

Carlow University, Social Work Department

BSW Student Handbook, 2019-2020

Revised August, 2019

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Purpose and Use of the BSW Student Handbook

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

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

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

It is important for students who are considering the profession of social work to be aware of these regulations. Refer to the following web site:
<https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/SocialWorkersMarriageandFamilyTherapistsandProfessionalCounselors/Pages/default.aspx>

Note: among the many qualifications necessary for licensure in Pennsylvania, according to the Board, the following regulation holds:

- *An applicant shall be qualified for licensure to hold oneself out as a licensed social worker, provided he or she submits proof satisfactory to the board that:*
- *He or she is of good moral character.*
- *He or she has received a master's degree in social work from an accredited school of social work or social welfare or a doctoral degree in social work.*
- *He or she has passed an examination duly adopted by the board.*
- *His or her application has been accompanied by the application.*
- *He or she has not been convicted of a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as The Controlled Substance, Drug, Device and Cosmetic Act, or of an offense under the laws of another jurisdiction, which, if committed in this Commonwealth, would be a felony under The Controlled Substance, Drug, Device and Cosmetic Act, unless: please refer to the PA Social Workers, Marriage and Family Therapists and Professional Counselors Act for details.*

Students must realize that successful completion of the Social Work Program does not guarantee the right to a position or the right to licensure in Pennsylvania or in any other jurisdiction. In addition, students may be asked to obtain Child Abuse and Criminal Background

clearances as pre-requisites to a volunteer or field placement experience.

Social Work Department Introduction

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

The Social Work Department is housed with the College of Leadership and Social Change. The Program's focus is on developing generalist skills and utilizing those skills with individuals, families, groups, and in the community. Areas of special interest are behavioral health, crisis and trauma, poverty and oppression and women's & children's issues.

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

Social Work Department Mission Statement

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

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

Carlow University Mission Statement

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

http://www.carlow.edu/Vision_Mission_Values_Philosophy.aspx

Carlow University, rooted in its Catholic identity and embodying the heritage and values of the Sisters of Mercy, offers transformational educational opportunities for a diverse community of learners and empowers them to excel in their chosen work as compassionate,

responsible leaders in the creation of a just and merciful world.
http://www.carlow.edu/Vision_Mission_Values_Philosophy.aspx

Carlow University Non-Discrimination Policy

Carlow University embraces new students into a diverse campus community where differences are to be respected and celebrated. The Catholic liberal arts education calls each of us to share and learn from our respective culture, religion, race, language, nationality, dialect, sexual orientation, learning challenge, physical challenge, socioeconomic condition, class, ethnicity, physical appearance, educational level, and family structure. When we embrace each member of our community, we enhance our potential to discover all that we can, and we create for ourselves a wonderful foundation for life-long learning.

http://www.carlow.edu/Diversity_Statement.aspx

Social Work Department Non-Discrimination Policy

The Carlow University Social Work Department is committed to the standard of non-discrimination and follows the University Nondiscrimination policy.

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

The categories listed above were identified in the National Association of Social Workers (NASW) Standards and Indicators for Cultural Competence. Available at:

<https://www.socialworkers.org/LinkClick.aspx?fileticket=7dVckZAYUmk%3d&portalid=0>

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

Social Work Department Program Goals

The goals of the Carlow University Social Work Department are as follows:

- To prepare students for generalist social work practice with the skills, values, ethics, and knowledge to work with diverse populations of various sizes including individuals, families, groups, communities, and organizations.
- To provide students with a foundation of liberal arts and scientific inquiry that links to the professional foundation of social work and prepares students for admission into an BSW program as well as entry-level professional practice.
- To offer students (primarily women) personal, academic, and professional

development which will encourage lifelong learning, self-evaluation, and empower them to apply these skills to the profession and the community.

