



**Bachelor of Arts in Social Work Student
Handbook and Field Manual
2023-2024**

**The only ones among you who will be really happy are those who
will have sought and found how to serve.**

~Albert Schweitzer

Bachelor of Arts in Social Work (BASW) Student Handbook & Field Manual

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I. WELCOME AND INTRODUCTION

Welcome and Introduction

Welcome to Salisbury University and the School of Social Work. This *Bachelor of Arts in Social Work (BASW) Student Handbook & Field Manual* provides interested, prospective students or admitted students to the Baccalaureate Program, all the information necessary to: understand program requirements and opportunities; student roles, rights, and responsibilities; and available services and support from the University and School of Social Work.

Read More – Learn More

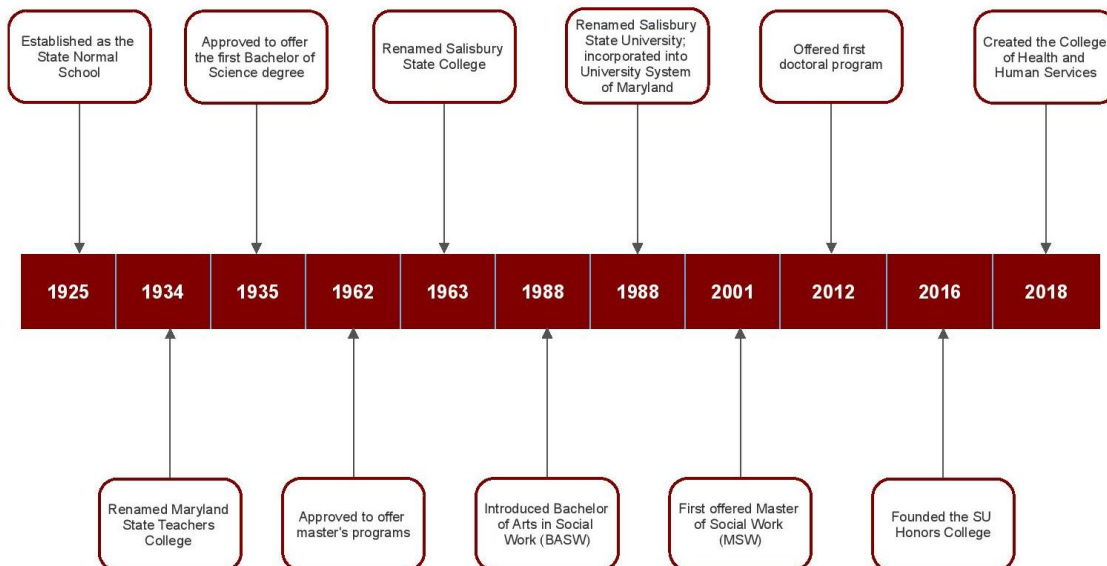
Learn more about Salisbury University, the School of Social Work, and the profession of social work:

- ✓ Review a timeline for the history of Salisbury University and the social work program.
- ✓ Discover that the social work program and profession involves more than a degree.
- ✓ Walk-thru the BASW application process and curriculum.
- ✓ Explore details about field education, including placements and supervision.
- ✓ Access range of policies, procedures, and guidelines involving the University, School of Social Work, and the Baccalaureate Program.

For questions, comments, and suggestions about the Baccalaureate Program and profession of social work, contact:
School of Social Work | socialwork@salisbury.edu | 410-543-6305

About Salisbury University

From a “normal school” for teachers to a Maryland University of National Distinction, Salisbury University (SU) has served as a resource for the Eastern Shore and beyond since 1925. A timeline presents highlights of the University’s history:



About Salisbury University's School of Social Work

Salisbury University's social work program was established in 1974 as a department and evolved to the School of Social Work in 2018 within the College of Health and Human Services. Highlights about the School of Social Work and the undergraduate and graduate programs include:

- ✓ Accreditation by the Council of Social Work Education (CSWE); the BASW program was first accredited in 1974 and the MSW program in 2001.
- ✓ The largest graduate program on the Salisbury campus.
- ✓ One of the highest success rates for passing the Maryland licensure exam compared to graduates from other institutions.

The School of Social Work offers many options to pursue social work as an undergraduate or graduate student:

- ✓ Bachelor of Arts in Social Work (BASW, 1974) and Master of Social Work (MSW, 2001) programs on the Salisbury campus.
- ✓ Dual-degree program with the University of Maryland Eastern Shore (1990).
- ✓ Satellite campuses for BASW and MSW programs; located at:
 - Cecil College Northeast campus (2006).
 - Eastern Shore Higher Education Center at Chesapeake College (2006).
 - University System of Maryland at Hagerstown campus (2006).
 - University System of Maryland at Southern Maryland in California, Maryland (2013d).
- ✓ Online BASW program (2022) for full-time residents of Maryland, Delaware, Pennsylvania, Virginia, West Virginia, District of Columbia, New York, New Jersey, and North Carolina, and, Delaware, Pennsylvania, Virginia, and West Virginia.
- ✓ Online MSW program (2015) for full-time residents of Maryland, Delaware, Pennsylvania, Virginia, West Virginia, District of Columbia, New York, New Jersey, and North Carolina.
- ✓ BASW and MSW programs through a partnership with University of Maryland Global Campus (UMGC) Europe; active-duty military, veterans, spouses and dependents, and Department of Defense (DoD) employees in our military communities are eligible to participate in our programs.

The Director of the School of Social Work is the Chief Administrative Officer and oversees all the operations of the School of Social Work. The Undergraduate and Graduate Program Directors are appointed by the Director of School of Social Work to serve a three-year term. Others who provide administrative support to the Director of School of Social Work are the following: Director of Undergraduate Field Education, Director of Graduate Field Education, Cecil College, Eastern Shore Higher Education Center (ESHEC), University System of Maryland at Hagerstown (USMH) and University System of Maryland at Southern Maryland (USMSM) Site Coordinators, and SU/UMGC Program and Academic Associate Director.

The School of Social Work Mission Statement

The School of Social Work's Mission is to be student-centered and dedicated to excellence in the education of professional social workers at the baccalaureate and master's level. The school is committed to the pursuit of social and economic justice and will provide leadership through

professional development, service, consultation, and research to strengthen society while contributing to the expansion of social work knowledge.

Check out our [website](#) to learn more!



Follow us on social media to stay connected:

Twitter: [@SUSocialWork](#)

Facebook: [Salisbury University School of Social Work](#)

YouTube: [SU Social Work](#)

Instagram: [@SUSocialWork](#)

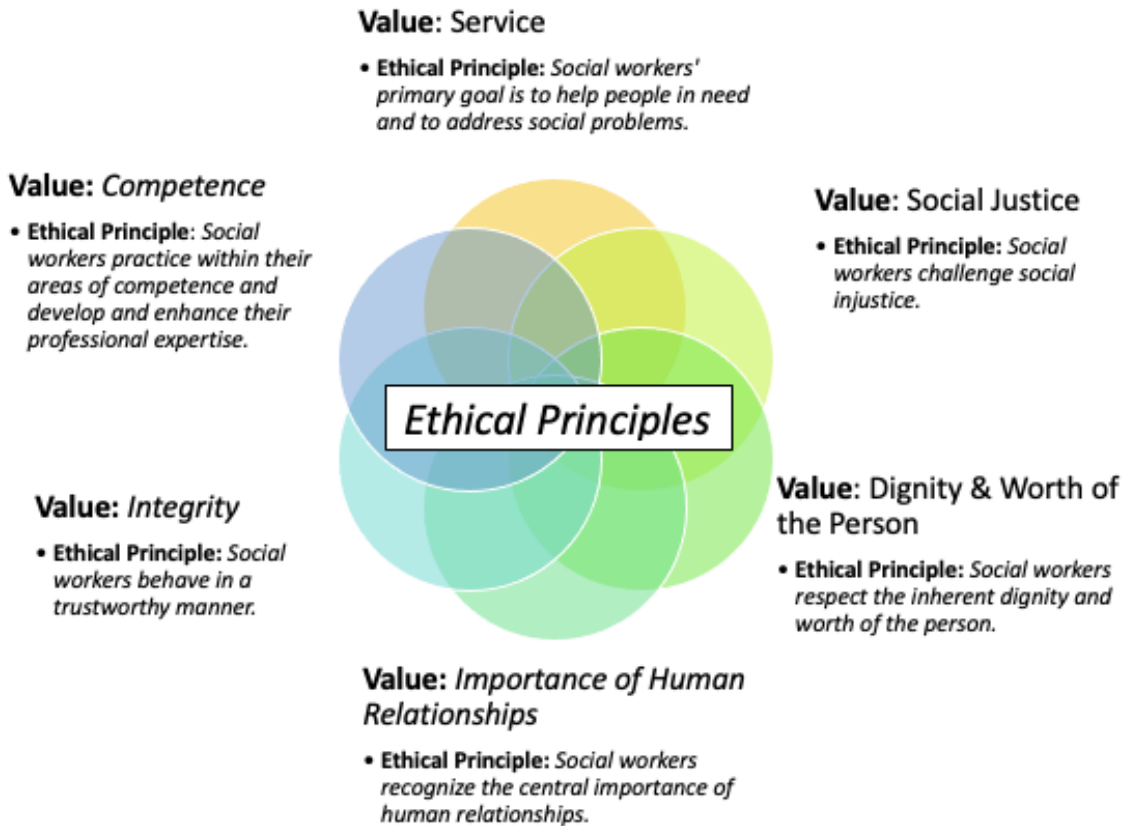
Diversity and Inclusion

Salisbury University strives to foster an environment where differences are celebrated as much as commonalities. The School of Social Work and the BASW Program are committed to an iterative and continual analysis of all aspects of its learning environment to support the development of a diverse community amongst students, faculty, and staff. The School continues to adhere to and promote respect for differences as is evidenced by [The School of Social Work Position Statement on Diversity](#) and the School's [Diversity, Equity, and Inclusion Strategic Action Plan](#).

If a student thinks that they are the victim of prejudicial treatment or discrimination as provided in the University's [Equal Opportunity Policy](#), the student may file a grievance, following the procedures outlined on SU's [Report a Concern](#) website. Salisbury University's most up-to-date Sex Discrimination Policy & Procedure document (in downloadable .pdf format) is located online at [this link](#). Additionally, the most recent Student Code of Conduct, Policies and Procedures (also in downloadable .pdf format) is located online at [this link](#). The School of Social Work's policy on discrimination can be found in [Appendix 1](#).

Social Work: A Code of Ethics

Social workers adhere to a broad set of ethical principles and well-defined professional Code of Ethics as defined by the National Association of Social Workers (NASW), the social work profession's primary association. A summary of the major principles of that code are:



The Ethical Standards of the profession concern (1) social workers' ethical responsibilities to clients, (2) social workers' ethical responsibilities to colleagues, (3) social workers' ethical responsibilities in practice settings, (4) social workers' ethical responsibilities as professionals, (5) social workers' ethical responsibilities to the social work profession, and (6) social workers' ethical responsibilities to the broader society.

The NASW Code of Ethics can be accessed on the [NASW website](#).

II. THE SOCIAL WORK PROFESSION

Social work is more than academics and adhering to a Code of Ethics. To be considered and hired as a social worker in the State of Maryland, candidates must:

- ✓ Graduate with a degree in social work from an accredited college or university (curriculum includes a field practicum). The accrediting body for social work programs is the [Council of Social Work Education \(CSWE\)](#).
- ✓ Apply for, take, and pass a social work licensing exam through a process that is managed by the [Maryland Board of Social Work Examiners](#). The licensure exam itself is taken through the [Association of Social Work Boards](#).

NOTE: Most states require social work licensing through licensure exams. Students interested in practice outside of Maryland should contact the Licensing Board or State Chapter of the National Association of Social Workers (NASW) for more information concerning the licensing

requirements of that particular state. If you are interested in practicing outside of the State of Maryland, [this link](#) from the NASW will assist you in identifying the contact information to that specific state.

Social Work Professionals: It is a Step-by-Step Process



Social Work Professionals: Education, Licensing, and Career Path Options

There is a variety of paths a social worker can take after they graduate with either their BASW or BSW degree. Pathways are dependent upon state licensure requirements. These pathways may include clinical or non-clinical work. Additionally, there are varying degrees of licensure that one can pursue. They are listed below:

- BASW: Bachelor of Social Work
- MSW: Master of Social Work
- LBSW: Licensed Bachelor Social Worker
- LMSW: Licensed Master Social Worker
- LCSW: Licensed Certified Social Worker (Requires MSW)
- LCSW-C: Licensed Certified Social Worker-Clinical (Requires MSW)

Please visit Salisbury University's [Information on Licensure website](#) to read more about potential licensure and career opportunities.

National Associations for Social Workers

The following table provides information about organizations and associations related to the social work profession. These national associations aim to advance the field of social work by encouraging participation in networking, advocacy, and increasing competence. Please visit the links below to review the individual benefits of each association.

Social Work Associations
<u>Association of Social Work Boards (ASWB)</u>
<u>Council on Social Work Education (CSWE)</u>
<u>National Association of Social Workers</u>
<u>National Association of Black Social Workers</u>
<u>Latino Social Work Association</u>
<u>Association of Asian American Social Workers</u>
<u>International Federation of Social Workers – North America Region</u>

Students are encouraged to join while they are still in school to take advantage of reduced membership rates-reduced rates continue post-graduation for students who enroll while still in school.

III. THE BACCALAUREATE PROGRAM

Bachelor of Arts in Social Work (BASW) Program Mission

In line with our school mission, the BASW program mission highlights our commitment to preparing competent generalist practice professionals. The school and program missions are appropriate for preparing students for generalist social work practice.

Grounded in the liberal arts and the ethics and values of the social work profession, the mission of Salisbury University's BASW program is to inspire and educate competent and culturally responsive social work professionals to be prepared for beginning level generalist practice in local, regional, national, and global arenas.

BASW Program Goals

The program's mission statement is focused on student-centered education that develops social workers capable of working both locally and beyond the borders of their home communities. These elements lead to six program goals which highlight various components of the curriculum as well as priorities held by both the program and the larger school.

Goal I: Prepare students for generalist social work practice, while applying theories of human behavior and the social environment.

Goal II: Aid students in adopting a generalist social work practice identity grounded in social work values and ethics.

Goal III: Encourage students to respect diversity and difference in generalist practice.

Goal IV: Assist students to engage in policy and community practice from a generalist perspective.

Goal V: Aid students in understanding research informed practice and practice informed research.

Goal VI: Enhance an understanding of human rights and social, economic, and environmental justice.

BASW Generalist Core Curriculum

The Salisbury University Social Work curriculum prepares its BASW graduates as entry-level generalist social workers with practice grounded in the core competencies and practice behaviors of generalist practice.

Refer to:

[Appendix 2: The Salisbury University Definition of Generalist Practice](#)

Core Competencies of BASW Program

The nine core competencies outlined by the Council on Social Work Education (2022) are listed below, and are followed by a description of characteristic knowledge, values, skills, and a list of the behaviors that operationalize our BASW generalist curriculum. This information is available in the [2022 Educational Policy and Accreditation Standards](#) for Baccalaureate and Master's Social Work Programs.

These core competencies will become very familiar to students. They are included in social work coursework, syllabi and students' learning contracts that are completed and graded as a component of field placement during students' senior year.

