



Social Work Program
Student Handbook
School of Social and Behavioral Sciences
College of Arts and Sciences

Welcome to Social Work at NCU!

Dear student,

We are so excited that you have chosen to pursue social work as a career. This handbook is to provide you with information, resources, and guidelines regarding the social work major at North Central University. The handbook is a resource for students in the social work program. Keep in mind that changes may occur when new information needs to be added or modified. These updates will be submitted online, so make sure to check the latest handbook information on the social work website. Student feedback and ideas are welcome. I would like to include things that you find helpful, so you will be asked on occasion to provide input on this resource in order to improve its quality. However, you do not have to wait on a formal process for suggestions. If you have suggestions, please contact me at mrknipe@northcentral.edu with your ideas. We are in this together, so your input is valuable.

Please take the time to familiarize yourself with this handbook, as it provides you with important information that you will need as you matriculate through this program. This handbook is not intended to replace or override your student handbook. You should familiarize yourself with the NCU Student Handbook and other resources provided by NCU.

Also know that we in the School of Social and Behavioral Sciences are here to support your professional, spiritual and personal growth while helping you work towards your goals. We look forward to preparing you for your future and are excited to see where God leads you.

Sincerely,

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Social Work Program Director
North Central University

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North Central University & the Social Work Profession

Mission, Vision, Goals and Competencies

North Central University Mission Statement

North Central University is a Christ-centered, Bible-based, Pentecostal school with a commitment to academic excellence that prepares students to fulfill biblical models of leadership and ministry throughout the world (Ephesians 4:11-12).

Social Work Program Mission Statement

The social work program's mission is to prepare students in the knowledge, application, and integration of generalist social work values and practice in the context of a Christian worldview that emphasizes social justice, human dignity, and service.

Relating the University's Mission to the Program's Mission:

1. Christ-centered: North Central University is a Christ-centered institution, seeing itself as an integral part of the mission and work of God in the church, local community, and in the world.

The Social Work Program, using a Christian worldview, will follow Christ's example of love and compassion by caring for human needs in tangible ways that promote justice, human dignity, and the service of others in the church, local community, and the world.

2. Pentecostal: NCU is rooted in Pentecostal heritage and the biblical teaching that all members of the church are to be filled with the Spirit and endowed with supernatural power.

The Social Work Program educates students who are led by the Spirit and are endowed with power to work toward enhancing human well-being in society. The program will prepare students to recognize Pentecostal values and to understand how those values influence social work practice.

3. Academic Excellence: NCU is committed to academic excellence in the field of Christian higher education. Academic excellence means a sound education in general studies, a core of Bible and theology, and a specific major in the highest tradition of Christian scholarship.

The Social Work Program is committed to academic excellence and professional development, as it prepares students for generalist social work practice in a variety of settings, as well as graduate level education.

4. Leadership & Ministry – NCU promotes biblical models of leadership and ministry accounted for in Ephesians 4:11-12.

The Social Work Program is considered a "4:12" ministry, meaning that social work students are called to be "salt & light." Students are encouraged to use their gifts, talents, time, and energy in the service of others. Serving others is the cornerstone of social work practice.

Social workers provide leadership in many societal settings. Within these settings, individuals are involved in implementing changes to systems that are not allocating justice to the underserved. The Social Work Program educates students about their responsibility as Christians and as social workers to be leaders who influence change for the good of humanity.

Relating the NCU Social Work Program Mission Statement to the Profession's Purpose

According to the Council on Social Work Education, “[t]he purpose of the social work profession is to promote human and community well-being. Guided by a person and environment construct, a global perspective, respect for human diversity, and knowledge based on scientific inquiry, social work’s purpose is actualized through its quest for social and economic justice, the prevention of conditions that limit human rights, the elimination of poverty, and the enhancement of the quality of life for all persons” (CSWE, 2015).

The Social Work Program at North Central University will prepare students in:

- 1. Knowledge of generalist social work values and practice.** The core values undergirding the social work profession are infused throughout the curriculum. These values are: 1) service, 2) social justice, 3) dignity and worth of the person, 4) importance of human relationships, 5) integrity, and 6) competence. Equipped with an understanding of what is valued in the social work profession, students are able to put the knowledge base provided by the program into context. This knowledge base is grounded in scientific inquiry and provides students with a foundation for understanding society and the human condition as it relates to the person-in-environment. Courses providing an eclectic knowledge base will provide the foundation for students to understand the practice of social work and its role in human and community well-being.
- 2. Application of generalist social work values and practice.** To apply the values of generalist social work and to practice generalist social work, students must utilize the aforementioned knowledge to build practice skills. Courses teaching these skills will prepare students for working with individuals, families, groups, organizations, and communities. Furthermore, students will not only learn that social justice and societal well-being is a noble goal, but they will begin to engage in its pursuit.
- 3. Integration of generalist social work practice.** Students, being equipped with knowledge and engaged in action, will begin to form an identity with the profession in the context of their own personal values and beliefs. An integrated student begins to adopt the values, roles and purposes of a professional social worker. They will begin to reflect on their personal and professional values and recognize where there is conflict or congruence between the two. An integrated practitioner engages in personal and professional growth and development as a career-long learner.