- To prepare and promote students' ability to gain knowledge of and experience with contemporary social issues, to respond to issues with practice that is driven by policy, to acquire the necessary skills required to evaluate practice, institute change and understand how those changes impact various constituencies.
- To ensure students develop the competencies of generalist social work practice at the BSW level as described by the Council on Social Work Education (CSWE) in their Educational Policy and Accreditation Standards available at: https://www.cswe.org/getattachment/Accreditation/Accreditation-Process/2015-EPAS/2015EPAS_Web_FINAL.pdf.aspx

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

CSWE Accreditation Information

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

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

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

More detail is available at: https://www.cswe.org/getattachment/Accreditation/Accreditation-Process/2015-EPAS/2015EPAS_Web_FINAL.pdf.aspx

Educational Core Competencies

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

Competency 1: Demonstrate Ethical and Professional Behavior

Competency 2: Engage Diversity and Difference in Practice

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

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

Competency 5: Engage in Policy Practice

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

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

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

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

More detail is available at: https://www.cswe.org/getattachment/Accreditation/Accreditation-Process/2015-EPAS/2015EPAS_Web_FINAL.pdf.aspx

The Generalist Perspective

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

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

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

(CSWE 2015 EPAS, p. 11)

BSW Curriculum and Field Placement

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

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

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

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

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

Carlow University Student Handbook

https://www.carlow.edu/Student_Handbooks.aspx

Carlow University Undergraduate Course Catalog

https://www.carlow.edu/Course_Catalogs_and_Descriptions.aspx

NASW Code of Ethics

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

BSW Required Course Descriptions

See the *Carlow University Course Catalog* for course descriptions for General Education (Carlow Compass) required courses at https://www.carlow.edu/Course_Catalogs_and_Descriptions.aspx

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

Carlow University Admission

See Carlow University Undergraduate Course Catalog for information regarding Admission to Carlow University at:

https://www.carlow.edu/Course_Catalogs_and_Descriptions.aspx

Admission to the Advanced Level of the Program

Students identified as social work majors may be considered for admission to advanced level courses of the Carlow University Social Work Department. After completion of the courses listed below, and an acknowledgment of a commitment to the profession, students may apply to the upper level of the program. **An application is included in this *BSW Student Handbook* (Appendix B)**, or a copy may be obtained from the Social Work Admissions Committee Chair. Please contact your academic advisor if you have questions.

Admission to the advanced level of the social work department is a formal process and students may apply by completing an application. Students must have a GPA of 2.5 to be fully admitted into the Advanced Level of the Program. Students with a GPA below 2.5 may be admitted on a one semester provisional basis. Prior to completion of the application students should schedule a meeting with their academic adviser to ensure the student has completed all admission requirements. Once the application is complete it should be forwarded to the admissions committee chair so that an interview can be scheduled. The following courses should be completed before application to the Program is made:

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

- Complete the program of study in the prescribed sequence
- Maintain an overall average of 2.5
- Earn a minimum of “C-” in all social work required courses, and
- Talk with their advisor each midterm to review individual progress, attitudes and values, responsibility, and appropriateness of program fit.

Students who have identified themselves as Social Work majors should complete all aforementioned courses prior to taking other Social Work courses and must apply for admission to the upper level of the Program, meet admission criteria, and be accepted by the Program Admission Committee. The Social work department does not grant social work credit for life experience as previous work experience.

BSW Program Procedure for Application Process

The application to the upper-level of the program occurs in conjunction with application to field placement. More detail about the process for placement into field is included in the *BSW Field Manual*.

Students submit a completed upper-level application, a current program evaluation, personal statement, resume, submit advisor verification that they are ready for the upper-level/field, answer questions about field placement goals; and have two references that attest to applicant’s responsibility and aptitude in social work sent to the Social Work Department Admissions Committee in October of each year. **See Appendix B in this *BSW Student Handbook for Social Work Department Admissions and Field Placement Application*.**

Upon receipt of all application materials, the admissions coordinator will schedule an oral interview with the Program Admissions Committee. The interview with the Program Admission Committee seeks to clarify the student’s interest in the social work major and the student’s preparedness for the high level of maturity and emotional demands of the major. The decision of the Committee is based on submitted materials, the oral interview, and documents pertinent to the student’s University academic career, and the Admissions Committee Evaluation Form.

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

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

remedial work. Once Social Work is declared as a student's major students will have personal advisement by a Social Work faculty member.

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

Transfer Students

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

https://www.carlow.edu/Course_Catalogs_and_Descriptions.aspx

Academic Advisers

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

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

Registration for Courses

It is to the student's advantage to meet with the faculty adviser prior to registration deadlines to complete registration. Before the student comes in for pre-registration, the student should review their schedule of courses and prepare a rough schedule of the courses needed to fulfill requirements. **The Course Curriculum Guide can be found in this *BSW Student***

Handbook in Appendix A. During your advising meeting, your adviser will assist you in planning a schedule that meets your degree requirements. Students may self-register using WebAdvisor after their first year.

