

Central Michigan University

Social Work Program Student Handbook



COLLEGE OF LIBERAL ARTS
& SOCIAL SCIENCES
SOCIAL WORK
CENTRAL MICHIGAN
UNIVERSITY

Table of Contents

| | |
|--|----|
| Welcome | 4 |
| Program Information..... | 5 |
| Contact Information | 5 |
| Social Work Faculty Advisors | 6 |
| Accreditation Status | 6 |
| Social Work Program Mission Statement | 7 |
| Social Work Program Goals and Objectives | 7 |
| Statement of Generalist Practice..... | 8 |
| Student Social Work Association (SSWA)..... | 8 |
| Phi Alpha Honor Society for Social Work | 9 |
| National Association of Social Workers..... | 10 |
| Admissions..... | 11 |
| Advising..... | 11 |
| Communication from the Program..... | 11 |
| Orientation..... | 12 |
| Admission Process..... | 12 |
| Admission Forms Currently Required..... | 13 |
| Social Work Related Experience (Volunteer or Paid) | 14 |
| Admission Process Questions and Answers | 14 |
| Curriculum..... | 20 |
| The Undergraduate Curriculum in Social Work | 20 |
| Minor Requirement of the Social Work Degree (20-24 hours)..... | 20 |
| Study Abroad | 20 |
| The Social Work Practicum (Field Experience) | 20 |
| Child Welfare Certificate..... | 21 |
| Requirements for the Child Welfare Certificate | 22 |
| Bachelor of Social Work (B.S.W.) Degree, Major, and Course Descriptions..... | 23 |
| Social Work Major Map | 25 |
| Policies..... | 26 |
| Professional Conduct Guidelines and Expectations..... | 26 |
| Retention and Termination Policy..... | 27 |
| Academic Progress Review Committee | 28 |
| Waiver of Existing Program Requirements and Standards Policy..... | 31 |
| Student Participation in Program Governance Policy..... | 32 |
| CMU Policy On Academic Integrity | 33 |
| Transfer Credit Policy..... | 33 |
| Prior Life Experience Policy | 34 |
| CMU Grade Grievance Policy | 34 |
| CMU Academic Probation, Suspension, Dismissal and Reinstatement | 34 |
| Student Complaint Procedures | 35 |
| CMU Student Conduct | 35 |
| Involvement with the Criminal Justice System | 36 |

| | |
|--|----|
| Alcohol, Marijuana and Other Drugs | 36 |
| CMU Policy Involving the Use of Human Subjects in Research | 36 |
| CMU Office For Institutional Diversity, Equity and Inclusion..... | 37 |
| CMU Policy On Sexual and Gender-Based Misconduct..... | 38 |
| Services For Students Provided by The University | 39 |
| Family Educational Rights and Privacy Act (FERPA)..... | 40 |
| Ethics | 43 |
| Social Work Ethics | 43 |
| Code of Ethics of The National Association of Social Workers | 43 |
| Appendix A – Curriculum..... | 60 |
| Curriculum Model | 60 |

Welcome

Welcome to the Social Work Program at CMU! This handbook provides information about various aspects of the Bachelor of Social Work (BSW) program. This includes information about the curriculum, admissions requirements and forms, social work-related student groups, student services, and social work program policies and procedures that might affect students in the program. Read the handbook carefully to be sure you are familiar with the various policies and expectations of the program.

Regular advising and attention to e-mails or announcements from either the program or a faculty member are important to your success. All students are assigned an advisor. If you are interested in majoring in social work and do not have a social work advisor yet, you should contact the office for an appointment. Advising is important as your faculty advisor will help you understand what you need for a timely and complete application and to support your professional development.

Your advisor will also help you plan for other academic interests, such as study abroad, which is a very enriching experience. Your advisor is an important resource if you are having difficulties of any kind. Make sure you get to know your advisor and ask them for help when you need it! All of us are committed to your success at CMU.

Social work is an important and rewarding profession. The BSW program prepares students to be entry-level generalist social work practitioners. As graduates of an accredited program, our students can be sure they are receiving a degree recognized across the country and in many areas of practice. Through the accreditation process and the efforts of faculty, students, and community members alike, we seek to assure that the social work program at CMU is one of the best.

We wish you the best in your studies in the social work program. Please feel free to talk with me or any of the faculty about the policies. Our executive office specialist, Jacqui Pridgeon, can facilitate an appointment if needed for that or advising. The office number is 989-774-2690. Welcome to the social work program at CMU! We look forward to getting to know you better.


Much success,

A handwritten signature in black ink, reading "Susan Grettenberger". The signature is fluid and cursive, with the first name "Susan" and last name "Grettenberger" clearly legible.

Susan E. Grettenberger, PhD, MSW, MPA
Director, Social Work Program

Program Information

Contact Information

| | | |
|---|---|---|
| Social Work Program Anspach Hall 034 Mount Pleasant, MI 48859 | |  |
| Phone | 989-774-2690 | |
| Email | swk@cmich.edu | |
| Text | 989-209-7847 | |
| Website | https://class.cmich.edu/socialwork | |
| Advising Appointments | https://class.cmich.edu/socialworkadvising | |
| Blackboard | https://blackboard.cmich.edu (search for CMU Social Work Program once logged in) | |
| Facebook | https://www.facebook.com/CMUSocialWork | |
| Instagram | https://www.instagram.com/cmusocialwork/ | |
| Linktree | https://linktr.ee/cmusocialwork | |

Social Work Faculty and Staff

| Program Director | | | |
|-----------------------------|--------------|--------------|--|
| Susan Grettenberger | Anspach 034C | 989-774-3591 | grett1se@cmich.edu |
| Field Education Director | | | |
| Lissa M. Schwander | Anspach 034E | 989-774-2690 | schwa1l@cmich.edu |
| Faculty | | | |
| Valerie Austin | Anspach 034F | 989-774-2690 | austi1vk@cmich.edu |
| Deana Hunt | Anspach 034A | 989-774-2690 | pitts1dm@cmich.edu |
| Erica Shifflet-Chila | Anspach 034D | 989-774-2690 | shiff1e@cmich.edu |
| Selene Wadhawan | Anspach 034B | 989-774-2690 | wadha1s@cmich.edu |
| Brie Walter-Rooks | Anspach 034G | 989-774-2690 | walte1eb@cmich.edu |
| Executive Office Specialist | | | |
| Jacqui Pridgeon | Anspach 034 | 989-774-2690 | pridg1ja@cmich.edu |

Social Work Faculty Advisors

Susan Grettenberger, LMSW, MPA, Ph.D., Professor/Program Director

Dr. Grettenberger joined CMU in 2002 as the field director and became the program director in 2006. Her social work practice was both as a direct care worker and as an administrator in nonprofit agencies, with a focus on Spanish-speaking migrant and immigrant communities. She worked in HIV/AIDS, child welfare, domestic violence, and substance abuse, in Chicago and Michigan. She has researched federal faith-based initiatives, conducted assessments related to HIV/AIDS and assisted in the State of Michigan's redevelopment of the training for child welfare workers. She has served as an officer on the Board of Directors for national and state social work associations.

Lissa M. Schwander, LMSW, Ph.D., Associate Professor/Field Education Director

Lissa Schwander joined CMU's faculty in 2017. Lissa has over 20 years of teaching experience at the college level and has taught Introduction to Social Work, Social Welfare Policy Analysis and Diversity and Inequality in North America, among others. Lissa's practice experience includes work with the provision of homeless services and the development of low-income housing in Michigan and New Jersey. Her research interests are diverse and include issues connected to immigration as well as the role of intercultural development and competency in social work education and practice. Current research interests also include social work pedagogy, including Inter-Professional Education in BSW social work curriculum.

Accreditation Status

Central Michigan University's Bachelor of Social Work Program received initial accreditation from the Council on Social Work Education (CSWE) in February 2004 and, in 2024, was reaffirmed until 2032. CSWE accredits Baccalaureate and Master's Social Work Programs in the United States.

Social Work Program Mission Statement

The mission of the Central Michigan University Social Work Program is to prepare students for generalist social work practice. Using a strong liberal arts foundation, the program develops and enhances critical inquiry and ethical practice with an emphasis on building relationships across difference, commitment to integrity and the professional competence of graduates. It provides students with the knowledge base and flexibility to pursue economic, environmental and social justice with diverse populations and in a global context. It promotes growth and empowerment of individuals, families, groups, organizations, and communities, as well as changes to social structures that oppress. The program responds to changing social contexts and practice modalities, with an emphasis on understanding the impact of rural and other environments on those served.