The Social Work Program's Core Competencies and Practice Behaviors

Educational Policy and Accreditation Standards of the Council on Social Work Education
Approved by the Board of Directors, Council on Social Work Education, June 2015

The Council on Social Work Education (CSWE) uses the Educational Policy and Accreditation Standards (EPAS) to accredit baccalaureate and master's level social work programs. EPAS supports academic excellence by establishing thresholds for professional competence by mastering a set of 9 core competencies and accompanying practice behaviors. The nine social work competencies are listed below:

Competency 1: Demonstrate Ethical and Professional Behavior

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

Competency 2: Engage Diversity and Difference in Practice

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

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

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

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

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

Competency 5: Engage in Policy Practice

- Identify social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services
- Assess how social welfare and economic policies impact the delivery of and access to social services

- Apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice

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

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

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

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

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

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

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

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

Generalist Social Work Practice

What is “Generalist Social Work Practice?”

The National Association of Social Work defines social work as the professional activity of helping individuals, groups, or communities enhance or restore their capacity for social functioning and creating societal conditions favorable to this goal.

There are numerous definitions of generalist social work practice, as well as numerous applications. A generalist practitioner can help individuals within a variety of contexts. For example, a generalist practitioner may help a homeless man find shelter, a troubled teen find reconciliation with his or her parents, an elderly couple get some help at home, or help a child who is having difficulty at school.

In order to define “generalist social work” there are a number of things to consider. The Social Work Program at North Central University adopts the following principles as a foundation for defining generalist social work practice:

- Personal motivation for entering the profession may vary. For many Christian students that motivation is derived from a “call” on one’s life.
- Individuals have personal values and beliefs that provide a framework for seeing the world.
- Social Work is a value-based profession. The NASW Code of Ethics provides the parameters for ethical social work practice.
- The social work knowledge base is eclectic and broad. It includes a liberal arts foundation, as well as core content areas outlined by CSWE.
- Generalist practitioners should identify with the purposes, values, and ethics of professional social work.
- Generalist practitioners use a wide range of prevention and intervention methods.
- Generalist practitioners need skills that include critical thinking, as well as participating in planned change by engagement, assessment, implementation, evaluation, and termination.
- Generalist practitioners engage systems of all sizes (micro, mezzo, and macro).
- Generalist practice works off of a strengths perspective, as well as a person-in-environment framework.
- Generalist practitioners should be sensitive to the target system’s needs, values, understanding, and goals.
- Generalist practitioners are sensitive to their own diversity, as well as the diversity of others.
- Generalist practitioners should engage in evidence-based practice utilizing research to inform that practice.
- Generalist practitioners should advocate for human rights and social justice.

Generalist Social Work Practice and North Central University

Generalist social work practice at North Central is guided by a love for Christ and a commitment to service to both God and humanity. Our educational framework is based on CSWE requirements, Christian values, the NASW Code of Ethics, the National Association of Christian Social Workers statement of faith and practice, a liberal arts foundation, and a biblical foundation. We value a holistic approach to social work that includes the mind (knowledge), the body (practice), and the spirit (faith). Our program goals prepare students with knowledge, providing them with skills that combine with that knowledge to form practice, and challenging them to activate their faith in God by providing a Christian response to the needs of humanity.

The Christian Social Worker

The North Central Community is a “Christ-centered” community, believing that there is only one true God, revealed in three persons (Father, Son, and Holy Spirit). We believe that the scriptures are inspired by God and provide an ethical framework by which we practice our faith. Some ethical guidelines include loving God with all our heart, soul, mind, and strength, while loving our neighbor as ourselves (Mark 12:30-31). Also, as Christians we are admonished to promote social and economic justice (Matthew 25: 34-40, Luke 4: 18-19, James 1:27, James 2, Psalms 82:3).

The call to social work is one that requires a commitment to individuals, communities, and the larger society. Social workers practice the art and science of helping others. Traditionally, the field of social work focuses on helping those who are disadvantaged or underserved, as well as influencing policy and social change for the good of humanity. This commitment aligns well with the Christian faith that requires us to serve God by serving others. The social work profession is also grounded in values that promote service, social justice, human worth and dignity, the importance of human relationships, integrity, and competence. We believe that those values are in line with biblical values and principles by which Christians are to live.

