

# Bachelor of Social Work

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69 units

## Mission Statement

The Bachelor of Social Work (<https://www.apu.edu/bas/programs/bsw/>) program at Azusa Pacific University seeks to develop competent generalist social work practitioners who can apply knowledge based on scientific inquiry, professional values, and skills of social work, integrating a Christian perspective, to enhance the well-being of diverse individuals, families, groups, organizations, and communities in the context of their environment towards advancing social justice both locally and globally.

## Program Values

The BSW program is grounded in the profession's history and commitment to racial, social, economic, and environmental justice; respect for diversity; and the university's commitment to advancing God's work in the world by being of service, advancing human rights, validating the importance of human relationships, demonstrating integrity, and promoting the dignity and worth of all people. The program is committed to excellence in its teaching and scholarship based on scientific inquiry, to the integration of Christian faith in learning and practice, and to the facilitation of community within the department, with students, and within the greater social environment.

## BSW Program Goals

1. Equip students with generalist knowledge, values, and skills toward employment in social work practice with diverse individuals, families, groups, organizations, and communities within a global context.
2. Enhance application of knowledge through a learning environment that builds on a liberal arts foundation and promotes critical thinking, scientific inquiry, and preparation for social change through the advancement of racial, social, economic, and environmental justice.
3. Foster professional development and identity through applied learning experiences.
4. Prepare social workers who engage in ethical practice, including an understanding of ethical integration of a Christian worldview.
5. Provide a curriculum that affirms lifelong learning and is preparatory to graduate-level education, including the pursuit of an advanced-standing graduate social work degree.
6. Engage in ongoing scholarship responsive to social work goals and needs.

In their courses, BSW students learn the knowledge, values, and skills to help them engage, assess, provide intervention, and evaluate their direct practice with individuals, groups, families, organizations, and communities. Additionally, students are encouraged to think critically, become aware of their affective reactions, exercise good judgment, and use self-reflection as part of their professional development. During their senior year, students complete a supervised 400<sup>+</sup>-hour internship at a community-based agency where they apply the knowledge and skills learned in the classroom to professional environments and client groups to gain experience.

## Career Opportunities

Social workers provide services to individuals, families, groups, organizations, and communities. Social workers can apply their training and experience in a variety of practice areas, including:

Adoption and Foster Care	Hospice and Palliative Care
Advocacy Consulting and Planning	Housing Assistance
Charter/Alternative School Programs	In-home Services
Child Abuse and Neglect	International Social Work
Child Welfare Services	Law/Courts/Community
Criminal Justice	Medical Social Work
Crisis Intervention	Mental Health Counseling
Community Mental Health	Military Social Work
Community Planning and Advocacy	Parent Education
Delinquent/At-risk Youth	Police Work
Developmental Disabilities	Political Planning and Lobbying
Disaster Relief	Prisons and Probation
Eating Disorders	Public Health

Employee Assistance Programs	Rural/Tribal Social Work
Genetics/Transplant	School Social Work
Gerontology/Older Adult Services	Skilled Nursing Social Work
Homeless Individual/Families Assistance	Substance Use

## Accreditation

The undergraduate program in the Department of Social Work has been nationally accredited since 1982 by the Council on Social Work Education (<https://www.cswe.org/>).

## Advising and Admission

### Academic Advising Policy

Any student interested in social work is encouraged to contact the BSW program for more information about the major—contact us at [bsw@apu.edu](mailto:bsw@apu.edu) or (626) 857-2410. Students who wish to major in social work should declare “Social Work Interest” as their intended major as soon as possible through the Student Services Center (<https://www.apu.edu/student-services/registration/#ugforms>) in order to begin academic and professional planning. Upon declaring “Social Work Interest” as a major, students are assigned an academic success coach by the Academic Success Center (<https://www.apu.edu/academic-success/>). Students meet with their assigned coach to create an initial multiyear academic plan. Once admitted to the social work major, a BSW faculty-mentor advisor is assigned by the BSW program for academic and professional advising. Students are strongly encouraged to meet with their academic success coach (as “Social Work Interest”) or BSW faculty-mentor advisor (as “Social Work Major”) prior to registration each semester.