The Social Work Program prepares responsive and effective generalist social work practitioners to serve in Michigan and beyond, through the development of scholarship related to social work and societal needs, the promotion of service and a commitment to equity for our students and across society. (Updated December 19, 2022)

Social Work Program Goals and Objectives

The Social Work Program at CMU seeks:

1. to prepare students with the foundational knowledge, skills, and values as well as sufficient affective and cognitive processes for capable, effective, and ethical generalist social work professional practice, and who identify as professional social workers and conduct themselves accordingly.
 - Competency 1: Demonstrate Ethical and Professional Behavior
 - Competency 4: Engage In Practice-informed Research and Research-informed Practice
 - Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities
 - Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities
 - Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities
 - Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities
2. to prepare students to be social workers who demonstrate the skills, knowledge, the affective as well as cognitive processing ability and values needed to work and advocate with diverse populations.
 - Competency 2: Engage Diversity and Difference in Practice
 - Competency 5: Engage in Policy Practice

3. to prepare social work students to partner with and facilitate the empowerment of individuals, families, groups, organizations, and communities.
 - Competency 2: Engage Diversity and Difference in Practice
 - Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice
4. to contribute to the advancement of social work as a discipline through scholarship and professional development.
 - Competency 4: Engage in Practice-informed Research and Research-informed Practice
5. to provide services benefiting human service organizations and communities in Central Michigan University's service region.
 - Competency 1: Demonstrate Ethical and Professional Behavior

Statement of Generalist Practice

Generalist practice is grounded in the liberal arts and the person-in-environment framework. To promote human and social well-being, generalist practitioners use a range of prevention and intervention methods in their practice with diverse individuals, families, groups, organizations, and communities based on scientific inquiry and best practices. The generalist practitioner identifies with the social work profession and applies ethical principles and critical thinking in practice at the micro, mezzo, and macro levels. Generalist practitioners engage diversity in their practice and advocate for human rights and social and economic justice. They recognize, support, and build on the strengths and resiliency of all human beings. They engage in research-informed practice and are proactive in responding to the impact of context on professional practice. (CSWE, 2015 EPAS)

Student Social Work Association (SSWA)

The primary goal of the association is to enhance the learning experience of those students with an interest in the social work profession, through workshops, guest speakers, and networking. The secondary aim is to provide information and support for one another and the community, through membership and community projects. Meetings are held regularly throughout the school year.

Requirements for Membership:

- Members must have a genuine interest in social work.
- Members must maintain regular attendance at weekly meetings.
- No more than three unexcused absences will be permitted.
- Members must attend a minimum of volunteering activities, fundraiser events and socials as are determined each semester by the Executive Board.
- Membership dues are: \$25.00 a year or \$15.00 a semester.
- Membership dues must be paid by the date specified each semester.

Examples of possible SSWA activities:

- Attend scheduled meetings
- Host films series which address important social issues
- Take field trips
- Complete service projects
- Host guest speakers from various fields of social work
- Contribute to the community of Mt. Pleasant by volunteering
- Host fundraisers
- Travel to conferences
- Host resume workshops
- Keep files of volunteer opportunities
- Keep files of social work graduate programs
- Act as liaison with Social Work Faculty
- Make great friendships and have fun, fun, fun

Contact Information:

- President: Sara Dalman – dalma1sj@cmich.edu
- Advisor: Susan Grettenberger – grett1se@cmich.edu
- Engage Central: <https://cmich.campuslabs.com/engage/organization/student-social-work-association>
- Facebook: <https://www.facebook.com/SSWAatCMU/>
- Instagram: <https://www.instagram.com/cmusswa/>

Phi Alpha Honor Society for Social Work

Students of CMU's social work program can become involved in one of the most honored, nationally recognized, college-based social work organizations in the country: Phi Alpha Honor Society for Social Work. Phi Alpha recognizes high achievement, commitment to community-based volunteer work, and a strong passion for social justice among its members. Membership of this organization is held in high esteem amongst graduate schools of social work as well as employers.

Requirements for Membership:

- An undergraduate student is eligible for active membership after achieving the following international minimum requirements and meeting local chapter requirements:
- Must be and remain a declared social work major
- Must have achieved sophomore status (26-55 semester hours of credit)
- Must have completed 8 semester hours of required social work courses
- Must have achieved an overall grade point average of 3.0 at Central Michigan University
- Must have achieved a 3.25 grade point average in required social work courses

To be considered for membership, all applicants must apply by the stated deadline. Applications are available in the Social Work office in Anspach 034.

Contact Information:

- Advisor: Valerie Austin – austi1vk@cmich.edu
- Engage Central: <https://cmich.campuslabs.com/engage/organization/the-sigma-psi-chapter-of-phi-alpha-honors-society>
- Website: www.phialpha.org

National Association of Social Workers

Students are encouraged to join the National Association of Social Workers (NASW), the main professional association of practicing social workers in the United States. The NASW can be accessed on the web at <http://www.naswdc.org>. Student membership status is available for a discounted fee, which continues for a limited time after graduation.

Admissions

Advising

It is the policy of the Social Work Program that a full-time faculty member must advise anyone majoring in social work. The first step toward entering the social work program is for an interested student to meet with a faculty member for major advising. This is arranged by calling the social work office to schedule an appointment at 989-774-2690 or by booking an appointment online at class.cmich.edu/socialworkadvising. Ideally, this is done no later than the semester in which a student takes SWK 100 (Introduction to Social Work) or upon completion of 45 hours of coursework. This assures a student understands and completes all program requirements, ensuring timely application, admission, and graduation.

The social work major advising process also allows students to individualize their social work course schedule, where appropriate, and learn about the various opportunities in and expectations of the program. Students may sign their social work major during their first advising appointment or contact their advisor later to do this. Social work advisors are listed earlier in this manual.

Students are expected to continue to work closely with their assigned academic advisor in the College of Liberal Arts and Social Sciences (CLASS) even after they sign a major. Academic advisors help students choose courses outside their majors, fulfill competency and university program requirements, and graduate as planned. They can also help students with their personal and academic success strategies.

Students can connect with all their assigned advisors through the Advisors link in the Degree Progress system, which is accessible when signing into CMU's web portal through www.cmich.edu.

Communication from the Program

Social work majors are expected to check their CMU email regularly. Important announcements and advising emails from the social work program are sent through CMU email, Blackboard, or text messages. In some cases, this will be the only notification given. Students are responsible for reading emails from advisors, faculty, and the social work program.

The social work website at class.cmich.edu/socialwork provides essential program information. In addition, all social work students are added to the CMU Social Work Program shell in Blackboard (blackboard.cmich.edu); once logged into Blackboard, search for the CMU Social Work Program and add it to your favorites.

*****Please verify that the CMU Social Work Program shell appears on your Blackboard account after you have been in for your first advising appointment.

Orientation

The social work program holds orientation meetings for students interested in entering the program. The orientation will review the social work curriculum, admissions requirements, and general program expectations. Attendance at an Orientation is mandatory and will be recorded in the student's permanent record.

Admission Process

As an accredited professional program, the BSW program requires students to be admitted through a competitive application program. Submitting an application and meeting the minimum requirements for the application does not guarantee admission to the program, as factors such as class size will be considered. Not meeting a specific criterion, such as a grade requirement, will not necessarily disqualify an applicant. Admissions are determined for the entire applicant pool following the end of the application semester. The admission requirements under the 2024-2025 CMU bulletin are provided. Check with your social work advisor and the CMU bulletin about admission requirements for other academic years.

Admission Requirements

1. Application - Students need to apply to the Social Work Program by the third Friday in February. The application must include the following:
 - Application
 - Personal Interest Statement (using prompts provided in the application)
 - Approval Form for the Social Work Related Experience
2. Coursework - Students need to complete the following coursework by the end of the semester in which they apply.
 - At least 50 credits with a cumulative GPA of 2.5 or better.
 - A minimum of 12 credits of major courses with a major GPA of 2.7 or better and no grade below a C in any required major course.
 - SWK 100 with a C or better.
 - SWK 205
 - SWK 250 with a B- or better.

Note: It is recommended that students complete SOC 200 or its equivalent by the end of the semester in which they apply.

 - Math competency with a C or better.
 - Freshman English Competency with a C or better
 - Oral English Competency with a C or better.
3. Academic References – Students must request two college-level instructors to complete and return an Academic Reference form to the social work office by the end of the semester in which they apply. CMU social work faculty are not allowed to serve as a referee.
4. Social Work Related Experience (Volunteer or Paid) - Students must complete a minimum of 50 hours of approved social work related experience by the end of

the semester in which they apply. Social Work Related Experience is documented with the following forms:

- Approval form – Social Work Related Experience (submit this as soon as a site is identified and no later than the application deadline)
- Reference form – Social Work Related Experience documenting completion of at least 50 hours (due by the end of the semester of application).
- Reflection Statement – a written response to prompts about the Social Work related experience (due by the end of the semester of application).

Note: 100 hours of social work related experience is required prior to enrollment into SWK 321 (spring of junior year). This may be documented with an additional form(s) if not complete by the time of admission to the program.

The BSW Program Application, the Personal Interest Statement, and the Approval form for the Social Work Related Experience requirement must be received in the Social Work Program office, Anspach Hall 034, Mount Pleasant, MI 48859, or by email to swk@cmich.edu on or before the third Friday in February for the annual Spring admissions cycle or on or before the third Friday in October for the Fall admissions cycle. Admission information and forms are available on the social work website at class.cmich.edu/socialwork.

Faculty interviews may be part of the admissions process. Admission decisions will be made by the Admissions Committee which reserves the right to admit students who may be deficient in requirements above. Applicants will be notified of decisions in writing. Additional information about the admissions process is available from the social work office in Anspach 034.

