....	7
<b>Core Competencies and Expected Learning Outcomes</b> .....	8
<b>Non-Discrimination Policies</b> .....	9
<b>Social Work Program Requirements</b> .....	13
Admission into the BSW Program.....	13
Transfer of Academic Credits .....	16
<b>Social Work Major Requirements</b> .....	17
<b>Field Instruction</b> .....	17
<b>Field Application Process</b> .....	17
<b>Field Background Check and Drug Screening Policy</b> .....	18
<b>Policy on Academic and Professional Performance</b> .....	18
Academic Performance .....	18
Academic Reviews & Grievance .....	20
Professional Performance .....	21
Professional Review .....	22
<b>Social Work Program Course Policies</b> .....	23
Attendance .....	23
Written Assignment .....	23
Proctoring.....	24
Instructor Course Expectations.....	24
Grading .....	24
<b>Northwestern State University Policies</b> .....	24
<b>Advising</b> .....	27
<b>Student Organizations</b> .....	28
Social Work Club.....	28

NSU Student Food Pantry ..... 28  
Pi Delta Chapter of Phi Alpha National Honor Society for Social Workers ..... 29

**Opportunities for Student Representation and Governance..... 29**

**Preparation for Graduate School..... 29**  
Traditional Programs..... 30  
Advanced Standing ..... 30

## **PROGRAM MISSION STATEMENT**

The mission of the Northwestern State University BSW Program is, within the scope of the University's mission and liberal arts foundation, to graduate competent and ethical generalist social work professionals prepared to meet the needs of diverse populations at the micro, mezzo, and macro levels, locally to globally. Our teaching, advising, and student engagement focuses on a responsive student-centered approach, both on campus and online, that encourages and develops life-long learners and critical thinkers. Students and faculty engage in service and leadership that enhances human well-being, embraces human diversity, promotes human rights, and advances social and economic justice. The program's foundational perspectives include person-in-environment, strengths, research-informed practice, scientific inquiry and the values and ethics of the social work profession.

## **PROGRAM GOALS**

1. To prepare students for lifelong learning as generalist social work practitioners at the BSW professional level, including preparation for state licensure and/or graduate studies.
2. To provide a foundational base of knowledge, values, skills, and perspectives that is transferable among settings, populations, client systems, and problem types.
3. To provide a responsive, student centered approach by modeling professionalism, values of the social work profession, and service to the community, with special attention to being an inclusive, trauma-informed program.
4. To support human service agencies by providing new social work practitioners and collaboration on services such as training/continuing education and research/evaluation.
5. To provide accessible and affordable social work education, in online and face to face formats, to students from diverse backgrounds and geographical locations.

The mission and goals of the NSU baccalaureate social work program support and uphold the purposes, values, and ethics of the social work profession. This program encourages students to intervene with and on behalf of people with all types of diverse backgrounds and presenting issues, and to guide people with finding the resources needed to promote a higher quality of life. The purpose of professional social work education is to enable students to integrate the knowledge, values, and skills of the social work profession.

## **GENERALIST SOCIAL WORK PRACTICE**

The Northwestern State University BSW program prepares students for generalist social work practice. Generalist practice is composed of a foundation of knowledge and a common set of skills, as well as core values and ethical principles. The transferability of the generalist practice across practice areas and job settings ensures the student is qualified to work with individuals, families, groups, organizations, or communities. The Council on Social Work Education is the organization that accredits social work programs at the baccalaureate and master's levels. CSWE's 2015 Educational Policy and Accreditation Standards (EPAS) describes Generalist Practice as follows:

Generalist Practice is grounded in the liberal arts and the person-in-environment framework. To promote human and social well-being, generalist practitioners use a range of prevention and intervention methods in



their practice with diverse individuals, families, groups, organizations, and communities based on scientific inquiry and best practices. The generalist practitioner identifies with the social work profession and applies ethical principles and critical thinking in practice at the micro, mezzo, and macro levels. Generalist practitioners engage diversity in their practice and advocate for human rights and social and economic justice. They recognize, support, and build on the strengths and resiliency of all human beings. They engage in research-informed practice and are proactive in responding to the impact of context on professional practice.

The baccalaureate program in social work prepares students for generalist practice. The descriptions of the nine Social Work Competencies presented in the EPAS identify the knowledge, values, skills, cognitive and affective processes, and behaviors associated with competence at the generalist level of practice. (EPAS Educational Policy 2.0)

## **CORE COMPETENCIES AND EXPECTED LEARNING OUTCOMES**

Graduates of this BSW Program are expected to demonstrate the integration and application of the ten core competencies listed below as evidenced by their associated practice behaviors (bulleted below the related competency).

### **Competency 1: Demonstrate Ethical and Professional Behavior**

- Make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to context.
- Use reflection and self-regulation to manage personal values and maintain professionalism in practice situations.
- Demonstrate professional demeanor in behavior; appearance; and oral, written, and electronic communication.
- Use technology ethically and appropriately to facilitate practice outcomes.
- Use supervision and consultation to guide professional judgment and behavior.

### **Competency 2: Engage Diversity and Difference in Practice**

- Apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels.
- Present themselves as learners and engage clients and constituencies as experts of their own experiences.
- Apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies.

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

- Apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels.
- Engage in practices that advance social, economic, and environmental justice.

### **Competency 4: Engage In Practice-informed Research and Research-informed Practice**

- Use practice experience and theory to inform scientific inquiry and research.
- Apply critical thinking to engage in analysis of quantitative and qualitative research methods and research findings.
- Use and translate research evidence to inform and improve practice, policy, and service delivery.

### **Competency 5: Engage in Policy Practice**

- Identify social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services.
- Assess how social welfare and economic policies impact the delivery of and access to social services.
- Apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice.

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

- Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies.
- Use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies.

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

- Collect and organize data and apply critical thinking to interpret information from clients and constituencies.
- Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies.
- Develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies.
- Select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies.

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

- Critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies.
- Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies.
- Use inter-professional collaboration as appropriate to achieve beneficial practice outcomes.
- Negotiate, mediate, and advocate with and on behalf of diverse clients and constituencies.
- Facilitate effective transitions and endings that advance mutually agreed-on goals.

Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

- Select and use appropriate methods for evaluation of outcomes.
- Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes.
- Critically analyze, monitor, and evaluate intervention and program processes and outcomes.
- Apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels.

**NON-DISCRIMINATION POLICIES**

**Northwestern State University of Louisiana**

The University is committed to equal opportunity for student success by providing access to educational programs, tuition assistance, and social and recreational activities for all students without regard to race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, veteran status or retirement status.

Student complaints or inquiries related to Title IX should be directed to the Director of Advocacy and Title IX Coordinator, Kim Johnson Liner (318-357-5570), Room 308 of the Friedman Student Union or email [johnsonk@nsula.edu](mailto:johnsonk@nsula.edu).



In accordance with Section 35.106 of the Americans with Disabilities Act (ADA), all participants, applicants, organizations, and interested individuals are advised and notified that the ADA Coordinator for Northwestern State University for facilities is the Director of University Affairs, Jennifer Kelly (318-357-4300), located in New Fine Arts, 104 Central Avenue, Ste. 102 or email [andersonje@nsula.edu](mailto:andersonje@nsula.edu).