The National Association of Christian Social Workers (NACSW) promotes the integration of Christian faith and professional social work practice by outlining the following goals:

- Supporting and encouraging members in the integration of Christian faith and professional practice.
- Articulating an informed Christian voice on social welfare practices and policies to the social work profession.
- Providing professional understanding and help for the social ministry of the church
- Promoting social welfare services and policies in society that bring about greater justice and meet basic human needs.

In line with the goals of the NACSW, the social work program at North Central University will help students understand how biblical ethics provide a foundation for professional ethics.

Social Work Education at NCU

What makes North Central's Program Unique?

North Central University is committed to...

The City

North Central University is located in downtown Minneapolis. This high density, multi-cultural environment provides a **diverse context** for social work students. Students can participate in various community activities, outreaches, volunteer opportunities, and have access to a wide range of choices for social work internships. Students will be exposed to the **city context** through course work, volunteerism, and internships.

The Community

Community service is highly valued on the campus. Students participate in **community** outreach where we help local citizens and businesses with odd jobs, clean-up, etc. Many students also volunteer locally at the local nursing home and community organizations.

The World

North Central University is committed to social justice on a local and global scale. Through internships, mission trips, and various volunteer opportunities, students can become involved in issues relating to hunger, poverty, human trafficking, and others, both locally and abroad.

Social Work Program Structure

The social work program aims to fulfill the guidelines set forth by the Council on Social Work Education (CSWE). The program is designed to build on knowledge in multiple areas of education. Students will be educated in liberal arts, biblical studies, and social work theory and practice. The program is designed to utilize the University's urban setting to facilitate learning and practice. Students can expect to learn about social structure, systems, issues, and intervention strategies in relation to society as a whole. The urban context will provide for specific examples of theory in action.

Students will need 124 credits for graduation. Requirements are as follows:

General Education &	
Biblical Studies Core	50 credits
Social Work Major	57 credits (must achieve a "C" or better in all major courses)
General Electives	17 credits

Students are also allowed to minor in other areas of interest. Minors require 18 credits in the area of choice.

Typical Course Schedule for Social Work Majors

In addition to courses listed, students will need to meet the criteria for the General Education and Biblical Studies core.

Freshman Year 1

Course	Fall Classes	Course	Spring Classes
PSYC126	Intro to Sociology (any semester)	PSYC 125	General Psychology (any semester)
SWK 200	Intro to Social Work (fall only)	SWK 240	Human Behavior & Social Environment: Theories (spring only)

Sophomore Year 2

Course	Fall Classes	Course	Spring Classes
SWK 220	Human Behavior & Social Environment: Life Span (fall only)	SWK300	Human Rights and Global Justice (spring only)
	SW/ADC/PSYC Electives (3-6 credits, fall or spring)	MATH 260	Statistics (spring only)

Junior Year 3

Course	Fall Classes	Course	Spring Classes
SWK 320	Generalist SW Practice with Individuals (fall only)	SWK 330	Generalist SW Practice with Communities and Organizations (spring only)
SWK 340	Social Welfare Systems & Policy (fall only)	SWK 350	Culturally Competent Practice (spring only)
	SW/ADC/PSYC Electives (3-6 credits, fall or spring)		

Senior Year 4

Course	Fall Classes	Course	Spring Classes
SWK 400	Internship I & Practicum	SWK420	Internship II & Practicum
PSYC 460	Research Methods (fall only)	SWK 495	Senior Project (spring only)
		SWK 450	Group Practice (spring only)

Course Descriptions

SWK 200 – Introduction to Social Work

3 credits

This course introduces students to the social work profession. Students will explore the relevance of the profession to society highlighting poverty and the social welfare system, as well as other social systems and influences, such as mental health, family issues, aging, etc. The focus on social programs and social issues provides an opportunity to engage in critical thinking and integrate available knowledge from different perspectives that are essential to an informed citizenry. The course gives special attention to strengths perspective, empowerment, social work values and ethics, human diversity and social justice.

SWK 220 – Human Behavior and the Social Environment: Life Span

3 credits

The purpose of this course is to study human development from a life course perspective recognizing patterns in human behavior related to biological age, psychological age, and social age norms. It will also be a study of diversity in the life course related to historical time, gender, race, ethnicity, social class, current global trends, and other dimensions. In studying the life course perspective, emphasis will be given to the life stories of individuals as the unique configuration of specific life events and person-environment transactions over time. The application of the life course perspective as foundation knowledge to the professional practice of social work will be considered.

SWK 240 – Human Behavior and the Social Environment: Theories

3 credits

This course examines the complexities of human behavior through a macro lens using a multi-dimensional theoretical approach, by introducing theoretical perspectives that show how biology, psychology, spirituality, and society influence human behavior. Students will be introduced to current theoretical perspectives that are relevant to the various disciplines, as they relate to human behavior. Special attention will be given to the person-in-environment perspective, as students will explore how the physical environment, diversity, culture, social institutions, and social movements influence human behavior.