*Note: Students must apply to the major (see Admission to the Program section below). Upon full admission to the program, student status is changed from “Social Work Interest” to “Social Work” by the Student Services Center (<https://www.apu.edu/student-services/>). Transfer students may be required to apply to the BSW program immediately upon university acceptance. See the Admission to the Program section below for additional direction.*

### Academic Advising Procedure

1. Contact the BSW program to schedule an appointment, if necessary, to discuss social work as a choice of major.
2. Declare “Social Work Interest” as a major through the Student Services Center (<https://www.apu.edu/student-services/registration/#ugforms>).
3. Contact the BSW office to receive your advisor assignment and the BSW Student Handbook (<https://www.apu.edu/files/bswstudenthb1112.pdf>).
4. Read the BSW Student Handbook in its entirety.
5. Meet with assigned success coach to develop a multiyear academic plan and confirm choice of major.
6. Respond to the email invitation to schedule an appointment with the assigned advisor that will be sent to the student’s APU email address (during university advising period).
7. Schedule an appointment with your academic success coach (“Social Work Interest” students) and/or BSW faculty-mentor advisor (“Social Work Major” students) for academic advising prior to registration each semester.
8. Meet with your academic success coach (“Social Work Interest” students) and/or BSW faculty-mentor advisor (“Social Work Major” students) for academic advising prior to registration each semester.

*Note: Advisors assist in planning, but students are responsible for coming prepared for advising and being knowledgeable regarding university requirements.*

### Professional Advising Policy

As outlined above, once a student is admitted to the social work major, a BSW faculty mentor-advisor is assigned by the BSW program for academic and professional advising. While the BSW faculty mentor-advisor is the primary contact person within the program, students are encouraged to utilize all BSW faculty office hours as needed for professional development. Students are invited to regularly meet with their BSW faculty mentor-advisor for professional development discussions aimed at graduate school and/or employment preparation. The BSW faculty mentor-advisor can also clarify specific content and expectations of the required social work courses, including general information about and preparation for practicum. Students are assigned to faculty mentor-advisors upon acceptance to the major by the BSW admissions committee. Students can meet with their BSW faculty mentor-advisor by appointment during department advisement periods or through use of faculty office hours.

Additional professional advising occurs through department, program, and alumni association events as well as during the SOCW 467 Senior Practicum Seminar I and SOCW 469 Senior Practicum Seminar II courses.

### Professional Advising Procedure

Students may obtain professional advising by:

1. Being accepted as a social work major by the BSW admissions committee.
2. Being assigned a BSW faculty-mentor by the BSW program coordinator.
3. Responding to the email invitation to schedule an appointment with your assigned BSW faculty mentor-advisor that will be sent to your APU email address (during university advising period) OR schedule an appointment with your BSW faculty mentor-advisor during their posted office hours.
4. Meeting with your BSW faculty mentor-advisor for professional advising.

## Admission to the Program

Students are considered "Social Work Interest" by the registrar until formally accepted into the program. Prior to formal acceptance into the program, students should begin advising within the BSW program and can begin taking entry-level social work courses and the General Education courses that apply to social work, as outlined in the university catalog.

The BSW program reviews applications in the fall and spring semesters for currently enrolled students. Application deadlines are March 7 (fall admission) and November 7 (spring admission). Late applications may be considered on a case-by-case basis depending on the number of accepted students.

Transfer social work applicants planning to enter APU at the junior level (45 or more units) must submit the BSW Application for Admission ([https://formstack.apu.edu/forms/bsw\\_program\\_application/](https://formstack.apu.edu/forms/bsw_program_application/)) in order to be considered for full acceptance into the social work program. Submit your application to the BSW program at the same time you submit your university application. Students transferring in prior to their junior year (less than 45 units) begin the major as "Social Work Interest," and submit applications prior to their junior year after starting at the university. Transfer students should seek academic advising through the Academic Success Center (<https://www.apu.edu/academic-success/>) and within the BSW program as soon as possible to begin planning coursework. Transfer social work applicants planning to enter APU at the junior level (45 or more units) must submit the BSW Application for Admission in order to be considered for full acceptance into the social work program. Submit your application to the BSW program at the same time you submit your university application. Students transferring in prior to their junior year (less than 45 units) begin the major as "Social Work Interest," and submit applications prior to their junior year after starting at the university. Transfer students should seek academic advising through the Academic Success Center and within the BSW program as soon as possible to begin planning coursework.

