



LIMESTONE
UNIVERSITY

*Bachelor of
Social Work*

BSW PROGRAM STUDENT HANDBOOK



Last revised: March 2021. This handbook is available at <http://www.limestone.edu/academics/social-and-behavioral-science/social-work/social-work-handbook>. This handbook was prepared to provide information and does not constitute a contract. Although every effort has been made to ensure the accuracy of the information in this Limestone University BSW Student Handbook, those who use the Handbook should note that policies and procedures change from time to time and the changes may not yet be reflected in this document.

THE PROFESSION OF SOCIAL WORK

The National Association of Social Workers defines social work as a profession dedicated to work that promotes wellness across all levels of society. Professionals are educated at the BSW level to meet the demands of working with populations-at-risk, using a generalist skills practice perspective.

Work done within social welfare institutions is guided by an environmental construct, done from a global perspective with respect for human diversity at the forefront of clinical practice. Work is done based on knowledge acquired from scientific inquiry. The profession strives to help populations-at-risk to acquire social and economic justice. In this vein, the profession focuses on reduction of conditions that threaten human rights and seeks to uplift those in the grasp of poverty.

GENERALIST PRACTICE

Generalist practice follows the idea that many well-honed skills are needed to meet varying problems. The demands placed on “problem-solving” in today’s complex society require a skill set that goes well beyond the historical role of the Social Worker as the “Friendly Visitor” of the 20th century. Skills including, but not limited to, assessment, active listening, attending, interpretation of verbal and non-verbal communication, interviewing, planning, evaluation, problem-solving, case management, individual and family intervention, community analysis and planning, political activism, mentoring, counseling, and advocating are just some of the many skills, forms and functions used in the generalist approach to social work.

BSW PROGRAM MISSION STATEMENT

The mission of the Limestone University Bachelor of Social Work Program is to prepare students utilizing a liberal arts education for generalist social work practice by incorporating social work values, ethics, critical thinking, and evidenced based skills to improve quality of life (at the individual, local, and global level) and promote positive social change, particularly for vulnerable individuals and groups who are often survivors of social and/or economic injustice. We furthermore require that students demonstrate a commitment to service, a belief in the dignity and worth of all people, and a genuine respect for diversity. We emphasize the importance of valuing human rights and human relationships from a person-in-environment perspective. Students who successfully complete our program will be competent as beginning social work professionals as well as adequately prepared for further professional development at the graduate level of study.

GOALS OF THE LIMESTONE UNIVERSITY BSW PROGRAM

1. To prepare traditional and nontraditional students for employment as beginning generalist social workers and to prepare them for graduate study.
2. To provide access to beginning social work education to diverse individuals and groups of students who for economic, social, or geographical reasons would not be able to pursue a social work education elsewhere and through this process promote cultural diversity.
3. To prepare students who are aware of their responsibility to continue their professional growth and development by providing up-to-date content about social work practice with client systems of various sizes and types, while providing the most current content regarding the social contexts of practice, the changing nature of those contexts, the behavior of organizations, and the dynamics of change at all environmental levels.
4. To integrate throughout the curriculum the values and ethics that guide professional social workers in their practice, with special emphasis on social and economic justice.

OBJECTIVES OF THE LIMESTONE UNIVERSITY BSW PROGRAM

At the end of the BSW Program students should be able to:

1. Demonstrate life-long learning, analytical and critical thinking skills, and effective communication skills through the integration of a liberal arts foundation and social work education.
2. Identify with and implement the ethics and values of the social work profession, which are demonstrated by the NASW Code of Ethics and are included at each level of study and practice.
3. Oppose discrimination against any people, view diversity as a strength, and promote social justice through the empowerment of marginalized groups.
4. Understand the history of social welfare policy and apply that knowledge to economic and social conditions which can translate to a successful delivery of services through advocacy for clients.
5. Use theoretical frameworks supported by empirical evidence to improve the quality of life for individuals, groups, organizations, and communities.

6. Possess a basic understanding of qualitative and quantitative scientific methods, particularly as they relate to problem-solving and evaluation processes.
7. Use supervision and consultation appropriate to social work practice. Demonstrate effective service to clients and social service agencies through the completion of a field internship experience. Integrate knowledge learned in the classroom within the context of the field practicum setting.

