



**Missouri
State.**
UNIVERSITY

Bachelor of Social Work Program Handbook

**MAKE YOUR
MISSOURI
STATEMENT.**

School of Mental Health and Behavioral Sciences

Missouri State University

Pummill Hall Room 105

901 South National Ave

Springfield, MO 65897

Phone: 417-836-6953

Fax: 417-836-7688

Email: SWK@missouristate.edu

Table of Contents

BSW ADMINISTRATIVE FACULTY	5
OVERVIEW OF MISSOURI STATE UNIVERSITY	6
BRIEF HISTORY OF MISSOURI STATE UNIVERSITY.....	6
MISSOURI STATE UNIVERSITY MISSION STATEMENT.....	7
MCQUEARY COLLEGE OF HEALTH AND HUMAN SERVICES MISSION STATEMENT	7
INSTITUTIONAL ACCREDITATION	8
OVERVIEW OF THE SOCIAL WORK DEPARTMENT	9
BSW PROGRAM’S HISTORY	9
SOCIAL WORK DEPARTMENT MISSION.....	9
BSW PROGRAM’S MISSION.....	9
BSW PROGRAM’S GOALS	9
SOCIAL WORK DEPARTMENT ACCREDITATION.....	10
THE BACHELOR OF SOCIAL WORK PROGRAM	11
INTERESTED IN THE SOCIAL WORK MAJOR	11
TRANSFER STUDENTS.....	11
BSW PROGRAM ADMISSION.....	11
ELIGIBILITY TO APPLY.....	11
BSW APPLICANT EXPECTATIONS CHECKLIST	12
ADMISSION TO THE BACHELOR OF SOCIAL WORK PROGRAM.....	13
BACHELOR OF SOCIAL WORK CURRICULUM	13
BSW PROGRAM COURSE OFFERINGS	15
REQUIRED COURSES WITHIN THE BSW PROGRAM.....	15
SOCIAL WORK ELECTIVE COURSES.....	17
BSW FIELD EDUCATION	20
FIELD PREPARATION	20
BSW ADVISEMENT	21
DEVELOPING A DEGREE PLAN.....	21
PROFESSIONAL GUIDANCE.....	22
ADDING & DROPPING CLASSES.....	22
REMOVING HOLDS/CLEARING STUDENTS TO REGISTRAR	22
COURSE SUBSTITUTION POLICY FOR TRANSFER/NEW BSW PROGRAM STUDENTS.....	22
BSW STUDENT POLICIES	24
STUDENT RIGHTS AND RESPONSIBILITIES.....	24
MANDATORY PROGRAM ORIENTATION FOR NEW BSW STUDENTS	24
CLASS DISRUPTION POLICY	24
STUDENT CONCERN POLICY.....	24
EMAIL POLICY	25

GREEN DOT SOCIAL WORK PLEDGE.....	25
COURSE GRADE APPEALS.....	25
INCOMPLETE GRADES	27
SOCIAL WORK GRADING SYSTEM.....	28
RETENTION, PROGRESSION, AND GRADUATION POLICIES.....	29
STUDENT EVALUATION OF EDUCATIONAL EXPERIENCE.....	30
STUDENT EDUCATION FILES.....	30
LEAVE OF ABSENCE POLICY	30
RETENTION, REMEDIATION, AND DISMISSAL POLICY RELATED TO ACADEMIC AND PROFESSIONAL CONCERNS	33
FINANCIAL AID AND SCHOLARSHIPS	36
UNIVERSITY FINANCIAL ASSISTANCE OFFICE	36
BSW STUDENT ASSOCIATION SCHOLARSHIP.....	36
OREEN M. RUEDI MEMORIAL SCHOLARSHIP	36
SOCIAL WORK SCHOLARSHIPS-GENERAL FUND	37
SOCIAL WORK STUDENT INVOLVEMENT OPPORTUNITIES	38
SOCIAL WORK CLUB	38
PEER GROUP PROGRAM.....	38
TOWN HALL MEETINGS	38
SOCIAL WORK DEPARTMENT ADVISORY GROUP STUDENT MEMBER.....	39
SOCIAL WORK DEPARTMENT SOCIAL MEDIA.....	39
NATIONAL ASSOCIATION OF SOCIAL WORKERS	39
POSTGRADUATE PLANNING.....	41
CAREER INFORMATION AND PLACEMENT	41
STATE OF MISSOURI MERIT EXAMS	41
SOCIAL WORK LICENSURE	41
PROFESSIONAL READINESS PRESENTATIONS.....	41
APPENDIX A	43

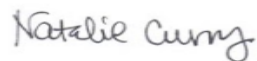
Welcome to the Bachelor of Social Work Program at Missouri State University. You have decided to major in a degree that according to the U.S. Department of Labor Statistics is projected to grow 9% between 2021 and 2031, much faster than the average growth rate for all professions (U.S. Bureau of Labor Statistics, 2023). The BSW degree provides students the knowledge, values, and skills to empower people who are working to overcome challenges that may include, but are not limited to: poverty, discrimination, abuse, oppression, addiction, mental and physical health concerns, and/or marginalization. Concurrently, the program trains students on how to practice as administrators, lobbyists, and policymakers on the local, state, federal, and international levels.

The faculty at Missouri State University are committed to preparing students to become ethical social workers in a global society with a commitment to social justice and a respect for the diversity of others. Upon graduation from the BSW Program, you will have acquired the skills to be a generalist practitioner in the micro, mezzo, and macro fields of social work practice. Your decision to become a social work major indicates that you have given careful consideration to this program's mission and the strengths you will bring to the social work profession.

During your time in the BSW Program, you will find that our faculty is passionate about helping you achieve your "**Missouri Statement**" in the social work profession. You will see this exhibited through classroom expectations. We do expect you to work diligently in your knowledge, theory, practice, and field instruction courses. Additionally, we expect all students to demonstrate acceptable levels of maturity, integrity, behaviors, and attitudes as defined by the National Association of Social Work (NASW) Code of Ethics. Please take the time to review the material in this handbook to make sure you fully understand the program's expectations.

I join the whole faculty in welcoming you to the Bachelor of Social Work Program at Missouri State University. The faculty look forward to working with you during your time as a student in the BSW Program. It is our expectation you will become an example of an exceptional addition to the field of social work practice.

Sincerely,



Professor Natalie Curry, MSW, LCSW
BSW Program Coordinator
Clinical Associate Professor

BSW Administrative Faculty

Dr. Paul Deal

Director of the School of Mental Health and Behavioral Sciences

PaulDeal@MissouriState.edu

Professor Natalie Curry, MSW, LCSW

BSW Program Coordinator

NatalieCurry@MissouriState.edu

Professor Regina Russell, MSSW, LCSW

BSW Field Education Coordinator

RRussell@MissouriState.edu

Brief History of Missouri State University

Missouri State University was founded in Springfield in 1905 as the Fourth District Normal School. The institution's primary purpose during its early years was the preparation of teachers for the public school systems in the southwest region of Missouri. The first name change came in 1919 when the school became Southwest Missouri State Teachers College, reflecting its regional mission. By the mid-1940s, the University had expanded its instructional program beyond teacher education to include the liberal arts and sciences; and as a consequence in 1945, the Missouri legislature authorized an official change in the institution's name to Southwest Missouri State College. As additional programs were implemented at the undergraduate level and with the development of graduate education, the University became an educationally diverse institution by 1972. Recognition of this further growth and development again resulted in an official change in name to Southwest Missouri State University. In 1995, Senate Bill 340 was signed into law, giving Missouri State University a statewide mission in public affairs. On the 100th anniversary of the founding of the University, in 2005, the name changed to Missouri State University. This name change identified the institution as a multipurpose, metropolitan university providing diverse instructional, research, and service programs.

Missouri State University-West Plains was established in 1963 as the West Plains Residence Center and has been a semiautonomous, two-year campus within the Missouri State University system since 1971. Consistent with the Missouri State-West Plains is a teaching and learning institution of higher education offering two-year associate degrees, certificates and a variety of continuing education courses as needed by the employers and citizens of the area.

The Missouri State University Mountain Grove Research Campus, originally established as the Missouri State Fruit Experiment Station by a legislative act in 1899, is the oldest identifiable segment of Missouri State University. Until 1974, it operated as a state agency under a board of trustees appointed by the Governor. As a result of the Omnibus State Reorganization Act of 1974, administrative responsibility of the Station was given to the Board of Governors of the University. In 2006, the Station was integrated into the Department of Agriculture in the College of Natural and Applied Sciences as part of a reorganization of the University.

Missouri State Branch Campus, located at Liaoning Normal University in the People's Republic of China, offers a two-year Associate of Arts degree through the West Plains campus and a Bachelor of Science in General Business degree through the College of Business on the Springfield campus. The Branch Campus programs are accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

Today, the University functions as a multi-campus system that is integrated to address the needs of its constituents.

Missouri State University Mission Statement

Mission:

Missouri State University is a comprehensive institution offering undergraduate and graduate programs, including the professional doctorate. The university educates students to be global citizen scholars committed to public affairs.

Vision:

Missouri State University will be the university of choice to develop successful students who excel academically and in ethical leadership, cultural competence and community engagement.