Competency 1: Demonstrate Ethical and Professional Behavior

Social workers understand the value base of the profession and its ethical standards, as well as relevant policies, laws, and regulations that may affect practice with individuals, families, groups, organizations, and communities. Social workers understand that ethics are informed by principles of human rights and apply them toward realizing social, racial, economic, and environmental justice in their practice. Social workers understand frameworks of ethical decision making and apply principles of critical thinking to those frameworks in practice, research, and policy arenas. Social workers recognize and manage personal values and the distinction between personal and professional values. Social workers understand how their evolving worldview, personal experiences, and affective reactions influence their professional judgment and behavior. Social workers take measures to care for themselves professionally and personally, understanding that self-care is paramount for competent and ethical social work practice. Social workers use rights-based, anti-racist, and anti-oppressive lenses to understand and critique the profession's history, mission, roles, and responsibilities and recognize historical and current contexts of oppression in shaping institutions and social work. Social workers understand the role of other professionals when engaged in interprofessional practice. Social workers recognize the importance of lifelong learning and are committed to continually updating their skills to ensure relevant and effective practice. Social workers understand digital technology and the ethical use of technology in social work practice.

Social workers:

- Make ethical decisions by applying the standards of the National Association of Social Workers Code of Ethics, relevant laws and regulations, models for ethical decision making, ethical conduct of research, and additional codes of ethics within the profession as appropriate to the context;
- Demonstrate professional behavior; appearance; and oral, written, and electronic communication;
- Manage personal and professional value conflicts and affective reactions;
- Use technology ethically and appropriately to facilitate practice outcomes; and
- Use supervision and consultation to guide professional judgment and behavior.

Competency 2: Advance Human Rights and Social, Racial, Economic, and Environmental Justice

Social workers understand that every person regardless of position in society has fundamental human rights. Social workers are knowledgeable about the global intersecting and ongoing injustices throughout history that result in oppression and racism, including social work's role and response. Social workers critically evaluate the distribution of power and privilege in society in order to promote social, racial, economic, and environmental justice by reducing inequities and ensuring dignity and respect for all. Social workers engage in sustainable strategies to eliminate oppressive structural barriers to ensure that social goods, rights, and responsibilities are distributed equitably and that civil, political, economic, social, and cultural human rights are protected.

Social workers:

- Advocate for human rights at the individual and system levels; and
- Engage in practices that advance human rights to promote social, racial, economic, and environmental justice.

Competency 3: Engage Anti-racism, Diversity, Equity, and Inclusion in Practice

Social workers understand how racism and oppression shape human experiences and how these two constructs influence practice at the individual, family, group, organizational, and community levels and policy and research. Social workers understand the pervasive impact of White supremacy and privilege and use their knowledge, awareness, and skills to engage in anti-racist practice. Social workers understand how diversity and intersectionality shape human experiences and identity development and affect equity and inclusion. The dimensions of diversity are understood as the intersectionality of factors including but not limited to age, caste, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, generational status, immigration status, legal status, marital status, political ideology, race, nationality, religion and spirituality, sex, sexual orientation, and tribal sovereign status. Social workers understand that this intersectionality means that a person's life experiences may include oppression, poverty, marginalization, and alienation as well as privilege and power. Social workers understand the societal and historical roots of social and racial injustices and the forms and mechanisms of oppression and discrimination, and they recognize the extent to which a culture's structures and values, including social, economic, political, racial, technological, and cultural exclusions, may create privilege and power and systemically oppress, marginalize, and alienate.

Social workers:

- Demonstrate anti-racist and anti-oppressive social work practice at the individual, family, group, organizational, community, research, and policy levels; and
- Demonstrate cultural humility by applying critical reflection, self-awareness, and self-regulation to manage the influence of bias, power, privilege, and values in working with clients and constituencies, acknowledging them as experts of their own lived experiences.

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

Social workers use ethical, culturally informed, and anti-racist and anti-oppressive approaches in conducting research and building knowledge. Social workers use research to inform their practice decision making and articulate how their practice experience informs research and evaluation decisions. Social workers critically evaluate and critique current, empirically sound research to inform decisions pertaining to practice, policy, and programs. Social workers understand the inherent bias in research and evaluate design, analysis, and interpretation using an anti-racist and anti-oppressive perspective. Social workers know how to access, critique, and synthesize the current literature to develop appropriate research questions and hypotheses. Social workers demonstrate knowledge and skills regarding qualitative and quantitative research methods and analysis, and they interpret data derived from these methods. Social workers demonstrate knowledge about methods to assess reliability and validity in social work research. Social workers can articulate and share research findings in ways that are usable to a variety of clients and constituencies. Social workers understand the value of evidence derived from interprofessional and diverse research methods, approaches, and sources.

Social workers:

- Apply research findings to inform and improve practice, policy, and programs; and
- Identify ethical, culturally informed, anti-racist, and anti-oppressive strategies that address inherent biases for use in quantitative and qualitative research methods to advance the purposes of social work.

Competency 5: Engage in Policy Practice

Social workers identify social policy at the local, state, federal, and global level that affects well-being, human rights and justice, service delivery, and access to social services. Social workers recognize the historical, social, racial, cultural, economic, organizational, environmental, and global influences that affect social policy. Social workers understand and critique the history and current structures of social policies and services and the role of policy in service delivery through rights-based, anti-oppressive, and anti-racist lenses. Social workers influence policy formulation, analysis, implementation, and evaluation within their practice settings with individuals, families, groups, organizations, and communities. Social workers actively engage in and advocate for anti-racist and anti-oppressive policy practice to effect change in those settings.

Social workers:

- Use social justice, anti-racist, and anti-oppressive lenses to assess how social welfare policies affect the delivery of and access to social services; and
- Apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, racial, economic, and environmental justice.

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

Social workers understand that engagement is an ongoing component of the dynamic and interactive process of social work practice with and on behalf of individuals, families, groups, organizations, and communities. Social workers value the importance of human relationships. Social workers understand theories of human behavior and person-in-environment and critically evaluate and apply this knowledge to facilitate engagement with clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers are self-reflective and understand how bias, power, and privilege as well as their personal values and personal experiences may affect their ability to engage effectively with diverse clients and constituencies. Social workers use the principles of interprofessional collaboration to facilitate engagement with clients, constituencies, and other professionals as appropriate.

Social workers:

- Apply knowledge of human behavior and person-in-environment, as well as interprofessional conceptual frameworks to engage with clients and constituencies; and
- Use empathy, reflection, and interpersonal skills to engage in culturally responsive practice with clients and constituencies.

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

Social workers understand that assessment is an ongoing component of the dynamic and interactive process of social work practice. Social workers understand theories of human behavior and person-in-environment, as well as interprofessional conceptual frameworks, and they critically evaluate and apply this knowledge in culturally responsive assessment with clients and constituencies, including individuals, families, groups, organizations, and communities. Assessment involves a collaborative process of defining presenting issues and identifying strengths with individuals, families, groups, organizations, and communities to develop a mutually agreed-upon plan. Social workers recognize the implications of the larger practice context in the assessment process and use interprofessional collaboration in this process. Social workers are self-reflective and understand how bias, power,

privilege, and their personal values and experiences may affect their assessment and decision making.

Social workers:

- Apply knowledge of human behavior and person-in-environment and other culturally responsive interprofessional theoretical frameworks when assessing clients and constituencies; and
- Demonstrate respect for client self-determination during the assessment process by collaborating with clients and constituencies in developing mutually agreed-on goals.

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

Social workers understand that intervention is an ongoing component of the dynamic and interactive process of social work practice. Social workers understand theories of human behavior, person-in-environment, and other multidisciplinary theoretical frameworks, and they critically evaluate and apply this knowledge in selecting culturally responsive interventions with clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand methods of identifying, analyzing, and implementing evidence-informed interventions and participate in interprofessional collaboration to achieve client and constituency goals. Social workers facilitate effective transitions and endings.

Social workers:

- Engage with clients and constituencies to critically choose and implement culturally responsive, evidenced-informed interventions to achieve mutually agreed-on plans and increase the capacities of clients and constituencies; and
- Incorporate culturally responsive methods to negotiate, mediate, and advocate, with and on behalf of clients and constituencies.

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

Social workers understand that evaluation is an ongoing component of the dynamic and interactive process of social work practice with and on behalf of diverse individuals, families, groups, organizations, and communities. Social workers evaluate processes and outcomes to increase practice, policy, and service delivery effectiveness. Social workers apply anti-racist and anti-oppressive perspectives in evaluating outcomes. Social workers understand theories of human behavior and person-in-environment, as well as interprofessional conceptual frameworks, and critically evaluate and apply this knowledge in evaluating outcomes. Social workers use qualitative and quantitative methods for evaluating outcomes and practice effectiveness.

Social workers:

- Select and use culturally responsive methods for evaluation of outcomes; and
- Critically analyze outcomes and apply evaluation findings to improve practice effectiveness with individuals, families, groups, organizations, and communities.

IV. ADMISSION TO THE BASW PROGRAM: POLICIES AND PROCEDURES

Admission Procedures

Students Attend Information Session

Students are encouraged to attend a BASW application information session hosted by the BASW Program Director. Please utilize [this link](#) for more information.

Students Declare Social Work as a Major

Students must declare Social Work as their major with the Registrar's Office of the University no later than the fall semester of their junior year. Two options:

- Indicate Social Work as desired major at the time of admission to Salisbury University as part of the admissions process
- Declare a major or change a major by updating one's academic record through GullNet (Go to the Registrar's office [forms website](#)).

Completing the Application to Social Work Undergraduate Program

Students Attend a Program Orientation

During these sessions, students learn about the School of Social Work application and admission procedures, in addition to receiving a brief introduction of field instruction.

Students Complete and Submit an Online Application

Students are required to complete an online application to the BASW Program. Instructions are located on the [School of Social Work Website](#) and a link to the application for qualified students is available in GullNet; the link is accessible and active for a designated application period communicated at the beginning of each fall semester. The application moves forward for students who meet the requirements as outlined below under "Student BASW Admission Checklist".

Admissions Committee Review Applications and Render Decisions

BASW applications are read and reviewed by at least two faculty members in the School of Social Work. Students' personal statements are evaluated based on their ability to think critically, ability to write at an acceptable academic level and professional fit with social work.

Admission to the BASW Program is on a selective basis and is determined by the academic preparation and personal qualifications of the applicant. Ultimately, decisions on admissions to the program are the responsibility of the School of Social Work Admissions Committee. One of three decisions is made:

- The student is accepted.
- Final review of the student's application is deferred.
- The student is denied admission.

Students not accepted to the BASW Program are invited to meet with their advisor to discuss their options. In these instances, students may decide to pursue another program or apply for reconsideration after working to improve in the area of concern. In rare occasions, a decision may be deferred pending satisfactory completion of a requirement (e.g. completing a course to fulfill the written skills requirement). Deferred admissions to the program are then finalized at a later

Admission Committee meeting. All students are informed about their acceptance status by an electronic letter to their SU e-mail from the Director of the Undergraduate Program.

Student BASW Admission Checklist

The following checklist ensures students meet minimum qualifications to initiate the application process.

- ___1. Achieve first semester junior standing with 60 completed hours or, if graduating at the end of a fall semester, 45 hours.
- ___2. Complete an academic plan with advisor demonstrating the path to program completion.
- ___3. Complete the following courses with a C or better:
Liberal Arts Prerequisites:
 - a. Psychology 101
 - b. Math 155 or PSYC 220 or PHIL 103
 - c. One Select Social Science (ANTH 100; CADR 200; ECON 150; PSC 110; POSC 202; SOCI 101; or SOCI 201)
Core Social Work Courses:
 - a. SOWK 200: Introduction to the Social Work Profession
 - b. SOWK 310: Basic Interviewing: Skills and Techniques
 - c. SOWK 300: Human Behavior in the Social Environment I
Note: All the above courses must be completed with a “C” or better by the end of the fall semester of the junior year.
- ___4. Complete the “Application to Major in Social Work” form and submit personal statements (in GullNet).
- ___5. Earn a cumulative GPA of 2.5, including transfer credits, and a cumulative Social Work GPA, including the prerequisites, of 2.7.
- ___6. Demonstrate the capacity to engage in appropriate professional social work roles on and off campus, by report from the Field Supervisor, faculty members and/or peers.

Students Transfer from Other Institutions

General Information

Salisbury University accepts credits transferred from other regionally collegiate institutions if the course work is found compatible with the overall institutional curriculum. To be considered for admission as a transfer student, a student must meet the following criteria:

- Earned at least 24 semester hours of college-level credit at an accredited community college, four-year college or university **and**
- Have a minimum 2.0 grade point average on a four-point scale. If the student has attended two or more institutions, the overall 2.0 will be computer on grades received in courses earned at all institutions attended unless the student presents an Associate of Arts degree.

Students may make an appointment with a counselor in the [University's Admission Office](#) to review the evaluation of transfer credits and to discuss the selection of courses. Many common questions can be answered through the [Transfer FAQ page](#) on Salisbury's Admission's page.

Artsys

[ARTSYS](#) is a computerized data information system for Maryland community college students. It indicates whether the course is transferable and, if so, indicates the four-year institution's equivalent course number. You can use ARTSYS as an unofficial planning tool to establish what course at the community college should be equivalent to at Salisbury University, prior to submitting the [Request to Study at Another Institution form](#). You are required to submit the Request to Study at Another Institution form prior to enrolling in the course.

Specific Transfer Policies for the School of Social Work

The School of Social Work will only accept courses for transfer credit under the following conditions:

1. Transfer from Council on Social Work Education (CSWE) Accredited Program:
Courses must be similar in content and credit value to those they replace and the student must have earned at least a grade of "C." Transfer students are required to take a minimum of 23 hours in social work at Salisbury University regardless of number of social work credits transferred from another CSWE Accredited Program.
2. Transfer from Non-Accredited Social Work Program:
Credit may be granted on a case-by-case basis after careful examination by the School of Social Work faculty. They must agree that the course for which the student wishes to receive social work credit contains content comparable to the school offering and the student must have earned at least a grade of "C". Students are asked to provide course syllabi and/or examples of their work from the course. The qualifications of the faculty who taught the course at the institution from which transfer of credit is being requested will also be evaluated. Transfer of credit from non-accredited programs is not permitted for SOWK 320: Practice I, SOWK 400: Practice II, SOWK 410: Practice III, or SOWK 420 and 421: Field Instruction in Social Work I and II.
3. Testing out of required social work core courses is not permitted.
4. The School of Social Work does not grant academic credit, course waivers or field practicum credit for life experiences or previous work experience for any courses in the social work major.

V. CURRICULUM

Introduction

The academic classroom and field instruction components of the Undergraduate Social Work Program are designed to prepare the student for beginning level professional practice as a BASW level social worker, as well as for graduate study. The curriculum prepares students for beginning professional generalist practice with individuals, families, small groups, organizations, and communities.

The curriculum has been developed to flow from the mission of the institution, to be consistent with the [Educational Policy and Accreditation Standards](#) for undergraduate social work programs established by the Council on Social Work Education and to operationalize the overall social work program and content area objectives.

The curriculum of the Undergraduate Social Work Program at Salisbury is built on the liberal arts base provided by the University's General Education requirements and is composed of fourteen required foundation social work courses (54 hours) and three required prerequisite courses (10 hours). Included in the major requirements are eight course credits of Field Instruction. Consult [the Field Instruction section Handbook](#) for a complete description of the field instruction component of the Program.

Liberal Arts Core Requirements and General Education

Salisbury University is committed to the total development of the student through a liberal arts education as evident by our respective mission statements. Essential to this liberal arts core is the General Education Program.

All students seeking a bachelor's degree from Salisbury University are required to complete a series of General Education courses. All programs leading to the bachelor's degree include a minimum of 45 credit hours in General Education courses. A list of these required courses can be found on [Salisbury University's website](#).