For student academic services, contact the Director of Access and Disability Support, Randi Washington (318-357-5460) located in Room 108-C Watson Memorial Library or email [washingtonr@nsula.edu](mailto:washingtonr@nsula.edu).

Student policies related to all aspects of NSU university life can be found in the NSU Student Handbook located at <https://www.nsula.edu/studenthandbook/>.

## **Sexual Harassment & Assault**

Northwestern State University is committed to eliminating sexual misconduct in our community, advocating for students who have experienced sexual assault or sexual harassment, and respecting the rights of both complainants and respondents. Northwestern State prohibits discrimination and sexual misconduct on the basis of sex, which includes sexual harassment, sexual assault, dating violence, domestic violence, stalking, and coercion. NSU also prohibits discrimination based on sexual orientation, gender identity, or gender expression. This policy includes protection for women, men, and all members of the LGBTQIA+ community.

**Reporting and Assistance:** NSU strongly advocates reporting sex discrimination, sexual assault, intimate-partner violence, or sexual harassment. If a student discloses an incident, they will learn options for assistance, such as health and wellbeing counseling, residence and class accommodations, and options for filing complaints or criminal charges. Disclosure to University personnel will not obligate the complainant to file a grievance or criminal charge, nor will it subject the complainant to scrutiny or judgmental opinions.

Students have two options:

1. Reporting to the Title IX Coordinator, Christie Price (318) 357-5570 or University Police (318) 357-5431. For emergencies or a 24/7 Confidential Advisor, please call University Police.
2. Confidential Disclosure to Campus Counselor or Confidential Advisor (318) 357-5621

For a comprehensive list of parish-wide resources for assistance, please visit <https://www.nsula.edu/notalone/>.

**Confidentiality:** All reporting of sex discrimination and sexual misconduct is treated as confidential to the greatest extent possible; the privacy of all individuals involved is important to Northwestern State University. In most situations, only individuals involved in the resolution of the situation will have access to the information about the case. If there is a risk of the alleged perpetrator committing additional crimes, if a student is in immediate danger, or if there has been expressed intent to harm others, or other risks such as involvement of a weapon or the age of the students involved, the University may determine that it is necessary to compromise the level of privacy provided. For more information and assistance in case of sexual assault or harassment, please see Title IX Coordinator's *NSU: Not Alone* webpage: <https://www.nsula.edu/notalone/>.

## **Title IX of the Education Amendments of 1972**

Prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance. NSU is committed to equal opportunity for student success by providing access to educational programs, tuition assistance, and social and recreational activities for all students without regard to race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, pregnancy or parenting status, veteran status, or retirement status. Student complaints or inquiries related to Title IX should be directed to the Director of Student Advocacy/Title IX Coordinator, Christie Price, (318-357-5570 or [pricec@nsula.edu](mailto:pricec@nsula.edu)), located in room #308 of the Friedman Student Union.

## **Diversity, Equity, and Inclusion Statement**

Northwestern State University defines diversity as including, but not limited to differences in age, gender identity and expression, religion, language, sexuality, socioeconomic status, ethnicity, race, mental and physical abilities, and geographic background. In our mission to understand our differences, we also hope to realize our commonalities and recognize how all these parts of our identities shape each of our experiences of the world. We are dedicated to fostering a community based on empathy, thoughtful dialogue, personal growth, and action.

## **Social Media**

Every Northwestern State University student is encouraged to help create an environment that promotes learning, dignity, and mutual respect for everyone in classrooms and on social media. Students should be aware of their association with and responsibilities to NSU while using social media, whether on official NSU sites or in personal communication. Students must also keep in mind that once digital content is created, they have very little control over how that content is shared or how permanent it becomes, and so the impact of statements and the online persona must be considered, especially in regard to potential classmates and employers. Students should exercise their freedom of speech to communicate online with respect, which includes adhering to the Student Code of Conduct and reading and responding carefully to others in order to understand their point-of-view. Students must take responsibility for their words and criticism should be constructive, respect diversity, and show tolerance of differences. Students should make it clear that they are stating an opinion and not acting as an official representative of NSU when using social media for personal communication. When that may seem unclear, it may be useful to use a disclaimer such as, “views and opinion expressed are my own and do not reflect those of NSU.”

## **Classroom Civility**

Northwestern State University students, faculty, and staff are expected to create an environment that promotes academic excellence, personal dignity, mutual respect, and individual responsibility in both face-to-face and electronic educational settings regardless of the content of the ideas and opinions being shared. Our diverse backgrounds as individuals combined with ideas and concepts being taught and discussed require that we demonstrate respect for ideas and opinions that may differ from our own. It is part of the educational process to think critically about our own reactions, beliefs, and opinions, and examine why we hold them. Students who use inappropriate language, are verbally abusive, display defiance or disrespect to others, or behave aggressively toward others, speak at inappropriate times, take frequent breaks, interrupt the class by coming to class late or leaving early, engage in loud or distracting behaviors, use cell phones or other noise-making electronic devices like watches with alarms, listen to music on headphones, or play with computers or hand held games during the class period may be asked to leave the class and may be subjected to disciplinary action. The instructor of a course may deem additional behaviors or actions inappropriate; these actions or behaviors will be outlined in the course syllabus. Students who are online and make others feel unwelcome, disrespected, harassed, use inappropriate language, are verbally abusive, or display defiance or disrespect to others may also be subjected to disciplinary action under the Northwestern State

University Student Code of Conduct and Sanctions (Article VII Sanctions) are available on the NSU website at [NSU Student Handbook](#).

## **National Association of Social Workers (NASW) Code of Ethics**

Professional ethics are at the core of social work. The profession has an obligation to articulate its basic values, ethical principles, and ethical standards. The NASW Code of Ethics (NASW, 2017) sets forth these values, principles, and standards to guide social workers' conduct. The Code is relevant to all social workers and social work students, regardless of their professional functions, the settings in which they work, or the populations they serve. To

read the content in its entirety, go to <https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>. Excerpts of the code are provided below:

### **1.05 Cultural Competence** (The Cultural Competence section of the NASW's Code of Ethics was amended in 2021)

- (a) Social workers should demonstrate understanding of culture and its function in human behavior and society, recognizing the strengths that exist in all cultures.
- (b) Social workers should demonstrate knowledge that guides practice with clients of various cultures and be able to demonstrate skills in the provision of culturally informed services that empower marginalized individuals and groups. Social workers must take action against oppression, racism, discrimination, and inequities, and acknowledge personal privilege.
- (c) Social workers should demonstrate awareness and cultural humility by engaging in critical self-reflection (understanding their own bias and engaging in self-correction); recognizing clients as experts of their own culture; committing to life-long learning; and holding institutions accountable for advancing cultural humility.
- (d) Social workers should obtain education about and demonstrate understanding of the nature of social diversity and oppression with respect to race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, and mental or physical ability.
- (e) Social workers who provide electronic social work services should be aware of cultural and socioeconomic differences among clients' use of and access to electronic technology and seek to prevent such potential barriers. Social workers should assess cultural, environmental, economic, mental or physical ability, linguistic, and other issues that may affect the delivery or use of these services.

### **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 verbal, written, and electronic 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, gender identity or expression, age, marital status, political belief, religion, immigration status, and mental or physical ability.
- (c) Social workers should cooperate with social work colleagues and with colleagues of other professions when such cooperation serves the well-being of clients.