Values:

- A **student-centered learning environment** and **excellent teaching** that promote and support academic success and personal development.
- The generation, discovery, dissemination and preservation of **knowledge** developed through **research** and **creative activity**.
- Personal and academic **integrity** in all our endeavors.
- **Inclusiveness**, fairness, equity and social justice; the recognition that each person possesses not just one, but multiple identities; and the celebration of the similarities, as well as the differences, of our diverse campus.
- **Our people** and their ability to foster an **environment of respect** for all individuals within a climate of civility, trust and collaboration.
- **Continuous improvement** in our programs, policies and procedures.
- **Innovation** and promotion of the **entrepreneurial spirit** in all aspects of university life.
- **Collaboration**, both internally and externally, to promote meaningful **partnerships** that further the university's goals.
- **Pride in**, and **celebration of**, the achievements of the university and campus community, past and present.
- **Responsible and transparent stewardship** of the university's and community's resources for a sustainable future.

McQueary College of Health and Human Services Mission Statement

The Social Work Department is housed in the McQueary College of Health and Human Services (CHHS) at Missouri State University. MCHHS has adopted the below vision, mission, values, and goals.

Vision:

To promote and enhance lifelong learning, health and well-being

Mission:

The McQueary College of Health and Human Services (MCHHS) focuses on improving the health and well-being of people in Missouri, the nation, and the global community through education, research, and service. MCHHS values multidisciplinary approaches, instills the public affairs mission, and encourages students and faculty to develop lifelong learning skills.

Values:

Honesty, Integrity, Respect, Compassion, Excellence, Cultural Sensitivity, Responsibility

Goals:

1. Recruit, develop, and retain faculty and staff who support quality instruction, research, and service in accordance with the public affairs mission and University goals
2. Recruit, retain and support quality students who will become engaged citizens committed to using their education to fulfill the CHHS mission and University goals
3. Develop, assess and maintain quality educational programs consistent with the CHHS mission and University goals
4. Develop relationships with internal and external constituencies to support academic programs and to fulfill our public affairs mission
5. Nurture--among students, faculty, and staff--an inclusive educational environment enriched by respect for diverse capabilities, backgrounds, thoughts, and values
6. Create and foster an environment that encourages and supports scholarship of discovery, and application and dissemination of new knowledge

Institutional Accreditation

Missouri State University's regional accrediting body is the Higher Learning Commission of the North Central Association (HLC). Missouri State University has successfully maintained continuous regional accreditation with the Higher Learning Commission of the North Central Association (HLC) since 1915. Missouri State University-West Plains has been a separately accredited campus with continuous accreditation since 1994.

BSW Program's History

The Social Work Department grew out of the Sociology Department in 1970, and was added as an area of study under the leadership of Dr. Clarence Ketch. However, social work courses were listed in the course bulletin as early as 1950. In the spring of 1972, the Department of Sociology learned that the Council on Social Work Education (CSWE) would begin accrediting undergraduate social work programs (Southwest Missouri State University, 2003). The first social work course was taught in the spring of 1972. In 1977, the social work undergraduate baccalaureate program was fully accredited by CSWE. In 2021, the BSW Program admitted the first fully online cohort. The BSW Program currently has two program options – seated and online.

Social Work Department Mission

The MSU social work department focuses on improving the health and well-being of people in Missouri, the nation, and the global community through education, research, and service. The MSU social work department values and honors diversity and promotes students' understanding of diversity in all its forms. The social work department educates students on methods used to act against oppression, racism, discrimination, and inequality while acknowledging personal privilege. The social work department promotes interprofessional approaches, instills the public affairs mission, and encourages critical thinking and lifelong learning.

BSW Program's Mission

To prepare ethical leaders committed to the NASW Code of Ethics and Missouri State University's public affairs mission who provide evidence-based, theoretically grounded, policy informed, and culturally competent generalist practice to promote well-being, advance human rights, and eradicate social, racial, economic, and environmental injustice in local and global communities.

BSW Program's Goals

1. Engage in culturally competent practice within the history, mission, values, and ethics of the social work profession.
2. Apply knowledge of the bio-psycho-social approach on individual development and behavior, and use theoretical frameworks to understand the interactions among individuals and between individuals and social systems (i.e., families, groups, organizations, and communities).
3. Recognize the local and global forms and mechanisms of oppression and discrimination and apply the strategies of change that advance human rights and eradicate social, economic, and environmental injustices.
4. Utilize the knowledge and skills of generalist social work practice on micro, mezzo, and macro systems.

5. Engage in research-informed practice and practice-informed research to advise and advance the role of a generalist practitioner.
6. Analyze how local, state, federal, and international policies impact the role of a generalist practitioner and engage in efforts to advance human rights through ethical policies.
7. Demonstrate ethical leadership through the development of critical thinking skills and the on-going practice of effective communication, supervisory support, inter-professional teamwork, and continued professional development activities.

Social Work Department Accreditation

The Social Work Department is accredited by the Council on Social Work Education. The Council on Social Work Education (CSWE) is a nonprofit national association representing more than 2,500 individual members, as well as graduate and undergraduate programs of professional social work education. Founded in 1952, this partnership of educational and professional institutions, social welfare agencies, and private citizens is recognized by the Council for Higher Education Accreditation as the sole accrediting agency for social work education in this country (“Council on Social Work Education,” n.d.).

The Bachelor of Social Work Program

Interested in the Social Work Major

If you are a student who is considering, or just declared, a social work major you must attend a BSW Program Information Meeting. These meetings will be held throughout the academic year. Please refer to the BSW Program website for dates.

The purpose of the BSW Program's Information Meeting is to provide students with the following information:

1. An overview of the social work profession
2. The BSW Program's purpose
3. The required curriculum for a BSW major
4. An overview of the application process
5. General BSW student expectations
6. Student advisement basics

Pre-social work majors will have an advisor in the McQueary College of Health and Human Services Student Success and Advisement Center.

Transfer Students

The BSW Program is delighted to work with transfer students. Please refer to the Transfer Center found at <http://www.missouristate.edu/transfer/> to understand the student expectations of transferring into Missouri State University. Once a student has been accepted into Missouri State University, and declared a major in social work, the student is expected to attend a BSW Program Information Meeting. Transfer students will have an advisor in the McQueary College of Health and Human Services Student Success and Advisement Center. All transfer students are expected to adhere to the eligibility requirements of the BSW Program.

BSW Program Admission

You must be admitted to Missouri State University before you can apply to the Bachelor of Social Work Program. Once you have been admitted to the University, you should declare a major in social work. When you declare your major, you will be listed as a pre-major until you satisfy all admissions requirements. As a pre-social work major, you will be assigned an advisor in the McQueary College of Health and Human Services Student Success and Advisement Center. Just because you have declared a major in pre-social work, it does not guarantee admittance into the social work program. The social work program operates under a selective admissions policy to maintain a program of excellence in the classroom, to assure availability of quality internship placements, and to ensure a qualified and ethical workforce. Additionally, the BSW Program does not grant any course credit or conditional admissions for life experience or previous work experience.

Eligibility to Apply

Once accepted to MSU, students are eligible to apply for admission into the BSW Program when the following conditions are met:

- A. Completion of a minimum of 45 hours with a combined GPA (Missouri State and transfer combined) of 2.50 or higher on a 4-point scale
- B. Completion or concurrent enrollment in the Foundations Courses for General Education except the second writing course
- C. Completion or concurrent enrollment in SWK 200(3), SWK 213(3), and SWK 219(3) with a minimum grade of "C". Candidates whose application is reviewed positively will not have admission to the Program until grades of "C" or better are recorded for these courses at the close of the application semester.

BSW Applicant Expectations Checklist

	I have been accepted into Missouri State University.
	I have completed a minimum of 45 hours of general education courses.
	I have a combined GPA (MSU and transfer) of 2.50 or higher on a 4.0 scale.
	I have completed/concurrently enrolled in GEP 101 (not applicable for transfer students with more than 24 hours of post-high school college level courses), ENG 110, oral communication general education requirement, MTH 130 or higher.
	I have completed/currently enrolled in SWK 200, SWK 213, and SWK 219.
	I understand that this program requires a 400-hour in-person practicum internship in a location that is mutually agreed-upon by the BSW Field Coordinator and me.
	I have read the NASW Code of Ethics available at www.socialworkers.org .
	I have read and agree with the policies outlined in the MSU BSW Handbook found on the MSU BSW Program undergraduate webpage.
	I understand that I should meet with my assigned BSW advisor each semester for advisement.
	I have attended a BSW Program Informational Meeting.
	I know I am ultimately responsible for adhering to my degree plan and knowing the classes and steps I need to take to graduate on-time.
	I understand this program requires me to take part in activities that occur outside of the classroom and I will be available to participate in these activities.
	I know that I am applying to a professional degree program that requires a large commitment. I recognize that some extra-curricular activities and/or a full-time job might make it difficult to be successful in this program.

Admission to the Bachelor of Social Work Program

Students seeking admission to the BSW Program do so with the understanding that: (a) admission is competitive and selective and not all who apply can be accommodated; and (b) meeting the minimum standards does not guarantee a student will be admitted. The BSW committee will make a decision to admit based on a holistic picture of the completed course work and values that are consistent with the conduct of the profession and the Social Work Code of Ethics.