Students may be admitted fully, or on provisional status, or denied admission. If a student is admitted on provisional status, a plan for attaining full admission is provided by the BSW admissions committee. If this plan is not met in full, the student is not allowed to continue in the program and will receive notice that provisional status was not met. If denied admission, the student may initiate an appeal procedure, as outlined in the BSW Student Handbook.

## University-Admitted APU Students

Students admitted to the university and interested in pursuing the social work major should submit their BSW Application for Admission directly to the BSW program. Applications are reviewed by the Social Work Advising and Admissions Committee, composed of social work faculty, and are considered based on academic and personal readiness for the program.

## Admission Requirements

1. A 2.5 overall GPA
2. Completion of or enrollment in SOCW 250 Introduction to Social Work (full acceptance requires completion of this course with a C or better).
3. Acknowledgment of the ability to adhere to the National Association of Social Workers Code of Ethics (<https://www.socialworkers.org/About/Ethics/Code-of-Ethics/>).
4. Acknowledgment of the ability to meet BSW Technical Standards and maintain professional behavior consistent with the Student Code of Conduct, both of which are outlined in the BSW Student Handbook (<https://www.apu.edu/files/bswstudenthb1112.pdf>).
5. Submission of a personal statement providing responses to the following:
  - a. What influenced your choice of social work as a profession? Include when and how you became interested in the field of social work.
  - b. What personal, volunteer, and/or employment experiences have you had, and/or what characteristics do you possess, that will contribute to your work as a professional in the field of social work?
  - c. Social workers practice with diverse people groups in diverse settings. What groups and/or settings may challenge you because of either your personal values, attitudes, and/or experiences? How will you handle this?
  - d. Social work often involves assisting individuals, families, groups, and communities in problem-solving. Give a brief description of a problem you have encountered in an employment or volunteer situation and how you resolved it. If you have neither employment nor volunteer experience, you may discuss a personal challenge that you faced.
  - e. The profession of social work has identified Grand Challenges (<https://grandchallengesforsocialwork.org/>) that reflect the purpose and mission of the social work field. Referencing the challenges, select one or more of them that align with your personal and professional interests. Utilizing the challenge(s) selected, respond to the following:
    - Discuss how your professional goals align with the efforts of the challenge(s) selected. Why is the challenge selected important and how does it connect to your interest in the social work profession?

- Discuss the significance of the challenge(s) selected based on your personal faith beliefs or values. For example, why should people who identify as Christians be concerned with the challenge selected?

## Procedure

1. Completion of or enrollment in SOCW 250 Introduction to Social Work (full acceptance requires completion of the course with a C or better)
  - a. Note: transfer students with more than 45 units can apply prior to completing SOCW 250 Introduction to Social Work.
2. Complete all sections of the application, including complete responses to the personal statement questions.
3. Submit an unofficial APU transcript, or transcript of coursework completed elsewhere if a transfer.
4. Submit completed application to the BSW program for review by March 7 (fall admission) or November 7 (spring admission). Late applications and transfer students are evaluated on a case-by-case basis and as space allows.
5. Submit additional materials and/or interview with the BSW program director at the request of the admissions committee.
6. Students are notified by email within three weeks of the BSW admissions committee's decision.

## Evaluation Criteria for Personal Statements

Admission decisions for the BSW program are based upon a review of academic performance, completion of SOCW 250 as a prerequisite with a C or better (can be enrolled in the course for provisional admission), relevant work or volunteer experience, quality of written personal statement, and relevant experience as indicated in the résumé submission. If needed, a student may be asked to complete a formal interview with the BSW program director and/or submit letters of reference that can support the student's readiness for a career in social work. The admissions committee may seek additional information from the social work faculty, the applicant, or other formal sources. The committee will focus on academic achievement as well as criteria that demonstrate a commitment to social work values, beginning understanding of the social work profession, professional attitude and behavior, emotional maturity, and ability to clearly express oneself orally and in writing.

Following review by the committee, the applicant will be notified in writing via email of the committee's decision. Committee options include full admission, provisional admission with terms outlined, or denial of admission.

## Admissions Appeals Process

Any student who is dissatisfied with a decision for admission may request an in-person review with the admissions committee, in which they can supply further verbal and written evidence in regard to the committee's actions. The committee will provide a written response to the student within one week of the hearing. If the student is still in disagreement, he/she may appeal to the dean of the School of Behavioral and Applied Sciences.