### **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, gender identity or expression, age, marital status, political belief, religion, immigration status, or mental or physical ability.

### **4.04 Dishonesty, Fraud, and Deception**

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

### **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, gender identity or expression, age, marital status, political belief, religion, immigration status, or mental or physical ability.

## **SOCIAL WORK PROGRAM REQUIREMENTS**

### **Admission into the Bachelor of Social Work Program**

The Social Work Professional Program Application is located on the Social Work Department website and contains the following three parts: the BSW Professional Program Admission Form, the Statement of Understanding and Agreement, and the Acknowledgment of the Meaning and Consequence of Plagiarism Form. The application must be submitted electronically: <https://www.nsula.edu/socialwork/>.

Students are admitted to NSU and then declare a major in Social Work. Once the student has met the NSU requirements for admission and been accepted at NSU, they can then apply to the Social Work Professional program.

### **Standard Admittance and Transfer Admittance Criteria**

The admission policy into the Social Work Professional Program applies to new freshmen, transfer students, and students changing their major. All students admitted to NSU include transfer and international students. The admission process is the same for all student options.

For students to gain admittance into the Professional Program, students must meet the following criteria:

1. Completion of all University Core Courses (Provisional admission may be granted if the student has completed all required 1000 level courses and has 12 or less hours of University Core courses remaining at the time of the application; the student has one semester to meet the remaining requirements.)
2. A cumulative grade point average of 2.0 or above.
3. A minimum grade of C or above in SOWK 2010, 2090, 2100, and ENGL 1010 and 1020 or SCRT 181W.
4. A minimum grade of C or above, by the second completed attempt, in required social work courses taken.
5. Adherence to the values and ethics of the social work profession.
6. Submission and approval of an Application for Admission to the Social Work Professional Program prior to the pre-registration period for the next regular fall or spring semester.

### **Applicant Submission Process**

Applications for the Social Work Professional Program are web-based and submitted through the Department of Social Work website. The Social Work Professional Program Application is located on the Social Work Department website and contains the following three parts: the BSW Professional Program Admission Form, the Statement of Understanding and Agreement, and the Acknowledgment of the Meaning and Consequence of Plagiarism Form along with demographic and academic information. The application must be submitted electronically: <https://www.nsula.edu/socialwork/>. To ensure no duplication, all documentation is included in the web-based application and must be completed within the electronic submission in order for the submission to be accepted.

### **Application Review Process**

Applications are submitted through the Department website prior to the end of the semester and evaluated once the grades for the prerequisite courses are updated in NSU Degree Works. The BSW Program Admission and Support Coordinator will evaluate all student applications and transcripts as part of the application process to ensure admission criteria are met.

A student can apply to the Social Work Professional Program if they have 12 hours or less of the 2000 level University Core classes left to complete at the time of the application. All outstanding course work will be completed by the end of the first semester of acceptance into the Social Work Professional Program.

### **Evaluation of Admission Applications' Procedures**

The BSW Program Admission and Support Coordinator will evaluate the student application and accept, provisionally accept, or deny an application based on the criteria for acceptance into the Social Work Professional Program. Outcomes of the application process are described in the BSW Student Handbook (page ??) and are as follows:

- A. Full Admittance: The student has met all requirements and is eligible to take SOWK 3120.
- B. Provisional Admittance: Students who have been granted provisional admission to the professional program typically have 12 hours or less of 2000 level, University Core Courses to complete. The provisional applicants have completed all other requirements and must have the capacity to be fully admitted within one (1) semester. The student is eligible to take SOWK 3120.
- C. Denial of Admittance:
  - a. Do not currently meet requirements.
  - b. Are not eligible for admittance due to failure to complete a required social work class with a “C” by the second completed attempt.

### **Procedure of Notification**

The BSW Program Admission and Support Coordinator will notify the student of full acceptance, provisional admission, or denial within five (5) business days of the end of the semester after final grades are submitted. The notification is emailed to the NSU student email address and copied to the student’s advisor. The notification process applies to all students, including transfer students and students changing their major. The decision is also noted in the student’s personalized online degree progress platform (Degree Works).

## **Contingent Conditions of the Application Process**

### **Provisional Admittance**

Students, who have been granted provisional admission to the professional program, typically have 12 hours or less of 2000 level, University Core Courses to complete. The provisional applicants have completed all other requirements and must have the capacity to be fully admitted within one (1) semester. As part of the provisional acceptance, the student is eligible to take SOWK 3120.

At the end of the provisional semester, the BSW Program Admission and Support Coordinator will evaluate the student's transcript to determine if the student passed all required courses for full admittance. The student is notified via the NSU student email of full acceptance or denial into the program. The decision is also noted in the student's personalized online degree progress platform (Degree Works).

If a student fails to meet the requirements for full admittance within the one semester, the student may not proceed to the higher-level social work practice courses, and the student is denied admittance into the professional program. At this point, the student may appeal the denial decision according to appeal policies. The appeals committee may grant an additional semester of provisional admittance or may deny admittance.

### **Denial of Admittance**

Students, who are denied admission, may appeal this decision. The email which denies acceptance into the Social Work Professional Program includes the process for an appeal and the Appeal Request form.

Students cannot take the following courses without admittance into the professional program: SOWK 3070, SOWK 3120, SOWK 3130, SOWK 3140, SOWK 3150, SOWK 3180, SOWK 4030, SOWK 4040, and SOWK 4190.

### **Academic Appeal of Social Work Professional Program Decision**

Students, who are denied admission, may appeal this decision. The notification of the denial of admittance includes the process of appeal. The BSW Program Admissions and Student Services Coordinator for the Social Work Professional program will send a letter through the student's NSU email stating the reason for the academic dismissal. The letter will include the mechanism for appeal including an appeal form as well as a referral to the NSU Academic Advising Services.

The student may choose to appeal the dismissal from the Social Work Department. The student must submit the appeal within ten (10) business days to the head of the Social Work Department. The head will submit the request for appeal to the Social Work Program Admissions and Review Committee. The committee is comprised of three Social Work faculty who will reside on the committee for one academic year. The student will receive an email from the chair of this committee and will be expected to attend the review in person or through WebEx.

A committee review of the notification will include a meeting with the student, a meeting with the advisor if applicable, and a review of any past reports. The student may request that an NSU student, currently admitted into the Social Work Professional Program, serve on their appeals committee, and the student will also have full voting privileges. If the student chooses to have a student representative, the appealing student will complete a FERPA form to allow for sharing of information. The committee may convene face-to-face or virtually.

The committee will submit the findings within three business days of hearing the appeal to the head of the

department who will make the final decision. The program coordinator will notify the student if the appeal is granted or if the dismissal is continued. If the student does not agree with report, then the student may appeal to the Dean of the Gallaspy College of Education & Human Development Professor of Education.

## **Transfer of Academic Credits**

### **NSU General Policy on Transfer Credits**

Transfer credits are accepted only from institutions that are regionally accredited by the Southern Association of College and Schools/Commission on Colleges, the Middle States Association of Colleges and Schools, the North Central Association of Colleges and Schools, the New England Association of Schools and Colleges, the Northwest Association of Schools and Colleges, and the Western Association of Schools and Colleges. The transfer Credit Practices of Designated Educational Institutions, published by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) is used as a basis for determining the accreditation status of other institutions (2022/2023 NSU University Catalog, page 36-37).