BSW PROGRAM POLICY ON NONDISCRIMINATION AND HUMAN DIVERSITY

The program makes specific and continuous efforts to provide a learning context in which respect for all persons and understanding of diversity (including age, class, color, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation) are practiced. Social work education builds upon professional purposes and values; therefore, the program provides a learning context that is nondiscriminatory and reflects the profession's fundamental tenets. The program describes how it's learning context and educational program builds upon NASW's standards for cultural competence in order to provide culturally relevant services in an increasingly diverse world, with respect to: Self-awareness, Cross-cultural knowledge and skills, and language diversity.

REQUIREMENTS FOR A BSW LICENSE

Most state social work license boards require a bachelor's degree in social work from a regionally accredited institution of higher learning in order to sit for the licensure. The basic guidelines for social work licensure are set forth by the Association of Social Work Boards (ASWB) and the state of South Carolina Code of Laws 40-63-20. However, it is wise to check with the South Carolina Board of Social Work Examiners in case the requirements change: (803) 896-4665. More information about licensure in South Carolina can be found at:

<http://www.llr.state.sc.us/POL/SocialWorkers/>.

ADMISSION TO THE BSW PROGRAM

The link to the Application for Admission to the BSW Program is located on the Social Work homepage of the Limestone University website. The application is password protected. Advisors provide students with the password needed to access the application once they confirm that students are appropriate to apply to the program.

Criteria for admission to the BSW Program:

- Must be a declared social work major.
- Sophomore or higher status.
- Student must have a cumulative GPA of 2.25 or better. While this GPA requirement is higher than the requirement by Limestone University, it is felt that the professional role assumed by a social work student requires greater academic proficiency in order to effectively integrate classroom materials, field practicum experiences, and social work professional values and ethics necessary for beginning generalist social work practice.

Students meeting the above criteria are eligible to receive the BSW application password from their social work advisor.

Policy for admission to the BSW Program:

Students who meet the eligibility criteria for application and have successfully completed the application are evaluated initially by their social work advisor. If the advisor feels that they are appropriate for admission they are granted provisional acceptance, and the student is immediately notified via an emailed copy of their provisional acceptance letter. The full BSW faculty are notified, so that if any have concerns, those can be raised at the next BSW Faculty Meeting. A majority of faculty can vote to overrule the advisor's recommended provisional acceptance. A background check is conducted on all applicants at the end of each semester. If there are no issues, the student's provisional acceptance is converted to full acceptance. Students with full acceptance may later be terminated from the program for either academic or professionally related causes. Termination policies and procedures are discussed elsewhere in this handbook.

Procedure for admission to the BSW Program:

- Students must complete the BSW Program application online by accessing the [application link](#). The application link is also found on our BSW webpage. Students are charged a \$100 application fee that is used to cover the costs of background checks, field insurance and acceptance package.
- Upon completion and submission, the student, the advisor, the program director, and administrative staff are automatically provided with a copy of the student's application data (minus Social Security numbers).
- The advisor reviews the data to see if there are any documented concerns. If none, the advisor selects the approval link, the students automatically receive an emailed acceptance letter and are granted provisional acceptance to the program.

- The administrative staff are automatically notified to add the student's provisional acceptance to the agenda for the next monthly BSW faculty meeting.
- If the BSW faculty have concerns, this could lead to revocation of the student's provisional acceptance. If there are no concerns, the student's provisional acceptance is continued.
- At the end of each semester, a background check is run on all students who applied that semester. Their data is sent via encrypted process to Castlebranch.
- At the end of each semester, acceptance packages are mailed to the shipping address for all provisionally accepted BSW students. Acceptance packages include 1) BSW Program T-shirt 2) University Name Badge 3) Thumb-drive containing forms and information that is useful to BSW students. Students may also use the thumb-drive to maintain an electronic copy of their academic portfolio.
- If after the background checks return with no issues and students have proceeded successfully through their course work and present no reasons for concern, provisional status will be replaced with full acceptance into the program.
- If a background check returns with information for a provisionally accepted student who had not previously disclosed that information, the program director instructs the student's advisor to reach out via email to ascertain more information (both about the incident in question as well as the student's failure to disclose the information). After gathering the information, it is presented at the next BSW Faculty Meeting. The faculty will then deliberate the issue on a case-by-case basis and then vote to either revoke the provisional acceptance or confer full acceptance.