SWK 300 – Human Rights and Global Justice

3 credits

Human Rights and Global Justice seeks to provide students with a basic understanding of pressing social issues. First, students will examine the challenges that confront individuals and families who are not being afforded basic, universal human rights, and the impacts that this has on individual lives, communities, and societies. Students will acquire a basic understanding of the notion of social justice and its relationship to the values of universal human rights. Finally, students will develop an understanding of social policy impacts on social injustices around the world.

SWK320 – Generalist Social Work Practice with Individuals

3 credits

This course is the first of two courses designed to provide students with the theory and skills needed to engage in generalist social work practice. As the first course in the sequence of practice classes, this course presents an overview of the generalist approach to social work practice. The course provides an introduction to the basic theory and methods of social work practice with individuals, families, and groups. Students will learn to engage these systems through effective communication from a strengths perspective. Students will also learn the process of engagement, assessment, intervention and evaluation. Special attention will be given to ethics in practice and multicultural competence.

SWK330 – Generalist Social Work Practice with Communities and Organizations 3 credits

This course will focus on the theories and skills needed to work with communities and organizations for social change. These skills and theoretical perspectives relate to the areas of advocacy, assessment, planning, program development, grant writing, and empowerment. Special attention will be given to issues of diversity and ethical practice. The goal of macro level practice is the empowerment of those who are vulnerable and disenfranchised. Interventions are focused on creating change that will result in a more socially and economically just society. The problems of poverty, unemployment and underemployment, racism, sexism, violence, crime, discrimination, AIDS, unresponsive or inadequate schools, health and corrections and justice systems, homelessness, an inadequate supply of quality low income housing, and unresponsive or inadequate human services are among the social problems of which the macro level worker must be aware. These problems call out for a macro level response along with the more typical micro level response carried out by those serving individual clients and families.

SWK340 – Social Welfare Systems & Policy **3 credits**

This course examines the history and philosophy of the American social welfare system and policies. Using a systems framework, we will examine how politics, economics, culture, values, etc. influence how we provide welfare in this country. Special attention will be given to social work values and ethics, as well as at-risk populations and social justice. We will explore the role of the church in social welfare.

SWK350 – Culturally Competent Practice **3 credits**

This course is designed to deepen students' understanding of different multicultural groups with special focus on social services, programs, and culturally sensitive practice issues.

SWK 380 – Child Welfare **3 credits**

This course is designed to familiarize the student with issues in our society that impact the welfare of children. Students will gain knowledge regarding the types of services available to dependent, neglected, abused, and delinquent children. Some of these services include protective services, foster care, and juvenile justice. Categories of “at risk” children will be examined, as well as the role of the community, the state, and the nation in the delivery of services. Discussion of family-centered services, permanency planning, family preservation, termination, trauma, and resiliency will also be included.

SWK 430 – Social Work in Schools **3 credits**

This course is designed to give students an in depth knowledge and understanding of social work practice in schools by helping them acquire knowledge, values, and skills appropriate for advanced practice work within primary and secondary school settings. In the school setting, the social worker is a member of the pupil personnel support team whose function is to facilitate pupils' maximum use of educational opportunities. The multiple roles of the school social worker will be explored, and special attention will be given to the use of evidence-based practice modalities. The course will examine the many issues facing children, families, and schools, and content will prepare students to work collaboratively with these diverse groups to build effective early childhood and K-12 learning environments.

SWK450 – Group Practice**3 credits**

The primary focus of the course is on the study of human behavior in groups with emphasis on the use of groups in generalist social work practice to accomplish individual, family, organizational and/or community goals. This course provides experiential learning opportunities to integrate knowledge, values, and skills as both a group leader and a group members. Students will learn the dynamics of task and process groups and will learn how to apply a systematic approach to the development, implementation, termination, and evaluation of groups. This course is open to seniors in the Social Work program.

SWK477 – Seminar in Contemporary Issues of Social Work**3 credits**

Selected social work issues of current interest that affect practice.

SWK488 – Internship Practicum I**6 credits**

This is part one of a two part practicum course that provides students the opportunity to apply their knowledge of generalist social work practice in a real practice setting under the supervision of a licensed social worker. Students will be expected to integrate knowledge with practice and will be assessed on professional ethics, skills, and application of theory.

SWK489 – Internship Practicum II**6 credits**

This is part two of a two part practicum course that provides students the opportunity to apply their knowledge of generalist social work practice in a real practice setting under the supervision of a licensed social worker. Students will be expected to integrate knowledge with practice and will be assessed on professional ethics, skills, and application of theory.

Classroom Conduct and Academic Expectations

Social Work students will be expected to engage in learning. What does it mean to engage in learning? Students will be expected to complete class assignments on time, have regular attendance, participate in class discussion and activities, and engage in critical thought about the field of social work and its application, practice, and ethics.

