

SCHOOL OF SOCIAL WORK
Bachelor of Social Work Program

FACULTY AND STAFF

DIRECTOR, School of Social Work & BSW Program

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St. Ambrose University Bachelor of Social Work Program

MISSION AND PURPOSES

workers grounded in liberal arts and social justice traditions to enrich lives, facilitate empowerment, and advocate a just society as generalist professionals. Through that generalist lens, the BSW program cultivates the desire to change society at multiple levels by equipping students with knowledge, skills,

The BSW mission captures the professional preparation of an accredited degree with the unique combined foundation of a liberal arts education within a Catholic Intellectual Tradition of lifelong learning and social justice. This generalist foundation incorporates knowledge in several areas of science, humanities, and the arts while also supporting a lifelong commitment to service. The social work profession works with

The survival and influence of the social work profession depends on our ability to generate new knowledge and continue to critique current knowledge to ensure the best evidence is supporting the interventions taught and practiced.
Students and faculty engage in scholarship which elevates the mission of the BSW Program related to generalist social work practice.

-independent, diocesan, and
Catholic-enables its students to develop intellectually, spiritually, ethically, socially, artistically, and physically to

As a BSW Program housed in a social justice oriented Catholic university, we have a special commitment to complimenting the work of the campus community by having its mission inform ours.

The campus mission is supported by the BSW program mission to develop holistic social workers given the focus on developing multi-dimensional individuals.

**ST. AMBROSE UNIVERSITY BACHELOR OF SOCIAL WORK GENERALIST
PRACTICE**

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

Social workers understand quantitative and qualitative research methods and their respective roles in advancing a science of social work and in evaluating their practice. Social workers know the principles of logic, scientific inquiry, and culturally informed and ethical approaches to building knowledge. Social workers understand that evidence that informs practice derives from multi-disciplinary sources and multiple ways of knowing. They also understand the processes for translating research findings into effective practice. Social workers:

- 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

Social workers understand that human rights and social justice, as well as social welfare and services, are

ADMISSIONS

Committee members will meet, discuss rankings, and decisions will be made by April 10th as to who will receive invitations to join the BSW program. Electronic notification of admission is sent to the applicant.

All offers of admission are contingent upon receipt of final transcripts where applicable. In special circumstances, students who do not meet the prerequisites listed above will be admitted conditionally or provisionally. **Conditional admission** occurs when students have prerequisites still to complete (for example, the student needs to complete Introduction to Social Work), and this condition is removed upon successfully completing the prerequisite. **Provisional admission** occurs when a student has not met the grade or GPA requirement set (for example, earned a C- or below in a prerequisite course or has achieved below a cumulative GPA of 2.5). Those students may be admitted, but will have additional requirements to adhere to in the first semester they are admitted, and then this status is removed if those requirements are achieved.

Admissions Appeal Procedure

Applicants for admission to the Bachelor of Social Work program have a right to appeal an adverse recommendation related to admission to the Director of the School of Social Work.

Policies on Transfer Credit and Exams Transfer Work ([St. Ambrose University Registrar Website](#))

If you already have completed some post-secondary studies, your credits will transfer to St. Ambrose University according to the following policies:

As long as you meet the residency requirements, you can earn up to 64 semester credits at two-year colleges. Quarter units will be converted into semester units. Students may take courses at a two-year college regardless of academic standing, e.g., a senior could take a lower level course at a community college. Credit for college-level work is granted in all areas that correspond to courses

SCHOOL OF SOCIAL WORK BSW SCHOLARSHIPS

In 2018, the School of Social Work Bachelor of Social Work program established the Father William justice. This scholarship will be awarded to one student who will be entering their second year of the St. Ambrose BSW Program and is a one-time award of \$2,000. The Application deadline is April 1 and the award announcement is May 1. Students may apply for this scholarship at:
<https://sau.wufoo.com/forms/w13tw4xy0v09si2/>

To be considered for any type of financial assistance, you must complete a Free Application for Federal

Student Success Center

Students are encouraged to utilize the Student Success Center (SSC) on 1 st floor Ambrose Hall. The SSC provides free peer tutoring for most (undergraduate) 100-200 level classes, writing tutorials for papers for all undergraduate classes, and study strategy support. Students can schedule with a tutor via TutorTrac, emailing studentsuccesscenter@sau.edu, calling 333-6331 or visiting the SSC office in Ambrose Hall. We suggest students seek tutoring and support early. Follow the SSC on Instagram at @sau_success.

Student Resource for Questions/Concerns

Have a question or concern and not sure who to ask or where to go? Any time, day or night, you can ask your question or address your concern through the Student Experience App, which can be found at <https://www.sau.edu/mysau>. Whether you have a question about financial aid, need help finding the right office to support you, or could use some help determining how to access different technologies, we are here for yo

the appropriate office or support person and you should receive a response within 48 business hours.