BSW DEGREE REQUIREMENTS

The BSW Degree consists of 52 semester hours. It requires 10 semester hours of specific general education courses (Psychology 101, Math 200, and Biology 114 or Biology 101) which may also be used to satisfy General Education Requirements of the University. Courses in the social work curriculum are designed to prepare the baccalaureate social work major for beginning professional competence as a generalist social worker. While not required, we strongly encourage students to take Spanish 101.

REQUIRED COURSES FOR BSW MAJORS

BI114 Human Biology or BI101 General Biology (with lab)

MA200 Statistics

PS101 Introduction to Psychology

BSW MAJOR COURSES

SW203 Introduction to Social Work as a Profession

SW204 Social Welfare Programs and Policy

SW205 Human Behavior and the Social Environment I

SW208 Human Behavior and the Social Environment II

SW209 Practice with Culturally Diverse Populations

SW230 Social Work Ethics

SW301 Social Work Intervention I: Individuals, Families, and Small Groups

SW302 Social Work Specialized Groups

SW304 Social Work Intervention II: Large Groups and Community Organizations

SW350 Social Work Research

SW420A&B Social Work Field Practicum

A student is required to earn a grade of "C" or higher in all required major courses and prerequisites and maintain a minimum 2.25 cumulative grade point average. Students who receive a grade below a "C" in any social work major course and/or social work prerequisite must repeat the course. If a student receives a final course grade below a "C" in a social work course or social work course prerequisite, he or she may be dropped from the program. A "D" grade in a required social work course does not fulfill the prerequisite for a subsequent required social work course.

There are recommended electives in the social work major: SW207 Gerontology, SW212 Child Maltreatment and Family Preservation, SW214 Out of Home Care and Permanency Planning, SW206 Influence of Sexual Factors on Behavior, SW210 Interpersonal Violence, SW101 Introduction to the Helping Professions, and SW110 Social Justice Through Music. These courses are highly recommended, and BSW students needing electives should take these if they are available. Information presented in these courses can help students be successful in their field experience as well as prepare students for taking the SC Licensure Examination. Licensure requirements vary from state to state.

Note: In keeping with accreditation standards of the Council on Social Work Education (CSWE), the BSW Program at Limestone University does not grant academic credit for life experience or previous work experience, in whole or in part. Readmitted Students and Transfer Students: Credit may be awarded for SW301, 304, or Field Practicum only if taken within the past 10 years. Limestone University may not accept transfer of social work courses from programs not accredited by CSWE as Limestone University social work requirements.

RECOMMENDED COURSE CURRICULUM

FOUR YEAR PLAN

FRESHMAN			
Fall Semester		Spring Semester	
ID100 (Day Students Only)	1	EN102 Expository Prose	3
PE (Day Students Only)	2		
ID201 (EC Students)	3	History Course	3
EN101 Freshman Composition	3	BI101 or BI114 Human Biology	4
History Course	3	Computer Science	3
PS101 Intro to Psychology	3	SW203 Intro to Social Work	3
Cumulative Total	15	Cumulative Total	31
SOPHOMORE			
SW204 Policy	3	Science or Computer Science	3
SW205 HBSE I	3	Elective	3
SW110 Social Justice thru Music*	3	Art/Music/Spanish	3
SW206 Sexual Factors*	3	SW208 HBSE II	3
EN105 Public Speaking	3	Literature	3
Cumulative Total	46	Cumulative Total	61
JUNIOR			
MA/PS200 Statistics	3	SW301 MICRO	3
SW230 SW Ethics	3	SW302 Specialized Groups	3
SW209 Cultural Diversity	3	SW350 Social Work Research	3
SW207 Gerontology*	3	SW210 Interpersonal Violence*	3
Elective	3	Elective	3
Cumulative Total	76	Cumulative Total	91
SENIOR			
SW304 MACRO	3	SW420A	6
SW212 Child Maltreatment and SW214 Out-of-Home Care*	6	SW420B	6
Other Free Electives	6	Elective	3
Cumulative Total	106	Cumulative Total	121