Students who are planning to pursue a BSW degree must complete the following steps:

1. Declare a major in the Social Work Program within the University which places the student in pre-admit status.
2. When a student is eligible to apply for admitted status, the student must submit a formal application, with accompanying forms, to the Social Work Office. Directions for completing the packets will be included within the application packet. Applications for admission to the Program will be available online. Refer to the application packet for specific due dates because the dates can vary. Applications submitted after the deadline will not be considered. Incomplete applications may result in not being considered.
3. In the application process, students will select between the seated program option or the fully online program option. Students who choose the seated program option will attend Social Work classes on the Springfield campus. Students who choose the online program option will have all Social Work courses in an online and asynchronous format. Students may only be admitted to the BSW Program in one program option.
4. Students will be notified, prior to registration, if they are admitted into the BSW Program. If the student is not admitted, the student will be responsible for meeting with their advisor to transition into another major.

Bachelor of Social Work Curriculum

The undergraduate Social Work Program at Missouri State University builds upon a liberal arts education while preparing students for the practice of Social Work, with an emphasis on the strengths perspective. Social Work is a comprehensive major consisting of 48 hours of required Social Work courses (which includes a 12-hour practicum); 18 hours of required courses from the humanities and sciences; and 6 hours of electives offered by the Social Work Department (SWK electives). Students who successfully complete general education, all general baccalaureate requirements and major requirements are awarded a Bachelor of Social Work degree. A copy of the Four Year Plan can be found in Appendix A. Students are encouraged to use this as a guide when considering classes.

The following are the courses required to obtain a BSW degree:

- A. General Education Program and Requirements
- B. Major Requirements
 - 1. Recommended Course: SWK 300(1)
 - 2. Specific Course Requirements (other than Social Work courses): ECO 101(3); PLS 101(3); PSY 121(3); SOC 150(3), PSY 304(3); and PSY 200(3) or SOC 302(3) or IPE 381(3) or AGR 330(3) or MTH 340(3) or QBA 237(3) or REC 328(3)
 - 3. SWK 200(3), 213(3), 219(3), 304 (3), 307(3), 313(3), 315(3), 325(3), 326(3), 418(3), 420(3), 430(3), 480(3), 490(9)
 - 4. Two SWK electives (6 hours)
 - 5. Public Affairs Capstone Experience will be fulfilled by completion of SWK 480(3) and 490(9).
- C. General Baccalaureate Degree Requirements

BSW Program Course Offerings

Required Courses within the BSW Program

SWK 200 Introduction to Social Work (3 credit hours)

This course is an introduction to the values, knowledge, and skills that guide the profession of social work. Examines practice interventions at the individual, family, group, organization and community levels. The fields and settings for social work practice are discussed. A grade of "C" or better is required for admission to the BSW program.

SWK 213 Social Welfare Policy and Services (3 credit hours)

Prerequisite: "C" or better in SWK 200 or concurrent enrollment.

This course examines the historical development, philosophical orientation, and analysis of social welfare policy and services in the United States, as well as orienting students to the development of social work as a profession. The course focuses on the analytic and interactional strategies related to policy analysis, development, and implementation. Areas of study include domestic and global aspects of practice. A grade of "C" or better is required for admission to the BSW program.

SWK 219 Human Diversity (3 credit hours)

General Education Course (Focus on Cultural Competence).

Content and skill development pertinent to working with diverse racial, cultural, ethnic, and other populations such as persons with physical disabilities and mental illnesses. This course is designed primarily to inform and sensitize individuals for effective interventions within a heterogeneous society. A grade of "C" or better is required for admission to the BSW program.

SWK 300 Service Learning in Social Work (1 credit hour)

Prerequisite: 30 hours and concurrent enrollment in SWK 213.

This service component for an existing course incorporates community service with classroom instruction to provide an integrative learning experience that addresses the practice of citizenship and promotes an awareness of and participation in public affairs. Includes 40 hours of service that benefits an external community organization or human/social service agency. Approved settings will focus on populations-at-risk, diverse populations and groups that have experienced social and economic injustice. A list of approved placements and assignments is available from the instructor and the Citizenship and Service Learning Office. May be repeated. Graded Pass/Not Pass only.

SWK 304 Professional Development and Social Work Ethics (3 credit hours)

Prerequisite: admission to the BSW program.

A critical exploration of self for the purpose of developing and demonstrating professional and ethical behavior as a change agent. This course will provide opportunities for self-reflection and personal and professional growth. The course will examine how the use of self influences ethical social work practice.

SWK 307 Social Work Practice with Individuals (3 credit hours)

Prerequisite: admission to the BSW program.

Basic principles, practice theories and skill for beginning generalist practice with individuals. Integrates practice theory and intervention skills within the context of the Generalist Intervention/Problem-Solving model. The class emphasizes personal awareness, professional growth, critical thinking and skills practice.

SWK 313 Social Justice (3 credit hours)

Prerequisite: admission to the BSW program; and completed or concurrent enrollment in: ECO 101 and PLS 101.

The primary subject matter of this course is social and economic inequality in United States society. Students are introduced to the patterns and processes of social and economic inequality in its major forms: class, race/ethnicity, gender, and sexual and political orientation.

SWK 315 Social Work Practice with Groups (3 credit hours)

Prerequisite: admission to the BSW program.

Offers basic principles of group interventions with a generalist practice foundation. Contrasts groups with other forms of social work practice. Overviews skills needed to work with groups. Emphasizes cultural diversity and ethical parameters when offering group services.

SWK 325 Human Behavior and the Social Environment I (3 credit hours)

Prerequisite: admission to the BSW program; and completed or concurrent enrollment in: PSY 121 and SOC 150; and a Life Science course.

An introduction to the dynamics of human behavior and the effects of the social environment on the development of individuals and families.

SWK 326 Human Behavior and the Social Environment II (3 credit hours)

Prerequisite: admission to the BSW program; and SWK 325.

Exploration of a broad systems' approach to the generalist practice of social work. Focuses on the theories that support social work practice with groups, organizations, and communities.

SWK 418 Methods of Social Research in Social Work Practice (3 credit hours)

Prerequisite: admission to the BSW program; SWK 307 and SWK 326; and one of the following statistics courses: SOC 302, PSY 200, AGR 330, MTH 340, QBA 237, REC 328, or concurrent enrollment.

The application and use of the social scientific method for conducting research and applying research to social work practice including, but not limited to, single subject research design, treatment intervention evaluation, and program evaluation.

SWK 420 Social Work Practice with Families (3 credit hours)

Prerequisite: admission to the BSW program; and SWK 307 and SWK 326.

Offers basic principles of family interventions with a generalist practice foundation. Contrasts families with other forms of social work practice. Overviews skills needed to work with families. Emphasizes cultural diversity and ethical parameters when offering family services.

SWK 430 Social Work Practice in Communities and Organizations (3 credit hours)

Prerequisite: admission to the BSW program; and SWK 307 and SWK 326.

Problem assessment and practice interventions with macrosystems. Examines strategies and techniques for social work practice with organizations and communities.

SWK 480 Social Work Integrative Seminar (3 credit hours)

Prerequisite: admission to the BSW program; and SWK 418 and SWK 420 and SWK 430; and concurrent enrollment in SWK 490.

In conjunction with SWK 490, this course satisfies the Public Affairs Capstone Experience. Examines student experiences, problems, and questions related to the practicum. Integrates theory, knowledge, social work values and skills from previous social work courses to prepare generalist social work practitioners. Failure to pass this course will result in failure to pass SWK 490. Public Affairs Capstone Experience course.

SWK 490 Practicum in Social Work (9 credit hours)

Prerequisite: admission to the BSW program; and SWK 418 and SWK 420 and SWK 430; and concurrent enrollment in SWK 480.

In conjunction with SWK 480, this course satisfies the Public Affairs Capstone Experience. An educationally directed social work practice experience with individuals, groups, families, communities and organizations in a social service agency. Students are required to complete a minimum of 450 hours. Failure to pass this course will result in failure to pass SWK 480. Supplemental course fee. Graded Pass/Not Pass only. Public Affairs Capstone Experience course.

Social Work Elective Courses

SWK 330 Substance Abuse Interventions (3 credit hours)

Examinations of the problems of alcohol and chemical dependence. Areas of study broadly include definitions, prevalence, etiology, policies, effects on family and society, and prevention and treatment approaches.

SWK 365 Families in Later Life (3 credit hours)

Prerequisite: PSY 121; and CFD 155 or CFD 163 or 30 hours.

Examination of the structure and function of families in later life. Topics of interest include demographic trends impacting the structure of the family, marriage, sibling relations, parent-adult child relations, grandparenthood, widowhood, and retirement. The application of family theories and their relevance to later life families will be

discussed. Identical with CFD 365, GER 365, and PSY 366. Can only receive credit for one of the following: CFD 365, GER 365, PSY 366 or SWK 365.

SWK 370 Child Welfare Services (3 credit hours)

Develop beginning competence in assessing types and benefits of different child welfare services, (i.e., foster care, adoptions, institutionalization); examination of the impact of public policies and social work practice on children and families.