Student Wellness

The St. Ambrose Counseling Center offers free mental health support for students. Email counselingcenter@sau.edu with questions or to schedule an intake appointment. The Counseling Center is located on the 2nd floor of Rogalski Center. Therapy Assistance Online (TAO Connect) is also available for mental health information. Use your sau.edu email to create your login here: <https://us.taoconnect.org/register>. Please visit the Counseling Center portal page for their events, resources, and open office hours. The portal page can be reached at the general website: <https://www.sau.edu/counseling>. They are available and happy to help!

Students may experience a range of issues that challenge learning. These might include strained relationships, anxiety, high levels of stress, substance use problems, feeling down, and/or loss of motivation. The Wellness and Recreation Department offers fitness classes and personal training and all students may use facilities for personal fitness.

Withdrawal from Courses

- b. courses during the program of study
- 2. For students admitted to the program with provisional status
 - a. failure to achieve a 2.5 GPA in the first semester completed as a BSW Student
- 3. For students previously reviewed in an Academic Review
 - a. failure to meet the conditions for retention set at the previous review could mean dismissal from BSW Program and subsequently all BSW classes student is enrolled in during that semester
- 4. For students placed on academic probation or provisional acceptance, failure to achieve a cumulative

Circumstances that Justify Processes for Remediation Within the BSW Program

Certain performance indicators may signal the need for intervention by those persons directly involved in the situation (e.g. classroom instructor/student, agency field instructor/student) without initiating academic review by agency field instructor/for

A follow up email will be sent by the faculty to the student and academic advisor including the agreed upon Improvement Plan

If the student fails to remediate the concern(s) as defined in the Improvement Plan, the faculty BSW Program Director of the need for an Academic Review.

Academic Review

In the event of non-performance or compliance with Program or professional standards, a faculty member from within the SSW will serve as chair of an Academic Review Committee and the BSW Program Director will convene at least 2 other faculty from within the SSW faculty to serve on the committee. Such concerns may arise from the ongoing monitoring of student achievement as described above or may result from a precipitating incident at any time during the decision-making process of the faculty regarding the status of students whose academic or professional success is in jeopardy. Potential outcomes of an Academic Review range from developing a plan of correction to dismissing the student from the BSW program. Circumstances that warrant an Academic Review include the following:

1. A cumulative GPA of 2.0 or below.
2. Failure to meet the prerequisite for the next semester of Field).
3. In the event of a Field Termination.
4. Failure to meet behavioral standards for professional social work (as described in the NASW Code of Ethics); violations that have not been remedied through informal means or that pose an immediate threat to individuals or organizations.

responsibility to alert the Chair and describe what information this person will be offering and what role this person will play in the review process. Students will receive copies of all information gathered for consideration by Committee members prior to the review, and it is the responsibility of the student to share those documents with any support persons attending the review.

After all perspectives are heard during the Academic Review Committee meeting, Committee Members will in closed session decide on a course of action. The Chair of the Academic Review Committee will
within 5 business days. [See

Resolutions and Sanctions for possible courses of action.] Within 5 business days of the postmark of the letter, the student may submit a written request for an appeal of the decision. If the student does not appeal the decision

If the student appeals the decision of the Academic Review Committee, the SSW Director will hear the appeal within 5 working days of receiving the request. The SSW Director may either uphold the decision

appeal hearing and will be immediately implemented.

Students may appeal to the Dean of the College of Health and Human Services within 5 business days of
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decision of the Vice President represents the final University decision. Further student appeal must be made beyond the University setting.

Resolutions and Sanctions

In a Review process, the faculty can determine any reasonable course of action that fits the unique circumstances of the situation at hand.

This course of action may include, but is not limited to, the following resolutions and sanctions:

1. Withdrawal from one or more courses and/or access to remedial services.
2. Immediate removal from the field experience and co-requisite courses.
3. monitored followed by an Academic Review at the end of the semester.
4. Completion of current courses without the option of continuing in the program the following semester.
5. Required withdrawal from all courses in the current semester with re-evaluation for admission in a subsequent semester.
6. Immediate dismissal from the program, which includes all BSW Courses.
7. Any combination of the options above with a requirement that the student be reevaluated for reinstatement or re-admission at a later date. In this circumstance, the Panel may require the student to provide evidence and specific documentation that he/she has resolved critical concerns or that the precipitating circumstances have changed materially.
8. e student achievement of BSW id EMC Qq0.000009170056000

ADDRESSING CONCERNS IN THE FIELD PLACEMENT

All field placements are made for the entire academic year. Students with a field placement secured are expected to fulfill the agreement made with the field agency. Agency Field Instructors likewise agree to provide a learning environment for the student for the entire academic year. In the event there are concerns with the student or the field placement, it is best to have the necessary parties involved in addressing and planning for remediation. The Agency Field Instructor should inform the student and Faculty Field Liaison of any student performance concerns and/or behaviors that cause the Agency Field Instructor to question the student's appropriate professional development. It is critical to address concerns as soon as possible. The School of Social Work is focused on and committed to addressing any concerns in a way that supports the student and the field agency while adhering to agency policy, university policy, and the Social Work Code of Ethics.