* Social Work Electives – **Strongly Recommended** courses, not required

TWO YEAR PLAN

JUNIOR			
PS101 Intro to Psychology	3	SW205 HBSE I	3
SW203 Intro to Social Work	3	SW208 HBSE II	3
MA/PS 200	3	SW210 Interpersonal Violence*	3
BI101 or Human Biology 114	4	SW204 Social Welfare Policy	3
SW230 SW Ethics	3	SW209 Cultural Diversity	3
Cumulative Total	76	Cumulative Total	91
SENIOR			
SW301 MICRO	3	SW420 A Field Practicum 1	6
SW302 Specialized Groups	3	SW420 B Field Practicum 2	6
SW304 MACRO	3	SW207 Gerontology*	3
SW350 Social Work Research	3		
SW206 Sexual Factors*	3		
Cumulative Total	106	Cumulative Total	121

* Social Work Electives – **Strongly Recommended** courses, not required

The 2 year plan is designed for students who have transferred courses from previous schools. For those students, some electives and prerequisites may have already been met. Therefore, this plan may vary.

TRANSFER OF CREDIT

Upon receipt of a student's application to Limestone University, the transcripts of previous University work will be evaluated on an individual basis by both the Registrar and the Director of the BSW Program. Acceptance of previous course work is based on the CSWE approved curriculum in place at this time. The BSW Program may not accept social work courses from schools that are not accredited by CSWE. In order to consider acceptance of credit for a social work course, this course must meet Limestone University BSW Program course objectives and student learning outcomes AND be taught by an instructor with at least an MSW degree.

NO SOCIAL WORK CREDIT FOR LIFE OR WORK EXPERIENCE

In keeping with accreditation standards of the Council on Social Work Education (CSWE), the BSW Program at Limestone University does not grant academic credit for life experience or previous work experience, in whole or in part.

BSW PROGRAM FULL-TIME FACULTY

Henry P. Hiott, LMSW

BSW Program Director

Professor of Social Work

BS, Psychology, College of Charleston; MSW, University of South Carolina
(843) 217-1340; hhiott@limestone.edu

Lisa S. Glenn

BSW Field Director

Assistant Professor of Social Work

BSW, Limestone University; MSW, University of South Carolina
(864) 541-6130; lglenn@limestone.edu

Timothy S. Hanshaw, LMSW

Professor of Social Work /Associate Director for Field Practicum

BA, Psychology, BA, Sociology, Marshall University; MSW, Radford University
(864) 488-8213; thanshaw@limestone.edu

Mary Beth Hyatt, LISW-CP

Professor of Social Work.

BA, Limestone University; MSW, University of South Carolina
(864) 488-8267; mhyatt@limestone.edu.

Vanessa D. Ragin-Boatright

Assistant Professor of Social Work

BS, Morris College; MSW, University of South Carolina
(843) 615-3812; vragin@limestone.edu

Lisa Samagaio, MSW

Social Work Lecturer

BA, Limestone University; MSW, University of South Carolina
(864) 612-0421; lsamagaio@limestone.edu

BSW PROGRAM ADJUNCT FACULTY

Brooke Hamilton, LISW-CP

Social Work Adjunct

BSW, Limestone College

MSW, University of South Carolina

bguthrie@limestone.edu

Kim Jackson, LMSW

Social Work Adjunct

BSW, Limestone College

MSW, University of South Carolina

kjackson@limestone.edu

Tina Landy

Social Work Adjunct

BSW, Limestone College

MSW, University of South Carolina

tlandy@limestone.edu

Toni Sanders, LMSW

Social Work Adjunct

BSW, Limestone College

MSW, University of South Carolina

asanders@limestone.edu

Lorrie Vaughan, MSW

Social Work Adjunct

MSW, University of South Carolina

lvaughan@limestone.edu

Casey Wright, LMSW

Social Work Adjunct

BSW, Limestone College

MSW, University of South Carolina

cwright@limestone.edu

BSW PROGRAM STAFF:

Mary Willis

Director of MSW & BSW Technological Services

A.S. and A. A., University of South Carolina; B.S., Limestone University, M.S. and M.A.,

University of Alabama, CHES, GCDF

(864) 488-4538, mwillis@limestone.edu

BSW PROGRAM OFFICES

The BSW Program administrative offices are located in the Curtis Building, Rooms #132

and #109. The BSW Program is administered by the BSW Program Director. In addition, the Director is supported by Tenured faculty, a Director of Social Work Technological Services, Lecturers (full-time, non-tenure track faculty), Adjunct Faculty, and the Student Social Work Organization, all of which meet regularly during the semester to review curricular and departmental issues. The BSW degree is offered to students via Day, Evening, and Online (or any combination of these) formats.