Requirements for a Bachelor of Arts in Social Work

Students majoring in social work must meet the following requirements (transfer students must take a minimum of 24 hours in social work at Salisbury University). The [BASW catalog page](#) is on the University's website.

Curriculum Guide: Bachelor of Arts in Social Work

Students majoring in social work requires 120 credit hours for graduation. A suggested course sequence can be found on the [BASW curriculum guide](#) and a two-year and four-year suggested course sequence is included on the next page. Students should consult regularly with their advisors when developing their individual program plans and selecting courses.

2-4 Year Curriculum Guide for SU's BASW Program

2 YEAR PROGRAM

		Junior	Senior
Prerequisite Courses* must be completed by the completion of the fall semester of the junior year: <ul style="list-style-type: none"> • MATH 155, or PHIL 103, or PSYC 202 • PSYC 101 • Select Social Science 		SOWK 200: Introduction to the Social Work Profession SOWK 300: Human Behavior in the Social Environment I SOWK 306: Social Welfare History and Contemporary Issues SOWK 310: Basic Interviewing: Skills and Techniques** *APPLY to the BASW Program*	SOWK 416: SOWK Research I SOWK 400: SOWK Practice II** SOWK 420: Field Instruction I
		SOWK 302: Human Behavior in Social Environment II SOWK 309: Privilege and Oppression SOWK 320: SOWK Practice I *** SOWK 330: Policy Practice	SOWK 417: SOWK Research II SOWK 410: SOWK Practice III*** SOWK 421: Field Instruction II

4 YEAR PROGRAM

First Year Student	Sophomore	Junior	Senior
PREREQUISTE COURSE	SOWK 300: Human Behavior in the Social Environment I PREREQUISTE COURSE	SOWK 310: Basic Interviewing: Skills and Techniques** SOWK 306: Social Welfare History and Contemporary Issues *APPLY to the BASW Program*	SOWK 416: SOWK Research I SOWK 400: SOWK Practice II** SOWK 420: Field Instruction I
SOWK 200: Introduction to the Social Work Profession PREREQUISTE COURSE	SOWK 302: Human Behavior in the Social Environment II	SOWK 309: Privilege and Oppression SOWK 320: SOWK Practice I *** SOWK 330: Policy Practice	SOWK 417: SOWK Research II SOWK 410: SOWK Practice III*** SOWK 421: Field Instruction II

Prerequisite Courses needed to apply to the BASW Program include MATH 155, PHIL 103, or PSYC 220, PSYC 101, One Social Science Course

* Must earn a grade of C or better in the Prerequisite Courses

The following courses must be completed prior to admission to SOWK 420: Field Instruction: SOWK 200, 300, 302, 310 & 320

** These courses are only offered in the fall

*** These courses are only offered in the spring

VI. POLICIES AND PROCEDURES

Academic & Professional Advising of BASW Students

All students are assigned an advisor upon their acceptance into Salisbury University. Advisement helps orient students and assists in assessing their aptitude and motivation for a social work career. It also allows for early and periodic evaluation of each student's performance, guides students in selecting areas of coursework, and helps students to identify the field settings that best meet their educational needs and career goals. Students in the Undergraduate Program could have two advisors: academic and professional. For some students, they will have one advisor that is both an academic and social work faculty/mentor advisors. It is important to note that students are required to meet with their academic advisors at least twice a year, during two-week pre-registration periods in the fall and spring and are also encouraged to meet with their academic advisor at any time when questions arise about the educational program or career decisions.

An important part of the advising process is to afford students an opportunity to assess their aptitude and motivation for a career in social work. This can be done in several ways:

- Through formal advisement with program faculty;
- Through informal discussions with program faculty;
- Through contacts with local professionals in the field;
- Through volunteer work, connected with SOWK 200: Introduction to the Social Work Profession;
- Through field visits to local service agencies;
- Through discussions with students in social work clubs, in the classroom, and informal gatherings;
- Through field education experiences in the senior year; and
- Through contact with professional social workers who come to campus as guest speakers for programs and workshops sponsored by the School of Social Work or [social work clubs](#).

Students are encouraged to contact the [Academic Advising Center](#) or the [School of Social Work](#) with any questions.

Advising Procedures and Specific Salisbury University Information

Advising is an essential part of the educational process. Academic advisors provide students with pertinent information about the program and assist them in planning their program of study. An academic advisor will be assigned from the Academic Affairs Office or the School of Social Work. Academic advisor assignments are made based on geographic location and program option. These advisors are thoroughly trained in university and school procedures and policies and have comprehensive knowledge about the program.

Declaring a major in social work is distinct from and occurs earlier than admission to the Social Work Program. Admission to the BASW program occurs in the junior year and is discussed in Section V.

Professional social work advisement is carried out by full-time faculty whose educational credentials include a master's degree in social work. At the Salisbury campus, this is faculty and at

the satellites, the site coordinators provide the professional advisement. The table below provides an overview of how advisers are assigned based upon program option.

Student Population	Academic Advising	Professional Advising
Salisbury campus first year students	Academic advisor in the Academic Advising Center	As needed with Program Director
Salisbury campus sophomore, juniors, seniors	Faculty member	Faculty member
Stateside satellite students	Academic advisor in the Academic Advising Center	Site coordinator or clinical faculty member
SU-UMGC students	Social work academic manager	Social work academic manager

Faculty Availability

Faculty are often available to meet face-to-face, virtually, or by phone. Adjunct faculty are also available to meet. Students are encouraged to contact faculty via Salisbury University email, the official form of communication at the University, to set up a time to meet. All faculty members have e-mail addresses which can be accessed on the school website.

Dropping a Class

Classes are dropped via GullNet. For more information, please review the *Add, Drop, Withdraw* section on this [registration website](#). Classes can be dropped during specific ADD/DROP period for any term without penalty – *the course will not appear on a transcript*. After this deadline, students can only withdrawal from a course through midsemester. For specific dates, please review the [Important Dates listed on the Salisbury University](#) website.

Withdrawing from a Class

To withdraw from a class, drop the class on GullNet the same way a student would in the first week of classes. For more information, see the *Add, Drop, Withdraw* section on this [registration website](#). Withdraws that occur after the first week of classes until midsemester will appear on a student’s transcript with a grade of “W.” This grade shows that a student attempted the class, but withdrew from it. It will not affect the student’s GPA. After midsemester, students can withdraw from the entire semester on GullNet, but not from an individual course. Students will receive a “WP” (withdraw while passing) or a “WF” (withdraw while failing) grade for each course. Grades of “WP” and “WF” do not affect your GPA. For specific dates, please review the [Important Dates listed on the Salisbury University](#) website.

Students are responsible for dropping or withdrawing themselves. Failure to drop or withdraw in the required manner may have adverse impacts on financial aid and/or the academic grade for the course(s).

Stopping payment on checks for registration fees or not paying at registration does not constitute a drop or withdrawal nor relieve a student from their financial obligation to SU. Never attending or ceasing to attend classes does not constitute a drop or withdrawal.

Contact the [Financial Aid Office](#) for questions or additional information.

Accommodations for Disabilities

No otherwise qualified student shall, on the basis of disability, be subjected to discrimination or excluded from participation at Salisbury University. A student with a disability may be protected by the Americans with Disabilities Act (ADA) and be eligible for a reasonable accommodation to provide equal opportunity to meet academic criteria for professional behavior and scholastic performance.

Any otherwise qualified student with a protected disability who requests a reasonable accommodation must notify the Office of Student Affairs and provide documentation as needed. School of Social Work will review academic performance criteria in light of individual student circumstances to explore issues of appropriateness and accommodation. An initial assessment, subsequent plan, use of outside experts (including the Office of the Vice President for Student Affairs), and periodic checks between the School of Social Work and the student are appropriate courses of action in making accommodations.

For further information, contact the [Disability Resource Center](#). Students in the SU/UMGC option will follow UMGC's accommodations for disabilities policies.

Phone: 410-543-6087

TTY: 410-548-6083

Fax: 410-543-6088

Email: disabilitysupport@salisbury.edu

Class Attendance

As a professional preparatory program, the School of Social Work has a common attendance policy which balances the necessity of class attendance with the reality of illness and unexpected events. Absences beyond the allowable limit may, without extenuating circumstances, result in a reduction in the course grade for each absence. Students should review their class syllabi for specific information regarding the nature of the grade reduction related to this policy.

Allowable Absences

Classes that meet once a week: 1

Chronic tardiness or leaving early will be counted as an absence

Online and Hybrid Course Attendance

Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Active participation includes logging in at least twice a week at a minimum and completing course activities.

Technology Requirements

Students will need to have access to the following:

- Computer – I understand that I need a desktop or laptop computer. Tablets, Kindles, smartphones, and other devices do not offer the full functionality needed for this educational experience.
- Canvas Requirements – I am required to comply with all MyClasses/Canvas requirements, as found on the [SU Canvas Requirements website](#).

- Microsoft Office (2016 or later), particularly Microsoft Word and PowerPoint.
- Students will need a copy of Adobe Acrobat to be able to read items on e-Reserve and files noted as pdf within Learning Modules.
- Additional software or plug-ins may be required by instructors and students should check the Course Information in the MyClasses course.

Students enrolled in online courses will need to have access to the above and the following:

- Headset with microphone – I understand that it is recommended that I obtain and use a headset with a microphone that plugs into my computer for all class sessions (wireless headsets will not work consistently and may disrupt the entire class).
- Webcam – I understand that I need to obtain and use a webcam for all synchronous online class sessions and that I will need to be on camera during the class.
- Installing the Zoom App – I am required to download the Zoom desktop Client before the start of class. More information is available at the Getting Started with Zoom Website.
- Live Session Diagnostic – I am required to join Zoom meetings via computer and I must pass the diagnostic test before the start of the first class, available on the Testing Computer Audio website

Help with MyClasses

The IT HelpDesk (Salisbury University) is prepared to handle MyClasses questions throughout the semester. Contact the [IT HelpDesk](#) at 410-677-5454.

When talking to a consultant, students should be prepared to provide the following information via phone or email:

- Student's Salisbury ID/email address
- Course name and number where experiencing the problem with in MyClasses
- The browser and operating system used to access MyClasses
- Identify the steps the consultant needs to take inside MyClasses to reproduce the problem.

Additional student support information, including browser configuration tips, handouts and videos are available [here](#).

Professional Writing

Writing is an essential social work skill. The CSWE stipulates that students have the ability to demonstrate effective communication skills, both written and oral, and the NASW Code of Ethics has standards relating to the importance of accurate documentation. Further information regarding writing requirements can be found on the [School of Social Work's Resources and Policies website](#).

Writing Across the Curriculum

As part of the "[Writing Across the Curriculum](#)" emphasis at Salisbury University, all written assignments will be graded on form as well as content. This is also a school policy. This includes all written homework assignments and essay questions on exams.

The University Writing Center (UWC), with trained peer consultants, are available to work with students at any stage of the writing process. Located on the second floor of the Guerrieri Academic Commons, the UWC offers a place where students can meet to talk about their papers and projects.

In addition to the important writing instruction that occurs in the classroom and during office hours, students are also encouraged to make use of this important service. For more information and to make appointments, visit the [UWC](#)'s website.

Please remember that writing centers are not designed to work as editing services or "fix-it shops." Writing centers are built around a mission of collaborative learning, so the student, as the writer, will play a central role in every consulting session. Although long-distance consultations will differ in some ways from our on-site consultations, the fundamentals will remain the same.

Satellite Students

The UWC also offers online sessions to students enrolled at satellite sites and in online programs who do not come to the Salisbury campus on a regular basis.

The UWC conducts all online sessions using WOnline, the same software used to make all appointments. This feature in WOnline allows students and peer consultants to see and hear one another (like Zoom). It also allows students and peer consultants to jointly review drafts together using an upload feature. Visit their [online sessions website](#) for more information and to schedule an appointment.

Go to:

[University Writing Center](#) for more information.

Emergency Notification System for the Salisbury Campus

As part of ongoing efforts to ensure the safety of the campus community, Salisbury University has implemented an [emergency notification system](#) that sends text and voice messages in the event of an emergency. In an effort to assure that students receive emergency notifications from University Police during classes, the instructor will have their cell phone turned on in the event an emergency notification is broadcasted. If the instructor does not have a cell phone available, he/she will designate one student, who has registered their phone with University Police, to have their cell phone on "silent mode" in the event of an emergency. This does not give the student the right to accept personal calls during class time. All other cell telephones and beepers must be turned off prior to class except students on "emergency on-call" with an employer or placement, this includes texting capabilities. Students may not leave class to make or receive calls. Use of laptops during class is at the discretion of the instructor.

Campus E-mail Communication

Salisbury University e-mail is the University's **OFFICIAL** form of communication. Failure to check campus e-mail, errors in forwarding e-mail, and returned e-mail (from "full mailbox or unknown user" errors, for example), will not excuse a student from missing announcements or deadlines. Students should read their campus e-mail daily. If personal e-mail accounts are checked more regularly, students can set up SU e-mail to be forwarded to that account.

Social Media and Digital Technology

The School of Social Work has developed the [Social Media and Digital Technology Policy](#) to help guide students' usage of social media in professional ways. This policy incorporates guidance from the National Association of Social Workers (NASW) Code of Ethics, the NASW Standards for Technology in Social Work Practice, and the Council on Social Work Education (CSWE) EPAS competencies (NASW, 2017a; NASW, 2017b; CSWE, 2015).

Graduation Procedure (SU)

Graduation Application Due Dates

May 15th

- ✓ Fall or Winter degree completion

November 15th

- ✓ Spring or Summer degree completion

It should be noted, however, that the student is ultimately responsible for their own schedule and for meeting graduation requirements. Students should keep the university's [Undergraduate and Graduate Catalog](#) for the year they are admitted for reference. For more information, please visit the [Graduation Procedures](#) website.

Graduation Registration

Graduation applications are processed through your Gullnet account via your “To-Do” list located in your student service center. Please note: Students completing degree requirements in the winter or spring will participate in the May commencement ceremony, and students completing degree requirements in the summer or fall will participate in the December commencement ceremony. For more information, please visit the [Graduation Procedures](#) website.

Participating in Commencement Prior to Completing Degree Requirements

Students are eligible to participate in commencement (the ceremony that has no connection to actually graduating). Generally, applicants who request to participate in commencement prior to completing degree requirements must be 8 credits or less away from graduation and can demonstrate that they can take these classes in the following semester (typically winter or summer). This form can be accessed through the [Graduation Procedures](#) website.

Policy and Procedures Concerning Technical Standards for Admission, Academic Matriculation, and Graduation

The Salisbury University (“University”) School of Social Work has adopted the use of [Professional Technical Standards](#), which serve as the cornerstone of competent social work practice and align with national standards. Applying to Social Work Program (“Program”) admission, matriculation, progress through the Program, and graduation, the Technical Standards help to determine both (a) a student’s professional competence for practice and (b) the student’s professional disposition to practice.

Technical Standards are derived, in part, from the standards of conduct adopted by the Council on Social Work Education (CSWE), the National Association of Social Work (NASW) at both the national and state levels, and Maryland’s Board of Social Work Examiners. Salisbury University, the College of Health and Human Services, and the School of Social Work have the responsibility and authority to determine a student’s fitness to continue in the undergraduate and graduate program of study.

The Technical Standards are presented to students prior to matriculation and students must acknowledge during the application process that they have been presented with the Technical Standards. The Technical Standards are reviewed during the Student Orientation to the Program.