See the *Carlow University Undergraduate Course Catalog* for more information on Registration at: https://www.carlow.edu/Course_Catalogs_and_Descriptions.aspx

Credit Load Per Semester

The four-year degree program requires the completion of 120 credits. The normal load in any semester is 15 or 16 credits.

Please refer to Appendix A Compass Curriculum Guide in this *BSW Student Handbook* for the degree distribution for social work students.

Purpose and Objectives of Field Instruction

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

Signature pedagogies are elements of instruction and of socialization that teach future practitioners the fundamental dimensions of professional work in their discipline—to think, to perform, and to act ethically and with integrity. Field education is the signature pedagogy for social work. The intent of field education is to integrate the theoretical and conceptual contribution of the classroom with the practical world of the practice setting. It is a basic precept of social work education that the two interrelated components of curriculum—classroom and field—are of equal importance within the curriculum, and each contributes to the development of the requisite competencies of professional practice. Field education is systematically designed, supervised, coordinated, and evaluated based on criteria by which students demonstrate the Social Work Competencies. Field education may integrate forms of technology as a component of the program (CSWE 2015 EPAS, p.12).

Admission to Field Placement

Please see section “Admission to the Advanced Level of the Program” and Appendix B in this *BSW Student Handbook* for explanation of admission to Field Placement. Also, refer to the *BSW Field Manual* available on the Social Work Program website.

Social Work Student Association

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

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

Information Board and Facilities

An information board outside Antonian 501 has announcements of meetings and lectures, graduate school opportunities, and other matters of general interest. NASW applications can be found online at NASW.ORG. Meetings and informal gatherings may be scheduled in Antonian 502 through the administrative assistants for the College of Leadership and Social Change.

Students may also use the lounge area in Antonian 501. All students are encouraged to check their mailbox regularly for mail and announcements.

Student Orientation

Each fall an annual meeting is conducted for all Social Work majors, which provides an orientation. In addition, in the Human Behavior and the Social Environment course and the Theories and Methods of Practice course, an informal orientation session is held for new and returning students each year. The purpose of this meeting is for students to receive information and have a discussion about Program requirements and procedures. These two courses were chosen to provide access to program information to all students traditional and transfer.

Student Participation

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

Written Class Assignments

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

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

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

Plagiarism and Critical Thinking

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

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

Academic Integrity and Ethical Behavior

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

The BSW Program follows Carlow University's academic policies including but not limited to Academic Integrity Policy, Student Code of Conduct, Academic Grievance Procedure detailed in the current Carlow University Undergraduate Catalog available at: https://www.carlow.edu/Course_Catalogs_and_Descriptions.aspx.

The BSW Program also follows the Carlow University policies detailed in the Student Handbook available at: https://www.carlow.edu/Student_Handbooks.aspx.

APPENDIX A

BSW CURRICULUM GUIDE

CARLOW UNIVERSITY SOCIAL WORK DEPARTMENT

**CARLOW UNIVERSITY DEPT OF SOCIAL WORK
BSW CURRICULUM GUIDE (UG SW)
ACADEMIC YEAR 2019-2020**

Applies to BSW Students Beginning Fall 2018 or after in Carlow Compass Curriculum