SWK 375 Perspectives with Latino/a Communities (3 credit hours)

The online course focuses on providing services to Spanish-speaking communities, with historical context for understanding current social, health, economic, political, and legal issues facing the population. Strategies for serving individuals and families through culturally and linguistically appropriate services will be presented in class. A strengths perspective will be offered to identify alternative service frameworks for addressing contemporary barriers to health and social services.

SWK 397 Special Topics (1-3 credit hours)

Prerequisite: permission of instructor.

Selected topics of contemporary interest in social work such as changing social welfare policy, specialized fields of social work, models of practice and future trends in social work. May be repeated to a total of 6 hours as topics change. Variable Content Course.

SWK 470 Community Resources for Older Adults (3 credit hours)

Prerequisite: PSY 121.

Covers the services, programs and institutions involved in providing services to older adults in the United States, with a focus on community-based services. Typical needs, issues, concerns and desires of older persons are identified and corresponding community-based services to address these needs are discussed. Emerging issues and developments in the field of gerontology will also be discussed as they relate to community services and resources. Site visits to agencies and organizations serving older adults will enhance students' familiarity with resources to improve the quality of life and well-being of aging members in our society. Identical with GER 470. Cannot receive credit for both SWK 470 and GER 470.

SWK 543 Non-Profit Management in the Health and Human Services (3 credit hours)

Prerequisite: junior standing and permission of instructor.

The purpose of this course is to lay a leadership and management foundation for those in social work and the human services professions from the nonprofit/social or public sectors. The history and scope of the U.S. nonprofit sector, as well as contemporary theories of nonprofit enterprise, governance and leadership, ethics, marketing, advocacy techniques, decision-making models and current ideas about possible futures for the sector will be presented. Students will leave the course with a solid understanding of nonprofit /social sector organization, and develop an understanding of his or her management style and philosophy. May be taught concurrently with SWK 643. Cannot receive credit for both SWK 543 and SWK 643.

SWK 595 Grant Writing in the Health and Human Services (3 credit hours)

Prerequisite: junior standing; and permission of instructor.

This online course offers an interdisciplinary approach to understanding grant writing and how health and human service professionals can collaborate for successful proposal writing. Course will focus on practical skills needed to develop proposals, budgets, and evaluation plans. Attention will be given to preparing a competitive grant proposal. This course will cover the basics of proposals - purpose statements, background and justification, aims or objectives, personnel, time line, methods, budget, and evaluation, and how to effectively manage grants once they are funded. Grant writing is related to health and human services that stress access to and availability of resources. The needs of culturally diverse groups or communities will be discussed in this course, along with the particulars of proposals that may be most effective in meeting such needs.

SWK 597 Special Topics

Prerequisite: junior standing

Selected topic of advanced content in social work, relevant to fields of practice or practice methodologies. May be repeated to a total of 6 hours as topics change. May be taught concurrently with SWK 699. Cannot receive credit for both SWK 699 and SWK 597.

SWK 599 Health Literacy in the Human Services (3 credit hours)

Prerequisite: junior standing and permission of instructor.

This online course offers an interdisciplinary approach to understanding functional health literacy and how the public's literacy skills affect interactions with health and human services professionals. Includes an examination of the data for national and international literacy levels and populations at risk for low literacy; research on health literacy; assessment tools; and practical techniques for addressing literacy issues in spoken and written communications at the practitioner and organizational levels. Identical with BMS 599. Cannot receive credit for both SWK 599 and BMS 599. May be taught concurrently with SWK 696. Cannot receive credit for both SWK 599/696 and BMS 599.

BSW Field Education

Field Education is a course of study that occurs in a human service agency or organization as well as in the classroom. You may have heard it referred to as an “internship” or as a “practicum.”

Field is the “signature pedagogy” of social work education (Council on Social Work Education) because it transforms you into a professional.

- It is essential to your education.
- It is the springboard for your career.
- It is the pathway to your life’s work.

Field Instruction is an integral component of the Bachelor of Social Work curriculum. In supervised learning activities, students have practical experiences applying social work skills, knowledge and values. Our mission is to research, evaluate, document, and provide appropriate field practicum experiences in accordance with the evaluation standards set forth by the Council of Social Work Education (CSWE).

BSW students who are ready for field will enroll for SWK 480 (Seminar) and SWK 490 (Field). Field education requires 400 completed social work practice hours in the spring semester. Seminar class will meet on campus. It includes discussion, written assignments, and exercises aimed at strengthening your skills as a social worker.

Process of field education:

1. Attend Pre-Field Orientation
2. Schedule pre-field advising appointment with field coordinator
3. Interview at approved social service agencies
4. Confirmation selection of field placement – mid November
5. Attend Field Orientation – January
6. Begin field education in agency – January

Field Preparation

We recommend that you start planning for field when you apply to the program. Field presents a hurdle that other courses do not. Although you create a degree plan for all of your courses, your field placement demands a different time commitment. You will be in a professional setting developing the essential skills of social workers.

Advisors in the BSW Program will work closely with you to develop a degree plan that includes the requirements you must complete before you are eligible for field placement.

If you have any questions, please see the Field Education Manual.

BSW Advisement

Students who declare a major in social work will be assigned an advisor in the McQueary College of Health and Human Services Student Success and Advisement Center until they are admitted to the BSW Program and begin program coursework. Once students are admitted to the BSW Program, they are assigned a faculty advisor until completion of the BSW Program.

It is required for all BSW students to meet with their advisor at least once a semester. This meeting should take place BEFORE class registration begins. This allows the advisor an opportunity to make sure the student is adhering to the courses required for the social work degree. Once the advisor has met with the student, the advisor will remove the advising hold that is often placed on the student that prohibits registration.

The purpose of advising is to assist students in following a degree plan that enables him/her to graduate in the most efficient time-frame. It should be noted that advisors carry a substantial advisement load of BSW students. Therefore, advisors will expect students to do the following things:

1. Set an appointment during a time that advisor is available (email is the preferable form of communication).
2. Make sure you provide your M-Number to your advisor anytime you speak with them.
3. Be on time to your advisement appointment.
4. Be prepared to review your degree audit with your advisor.
5. Have a tentative schedule prepared to show your advisor during your meeting.
6. Prior to dropping any course, email advisor to notify them of your intent.

The advisor will assist the student in meeting all University and departmental requirements, but the student is **ULTIMATELY RESPONSIBLE** for completing all requirements and knowing all steps required to graduate on time. It is highly recommended students use the online undergraduate catalog to familiarize themselves with admissions requirements, social work courses and their prerequisites, and program requirements for graduation. Students who deviate from outlined course recommendations must recognize they may not graduate in a timely manner.

The advisor is responsible for working with the student to make sure the below tasks are accomplished. These include:

Developing a Degree Plan

The degree plan is the plan of action for graduating from the BSW Program. The student is expected to use the Four Year Plan (see Appendix A for example) found on the BSW Program website as a tool to accomplish this. As the student is reviewing the Four Year Plan, the student may need assistance with figuring out the necessary

courses and when to take certain courses in order to fulfill their graduation requirements.

Professional Guidance

Once students are admitted to the BSW Program, they are assigned an advisor who is a faculty member in the Social Work Department. All faculty members have a degree in social work. Beyond curriculum issues, the advisor has several other responsibilities. Students seek guidance and counsel regarding career opportunities and graduate school considerations. While both of these concerns are discussed in the social work curriculum, the advisor has the obligation to help the student think about options, discuss honestly and openly job opportunities, and weigh the prospect of graduate school.

Adding & Dropping Classes

If a student does not have any holds that block registration, the student may add a class, drop a class, or make a section change online through the My Missouri State system or in person at the Office of the Registrar. If permission is required as a course prerequisite, the student must obtain permission by the BSW Program Coordinator. Please email your advisor if this takes place. Students may withdraw from one or more of their classes online or in person at the Office of Registrar. **Students should not drop any courses without discussing the impact of dropping a course on their progress toward graduation with their advisor first.** Students are responsible for knowing the academic deadlines for adding and dropping classes.

Removing Holds/Clearing Students to Registrar

A student should not register for classes each term until they have met with an advisor. The advisor will verify that the student is not taking courses out of sequence and is fulfilling the necessary requirements in order to obtain a BSW degree. Once the advisor has verified a student's record, the advisor will clear them to register. There are two common account holds that will need social work departmental clearance. A student should contact their faculty advisor if they get a DG (Not Admitted to Degree Program) or a DX hold (Not Admitted to Degree Program and Senior Status). The student will need to write an email to the advisor to let them know their plan to be admitted into the program. If the advisor approves this, the student will request a temporary removal of a DG or DX hold through My Missouri State. For instructions on how to do this, visit the Office of the Registrar website.

Course Substitution Policy for Transfer/New BSW Program Students

For transfer students to the University or new students to the BSW Program, some previously taken courses may be substituted for SWK courses. If the student feels that they have a course that might be eligible for substitution, they need to make an appointment with their advisor. The student will be responsible for bringing the syllabus

of the course that they are wanting to transfer to the advisement appointment. It should be noted, most general education course substitutions should be done through the "Transfer Credit Reevaluation and Preapproval" system on My Missouri State through which requests are routed to the appropriate department head/program coordinator. The ONLY course substitutions social work faculty will evaluate are for SWK courses.