Social work students are preparing for professional practice and with that comes much responsibility. Therefore, students are to engage in professional behaviors. Students will be expected to treat professors, fellow students, professional supervisors, and clients with respect and dignity. Students should always communicate with professors about conflicts with scheduling, class assignments, etc. The class environment is interactive, therefore students should always be aware that not being present affects the class process. If a student needs to miss a class, he or she should inform the professor in advance about the absence.

The classroom environment is a very important piece of social work education. Therefore, students should come prepared and ready to engage in the subject matter. Students should spend ample time reading and preparing for class. Being prepared will make the learning rich and interesting.

Social work students are required to obtain a “C” (73%) or better in all Social Work core courses.

Social Work Internships

Social Work students will be required to complete 400 hours of supervised internship prior to graduation. Internships are an integral part of social work education. All internships must meet CSWE standards and be approved by the North Central Social Work Field Coordinator. Students will generally begin internships in their senior year. The field experience is designed to be a year-long process that places students in actual agencies performing actual social work responsibilities. Students will work alongside other professionals and have particular learning goals to ensure that they advance toward becoming a competent social work practitioner. Field work in social work is very structured and requires students to obtain certain skills for social work practice. Field work should be taken very seriously. Students will be interacting with professional supervisors, other employees, and clients, so professionalism is key. Students will be expected to be prompt, dependable, and professional. Students will receive the Social Work Field Manual when they approach the time of internship and are required to follow the Social Work Field Manual’s requirements. There are several pre-requisite courses, so students should check with their advisor to determine if they are on track for internship. Students involved in internships will have some class time that is also required. Generally, students will spend 75 minutes in class every week in their internship practicum course. See the Social Work Field Manual for more details about internship.

All social work field placements must be approved by the Social Work Field Coordinator. Students can’t formally apply for field placements until they have been officially accepted into the Social Work Program.

Admission Requirements

Admission Requirements for Social Work Program

Social work students must be accepted under the general admission requirements of North Central University. Once students have been approved for general admission, social work students must meet additional requirements in order to be admitted into the social work program. Students may begin to take social work courses prior to formal acceptance into the program, but cannot pursue an internship without final approval. Students who take social work classes but are not admitted to the program may count those credits as general electives.

Requirements for admission:

1. Complete SWK 200: Introduction to Social Work and obtain at least a “C”
2. Complete either SWK 220: HBSE: Life Span or SWK 240: HBSE: Theories and obtain at least a “C”
3. Complete ENG 124: Research & Rhetoric and obtain at least a “C-”
4. Achieve a 2.25 cumulative GPA
5. Complete a formal application (available on Moodle or in the Kingsriter Center, Social & Behavioral Sciences department)
6. Provide a statement describing the reason for pursuing social work that is consistent with social work values and purposes.
7. Provide academic and professional recommendations.
8. Complete 25 documented hours of community service. This service should be performed outside the context of the local church.
9. Students may be asked to complete a follow-up, in-person interview after submitting application materials.

Any information received to process your application will be confidential and be used only for the purpose of determining your eligibility for the program. Students are not guaranteed admission the Social Work Program at NCU until all of the requirements have been met and final approval has been granted by the Admissions Committee. The committee will review all applications during the fall semester and will recommend one of the following actions:

1. **Acceptance:** Student has met the criteria and is admitted into the program
2. **Provisional Acceptance:** The student has some areas that need improvement and is not fully compliant with the above stated criteria. The student may continue to take social work courses, but will not be allowed to enter practicum placement until the student has been granted full acceptance into the program.
3. **Denial:** The student has severe deficiencies that cause the student to be denied from the program. The student will be advised of the deficiencies and encouraged to seek resources that will help the student work toward meeting the admissions criteria. Students may be eligible to reapply the following semester.

A letter will be sent to the student outlining the decision within one week of the Admission Committee's determination. Students under provisional status do not have to reapply, but must submit proof of compliance to be accepted.

Social Work Admission Appeals Procedures

Students dissatisfied with decisions or recommendations relating to admission into the Social Work Program should:

1. Submit a written statement regarding the specific areas of disagreement to the Social Work Program Director within 10 working days of receipt of her or his letter acknowledging denial of admission to the program, providing a rational with compelling reason(s) as to why the application should be reconsidered. An Appeals Committee will be formed to hear all appeal applications. Faculty members on the Appeals Committee will not include members of the original Admissions Committee. The department will review the decision of the Appeals Committee at the next department meeting, or within 10 days, whichever is sooner.
2. The Social Work Program Director will respond in writing to the student's request within three days of the review.
3. If the student is still dissatisfied with the department's response, he or she is encouraged to follow the specific guidelines for student grievances as outlined in the NCU Student Handbook.