Note: Completion of all steps of the admissions process does not assure that the student will be admitted to the BSW Program. Depending on the number of students admitted during the spring admission cycle, the admission cycle for the following fall may be limited or suspended. Therefore, it is highly recommended that students apply in the spring.

Admission Forms Currently Required

By the Semester Mid-Point (Third Friday in February for Spring or 3rd Friday in October for Fall):

- [Application for Admission](#) to the Social Work Major and Degree Program
- Personal Interest Statement (see application for prompts and instructions)
- [Approval Form](#) – Social Work Related Experience (Volunteer or Paid)

By the End of the Semester (Friday before Exam Week):

- [Academic Reference Forms](#) from two (2) college professors/instructors who are not CMU social work instructors
- [Reference Form for Social Work Related Experience](#) (Volunteer or Paid)
- [Reflection Statement for Social Work Related Experience](#) (Volunteer or Paid)

Forms are periodically revised. Students should verify that they have the correct forms for admission by picking up copies from their social work advisor, the social work office, our Blackboard shell or in the Student Resources section of our website: class.cmich.edu/socialwork.

Social Work Related Experience (Volunteer or Paid)

As stated in the Bulletin description of the social work major under admission requirements, all students must complete a minimum of 100 hours of social work-related experience (volunteer or paid). At least 50 hours must be completed by the end of the semester of application to the BSW program. The remainder will be completed before starting SWK 321 (taken in the spring semester of junior year).

Purpose

This social work-related experience has several purposes:

- Provides each student with the opportunity to see first-hand the types of services, agencies, and experiences that may be part of being a social worker.
- Allows students to test their interest in social work directly.
- Provides students with valuable experience during social work classes.
- Through a reference from the supervisor, social work faculty gain insight into the appropriateness of each student for the profession of social work.

Further information about the social work experience and approval of the site chosen is through each student's social work advisor and by contacting the social work office. Students can stop by our office in Anspach 034 to pick up a copy of our [Social Work Related Experience Guidelines](#) and a list of [Local Volunteer Agencies](#). These documents are also available on the Blackboard shell or in the Student Resources section of our website: class.cmich.edu/socialwork.

Admission Process Questions and Answers

Q: When should I apply for admission into the social work program?

A: Your social work advisor will tell you when to apply to the program, usually at your first advising appointment and based on your academic course sequence. Current CMU students typically apply during the spring semester of their sophomore year. Transfer students may be eligible to apply the first semester they start at CMU if they have sufficient credits. Ideally, students will have at least 50 credits by the end of the semester in which they apply to the social work program. If you are uncertain when to apply, contact the social work program office for clarification and to schedule an advising appointment.

Q: What must I submit to apply to the program and when?

A: Submitting your application to the social work program is a process that takes place across one semester. Some items are due by the mid-point of the semester and others are due no later than the end of the semester. Refer to our [Application Checklist](#) for additional details.

- By the Semester Mid-Point (Third Friday in February for Spring or Third Friday in October for Fall)
 - [Application](#) with your personal statement (as described on the application)
 - Social Work Related Experience [Approval Form](#)
- By the End of the Semester (Friday before Exam Week)
 - Two [Academic References](#) from non-social work instructors
 - [Social Work Related Experience Reference](#) form documenting at least the first 50 hours of experience (paid or volunteer)
 - Social Work Related Experience [Reflection Statement](#)

You are encouraged to submit materials as soon as they are completed and no later than the posted deadline for consideration in the first review of applications. Materials may always be submitted early. The social work office retains all submitted materials in an electronic file for faculty review.

Q: What requirements must I meet to be admitted to the program?

A: Keep in mind that the social work admissions committee considers your entire application, including the application and statements you submit, the references received from instructors, your social work-related experience, and your academic status. Not meeting specific criteria, such as a grade requirement, will not necessarily disqualify an applicant. Contact our office or consult your social work advisor if you have concerns about meeting the following criteria.

By the end of the semester in which they apply, applicants should meet the following academic requirements:

- 50 credit hours with a cumulative GPA of 2.5 or higher
- SWK 100 with a C or better
- SWK 205
- SWK 250 with a B- or better
- Minimum of 12 credits of major courses with a major GPA of 2.7 or better with no grade below a C in any required major course
- Completion of Math, Freshman English and Oral Communication Competencies

Note: It is recommended but not required that students complete SOC 200 or its equivalent with a C or better by the end of the semester in which they apply.

Q: Where do I access application forms?

A: The best place to access application forms and to get information about our program is through the CMU Social Work Program Blackboard shell (blackboard.cmich.edu). If you have been in for advising, you should have access to this shell. It might be listed near the bottom of the list with your older course shells, and you might want to make it a favorite so you can more easily access it.

You may also access materials through our website at class.cmich.edu/socialwork. All our application forms are available by clicking the Social Work Admissions and Resources link. On campus, you may stop into our office in Anspach Hall 034 to pick up an application packet.

Q: How should application materials be submitted?

A: You should submit all materials (except for reference forms, as noted below) either by email to swk@cmich.edu or by dropping them off in our office in Anspach Hall 034. When your materials are completed, turn them into the office, and we will save and compile them into an electronic file for each student. It is unnecessary to wait to submit them all at once.

Academic reference forms and the social work-related experience reference form must be completed and submitted directly by your referee via email to swk@cmich.edu or by mailing it to our office as indicated on the form. A reference form should NOT be given to you to turn in unless it is in a sealed envelope and the referee has signed across the envelope's flap. The social work office will notify you via email when we receive a reference form.

Q: What happens if I don't complete the first 50 hours of social work-related experience or another component by the deadline?

A: This does not necessarily disqualify you from progressing toward your BSW. Contact the social work office or your advisor as soon as possible to let us know you have a concern and provide a brief explanation of the situation. You should also continue to complete as much of the application as possible on time.

Faculty understand that various challenges complicate life for students. As with any problem, the sooner you discuss it with us, the more helpful we can be and the more options you will have. For example, faculty could allow you to begin classes (SWK 315/374) in the fall semester to stay on track with your degree progress with conditions about what must be completed and when for full admission status.

Q: When will I find out if I have been admitted to the program, and what happens if I am not?

A: Students are notified of their social work admission decision via email a few weeks after the semester ends. For spring applicants, admission decisions are usually distributed in late May. Fall applicant decisions are typically sent the week before the spring semester begins. It is rare for students who meet all the minimum requirements not to be admitted. If this happens, one of our faculty will contact the student to discuss the decision and will assist the student in identifying alternative courses to take. In some cases, students who are not admissible during one cycle might be placed on the wait list for the following year.

Q: If I apply to the program, what SWK courses can I register for and when?

A: During the spring semester application cycle, students who submitted materials by the Semester Mid-Point deadline (third Friday in February) can register for SWK 315/374 in the fall semester and SWK 321/375 for the following spring semester. In other words, beginning the application process will give you registration access for these SWK courses.

If your registration date is before the third Friday in February, you must submit at least the application form two business days before your registration time. When the completed application form is received, we will update the system so you can register for SWK 315/374 in the fall and SWK 321/375 for the following spring semester. Staff in the social work office work closely with students who are applying during this time and will email detailed instructions about the registration process. Contact our office with questions and requests for assistance with SWK course registration.

Q: Who should I ask for an academic reference, and when?

A: Applicants must ask two college-level instructors to complete and return the [Academic Reference Form](#) to our office. These should be instructors with whom you have had classes and can be instructors at other colleges. CMU social work faculty should not be asked about this.

Applicants are encouraged to contact academic referees at the beginning of the semester in which they apply so that the form can be completed and returned to the social work office by the mid-point of the semester. *If the student takes a course with the instructor, the reference form may be submitted at the end of the semester.*

Q: When are the first 50 hours of required social work-related experience hours due?

A: The first 50 hours of social work-related experience are due by the END OF THE SEMESTER in which you apply to the program. You must submit the [Approval Form](#) by the mid-point of the semester when your application is due, however, you have the entire semester to complete the first 50 hours. You will be required to get an additional 50 hours of social work-related experience (100 hours total) by the end of the fall semester in which you take SWK 315/374.

Q: What sites will qualify for social work-related experience?

A: Consult our list of [local agencies](#) that typically qualify for guidance and remember you are encouraged to explore other options here in Mount Pleasant or in your hometown. Also, review our [social work guidelines](#) and check with your social work advisor for assistance.

Q: How is the social work-related experience documented?

A: Documentation for the social work-related experience requirement is a two-step process. First, identify an agency or program and ask the agency coordinator or supervisor to complete the [approval form](#). You can submit this form via email or by turning in a hard copy to our office. Social work advisors will review your approval form once received, and you will receive an email letting you know whether this experience will qualify. For applicants, *this form is due by the mid-point of the semester* in which you apply.

Second, when you have finished 50 or more hours, ask your agency supervisor to complete the [reference form](#). They must submit this form directly to our office using the instructions on the form (by email or mail). The reference form should NOT be given to you to turn in unless it is in a sealed envelope and the referee has signed across the envelope's flap. For applicants, *this form is due by the end of the semester* in which you apply. The social work office will notify you via email when we receive your reference forms.

Q: Can my social work-related experience be paid?

A: Yes. Both volunteer and paid experiences can qualify for social work-related experience as long as your social work advisor has approved it. Consult our [social work guidelines](#) and check with your social work advisor for assistance.