BSW PROGRAM ADVISORY BOARD

The BSW Program Advisory Board is designed to advise the BSW Program regarding community relations, curriculum development, program policies, procedures, and quality assurance issues. It is expected that the Advisory Board will periodically review the Program’s curriculum, field practicum agencies, and other issues of a general nature related to the Program.

The Board is composed of 7 members who serve terms of various lengths:

Area Represented	Number of Seats	Term Length
Faculty Representative	1	Ongoing
Agency Social Work Supervisors	2	3 year terms
Adjunct Representative	1	3 year term
Student Representatives	2	2 year terms
Referral source (Tech School?)	1	4 year term

When a board member’s term expires, they may request to serve another term. If there is no objection from the Faculty Representative, the term will be renewed. Members may be nominated by for vacant positions by any BSW Faculty member. If more nominations are made than positions available, the BSW Faculty will vote on the nominees at the next available monthly BSW Faculty meeting. Meetings are held no less than annually at the Columbia campus (and/or via video conference). The advisory board selects their own leadership with the exception that the position of secretary is always held by the faculty representative who sets the agendas, keeps the minutes, and reports board recommendations back to the BSW Program. Meetings are conducted according to Robert’s Rules of Order.

STUDENT SOCIAL WORK ORGANIZATION

The mission of the student social work organization (SSWO) is to uphold social work values, including the commitment to the dignity, worth and value of all human beings

regardless of social class, race, color, creed, gender, sexual orientation, or age. Students are encouraged to find service activities that address needs among the disadvantaged or oppressed groups. While students are not required to participate with the SSWO, membership is strongly encouraged.

The student social work organization meets on a monthly basis. In general, meetings are organized around issues of organizational policy, community service projects, social events, and the distribution of information. While the organization is open to all students, membership consists predominantly of social work majors. Meetings are conducted under Robert's Rules of Order. Meetings are held both physically in room Curtis 113 and virtually at the same time, so students can choose to participate in person or online regardless of program option. Students who do not live near Gaffney often replicate the projects in their own local communities.

STUDENT ADVISEMENT

Once students are accepted into Limestone University, Day students are assigned an academic advisor by the Office for Student Success. Extended Campus students are assigned a Student Advisement Coordinator by the Extended Campus. Once students have attained sophomore status and if they have declared social work as their major, they are assigned a social work faculty member as their primary advisor. Social Work students **must** be advised by social work faculty to assist them in planning for their academic and professional careers.

Social Work advisors meet with their new advisees and familiarize the students with Program requirements and expectations. Academic planning for graduation is discussed at this session. It is at this time students are oriented as to the location of important links available on the BSW webpage (BSW Program Application, the BSW Handbook, the BSW Field Manual, information about the Student Social Work Organization, Phi Alpha Honor Society, etc). In the Day Program, after midterm grades are issued, the student must make an appointment with her/his major advisor to discuss academic progress and to plan his/her academic program for the next semester.

Regular advising hours are posted by all academic advisors. Advisement may also occur on an as needed basis as determined by the advisor or student request. In the Extended Campus, Social Work Majors must meet with their advisors a minimum of every semester. Social Work Majors are responsible for scheduling their initial advisement session with their advisors by phone or email before they begin their first social work class.

Individual conferences between social work students and advisors are designed to assess both student academic progress as well as interest for social work careers. These conferences are important in planning for the eventual field experience. For non-

social work matters (ie double majors, minors), students should contact the appropriate advisor who is designated for that area.

Advisement should take place via email messages. If a face-to-face advisement meeting occurs, the office door should remain open at all times or have present a witness who is acceptable to the student during the duration of the advisement session. Furthermore, if face-to-face meetings are held, it should be followed up with an email message to the student to document what was discussed as well as what actions are to be taken. This is an important step in assuring the accountability of both parties.