Professionalism is a cornerstone of a successful academic program, just as it is a cornerstone of the responsible conduct of research, maintaining integrity and compassion in the delivery of social work services, and building a collegial and conscientious interdisciplinary professional team. Circumstances may arise during a student's course of study that call into question the capacity or commitment of the student to maintain this academic standard. Salisbury University, the College of Health and Human Services, and the School of Social Work have the responsibility and authority to determine a student's fitness to continue in this undergraduate and graduate program of study.

Salisbury University's School of Social Work at Salisbury University has established a policy regarding technical standards for program admission, matriculation and graduation and adopted procedures for addressing standards of ethical and professional behavior for SW Professional Students. The policy and procedures identify student responsibilities and rights in conjunction with standards of fairness, privacy, and due process. They are derived, in part, from the standards of conduct adopted by the Council on Social Work Education (CSWE), the National Association of Social Work (NASW) at both the national and state levels, and Maryland's Board of Social Work Examiners.

Professional Performance Policy and Guidelines

In preparing students for professional practice, the social work faculty takes responsibility for promoting the standards of the social work profession by continuously monitoring student academic and professional performance and addressing concerns with the student.

In addition to academic performance, students are required to demonstrate professional performance skills necessary for work with clients and professional practice. Professional performance is evaluated in both the explicit curriculum (e.g., courses) and implicit curriculum (implicit curriculum includes but is not limited to interactions with peers, field agencies and personnel, community members and University faculty and staff).

Undergraduate students will be evaluated for professional development during SOWK 200, 300, and 310. Instructors in these courses complete a Professional Performance Review (PPR), which indicates progress in each development area as part of the admissions process. Some instructors may use the PPRs in other courses to provide students with feedback on their professional development. At times, PPRs may be used as an assessment of ongoing professional performance in other courses.

Policies and Procedures for Review of Professional Performance

Students who fail to present themselves in a professional manner in the classroom or when interacting with peers, faculty, agency personnel, clients, and others are required to participate in a review of professional performance.

Any of the following circumstances may result in a student review. Please note that this is not an exhaustive list:

- Failure to meet any of the Policy and Procedures Concerning Technical Standards for Admission, Academic Matriculation, and Graduation in the Salisbury University Social Work Program.
- Incurring a charge and/or conviction of a criminal act during the course of study or prior to admission.

- Failing to report a charge and/or conviction of a criminal act during the course of study or prior to admission.
- Demonstrating a consistent pattern of unprofessional behavior, such as issues related to communication or attendance.
- Being reviewed and/or sanctioned by University Student Affairs. For complete University policy and procedures, see [The Salisbury University Student Code of Community Standards](#).
- Professional performance concerns in field placement and/or dismissal from field placement.
- Failure to demonstrate adequate progression toward the Competencies of Social Work Practice as articulated by CSWE (2022).

The Three Types of Review

Three types of review can occur at the School of Social Work to address a student's professional performance. The type of review is determined by the nature and seriousness of the behavior and does not necessarily require or include progression through each type of review.

Information disclosed during student meetings with faculty, Program Directors, or school administrators will not be kept confidential if the information raises concerns about professional performance. Faculty and/or Program Directors will share pertinent information with each other for the professional purpose of identifying student issues and enhancing problem solving about the concerns. They will follow University procedures related to student performance issues.

1. Informal Student Consultation Meeting

An Informal Student Consultation Meeting involves a student and a faculty member (advisor, site coordinator, instructor, field liaison), who initiates a meeting to discuss concerns related to professional performance. The initiating staff or faculty member will:

- Discuss those concerns directly with the student and identify presenting issues and strategies that the student will implement to address the concerns; and
- Prepare a short summary to include the date and content of the meeting, to be sent by email to the student. The Program Director and appropriate administrative support staff person will also be copied on the email.

In many instances, issues identified by the faculty member/staff are resolved following the Informal Student Consultation Meeting and do not necessarily lead to further meetings, pursuant to this section. Failure to resolve the identified issues may lead to the need for more formal meetings. Faculty can utilize the Student Support Plan (SSP) document to support student success.

2. Formal Student Support Meeting

A Formal Student Support Meeting can be initiated when the student fails to address the concerns related to their professional behaviors that were initially discussed in the informal meeting or when the behaviors rise to the level that necessitate the development of a Student Support Plan (SSP) for Academic and Professional Performance. A Technical Standards Violation Form may be submitted to the student and the Program Director that outlines the behaviors.

During this formal meeting, the initiating faculty member/staff and student will develop a Student Support Plan (SSP) for Academic and Professional Performance that identifies presenting issues and strategies that the student will implement to address the concerns. There are some occasions when others will be asked to join the meeting, for example, a Site Coordinator/Associate Academic

Director (if applicable), Dual Degree Coordinator (if applicable), and/or the relevant BASW or MSW Program Director.

- The SSP is intended to strengthen student professional practice (See [Appendix 3](#)). It will be written by the student with oversight from the initiating faculty/staff member.

The SSP will include:

- Professional Behaviors from the Technical Standards that need to be improved upon to build professional competency; and
- How the progress will be monitored and evaluated with a follow-up meeting scheduled to review progress; and
- The date(s) by which the objectives identified must be accomplished; and
- Other information as needed; and
- Signatures of the participating parties.

Additional documents may also be completed as part of the SSP, such as a Professional Performance Review. Not following through with the goals of the SSP could result in a remediation meeting.

A summary of the meeting, including the SSP and other documentation, will be emailed to the relevant Program Director and appropriate administrative support staff person.

If a problem arises in a field program, the agency-based field supervisor, field liaison, and Director of Field Education may participate in a review with the student.

3. Formal Student/School Remediation Meeting

Generally, a Formal Remediation Meeting is called when there are persistent and/or egregious problems that are identified with a student and require formal consultation with the Program Director, or when a student is dismissed from a field placement due to concerns with a student's performance. A School Remediation Meeting may also be conducted when concerns have not been resolved in prior informal or formal meetings; when issues relate to a student not meeting the criteria for professional performance; when a student does not follow through on goals identified in an SSP; or when the student is at risk for suspension or dismissal from the program not related to academic performance. A Technical Standards Violation Form ([Appendix 7](#)) will be required for a Formal Remediation Meeting. In that case, the Technical Standards Violation Form will be submitted to both the student and the Program Director prior to the meeting by the initiating faculty member. The Program Director will review the student's file for any documented behavioral concerns that are relevant to the problem, including any prior meetings concerning professional performance.

Parties in Attendance

A Remediation Meeting involves the student, initiating faculty member, and Program Director. The following individuals may also be asked to participate if applicable: field supervisor, Site Coordinators/Associate Academic Director, Dual Degree Coordinator, Field Liaison and Field Director.

The student may have a support person attend the meeting. A support person could include but is not limited to a friend, family member, and/or student peer; however, the student must notify the Program Director of the attending support person at least 24 hours in advance of the meeting. The student must

give the name of the support person and the student's relationship to that person. The role of the support person is to assist the student with understanding the remediation process and to provide the student with emotional support before, during and after the meeting. At no time is the support person permitted to address others in the Remediation Meeting. If this occurs, the Program Director has the sole discretion to require the support person to leave the meeting.

Notification of Meeting

The student will be notified via Salisbury University email of the presenting concerns. In addition, the Technical Standards Violation Form(s) submitted related to this situation, the form(s) will also be sent to the student. The date of the Formal Remediation Meeting will be set in no less than three (3) university business days and no more than ten (10) university business days from the date of the initial report to allow the student to prepare for and attend the meeting. In some cases, a student may be instructed not to attend their field placement or classes until a meeting can be held.

The Formal Remediation Meeting

The Program Director will convene the Formal Remediation Meeting, during which they will gather information, determine the nature of the problem (if one is confirmed to exist), review the SSP, if one is in place, and identify alternatives for remediation. Following introductions, the Program Director will explain the nature of the meeting and possible outcomes. The process begins with defining the problem and any previous attempts at remedying the problem, including the SSP, if one is in place. All parties, including the student, are involved in gathering the information necessary to arrive at a reasonable conclusion. Once a comprehensive understanding has been reached, the student and any non-Social Work School faculty are excused from the meeting. The School of Social Work representatives will then confer and arrive at a recommended plan of action.

In some instances, depending on the nature of the problem, the Office of the Vice President of Student Affairs may be consulted by the Program Director as a part of the information gathering process.

Outcome of the Formal Remediation Meeting

Following the Formal Remediation Meeting, the Program Director will inform the student of the decision(s) via University email within five (5) University business days following the Remediation Meeting as documented on the Decision Form ([Appendix 4](#)). The recommendations could include one or more of the following actions:

- *Continue the student in the program with no conditions.*
In these situations, the concern has been addressed and no further action by the student or program is required.
- *Establish formal conditions for the student's continuance in the program.*
In these situations, specific conditions must be set in order for the student to remain in the program. Action may include establishing goals, planning a timeline, and appropriate monitoring; providing mentoring and support; placing the student on probation and monitoring the student during the probationary period; suspending the student for a stated period of time with criteria to return to active status to be defined, referring the student to counseling and/or advising services; allowing the student to follow a reduced course load or delaying entry to the field practicum; or other conditions appropriate to the situation. A SSP will be created with the student and relevant faculty member(s) following the

Remediation meeting if one is not currently in place or the SSP will be updated based on information garnered during the Remediation meeting.

- *Recommendation to dismiss the student from the program.*
In some situations, the information and discussion gleaned from the Formal Remediation Meeting will result in the Program Director making a recommendation to dismiss the student from the Social Work Program. The student will be provided with the documentation regarding the specific reasons for this recommendation. The Program Director's recommendation to dismiss the student will be sent to the School of Social Work Dispositions Panel ("Panel"). The student can submit a 1–2-page double spaced written response to The Panel that addresses concerns noted in the Formal Remediation Meeting Documentation at least two business days prior to the panel meeting. The Panel will review all information and documentation related to the student's situation and make a formal decision regarding dismissal.

Dismissal from the Social Work Program - The School of Social Work Dispositions Panel

If dismissal from the Social Work Program is recommended following the Formal Remediation Meeting, the School of Social Work Dispositions Panel ("Panel") will be formed and will be responsible for reviewing all supporting information and documentation regarding a student's situation and making a formal decision regarding dismissal or retention in the Program.

The Panel will be comprised of two (2) faculty from the School of Social Work and one non-social work faculty member. All Panel members will be appointed by the School of Social Work Director within five (5) University business days and can have no prior involvement or knowledge of the issues necessitating the original Remediation Meeting. The Panel Chairperson will be one of the social work faculty Panel members and is responsible for gathering the related information and disbursing that to all Panel members. There must be adequate documentation of the initiating concerns related to the student's professional performance provided via the Remediation Decision Form and the Technical Standards Violation form, if completed. In addition, documentation that verifies that the concerns have been previously discussed with the student and attempts to resolve the concerns have been made, if appropriate, should be included.

Once all information is obtained, the Panel Chairperson will contact the student via University email to schedule a Panel meeting. The Panel meeting with the student should occur in no less than five (5) University business days from the Panel Chairperson's receipt of the recommendation following the Remediation Meeting.

During the Panel Meeting

During the Panel Meeting, the Remediation Meeting Decision Form and the related Technical Standards violation will be reviewed by the Panel Chairperson. The student will then be given a maximum of ten (10) minutes to respond to the Remediation Meeting Decision Form and the recommendation for dismissal from the Program.

Notification of the Panel Decision

The Panel Chairperson will communicate the decision to the student, the Program Director, and the School Director. Students will be notified of the resulting decision from the Panel in writing via University email generally within five (5) University business days of the panel meeting.

Processes for Appeal of Decisions

A student has the right to appeal the establishment of formal conditions for continuation in the Program and/or dismissal from the Program. These are two different processes as noted below.

Appeal Process from Formal Conditions

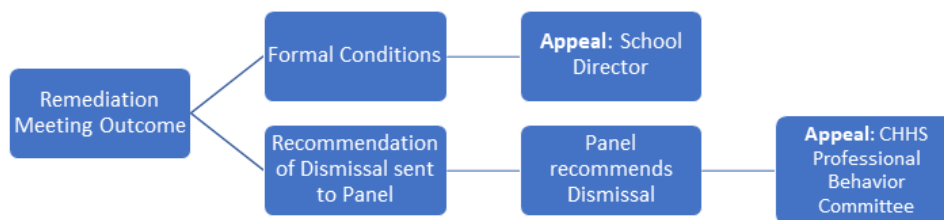
If a student would like to submit an appeal following a recommendation of formal conditions:

- An appeal letter must be submitted within five (5) University business days from the date of the decision letter; and
- The appeal letter should address at least one of the following conditions that applies as the grounds for the appeal:
 - a. New and significant information became available that could not have been discovered and/or provided before or during the original hearing; and/or
 - b. The student requests an evaluation of assigned condition(s) because of extraordinary circumstances.

Appeal Process After Dismissal from the Program

If a student would like to appeal a decision of program dismissal rendered by the Panel, the student will follow the College of Health and Human Services (CHHS) [Policy and Procedure for Professional Behavior Violations](#), which includes:

- Submit a [CHHS Professional Behavior Violation Appeal Request](#) within five (5) University business days from the date of the dismissal decision letter from the Panel
- The appeal request must address at least one of the following conditions that applies as the grounds for the appeal:
 - a. Procedural errors related to the Program's established policies; and/or
 - b. New and significant information became available that could not have been discovered during the review at the School level.



Policies and Procedures for Review of Academic Performance and Integrity

The School of Social Work expects students to maintain academic standards.

Social Work Program Grade Requirements

1. Academic Standards for continuation in the Social Work Program, once accepted in the Professional Program, require that students maintain an overall Grade Point Average (GPA) of 2.50.
2. Social work students who apply to the BASW program will be required to have a Grade Point Average (GPA) of 2.7 in their major courses in order to be accepted in the Professional Program during the second semester of junior year. Once admitted to the Program, students are required to maintain an average GPA of 2.7 in one's major courses in order to maintain good academic standing. If the student's major GPA falls below the required 2.7, the student will be required to raise the GPA by the end of the following semester. A student whose major GPA remains below 2.7 for two continuous semesters will be dismissed from the Program. Failure to maintain the required 2.7 can also prevent a student from applying for the field practicum
3. Any social work student accepted into the BASW program must complete all major courses with a grade of "C" or higher. A student who receives a grade lower than that required for one or more major courses must repeat the course and raise their grade. All social work courses may be repeated only once.
4. Students who are experiencing difficulty in completing their academic requirements are encouraged to meet with their advisors to develop plans for continuation in the program or to consider alternate programs for study

Academic Integrity

The School of Social Work takes plagiarism, the unacknowledged use of other people's ideas, very seriously. The School of Social Work recognizes that plagiarism is a very serious offense and instructors make their decisions regarding sanctions accordingly.

Each of the following constitutes plagiarism:

1. Turning in one's own work on a paper or part of a paper that anyone other than the student wrote. This would include but is not limited to work taken from another student, from a published author or from an Internet contributor.
2. Turning in a paper that includes unquoted and or undocumented passages someone else wrote.
3. Including in a paper someone else's original ideas, opinions, or research results without attribution.
4. Paraphrasing without attribution.
5. Turning the same paper in for credit in more than one class.

Individuals who engage in academic dishonesty damage the learning environment and their own integrity and character. **If there is uncertainty or lack of clarity about what constitutes academic dishonesty, including plagiarism, please ask – ignorance is no excuse.** Discovery of academic dishonesty results in stiff penalties for the offender, including a failing grade for the assignment in question and possibly a grade of F for the course. The University provides [further details](#).