Q: Can my social work-related experience be from a past experience?

A: Yes. A past job or volunteer experience that you have had since you began college might qualify if it was with a human services agency or program. Consult our

[social work guidelines](#) to see if this past experience seems like it might qualify and contact our office or contact your social work advisor for assistance.

Q: Can my social work-related experience be with multiple programs or sites?

A: Yes AND no more than TWO different experiences can be counted toward the social work-related experience requirement, with at least 35 hours in the shorter experience.

Q: Who should I contact for assistance with the application requirements and forms or other program-related questions?

A: Contact our office staff, Jacqui Pridgeon, in the social work office by calling 989-774-2690, emailing swk@cmich.edu, texting 989-209-7847, or stopping by our office in Anspach 034. She is usually in the office from 8 am-noon and 1-5 pm during the week when CMU is open. She can answer most of your questions and will contact faculty to get an answer when needed.

You can schedule a meeting with your social work advisor through our online booking system at class.cmich.edu/socialworkadvising. You may email your advisor directly with questions or requests for assistance:

- Dr. Susan Grettenberger – grett1se@cmich.edu
- Dr. Lissa Schwander – schwa1l@cmich.edu

Q: What if I ask too many questions?

A: LOL. You can't ask too many questions! We are here to help you be successful. Don't be afraid to reach out to staff or faculty advisors. We prefer you ask us rather than rely on other students or guess.

Curriculum

The Undergraduate Curriculum in Social Work

Students at Central Michigan University are eligible for completion of the Bachelor of Social Work (BSW) degree. The curriculum is grounded in the liberal arts and reflects the program's conceptualization of generalist social work practice. Graduation requirements for a BSW are based on the regulations and requirements published in the CMU bulletin that are in effect at the time of a student's initial registration.

A social work faculty advisor will be assigned and will meet with any prospective major at the student's request. During advising, a personal plan for completing the social work major and BSW degree will be developed based on the student's bulletin year. Students are responsible for following the plan developed with their advisor and should contact the advisor if there are questions or a need to do something different. It is essential to follow the curriculum plan developed to graduate promptly.

Minor Requirement of the Social Work Degree (20-24 hours)

Social Work students must choose:

- Any University-approved minor or second major, with which a Social Work advisor may be helpful; or
- 20 or more hours of coursework from at least two disciplines (not including required courses in Social Work) planned by a student with a Social Work advisor. These courses are intended to meet the student's individual learning objectives or complement their professional interests. At least 9 hours must be at the 300 level or higher. See the CMU bulletin (bulletins.cmich.edu) for details. If you are interested in this option, talk to your social work advisor, who can work with you to develop this.

Study Abroad

Studying abroad is an excellent learning opportunity for all students. The social work faculty encourages all students interested in studying outside the U.S. to meet with an advisor as early as possible to plan the timing of their study abroad. This will ensure that they graduate on time.

The Social Work Practicum (Field Experience)

The BSW practicum is the capstone and integrative experience of the BSW program. During these two semesters, students practice skills and learn social work under the direct guidance of a social worker who serves as a field instructor. The practicum experience is comprised of 200 hours of experience in both semesters of the senior year (SWK 470 and SKW 480). There is currently a summer intensive or block practicum for eligible students. The entire practicum is explained in detail in the [Field](#)

[Practicum Manual](#), which can be found online on the Blackboard shell or in the Student Resources section of our website: class.cmich.edu/socialwork

During the fall semester, while taking SWK 315/374, students are required to attend an initial informational meeting about the practicum and seminar and to interview with the field faculty to clarify their interests and what special needs, if any, are relevant to this experience which occurs during the senior year. The field faculty locates and arranges all practicum placements to ensure the placement will provide appropriate learning opportunities and instruction for students.

Child Welfare Certificate

As a social work major, you can earn a child welfare certificate endorsed and regulated by the Michigan Department of Health and Human Services (MDHHS) - the agency charged with protecting Michigan's children and strengthening their families. MDHHS and private agencies across Michigan give hiring preference for child welfare certificate graduates. You may also waive a portion of the State of Michigan's required new worker training.

Even if you choose not to pursue the child welfare certificate, taking child welfare courses is an asset for every social worker.

- This knowledge will help you to advocate for your clients.
- Having a comprehensive understanding of the child welfare and legal systems, empowers you to navigate these complex systems confidently.
- You'll learn about trauma, attachment, abuse/neglect, child development, parenting styles, testifying in court, and engaging with clients in the child welfare system.
- Most social workers will need to understand child welfare systems and issues, regardless of their area of practice.

If interested in learning more about the child welfare certificate, students should attend one of the CWC meetings held near the beginning of each semester. You may also contact our office for more information or speak to your social work advisor about the CWC option.



Child Welfare Certificate Requirements

Social Work Program, Anspach 034, Mount Pleasant, MI 48859
E-mail: swk@cmich.edu | Phone: 989-774-2690 | Text: 989-209-7847

Bachelor of Social Work Degree Requirements

To obtain the Child Welfare Certificate, students must complete the requirements for a BSW degree.

Requirements for the Child Welfare Certificate

Admission Requirements

1. **Application** - Students need to fill out an online application for the Child Welfare Certificate, preferably when they apply to the Social Work Program. The earlier an application is received and processed, the higher the likelihood that courses and trainings can be integrated in a student's schedule with little impact to their course load.
2. **Interview** - Students may be asked to complete an interview with CWC/Title IV-E faculty to assess their appropriateness for the program.

Retention and Termination Standards

1. Students are required to take training, courses, and related pre/co-requisites as revised to meet the certificate requirements.
2. Students must meet with a CWC advisor once per semester while pursuing the certificate.
3. Students must be placed in a child welfare agency for their internship placement.

Additional Courses Required

SWK 305 – Overview of Child Welfare

Training Required

Trainings will be provided by organizations with expertise, online modules, readings with applications, etc. and will be provided at no cost to the student. If a student feels that a particular course they have taken fulfills these

requirements, they will need approval for substitution from their CWC advisor.

- Substance Use Disorders
- Domestic Violence/Interpersonal Violence
- Sexual Abuse and Normative Sexual Development
- Crisis Intervention
- Suicide Prevention
- Case Management and Assessment
- Self-Care

Other Requirements for Child Welfare Certificate

Completion of the Intercultural Development Inventory (this occurs during BSW students' junior or senior year as a part of the Social Work program)

Recommended Courses for Child Welfare Certificate Students

These courses are not required for a BSW or CWC but are recommended if students have elective credits or are part of a minor the student is pursuing. As courses are developed that meet criteria for child welfare knowledge/skills we will update this list.

HDF 110 - Oppression: Roots and Impact on Human Development in the United States

HDF 212 - Families in Cultural Perspective

PSY 350 - Clinical Interviewing and Counseling

Please review the educational requirements of a BSW provided at
<https://www.cmich.edu/academics/colleges/liberal-arts-social-sciences/departments/politics-society-justice-public-service/social-work/student-resources>

Or by meeting with an Academic or Social Work advisor

Bachelor of Social Work (B.S.W.) Degree, Major, and Course Descriptions

Bachelor of Social Work Degree

The social work major on the BSW degree plan prepares students for generalist practice in the field of social work. The core competencies are learned through a blend of theory, practice, research and policy courses and implemented during the 400 hour practicum that students complete in their final two semesters.

General Education Requirements (30-42 hours)

See General Education Requirements in the Undergraduate Bulletin.

Other Degree Requirements I (3 hours)

Select one of the following:

HDF 100 - Lifespan Development 3(3-0)

PSY 220 - Lifespan Developmental Psychology 3(3-0)

Other Degree Requirements II (3 hours)

Select one of the following:

BIO 151 - Human Biology 3(3-0)

HSC 211 - Human Anatomy and Physiology 3(3-0)

Other Degree Requirements III (3 hours)

Select one of the following:

CGL 145/IGR 145 - Racism and Racial Justice through Dialogue 3(3-0)

WGS 245/IGR 245 - Gender Identities in Dialogue 3(3-0)

Specialized Studies (69-73 hours)

Major: Major: Social Work (49 hours)

Minor: (20-24 hours) a student will select one of the following alternatives:

a. Any University approved minor or second major.

b. 20 or more hours of coursework from at least two disciplines (not including required courses in Social Work) planned by a student with a Social Work advisor. These courses are intended to meet the student's individual learning objectives or to complement their professional interest. At least 9 hours must be at the 300 level or higher.

Electives

The number of elective hours will vary depending upon the requirements for the degree and the major.

Minimum Totals for Graduation: 124 hours

- To graduate from CMU you must complete a minimum of 120 hours, at least 40 of which must be in courses numbered 300 or above. Please note: the combination of some majors and minors may require more than 120 hours for graduation.
- No more than a total of 27 hours may be taken from the College of Business Administration and counted towards graduation.
- You should read the Requirements for Graduation in this Bulletin (<http://bulletins.cmich.edu/>) for a complete description.