The Registrar's Office determines the acceptability of transfer credits for core curriculum courses. To read the information on transfer students and credits in its entirety, go to <https://www.nsula.edu/transfer/>.

### **Transfer Procedures Specific to Social Work Coursework**

To determine whether the content and objectives of courses taken from CSWE accredited programs at other universities are substantially equivalent to the academic content offered in Northwestern State University's BSW Program curriculum, faculty responsible for the course to be evaluated or the Department Head will evaluate the other university's course syllabi including course objectives, core competencies, expected learning outcomes, course content, and theoretical frames of reference. Courses that do not correspond to the NSU BSW Program's required courses will transfer as elective credits.

Courses that are used to substitute for upper-level social work courses, such as practice and ethics, must be taken at a CSWE accredited BSW program by a student admitted to their professional program. The student must provide documentation of this acceptance. Acceptable documentation is a letter of admission into the social work professional program, an email from a program representative, or if no other documentation is available, evidence that the program was accredited by CSWE. Thorough course descriptions (from the catalog) or a syllabus are required to give appropriate credit for content.

Courses that must come from a CSWE accredited program:

- SOWK 3120: Generalist Practice with Individuals
- SOWK 3070: Social Work Values and Ethics
- SOWK 3130: Generalist Practice with Groups
- SOWK 3140: Generalist Practice with Communities and Organizations
- SOWK 3150: Generalist Practice with Families
- SOWK 3180: Techniques of Interviewing
- SOWK 4040: Social Work Research Methods
- SOWK 4190 (Not a typical transfer): Field Work

If a student has credit for one or more of the above courses, the student must be admitted into the NSU BSW Professional Program before being given substitution credit for these courses. Additionally, field practicum courses may, in rare instances, be transferred from CSWE accredited programs. Field practicum courses may not be transferred



from an unaccredited program.

Transfer credit may be given for courses from non CSWE accredited programs. The same procedure utilized for the transfer of credits from accredited programs applies. Courses are considered for transfer (substitution) on a case-by-case basis. These courses do not have to be from an accredited program, but the transfer of credits from an accredited program is preferable.

- SOWK 2010: Critical Thinking and Writing in Social Work
- SOWK 2090: Introduction to Policy and Research
- SOWK 2100: Social Work as a Profession
- SOWK 3030: Human Behavior and the Social Environment I
- SOWK 3040: Human Behavior and the Social Environment II
- SOWK 3350: Economics and Social Work
- SOWK 3090: Human Diversity
- SOWK 4350: Analysis of Contemporary Social Policy Issues
- SOWK 4900: Differential Diagnosis in Social Work

## SOCIAL WORK MAJOR REQUIREMENTS

Students seeking a major in Social Work must complete 54 semester hours within the 120-semester hour Social Work curriculum, which include the following Social Work courses: 2090, 2010, 2100, 3030, 3040, 3070, 3090, 3120, 3130, 3140, 3150, 3180, 3350, 4030, 4040, 4190 (12 hours), 4350, and 4900. No grade lower than "C" in a required social work course may be counted toward the social work major curriculum, nor used to meet a prerequisite. **Under no circumstances are academic credits to be awarded in Social Work courses for life or work experiences.** The current curriculum form can be found on the NSU BSW website at <https://www.nsula.edu/socialwork/curriculum/>

## FIELD INSTRUCTION

Students in the professional program are required in their last year of the program to complete 432 hours of field practice experience. Students must meet the following criteria to be able to apply for field placement:

1. A cumulative grade point average (GPA) of 2.5 in all social work courses undertaken and an overall GPA of 2.0.
2. Completion of all required 1000-level courses.
3. Completion of Social Work 2090, 2100, 3030, 3040, 3120, 3130, and 3180.
- 4a. Under Option 1, one-semester field instruction: No more than 18 academic hours remaining in degree requirements.
- 4b. Under Option 2, two-semester field instruction: No more than 33 academic hours remaining in degree requirements.

## Field Application Process

Students in the professional program are required to follow the following process for field placement. These requirements are taken from the Field Manual.

1. Field Director announces due date for submission of field applications for the next semester.
2. Prospective intern meets with advisor, who reviews the student's degree audit to determine eligibility for field

placement. If the advisor concurs that the student is eligible for field placement, possible field placement choices are also discussed.

3. Prospective intern completes the online field application, which is found at <https://www.nsula.edu/socialwork/fieldplacement/>
4. The Director of Field Instruction reviews each application for final determination of eligibility.
5. If a student is determined to be eligible, after consultation with the student's faculty advisor and the student regarding the student's interests, capabilities, and learning needs, the Director of Field Instruction decides on the placement to which the student is best suited.
6. The Director of Field Instruction contacts the chosen agency to determine if the agency can offer the student an interview for potential placement. If the agency representative is in agreement, a copy of the student's application is submitted by email to the agency field instructor for review.
7. The student is notified by email to arrange for an interview at the agency.
8. Following the interview, either the student or the agency field instructor may reject the match based on "goodness of fit."
9. If after review of the field application, the Director of Field Instruction determines that a student is not eligible for field placement, the Director sends the student a letter advising of the decision, the reasoning for the decision, and what the student needs to do to become eligible for field placement.
10. If, after arrangements are made for the Field Placement, a student drops below the expected requirements for Field Placement, the student will be unable to continue to placement. A student may write a letter of appeal to be reviewed on a case-by-case basis.

Note: Lists of agencies at which NSU interns have previously been placed is provided for students. A student who wishes to intern at an agency which is not on the lists, can provide contact information for the agency in question on the field application, and the Director of Field Instruction will contact that agency to inquire about the possibility and appropriateness of a field placement at that agency. New agencies must meet the requirements for placement agencies, and the Director or designee must sign a contract with the Department of Social Work. Requirements for agencies receiving interns are listed in the Field Instruction Manual.

### **Field Background Check and Drug Screening Policy**

Students may be required by field agencies and volunteer agencies to complete a criminal background check and/or a drug screen prior to acceptance for field placement or a volunteer experience. In addition, some agencies require proof of vaccination for specific diseases, as well as current test results for specific diseases. Students are required to comply with any requirements of the agencies. The results of the background checks or drug screening may limit the involvement or participation in the field or volunteer setting. Failure to provide proof of vaccination or results of medical tests may also limit the involvement or participation of a student in a field or volunteer setting. Any fees associated with these requirements are the responsibility of the student.

### **ACADEMIC AND PROFESSIONAL PERFORMANCE POLICY**

Students admitted to the professional program are expected to progress in their command of social work knowledge, their skill in the application of social work methods, and their demeanor as an entry-level professional. Students who do not meet the expectations of the Bachelor of Social Work Program requirements, both in academic performance and personal demeanor/behavior, may be subject to corrective action and/or dismissal from the program. Below are the Departmental policies on academic and professional performance.

#### **Evaluating Student's Academic Performance**

Social work students are expected to progress through the social work program with a minimum overall GPA of 2.0, earning no less than a C in any required social work course when completing it for the second time. Required

minimum social work GPA varies at differing points in the program with a 2.0 when applying to the professional program, a 2.5 when applying for entry into field placement, and a 2.25 as they progress through the program.