Social Work Program Policies

Grounds for Dismissal from the Program

Students **may** be dismissed from the Social Work Program at North Central University for the following reasons/violations:

1. Violation of the NASW Code of Ethics
2. Persistent personal challenges that interfere with daily functioning, academic success, and professional performance. These challenges include, but are not limited to, substance abuse, physical or mental illness, and interpersonal conflict.
3. Inability to earn at least a “C” in core social work courses and maintain a cumulative GPA of 2.25
4. Inability to demonstrate appropriate interpersonal or professional skills.
5. Failure to maintain academic requirements like completing exams and assignments on time, attending class regularly, and/or not abiding by classroom expectations.
6. Documented evidence of a felony conviction.

The Social Work staff may require additional evaluations and/or opinions of professionals as deemed necessary. The Social Work Program reserves the right to refuse enrollment or continuation in the Social Work Program to any student who, in the judgment of the Social Work staff, has physical, mental, or personal limitations which would be detrimental to the welfare of the clients whom he/she would serve.

Termination Process

Prior to termination, the student will be provided with verbal and written notification of impending termination. A personal interview will be scheduled with the student by the Social Work Program Director and the student’s advisor to discuss alternate options to termination. If another option is viable, a contract will be negotiated between the Director and the student, which will specify steps to be taken toward resolution and will establish a time limit for the accomplishment of this plan. A final interview with the Social Work Program Director will be scheduled to determine if the steps in the contract have been successfully accomplished. The Director of the Social Work Program may negotiate the contract as needed.

Appeals Process for Termination from the Program

Students who are terminated from the program after working through an agreement with the Social Work Program Director can appeal this decision to the Department Chair, or the Dean of the College of Arts and Sciences, if the Program Director and the Department Chair are the same person. The appeal must be submitted in writing in the form of a letter stating why the student feels that he or she has been terminated without due cause. The student should submit the letter only after the Social Work Program Director has met with the student to negotiate the terms of termination and any attempts to work out an alternative plan have been tried. The Department Chair must receive the letter within 5 class days of the

termination. The Chair will then meet with the student and with the Social Work Program Director to address the student's concerns. The Chair will ensure that the social work termination process was followed and that the program had sufficient reason to terminate the student from the program. The Chair of the Department has the final authority on terminations.

Grievance Policy

Students who have grievances with the policies or lack of specific policies within the social work program have a right to voice those grievances. Students should submit, in writing to the Social Work Program Director, a list of their grievances, providing specific information about the particular policy in question and its effects on the situation. Once a grievance has been received, a meeting will be scheduled with the Social Work Program Director and the Department Chair (or the Dean of the College of Arts and Sciences if the Program Director and Department Chair are the same person). Other faculty may be invited if necessary. The purpose of the meeting is to clarify the grievance(s) and obtain information that will help to evaluate the situation to determine appropriate action. The Social Work Program Director has 14 days from the date of the meeting to respond to the grievance(s).

Social Work Program Academic Appeals Procedure

According to NCU policies, the faculty member is the main voice regarding course policies, expectations and grading. Students who believe they are treated unfairly in their academic experience should make every effort to resolve the issue with the faculty member and document their resolution. If a resolution cannot be reached, students should:

1. Inform the Department Chair and the Social Work Program Director of the problem within 5 days from their meeting with the faculty member. The Department Chair and the Social Work Program Director will schedule a meeting to discuss and mediate if necessary.
2. If, after a discussion with the professor and the Department Chair, the student still thinks he or she is being treated unfairly or not in keeping with announced academic policies, that student may appeal in writing by filling out an Academic Petition, available from the Registrar's Office. The written appeal must be received by the Registrar within three weeks after making an attempt to resolve the issue with the professor or Department Chair.

For issues related to sexual harassment, discrimination, etc., students should file a formal complaint immediately with the Department Chair and/or Social Work Program Director.

Transferring Credits from another University

Students may transfer no more than 9 credits of social work coursework from another university. Transfer credits must be obtained from a CSWE accredited program. Each transfer course will have to be approved utilizing the NCU transfer credit policy and by the Social Work Program Director. Syllabi may be requested from the institution where the course was taken.

The reason for the imposed limit is that in order to obtain a social work degree from North Central

University, the majority of the coursework should be completed in this program. Upper level social work courses may not be completed by transfer credit unless explicitly approved by the Social Work Program Director.

The Social Work Program does not grant credit for any life experience or previous work experience.

Academic Advising Policy

Each social work student is assigned a social work professor as an advisor. Students are required to meet with their advisor prior to registration each semester. Students must be cleared for registration by their advisor, or they will not be able to register for classes.

The School of Social and Behavioral Sciences has designated Advising Chapels as a time to address issues related to advising and registration. It is important that students attend to get valuable information about registration.