Social Work Major

Admission Requirements

- Application** - Students need to apply to the Social Work Program by the third Friday in February or the third Friday in October. The application must include the following:
 - Application
 - Personal Interest Statement (using the prompts provided in the application)
 - Approval Form for the Social Work Related Experience
- Coursework** - Students need to complete the following coursework by the end of the semester in which they apply.
 - At least 50 credits with a cumulative GPA of 2.5 or better.
 - A minimum of 12 credits of major courses with a major GPA of 2.7 or better and no grade below a C in any required major course.
 - SWK 100 with a C or better.
 - SWK 205 with a B- or better.
 - SWK 250 with a B- or better.

Note: It is recommended that students complete SOC 200QR or its equivalent by the end of the semester in which they apply.

 - Math competency with a C or better.
 - Freshman English Competency with a C or better
 - Oral English Competency with a C or better.
- Academic References** - Students must request two college-level instructors to complete and return an Academic Reference form to the social work office by the end of the semester in which they apply. CMU social work faculty are not allowed to serve as a referee.
- Social Work Related Experience (Volunteer or Paid)** - Students must complete a minimum of 50 hours of approved social work related experience by the end of the semester in which they apply. Social work related experience is documented with the following forms:
 - Approval Form - Social Work Related Experience (submit this as soon as a site is identified and no later than the application deadline).
 - Reference Form - Social Work Related Experience documenting completion of at least 50 hours (due by the end of the semester of application).
 - Reflection Statement - a written response to prompts about the Social Work Related experience (due by the end of the semester of application).

Note: 100 hours of social work related experience is required prior to enrollment into SWK 321 (spring of junior year). This may be documented with an additional form(s) if not complete by the time of admission to the program.

Note: Completion of all steps of the admissions process does not assure that the student will be admitted to the BSW Program. Depending on the number of students admitted during the spring admission cycle, the admission cycle for the following fall may be limited or suspended. Therefore, it is highly recommended that students apply in the spring.

Retention and Termination Standards

- Students may be required to take courses and related pre/co- requisites as revised to meet accreditation standards. Students should consult their advisor with any concerns or to make needed major modifications.
- Students must earn a minimum of a B-(2.7) or better in any 200 level or above social work course.
- Students must achieve a 2.7 major GPA or better to graduate with this major.
- Students must maintain a cumulative GPA of no less than a 2.5.
- Students admitted to the social work program should consult the Student Handbook for the Retention and Termination Policy, which contains standards for continued academic and professional performance following admission.

Major Courses

Required Courses I (43 hours)

SOC 100 - Introductory Sociology 3(3-0)
SWK 100 - Introduction to Social Work 3(3-0)
SWK 205 - Pre-professional Seminar 1(1-0)
SWK 250 - Social Welfare Policies and Services I 3(3-0)
SWK 315 - Social Work Generalist Practice I 3(3-0)
SWK 321 - Social Work Generalist Practice II 3(3-0)
SWK 331WI - Social Work Generalist Practice III 3(3-0)
SWK 350 - Social Work Research Methodologies 3(3-0)
SWK 374 - Social Work and Human Behavior I 3(3-0)
SWK 375 - Social Work and Human Behavior II 3(3-0)
SWK 450 - Social Welfare Policies and Services II 3(3-0)
SWK 470 - Social Work Practicum I 4(Spec)
SWK 471 - Social Work Practicum Seminar I 2(2-0)
SWK 480 - Social Work Practicum II 4(Spec)
SWK 481 - Social Work Practicum Seminar II 2(2-0)
Note: SWK 450 is approved for offering as WI.

Required Courses II (3 hours)

Select one of the following:

SOC 221 - Social Problems 3(3-0)
SOC 302 - Social Inequality 3(3-0)

Required Courses III (3 hours)

Select one of the following:

SOC 200QR - Introduction to Social Research and Analysis 3(3-0)
PSY 211QR - Introduction to Psychological Statistics 3(3-0)
STA 282QR - Introduction to Statistics 3(3-0)

Note: SOC 200QR is the recommended course for social work majors.

Total: 49 semester hours

Note: The student will enroll in SWK 470 AND SWK 480 consecutively within two years of completing the course prerequisites.

Social Work Major Course Descriptions

SOC 100 Introductory Sociology 3(3-0) Systematic introduction to the field of sociology, its theories, concepts, and methods. Explores social relationships within the context of social structure. (University Program Group III-B)

SWK 100 Introduction to Social Work 3(3-0) Principles and values of social work, community resources and social service agencies, helping methods, and the role of the professional social worker.

SWK 205 Pre-professional Seminar 1(1-0) An introduction to professional skills. May be taken concurrently with an applied pre-professional experience in human services. Prerequisite: 24 semester hours completed.

***SWK 206 Pre-professional Applied Experience 1-5(Spec)** An introduction to professional skills through an applied experience in a community-based or human service-related setting. Each credit will require a minimum of 50 contact hours in a professional experience. CR/NC only. Pre/Co-requisite: SWK 205

SWK 250 Social Welfare Policies and Services I 3(3-0) History of social welfare and social action. Analysis of American social welfare systems. Links between social policy and needs and impacts on vulnerable groups.

***SWK 305 Overview of Child Welfare 3(3-0)** An overview of current issues and knowledge in child welfare practice and policy. Theory relevant to understanding child abuse and neglect is introduced. Prerequisite: 45 credit hours completed.

SWK 315 Social Work Generalist Practice I 3(3-0) Generalist communication skills through interviewing and information exchange with micro, mezzo and macro client systems. Develop ability to assess information obtained. Prerequisites: Must have minimum of 2.5 GPA; signed Social Work Major; applied to the Social Work Program; SWK 100; completion of 50 credit hours. Pre/Co-requisites: SWK 250; SWK 350. Co-requisite: SWK 374.

***SWK 318 A Toolkit for Advocacy and Activism 3(3-0)** An introduction to the methods, perspectives, challenges and opportunities of advocacy and activism in contemporary society. Identical to ANT 318 and SOC 318. Credit may not be earned in more than one of these courses. Prerequisite: 30 credit hours or completion of at least one writing intensive course; completion of at least one UP Group IV course.

SWK 321 Social Work Generalist Practice II 3(3-0) Knowledge, skills, and values for social work generalist practice within micro, mezzo, and macro client systems. Emphasis on culturally competent and evidence-based practice. Prerequisites: Admitted to the Social Work Program; all SWK program required volunteer hours completed; SWK 315, 374. Co-requisite: SWK 375.

SWK 331WI Social Work Generalist Practice III 3(3-0) Generalist social work practice with micro, mezzo and macro systems continued from SWK 315 & SWK 321 with emphasis on the strengths perspective. Writing Intensive. Prerequisites: Admitted to the Social Work Program; all SWK program required volunteer hours completed; SWK 315, 321. Co-requisite: SWK 470.

SWK 350 Social Work Research Methodologies 3(3-0) Data collection methodologies and issues for evidence-based practice and applied social work research including: experiments/single subject design, program evaluation, interviewing, community studies. Prerequisite: SWK 100; SOC 200QR or PSY 211QR or STA 282QR, with a C or better. Pre/Co-requisites: SWK 250 or SOC 221 or 302.

SWK 374 Social Work and Human Behavior I 3(3-0) Critique and analysis of theory explaining human behavior in individuals and families. Use of theory in social work practice with diverse and/or oppressed populations. Prerequisites: Must have minimum of 2.5 GPA; signed Social Work Major; applied to the Social Work Program. Pre/Co-requisites: SWK 250; BIO 151 or HSC 211.

SWK 375 Social Work and Human Behavior II 3(3-0) Theories explaining human behavior in groups, organizations, communities, and global systems. Prerequisites: Admitted to the Social Work Program; C or better in SWK 374. Co-requisite: SWK 321 OR completion of 86 hours in Bachelor of Science with an Option in Community Development.

SWK 450 Social Welfare Policies and Services II 3(3-0) Analysis and evaluation of social policies and social welfare services. Emphasis on social action, social and economic justice and impact on at-risk groups. May be offered as Writing Intensive. Prerequisites: Admitted to the Social Work Program; SWK 250; SOC 221 or 302; SWK 470. Co-requisites: SWK 480.

SWK 470 Social Work Practicum I 4(Spec) 200 hours of supervised experience in a social work setting. CR/NC only. Prerequisites: Admitted to the Social Work Program; SWK 321, 375. Co-requisite: SWK 331, 471.

SWK 471 Social Work Practicum Seminar I 2(2-0) Students consciously and critically integrate knowledge with direct practice observed in a field agency and compare generalist practice as implemented in different agencies. Prerequisites: Admitted to the social work program; Co-requisite: SWK 470.

SWK 480 Social Work Practicum II 4(Spec) Continuation of 200 hours of supervised experience in a social work setting. CR/NC only. Prerequisites: Admitted to the Social Work Program; SWK 470, 471 with a B- or better. Pre/Co-requisite: SWK 450. Co-requisite: SWK 481.

SWK 481 Social Work Practicum Seminar II 2(2-0) Students consciously and critically integrate knowledge with direct practice as performed in a field agency and compare generalist practice as implemented in different agencies. Prerequisites: SWK 471 with a B- or better, SWK 470. Pre/Co-requisite: SWK 450. Co-requisite: SWK 480.