Student Name _____

Student ID# _____

| Compass | FIRST YEAR - FALL COURSES | Done | Credits | Compass | FIRST YEAR - SPRING COURSES | Done | Credits |
|-------------------------------|--|------|---------|---------------------------------|--|------|---------|
| CTC | Connecting to Carlow | | 1 | | | | |
| SKW | SKW101 Foundations of Writing | | 3 | SKC | SKC101 Communication Personal to Professional | | 3 |
| CE | Critical Exploration 148 (Covers 1 Breadth Area) | | 3 | C&A | Contemplation & Action 149 (Covers 1 Breadth Area) | | 3 |
| S | SO152 Intro to Sociology | | 3 | E | Breadth Expression or Elective | | 3 |
| N | PY101 Intro to Psychology | | 3 | W | Breadth Wisdom or Elective | | 3 |
| S | SW104 Intro to Social Work | | 3 | SKQ | SKQ101 Quantitative Reasoning | | 3 |
| | MAT100 (If needed) | | 1 | | | | |
| | GPA Total | | 16-17 | | GPA Total | | 15 |
| SOPHOMORE YEAR - FALL COURSES | | | | SOPHOMORE YEAR - SPRING COURSES | | | |
| N | BIO157 Contemporary Biology (3 credits) & Lab (1 credit) | | 4 | N | MAT115 Statistics | | 3 |
| | +SW201 Intro to Social Welfare | | 3 | | SKW102 Foundations of Writing 2 | | 3 |
| | +SW270 Cultural Awareness | | 3 | | ++SW204 Theories & Methods | | 3 |
| | +SW214 HBSE | | 3 | | ++SW216 Comm/Org Praxis | | 3 |
| | +SW302 Casework with Individuals | | 3 | | 2 nd Breadth Course (if needed) or Elective | | 3 |
| | GPA Total | | 16 | | GPA Total | | 15 |
| JUNIOR YEAR - FALL COURSES | | | | JUNIOR YEAR - SPRING COURSES | | | |
| | 2 nd Breadth Course (if needed) or Elective | | 3 | DE | Depth Experience Outside Major | | 3 |
| | +SW304 SW with Families | | 3 | | ++SW305 SW with Groups | | 3 |
| ESR | SW Service-Learning Course (recommended to earn volunteer hours) | | 3 | ESR | ++SW303 Social Welfare Policy | | 3 |
| | SW Concentration/Elective or Minor | | 3 | | SW Concentration/Elective or Minor | | 3 |
| | SW Concentration/Elective or Minor | | 3 | | SW Concentration/Elective or Minor | | 3 |
| | GPA Total | | 15 | | GPA Total | | 15 |
| SENIOR YEAR - FALL COURSES | | | | SENIOR YEAR - SPRING COURSES | | | |
| ANC | +SW321/SSC321 Research 1 | | 3 | | ++SW422 Research 2 | | 3 |
| | +SW405 Field Seminar I | | 1 | MC | ++SW407 Field Seminar II | | 1 |
| | +SW402 Field Placement I | | 5 | | ++SW406 Field Placement II | | 5 |
| | SW Concentration/Elective or Minor | | 3 | | SW Concentration/Elective or Minor | | 3 |
| | General Elective | | 3 | | General Elective | | 3 |
| | GPA Total | | 15 | | GPA Total | | 15 |

Total Credits 122

- + OFFERED IN FALL ONLY
- ++ OFFERED IN SPRING ONLY

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

Students apply to the Upper-Level of the Social Work Program after successful completion of the following courses: SKW, SKC, SKQ, SW104,

SW201, SW214, SW302, BIO, PY101, SO152 and MAT 115 and 100 documented volunteer hours in a social work related area.

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

AY 2019-2020: Carlow Compass Curriculum as it applies to Social Work Majors --Courses needed:

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

Connecting to Carlow (1cr) (CTC)

Skills Courses (3cr each)

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

Breadth Experience Clusters (See graphic below)

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

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

- This course will be fulfilled by required SW 303 (ESR) or by electives SW 226 (SL), SW 280 (SL), SW 310 (SL) or SVEX or ESR courses in other disciplines

Depth Experience (3cr) (DE)

Anchor Course (3cr) (ANC)

- This is fulfilled by SW 321

Major Capstone (3cr) (MC)