The BSW program accepts transfer credit for field education and practice courses from CSWE-accredited or candidacy social work programs. The BSW program coordinator will verify that the institution where the student completed the course(s) is accredited by CSWE or in candidacy during the transfer credit reevaluation process.

Once the advisor has received and approved the documents, the request will be forwarded to the BSW Program Coordinator. The BSW Program Coordinator will approve/deny the course substitution and notify the student and faculty advisor of the decision. If the student feels the decision isn't correct, they can request that the BSW Program Coordinator send the information to the BSW Committee for review. The BSW Committee will meet and decide to approve/deny the course substitution. The final decision for approval/denial will be the Director of the School of Mental Health and Behavioral Sciences, if the student doesn't agree with the BSW Committee's decision.

Student Rights and Responsibilities

The Social Work Department adheres to the Code of Students Rights and Responsibilities found on the Missouri State University website under the Office of Student Conduct. In addition to the Code of Student Rights and Responsibilities, the BSW Program expects students to adhere to the NASW Code of Ethics. The Code of Ethics can be found in Appendix C. Failure to adhere to the aforementioned Codes, may result in the student being referred to the procedures found in the Retention, Remediation, and Dismissal Policy.

Mandatory Program Orientation for New BSW Students

The BSW Program Orientation is designed to introduce students to the BSW program and the key policies and procedures in the BSW Program. There will also be a discussion of your field practicum during the orientation and an opportunity to ask questions. This orientation is **MANDATORY** for all students entering the BSW Program. Any unavoidable conflicts must be directly discussed with the BSW Program Coordinator. The dates and times of this orientation are sent in the acceptance letter and any changes to it are sent via Missouri State email. If the student doesn't attend, the student will be referred to the procedures found in the Retention, Remediation, and Dismissal Policy.

Class Disruption Policy

The Social Work Department respects the individuality of its course instructors. The course instructor has original jurisdiction over their class and may deny a student who is unduly disruptive the right to attend the class. The student is expected to comply with all reasonable directives of the course instructor. The course instructor may have a student administratively withdrawn from a course upon showing of good cause and with the concurrence of the department head. The appeals process in case of such administrative withdrawal shall be as stated in the Grade Appeals and Academic Grievances policy.

Student Concern Policy

As a professional program, the Missouri State University Social Work Department operates through understandings developed from the NASW Code of Ethics. If you are experiencing any confusions, or concerns, regarding any dimension of a social work course, or advisement, please speak to the person directly involved in the issue (i.e. instructor or advisor) about the issue immediately. To initiate any formal grievance or appeal process, it is expected that you will speak first to the instructor, or advisor, about your concern. If your issue continues after the discussion, please then proceed to

discuss your situation with the Program Coordinator. The student has the right to continue her/his concerns to the Director of the School of Mental Health and Behavioral Sciences, or go directly to the Director of the School of Mental Health and Behavioral Sciences if the concern is personnel related.

Email Policy

All students are expected to obtain a Missouri State University email account, even if they have another type of e-mail account they use regularly. Bearmail is the official mechanism for communication sent from the program or its faculty; therefore, notifications sent to this account are considered official notice. Lastly, sometime students' accounts are full and are blocked receiving new emails, thus preventing the receipt of key emails from the program. To prevent this, students should keep their accounts trimmed and managed so that incoming emails can be received.

Green Dot Social Work Pledge

Social Work is committed to being a safe, violence-free zone for students. To make sure this happens, all social work students and faculty are strongly encouraged to play a role in combatting violence by being a positive and active bystander. If you, or someone you know, has experienced violence please know you will be supported and heard. Also, know that you are not alone. If you need immediate assistance, please call 911. In all other situations, please contact the following resources for assistance: Harmony House's 24-hour Crisis Hotline (417/864-SAFE 7233), Springfield Police Department (417/864-1810), MSU Safety & Transportation (417/836-5509), Title IX (417/836-8506), MSU Dean of Students (417/836-5527), MSU Counseling (417/836-5116), MSU Health & Wellness (417/836-4000), or the Victim's Center (417/863-7273).

Course Grade Appeals

A student may request that an assigned grade be changed in accordance with the following procedures. The change must be requested prior to the end of the semester (excluding summer) following the term in which the grade was assigned. This process should not be used for students appealing a grade of F or XF assigned due to academic dishonesty. Refer to Academic Integrity Policies and Procedures and to the Student Academic Integrity Policies and Procedures document.

Student evaluations and assignments of final course grades are the responsibility of the faculty. The faculty member is accountable for any and all grades assigned to students; therefore, each faculty member shall maintain records to support student evaluations and grades.

Students who have reasons which can be substantiated to request grade changes must:

- write a formal letter to the instructor (or to the appropriate department head if the instructor is no longer on campus) requesting a re-evaluation of their performance in the course; and
- provide the following information in the letter: name and BearPass Number; course number, title, and section; semester and year taken; name of instructor; and a clear statement of the grade change request and reasons which justify the request.

Faculty members, upon receipt of a student's request for a grade change, will review their records. If it is determined that a student's request is justified, the faculty member will prepare a Grade Change Authorization and submit it to the department head, who will forward it to the Office of the Registrar. If the grade change is in a course taken for graduate credit, the department head must also notify the Graduate College. A faculty member may not change an F grade to a W grade in those cases in which the student did not follow the proper procedures for dropping the course.

The student can appeal a negative decision of a faculty member. The steps in the appeal process are as follows:

- present the appeal first to the faculty member's department head;
- then to the college dean;
- next to the Dean of the Graduate College, if the appeal is in a course taken for graduate credit;
- then to the Provost, who may refer the appeal to their designee for a hearing and recommendation;
- finally, to the President of the University.

At any step of the appeals process, any of the above individuals can authorize a grade change, and must notify the involved individuals of their action (i.e., the department head must notify the student and the faculty member of their decision; the college dean must notify the department head, faculty member, and student of their decision; the Graduate Dean, in the case of a graduate course, must notify the college dean, department head, faculty member, and student; the Provost or designee is responsible for notifying the college dean, department head, faculty member, and student of their decision. If the request for grade change is appealed to the final step, the President will take action deemed appropriate and so inform the Provost, college dean, department head, faculty member, and student. It is solely the student's responsibility to appeal in the order specified at each step of the process, and the student may halt the appeal at any step.

To appeal an attendance-related grade reduction, the appeal process that is part of the Attendance Policy must be followed. That appeal process can be found in the section describing the Attendance Policy.

Requests for grade changes made after an extended period. Appeals for changes in a student's academic record that are not made within one semester

(excluding summer) of receipt of grades must be submitted to the Office of the Provost. Those appeals with documented exceptional circumstances will be considered on a case-by-case basis by the Scholastic Standards and Revision of Records Committee, and the committee will make its recommendation to the Provost.

Grade re-evaluation based on exceptions to University policy. In those cases in which the grade received by the student is the result of the University policy (e.g., an F resulting from failure to remove an Incomplete grade in the time allowed or failure to officially drop a course) rather than a faculty member's evaluation of performance in a course, the student's written appeal must be directed to the Office of the Provost within one calendar year of receipt of grade(s). Such appeals will be considered by the Scholastic Standards and Revision of Records Committee, and the Committee will make its recommendation to the Provost.

This process should not be used for students appealing a grade of F or XF assigned due to academic dishonesty. Refer to Academic Integrity Policies and Procedures and to the Student Academic Integrity Policies and Procedures document.

Failure to satisfy academic standards of university, college or department. The University's colleges and departments have authority to set standards for admission of students to their programs or may deny enrollment for failure to satisfy academic standards or course/program prerequisites, even though no violation of disciplinary standards is involved. Except to the extent that cheating or plagiarism is involved, such standards are beyond the primary scope of this document. The University *Undergraduate Catalog* and/or *Graduate Catalog* and relevant advisement centers or deans' offices should be consulted for academic standards and for the process of requesting a waiver(s) or appeal(s) of a decision(s) involving those standards.

Financial aid or scholarships. For disputes related to the awarding or renewal of financial aid or scholarships, the student should consult the Financial Aid Office or the particular college or department under which the award is granted to ascertain the appropriate channel of inquiry. Also the student should obtain a copy of the scholarship eligibility criteria. Such disputes can be referred for appellate review only upon the recommendation of the Vice President for Student Affairs or the Provost or their designee. Where the grounds for denial of a scholarship or financial aid involves academic dishonesty, the matter should follow the procedure described for "Academic Dishonesty by Student Enrolled in a Course."

Incomplete Grades

An incomplete (or "I" grade) indicates that due to unusual circumstances a small portion of a course, such as a term paper or final examination, has not been completed. If a student is unable to complete a significant part of a course, and the drop deadline has not passed, the student may drop the course and repeat it. Otherwise, a letter grade

based on the work completed should be assigned per the course's grading scale. Assigning a "W" grade is not an option available to the instructor.