Probation Policy

- Social work students admitted into the Program must maintain a 2.7 GPA in social work major courses and an overall GPA of 2.5. If a student falls below the required GPA, they will be placed on probation within the Program.
- When placed on probation, the student will be required to meet with their social work faculty advisor to discuss support services and develop an academic plan to raise the GPA within two semesters.
- While on probation, the student will be required to develop a contract with their social work faculty advisor to include support services and periodic check-ins to discuss progress on their academic plan.
- If a student is scheduled to enter field instruction in the next semester when placed on probation, that student may not be allowed to enter field (SOWK 420).

Dismissal Related to Probation

- If a student does not raise their GPA to the required standard (2.7 SOWK+; 2.5 overall) within two semesters, the student will be dismissed from the BASW program.
- If a student is dismissed because of GPA, the student can reapply to the program within one year.

Appeal Process for Academic Performance

Undergraduate students may appeal decisions made under the academic policies and regulations set forth in the university's [Undergraduate Catalog](#). Prior to initiating the appeal and/or grievance process, students should confer with their faculty Advisor/Program Director. Students may choose either or both an "informal" and/or a "formal" process.

In the informal process, a classroom related appeal or grievance is heard first by the instructor. A program related appeal is heard by the Program Director. The informal appeal and grievance processes proceed from instructor to Program Director to School Director (if the student's program is housed within one department) and finally to the College Dean.

Students who wish to grieve academic matters (e.g. grade disputes and professional program dismissals when they do not involve an academic integrity violation) should follow the university policy. More information about this policy can be found at [this website](#).

Policy on Academic Standing and Program Readmission

Typically, a student may apply for readmission one year following the dismissal. However, if the student is dismissed for unethical behavior, they may be considered for readmission three years following dismissal.

A student will only be considered for readmission one time.

The steps for readmission are:

1. Applicant must submit both a Program Application and a current resume. If the applicant was dismissed due to falling below the GPA requirement of the Program, then the applicant should confirm their GPA meets the standard before reapplying to the Program.
2. Applicant must submit a letter to the Program Director requesting readmission. The letter must address:

- Reasons for dismissal
 - Steps taken to address the area(s) of concern
 - Applicant's plan for continued academic success.
3. The applicant should supply one professional reference to the Program Director.
 - a. If the applicant was dismissed for falling below the GPA requirement for the Program, then the reference must be a social work academic reference
 4. The Program Director will review all materials. After review, the Program Director will either make a decision regarding readmission or refer the materials to the Admissions Committee for further consideration. The student will be notified of this decision within five (5) business days of receipt of the materials.
 5. If the materials are sent to the Admissions Committee, the information will be reviewed by the Admissions Committee within ten (10) business days of submission. After review of the materials, the Admissions Committee can either make a decision regarding readmission or request a personal interview with the applicant.
 6. If an interview is requested by the Admissions Committee, the interview will take place within fifteen (15) business days of submission.
 7. Based upon that interview and the submitted materials the Program Director will notify the student of the Admissions Committee's decision in writing within five (5) business days of the interview.
 8. If readmitted, the student will:
 - Be placed on program level academic probation for the first semester after readmission;
 - Be required to develop a probationary contract with the student's social work advisor which will stipulate terms of the academic probation and consequences for non-compliance;
 - Maintain good academic standing; and,
 - Abide by any other conditions set by the Admissions Committee.

Mandated Reporters

Throughout coursework and field placements, and every day as a social work professional, there will be an emphasis on mandated reporting and mandated reporters. Mandated reporters are persons who, in the course of their work, may be privy to information that they are required to report to the appropriate enforcement agency. Social workers in the state of Maryland are mandated reporters and must report any disclosure of suspected incidents of child abuse and neglect, including child sexual abuse, even if information was disclosed indirectly through a classmate, colleague, or friend/family member. This includes adults who disclose that they were sexually assaulted as a child, commonly referred to as an Adults Molested as Children (AMAC).

Salisbury University social work faculty and staff are required to report any suspected incidents of child abuse and neglect, whether the suspected incident was previously reported. Therefore, any disclosure (written or verbal) by students or prospective students of suspected incidents of child abuse and/or neglect will be immediately reported to the appropriate authorities.

It is the policy of Salisbury University (SU) to comply with Title IX of the Education Amendments of 1972 (Title IX), which protects individuals from discrimination based on sex in any SU

educational program or activity. Any form of sex discrimination (which includes acts of sexual harassment, sexual assault and sexual violence) is prohibited by Title IX. Retaliation for asserting claims of sex discrimination is also prohibited under SU policies and Title IX.

If a student experiences discrimination, the student is encouraged to report the incident to the Salisbury University Office of Institutional Equity (OIE). Learn more about student rights and options at their [website](#) or call 410-543-6426.

Students may also contact the Counseling Center, a confidential resource, for support related to sexual assault or power-based personal violence at 410-543-6070, or visit their [website](#). Also, you can contact the Life Crisis Center (an off-campus resource) at 410-749-4357, 24 hours/day.

In situations where the OIE becomes involved in the resolution of complaints, assistance to students, who need help with academics, housing, or other issues, is available.

VII. STUDENTS' RIGHTS AND RESPONSIBILITIES

Salisbury University has four policy areas to which the Social Work BASW Program adheres concerning students' rights and responsibilities:

- Confidentiality
- The Right to Organize
- Social Work Clubs and Organizations
- Support for Student Professional Development

All social work students have on-line access to a University Catalog, a University Student Handbook and Field Manual, and a BASW Program Student Handbook and Field Manual; together they contain all program and institutional policies. Students are encouraged to familiarize themselves with university and program policies to ensure that their rights are fully protected within the academic institution and the Social Work Program.

Confidentiality

Salisbury University and the Social Work Program comply with the Family Education Rights and Privacy Act (FERPA) of 1974, which defines the rights and protects the privacy of students with regard to their educational records. This policy is described on page 3 in the [Undergraduate & Graduate Catalog](#).

The Right to Organize

Students have the right to organize to defend their interests in academic as well as student affairs. Recognizing students' rights to voice their disagreements and to defend their interests, the University has promulgated well-established procedures for the students to make their voices heard. All degree seeking undergraduate student, both part-time and full-time, at Salisbury University may participate in, and seek election to, the [Student Government Association \(SGA\)](#). This body represents the voices of undergraduate students in meetings with faculty and administration. The elected officers of the SGA sit on a variety of campus-wide committees, which shape both academic and student life issues, including the President's Advisory Team.

Within the undergraduate social work program, students have the opportunity to serve on several faculty-led school committees, including but not limited to: all search committees for faculty or clinical faculty positions, the Curriculum and Instruction Committee, the Assessment Committee,

the Distance Learning Committee, and the Diversity Committee. Students are encouraged to voice their own views and opinions as well as those of other social work students.

Undergraduate social work students currently participate in several different organizations. These organizations provide students opportunities to seek support and network with other students, alumni, and social work professionals, develop skills, and organize around social justice issues and in their interests. These organizations specific to the BASW Program are:

Student Government Association

All degree seeking undergraduate student, both part-time and full-time, at Salisbury University may participate in, and seek election to, the [Student Government Association \(SGA\)](#). This body represents the voices of undergraduate students in meetings with faculty and administration. The elected officers of the SGA sit on a variety of campus-wide committees, which shape both academic and student life issues, including the President's Advisory Team.

Social Work Clubs and Organizations

Salisbury University's School of Social Work has a variety of clubs and organizations students can join. The clubs allow members to be involved, meet fellow students, interact with staff, do volunteer work, network, and make the most out of the educational experiences at SU! A link to the clubs can be found of [here](#).

Phi Alpha Honor Society

In April 1991 the [Chi Eta Chapter of Phi Alpha Honor Society](#) was chartered at Salisbury University. The organization is dedicated to high standards of training, excellence in scholarship and achievement in social work. Students are inducted each fall and spring. The program also supports the activities of Phi Alpha by providing a faculty member to serve as an advisor.

To qualify for membership a student must:

- Be accepted into the BASW or MSW program
- Have completed nine (9) credit hours of social work courses
- Have completed 37.5% of the required coursework toward the degree
- Be among the top 35% in the program

Students in all program options are eligible for membership.

BASW Student Engagement Policy

To reflect students' rights and opportunities to participate in formulating and modifying policies affecting academic and student affairs in the School of Social Work, a Student Advisory Committee (SAC) was established in 2022. The SAC is tasked with identifying student priorities and issues relevant to social work students. The committee also completes the following tasks:

- Provide content and feedback for the student hub related to student professional development needs.
- Coordinate the process for the nomination and selection of student awardees each spring.
- Review and approve applications for student professional development funds.

The SAC consists of one or more faculty facilitator(s) as well as a group of students nominated and selected for the role, to serve a term of at least one year. The student members consist of representatives from the School of Social Work's program site locations.

To participate on the SAC, students must be in good standing within the Social Work program without violations of Technical Standards.

Support for Student Professional Development Policy

The Student Advisory Committee (SAC) oversees available professional development funds for current BASW and MSW students at all program options. Applications for funds fall into one of two categories:

- Conference Participation
- IRB-Approved Research Study

For the 2023-2024 academic year, there are ten available awards worth up to \$300 each. SAC anticipates the approval of five awards during the fall semester and five awards during the spring semester. All current BASW or MSW students who are in good academic standing are eligible to apply.

Interested applicants will complete the following steps:

- Complete "Application for Student Professional Development Funding"
- Complete a "Request for Travel Form"
- For research support, provide a short letter of support from the PI for the research project and/or faculty mentor.
- Allow one month for the disbursement of funds.

Conference Participation Details: Students can request funds to support travel-related expenses (e.g., conference registration, airfare, meal stipend, etc.) for conference participation. Priority is given to conference presentations. Students can also submit requests to attend a conference without doing a presentation but may be eligible for less than the full award amount.

IRB-Approved Research Study Details: Students can request funds for activities related to an IRB-approved study. Students will be asked to provide proof of IRB approval and will need a general budget outline prepared at the time of application.

Some expenses can be pre-paid as part of an award, but others may require students to make approved purchases and request reimbursement.

As a condition of funding, all award recipients will be asked to submit a brief written reflection (approximately 250 words) related to their conference or research experience. These reflections will be included in the School of Social Work's annual newsletter.

International Education Support Funding Request Guidelines

Purpose: These funds are to support international education and study abroad experiences.

Eligibility:

- All current BASW and pre-BASW (completed or currently enrolled 200 and 300) and MSW students at all program options
- Students should be accepted to a Salisbury University study abroad program
- 3.0 Social Work GPA; Submit unofficial transcript from GullNet
- Complete an essay (UNDER 400 words) on topic provided related to study abroad experience

Funds: Students can request up to \$500 to support education related expenses.

Application Process: Complete the application form by October 1 for a winter study abroad course and February 15 for a summer study abroad course. An individual travel request form and an unofficial transcript should also be completed and submitted along with the application. Be sure to review the scoring rubric for additional information.

Review Process: The School of Social Work International Committee will review applications and make recommendations for funding within (period of time). The Director of the School of Social Work will then make the final determinations. Priority will be given to the following types of requests:

- Students participating in School of Social Work global seminar
- Students who have not received additional funding through the School of Social Work
- Students who have not traveled abroad before
- Students who have not traveled on another SU sponsored international education trip
- Students who demonstrate need through financial aid, scholarships, grants, etc.
- Students participating in School of Social Work global seminar

VIII. FIELD INSTRUCTION PROGRAM

Overview

Field Education is an integral component of the social work curriculum, engaging students in supervised social work practice and providing opportunities to apply classroom learning in the field setting. Primary goals of the agency-based field practicum are to:

- Provide knowledge, values and skills for intervention with individuals, families, groups and communities.
- Help students develop a professional identity consistent with social work values.
- Facilitate development of skills in the evaluation of one's social work practice.
- Provide experiences with various client populations including diverse racial and ethnic groups, and at-risk populations.
- Evolve a practice style consistent with the student's personal strengths and capacities.
- Develop the ability to work within a human service agency or organization.
- Demonstrate core competencies of Social Work practice.

Salisbury University's BASW Field Education experience is reflective of the school's mission statement and the program's goals and objectives. Specifically, it is designed to prepare students to practice as generalist practice social workers in entry level social work positions. The curriculum is designed with the expectation that students will develop professional and ethical judgments and actions based on an integration of knowledge, theory, and practice.

The Field Education Experience

Field Instruction is required for all social work majors and is taken in the student's senior year. During Field Instruction, students enroll in SOWK 420: Field Instruction I and SOWK 421: Field Instruction II, which consist of the field experience and field seminars. In the field seminars, students are challenged to explore their personal values and beliefs and to use critical thinking to prepare for actual practice. Customarily, students in the field education practicum are enrolled simultaneously in a social work practice course.

BASW field students stay in the same placement through both semesters/terms. During these two semesters/terms students are expected to move from beginning ability to identify, understand, and evaluate policies and processes to increasingly sophisticated evaluation, application, and intervention. Students are expected to apply knowledge and theory acquired in the classroom setting related to planned change, including relationship building, problem identification, assessment, goal setting, contracting, intervention, evaluation, and termination. Students are expected to apply the ecosystems framework and strengths paradigm in a manner which will cultivate culturally competent practice integrated with social work values.

By the end of the Field Practicum, students will have developed a generalist framework which includes the skills necessary in interviewing and assessment, and in interventions at the individual, family, and group level. In addition, students will be able to address issues at the level of organizations and communities, which promote social injustice.

Refer to:

Appendix 5: Developing the Learning Contract

SOWK 420: Field Education I and SOWK 421: Field Education II

Course Description

The purpose of the field practicum is for students to apply foundation knowledge, skills, values, and ethics to practice. The focus is on micro-level, mezzo and macro-level learning. Within the field experience, students will become aware of self in the process of intervention, use oral and written professional communications that are consistent with the language of the practicum setting and profession and develop the use of professional supervision to enhance learning. Students will participate in supervised Field Education experiences in the application of knowledge, values and ethics, and practice skills to enhance the well-being of people and work toward the amelioration of environmental conditions that affect people adversely. Furthermore, students will have the opportunity to use critical assessment, implementation, and evaluation of agency policy within ethical guidelines.

The learning experiences and content are operationalized in the student's learning contract. Most students participate in agency-based Field Education instruction for 16 hours a week under the supervision of an agency designated Field Supervisor. To enrich the Field Education experience, students will participate in a field seminar. Related written assignments will be included.

The instructor of the seminar serves as the liaison from the social work program to the student's agency Field Supervisor. The Field Liaison will meet with the Field Supervisor and student at least once per semester/term to assess the progress of the student. Faculty is always available when there are issues of concern between individual students and their agency Field Supervisors. The liaison needs to be involved promptly if these concerns might indicate that a student is not fulfilling expected responsibilities or is not progressing adequately.

Grading

All Field Education courses are graded courses. The grade is based on the following factors:

- The student's timely and satisfactory completion of all related assignments, including seminar participation.
- The Field Supervisor's evaluation of the student's performance.

Based upon the above, the Field Liaison assigns the final grade. If, because of poor performance, either the school or the agency asks a student to leave their field placement before the semester is over, the Field Liaison may recommend another placement or may assign the student a FAIL grade for the semester, depending on the circumstances. Dismissal from a field placement will generally result in a Formal Student/School Remediation Meeting.

Selection of Field Education Agencies

Students will be offered placement opportunities at a variety of community human service agencies. Students are required to accept any field placement within a fifty-mile radius of their residence. Students are expected to have reliable transportation.