Student academic performance is evaluated through several processes:

1. In every social work course.
2. End of semester review by the Coordinator of Program Admissions and Student Support
3. At application for admittance to the Social Work Professional Program
4. At application for admittance into field placement
5. A mid-point and end of field placement.

### **1. Evaluation of Academic Performance in Social Work Courses:**

A common grading scale is used in the social work program. Students are evaluated via examinations and assignments. The grading scale is included in every syllabus.

Final Grade Percentage Range	
A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	0 – 59

Standardized syllabi templates are used in every course in the department, and students are advised of all course requirements and expectations. Acceptable Student performance in a required social work course is a “C” by the second completed attempt.

### **2. End of Semester Review by the Program Admission and Student Service Coordinator.**

At the end of every semester, the Program Admission and Student Service Coordinator receives and evaluates a report for students who received a D or F in a social work course. The student with the D or F is sent an email explaining the policy requiring a grade of C or better in a required social work course. If the report indicates that the student has not obtained a C by the second completed attempt of a required social work course, then the coordinator notifies the student that the student is dismissed from the program and is advised of the dismissal appeal process.

### **3. Academic Performance Evaluation at Application to the Social Work Professional Program Polices**

Students who want to major in social work and are admitted to NSU may declare a social work major at any point. To progress to earning a BSW, students must apply to and be admitted into the Social Work Professional Program. This policy applies to new freshmen, transfer students, and students changing their major. For students to gain admittance into the Professional Program, students must meet the following criteria:

1. Completion of all University Core Courses (Provisional admission may be granted if the student has all required 1000 level courses completed and 12 or less hours of University Core courses remaining at the time of application; the student has one semester to meet the remaining requirements.)
2. A cumulative grade point average of 2.0 or above.
3. A minimum grade of C or above in SOWK 2010, 2090, 2100, and ENGL 1010 and 1020 or SCRT 181W.
4. A minimum grade of C or above, by the second completed attempt, in required social work courses taken.
5. Adherence to the values and ethics of the social work profession.
6. Submission and approval of an Application for Admission to the Social Work Professional Program prior to the pre-registration period for the next regular fall or spring semester.

As part of the Social Work Professional Program application, students must read and electronically sign the Student Understanding and Agreement which includes the NASW Code of Ethics and the Acknowledgment of the Meaning

and Consequences of Plagiarism. The agreements are part of the Social Work Professional Program online application and are saved with the student's online application.

A student not meeting these criteria are denied admission into the BSW Professional Program and are advised of this in writing, including procedures for appealing the decision.

#### **4. Academic Performance Evaluation at Application for Field Placement**

Social Work Field Instruction Academic Requirements are found in the BSW Curriculum Sheet and the Field Instruction Manual as well as in the course syllabus for Field Instruction. The field instructor reviews the manual as part of the Field orientation. The Field Instruction Manual is located on the Social Work Web page under Field Placement.

Students in the professional program are required in their last year of the program to complete 432 hours of field practice experience. Students must meet the following criteria to be able to apply for field placement:

1. A cumulative grade point average (GPA) of 2.5 in all social work courses undertaken and an overall GPA of 2.0.
2. Completion of all required 1000-level courses.
3. Completion of Social Work 2090, 2100, 3030, 3040, 3120, 3130, and 3180.
- 4a. Under Option 1, one-semester field instruction: No more than 18 academic hours remaining in degree requirements.
- 4b. Under Option 2, two-semester field instruction: No more than 33 academic hours remaining in degree requirements.

Students denied admission into Field Placement have clearly not met the criteria. Any complicated situations are discussed between the Director of Field Education and the Department Head, and the final decision cannot be appealed.

#### **5. At Mid-Point and End of Field Placement.**

As identified earlier in the field standards, field instructors submit evaluations of student competencies at midpoint and conclusion of the field placement. The standardized evaluation includes grading a student on all competencies and practice behaviors, and a letter grade is also assigned. Students who wish to appeal a Field Course Grade, must follow appeal process indicated below.

### **Grievance Policies for Appealing Academic Performance Decisions**

#### **1. Appeal of a Course Final Grade.**

The appeal of a course final grade does not happen at the Departmental level. This process occurs at the University level. Northwestern State University outlines specific appeal and grievance procedures as found in the University Catalog, page 37.

#### **2. Appeal of Denied Admittance or Dismissal from the BSW Professional Program for Academic Reasons**

Students may be denied admission into the BSW Professional Program for not meeting academic requirements. They may also be dismissed, after being admitted, for academic reasons listed above. The Program Admission and Student Services Coordinator for the Social Work Professional program sends a letter through the student's NSU email stating the reason for the academic dismissal. The letter will include the mechanism for appeal including an appeal form as well as a referral to the NSU Academic Advising Services. The student may choose to appeal the denied admittance or dismissal from the Social Work Department.

### **Grievance Process**

- The student must submit the appeal within ten (10) business days to the Head of the Social Work Department.
- The Head will submit the request for appeal to the Social Work Program Admissions and Review Committee. The committee is comprised of three Social Work faculty who will reside on the committee for one academic year.
- The student will receive an email from the Chair of this committee to arrange a review meeting and will be expected to attend the review in person or virtually. The student may request that an NSU student, currently admitted into the Social Work Professional Program, serve on their appeals committee, and the student will also have full voting privileges. If the student chooses to have a student representative, the appealing student will complete a FERPA form to allow for sharing of information.
- The Professional Program Appeals and Review Committee convenes the meeting which may be face-to-face or virtually.
- Committee deliberations will include information obtained from the dismissal or denial letter, the meeting with the student, a meeting with the advisor if applicable, and a review of any past reports.
- The Professional Program Appeals and Review Committee will submit the findings within three business days of hearing the appeal to the Head of the Social Work Department who will make the final decision.
- The program coordinator will notify the student if the appeal is granted or if the denied admittance or dismissal is continued.
- If the student does not agree with report, then the student may appeal to the Dean of the Gallaspy College of Education & Human Development. All appeal materials are forwarded to the Dean. The decision of the Dean is final.

### **Evaluating Student's Professional Performance**

As with all university departments, the social work program operates under the University policies of academic and behavioral expectations, with resulting university consequences, such as being subject to disciplinary action under the NSU Student Code of Conduct. However, the Social Work Department also has policies and procedures for evaluating social work student professional performance.

#### **Social Work Department Policies on Professional Performance**

Social Work majors and students admitted to the professional program are expected to progress in their command of social work knowledge, their skill in the application of social work methods, and their professional behavior as a competent and ethical entry-level professional. As part of the Social Work Professional Program requirements, students must read and electronically sign the Student Understanding and Agreement which includes the NASW Code of Ethics and the Acknowledgment of the Meaning and Consequences of Plagiarism. The agreements are part of the Social Work Professional Program online application and are saved with the student's online application.

Advisors, classroom instructors, field practicum instructors, and agency field work supervisors are responsible for monitoring students relative to appropriate social work values, ethics, personal and professional behavior, knowledge, and skills. Any faculty member or field personnel observing behavior or performance not in keeping with the expectations and standards of the program has a duty to express these concerns to the student to achieve improvement in professional behavior performance. If faculty believe a student's behavior merits serious concern as a violation of the NASW Code of Ethics, then the faculty member should refer the student to the Social Work Program Appeals and Review Committee.