## Requirements

Coursework for the social work major provides foundational social work knowledge that spans the micro-mezzo-macro practice continuum and covers subject content including practice skills, human rights and social justice, community transformation and leadership, child welfare, and aging.

A total of 69 units is required for the major, and a minimum 2.5 grade-point average (GPA) is required in all major courses, including specified General Education courses. Students must pass all required courses with a C or higher, and must maintain a 2.5 GPA to remain in the major.

Code	Title	Units
<b>Specified General Education Requirements</b>		<b>9</b>
PSYC 110	General Psychology <sup>1</sup>	
SOC 120	Introduction to Sociology <sup>1</sup>	
SOCW 275	Social Justice Foundations for Human Rights <sup>2</sup>	
<b>Biology Requirement</b>		<b>4</b>
Select one of the following: <sup>3</sup>		
BIOL 101	Biology and Society <sup>4</sup>	
BIOL 151	General Biology I <sup>4</sup>	
<b>Core Requirements</b>		
MATH 130	Introduction to Statistics <sup>5</sup>	3
SOCW 250	Introduction to Social Work <sup>6</sup>	3
SOCW 251	Social Welfare Policy and Service	3
SOCW 310	Human Behavior and the Social Environment I	3
SOCW 311	Human Behavior and the Social Environment II	3
SOCW 332	Social Work Practice with Individuals and Families	3
SOCW 333	Social Work Practice with Communities and Organizations <sup>7</sup>	3
SOCW 350	Aging: Implications for Policy and Practice	3
SOCW 351	Child Welfare	3
SOCW 360	Social Work Practice with Groups	3

SOCW 466	Field Internship I	4
SOCW 468	Field Internship II	4
SOCW 467	Senior Practicum Seminar I <sup>7, 8</sup>	3
SOCW 469	Senior Practicum Seminar II <sup>7</sup>	3
SOCW 478	Social Work Research Methods <sup>7</sup>	3
SOCW 479	Writing 3: Social Work Research Project <sup>9</sup>	3

**Social Work Electives <sup>10</sup>** **6**

Select one of the following:

SOCW 380	Understanding International Social Problems and Services through Study Abroad
SOCW 400	Fundraising, Grant Writing, and Fiscal Decision Making
SOCW 411	Intimate Relationship Violence: Assessment and Intervention
SOCW 415	Substance Use Disorders: Assessment and Intervention
SOCW 420	Suffering: Theological and Practical Perspectives on Disabilities
SOCW 425	Introduction to International Development
SOCW 430	Introduction to Nonprofit Management
SOCW 440	Social Work and Law
SOCW 497	Readings in Social Work
SOCW 543	Program and Grants Management
SOCW 560	Social Work Practice in Healthcare Settings
SOCW 570	International Social Work Policy and Practice

Select another course from the above group or one of the following:

ETHN 355	The Asian American Experience <sup>2</sup>
ETHN 356	The African American Experience <sup>2</sup>
ETHN 357	The Chicano(a)/Latino(a) Experience <sup>2</sup>
GLBL 355	Principles and Practice of Community Engagement (available only through study away) <sup>6</sup>
MINC 456	Ministry Organization and Administration
MINY 400	Christian Values and Human Sexuality
PSYC 360	Abnormal Psychology
PSYC 410	Psychology of Exceptional Children
PSYC 430	Intervention Strategies with Children
PSYC 432	Psychosocial Interventions in Pediatric Health Care
PSYC 450	Counseling Theory
SOC 358	Human Diversity <sup>2</sup>
SOC 405	The Sociology of Gender
SOC 425	Social Movements
SOC 455	Crime and Delinquency
SOC 464	Social Stratification
PHIL 301	Practical Ethics <sup>6</sup>
PHIL 330	Ethics

**Total Units** **69**

<sup>1</sup> Meets the General Education Social Sciences requirement.

<sup>2</sup> Meets the General Education Intercultural Competence requirement.

<sup>3</sup> Students interested in meeting the social work major's biology requirement at another university must ensure that the course has been articulated by the biology department or obtain prior approval from their advisor to ensure that the course they plan to take covers the required content necessary to satisfy the social work curriculum.

<sup>4</sup> Meets the General Education Natural Sciences requirement.

<sup>5</sup> Meets the General Education Quantitative Literacy requirement.

<sup>6</sup> Meets the General Education Civic Knowledge and Engagement requirement.

<sup>7</sup> Only social work majors may register for these courses.