The Field Education Staff will carry the responsibility for determining an agency's suitability as a Field Education site. The following criteria will be used in the selection of agencies:

- It must have social work as a function or service of the agency.
- It must be consistent with the program's mission, goals, and objectives; the appropriateness

for specific learning experiences; their ability to provide educationally directed Field Education; and its clear articulation of student learning in tasks assigned.

- The ethics and values of social work must be demonstrated through the policies, program design, and delivery of services of the agency.
- Qualified agency supervision must be available to provide effective weekly supervision.
- There must be a willingness to have the student become an active member of the agency team with meaningful contact with agency staff (i.e., in-service training, workshops, and team meetings).
- There are opportunities for students to have contact with other community providers, to provide a comprehensive overview of services within the area.
- There will be a range of assignments available for the students, which are sufficient to meet the student's needs and course objectives.
- The student's assignments will reflect an opportunity for involvement in varying modalities of service, as well as exposure to a diversity of people and problems.
- Students will be exposed to individual, family, group, and community client systems.
- There will be support of the student's interest in collecting and analyzing data, evaluating agency service delivery, and evaluating the student's own practice.

A formal assessment will be made based upon the aforementioned criteria. It is the responsibility of the Field Education Staff to inform the potential placement agency of the educational objectives of Field Education and to provide a general overview of the social work curriculum.

Selection of Field Supervisors

The Field Supervisor's qualifications must include a bachelor's degree. Preference is given to master's level social workers as field supervisors and individuals with a bachelor's degree in social work with two years of post-degree social work experience. Exceptions may be made to include experienced professionals that have social service experience. In these cases, the faculty field liaison assumes a greater responsibility and more active role in the student's placement.

The Field Supervisor must function within an agency willing to provide adjustments of the staff member's work assignment to permit adequate time to develop and implement the student's internship.

Candidates interested in becoming Field Supervisors should contact the field office directly. The Field Supervisor must have a willingness and flexibility to provide regular supervision for the purpose of instruction, review and discussion of the student's feelings and needs. In addition, there must be the ability and willingness to participate in a minimum of one required conference with the student and Field Liaison each semester. The Field Supervisor will participate in School of Social Work hosted training/orientation specific to Field Education, such as:

- Field Education competencies.
- Ethics and values.
- Helping the student best incorporate academic information with actual practice.
- Emphasizing research and policy issues within their individual agency settings.

Approved Field Supervisors are provided copies of the Field Education Course Syllabi and all relevant field forms via Sonia Online, the School of Social Work's field tracking software. Once appropriate supervision has been identified and the agency has been approved as a Field Education site, an Affiliation Agreement between the agency and Salisbury University is generated by the Affiliate Operations office at Salisbury University. The fully signed agreement is kept in Sonia Online.

Roles and Responsibilities

It is the responsibility of the School of Social Work to maintain a social work program, which includes a Field Education component that meets the accreditation standards of the Council on Social Work Education.

Director of Undergraduate Field Education

The [Director of Undergraduate Field Education](#) is responsible to the School Director for the administration of the Undergraduate Field Education program.

Responsibilities:

- Ensure adequate number of quality field education placements for the BASW program for all program sites.
- Responsible for the dissemination of information regarding field competencies to relevant field agencies.
- Coordinate and implement the placement process for BASW students.
- Work with the Field Staff to develop placements and to evaluate the quality of those placements.
- Responsible for effective communication between field agencies, supervisors, field liaisons and students in the BASW program for all program sites.
- Inform placement agencies of the educational objectives of Field Education and to provide a general overview of the social work curriculum.
- Be available as a consultant to Field Supervisors and Field Liaisons.
- Intervene when difficulties arise in field placements that cannot be resolved by the Field Liaison, Field Supervisor and student.
- Monitor field seminars to ensure consistency with curriculum design.

Satellite Field Practice Coordinator

The Satellite Field Practice Coordinator responsibilities include: identifying appropriate community agencies, providing student placements, assessing students for those placements, participating in trainings for students and Field Supervisors, and any other field related work.

Responsibilities:

- Assist in identifying appropriate community agencies for Field Education for the Undergraduate Program.
- Participate in training programs for Field Education supervisors.
- Communicate information about potential placement agencies to students.

Field Liaison

Responsibilities:

- Act as the communication link between the agency Field Supervisor and the University's BASW Program, once a student is assigned to an agency, regarding pertinent issues related to the student and the Field Education curriculum.
- Help Field Supervisors plan learning experiences for students which will best help them meet the course objectives.
- Attend the Field Liaison orientation.
- Meet with the Field Supervisor at least once a semester/term.
- Be available as a consultant to the Field Supervisor.
- Be available as a resource for the student.
- Have individual conferences with students who are having difficulties in Field Education and/or need clarification of Field Education related matters.
- Intervene when difficulties arise in field placements which cannot be resolved by the student and the Field Supervisor.
- Assign a grade to the student after careful review of the student field evaluation by the agency.
- Conduct field seminars for students in field education.
- Provide monthly enhanced supervision to students placed with a supervisor who does not have a social work degree.

The Field Supervisor

Responsibilities:

- Attend orientation for Field Supervisors.
- Participate in annual programs provided by the field faculty.
- Provide the student a suitable workspace and orientation to the agency, program and services.
- Develop and assign tasks and experiences which meet the Field Education course objectives, maximizing the student's exposure to policies, experiences and cases where issues such as diversity, populations at-risk, values, ethics, policy, human behavior and research are relevant.
- Structure assignments to help the student learn a broad range of social work interventions common to generalist social work practice (including practice with individuals, families, small groups, organizations and communities).
- Create, with the student, a learning contract that reflects individualized learning activities to reflect the practice behaviors.
- Provide on-going evaluation of the student's progress in meeting their learning contract practice behaviors and core competencies.
- Provide a minimum of one hour per week of supervision to the student in order to provide feedback, evaluate skills, and act as a role model.

- Help the student integrate the Field Education experience with academic learning.
- Notify the Field Liaison when there are problems or questions regarding the student's performance.
- Coordinate the involvement of other agency staff with the student's learning experience.
- Approve the student's time sheets in Sonia Online.
- Provide feedback on process recordings.
- Evaluate the student's performance in a Field Education setting at appropriate intervals.

The Student

Students will be expected to take an active role in planning and implementing their learning experiences while in a Field Education setting. In accepting placement at an agency, students will be agreeing to actively participate in their learning and to complete all assigned tasks in a professional manner. Participation in Field Education carries with it certain responsibilities and commitments to the agency, the Field Supervisor, the clients/consumers, and the Field Liaison.

Responsibilities:

- Follow the program's procedures for selecting and securing an agency placement.
- Conform to the regular hours of the agency completing required hours per week documented by a weekly time sheet.
- Become familiar with and abide by agency policies and procedures, establishing good working relationships with co-workers and clients/consumers.
- Take the initiative in seeking advice and consultation, demonstrating the ability and willingness to accept supervision.
- Complete work assigned by the Field Supervisor and to be accountable for completing documents within the specified deadlines.
- Demonstrate interviewing and assessment skills in a manner consistent with the practice model and core competencies.
- Demonstrate acceptance and use of social work values, especially as applied to cultural, racial and gender factors.
- Integrate theory and practice by applying principles of social work learned in the classroom to the field and striving to improve skills through periodic self-evaluation.
- Develop, in consultation with the Field Supervisor and Field Liaison, the learning contract.
- Participate in all required three-way conferences with the Field Supervisor and Field Liaison.
- Discuss with the Field Supervisor and/or Field Liaison areas of disagreement, dissatisfaction or confusion in respect to any part of Field Education.
- Complete all course requirements within the specified deadlines.
- Understand the core competencies of Social Work practice.
- Follow all University and School of Social Work policies and procedures.
- Obtain malpractice insurance if in the UMGC/Europe program.

Learning Contract

Although every social work student will take Field Education courses, the process is developed so that each student will have flexibility in structuring the experience (under the direction of their Field Supervisor and Field Liaison) to maximize their specific learning experience. While the broad overall objectives for the Field Education Content Area provide a common framework, each student will develop strategies for meeting and evaluating those goals based on his or her personal goals and the opportunities provided by each specific placement agency. Students will develop a learning contract which establishes individualized learning activities for the student that are feasible in the agency and attainable within the BASW field placement. This is a tool to identify the specific activities that will be a part of the practicum experience.

While the student will assume the ultimate responsibility for the completion of the learning contract, its preparation will be a collaborative effort of the student, Field Supervisor, and Field Liaison. The learning contract acts as a guide to help the student and Field Supervisor define what the student will learn, and the specific experiences that will be part of the placement. Both the Field Supervisor and the student will refer to this document throughout the internship to determine whether the field placement is meeting the expectations necessary to accommodate the core competencies and practice behaviors. The learning contract will be evaluated as part of the final evaluation of the student.

Outcome Assessment/Program Evaluation

Performance evaluation is an ongoing process that starts with the student's first day of field placement and culminates in a final written evaluation at the end of each semester/term. On-going evaluation of the student's progress and assessment will be a built-in aspect of the Field Supervisor's weekly supervision. Students are required to submit logs for Field Liaison review which allows for assessment of the individual student's skills, competence, judgment, and values. Because the student is free to write in a confidential manner, the Field Liaison will be able to spot areas of concern related to clinical practice or in interaction with field placement agency personnel.

At least once a semester/term the Field Liaison will meet with both the Field Supervisor and the student to discuss possible problems, identify strengths and weaknesses, and to ensure that the student's educational objectives are being met. The latter will be done through informal conversation and by monitoring progress as outlined in the learning contract. When the student is performing strongly and is on track to meet the learning contract goals, the second semester/term interaction may be through an email exchange.

In the middle of the first semester/term and again at the end of each semester/term, the agency Field Supervisor is asked to complete required formal written evaluations. Students will read their completed evaluations and have an oral evaluative conference with the Field Supervisor before the evaluation will be sent to the University.

Feedback received from the student and Field Liaison over the two semester/term field placement will help guide the and Field Liaison's feedback decision regarding the continuance of the agency as a field placement for the Social Work program.

Confidentiality and Duty to Report

Social workers (and all professionals) are legally bound by the state law in which they are practicing to report any situations of suspected child maltreatment to the Child Protective Services Department of the local Department of Social Services for further investigation. Licensed social

workers who fail to report known maltreatment face fines and penalties (such as having one's license revoked and risking malpractice claims).

There are no set legal guidelines for reporting other illegal activity (such as drug use or fraud) but students should be aware that witnessing such activity could put them at risk for being considered in collusion or acting as an accessory to a crime. Student should educate themselves about their agency's written or unwritten policies on these matters and discuss such situations immediately with their supervisor (or another person of authority if the supervisor is not immediately available) when such situations occur. Students can view the Field: Statement of Confidentiality policy in Appendix 6.

Miscellaneous Policies

Employment-Based Field Education

An Employment-Based Field Education option has been developed for those students who would like to have their field placement at the agency where they are employed. The curriculum and objectives of the Employment-Based Field Education program are identical to those in the regular program. This pattern of Field Education, however, provides the student with the opportunity to continue employment while completing an educationally appropriate field practicum. A student who wants to pursue this option must submit a Employment Based Field Proposal along with their application for a field placement.

The Employment Based Field Proposal form is located in Sonia Online. This written proposal will identify the unit (division or department) within the agency where the student is currently employed and their work assignment in that unit as well as a description of the proposed field assignment. The student, the supervisor, and the proposed Field Supervisor will sign the proposal.

Field Supervisors and Field Education assignments will be approved by the Field Education Office prior to a student and agency placement being approved for employment-based field education.

Academic Standing

Students must be fully admitted into the Social Work Program and in good academic standing to enter field. This requires the student to have earned and maintained a cumulative GPA of 2.5 and a cumulative Social Work GPA, including the prerequisites, of 2.7.

Exemptions from Fieldwork

There are no exemptions from Field Education based on prior experience. The Accreditation Standards of the Council on Social Work Education specifically state that academic credit for life experience and previous work experience shall not be given, in whole or in part, in lieu of the field practice. If a transfer student took field courses at another institution, field courses do not transfer at any time.

Holidays

Students are not required to attend field placements during University or agency holidays. However, students do have a responsibility to the management of their agency responsibilities (especially to clients) during these periods. If a student's field day falls on a holiday or agency closing, then the student is required to make the hours up. Students are responsible for informing their fieldwork supervisor of their schedules and to plan accordingly.

Scheduling, Absences, Emergencies, and Illness

Students are expected to perform fieldwork responsibilities with the same degree of accountability as in a paid position which includes the observation of all personnel practices established by the agency. Students are expected to be present at the agency as scheduled. Changes to schedules

should be negotiated ahead of time. In the case of emergencies or illness, agency Field Supervisors should be notified directly as early as possible. Because successful fieldwork relies on students becoming an integral part of the agency and assuming meaningful responsibilities, students must realize that their absences can have effects on quality of service to the agency's clients. Repeated absences will affect the student's field performance and evaluations. Students are expected to work the required hours per week in the agency. Any time off for sick days, emergencies, weather related events, etc. must be made up by the student.

Jury Duty Policy

The School of Social Work at Salisbury University requires all students to complete field hours during a given semester. Field hours must be completed before a student can be assessed a final field grade. In the case of a student being called for jury duty, field hours will not be waived. Any hours missed must be made up by the student to meet degree requirements. Field hours missed must be discussed and agreed upon by the student, field supervisor, and field liaison. Students are encouraged to request an excuse or postponement from jury duty, when possible. By request, the Field Office can provide a letter to the court confirming a student's full time or part time enrollment in the BASW or MSW program and information regarding their field education requirement impacting their ability to perform jury duty at that time. Students should request the letter, at minimum, one month prior to jury duty, to allow processing time.

Problems within the Agency

It is often possible to resolve problems or issues, especially if attending to them in a timely manner. Should a student have serious concerns regarding an agency policy, the workload, work responsibilities, or any other significant problem, the student should take the following steps:

- Discuss the problem(s) with the Field Supervisor and attempt to find solutions.
- If this is not successful, then ask the Field Liaison to assist in problem resolution.
- If the problem cannot be resolved, the student will submit the Change of Field Placement Request Form as noted in the Requests to Change Field Placements Policy to be reviewed by the student's field coordinator.

Changing Agency Placements

Once a student's field placement is confirmed in Sonia prior to the first semester/term of field and the student signs the Placement Confirmation Contract, this serves as a contractual agreement between the student, agency and School of Social Work requiring the student to remain in the same placement for the entire two course sequential sequence. It is important to not only learn certain tasks within an agency, but to also perform these tasks until they can be mastered. In general, students spend much of the first semester/term learning about the functioning of an agency and practice the social work skills during the second semester/term. Therefore, changes in field placements during the year can pose problems for the student and the agency. In some instances, students may also request to change placements prior to the start of the first semester/term. In either case, formal processes must be followed to determine if a change in field placement will be approved. The student must complete the Change of Field Placement Request Form located in Sonia, which outlines the reasons for which the change is being requested. If the placement has not yet begun, the student must provide valid reasons to why they are requesting to breach the contract with the confirmed field placement. For those students who have begun their field placement and are requesting a change, they must provide a description of the concerns, including process taken to address the concerns (this may include meeting with the field supervisor and/or field liaison to

resolve the concerns) and submitting any applicable documentation to the field coordinator. Ultimately, the decision to change student field placements lies solely with the student's field coordinator and they will review the Change of Field Placement Request Form for approval. All field placements must be approved and vetted by the field coordinator.

If the request to change placements is approved by the field coordinator, the student will be required to complete the total number of hours for their respective program level in the new placement. If an agency cannot fulfill its obligation to the University, the field coordinator may offer the student another placement without the need to repeat time already spent in the previous placement. Students should be

advised that the replacement could delay graduation and that they may need to add hours to meet orientation/training needs or other hours requirements at a new field placement.