#### **Professional Performance Expectations**

The overarching guide for professional performance expectations is the NASW Code of Ethics. Professional performance expectations as related to the Code of Ethics in the academic and field setting may include the

following:

- Demonstrates academic honesty in all course and field work.
- Maintains professional boundaries and relationships.

In addition, reasons for dismissal from the social work program (as identified in the NSU Catalog, page 148) can include other nonprofessional behaviors such as

- The unlawful and/or unauthorized use, abuse, possession, distribution, transportation, manufacture, concealment, consumption, promotion or sale of alcohol, illegal drugs, legal drugs obtained illegally, controlled substances, or designer drugs.
- Illegal possession of weapons.
- Conviction of a felony.
- Serious violations, as determined by the social work program faculty, of the NASW Code of Ethics.

### **Review Process for Violations of Professional Performance**

- Professional misconduct notifications are sent by faculty to the Program Admission and Student Services Coordinator.
- The Program Admission and Student Services Coordinator sends a letter through the student's NSU email reporting a notification of professional behavior misconduct was submitted to the Social Work Professional Program.
- A notification is also sent to the chair of the Program Appeals and Review Committee. The committee is comprised of three Social Work faculty who will reside on the committee for one academic year.
- The student will receive an email from the Chair of this committee to arrange a review meeting and will be expected to attend the review in person or virtually. The student may request that an NSU student, currently admitted into the Social Work Professional Program, serve on their committee, and the student will also have full voting privileges. If the student chooses to have a student representative, the appealing student will complete a FERPA form to allow for sharing of information.
- The Professional Program Appeals and Review Committee convenes the meeting which may be face-to-face or virtually.
- Committee deliberations will include information obtained from the notification of violation letter, the faculty of field personnel report, the meeting with the student, a meeting with the advisor or other involved entities as applicable, and a review of any past reports.
- The Professional Program Appeals and Review Committee will submit the findings within three business days of hearing with the recommendation of no merit, probation with corrective action, or termination from the Social Work Professional Program to the Head of the Social Work Department who will make the final decision.
- The program coordinator will notify the student of the Committee decision and inform of the right to appeal.
- If the student does not agree with the decision, then the student may appeal to the Dean of the Gallaspy College of Education & Human Development. All materials are forwarded to the Dean. The decision of the Dean is final.

### **Criteria for Dismissal from the Social Work Program**

Dismissal from the social work program can be for both academic and nonacademic reasons, including but not limited to:

1. Failure to earn at least a "c" upon the second completed attempt of a required social work course.
2. Failure for two consecutive semesters to maintain an overall 2.0 average and a social work average of 2.25.
3. Academic cheating or plagiarism.
4. The unlawful and/or unauthorized use, abuse, possession, distribution, transportation, manufacture, concealment,

consumption, promotion or sale of alcohol, illegal drugs, legal drugs obtained illegally, controlled substances, or designer drugs.

5. Illegal possession of weapons.

6. Conviction of a felony.

7. Serious violations, as determined by the social work program faculty, of the NASW Code of Ethics.

### **Procedures for Dismissal from the Social Work Program**

When situations occur (academic or non-academic) which result in dismissal from the Social Work Program, the Program Admission and Student Services Coordinator, who is a full-time Assistant Professor, notifies the student in writing of the dismissal. The student is advised of the right to appeal the decision and the process for initiating the appeal process. The appeal process is outlined above in Grievance Policies for Appealing Academic Performance Decisions.

At any point in time, students may be referred directly to the Office of Accountability & Student Conduct at Northwestern State University of Louisiana in administration of the Code of Student Conduct. A copy of the Code of Student Conduct can be found at <https://www.nsula.edu/studentexperience/studentconduct/>.

### **NSU Appeals Process**

All decisions leading to dismissal from the social work program are subject to appeal following the procedures established by Northwestern State University. Northwestern State University outlines specific appeal and grievance procedures outlined in the NSU Student Handbook. Any decision made in an Academic Hearing within the Social Work Department may be appealed on the University Level. Students are expected to understand these policies. Please see the NSU Student Handbook for more information on these policies. A copy of the handbook can be found at [NSU Student Handbook – Northwestern State University \(nsula.edu\)](#).

## **NSU SOCIAL WORK PROGRAM COURSE POLICIES**

NOTE: NSU Social Work Program Policies are standardized throughout the social work curriculum.

### **Class Attendance:**

The Social Work Department follows the University Attendance Policy for face-to-face classes and online classes (listed above). Per university policy, course instructors are required to state expectations regarding class attendance during the first week of classes in writing to the students and must maintain a permanent attendance record for each class.

### **Written Assignments:**

- APA style will be used in all social work assignments – Instructors will indicate specific requirements.
- Turnitin will be used for all assignments – The instructor is to advise the student of the desired similarity score and the course instructor is the final arbiter of the existence of plagiarism, regardless of similarity score.
- **“DUE”** means that the assignment is due at the beginning of class the day it is assigned for face-to-face classes; for online courses or Moodle submissions, the date and time specified.
- Policies regarding timeliness of paper submissions will be specified by the course instructor.
- Students should strive for error-free writing.



- All assignments should be submitted in a WORD document. WORD is accessible to all students through their NSU email.
- All major assignments (indicated by the instructor) must be completed in order to earn a passing grade in the course.

**Proctoring:**

Northwestern State University requires proctoring in all online courses. Students are required to have certain exams proctored for courses and submit certain written work to plagiarism detection software (i.e. Turnitin). It is the responsibility of the student to have their proctor approved and proctoring setup before the due date of all exams. Proctoring can be arranged through the NSU testing center or any satellite office (Alexandria, Leesville, Shreveport), through any university testing center outside of the NSU system (any state), through any military testing center, or through Proctor U. The cost of using any testing facilities is the responsibility of the student. All proctors must be approved prior to taking the exam. Students who use the above approved proctors need only to inform the professor of the arrangements made through the method required by the professor. Most professors require submission of a completed proctoring form.

**Instructor Expectations of Student Behavioral in the Classroom**

Social work courses are part of a student’s training and professionalization process; certain behaviors that detract from or interfere with the learning experience are not acceptable. Persistent demonstration of these behaviors will result in a lowered grade at the discretion of the instructor. These behaviors include but are not limited to:

- Late arrival to and early departure from class.
- Sleeping in class.
- Eating in class. Drinks are welcome.
- Leaving trash behind in the classroom.
- Electronic usage in class per Instructor discretion. All electronics should be turned off and placed out of reach during the class period. Please note that watches are not to be viewed during class as well. If a student needs to be available because of a family emergency or situation, then the student must advise the instructor of this before the class. The cell phone must be placed on vibrate, and the student can sit near the door in order to leave the class quickly without disrupting the learning of others. Students can only have electronics present on their desks if web searches are conducted as part of legitimate classroom exercises or if there is a documented accommodation through Student Services.
- Coming to class under the influence of any substances including alcohol or illicit drugs.

**NSU SOCIAL WORK PROGRAM GRADING SCALE**

<u>Final Grade</u>	<u>Percentage Range</u>
A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	0 – 59

**NORTHWESTERN STATE UNIVERSITY POLICIES FOR SYLLABI:**

Student policies related to all aspects of university life can be found in the Student Handbook located at <https://www.nsula.edu/studenthandbook/> .