STUDENT RIGHTS

The Limestone University BSW Program will ensure that students have the right to:

1. Be treated with dignity and respect at all times. This includes by faculty, staff, and other students within the program.
2. Request a meeting with their social work advisor to discuss academic, professional, or career concerns.
3. Participate in the formulation of academic and student affairs policymaking within the BSW Program through use of the BSW Suggestion Box embedded in all classes or participation in a regularly scheduled BSW Faculty Meeting.
4. An appeals process for decisions made regarding academic or professional conduct.
5. A grievance process to allow students to express concerns about any issue that they find objectionable
6. Have no fear of retaliation for participation in an appeals or grievance process.

STUDENT RESPONSIBILITIES AND EXPECTATIONS

The Limestone University BSW Program will ensure adequacy and standards for professional practice among its students. It is up to each student to be responsible for pursuing excellence in his or her social work practice. Students of the Limestone University BSW Program are expected to:

1. Possess an attitude of learning that values opportunities to explore new ideas and the acquisition of new skills.
2. Be familiar with the *NASW Code of Ethics* and are responsible for adhering to its tenets in both the classroom and field experience.
3. Read the most current professional journals and stay informed of current and relevant social work issues. Membership and participation in NASW is strongly encouraged.

4. Become familiar with and regularly use the Limestone University library system in person or online.
5. Work to improve their writing skills. Our BSW Program has designated 2 writing intensive courses (SW205 & SW208) that meet the Quality Enhancement Plan conditions for the Limestone University AWE (Achieving Writing Excellence) Program.
6. Participate in Academic and Student Affairs Policymaking by using the BSW Suggestion Box online or requesting an audience at one of the BSW Faculty Meetings.
7. Participate fully in the course and faculty evaluations administered at the end of each social work course.
8. Participate in the Student Social Work Organization (SSWO).
9. Request to present concerns to the BSW Faculty by participation with the BSW Faculty Meetings held monthly on the second Wednesday at 3PM.
10. Provide feedback as necessary by using the online BSW Suggestion Box, which is found embedded in all BSW Classes.

If BSW students have questions regarding the above-mentioned rights, responsibilities, and expectations, they are encouraged to speak with their academic advisor or the Program Director.

STUDENT ACADEMIC PERFORMANCE

After having been accepted into the BSW Program (which occurs after all Application documentation has been received and the student is endorsed by their advisor), BSW students must achieve and maintain the required 2.25 cumulative grade point average with a minimum of a “C” grade in each social work course in order to advance through the program. The evaluation for advancement is to assure that students have the knowledge, values, and skills necessary for an undergraduate generalist practice level. Criteria for evaluating a student's academic performance and assigning a course grade are detailed in each course syllabus.

STUDENT PROFESSIONAL PERFORMANCE

Policy on Professional Behavior

The previous director of the Limestone BSW Program (Jackie Puckett) created a policy on professional behavior in 2015 that is still in use by the program today. All BSW students must agree to abide by the terms of the policy, which is included as part of the BSW Application. A link to this policy is also provided in the Appendix of this handbook.

BSW Program SPiDeR

Our Program has an online Student Professional Development Rubric (also known as SPiDeR) that was developed with permission from a model created by the Texas A&M University Social Work Program. The SPiDeR is used by BSW Instructors and Advisors to identify problematic behavior among social work students that needs to be addressed as part of the students' professional development. It has been useful in identifying patterns of behavior that in isolated situations may go unreported. It has also proved useful as a tool to help us identify, track, and create interventions to address specific student needs. All BSW Courses have a link to the SPiDeR embedded within the course. Because it is online, the SPiDeR provides an automated response that alerts all BSW Faculty and places the student issue into our BSW Faculty Meeting agenda. It gives social work students a chance to correct problematic behavior prior to the program having to take more punitive actions as part of our gatekeeping function of holding students accountable for their behavior.