SOC 221 Social Problems 3(3-0) Explores the nature and extent of major social problems. Examines structural, institutional, constructionist and normative elements and encourages critical engagement with types of proposed solutions. (University Program Group III-B)

or

SOC 302 Social Inequality 3(3-0) Study of class, gender and other forms of social inequality, the impact of inequality and discrimination, and factors linking and perpetuating systems of inequality. Prerequisites: SOC 100 or 201 or 221; or CGL 145. (University Program Group IV-A)

SOC 200QR Introduction to Social Research and Analysis 3(3-0) Basic research issues. Evaluation of definitions, measurements, and samples from social science data. Univariate, bivariate, and multivariate analysis techniques in social science research. Computer applications. Quantitative Reasoning. Prerequisites: Completion of math competency.

or

PSY 211QR Introduction to Psychological Statistics 3(3-0) Basic descriptive and inferential statistics are considered, including measures of central tendency and variability, the normal distribution, the t-test, ANOVA, correlation, and chi-square. Quantitative Reasoning. Prerequisites: PSY 100 and completion of Mathematics Competency.

Social Work Degree Course Descriptions

HDF 100 Lifespan Development 3(3-0) Explore the basic principles of human development across the lifespan grounded in the contexts of culture, history, policy, and relationships. This course may be offered as Writing Intensive. (University Program Group III-A: Behavioral Sciences).

or

PSY 220 Lifespan Developmental Psychology 3(3-0) Research-based findings on the development of human behavior from conception through late adulthood. (University Program Group III-A)

BIO 151 Human Biology 3(3-0) An introduction to human biology as a scientific discipline. Topics include cell biology, genetics, organ systems, biotechnology, and current issues. This course may not be used to satisfy the requirements for a biology major or minor. (University Program Group II-A)

or

HSC 211 Human Anatomy and Physiology 3(3-0) Covers basic structure and function of the human body. Prepares non-science majors and health profession students to take advanced human anatomy and physiology courses. Recommended: Successful completion of a college level science course or a strong background in basic sciences, i.e., high school biology or chemistry.

IGR 145 Racism and Racial Justice through Dialogue 3(3-0) Interdisciplinary course examines (through lecture and dialogue) the historical and economic causes of racism and ways of achieving a just society. (University Program Group IV-C Studies in Racism and Cultural Diversity in the United States)

or

WGS/IGR 245 Gender Identities in Dialogue 3(3-0) Through small-group dialogues with peers, students will critically explore the role of gender in shaping identity, relationships, and social institutions. Credit may not be earned in more than one of these courses. (University Program Group IV-A: Studies in Discrimination)

**Indicates an elective or special interest course.*

Social Work Major Map

Major Map

Bulletin Year: 2024-2025

Degree: BACHELOR OF SOCIAL WORK (BSW)

Major: SOCIAL WORK

The major map illustrates one path to completing your major, based on faculty members' advice on course sequence and a department's tentative plans for scheduling courses. This document provides general direction. For more specific advice and up to date schedules, it is expected that students will regularly discuss their plans of study with academic advisors and monitor the current class schedules as students are responsible for ensuring that all requirements for graduation have been met.

Additional Note: This is only a guide. For some students, classes may be taken at a later time with guidance from a social work advisor. You **MUST** meet with a social work advisor to discuss the admissions process, course sequencing and the volunteer requirements of the program. Book a social work advising appointment at class.cmich.edu/socialwork or contact the social work office at 989-774-2690 or swk@cmich.edu.

| Course | Cr. Hrs. | Course | Cr. Hrs. |
|---|----------|--|----------|
| FIRST YEAR | | | |
| Semester: Fall Total Credit Hours: 9 | | Semester: Spring Total Credit Hours: 9 | |
| SOC 100 (UP IIIB) | 3 | PSY 100 (if interested in PSY minor) (UP IIIA) | 3 |
| SWK 100 | 3 | Math Competency Course ¹ | 3 |
| ENG 101 | 3 | Oral English Competency Course | 3 |
| MEET WITH SOCIAL WORK ADVISOR ASAP* | | | |
| Course | Cr. Hrs. | Course | Cr. Hrs. |
| SOPHOMORE YEAR | | | |
| Semester: Fall Total Credit Hours: 10 | | Semester: Spring Total Credit Hours: 9 | |
| SOC 200QR preferred ² (PSY 211QR or STA 282QR) | 3 | BIO 151 (UP IIA) or HSC 211 ^{1,3} | 3 |
| SWK 205 (fall or spring of sophomore year) | 1 | SWK 350 (can be taken fall of junior year) | 3 |
| SOC 221 (UP IIIB) or SOC 302 (UP IVA) | 3 | SWK 250 (can be taken earlier) | 3 |
| HDF 100 (UP IIIA) or PSY 220 (UP IIIA) ³ | 3 | | |
| | | APPLY TO THE SOCIAL WORK PROGRAM | |
| Course | Cr. Hrs. | Course | Cr. Hrs. |
| JUNIOR YEAR | | | |
| Semester: Fall Total Credit Hours: 9 | | Semester: Spring Total Credit Hours: 6-9 | |
| SWK 315 (Fall only) | 3 | SWK 321 ⁴ (Spring Only) | 3 |
| SWK 374 (Fall Only) | 3 | SWK 375 ⁴ (Spring Only) | 3 |
| IGR 145 (UP IVC) or WGS/IGR 245 (UP IVA) ³ | 3 | SWK 305 (elective in child welfare) | 3 |
| Course | Cr. Hrs. | Course | Cr. Hrs. |
| SENIOR YEAR | | | |
| Semester: Fall Total Credit Hours: 9 | | Semester: Spring Total Credit Hours: 9 | |
| SWK 331WI ⁴ (Fall or Summer only) | 3 | SWK 450WI ⁴ (Spring Only) | 3 |
| SWK 470 ^{4,5} (Fall or Summer only) | 4 | SWK 480 ^{4,5} (Spring or Summer only) | 4 |
| SWK 471 ⁴ (Fall or Summer only) | 2 | SWK 481 ⁴ (Spring or Summer only) | 2 |
| Course | Cr. Hrs. | Course | Cr. Hrs. |

120 hours minimum required for graduation

40 hours 300 level or above required

¹ Prerequisite for course on Major.

² SOC 200QR or equivalent should be taken in fall or spring semester of sophomore year (prerequisite for SWK 350).

³ Required on BSW degree.

⁴ Student must be admitted to the Social Work program.

⁵ The student will enroll in SWK 470 and 480 consecutively within two years of completing the course prerequisites.

Additional Notes:

- This major map includes the courses for both the 49-hour major and the BSW degree requirements.
- BSW degree requires a minor or second major.
- Many students will be able to pair social work with a second major, such as Psychology, Spanish, Sociology, Social & Criminal Justice, Youth Studies, Political Science, Family Studies, Child Development, Early Childhood & Learning, Journalism, etc.

Policies

Professional Conduct Guidelines and Expectations

The baccalaureate social work degree (BSW) is a professional degree that carries great rewards and significant responsibilities, given the power and position many social workers have in their jobs and roles with clients. At CMU, becoming a social worker begins when a student pursues the BSW. The faculty offers formal training, but we also ask all students to recognize that success as a social work student is not just about good grades but about practicing professionalism throughout the college experience. The goal of faculty is to assist you in learning.

Remember: We are on your side. Our goal as a program is to support the professional development and success of students who seek to be social workers and ensure each of you is as skilled as possible when you graduate.

1. Students (that's you!) - should practice the professional skill of assuring they know what is expected for the program and classes.

- Read emails from the program.
- Download and save/print documents such as advising notes and forms needed later.
- Add required events such as advising appointments, orientations, convocations, and field meetings to personal calendars to help ensure on-time and prepared participation.
- Carefully read course outlines to understand what is required, e.g., participation, due dates, and attendance.
- Ask questions promptly if you are not sure of something.
- Take the initiative to find answers when you are not sure of something.

2. Classes in the program are primarily face-to-face. Attendance expectations are clearly presented in course outlines. These are developed by the program but vary due to course content and what an instructor determines works best in their class. They do not have to offer full or even partial credit for absences. Remember: students cannot 'self-excuse' from class or other mandatory activities, even for really good reasons.

3. If there is a disagreement or problem in a class or interaction with a faculty member, students will ideally communicate with that person to resolve the matter. We recognize that faculty have more power than students. That said, faculty are committed to assisting students and working to resolve situations that could have been handled differently or better. If a student believes there has been an injustice, they may consult with the office to request a meeting with a neutral other faculty member (typically, the director) to discuss concerns.

4. Students should communicate with the program or faculty as soon as possible when there is a problem. This builds professional practice skills in good administration, conflict resolution, teamwork, and accountability. Further, if we don't know about problems

promptly – whether directly with the program or even with personal matters – we can't help resolve them.

5. Students are strongly encouraged to be deliberate in their language and communication with others via social media posts and in private conversations. Anything in writing or photo/video format can easily and quickly be captured (even if the student subsequently deleted the post). These can be made public in numerous ways, whether through social media or direct communication, e.g. with faculty and others at CMU. In professional practice, even private behavior is subject to professional standards. If the faculty is made aware of student use of language and behavior inconsistent with social work practice and ethics, we will review the situation carefully.