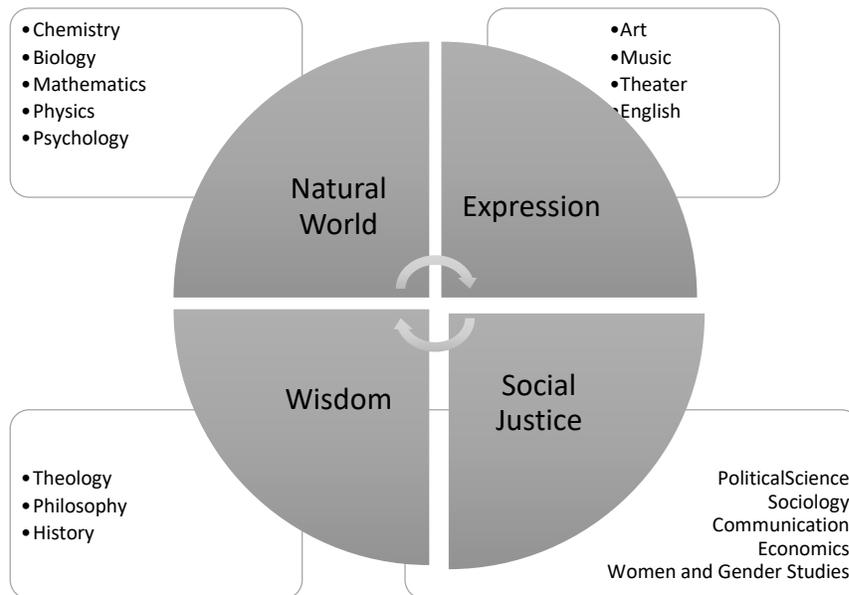
- This is fulfilled by SW 407

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

Social Work Electives are offered on a rotation. Here is the schedule for planning purposes:

| Fall Courses | Spring Courses |
|--|--|
| SW310 Youth Media Advocacy Project (Fulfills Service-Learning) | SW310 Youth Media Advocacy Project (Fulfills Service-Learning) |
| SW/EN 350 – Literature and Social Policy | SW226 Networking in the Community (Fulfills Service-Learning) |
| SW352 Forensic Psychology | SW280 Immigration in the U.S. (Honors course, Fulfills Service-Learning) |
| SW440 Child Abuse Prevention and Treatment | SW420 The Impact of Trauma (Offered odd years at Night; even years in Day) |
| SW430 Crisis Intervention (Day) | SW430 Crisis Intervention (Night) |
| | SW4041 Death & Dying |
| | SW 438 Substance Abuse Counseling (Accelerated format) |
| | SW488 Domestic Violence (Offered even years at Night; odd years in Day) |

Breadth Experience



APPENDIX B

**APPLICATION FOR
UPPER-LEVEL ADMISSION
AND FIELD PLACEMENT**

CARLOW UNIVERSITY SOCIAL WORK DEPARTMENT

**Carlow University BSW Program
Admission and Field Placement Application
Academic Year 2019-2020**

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

There are 6 parts to the application plus letters of reference. Please create one electronic submission including all 6 parts and email to the Administrative Assistant for the Social Work Department, Angelica Bondy at albondy@carlow.edu. See below for directions regarding submission of letters of reference.

PART I: Student Information

| |
|---|
| General Information |
| Student Name: |
| Date: |
| Local or Campus Address: |
| City/State: Zip Code: |
| Cell Phone: |
| Home Phone: |
| E-mail: |
| Permanent Address: |
| City/State: Zip Code: |
| Student Status: |
| <input type="checkbox"/> Full-time |
| <input type="checkbox"/> Part-time |
| Date of Birth: |
| Preferred Gender Pronouns: |
| <input type="checkbox"/> She/Her |
| <input type="checkbox"/> He/Him |
| <input type="checkbox"/> They/Their |
| Emergency Contact Person Name: |
| Emergency Contact Person Phone: |
| Are you a member of NASW? |
| <input type="checkbox"/> Yes |
| <input type="checkbox"/> No |
| <i>Membership in NASW is not required but if you are interested in it, we encourage you to obtain it now at the reduced rate available to you as a student.</i> |
| Total Credits Completed: |
| In Social Work: |

| |
|-------------------------------------|
| Total at Carlow: |
| Overall Grade Point Average (GPA) : |
| Social Work GPA : |

| |
|---|
| Required Coursework |
| The following courses are required pre-requisites you must have completed before entering the upper-level and field placement. Check Courses You Have Completed: |
| <input type="checkbox"/> SKW 101 Foundations of Writing <input type="checkbox"/> SKC 101 Communication Personal to Professional <input type="checkbox"/> SKQ 101 Quantitative Reasoning <input type="checkbox"/> SO 152 Introduction to Sociology <input type="checkbox"/> PY 101 Introduction to Psychology <input type="checkbox"/> BIO 157 Contemporary Biology or BIO 230 I Biological Basis of Behavior <input type="checkbox"/> MAT115 Statistics <input type="checkbox"/> SW 104 Introduction to Social Work <input type="checkbox"/> SW 201 Introduction to Social Welfare <input type="checkbox"/> SW 214 Human Behavior and Social Environment <input type="checkbox"/> SW 302 Case Management with Individuals |
| Social Work courses currently enrolled in: |
| If not all are currently completed, when will you fulfill each required course? List course and semester you will complete it: |