Policy Regarding Sexual Harassment in Field Placement

Sexual harassment may be physical and/or psychological in nature. An incident may properly be considered sexual harassment whether it occurs on or off the field placement site, during working or non-working hours. Sexual harassment can include:

- An offer for an “outstanding” evaluation for sexual favors;
- Constant efforts to change a professional relationship into a personal, social one;
- Persistent and offensive sexually oriented jokes and comments;
- Comments demeaning to a particular gender; and,
- Unwanted physical contact such as patting, pinching, or touching.

If a student believes that he/she has been subject to sexual harassment by anyone in their field placement agency, they should take direct action by making it clear to the offender that the behavior is unacceptable to them and by reporting the incident to their Field Liaison or [Director of Undergraduate Field Education](#) as soon as possible. Document the incident by making a written record of the date, time and nature of the incident(s) and the names of any witnesses. Any student believing that they have been subjected to sexual harassment should refer to the policy found in the [BASW Program Student Handbook and Field Manual](#) and to [the Office of Institutional Equity’s website](#).

Element of Safety and Risk

When students have a concern for their safety or the safety of others in relation to particular clients or circumstances, they should discuss these concerns with their Field Supervisor in order to determine the best course of action. If concern for safety persists, students should discuss the situation with the Field Liaison or Director of Undergraduate Field Education. Students should not take extraordinary or unnecessary risks while performing their duties at their field placement site. Students with a field placement in an agency working with incarcerated or emotionally disturbed clients should be aware that there is an element of risk related to violent behavior and other problems.

Requirements for Certain Field Placements

Some field agencies require students to show documentation of PPD, COVID-19 vaccination, current immunizations, a current physical exam, Hepatitis B vaccine (or documentation of the decline of the vaccine) and CPR certification to the Field Office before beginning a field placement.

Some agencies have additional requirements that must be met before a student may commence their field experience since they may provide services for diverse groups and thus may have special

requirements for staff and interns. Requirements required in the past include driving records and criminal background checks. Students seeking placements at such facilities will need to complete all requirements before the beginning of the field placement.

Insurance

All stateside students in Field Education are provided Professional Liability coverage under a Student Professional Liability Policy through the Allied Health Students of the State of Maryland. Under this policy, students are covered up to \$1,000,000 per incident and an annual aggregate of \$3,000,000. For additional coverage, students can also provide their own policy for a reduced rate through NASW.

Students in the SU-UMGC program are required to purchase and show proof of malpractice liability insurance prior to entering field practicum. The SU-UMGC Social Work Academic Manager will provide instructions to students on how to secure liability insurance for placements on military installations. If students choose to do internships in the local community, they will be responsible for researching, purchasing, and providing the documentation of coverage to the SU-UMGC Social Work Field Manager PRIOR to the beginning of the internship. The [Director of Undergraduate Field Education](#) must be notified of any student choosing to complete a field internship in the local community. The Director of Undergraduate Field Education must work with the University Legal Counsel to obtain permission for local community field placements in Europe.

Winter Semester Hours

During the winter semester students may work up to 32 hours in their field placement if the following conditions are met prior to the end of the fall semester.

1. The Winter Hours Approval form in Sonia Online must be completed and signed by the student and the field supervisor outlining the intent to work over the Winter Break and that this modifies the ending date for the spring semester.
 - ◆ Winter Hours Policies:
 - i. BASW and MSW Generalist students may complete up to 32 hours and MSW Specialist students may complete up to 48 hours. More hours may be completed, but students may not finish field more than two weeks prior to the end of the spring semester.
 - ii. The winter break officially begins after fall commencement. No hours can begin to be accrued for the spring semester until after fall commencement. Please refer to the SU academic calendar for this date:
<https://www.salisbury.edu/administration/academic-affairs/registrar/calendar/>
 - iii. Only students who complete winter hours are eligible for ending field two weeks early at the end of the spring semester.
2. Students are aware that they are still mandated to attend the weekly seminar sessions through the end of the semester.

VIX. FIELD EDUCATION PROCESS

Application to Field Education and Selection of Placement

Once a student is accepted into the BASW program, they must complete the application for Social Work Field Education using Sonia Online. As a part of the application students identify three types

of field placements as a first step in indicating their areas of preference and comfort. These preferences will be considered by the Field Education Staff when making placement decisions.

Applications for Field Education are processed by the Field Education Staff. The student may make an individual appointment with the Field Education Staff to discuss needs, interests, and preferences. Based on the student's Field Education application and, if relevant, the meeting with the Field Education Staff, the student is given a Field Education placement assignment. The staff is responsible to the student for conveying specific information regarding an agency's expectations, university's expectations, manner of supervision, and style of practice.

After the Field Education Staff contacts the agency to discuss the placement and determines the agency meets the criteria, the student contacts the agency Field Supervisor to arrange for an interview. The student is responsible for scheduling the interview. Refusal to do so will be interpreted as the student deciding not to enter field placement at this time. Most agencies require a face-to-face interview with the student before confirming the placement, however virtual interviews may happen in some instances.

The student will receive confirmation of the Field Education placement from the Field Education Staff. Most students will interview at one agency and find a comfortable fit with the Field Supervisor and agency practice. Others require an additional interview. The Field Education Staff will refer students to a maximum of three (3) agencies. If a student does not find a fit after three interviews or three agencies turn the student down because they decided the student will not be a fit, a hearing may be conducted to assess the situation and create a plan of action.

A placement confirmation approved by all parties is based on the mutual agreement that the student will remain in that placement for the two-course sequence. If, during the time before the Field Education placement is scheduled to begin, the student or agency experiences a change that will affect the placement; they must immediately contact the Field Education staff. The student must complete a Change of Placement Request Form found in Sonia Online and notify the Field Education staff that the form is completed.

Orientation to Agency

The first few days of the Field Education experience can be anxiety producing for both the student and the Field Supervisor. Adjusting to this new role can be overwhelming, exciting, and exhausting. A planned orientation process can help reduce the student's stress and provides an easier entry phase for both the student and the Field Supervisor. The following information is recommended as part of this orientation:

Information specific to the agency:

- How it is structured, goals and objectives, philosophy, client demographics, agency community, etc.
- Information on history of agency, organizational structure, funding sources, policies and programs, etc.
- Organizational chart.
- A list of abbreviations, symbols, and technical terminology peculiar to the agency.
- Opportunity for student observation of staff working with clients, staff meetings, groups, conferences, etc.

- Tour of the agency including an introduction of the student to all staff including clerical and receptionist staff.
- Specify to the student agency expectations on rules of behavior and appropriate dress.
- Specific job description detailing job functions and responsibilities.
- A set of personnel policies.
- Determine the supervision process and schedule weekly supervision times.

During this initial period sufficient time should be allowed for supervisory meetings between the student and the Field Supervisor to allow for questions, comments, and reactions. It is important at this early stage for the student and instructor to get to know each other and begin building a working relationship. The learning contract is to be completed during the first few days/weeks of the placement. This orientation time together will set the stage for preparation of the learning contract.

Introduction to Client Systems

Once the student has completed orientation it is time to receive their first assignments. It is natural for a student to feel lost at this point. When the student is to receive a client caseload, it is helpful to have the student initially observe the Field Supervisor or other staff member(s). When working specifically with clients the student should be clear about their role as an intern within the agency. Regardless of the size or type of client system these guidelines will help the student get started:

- Decide in advance what to do when asked a question you do not know the answer to; it is okay to say “I don’t know, but I’ll try to find out and get back to you”.
- Do not expect to learn all the agency’s policies, procedures and forms before actually having to use them. In order to be effective and responsible you do not have to know each and every agency step of a procedure. It is okay to learn in a step by step way as needed to perform a specific task.
- It is normal to worry about not having enough professional or life experience to be effective when working with a client. Remember that this is a learning experience.
- As preparation for a new experience (regardless of the size or type of client system) ask the Field Supervisor or another agency staff person to role play the experience with you. This will give you an opportunity to practice an opening statement, plan appropriate responses, and learn to anticipate questions. This will also give you the chance to discuss your feelings about both the role play and upcoming event. The Field Supervisor can also suggest readings or identify case records for you to review.
- After a new encounter or experience discuss the details with your Field Supervisor or another staff person. Another helpful tool is to write up notes describing the interview or event. Remember that a process recording can be a helpful teaching device.
- It is normal to feel overwhelmed in the initial stages of your placement. Actually, this anxiety helps you empathize with the client and feelings they may have when first using an agency’s services.

To provide the best educational experience for the student, the Field Supervisor can do the following:

- Resist the temptation to fill time with clerical tasks instead of professional tasks.

- Begin by assigning one or two simple activities as part of a more complex case being served by another staff member.
- Make the student's assignments typical of tasks performed by staffs that have a social work degree.
- Keep in mind that the student is not being trained to work for the specific field agency alone but is there to learn generic social work skills that could be applied to various kinds of settings.
- Model skills of tuning in and responding directly to the feelings of the student as an effective way of teaching the student to engage with clients.

Supervision

A formal time each week must be scheduled for a Field Supervisor-student conference. Even when agency staff are able to observe and work with the student on a daily basis, regularly scheduled meetings are necessary. Supervision, which is regular, planned, and prepared, allows the Supervisor and student to focus attention on areas of personal growth, long-term learning goals, review core competencies, and to develop the mentoring relationship. **One hour of supervision each week is required.**

As the student works with client systems and takes on other tasks and assignments, supervision is a time to discuss the specific progress that the student is making and to help the student deal with concerns and blocks to that progress. An effective tool for supervision is to keep a special notebook for recording information regarding the student's experiences. Both the student and Field Supervisor will be using supervision as a time to discuss the student's progress in relation to the evaluation criteria.

As a guide and preparation for supervision the student may think about the following questions:

- I was satisfied with the way I interacted with clients this week because...
- I was least satisfied with the following experiences, and why.
- The most difficult aspect of field practice for me this week was...
- My strongest skills and abilities this week were...
- Skills which I feel I need to improve the most are...
- The topics I found most difficult to discuss with clients this week were...
- I had to cope with the following value dilemma(s) this week...
- Specific goals I have set for myself for the coming week include: (Try to think in terms of your knowledge, skills, and values rather than in relation to specific clients with whom you are working).
- I have discovered in working with someone different from myself this week that...
- Other observations and concerns I want to discuss this week with my Field Supervisor are _____.

(Adapted from: Social Work Program, Indiana Wesleyan University, Marion, Indiana Revised 1996)

Field Supervisors need to remember that students need direct and honest feedback regarding their performance. Remember that the student is a learner, and that feedback is essential to their learning

process. It is often helpful for the Field Supervisor to share their personal experiences in Field Education. This helps the student realize the Field Supervisors are not infallible, that they were beginners once, and that the learning process is lifelong.

Evaluation

Performance evaluation is an on-going process that starts with the student's first day of field placement and culminates in a final written evaluation at the end of each semester. On-going evaluation of the student's progress and self-assessment are a built-in aspect of the Field Supervisor's responsibility.

In the middle of the first semester/term and again at the end of each semester/term, the agency Field Supervisor is asked by the SU School of Social Work to summarize their thinking by completing the required evaluations forms located in Sonia Online. Students must read their completed evaluations and have an oral evaluation conference with the Field Supervisor to discuss the evaluation. If any student disagrees with portions(s) of the evaluation made by the Field Supervisor, he/she has the right to submit in writing an addendum to the evaluation which describes any points of disagreement and submit the document to the Field Liaison. The mid-term evaluation and the end of the semester evaluations are in Sonia Online under the Forms Tab. Evaluations allow a space for students to provide comments.

If there has been continuous sharing throughout the placement, the student will know what the Field Supervisor is going to say before it is written. The evaluation conference can be used in part to determine whether the student's self-perceptions are in general agreement with those of the Field Supervisor and whether the Field Supervisor's skills in giving ongoing feedback have been effective.

Both students and fieldwork supervisors experience anxiety about evaluations. It is important to recognize this anxiety and work through it, discussing it together as a normal problem that commonly accompanies the evaluation process. The most effective way to deal with evaluations is to have a frank discussion together at the beginning of the field placement about the fieldwork supervisor's approach to performance evaluation.

Some guidelines for formal evaluations are:

- Schedule time to review the evaluations, answer questions, and deal with the reactions to the evaluations together.
- The evaluation conference must be held in a place where privacy and quiet are assured. Interruptions are to be avoided.
- Try to avoid scheduling the conference at the end of the day and allow a full hour or more.
- Discuss the implications of the evaluation for the future: planning for the second half of the placement if the evaluation is for the first semester or for the student's future career plans if the evaluation is at the end of the placement.

Ending the Placement

Students may start to experience increased anxiety before the ending of their placement experience. Concerns often begin to be felt about whether they will accomplish everything in the time that is left. It is important to begin identifying with the student the important ending dates. It is also important to respond directly to indirect cues indicating anxiety or concerns as the termination of the placement becomes more of a reality.

The dynamics of the ending of the Field Supervisor-student relationship are quite similar to those of terminating with clients. The parallel nature of these processes provides the Field Supervisor with an opportunity to demonstrate the same skills the student needs to use with clients. Common themes that occur in facing ending are: a denial of the feelings associated with the student's leaving; lack of discussion of the ending event; a reluctance to say goodbye; a sense of urgency about unfinished business.

The Field Supervisor should devote careful attention to the student's termination experiences in order to help the student learn the skills needed to end with clients. Calling attention to the dynamics of termination as they emerge is important. If apathy is noticed in conferences for example, a direct question can be used to examine whether it has something to do with the student's ending experiences.

It is very important for the Field Supervisor to level with the student about their own feelings about the student's departure. Since it is hard to express ending feelings, the Field Supervisor should take the first step in doing so.

An ending evaluation conference that focuses on the strengths and weaknesses of the relationship between the Field Supervisor and the student is very important. The experience can be used to help the student focus on the specific skills of dealing with client endings as well. By identifying what is happening in the supervisory relationship and discussing the parallel process that occurs with clients, the student is assisted in developing the ability to deal with the often-neglected termination phase of practice.

Students may ask themselves:

- What have I learned this year?
- What skills do I have?
- What are my strengths and areas yet to be developed?
- As a social worker, am I good enough?
- Do I like what I am doing?
- Is there a place for me in the field? What is my niche?
- What are my social work interests at this time (setting and population)?

Students may ask their supervisor:

- What is the agency's policy on termination?
- What time frame does your supervisor suggest?
- Does your supervisor know that you are discussing termination in class/seminar?
- Have you and your supervisor set a date to start the termination process?
- What warnings or pitfalls has your supervisor mentioned?
- Have you discussed with your supervisor when to start the termination process or has it already begun?

Appendix

Appendix 1. School of Social Work Position on Discrimination

The School of Social Work is committed to creating a climate which supports and encourages the personal and professional development of each student, with sensitivity to the diverse needs of students in the program.

The overall objective of the social work program is the preparation of students for practice with diverse populations. Program objective three is to “Understand and demonstrate an appreciation of human diversity, including the similarities and differences in people’s experiences, needs and beliefs. These include groups distinguished by race, ethnicity, culture, class, gender, sexual orientation, religion, physical and/or mental ability, age and national origin.” The school has a strong commitment to these goals both in relation to curriculum development and in relation to the needs of social work students.

The School of Social Work is committed to making extensive efforts to address ethnic, racial, cultural, gender, sexual orientation, and diversity issues in each course. Major objectives in each course include: recognizing, respecting, and understanding cultural, racial, ethnic, sexual orientation and gender diversity; and, understanding the patterns and consequences of discrimination and oppression.