Retention and Termination Policy

The social work degree is a professional degree which will allow the student to practice with a license upon completion. Admission to the program is required but students are expected to demonstrate professional behavior which aligns with academic and other expectations throughout their time in the BSW program. This policy explains those expectations and possible steps taken if students may violate them.

Social Work Program

To become a candidate for the BSW program, a student must complete the steps of admission and be granted full admittance status to the program. Once admitted, students must adhere to continued standards of conduct and progress, including minimum academic progress and demonstration of professionalism. These expectations continue up to the final day of the final semester in the program. The social work program may at any time review a student's status in the BSW program using the following standards for continued academic performance and professional behavior as a basis for such review.

A social work (BSW) student is expected to:

- Take courses and related pre-/co-requisites as revised to meet accreditation standards. Students should consult their advisor with any concerns or to make needed major modifications.
- Earn a minimum of a minimum of a B- (2.7) or better in any 200 level or above social work course.
- Achieve a 2.7 major GPA or better to graduate with this major.
- Maintain a cumulative GPA of no less than 2.5.
- Demonstrate adequate, positive, and appropriate verbal and written communication skills. This includes communication in class, field education and interactions with fellow students, professional colleagues, clients, and faculty/staff.

- Demonstrate reliability. Excessive absences and/or tardiness from class, and/or field instruction and/or required social work program meetings, and/or late submission of course work, demonstrate a lack of such conduct.
- Demonstrate adherence to the NASW Code of Ethics in all public settings, including interactions in and out of courses, volunteering and field education.
- Demonstrate professional behavior. This includes respectful classroom behavior, respectful treatment of classmates, professors, and staff, avoiding situations that reflect behavior inconsistent with social work practice and student participation in problem solving where needed or requested in matters that directly concern the student.
- Demonstrate adherence to CMU's Policy on Academic Integrity. A violation of this policy is likely to also be a violation of the NASW Code of Ethics and may result in immediate dismissal from the program.
- Demonstrate adequate performance in field education activities. This includes but is not limited to completion of individual learning objectives, punctuality, professional presentation for the practicum setting, and meeting expectations of the field instructor.

Students failing to meet these expected standards may be dismissed from the program up to and including the end of the final semester of social work courses (i.e. typically when taking SWK 480, unless retaking a course).

The Program Director is responsible for assuring that there is oversight of the standards for continued academic performance of students. This includes regular review of grades in relevant courses and GPA and assurance that students have completed any conditions of admission to or probation in the program. If a student has fallen below any of the academic/grade standards and expectations outlined above, the Program Director will assure that advisors are notified to contact the student about the concern, making a record of the contact, or may refer the student to the Academic Progress Review Committee.

Academic Progress Review Committee

The retention and termination policy and process is overseen by the Academic Progress Review (APR) Committee. This committee is comprised of three social work faculty members chosen by the faculty. If the matter under review has to do with Field Education, the Field Education Director will be one of the members of the committee. Additionally, at the discretion of the committee, other faculty may be consulted or included in any meetings held. Specifically, a faculty member bringing concerns may be asked to come to the meetings.

Initiation of progress review by the Academic Progress Review Committee

The status of any student may be reviewed at any time following admission to the social work program if a faculty member requests that the Program Director convene a meeting of the APR Committee. Any other person concerned by a student's conduct,

performance, or behavior may also initiate such a review. A report will be made to the social work program director, who will evaluate the merits of the concern.

If a report/complaint is deemed to have merit or if the Program Director determines that a student has not met the required standards, the APR Committee will be convened to review the concern. If the Program Director is the reporter, the APR Committee will review the merits of the concern.

Timeframe

The student will be contacted as soon as possible after the report, and at the latest, within five business days of the initial APR Committee meeting.

This contact will be by phone, e-mail and/or formal letter. If a phone call is the initial contact, a follow-up e-mail or letter will also be sent to confirm the contact. A meeting will be held within two weeks of the initial report; however, every effort will be made to meet as quickly as possible. This timeline applies to students who are unresponsive, in which case the APR Committee may hold a meeting to discuss the student's status in the program within 14 days of the initial attempt to contact them.

If the report or concern may affect enrollment in the following semester, every effort will be made to assure that the student is contacted before the start of or as soon after the start of the next semester as possible.

Meeting

The student will be informed of the concerns raised in the report, with as much detail as is possible and reasonable regarding specific behaviors or concerns provided to the student at this time. The student may request one follow-up meeting with the Committee within one week to provide additional information and/or to bring witnesses. No other persons are to be present at either of these meetings unless a request has been made to the Social Work Program Director and granted for the specific person(s) attending. Witnesses may not be present for any portion of the discussion with the student, presentations by other witnesses, or deliberations of the Committee. A student may request an advocate be present with the advocate selected from non-social work faculty or staff of the Office of Student Affairs.

Consequences

Following the meeting with the student, the APR Committee will meet to determine the outcome. This meeting may be held immediately following that with the student or within the full week following the final meeting with the student. Options include:

- Taking no action. The APR Committee can determine that the report against the student warrants no action on the student's part or the social work program's part.

- Placing student on probation status with the social work program while allowing continued participation in the program. The APR Committee may determine that the student has demonstrated academic or other performance problems. In this case, a corrective plan will be developed which specifies what deficiencies must be resolved or what remediation must be achieved. Students may be asked to retake any course which falls below the minimum grade of a B-. A date or timelines will be established for the plan. At the end of the timeline, the Program Director will review whether the requirements of the plan have been achieved. The Program Director may reconvene the APR Committee to review the student's progress if the Program Director deems it appropriate.
- A period of suspension from the program which may require the student to retake any course which falls below the minimum grade of a B-.
- A period of suspension from the program which requires remediation activities by the student.
- Immediate dismissal from the program.

As noted above, a student who does not meet the standards for continued academic performance and/or professional behavior and who does not respond to a request to attend an APR Committee meeting within 14 days may be put on probation by the APR Review Committee without the student present.

Each step of this process is to be appropriately documented.

A formal written response will be given to a student within two weeks of the APR Committee's last meeting with the student and shall include specific steps being taken by the Social Work Program as well as any corrective plan developed. This is to be delivered to the student at the last known address and the student will be notified by e-mail or phone that a copy of the written response is available in the social work office as well. A copy of the response is to be kept in the social work office.

Students in practicum (SWK 470 and SWK 480) must resolve any probation and/or suspension requirements documented by the APR Committee in order to receive a passing grade in SWK 470 and SWK 480. Students not receiving a passing grade in either SWK 470 or SWK 480 will be reviewed by the APR committee.

Appeal

Any student who has been reviewed by the APR Committee has a right to appeal decisions made by the APR Committee. This appeal process will be consistent with any department and university appeals processes in place. All appeals except dismissal from the program will be heard by a committee which includes at least one social work instructor not involved in the original decision unless there are no remaining members. For probationary appeals, the student's appeal should be made to program within 28 days of the decision.

Any appeal by the student of suspension or dismissal from the social work program shall be initiated within 28 days of a decision of the Committee regarding the outcome of the hearing. The appeal should be in writing and given to the Chair of the School of Politics, Society, Justice and Public Service (SPSJPS). The School Chair will notify the Program Director that an appeal has been made. An Appeal Committee of five people will be constituted within the school. This membership of the committee will be three social work faculty (excluding the person who made the original report about the student) and two people from the remainder of the school faculty (chosen by the SPSJPS chair). The student and Social Work Program Director each have the right to one peremptory challenge. The student may bring a witness or other support person, including an advocate (described in the Meeting section above), to the appeals meeting. He/she may present the appeal or have the advocate do so.

The decision of the Appeal Committee will be final and will be documented in writing to the student with a copy to be kept in the social work office.

Waiver of Existing Program Requirements and Standards Policy

The purpose of this policy is to promote fairness and consistency in implementing the approved curriculum. The entire curriculum of the BSW program, including courses required for the major, courses required for the degree, expectations for admission and prerequisites for required courses, are developed as part of addressing and complying with accreditation standards. While for a typical major, individual faculty have considerable discretion in determining requirements for individual students and their major plans, the burden of accreditation removes much discretion from individual faculty.

Requests for waiver of any program requirement must be considered by the faculty as a whole to assure compliance with the purposes of the requirement and equity for students. Where a review points to a need for changes in the requirements, any such changes would become part of the accredited program and applied to all students, rather than being a variance for individual students.

Courses required for the major

Two areas of exceptions are most likely to be relevant here. One is transfer students who have courses they wish to bring from other institutions. The other is students who have in some cases taken courses through CMU which are similar to or have content which sufficiently overlaps the content of related BSW program courses. These exceptions are rare, but students may always ask.

Substitution for social work courses does not fall within the scope of advising for individual faculty. In order to assure the purposes of courses specified in the major and planned learning as defined by accreditation, any substitutions must be addressed by a social work faculty committee.

Courses required for the degree

Non-social work courses from other institutions must be defined as equivalent or more advanced by the designated faculty member in the department housing the required course. For example, a student would be allowed to use a two-course sequence of Anatomy and Physiology to replace HSC 211 if the health science faculty responsible for this review indicates that to be acceptable.

Expectations for admission

Individual faculty may never approve variances from admission requirements. The admissions committee will consider any requests for variance, which should be submitted in writing by the student.