**Americans with Disabilities Act (ADA)**

In accordance with Section 35.106 of the Americans with Disabilities Act (ADA), all participants, applicants, organizations, and interested individuals are advised and notified that the ADA Coordinator for Northwestern State University for facilities is the Director of University Affairs, Jennifer Kelly (318-357-4300), located in New Fine Arts, 104 Central Avenue, Ste. 102 or email [andersonje@nsula.edu](mailto:andersonje@nsula.edu). For student academic services, contact the Director of Accessibility and Disability Support, Randi Washington (318-357-5460) located in Room 108-C Watson Memorial Library or email [washingtonr@nsula.edu](mailto:washingtonr@nsula.edu). For faculty/staff accommodations and services, contact Executive Director of Institutional Effectiveness and Human Resources, Veronica M. Biscoe (318-357-6359), Room 111 Caspari Hall or email [ramirezv@nsula.edu](mailto:ramirezv@nsula.edu).

### **Student Academic Honesty Statement**

If knowledge is to be properly evaluated, it must be pursued under conditions free from deceit and misrepresentation, which are incompatible with the fundamental activity of this academic institution. Northwestern State University expects students to fulfill academic requirements independently and with integrity. Academic integrity is founded on values of honesty, trust, fairness, respect, and responsibility. Violations include, for example, cheating or deception in any form, plagiarism (including duplicity), misuse of resources, falsification, and facilitating another student's academic dishonesty. Acts of academic dishonesty violate the ethical principles of the University community and compromise work completed by others. For violations of academic honesty, a student may receive a grade of zero on the assignment and/or a grade of F in the class and will be referred to the Office of Accountability & Student Conduct to create a disciplinary record and/or receive any additional sanctions. For a comprehensive description of Academic Infractions refer to Article 4 Section 1 of the *Student Handbook*.

**Sexual Harassment & Assault:** Please refer to the following website for complete information:  
<https://www.nsula.edu/notalone/>

**Title IX of the Education Amendments of 1972** prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance. NSU is committed to equal opportunity for student success by providing access to educational programs, tuition assistance, and social and recreational activities for all students without regard to race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, pregnancy or parenting status, veteran status, or retirement status. Student complaints or inquiries related to Title IX should be directed to the Director of Student Advocacy/Title IX Coordinator, Christie D. Price, [pricec@nsula.edu](mailto:pricec@nsula.edu), 318-357-5570, located in room #308 of the Student Services Center.

### **Diversity, Equity, and Inclusion Statement**

Northwestern State University defines diversity as including, but not limited to differences in age, gender identity and expression, religion, language, sexuality, socioeconomic status, ethnicity, race, mental and physical abilities, and geographic background. In our mission to understand our differences, we also hope to realize our commonalities and recognize how all these parts of our identities shape each of our experiences of the world. We are dedicated to fostering a community based on empathy, thoughtful dialogue, personal growth, and action.

### **Social Media**

Every Northwestern State University student is encouraged to help create an environment that promotes learning, dignity, and mutual respect for everyone in classrooms and on social media. Students should be aware of their association with and responsibilities to NSU while using social media, whether on official NSU sites or in personal communication. Students must also keep in mind that once digital content is created, they have very little control over how that content is shared or how permanent it becomes, and so the impact of statements and the online persona must

be considered, especially in regard to potential classmates and employers. Students should exercise their freedom of speech to communicate online with respect, which includes adhering to the Student Code of Conduct and reading and responding carefully to others in order to understand their point-of-view. Students must take responsibility for their words and criticism should be constructive, respect diversity, and show tolerance of differences. Students should make it clear that they are stating an opinion and not acting as an official representative of NSU when using social media for personal communication. When that may seem unclear, it may be useful to use a disclaimer such as, “views and opinion expressed are my own and do not reflect those of NSU.”

### **Campus/Classroom Civility Statement**

Northwestern State University students, staff, and faculty are expected to create an environment that promotes academic excellence, personal dignity, mutual respect, and individual responsibility in both face-to-face and electronic educational settings regardless of the content of the ideas and opinions being shared. Ideas and opinions that are controversial or in opposition to others are welcomed in the NSU environment, and this policy shall not be used to prohibit the sharing of controversial or unpopular ideas or opinions but merely to call for civility when idea and opinion sharing.

All members of the NSU community have the right to a safe environment free of disturbances and civil in all aspects of human relations. Whether in a face-to-face or online classroom, students who engage in disruptive or abusive discourse or actions may be removed from the class and subject to disciplinary sanctions. In on-campus classrooms, students who speak at inappropriate times, take frequent breaks, interrupt the class by coming to class late or leaving early, engage in loud or distracting behaviors, use cell phones or other noise-making devices, wear headphones, are distracted with computers or other electronic devices, are verbally abusive, display defiance or disrespect to others, or behave aggressively toward others during the class period may be removed from the class and may be subject to disciplinary action under the Northwestern State University Student CODE OF CONDUCT nsula.edu - 107 - 2021-2022 Student Handbook Code of Conduct (Articles IV Infractions and VIII Sanctions). The instructor of a course may deem additional behaviors or actions inappropriate; these actions or behaviors will be outlined in the course syllabus. Copies of infractions begin on page 113 and sanctions begin on page 125 of this handbook and are available on the NSU website at <https://www.nsula.edu/studenthandbook/>

### **Class Attendance**

Class attendance is an obligation and a privilege. All students are expected to attend their enrolled classes. Failure to do so may jeopardize students’ scholastic standing in their courses and may lead to suspension from the University. Course instructors are required to state expectations regarding class attendance during the first week of classes in writing to the students and must maintain a permanent attendance record for each class. Instructors may establish grading policies that incorporate attendance requirements, including policies and penalties for class absence, tardy attendance, make-up work, and late coursework.

Instructors may excuse an absence for documented illness and doctor appointments, personal and family issues, and other similar situations at their discretion pursuant to the class attendance policy, and shall excuse absences for official University-excused activities reported by University personnel, religious observances supported by students’ religious beliefs, official military orders and first responder orders during emergencies, scheduled court appearances, and jury duty. In professional degree programs (e.g., Nursing, Allied Health, Education), students are required to meet the minimum number of attendance or clinical hours each semester in each course.

In the case of planned absence, students are responsible for anticipating such conflicts and discussing them with their instructors in advance, preferably at the beginning of the semester. In the case of unplanned absence, students shall submit documentation to their instructors upon their return to the respective class.

Students tardy for a class meeting should resolve the matter with their instructors at the end of the class period during which the tardiness occurred. Otherwise, the instructor may treat the tardiness as an absence pursuant to the class attendance policy.

Students are responsible for all class activities missed during their absences, whether excused or unexcused. Acceptance of make-up work and penalties for late work are determined by instructors' discretion pursuant to the written attendance policy for the course.

For students with excessive unexcused absences (ten percent or more of the total class meetings), instructors may complete the Non-Attendance Report of Grade Form and submit it to the academic dean of the course recommending that the student be dropped from the roster of that class.

A grade of "F" shall be given if a student has unsatisfactory academic performance in the course and may be given if the student has five or more unexcused absences for MWF classes, four or more unexcused absences for MW or TR classes, two or more unexcused absences from classes that meet for three hours one time a week (Monday-Saturday), and two or more weeks of unexcused absences from Internet classes.