<sup>8</sup> Meets the General Education Integrative and Applied Learning requirement.

<sup>9</sup> Meets the General Education Writing 3 requirement.

<sup>10</sup> Two electives (6 units) are required for completion of the social work major; one must be taken from courses offered within the department, and the second may be taken from either group of approved courses.

## Suggested Plan of Study

A minimum of 120 units is needed to graduate. This includes units toward General Education, major, and/or minor requirements.

Course	Title	Units
<b>Year I</b>		
<b>Fall</b>		
GE 100	First-Year Seminar (required first term)	3
MIN 108	Christian Life, Faith, and Ministry	3
WRIT 110	Writing 1: The Art and Craft of Writing	3
PSYC 110	General Psychology	3
SOCW 250	Introduction to Social Work	3
MATH 99 or MATH 90	Self-paced Mathematics Lab <sup>Or ALEKS Score of 30+</sup> or Foundations of Mathematical Reasoning	1-3
<b>Units</b>		<b>16-18</b>
<b>Spring</b>		
UBBL 100	Introduction to Biblical Literature: Exodus/ Deuteronomy	3
Writing 2		3
BIOL 101	Biology and Society	4
SOC 120	Introduction to Sociology	3
SOCW 251	Social Welfare Policy and Service	3
<b>Units</b>		<b>16</b>
<b>Year II</b>		
<b>Fall</b>		
UBBL 230	Luke/Acts	3
Ancient and Modern Languages I <sup>1</sup>		3
Fine Arts		3
SOCW 275	Social Justice Foundations for Human Rights	3
SOCW 310	Human Behavior and the Social Environment I	3
<b>Units</b>		<b>15</b>
<b>Spring</b>		
Theology		3
Ancient and Modern Languages II <sup>1</sup>		3
Oral Communication		3
Philosophy		3
SOCW 311	Human Behavior and the Social Environment II	3
<b>Units</b>		<b>15</b>
<b>Year III</b>		
<b>Fall</b>		
Upper Division Bible		3
Literature		3
MATH 130	Introduction to Statistics	3
SOCW 332	Social Work Practice with Individuals and Families	3
SOCW 351	Child Welfare	3
<b>Units</b>		<b>15</b>
<b>Spring</b>		
History		3
Personal Wellness		1
SOCW 333	Social Work Practice with Communities and Organizations	3

SOCW 350	Aging: Implications for Policy and Practice	3
SOCW 360	Social Work Practice with Groups	3
Minor or Elective Units		3
<b>Units</b>		<b>16</b>
<b>Year IV</b>		
<b>Fall</b>		
SOCW 466	Field Internship I	4
SOCW 467	Senior Practicum Seminar I	3
SOCW 478	Social Work Research Methods	3
Social Work Elective (1 of 2)		3
Minor or Elective Units		3
<b>Units</b>		<b>16</b>
<b>Spring</b>		
SOCW 468	Field Internship II	4
SOCW 469	Senior Practicum Seminar II	3
SOCW 479	Writing 3: Social Work Research Project	3
Social Work Elective (2 of 2)		3
<b>Units</b>		<b>13</b>
<b>Total Units</b>		<b>122-124</b>

<sup>1</sup> Ancient and Modern Languages is a proficiency requirement that may be met by an OPIc, SAT, AP, CLEP, or FLATS test score, or completion of an APU language course numbered 102 or higher.

## Practicum Internships

Practicum education is a required component of the BSW curriculum. The practicum application and placement process occurs during the term prior to the onset of internships. Students complete a 400<sup>+</sup>-hour internship with a focus on applying and integrating generalist professional social work knowledge, values, skills, and affective-cognitive processes in a supervised community agency setting. Students are concurrently enrolled in practicum seminar during internship terms. **Course credit is not given for life experiences or for previous or current work experience.** Students are required to obtain their own malpractice insurance prior to entering their internship. Information regarding insurance is available through the BSW program. Students are responsible for ensuring they have reliable transportation to and from internship agencies.

Practicum education faculty select internship sites using strict criteria consistent with accreditation standards set forth by the Council on Social Work Education, including the congruence of internship agency mission and goals with those of professional social work ethics and standards. Agencies must also provide student supervision consistent with accreditation requirements.