In each instance where an "I" grade is assigned, the instructor of the course shall, at the end of the semester in which the "I" grade is given, indicate on the Assignment of Incomplete Grade form what the student must do to complete the course and how the completed work would affect the final grade. The original copy must be filed with the appropriate department office, one copy must be given to the student, and one copy must be retained by the instructor. Students should not re-register in the course to resolve the incomplete grade. If a student re-enrolls in a course for which they have an outstanding "I" grade, the "I" grade will be changed to an "F" grade after grading has been completed for the semester of the repeat attempt and the repeat policy will apply.

An "I" grade must be removed within one calendar year after it is received, or earlier as specified by the instructor, otherwise the "I" grade automatically becomes an "F" grade. An extension of the time limit to remove an "I" grade will be made only if a written request for such extension is submitted to the Office of the Registrar by the instructor. The student should make arrangements with the instructor or the department head for completion of the work. When the work is completed, the instructor will complete a Grade Change Authorization Form online or send a Form to the Office of the Registrar for processing. The grade may be changed from an "I" grade (or from an "F" grade if the automatic change has already occurred) to the appropriate grade earned.

Members of the military (undergraduate or graduate) who re-enroll within one year of being released from military assignment shall have one year from the date of resumption of coursework at Missouri State to remove any "I" grades pending at the time of mobilization or received as a result of mobilization.

Graduating Seniors who have incomplete grades as of the end of the semester for which they have applied to graduate must remove those incomplete grades by the middle of the following semester (summer for spring graduates, fall for summer graduates, and spring for fall graduates) or they will not graduate that semester and must reapply for a future semester of graduation.

Social Work Grading System

The BSW Program doesn't give out plus/minus on final grades. The following is the grading scale used in all classes:

A = 90 – 100%

B = 80 – 89%

C = 70 – 79%

D = 60 – 69%

F = 59% or below

Retention, Progression, and Graduation Policies

After admission into the BSW Program, students must achieve the following for retention in the major.

1. Maintain a combined GPA (Missouri State and transfer combined) of 2.50 or higher. If a student drops below a GPA of 2.50, the student will be withdrawn from the program at the end of the semester.
2. Achieve a grade of "C" or better in all Social Work courses, which are courses with "SWK" prefix.
3. Earning a "D" grade or below in a Social Work (SWK) course will result in the inability to be admitted into the program. If a student is formally accepted in the program and earns a "D" grade in a core Social Work (SWK) course, the student must retake the course before progressing. If a student is formally accepted in the program and earns an "F" grade in a core Social Work (SWK) course, s/he will be dismissed from the program at the end of the semester and will need to reapply. If a student is formally accepted into the program and earns a "D" or "F" grade in an elective Social Work (SWK) course, the student must retake that course and earn a "C" or better.
4. Courses in the Social Work major may not be taken more than twice.
5. A student must earn a "Pass" grade in SWK 490(9). A grade below a "C" in SWK 480(3) and/or a "Not Pass" grade in SWK 490(9) means the student must reapply for admission and be readmitted to the BSW Program.
6. Students are encouraged to meet with their advisor in the BSW Program prior to or upon entering the University and at least once a semester to ensure the proper selection and sequencing of prerequisites for the BSW Program.
7. Students must demonstrate acceptable levels of maturity, integrity, behaviors and attitudes as defined by the National Association of Social Work (NASW).
8. Once formally admitted to the program, students must complete all required Social Work courses within six years. Any student who has not completed all required Social Work courses within six years of admission will be manually withdrawn from the program at the end of the semester.

In addition to the aforementioned academic expectations, students are required to attend the BSW Program Orientation in the first fall semester after admissions into the Program. Failure to attend this orientation is seen as a violation of demonstrating acceptable levels of maturity, integrity, behaviors, and attitudes as defined by NASW and could result in dismissal from the program.

Student Evaluation of Educational Experience

Students have the right and the opportunity to participate in the evaluation of their educational experience. The Social Work Department operationalizes this opportunity through a variety of mechanisms. Each semester students will have a chance to provide feedback to the BSW Program on the instruction they receive in every course. In addition, evaluation forms are utilized to assess the quality of advising provided and the field liaison roles performed by faculty. Normally, all of these opportunities occur at the end of the semester and within the classroom setting. To ensure greater candor, the results of student evaluations of faculty are not shared with faculty until after grades have been turned in for that semester.

Student Education Files

Missouri State University adheres to a policy of compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). 20 U.S.C. 1232g. Eligible students have four primary rights under FERPA including the right to:

1. inspect their education records,
2. consent to disclosure of personally identifiable information except to the extent that FERPA authorizes disclosure without consent,
3. seek correction of their records, to prevent inaccurate or misleading information, and
4. file a complaint with the U.S. Department of Education if they feel their rights are being violated.

Leave of Absence Policy

There are rare circumstances in which students must interrupt their social work studies and may request a leave of absence. A leave of absence is not approved automatically, nor does the BSW Program consider students who choose not to enroll as being on a formal leave from study. A leave of absence may be granted up to one year before returning to their coursework for students.

To be eligible for a leave of absence, students must be admitted to a social work program. This policy does not apply to military students and dependents regarding class drops and refunds associated with active orders (see separate, applicable University policy for these circumstances).

Requesting a Leave of Absence:

Students must complete the following process for requesting a leave of absence from MSU social work programs:

1. Discuss with your academic advisor the impact of a leave of absence on the following issues:

- Progress towards degree
 - Catalog year and status following leave of absence
 - Academic standing at the time of requested leave
 - Transfer policies, incomplete grades, cohort requirements, and other academic issues as applicable
2. Contact the Office of Financial Aid if you are receiving financial aid and/or scholarships to learn the impact a leave of absence may have on your financial aid status.
 3. Write a letter to the BSW Program Coordinator formally requesting a leave of absence no later than 3 working days before the final day to drop/withdraw from course(s) currently enrolled set by MSU academic calendar. The letter is to state the social work program status (PT/FT and regular/advanced), campus attending, and the semester/year of expected return.
 4. If you are currently enrolled in classes, contact the Office of the Registrar to formally drop/withdraw from your classes. Notifying the Social Work Department of your intent to leave study *does not* drop/withdraw you from classes. If you stop attending classes but do not follow proper procedure for dropping/withdrawing, you will receive a failing grade and will be financially obligated to pay for the classes. Students who withdraw once classes have started are subject to the withdrawal/grading policies of the University and academic standards of the social work programs in order to maintain good academic standing.
 5. Contact other University offices as applicable:
 - Bursar's Office
 - Campus Dining
 - Counseling & Testing Center
 - Financial Aid
 - International Student Services
 - Residential Life
 - Safety & Transportation (Parking)
 - Magers Health & Wellness
 - Veteran Student Services
 6. Students will receive written notification from the BSW Program Coordinator on the outcome of their request within seven (7) business days.

Returning from a Leave of Absence:

When students return from a leave of absence, they are subject to the University's readmissions policy. Students must reapply to the University if they have not attended classes for two semesters.

Students must follow this process for returning from a leave of absence from MSU social work programs:

1. Student should be ready physically, mentally, and emotionally to resume studies.
2. Student must be eligible to register upon return (e.g., no financial, academic, or disciplinary holds).
3. The deadline for a student to notify the BSW Program Coordinator of return from leave of absence is 30 business days prior to the first class date of the semester in which the student plans to re-enroll.
4. Notify in writing the BSW Program Coordinator of your intent to resume coursework.
5. Reapply to Missouri State University, if applicable.
6. Meet with your academic advisor to review course of study and obtain release to register at least 14 business days prior to the first class date of the semester in which the student plans to re-enroll.
7. Resume coursework according to completion of pre-requisite classes in the correct cohort of the social work program.
8. For students returning to complete a social work practicum in the spring semester, they must contact the Coordinator of Field Education by August 15 in order to complete mandatory pre-practicum requirements. Failure to complete mandatory practicum preparation in the fall will prevent students from participating in practicum in the spring.

Appealing a Denied Leave of Absence:

Students who have been denied a leave of absence or students who have been granted leaves but believe that either the period of leave awarded or the conditions specified are unreasonable have the right to appeal the decision.

Students can appeal a negative decision of the BSW Program Coordinator. The steps in the appeal process are as follows:

- The first step is to send a letter to the School of Mental Health and Behavioral Sciences Director within five (5) business days of the denial detailing the

following information: name, BearPass Number, and information about requested leave including starting and ending dates, with a clear statement of the leave request and reasons which justify the request;

- Then to the College Dean;
- Next to the Dean of the Graduate College, if the appeal is for an BSW student;
- Then to the Provost, who may refer the appeal to their designee for a hearing and recommendation;
- Finally, to the President of the University.

At any step of the appeals process, any of the above individuals can authorize a leave of absence, and must notify the involved individuals of their action (i.e., the Director must notify the student and the BSW Program Coordinator of their decision; the College Dean must notify the Director, Program Coordinator, and student of their decision; the Graduate Dean, in the case of a graduate student, must notify the College Dean, Director, Program Coordinator, and student; the Provost or designee is responsible for notifying the College Dean, Director, Coordinator, and student of their decision. If the request for a leave of absence is appealed to the final step, the President will take action deemed appropriate and so inform the Provost, College Dean, Director, Coordinator, and student. It is solely the student's responsibility to appeal in the order specified at each step of the process, and the student may halt the appeal at any step.