Students are provided advising packets from the Registrar's office prior to registration. Therefore, students should come prepared when they have their advising appointment. It is not the faculty's responsibility to plan course schedules, but rather to help students meet academic and professional goals.

Social work professors have office hours available for students who would like additional academic or professional advising. Although professors in the program have open door policies for students to drop by anytime, it is best to make an appointment via phone or e-mail so that professors can review the student's advising notes and degree audit and allot the necessary time for questions.

Students' Right to Participate in Academic and Student Affairs

NCU Campus Policy

All students have rights to participate in academic and student affairs as outlined in the NCU Student Handbook.

School of Social and Behavioral Sciences

Social and Behavioral Sciences majors engage in a discussion annually about their satisfaction with the department. This is usually conducted at Department Chapel after the results from the school-wide Student Satisfaction Survey are received. Feedback is brought to department meetings for discussion, decision-making, and shaping process.

Social Work Program Policy and Procedures

NCU's Social Work Program recognizes that students are entitled to the civil liberties granted to all citizens. One of the goals of higher education is to prepare students to successfully complete the transition from college into the general society in which they will live and to accept responsibility of the rights and privileges they have and those they will assume. The Social Work Program will provide an

environment in which students may exercise the rights and privileges of the society in which they live, with its proportional amount of responsibility. Students have the right to freely express ideas, verbally or in writing, within the program. Responsible criticism and reasonable dissent are basic to the educational process. However, false statements, disruptive activities, threats, the use of obscenities, profanity or ridicule, and advocating violation of the law and school policies are unacceptable means of expression.

Specific rights of Social Work students include:

- Participation in academic and student affairs as outlined in the university catalog and the Social Work Student Handbook
- Learning in an atmosphere free of harassment, violence and hazing
- Learning in an atmosphere free of bullying and intimidation
- Learning in an atmosphere free of discrimination, as outlined in the university non-discrimination policy
- Receiving academic accommodations if diagnosed with a disability
- Confidentiality as outlined in FERPA
- Ability to inspect their official records and to challenge their accuracy
- Engaging in discussion and providing feedback about the program

The Social Work Program at North Central University models a respect for advocacy as we value students' input and respect their voice in academic and student affairs. Therefore, we have provided a number of ways for students to make their voice heard:

End of Course Evaluations: This is a good time to provide constructive feedback about the course structure, policies, assignments, etc. The social work faculty values student input, so thoughtful and constructive criticism are most helpful. For example, simply saying, "this class was too hard," would not provide enough information for the professor to evaluate or address specific concerns.

Face-to-Face Discussion: Students are encouraged to set up an appointment with the Social Work Program Director to discuss ideas or concerns about the program or policies of the program. All ideas are valuable and students should learn to articulate their opinions to those in power. Therefore, the Social Work Program Director is open to meeting with students about ideas to make the program better.

North Central University Non-Discrimination Policy

North Central University is in compliance with all applicable federal regulations pertaining to non-discrimination on the basis of sex, race, color, national or ethnic origin, age, and disability in its recruitment, admission, education, financial aid, and employment policies and programs.

North Central University is controlled by an all Assemblies of God Board of Directors and is operated within the Christian oriented aims and ideals of the Assemblies of God.

Social Work Program Affirmative Action Policy

The Social Work Program at North Central University values diversity and works to promote an environment that is respectful of differences.

In order to promote and encourage a diverse student body in the social work program, we:

- Utilize an application process that has minimal subjective criteria.
- Use promotional material that reflects diversity.
- Include statements in course syllabi about respecting diversity in the classroom.

Any student who feels that there were barriers to their application process due to their sex, race, ethnicity, or national origin should indicate so on their application. Those students are also encouraged to discuss their concerns with the Social Work Program Director. The Social Work Program Director will then discuss these issues with the faculty in the School of Social and Behavioral Sciences and make a determination as to whether policies or procedures unfairly discriminate. The student will receive a response regarding the Department's decision within 2 weeks of the complaint.

Sexual Harassment Policy

Sexual harassment will not be tolerated by the Social Work Program, North Central University, or field placement agencies. Sexual harassment of students is a violation of Title IX of the Educational Amendments of 1972, which prohibits sex discrimination in education. Academic sexual harassment is the use of authority to emphasize the sexuality of a student in a manner in which prevents or impairs that student's full enjoyment of educational benefits, climate, or opportunities. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when grades or educational progress are contingent upon submission to such conduct, or when the conduct has the purpose or effect of interfering with the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment. Inquiries regarding compliance with Title IX of the 1972 Education Amendments (sex discrimination) may be directed to the Title IX Coordinator at NCU.