Below are the steps to address concerns:

1. Face-to-face meeting between the student and Agency Field Instructor to discuss the situation.
2. If the situation is not resolved, the student and/or Agency Field Instructor contacts the Faculty Field Liaison.
3. A face-to-face meeting will be held with the student, Agency Field Instructor, and Faculty Field Liaison to address the situation and develop a remediation plan with a mutually agreeable result to maintain the placement. The Faculty Field Liaison will document the meeting, including the identified concern(s), and the proposed remediation plan. This document will be emailed to the Director of Field Education, student, and Agency Field Instructor.

semester and its Competency standards. This will constitute grounds for an Academic

- 2.
3. Failure to disclose previous and/or new critical background information in application forms, pre-placement forms, or during the interview process.
4. Exhibiting behaviors and attitudes that are inconsistent or at odds with the values of the social work profession.
5. Violation of professional ethics and standards for ethical practice.
6. Unexcused and prolonged absences from the field placement.
7. Attempts to harm oneself or others.
8. Any sexual relationship with an agency client.
9. Reporting to the practicum site under the influence of alcohol or drugs.

The Director of Field Education will notify the student of the field placement termination and provide the field placement termination letter. The MSW Director, Agency Field Instructor, Faculty Field Liaison, and otification of the field placement termination. An exit meeting will occur as soon as possible with the student, Agency Field Instructor, Faculty Field Liaison, and the Director of Field Education. The Director of Field Education will ensure the termination from the field agency is conducted in a professional manner. All agency materials, keys, or other equipment provided to the student will be returned immediately to the field agency. Partial credit for the time spent in the field placement will not be granted. The School of Social Work policies require students who drop Field Instruction to also withdraw from concurrent seminar courses.

Following the field placement termination, the MSW Director will convene the faculty to conduct an Academic Review to determine the student's standing in the MSW program. (See the *St. Ambrose University School of Social Work Graduate Student Manual*). Students are not guaranteed that an appropriate alternative placement may be secured. In cases where an appropriate replacement cannot be made, as determined by the Director of Field Education, the student may need to drop Field Instruction and co-requisite courses for the remainder of the academic year.

All other policies related to field education can be found in the St. Ambrose University BSW Program Field Manual, located at www.sau.edu/social-work.

ETHICAL CONDUCT IN T

parties should recognize the power differenti

School of Social Work Statement of Student Rights

The St. Ambrose University School of Social Work has developed and approved the following statement of student rights:

- 1.

completion of the course competencies. These course competencies evaluate the extent to which the course met the program goals for practice behavior skill development. On an annual basis, students also evaluate all aspects of Field Education. Social work faculty value student feedback and will make modifications as indicated.

-semester and end of semester evaluations are reviewed each semester.

review of these evaluations, recommendations may be made relative to mission, goals, objectives and curriculum design. Program outcomes are regularly reviewed as well. In addition, the BSW Program holds one meeting in the spring of each academic year to solicit face to face feedback from students.

Complaint Procedures

St. Ambrose University has grievance procedures which may be used by social work students. Sexual harassment grievances follow the standard procedures of St. Ambrose University. To file a Title IX report, students may use the following website: <http://www.sau.edu/policies/title-ix>. To file an incident of bias/hate, students may use the following website: <https://sau.wufoo.com/forms/w1cdxx510p9d63n/>. These procedures can be found in the St. Ambrose Student Handbook. <http://www.sau.edu/academics/academic-resources/dean-of-students>.

General grievance procedures follow a similar process and are facilitated by the Director of Human Resources for St. Ambrose University.

Insurance Coverage

Malpractice and Liability Insurance. The St. Ambrose University retains group professional liability insurance for students in field education. Students may also wish to consider purchasing individual liability coverage against claims arising out of professional training to cover activities while in the field placement. Students may obtain coverage with the National Association of Social Workers Insurance Trust, a program of the American Professional Agency. Information and applications are available on the NASW Assurance services website (<http://www.naswassurance.org>). In order to qualify for this insurance, membership to the National Association

Student Success Center, Writing Center, and Online Tutoring

The Student Success Center offers academic support services - through tutorial sessions, study groups and supplemental instruction to all St. Ambrose students in a low pressure setting at no cost. The Center's intent is to support undergraduate students in their learning and contribute to their growth and development as learners. Students can access the Student Success Center via the MySAU Portal:

<https://mysau.sau.edu/my.policy>

<http://sau.edu/academics/academic-resources/student-success-center>

Phone: 563-333-6331

Email: StudentSuccessCenter@sau.edu

Accommodations for Learners with Disabilities:

St. Ambrose welcomes and is committed to supporting an inclusive community of learners, valuing