Retention, Remediation, and Dismissal Policy Related to Academic and Professional Concerns

Social Work program faculty endeavor to admit qualified students and to foster their development, with the hope and encouragement that all admitted students will become high performing students and eventually ethical social workers. To accomplish this goal, the BSW Program requires students to meet all academic standards, as described in the Missouri State University Graduate Catalog, Missouri State Undergraduate Catalog, and the Missouri State Code of Student Rights and Responsibilities. Additionally, social work students are expected to conduct themselves in a professional manner that is consistent with the National Association of Social Workers (NASW) Code of Ethics (2021).

All students are expected to meet with their advisor each semester to discuss academic and professional development. Occasionally, students may demonstrate difficulties with academic and professional concerns that are not resolved in a timely fashion, and questions arise regarding the fitness of that student for the program and profession. If a student is struggling, the following procedures are intended to provide support for continued student development. Note: All grade-related appeals should follow the University policies found on the Missouri State website.

Missing Field Orientation and/or Program Orientation:

If a student does not attend Field Orientation and/or the BSW Program Orientation, the student must participate in a professional readiness meeting. The meeting must take

place before moving forward in the program. The meeting will be with the Professional Readiness Committee. The Committee is an ad hoc committee of 3-4 faculty members who have agreed to assist students with professional readiness.

The purpose of this meeting is to provide support, encouragement, and structure so that the student has an opportunity to address identified concerns and establish a Plan for Success. Also, meeting with the Professional Readiness Committee provides an opportunity for students to assess their personal readiness for the program and make alternative plans, if necessary.

The professional readiness meetings will be scheduled before the student is allowed to move forward in the BSW Program or Field. The student will be notified of the date via email and asked to present information that will confirm professional readiness (e.g. time management, managing multiple roles, etc.). If the student is unwilling to attend the meeting, the Professional Readiness Committee will refer the student to the Director of the School of Mental Health and Behavioral Sciences to discuss retention and/or dismissal from the program.

All Other Academic and Professional Concerns:

If a faculty member(s), advisor(s), and/or BSW Committee Member(s) has (or have) academic and/or professional concerns about a student in the social work program, the following steps should be followed:

1. The academic/professional concern(s) are discussed with the student by the faculty member, and/or advisor, and/or BSW Committee Member, and an attempt will be made to resolve the concern. The concern and any remediation efforts will be documented and a copy shared with the Program Coordinator.
2. If informal efforts by the faculty member, advisor, and/or BSW Committee Member are viewed as unsuccessful, the academic/professional concerns are expressed in writing to the BSW, or Field Education Coordinator by the faculty member(s)/advisor/BSW Committee Member, including specific concern(s), documentation of related event(s) and any attempts to resolve the concern with the student. The Coordinator will notify the student and the School Director of this concern via email and set a meeting to discuss the concern within 5 business days following receipt of the email.
3. The Program Coordinator will meet with the student. Their academic advisor and/or instructor may attend, if relevant. The meeting should take place no later than 5 business days following the faculty member's written complaint. The Program Coordinator and student will develop a Plan of Success to support the student's academic and/or professional performance. Copies of the Plan will be maintained by the student and the Program Coordinator.
4. If the student has not shown significant improvement, as evidenced by the Plan of Success developed, the Program Coordinator will notify the School Director and the student via email.

5. Upon receipt of the email, the Director of the School of Mental Health and Behavioral Sciences will set a meeting within 5 business days to assess the student's academic, and/or professional performance. The Director will make a decision about student status (suspension, dismissal, or further remediation) within 5 business days of the meeting.

If the student disagrees with the Director of the School of Mental Health and Behavioral Sciences' decision, the student may present the appeal:

- A. To the Dean of the McQueary College of Health and Human Services
- B. Next to the Associate Provost for Undergraduate/Graduate Education
- C. Then to the Provost, who may refer the appeal to their designee for hearing and recommendation
- D. Finally, to the President of Missouri State University

Financial Aid and Scholarships

University Financial Assistance Office

Scholarships and loans are available through the Missouri State University Office of Student Financial Aid. For further information about scholarships, grants, loans, and work study please contact the financial aid office directly at 417-836-5262.

Anita Bridges Cruzan Social Work Scholarship

This scholarship will be awarded annually to an undergraduate student majoring in Social Work who is properly enrolled at Missouri State University. The student must be a graduating senior and must have maintained a 3.0 minimum GPA. Additionally, the donor prefers the recipient of the scholarship to have a minimum of 40 volunteer hours in the last 12 months with 1) the elderly, 2) HIV/AIDS patients, or 3) children with special health care needs. This scholarship considers financial need.

BSW Student Association Scholarship

This scholarship will be awarded annually to an undergraduate student seeking a Bachelor of Social Work degree in the Social Work Department within the McQueary College of Health and Human Services at Missouri State University. The student must demonstrate active participation in the BSW Student Association. Students must have a cumulative GPA of 3.0. Students must submit an essay discussing social justice and describe an incident in their life where they have addressed an issue of social justice, discuss their personal and professional goals and how those goals address social justice issues, and discuss what major contribution they hope to make in the field of social work. Student must demonstrate significant extracurricular volunteer and community services experience within the past 4 years. Preference will be given to students that submit a letter of recommendation from a social work faculty member.

Oreen M. Ruedi Memorial Scholarship

This scholarship will be awarded annually to an undergraduate student enrolled full-time seeking a Bachelor of Social Work degree in the Social Work Department within the McQueary College of Health and Human Services at Missouri State University. Students must have a cumulative GPA of 3.0. Students must submit an essay discussing social justice and in that essay describe an incident in their life where they have addressed an issue of social justice, discuss their personal and professional goals and how those goals address social justice issues, and discuss what major contribution they hope to make in the field of social work. Student must participate in extracurricular volunteer and community services activities. Students must have financial need. Preference will be given to students that submit a letter of recommendation from a social work faculty member or from an individual that can attest to their involvement in volunteer activities. This scholarship considers financial need.

Social Work Scholarships-General Fund

Awarded annually to a full-time sophomore or greater seeking a degree in the Social Work program with a cumulative GPA of 3.0.

Social Work Student Involvement Opportunities

The BSW Program strongly encourages students to become involved in University sponsored/recommended organizations. To support this, the Social Work Department sponsors and encourages several student-orientated organizations. These include:

Social Work Club

The Social Work Club has existed from the very beginning of the Social Work Program at Missouri State University. Under the sponsorship of various faculty members and the leadership and contributions of many bright, energetic students, the Social Work Club has become a source of pride for Missouri State University. The club has received recognition at state and national levels for its contributions to the community and profession.

The Social Work Club is open to any social work major. Over the past several years, students have been very active in the club's organization and activities. Each year members of the social work staff and/or faculty are chosen or volunteer to serve as sponsors of the Social Work Club. Please check in the social work office to learn who the current sponsors are. Student officers are also elected each year. Both the officers and the sponsors are happy to talk with students about the Social Work Club. The Social Work Club advertises its scheduled meetings.

Peer Group Program

The Peer Group Program is a grant-funded program facilitated by the Social Work Department. It consists of student-led peer groups to promote relationship-building among students, providing an opportunity for additional support that may have a positive impact on student retention in the BSW Program. The BSW Program values diversity and inclusion and aims to provide an inclusive environment in peer groups. Peer Group Leaders will have a group of students assigned to their peer group and will utilize a group messaging system to interact. Leaders will communicate with their peer group at least four times a semester and will facilitate an in-person event once per semester for peer groups in the seated cohort and the purchase of an MSU-branded item for peer groups in the online cohort. Students are given the opportunity to opt into the Peer Group Program at BSW Program Orientation.

Town Hall Meetings

During the fall and spring semester, the BSW Program Coordinator will send an email to invite all social work students to attend an informal meeting to discuss the social work program. The purpose of this meeting is to identify strengths and weaknesses of the program to help in continual evaluation and improvement. The information received from this meeting will be reported to the full faculty for discussion and changes. The student body will be notified of how their input from Town Hall meetings impacted the program, or policy, through MSU email. Announcements will also be placed on the

Social Work Department social media accounts, as appropriate. Additionally, students are always able to follow up directly with the BSW Program Coordinator and/or their permanent advisor.

Social Work Advisory Board Student Member

The Social Work Advisory Board is a group of volunteers concerned with fostering the status of social work education in the regions served by BSW and MSW graduates of Missouri State University. The Board serves in three primary capacities: (1) providing input to curricular issues, from the perspective of needs in the profession (2) furthering relationships between “town and gown,” especially to improve field and job placement for students and graduates, and to foster research collaboration among students, faculty, and off campus constituents, and to assist the department in student recruitment and continuing education functions (3) identifying regional needs and resources and ways the school may contribute to community betterment. The Board meets formally two times each year.

As a student, we strongly encourage you to be an advisory board member. Each fall, the Social Work Department will send an email to all social work students inviting them to participate. The student must reply to the email, prior to the first meeting, to inform the department of their desire to participate. Once the student agrees to involvement, the student is expected to attend all advisory board meetings for the academic year.