Procedures for SW Students to Report Sexual Harassment

The following procedures are established to protect the student from sexual harassment. If a student, whether at the University or during the internship experience, believes that he or she is being sexually harassed, the following procedures should be followed:

1. The student should immediately report the incident through the Title IX online reporting system through Skyline:
<https://cesi.reportexecdirect.com/northcentral/CESIReportExec/olr/OLRMain.aspx?IsAuth=1&groupid=104>. If the incident occurs during the internship, the student should immediately report the incident verbally and in writing to the Field Coordinator. The student should also report it to his or her Field Instructor, unless they are the harassing individual. Action will be taken appropriate to the University and/or agency Sexual Harassment Policy.

2. In the case of the offense occurring in the internship, the Field Coordinator will consult with the Social Work Program Director and the Agency Director. The Field Coordinator will be responsible for arranging a meeting to discuss the issue with the student, Director of the Social Work Program, Field Instructor, and Agency Director (or his/her designated representative). The student will not be present if one of these individuals is the offending party. A decision will then be made regarding whether the student will remain at the agency or pursue a separate field placement.

3. If an accusation of sexual harassment occurring during the internship has been filed against a student, and has been validated, the student will be removed from the internship and a review of the student's suitability for continuance in the social work program will be conducted. Alleged acts of sexual harassment by an NCU student will be handled in accordance with Title IX and the applicable disciplinary procedures in the North Central University Student Handbook.

Plagiarism

The NCU Student Guide available on Skyline outlines the University-wide policies regarding academic integrity, including plagiarism and fabrication. The Social Work Program places a strong emphasis on academic integrity, as we believe that this translates into integrity in the workplace. To ensure that students have clear information on how to avoid academic integrity issues, we provide a more in-depth definition of plagiarism, based on Collins & Amodeo (2005). They define plagiarism within the context of social work programs as:

- Using work done by another student without permission or without acknowledging his or her contributions in the introduction, endnotes, references, or the like.
- Copying material verbatim without using quotation marks or without citing the real source of that material.
- Translating a source directly from another language into English and using it as though the content originated with the student.
- Hiring a ghostwriter or purchasing a paper and submitting it as one's own original work.
- Presenting collaborative work as one's own without acknowledging others' contributions, whether in a course where the work will be graded individually or in another forum (e.g., professional conference) where only one person's work will be credited.

According to the NCU Student Guide, "[a]ny violation of the Academic Integrity Policy will result in action fitting to the gravity of the offense. More serious offenses may result in the failure of the course and extreme cases may result in dismissal from North Central University. Compounding the situation with further dishonesty or other problems may result in more serious consequences. All incidents of violations of academic integrity will be kept on record in the Registrar's office and in the student's conduct file. Please see NCU's online Academic Catalog found in the Student Resources section at <https://skyline.northcentral.edu/registrar/> for a full description of the process for violations of the Academic Integrity Policy

Student Resources

The NCU Library Holdings Relevant to Social Work Research

The library is continually updating and adding academic resources for social work students. The School of Social and Behavioral Sciences makes requests for the library to carry books, periodicals, etc. that are necessary sources for your academic success. We encourage you to get familiar with online databases, print journals, books and others resources available to you, and to make suggestions if you feel there are additional works you would like to see available.

The library currently offers access to PsycArticles and SocIndex, which contain all of the standard social work, sociology, and psychology journals. These, along with other social work-specific resources, are featured on the Social Work subject guide on the library's website (<http://libguides.northcentral.edu/friendly.php?s=socialwork/guidehome>), which also highlights books, a list of pertinent journals, helpful web resources, and a tutorial for writing literature reviews. The library also actively collects print materials in this area. Some examples include:

- Social Work Essentials: Selections from the Encyclopedia of Social work
(<https://northcentral.on.worldcat.org/oclc/948360843>)
- Practical Guide to Child Protection: the Challenges, Pitfalls and Practical Solutions
(<https://northcentral.on.worldcat.org/oclc/904011987>)
- Why I'm a Social Worker: 25 Christians Tell Their Life Stories
(<https://northcentral.on.worldcat.org/oclc/918989894>)

Professional Resources

www.nacsw.org The National Association of Christian Social Workers
www.socialworkers.org The National Association of Social Workers
<http://www.socialworkers.org/pubs/code/default.asp> NASW Code of Ethics
<http://ezproxy.northcentral.edu:2156/> APA Style Central

Student Social Work Association

All social work students have the opportunity to participate in the Student Social Work Association (SSWA). The following mission statement describes the purpose and values of SSWA: "As an expression of our core values, the North Central University Student Social Work Association strives to provide opportunities for members to gain experience in the field of social work. We provide the means for members to practice service, unity, and justice, as well as gain competence in accordance with Biblical principles." SSWA members have the opportunity to plan and participate in a number of school and community events throughout the year in accordance with the SSWA mission statement. These events not only provide members with the opportunity to gain valuable experience, live out their Christian commitment to service, and contribute to the surrounding community, but they also serve as great networking opportunities for internship and volunteer hours, as well as provide great resume-building activities.