BSW Program SPiDeR Procedures

- a. If a faculty member (full-time and/or adjunct) has a concern about a student's professional, personal, or academic performance, the faculty member must first discuss the issue with the student and try to achieve resolution. If the concern cannot be resolved, the faculty member should complete a SPiDeR report in order to document the concern and make the issue known to other faculty members of the program. If the concern can be addressed at this point with an appropriate corrective action, the matter may be considered resolved.
- b. If the matter is unresolved, the BSW Program Director presents the student issue to the full SW Faculty present at the next scheduled BSW Faculty Meeting. The faculty decide what further actions need to be taken. This may include recommending corrective action, contacting the student to gather information (via email, or by scheduling a time for the student to discuss the situation in person or via video conferencing).
- c. If remediation is advised, a plan will be developed. This may be an action plan, a professional development plan, or some similar plan of remediation. The plan shall be documented in writing (paper or email) and the director, student, and faculty member shall all be provided with a copy.
- d. If the plan is not successfully completed to the satisfaction of all parties, the Director will convene the faculty of the program to decide what action will be taken regarding the concern. Issues violating any part of the NASW Code of Ethics may result in a

disciplinary vote by the BSW faculty which will decide whether the student will remain in the Program.

- e. Any decisions reached may be appealed through the process outlined in *The Limestone University Gaslight Student Handbook*.
- f. Incidents of plagiarism or cheating are referred by the faculty member to the Dean of the School of Education and Behavioral Sciences.

STUDENT GRIEVANCES

A student grievance is defined as any dissatisfaction occurring as the result of a student's belief that any academic or non-academic situation affects the student unjustly or inequitably. The student has the right to raise the grievance and to have that grievance considered with courtesy and objectivity, in a timely fashion, and without fear of prejudicial treatment. Student grievances include any violation of the NASW Code of Ethics on the part of faculty or staff, Agency Social Work Supervisors (if the student is in a field placement), or other students.

The following procedures are applicable for a student with a grievance:

1. The student should first discuss the matter with the person or persons directly involved, in an attempt to resolve the grievance through informal discussion. The student should make her or his Social Work Advisor aware of the situation.
2. If there is no resolution, the student should inform the BSW Program Director via email, documenting, if applicable, the parts of the NASW Code of Ethics that have been violated. Also included should be a narrative of the situation and discussion of the parties included. If no resolution is reached to the student's satisfaction, the student may follow the appeals process as outlined in the Gaslight Handbook.
3. All student grievances will follow this course. It is inappropriate for students to break this chain of command by moving above the appropriate line of authority. This is for the student's protection as well as for the protection of others that may be involved in the situation.

For more information concerning student academic grievances beyond the BSW Program level, please refer to the Gaslight Handbook section entitled "Policies and Procedures for Academic Conduct".

TERMINATION BASED ON ACADEMIC PERFORMANCE

Policy: If a student falls below a satisfactory level of performance in his/her overall University GPA or in the required 2.25 cumulative grade point average with a minimum of a "C" grade in each social work course and prerequisites, the student must be reviewed by the BSW Program (see above for minimum academic performance levels).

Procedure: If remediation is planned, a document regarding all activities signed by all parties is required in order to alleviate the problem and raise academic performance to a satisfactory level. If the student does not achieve satisfactory academic performance levels by the end of the next semester (including summer school), he/she may be terminated from the BSW Program. Termination from the BSW Program may be appealed to the Director of the BSW Program.

TERMINATION BASED ON PROFESSIONAL PERFORMANCE

Policy: A very important aspect of becoming a social worker includes conducting oneself as a professional. Therefore, the BSW Program expects that students in the program will abide by the following policies of professional behavior and conduct. Students who violate the criteria listed below are subject to review for termination for non-academic reasons. Please refer to the *NASW Code of Ethics* included in the handbook *Appendix* for further explanation of the policies listed below.

- Engaging in intimate (sexual/romantic) relations with a client, a client's family member, or any instructor in the program.
- Acting in a discriminatory manner toward a client, a client's family member, or any instructor in the program.
- Engaging in illegal behavior; for example, carrying or using a weapon, physical assault of other students, faculty, administration and staff, theft, distribution of controlled substances, or aiding a client or coworker/student to engage in illegal activities.
- Falsifying documentation about oneself or in agency records.
- Intentional destruction of university, agency, or others' personal property.
- Initiating physical confrontation with a client, client's family member, instructor, or agency staff.
- Exploiting clients or client's family.
- Breaching client confidentiality, student confidentiality, and classroom confidentiality.
- Engaging in behavior that would constitute malpractice.
- Engaging in abusive or degrading behavior toward a client, client's family, any instructor, or agency staff.