Additional information regarding practicum education can be found in the Practicum Education Manual ([https://drive.google.com/file/d/14BNvBzLFbjhU7Blh\\_hHVN1ybZiRqRwy/view?usp=sharing](https://drive.google.com/file/d/14BNvBzLFbjhU7Blh_hHVN1ybZiRqRwy/view?usp=sharing)).

## Transfer of Credits

### Policy Regarding Transfer of Credits

Students applying to APU who would like to transfer course credit from another institution should review the Transfer Application Requirements (<https://www.apu.edu/undergraduate-admissions/transfer/requirements/>) and check with their assigned admissions representative (<https://www.apu.edu/undergraduate-admissions/counselors/>) in the Office of Undergraduate Admissions. Students may also want to review the APU General Education Guidelines (<https://www.apu.edu/undergraduate-admissions/transfer/ge-plans/>) and Course-to-Course Articulation Agreements (<https://www.apu.edu/undergraduate-admissions/transfer/articulation/>) to get an idea of how coursework will transfer to APU.

Students transferring from CSWE-accredited undergraduate social work programs may submit to their admissions representative a list of social work courses, including practice courses and practicum education, completed within the last five years for evaluation for transfer of credits. This request will be further submitted to the BSW program director by the Student Services Center (<https://www.apu.edu/undergraduate-enrollment-services/>) for social work course credit review. Each course will be evaluated by the department on a case-by-case basis for compatibility with program requirements and competencies. This process includes a comparison of syllabi from transfer institutions to ensure course content equivalency to APU required courses. General Education requirements for the major will be assessed by the Student Services Center. Students who leave the BSW program must reapply for admission to the BSW program if the absence is two years or more. Course credit is not given for life experiences or for previous or current work experience.



Students interested in meeting the social work biology requirement at another university are strongly encouraged to obtain prior approval from their advisor to ensure that the course they plan on taking covers the required content necessary to satisfy the social work requirement. Students may also consult with the Student Services Center regarding the transferability of biology courses.

**Course credit is not given for life experiences or for previous or current work experience.**

## Procedure Regarding Transfer of Credits (General Education Requirements)

The following procedure is used to review transfer of credits:

1. Students create an account on Transferology (<https://www.transferology.com/>).
2. Select "Will My Courses Transfer?" to search for the equivalent course at APU.
3. If the course is listed on Transferology, send an official transcript to the Student Services Center.
4. If the course is not listed on Transferology, you can also check our Articulation Agreements (<https://www.apu.edu/undergraduate-enrollment-services/academic/transfer/community-college/>). If you find the course in an Articulation Agreement, send an official transcript to the Student Services Center.
5. If the course is not listed in either of the above options, complete a Transfer Inquiry ([https://formstack.apu.edu/workflows/transfer\\_credit\\_course\\_sub/](https://formstack.apu.edu/workflows/transfer_credit_course_sub/)) to request articulation. For major course requirements, you will need to submit a course syllabus. For General Education requirements, you will need to submit an official course description.
6. If your Transfer Inquiry is approved, send an official transcript to the Student Services Center.

## Procedure Regarding Transfer of Credits (Social Work Requirements)

The following procedure is used to review transfer of credits:

1. Students complete a Transfer Inquiry ([https://formstack.apu.edu/workflows/transfer\\_credit\\_course\\_sub/](https://formstack.apu.edu/workflows/transfer_credit_course_sub/)) to request articulation and submit a course syllabus to the Student Services Center.
2. The Student Services Center routes the inquiry to the BSW program director for review.
3. The BSW program director reviews the inquiry for consistency with program standards and CSWE requirements. Courses for consideration must be transferred from a CSWE-accredited program.
4. Determination from the BSW program director is provided to the Student Services Center.
5. The Student Services Center notifies the student of the credit decision.

## Social Work Student Conduct Code

In addition to maintaining academic standards, students must demonstrate professional expectations and adherence to the Department of Social Work conduct code. Violation of the code may result in probation or termination from the program.