In all aspects of its program, the School of Social Work is committed to:

- ❖ Understanding the implications of living in a diverse society;
- ❖ Developing self-awareness of all factors in the educational program of their own attitudes and prejudices;
- ❖ Promoting the role of the social worker in working for social justice and resolving social problems.

Appendix 2. The Salisbury University Definition of Generalist Practice

The Salisbury University Definition of Generalist Practice

The curriculum of the Undergraduate Social Work Program at Salisbury is designed to build on the liberal arts base provided by the university. The generalist model is designed in adherence with the Educational Policy and Accreditation Standards (EPAS) to prepare graduates to practice with diverse populations within the values and ethics of the social work profession. The graduates must be able to function within the structure of organizations and be able to utilize supervision while applying their knowledge and skills to systems of all sizes. Though there is no one authoritative definition of generalist practice there are common features identified in the EPAS and definitions found in the professional literature.

- A focus on the interaction between the client system and the environment
- An eclectic knowledge base
- A professional value base
- A wide range of skills
- The ability to work with client systems of any size
- The capacity to work within an organizational structure and utilize supervision
- Range of professional roles
- The scientific knowledge base to evaluate practice with supervision
- Capacity to utilize critical thinking in practice context

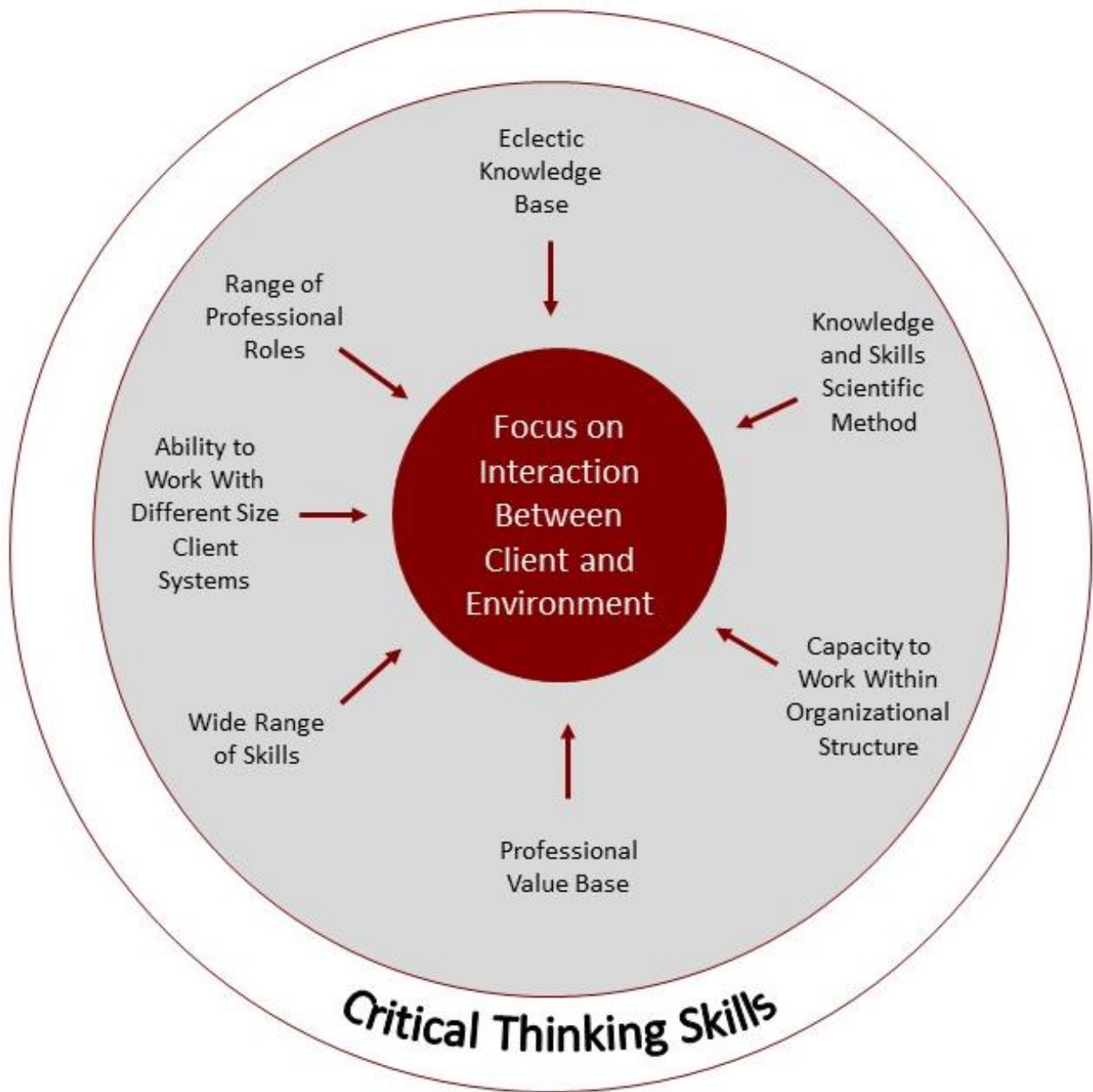
Generalist Practice is defined by the SU Program as:

Social work practice focused on interactions between client systems (micro, mezzo, and macro) and their environments, which utilizes an eclectic knowledge base, professional values and a range of skills, under supervision within an organizational framework. It requires the practitioner to assume various professional roles and to apply critical thinking skills at each stage of the problem-solving process.

The eclectic knowledge base includes information about: human behavior and the social environment; social welfare policy and services; techniques of social work practice; research methods; diversity; the causes, dynamics and consequences of social and economic injustice, including oppression and discrimination against people of color, women, gay and lesbian persons. Professional values are derived from the National Association of Social Workers Code of Ethics. Practice skills include assessment and intervention techniques for micro, mezzo, and macro systems. Furthermore, EPAS states “Graduates of a baccalaureate social work program will be able to...function within the structure of organization and service delivery systems and under supervision, seek necessary organizational change” (3.0.12). The SU definition of generalist practice emphasizes the ability of the worker to take on a range of professional roles such as; facilitator, broker, mediator, enabler, evaluator, negotiator, educator and case manager. Finally, the elements of the generalist model must be coordinated and directed through the ability of the graduate to “apply critical thinking skills within the context of professional social work practice.” (3.0.1)

The elements of SU’s Generalist Practice Model are illustrated in the figure below. The elements of the model are focused on client/environmental intervention while the entire process is bounded in applied critical thinking skills.

Salisbury University Generalist Practice Model



Appendix 3. Student Support Plan (SSP) for Academic and Professional Performance

Student Name:

Student ID:

Date of the Meeting:

Attendees	
Name	Role

Professional behaviors to address:

SMART goals to address professional behaviors:

Goal	Due Date

Follow up meeting date and time:

Student Signature: _____

Faculty Signature: _____



Follow-up Meeting Notes

Date:

Follow up meeting notes:

Student Signature: _____

Faculty Signature: _____



Appendix 4. Remediation Meeting Outcome Decision Form

Student Name: _____ Student ID: _____

Date informed of the Meeting: _____ Date of the Meeting: _____

Attendees	
Name	Role

Initiating Concerns with dates (Please attach any supporting documentation, including documentation of previous discussions about the concerns if available)

Technical Standards Violations as indicated from the Technical Standards Violations Form (must be attached)

Recommendations:

- No Conditions
- Formal Conditions
- Dismissal

Appendix 5: Developing the Learning Contract

Purpose of the Contract

A learning contract establishes individualized student learning activities for the student that are feasible in the agency and attainable within the school year. It is a tool to identify what the student will learn and the specific activities that will be a part of the placement experience. While the student assumes the ultimate responsibility for the completion of the form, its preparation is a collaborative effort of the student, Field Supervisor and Field Liaison. The learning contract acts as a guide to help the student and Field Supervisor define what the student will learn, and the specific experiences that will be part of the placement. The learning contract provides the overall structure for the field placement. It will assist students and Field Supervisors in defining what activities in the agency setting will best prepare the student for social work practice based on the competencies. It is considered a working document and therefore to be used as a guide for supervision throughout the year and the basis for both midterm and end of the semester evaluations. While the competencies and behaviors provide a common framework, each student develops learning activities based on opportunities provided by each specific placement agency.

The Learning Contract Conferences

Drafting the learning contract should begin as the student is oriented to the agency during the first two weeks of the placement. With support from the agency Field Supervisor the student will identify their learning activities. A formal conference should take place at the agency with the Field Supervisor and the student during the second or third week of the placement. In preparation for this conference the student must have written a draft of their learning contract based on previous discussions with the Field Supervisor and the Field Liaison. A copy of this draft should be made available to the Field Supervisor prior to the scheduled conference. The purpose of this time together is to provide an opportunity to discuss what the student wants to get out of the placement and what the Field Supervisor hopes the student will accomplish. Discussion topics such as the students' goals, experience level, learning style, learning from previous employment or volunteering, strengths and limitations, motivation, and interests may prove to be a helpful guide for discussion. The Field Supervisor may also use this time as an opportunity to learn more about the specifics of any fieldwork assignments.

This conference may result in the need for clarification, revisions, additions or deletions to the students draft contract. The student can finalize the learning contract by making any necessary changes.

Appendix 6. Field: Statement of Confidentiality

Students undertaking field placements or other activities involving direct contact with clients assume professional responsibilities. These include the closest adherence to the principles of confidentiality, so that the privacy of the privileged information to which students are exposed is totally safeguarded. The following statements embody social work policies designed to achieve this confidentiality:

- Student must take initiative and responsibility for knowing and abiding by the confidentiality policies of agencies in which they are placed.
- Outside of the agency, Field Instruction Seminar and Social Work Practice class, no information regarding specific clients, their families and other significant persons is to be revealed. This includes background information by which clients might be identified as well as their names.
- Within a class, names of specific clients, families or other persons should not be stated. A pseudonym or third person reference should be substituted.
- The classroom is to be considered an area of confidentiality. Client information and reactions of classmates is not to be discussed with anyone other than the student's faculty field liaison.
- No piece of written work (term papers, logs, case studies, etc.) should contain actual names of clients. Correct identifying information can be added to copies intended for agency use at the time the student, inside the agency, is submitting the material to the agency.
- For community or professional presentation or for written material distributed outside of a class for which it was prepared, case material must be altered so that there is no possibility that the persons involved can be identified. This alteration includes specific details and circumstances, as well as names.
- Students are personally responsible for the safety and protection of any professional information or records they may have in their possession. Such information must never be removed from the agency or placed anywhere that unauthorized persons might view it.
- Students are expected to use tact and discretion in representing agencies, which provide them with training experiences. Agencies provide participation in their programs as a service to students and the School of Social Work. Professional practice assumes that issues, rather than personalities or specific programs, be the focus of discussions with colleagues, fellow students and other professionally appropriate contacts.
- When in doubt the integrity of any confidentiality issue or practice, students should feel free to seek consultation and advice from social work faculty.

Salisbury University – School of Social Work
Policy adopted September 1986 – Revised 1996
Based on material from the University of Pittsburgh
Molloy College, New York

Appendix 7. Technical Standards Violation Form

Technical Standards Violation Form Salisbury University – School of Social Work

Student Name	
Name of Reporting Individual	Date of Report
Signature of Reporting Individual	Date Discussed with Student

This report is prepared when a student exhibits behavior not consistent with the School of Social Work's Technical Standards and is intended to assist the student in meeting professionalism expectations in academic, professional or administrative settings. Improvement in the area(s) noted below is needed in order to meet the standards of professionalism inherent in being a social worker.

Check the appropriate categories. Comments are required.

Physical Skills

- Exhibit motor and sensory abilities necessary to attend and actively engage in class and practicum placement.

Comments: (Describe the specifics)

Cognitive Skills

- Demonstrate accurate knowledge of social work as a profession.
- Demonstrate clarity of thinking to process information and appropriately apply it to situations in the classroom and field.
- Demonstrate grounding in relevant social, behavioral and biological science knowledge and research—including knowledge and skills in effective relationship building.
- Exhibit the ability to conceptualize and integrate knowledge and appropriately apply that knowledge to professional practice.

Comments: (Describe the specifics)

Emotional and Mental Skills

- Use sound judgment.
- Exercise effective stress management.
- Work well, collegially and collaboratively with others, including colleagues and clients.
- Conduct oneself professionally consistent with NASW Code of Ethics and professional responsibility.

Comments: (Describe the specifics)

Communication Skills

- Comprehend information and communicate ideas and feelings, and to communicate effectively with other students, faculty, staff, clients, and other professionals.
- Use oral and written skills to communicate in ways that are safe and protect the privacy of students, faculty, staff, clients, and other professionals.

Written skills:

- Write clearly, use correct grammar and spelling.
- Apply appropriate writing style, including current American Psychological Association (APA) referencing, appropriate source citation, and documentation.
- Demonstrate sufficient skills in written English to understand content presented in the program and to complete adequately all written assignments, as specified by faculty or field supervisor

Oral skills:

- Communicate effectively and sensitively with other students, faculty, staff, clients, and professionals
- Express ideas and feelings clearly.
- Communicate in spoken English to understand content presented in the program, to complete adequately all oral assignments, and to meet the objectives of field placement experiences, as specified by faculty or field supervisors.
- Exhibit willingness and an ability to listen to others.

Comments: (Describe the specifics)

Interpersonal/Behavioral Skills

Demonstrate interpersonal skills to relate effectively to other students, faculty, staff, clients, and professionals and to fulfill the ethical obligations of the profession. These include but are not limited to:

- Compassion
- Empathy
- Altruism
- Integrity
- Demonstration of respect for and consideration of others, including those different from oneself
- Professional boundaries
- Maintaining and safeguarding the confidentiality of client information, records, and communications
- Take appropriate responsibility for own actions and consider the impact of these actions on others.
- Make appropriate effort toward self-improvement and adaptability.
- Conduct oneself in a way that characterizes honesty, integrity, and non-discrimination. Be able to develop a mature, sensitive, and effective therapeutic relationship with clients.
- Be adaptable to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of many clients.
- Demonstrate ethical behavior, including a strong commitment to the goals of social work and to the ethical standards of the profession, as specified in the NASW Code of Ethics and the Codes of Ethics for Social Work Board of Examiners in relevant jurisdictions.
- Commit to the essential values of social work that include the respect for the dignity and worth of every individual and his/her right to a just share of society's resources (social justice).

- Work effectively with others, regardless of level of authority.
- Be receptive to feedback and supervision in a constructive manner, as well as use such feedback to enhance professional development/performance.
- Comply with program policies, agency policies, institutional policies, professional ethical standards, and societal laws in classrooms, fields, and communities.
- Reflect a professional manner in appearance, dress, and demeanor in the classroom and field setting.
- Demonstrate responsible and accountable behavior evidenced, for example, by knowing and practicing within the scope of social work, respecting others, being punctual and dependable, prioritizing responsibilities, actively engaged in class regularly, observing deadlines, completing assignments on time, and keeping appointments or making timely appropriate alternative arrangements.

Additional Comments (e.g., recommendations, requirements, relevant actions, next steps):

<p>Comments: (Describe the specifics)</p>
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Student comments can be attached separately, but must be submitted by _____.

I have read this evaluation and discussed it with the relevant Faculty Member/Program Director.

Student Signature: _____ Date: _____

Your signature indicates that you have read the report, and it has been discussed with you. It does not represent your agreement or disagreement with the proposed violation. If you disagree or want to comment, you are encouraged to attach your comments as stated above.