<sup>1</sup>Official University-excused absences shall be sanctioned by the academic dean, dean of students, or the athletic director or the dean or director designee. Course instructors shall be notified in advance when students are participating in official University activities.

### **ADVISING**

All social work students, at every level of study, are advised by social work faculty members. Upon declaring Social Work as a major, students are assigned a social work faculty member as their advisor by alphabet. All full-time faculty members serve as advisors. Students are emailed a welcome email from the Social Work Department which includes the name of the student's advisor. Advising assignments are also posted on the Social Work website. Advisor name and email link are available on the student's personalized online degree progress platform (Degree Works). Professional advising happens in conjunction with academic advising and is conducted by the Social Work faculty advisors to assist students with professional concerns and professional development.

#### **Policies:**

Although the Social work Department encourages academic advising continuously throughout the program, there are specific points where the student is required to meet with their academic advisor.

- Students who have less than 60 credit hours will be required to meet with advisors prior to registering for any classes. Students with a GPA less than a 2.25 will also be required to meet with advisors prior to registering for any classes. Students requiring advising must obtain an "alternate PIN (personal identification number)" to register. The PIN numbers are provided to the advisors by the Registrar of Northwestern State University and are changed each semester by the Registrar.
- All students, regardless of GPA, are encouraged to obtain academic advising. Faculty advisors are available to students throughout the academic year, but their role is especially important during the registration period. The advisor will explain the University and BSW program requirements and assist the student in planning a program which satisfies these requirements.
- Students are referred in writing to their advisor by the BSW Program Admission and Support Coordinator upon acceptance, provisional acceptance, or denial of admission to the Social Work Professional Program.
- As part of the Field Application Process, students are required to review the application submission with their advisor.

If a student desires advisement from a faculty member other than the assigned advisor, the student may make that request to the department head who may make said changes. The department head serves as an alternate advisor for

all students should they have problems, questions, or in the event their advisor is not available.

The student should be aware, however, that knowledge of and adherence to regulations of the University, both academic and otherwise, are the ultimate responsibility of the student.

### **NSU Sponsored Professional Advising and Counseling**

Although this specified professional advising is not directly provided by social work faculty, faculty refer students to the office of Counseling and Career Services as an adjunct to the professional advising provided by the social work faculty advisors. Social work students are encouraged by their Field placement instructors to participate in the Career Advising platform, Handshake, found on <https://www.nsula.edu/careercenter/>.

The Counseling and Career Services provides confidential services covered through your Student Health fees in the areas of mental health and developmental counseling, off-campus part-time employment, and preparation for employment after graduation to NSU students. All services are available to online as well as face to face students. To make an appointment, students can call (318) 357-5621, go by the office in room 305 in the Friedman Student Union Building, or contact on the website at <https://www.nsula.edu/ccs/>.

## **STUDENT ORGANIZATIONS**

Social Work has three social work student organizations at Northwestern State University. Two of the organizations are approved by and registered with the Department of Student Activities and are subject to all rules and regulations governing student organizations. The Honor Society is sponsored by the Department of Social Work and does not fall under the Department of Student Activities. All student organizations are student led with advisement by faculty members.

### **Social Work Club**

The Social Work Club provides a vehicle for student cohesiveness and professional identity with the social work profession. As a student-led organization, it is designed to increase awareness of social issues within the University and the wider community. The club provides opportunities to gain knowledge about the social work major and issues related to the profession of social work. It also offers volunteer opportunities, leadership experiences, career exploration, and fellowship with students and faculty. The Social Work Club is open to all majors and meets twice a month.

### **NSU Student Food Pantry**

Created in 2015 by social work students to fulfill the requirements for a SOWK 3140 community project, the NSU Student Food Pantry's goal is to meet the temporary, emergency food needs of currently enrolled NSU students. With the aim to target a critically underserved population of students with low incomes, the pantry collaborates with individuals and organizations to staff and to stock the pantry with non-refrigerated and refrigerated food items and toiletries. Our clients are never asked to provide proof of need; their presence at the pantry is that indication. The quantity of items that consumers may have each week is limited and monitored. Because of the dependence upon volunteers to operate this program, the hours of operation change each semester. Volunteers are always welcome; however, a brief training session is required. We serve all NSU students including BPCC@NSU students.

The pantry is located on NSU's main campus on Central Avenue in the Trisler Power Plant Building, which is behind Russell Hall and across the street from the CAPA annex.

### **Pi Delta Chapter of Phi Alpha National Social Work Honor Society for Social Workers**

The purpose of Phi Alpha Honor Society is 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 Pi Delta chapter along with the Social Work Department sponsors a professional training opportunity every semester for students, faculty, and the greater community. Trainings topics have included suicide assessment, trauma focused practice, and conversations on race.

The Pi Delta chapter is open to all Social Work students regardless of registration as a face to face or online student. Students who are invited to join Pi Delta (commonly referred to as Phi Alpha) must meet the following requirements:

1. Accepted into the professional social work program at NSU
2. Have achieved at least 37.5% of the total credit hours required for the BSW
3. Completed 9 semester hours of required social work courses.
4. Achieved an overall grade point average in the top 35% of social work majors.
5. Achieved a 3.25 grade point average in required social work courses.
6. Demonstrated a commitment to the standards, ethics, and goals of the social work profession.

### **Student Representation and Governance in the Bachelor of Social Work Program and University**

The following are opportunities for students to be involved in the governance and continued development of the NSU Bachelor of Social Work Program:

1. Student representation on the Social Work Advisory Council.
2. BSW Online Committee- student representative
3. Student Advisory Counsel
4. Student representation on the Field Committee- one student serves on the field committee. This individual may be nominated by any faculty member, student, or may self-nominate for the position. The student will be accepted by members of the committee.
5. Student Government Association (SGA) - This organization promotes the welfare of the student body of Northwestern State University by serving as a liaison between students and administrators.
6. Student Activities Board (SAB) - This organization utilizes a committee system to plan, advertise and implement events for the entire campus. (<https://www.nsula.edu/sga>)
7. Student representation on select university committees and task forces.
8. All Social Work students are eligible to serve on NSU student organizations:

<https://www.nsula.edu/studentactivities/>

### **PREPARATION FOR GRADUATE SCHOOL**

The Northwestern State University BSW program is an approved baccalaureate program through the Council on Social Work Education (CSWE). Students wishing to advance their education and enhance their skills as social workers may go on to get a master's degree in social work (commonly MSW). Typical paths to work towards a master's in social work are a traditional program and advanced standing. Students interested in pursuing an MSW must contact the Universities of interest to find out specific program requirements.

**Traditional Programs**

In most colleges throughout the nation who offer a master's degree in social work, students can undergo a 2-year traditional program. Both years encompass academic work coupled with field placement learning consecutively. Students interested in working towards a master's in social work do not have to have their Bachelor of Social Work degree. Students who earn their BSW from NSU with a cumulative GPA less than 3.0 are eligible for the Traditional Program.

**Advanced Standing**

Students who earn their BSW degree from NSU with higher GPAs and pass all social work core courses with a minimum grade of 3.0 are typically eligible for Advanced Standing. Advanced Standing programs are accredited by the Council on Social Work Education (CSWE) and allow eligible persons who have earned a BSW degree within five years the opportunity to earn the MSW degree in as little as one year instead of the usual two years.