Social Work Social Media Accounts

The Social Work Department has an active presence on both Facebook and Instagram. Both accounts are designed to benefit current, former and prospective students, as well as members of the social work community in the southwest Missouri area. We post information about SSW and MSU activities and events, as well as updates about the BSW and MSW programs. We regularly post job listings for all levels of social work positions, including on-campus jobs, part-time and weekend jobs, jobs for students still in school, and jobs for graduates. There are many trainings offered in the area that are beneficial to students and community members, so we post information about those as well. Social Work social media accounts are public and can be viewed by anyone. Our social media accounts are also a place to view pictures of students and faculty participating in University activities like commencement. Since many students, faculty, and community members regularly utilize social media, make sure to "like" the Missouri State University Social Work Department Facebook page and follow our Instagram account to see what's happening in our department!

National Association of Social Workers

The National Association of Social Workers (NASW) is the professional organization for practicing social workers in the United States. It provides leadership on social issues at the state and national levels, supports a wide variety of social legislation beneficial to social workers and their clients, publishes a monthly journal entitled *Social Work*, and is

dedicated to encouraging high standards of social work practice. The Missouri Chapter of NASW has several divisions including one that covers the Springfield area. For more information on how to become involved please contact (573) 635-6965 or email chapter@nasw-mo.org.

Career Information and Placement

Each semester the Missouri State University Career Center offers a variety of workshops to assist students in planning for employment. Topics include resume writing and effective interviewing. In addition, the center sponsors a number of job fairs. Students are encouraged to schedule free individual appointments with a Career Resource Specialists, prior to graduation. For more information contact 417-836-5636.

State of Missouri Merit Exams

Employment within State of Missouri agencies (e.g., Division of Family Services, Division of Aging, Division of Youth Services, Department of Mental Health, and Department of Corrections) is subject to the Merit System. The Missouri State Career Center has information regarding the Missouri Merit System registration and examination process. There are numerous positions in social work or closely related areas. Most positions for which Bachelor of Social Work graduates qualify require an examination. Exams may be taken in Springfield or at various locations throughout Missouri.

Social Work Licensure

In Missouri, graduating students should contact the Office of Professional Registration for to obtain the most current information on requirements and procedures for social work licensure:

Missouri Division of Professional Registration
Committee for Social Workers
3605 Missouri Boulevard
P.O. Box 1335
Jefferson City, MO 65102-1335
573.751.0885 Telephone
1-800-735-2966 TTY
1-800-735-2466 voice relay
www: lcsw@pr.mo.gov
<http://pr.mo.gov/socialworkers.asp>

Social work licensure requirements and procedures vary from state to state; therefore, graduating students living in other states should check the licensing boards for their intended state of licensure for the most current information for licensure.

Professional Readiness Presentations

Three professional readiness workshops are annually hosted by the BSW Program. The first is a workshop for students to discuss professional readiness for practicum

searches. Topics include creating a basic social work resume, practicum interviewing skills, and reviewing social media usage for professional social workers. Students can ask questions specific to their resume and practicum search, as well as receive helpful handouts with supplemental information. Graduate school admission application basics is the second fall workshop. Items covered include whether graduate school is right for the student, things to consider when choosing a graduate program, and writing tips for application essays. In the spring semester, another workshop is held for students to prepare for a social work job search, which is most beneficial to students' graduating in the spring or summer. Topics in this session include updating students' resumes to include practicum experience, writing effective cover letters, tips on where to look for social work jobs, job interviewing skills, and again reviewing social media usage for professional social workers.

Appendix A

Four Year Plan Bachelor of Social Work

To apply for program admission must have completed/concurrently enrolled in:

- 45 hours done
- SWK 200
- SWK 213
- SWK 219
- ENG 110
- MTH 130
- Oral Comm course
- GEP 101

Freshman Year Fall Semester	Hours	Freshman Year Spring Semester	Hours
GEP 101 First Year Foundations	2	The Arts (choose one from gen ed.)	3
ENG 110 Writing I	3	PSY 121 Introductory Psychology	3
SOC 150 Intro. To Society	3	Oral Comm. (choose one from gen ed.)	3
PLS 101 American Democracy & Citizenship	3	Humanities (choose 1 from gen ed.)	3
Quantitative Literacy (MTH 130 or above)	3	General Elective (or minor class)	3
Total	14 hrs.	Total	15 hrs.

Sophomore Year Fall Semester	Hours	Sophomore Year Spring Semester	Hours
SWK 200 Introduction to Social Work	3	***APPLY TO THE PROGRAM***	
HST 121 or HST 122	3	SWK 213 Soc. Welfare Policy & Services	3
Life Science (choose 1 from gen ed.)	4	SWK 219 Hum. Diversity (cultural competence)	3
ECO 101 Economics of Social Issues	3	SWK 300 Service Learning (optional)	1
General Elective (or minor class)	3	Written Comm. (choose one from gen ed.)	3
		Physical Science (choose one from gen ed.)	3
		General Elective (or minor class)	3
Total	16 hrs.	Total	16 hrs.

Junior Year Fall Semester	Hours	Junior Year Spring Semester	Hours
SWK 307 Practice with Individuals	3	SWK 304 Professional Dvpt. and SWK Ethics	3
SWK 313 Social & Economic Justice	3	SWK 315 Practice with Groups	3
SWK 325 HBSE I	3	SWK 326 HBSE II	3
PSY 304 Abnormal Psychology	3	Statistics (PSY 200/SOC 302)	3
General Elective(s) (or minor class)	4	SWK Elective	3
Total	16 hrs.	Total	15 hrs.

Senior Year Fall Semester	Hours	Senior Year Spring Semester	Hours
SWK 418 Social Work Research	3	SWK 480 Integrative Seminar	3
SWK 420 Practice with Families	3	SWK 490 Practicum in Social Work	9
SWK 430 Practice with Comm./Orgs.	3		
SWK Elective	3		
General Electives (or minor class)	4		
Total	16 hrs.	Total	12 hrs.

Notes:

- Must have 120 hours to graduate.
- Must obtain a "C" or higher in all SWK prefixed required courses.
- Formal admission into the BSW Program is required to enroll in SWK 306 and higher.
- Spring admission only. Minor is not required.

Social Work Program Requirements	Hours
Required General Education Courses	29 hrs.
General Education Electives	14 hrs.
Required Humanities, Social, Behavioral, and Biological Courses	22 hrs.
Social Work Required Courses	48 hrs.
Social Work Recommended Course	1 hr.
Social Work Electives	6 hrs.
Total	120 hrs.

Recommended Courses Checklist Bachelor of Social Work

BSW Admission Minimum Requirements Checklist:

Check if Completed:	Requirements by Spring Application Semester:
<input type="checkbox"/>	Completed a minimum of 45 hours
<input type="checkbox"/>	Combined GPA of 2.5 or higher
<input type="checkbox"/>	GEP 101/UHC 110 currently enrolled or completed (unless transferring more than 24 hours into MSU)
<input type="checkbox"/>	ENG 110 currently enrolled or completed
<input type="checkbox"/>	COM 115 currently enrolled or completed
<input type="checkbox"/>	MTH 130 or above currently enrolled or completed
<input type="checkbox"/>	SWK 200 currently enrolled or completed
<input type="checkbox"/>	SWK 213 currently enrolled or completed
<input type="checkbox"/>	SWK 219 currently enrolled or completed
<input type="checkbox"/>	A minimum of a "C" grade in all SWK courses
<input type="checkbox"/>	Apply to the program spring semester!!!!

BSW Course Requirements Checklist:

Check if Completed:	Course Prefix:	Course Name:	Prerequisites:
<input type="checkbox"/>	SWK 200	Introduction to Social Work	
<input type="checkbox"/>	SWK 213	Social Welfare Policy and Services	"C" or better in SWK 200 or concurrent enrollment
<input type="checkbox"/>	SWK 219	Human Diversity	
<input type="checkbox"/>	ALL SWK 300 and 400 level (except SWK 300 and SWK electives)		Admission into the program/maintaining a 2.5 overall GPA/minimum of a "C" grade in all SWK prefix courses
<input type="checkbox"/>	SWK 304	Professional Development and Social Work Ethics	Admission to the program
<input type="checkbox"/>	SWK 307	Social Work Practice with Individuals	Admission to the program
<input type="checkbox"/>	SWK 313	Social Justice	Completed or currently enrolled in: ECO 155 or ECO 165 and PLS 101
<input type="checkbox"/>	SWK 315	Social Work Practice with Groups	Admission to the program
<input type="checkbox"/>	SWK 325	Human Behavior & the Social Environment I	Completed or currently enrolled in: PSY 121, SOC 150
<input type="checkbox"/>	SWK 326	Human Behavior & the Social Environment II	SWK 325
<input type="checkbox"/>	SWK 418	Methods of Social Research in Social Work Practice	SWK 307, SWK 326, and completed or currently enrolled in: Statistics
<input type="checkbox"/>	SWK 420	Social Work Practice with Families	SWK 307 and SWK 326
<input type="checkbox"/>	SWK 430	Social Work Practice in Communities and Organizations	SWK 307 and SWK 326
<input type="checkbox"/>	SWK 480	Social Work Integrative Seminar	SWK 418, SWK 420, SWK 430, and concurrent enrollment in SWK 490
<input type="checkbox"/>	SWK 490	Practicum in Social Work	SWK 418, SWK 420, SWK 430, and concurrent enrollment in SWK 480