Professionalism and integrity are basic characteristics required of students in the program. As such, in addition to APU student standards of behavior, the Department of Social Work has standards for professional ethical behavior required of social work students as outlined below. Violations of this code trigger an investigation and possible sanctions. Although it is not possible to provide an exhaustive list of all types of violations that may result in probation or termination from the program, the following are some examples:

1. Plagiarism or other academic integrity violation (see APU's academic integrity policy (<https://www.apu.edu/provost/integrity/>))
2. Misrepresenting or misstating events surrounding an incident involving professional conduct
3. Poor or improper professional conduct during internship, classroom, or service-learning assignments
4. Being under the influence of alcohol and/or other controlled substances during classes and/or internship
5. Unprofessional involvement with a client or supervisor while engaged in internship activities
6. Breach of professional confidentiality
7. Derogatory comments and behavior toward a client, agency employee, classmate, faculty, or staff member



8. Discrimination or harassment directed toward a client, agency employee, classmate, faculty, or staff member on the basis of class, race, age, disability, national origin, gender, religion, and/or sexual orientation
9. Violation of the National Association of Social Workers (NASW) Code of Ethics (<https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English/>) (a copy is held in the program office)
10. Insubordination
11. Excessive and/or unexcused absences
12. Falsifying practicum/classroom attendance hours
13. Unprofessional use of social media sites
14. Inappropriate professional attitude/disposition

Additionally, students are provided professional development feedback through the use of Professionalism Rubrics scored in each BSW course. These rubrics encompass faculty feedback relevant to in-class and service-learning observation. Rubrics are used to give guidance to students relevant to demeanor, use of reflection, appropriate use of technology, use of supervision/consultation, critical thinking, and collegiality. Students who present concerns in these areas may be referred to the BSW program director for remediation. The BSW Student Handbook (<https://www.apu.edu/files/bswstudenthb1112.pdf>) can be referred to for the full description of the conduct code and appeals process.

## Student Participation and Feedback

### Student Participation and Feedback Policy

The BSW program invites and welcomes student participation and feedback as we work together to deliver a high-quality program that prepares generalist social work practitioners. Students are invited to participate in Club Social Work, to participate in or organize other interest groups, and to participate in student government.

Students are highly encouraged to talk with faculty if there are questions or concerns regarding classes. Practicum faculty are available to discuss issues related to internships. The BSW program coordinator and/or the BSW program director are available to discuss such issues as medical leave, leave of absence, academic planning, and study away/independent study options. If students feel that issues have not been resolved through these channels, they are encouraged to make an appointment to speak with the department chair.

It is the student's responsibility to provide accurate feedback on strengths and challenges in the program through various feedback mechanisms, including but not limited to communication with the Club Social Work faculty liaison student officer, course evaluations, exit surveys, and alumni surveys. Student feedback is critical to helping the BSW program undergo ongoing evaluation and curricular improvements. A full description of student rights and responsibilities can be found in the academic catalogs listed on the Office of the Provost website (<https://www.apu.edu/provost/catalog/>), including processes for filing a grievance, and academic integrity and grade-change policies.

### Student Participation and Feedback Procedure

Students may participate in BSW program development and provide feedback by:

1. Participating in Club Social Work
  - a. Club Social Work solicits membership through social work class announcements and student email invitation during the spring semester each academic year. As needed, membership solicitation may also occur in the fall semester. Students are encouraged to email [clubsocialwork@apu.edu](mailto:clubsocialwork@apu.edu) with additional questions. While membership as a CSW officer is encouraged, CSW weekly meetings are open to all BSW students. BSW students are encouraged to share feedback with CSW as a mechanism for student participation in BSW program development.
  - b. CSW student members, primarily the designated CSW faculty liaison student officer, attend BSW program meetings monthly to share student updates and feedback.
2. Organizing other interest groups and/or participation in student government
  - a. BSW students are encouraged to engage with the APU Office of Campus Life (<https://www.apu.edu/campus-life/>) to create APU clubs and organizations (<https://www.apu.edu/campus-life/clubs/>) in response to student or campus needs. Serving as an officer in the APU Student Government Association (<https://apusga.squarespace.com/>) is also encouraged. These auxiliary clubs and organizations serve as additional touch points for CSW officers to gain insight on student feedback during regularly scheduled university club and organization meetings sponsored by the Office of Campus Life.
3. Meeting with BSW faculty/staff and/or the department chair

- a. All faculty/staff contact information can be found on the BSW website (<https://www.apu.edu/bas/programs/bsw/>), and students are welcome to schedule meetings during office hours to provide feedback.
4. Providing feedback after each course using the anonymous IDEA evaluation provided by the university at the close of each semester.
5. Providing feedback on the anonymous BSW program exit survey provided to BSW seniors by the program annually in the spring semester.
6. Providing feedback in the alumni survey sent via email to BSW alumni two years postgraduation by the Department of Social Work.