| |
|---|
| Current Employment |
| Are you employed? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, answer the questions below |
| Typical hours worked per week: |
| Employer: |
| Employer Phone: |
| Employer Address: |
| May we contact you at work if necessary? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Will your employment interfere with Field Placement hours? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, how will you manage this? |

| |
|---|
| Will any other extracurricular activities or responsibilities interfere with your Field placement hours? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, how will you manage this? |

| |
|--|
| Logistics |
| Will you have a car available to use for Field Placement? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes: Driver's License #: State: |
| Do you have Medical Insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No |

| |
|--|
| Interests |
| What level of practice most interests you? <input type="checkbox"/> Micro <input type="checkbox"/> Mezzo <input type="checkbox"/> Macro |
| Indicate the type(s) of client population(s) with which you wish to work: |
| What type(s) of agency(ies) would you like to explore as potential field placement sites? |
| If you have a specific agency or organization in mind for field placement, please describe: |
| What are reasons for selecting potential field placement agencies? |
| Additional comments regarding field placement in general: |

| |
|--|
| Academic Advisor Verification |
| Advisor Name: |
| Were you advised to apply to the upper-level and begin Field Placement next school year by your academic advisor? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <i>You must submit an email or copy of an email from your advisor with verification.</i> |

Read the following statement regarding field placement and sign below:
I understand that I must meet all departmental requirements, have completed all prerequisite coursework, have the permission of my academic advisor and the Director of Field Education. I am aware that I will be supplied with mandatory Carlow internship liability insurance for which I

will be assessed a modest fee.

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

I agree that the statements in this application are true and correct and that the information is used to assess my suitability for field placement. I agree to permit the Department of Social Work to disclose any information contained in this application among the Social Work faculty, interviewers for the Upper-Level and with my Field Instructor and/or Field Placement Task Supervisor.

Student Signature:

(For emailed version, you can type your name. Please sign the printed version in ink).

Date:

PART II : Admission and Field Placement Essay

Please address the following questions in 5 double-spaced typed pages. Your structured responses will assist the committee members interviewing you regarding admission into the Social work program and field placement. This essay also serves as practice for writing a personal statement for graduate school admission. Cite specific examples for support of positions addressed. This essay will be shared with the members of the Social Work Admission Committee.

1. A discussion of **your** understanding of the social work profession.
2. A description of your personal qualities that match those of the social work profession. Indicate your strengths and limitations.
3. A comprehensive assessment of your oral and written communication skills. Identify areas that need improvement.
4. A description of your leadership skills and experiences and their future application.
5. An in-depth description of your strengths and limitations. Identify those that might affect your performance during your academic studies, field placement or professional practice (i.e., flexibility, role adaptation, working with diverse populations/communities).
6. Indicate the learning opportunities you would like to have during your field placement. What skills would you like to enhance? Do you want to intern at the micro, mezzo and/or macro level and why?
7. Indicate your short-term and long-term professional career objectives and goals. Include post-graduate plans, employment and personal plans and what you hope to be doing in two, five and ten years from now.

PART III. ADVISOR VERIFICATION

Please submit a printed paper copy of an email or a letter from your advisor that verifies you have been advised to apply for admission to the Social Work program and field placement.

PART IV. PROGRAM EVALUATION

Submit a copy of your program evaluation. Program Evaluations can be printed from the WebAdvisor system or obtained by contacting the Registrar's Office.

PART V: RESUME

Submit a copy of your resume. We recommend making an appointment with Carlow's Office of Career Development to review your resume prior to submission.

PART VI: VOLUNTEER HOUR VERIFICATION

List all your volunteer and paid human service experiences on a separate sheet. Indicate the number of supervised hours and your activities at each experience. Written verification of these experiences is required via letters (or an email) from a supervisor at the organization(s) where you volunteered. Students should have completed at least 100 hours.

☐ **PART VII: REFERENCES**

Submit two letters (or emails) of reference from individuals who can identify your strengths, weaknesses, specific skills, and suitability for social work. No letters will be accepted from Carlow Social Work faculty and only one may be from a Carlow faculty member outside the Department.

Letters of volunteer verification and reference may be emailed or mailed to:

Angelica Bondy

albondy@carlow.edu

Carlow University

3333 Fifth Ave.

Pittsburgh, PA 15213

APPENDIX C

SOCIAL WORK FACULTY

CARLOW UNIVERSITY SOCIAL WORK DEPARTMENT

Social Work Faculty

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