Procedure: If a faculty member (full-time or adjunct) has a concern about a student's professional or ethical conduct or action (using the non-academic reasons for termination policies), he or she must email the Director of the BSW Program describing the concern.

- The Director contacts the student and the student's advisor in writing (email), listing the concerns. A professional development plan may be implemented, or a meeting of the student, advisor, and director may be called for the purpose of creating and implementing a professional development plan.
- The Director will convene tenured faculty of the department to consider and render a decision on the matter. The decision reached may be appealed beyond the department through steps outlined in the Limestone University Gaslight Student Handbook.

SOCIAL WORK FIELD PRACTICUM - PROCEDURES

The primary objective of the field practicum sequence is to provide a supervised learning experience for students within a social service agency. Through a variety of social work roles, the students integrate knowledge, values and skills with beginning level professional identity and generalist social work practice behaviors.

The student will spend approximately 25-40 hours per week (for a total of 400 clock hours) as a social work intern in an approved social service agency under the supervision of a social worker with at least 2 years of post-graduate experience. A licensed (LBSW, LMSW-LISW) social worker is preferred. Field Practicum will also include at least 3 face-to-face seminar sessions. These may be completed at designated sites or virtually via technology.

Criteria to Enroll in Field Practicum:

A student may register for the Field Practicum and Seminar once the following conditions have been met:

1. The student has successfully completed all required course work.
2. The student has applied for graduation before the deadline and has requested and received a degree audit from the registrar's office.
3. The student has formally applied for field practicum before the deadline.
4. The student has completed the field application process before the deadline.

Field Practicum Application Process

Students are expected to begin the process of selecting a field practicum setting at least one year prior to graduation. Students must apply to field no less 2 months in advance

of their intended field practicum. All students are required to complete the *Application for Graduation* form from the Registrar's office six months before graduation.

Professional Liability Insurance Policy

Limestone University provides Liability Insurance during field practicum through the National Association of Social Workers (NASW) and the American Professional Agency, Inc. It is mandatory that every field practicum student receive coverage under this policy. Each student will receive insurance that covers \$2,000,000/\$4,000,000 (Limit per Claim/Annual Aggregate Limit) at a cost of \$25.00 which will be charged to the student in conjunction with the initial SW420A tuition. For more information, please visit www.americanprofessional.com or www.NASWInsuranceTrust.org.

Evaluation of Field Practicum

Procedures and criteria for evaluating Field Practicum are detailed in the *Limestone University BSW Program Field Practicum Manual*. Evaluation procedures include an interview with the Field Coordinator and Agency Supervisor; a written contract between the student, the field agency and Limestone University; written evaluations by the Agency Supervisor; and field seminar meetings with the Field Coordinator during which feedback reports are evaluated.

The student must have all required paperwork completed to receive a passing grade for field practicum. Students are also expected to demonstrate effective written and oral communication skills in all documentation and during the field practicum.

Note: Social Work allows appropriate accommodations to be made for students with special needs. The student must have a documented disability before the individual accommodations can be made.

STUDENT RECORDS

Student records policy is prescribed by the University, and the BSW Program adheres to the policies and procedures governed by these policies and procedures. The policy about student directory information, student record confidentiality, release of personally identifiable records, students' rights to access and copies of educational records, students' rights and access to discipline records, and the students' right to challenge information contained in education records can be found in the *Limestone University Gaslight Handbook*. It is the policy of the BSW Program to maintain confidentiality of all student records.

APPENDIX of USEFUL LINKS

[Link to NASW Code of Ethics](#)

<https://www.socialworkers.org/pubs/code/code.asp>-English version
<https://www.socialworkers.org/pubs/code/code.asp?c=sp> Spanish Version

[Link to BSW Program Policy on Professional Behavior](#)

https://limestone0-my.sharepoint.com/:w/g/personal/hhiott_limestone_edu/EXbyUeShfBNHp5J_dg7homAByo1U7Jald7PzeVQp4ZjoqQ?e=WdmcSS&wdLOR=c7AE15543-AF2B-4649-A2C0-6A5C74B445F4

[Link to CSWE EPAS](#)

Council on Social Work Education
Educational Policy and Accreditation Standards
<https://www.cswe.org/getattachment/Accreditation/Standards-and-Policies/2015-EPAS/2015EPASandGlossary.pdf.aspx>