Prerequisites for required courses

Under university policy, individual faculty teaching a course are able to waive pre/co-requisites for courses. However, pre/co-requisites are established for courses as part of a larger review of implementation of accreditation standards. Thus, only prerequisites approved for such waiver or substitution approved by a faculty committee may be granted. So, for example, SWK 315 and SWK 374 must be taken at the same time. Therefore, the instructor of SWK 315 or SWK 374 may not allow a student to take their course without the other.

Student Participation in Program Governance Policy

The social work faculty affirms the importance of student participation and voice in the governance of the social work program and affirms their right to provide input about, and receive notification of, changes to policies related to social work program academic and related matters. To achieve this, the program will provide regular opportunities for students to offer their feedback and to be informed of proposed or approved changes to the program.

Procedures

If substantive changes to the program's curriculum or program requirements are to be considered, current social work majors will be notified. They will also be advised of options for providing input to the program faculty.

Notice of faculty decisions about changes affecting students directly, such as curriculum and admission policies, will be posted on the social work program Blackboard page. Students may be provided opportunities through face-to-face feedback to the faculty, such as Town Hall meetings open to all students, through mechanisms such as online surveys, and on an ongoing basis via the comment box in the program office. Results of data gathered will be made available to students, e.g., through email or announcements posted in Blackboard, or if faculty deem it appropriate, will be presented and discussed for further input at an in-person meeting with faculty.

The faculty will provide opportunities at least once per semester for the leadership of student organizations to meet with the faculty in order to discuss program matters, including policies and curricular matters.

Students may individually or as a group request a meeting with the social work program on any matter of interest. Such a request can be to meet with a specific person and/or the whole faculty and should be made through the social work office or the program director.

CMU Policy On Academic Integrity

This Policy applies to any and all student experiences in which academic credit is involved (e.g., courses, internships, practica, theses).

Because academic integrity is a cornerstone of the University's commitment to the principles of free inquiry, students are responsible for learning and upholding professional standards of research, writing, assessment, and ethics in their areas of study. In the academic community, the high value placed on truth implies a corresponding intolerance of academic dishonesty. Written or other work which students submit must be the product of their own efforts and must be consistent with appropriate standards of professional ethics. Academic dishonesty, which includes cheating, plagiarism and other forms of dishonest or unethical behavior, is prohibited. CMU's policy on academic integrity is in CMU's Undergraduate Academic bulletin: <https://bulletins.cmich.edu>.

Transfer Credit Policy

University Policy

The Central Michigan University Registrar's Office determines transfer credit equivalencies. College academic advisors or social work faculty advisors can assist with questions or concerns about transfer courses. Transferability of coursework from all Michigan Community Colleges as well as many other colleges and universities can be viewed at <https://netconnect.cmich.edu/whatwilltransfer>.

Transfer Credit Policy for Social Work Courses

In the case of social work, the faculty has agreed to transfer into the BSW degree and major courses that are equivalent to SWK 100. Undergraduate Academic Services maintains a list of equivalencies between the introductory social work course (SWK 100) and those offered by other institutions. In situations where a course has not been approved as equivalent, the social work program faculty will review the course outline and make a recommendation. Faculty decisions are final.

Courses other than SWK 100 will transfer as SWK credit only. In general, other SWK courses will not transfer to the major.

Decisions about the social work degree and major made by social work faculty are recorded in CMU's Degree Progress system for individual students. When the Registrar's Office performs audits of courses for students prior to graduation, only those courses that have been endorsed by faculty in the Degree Progress system are considered part of the BSW degree and major.

Prior Life Experience Policy

The following is the social work program's credit policy for life experience:

The Central Michigan University Social Work Program does not provide credit for life experience or previous work experience within the major. The Council on Social Work Education prohibits granting credit for life experience for the core professional courses or the field practicum.

CMU Grade Grievance Policy

The University recognizes that it is the instructor's prerogative to determine a grade. Responsibility for resolving grading disputes is shared among the instructor, the student, the school, and the college. If a question is raised by a student concerning a grade, the instructor should discuss the matter willingly and give evidence to make clear his/her basis for determining the grade. In turn, the student should recognize the need to demonstrate a valid basis for complaint. At any time, either upon the student inquiry or upon his/her own initiative, the instructor who believes a change of grade is justified may initiate a request for a change in grade.

Refer to the Undergraduate Bulletin for the steps to follow for reviewing allegations of capricious grading under the grade grievance policy. The bulletin is accessible online at: <https://bulletins.cmich.edu>.

CMU Academic Probation, Suspension, Dismissal and Reinstatement

Students have the responsibility to realize when they are having academic difficulties and to seek help as needed. Students are encouraged to seek assistance from their instructors, counselors or advisors, or from Tutoring and Supplemental Instruction resources through the Office of Student Success (<https://www.cmich.edu/offices-departments/office-student-success>).

Students experiencing academic difficulties may face sanction from the University in addition to or instead of sanction from the Social Work Program. Students are responsible for understanding the following policies found in the University Bulletin (<https://bulletins.cmich.edu>): Undergraduate Academic Probation, Suspension, Dismissal, and Reinstatement Policies and Procedures.

Student Complaint Procedures

In general, the process for resolving student complaints is to attempt to resolve problems as they occur at the level closest to the problem. When this is impossible or unsuccessful, problems can be moved up through the academic hierarchy from program to department to college.

The By-laws of School of Politics, Society, Justice and Public Service provide a process for resolving student grievances. The process is provided below, recognizing that social work program faculty are school faculty as well.

1. In all cases, university rules regarding the resolution of student complaints will be followed.
2. In principle, efforts will be made to resolve complaints by encouraging students to consult with the faculty member in question. At the student's request, the School Chair will become involved if such a conversation with the faculty is not possible or if such a conversation does not lead to a resolution of the complaint.

CMU Student Conduct

The Code of Student Rights, Responsibilities and Disciplinary Procedures at Central Michigan University establishes the procedures followed and outlines the possible consequences for students found in violation of the "Code of Conduct." The disciplinary procedures outlined in this document do not replace or substitute for filing charges through law enforcement agencies if it is determined that such action is appropriate.

This document originally was formally adopted by the Board of Trustees for Central Michigan University on December 16, 1972. Since that time, it has been periodically reviewed and revised as needs changed. This revision was approved by the President and the Board of Trustees on June 27, 2019.

In keeping with the policies and goals established by the Board of Trustees, the President is responsible for communicating rules and regulations pertaining to student rights and responsibilities, including regulations governing student organizations. In fulfilling this responsibility, the President is obligated to assure the right of due process for students.

The President has designated the Associate Vice President for Student Affairs as the person charged with the administration of student discipline. The Associate Vice President for Student Affairs appoints Conduct Proceedings Officers to answer questions concerning the rights and responsibilities of students, to receive complaints as they are reported, and to follow through with discipline cases to their resolution.

These policies and procedures are further outlined on Central Michigan University's Code of Student Rights, Responsibilities and Disciplinary Procedures web page which

is located at <https://www.cmich.edu/offices-departments/office-of-student-conduct/university-policies/code-of-student-rights-responsibilities-and-disciplinary-procedures>.

Involvement with the Criminal Justice System

Nearly all agencies routinely request background checks on student interns and employees. Students in the BSW program should be aware that prior problems with the law, allegations, and even charges that may have been expunged or which may have occurred while a minor may be visible and considered in decisions to accept a student for placement, a social worker for employment, or approval for a social work license. Some types of prior convictions may make it difficult to practice in social work or at least in certain areas of social work.

If you have had ANY involvement with the legal system, consulting with your social work advisor, the state board of social work licensure and/or an attorney is advisable. It is important if you are asked about prior history of any criminal charges against you by an agency to be as honest as possible in presenting such information. Students have been refused field practicum placements in the past because they did not disclose records. Their failure to disclose that information (not necessarily the nature of the conviction itself) precluded the student's involvement in that agency.

Alcohol, Marijuana and Other Drugs

In November 2018, Michigan voters approved a proposal (Proposal 1) that legalizes the possession and use of marijuana for individuals 21 years and older. Similar to alcohol, possession of and use of marijuana are legal under certain circumstances and with some regulation. Marijuana use is not, however, legal under federal laws. Students who may choose to use these substances, both alcohol and marijuana, among others, are responsible for understanding the possible impact of that use on their ability to successfully complete the social work program. Again, both alcohol and marijuana are regulated in their use. For example, both require being 21 or older. Driving under the influence of either is also regulated.

Many employers, as well as potential field education/practicum sites, may legally require drug testing as a condition for successful application to work at the agency. Inability to pass a drug test or having a background which includes alcohol, marijuana or other drug related offenses may limit or in some cases prevent placement for the field practicum. In some cases, legal offenses may be a barrier to employment in the future. The social work program adheres to the university's policies on alcohol and drug use. Violations of university policy may result in a review of a student's status in the program. For more information on CMU's policy, please visit <https://www.cmich.edu/news/details/marijuana-and-cmu-faq>.

CMU Policy Involving the Use of Human Subjects in Research

Every study that involves human subjects is reviewed by the Institutional Review Board (IRB) before it is allowed to begin. The IRB considers the risks to subjects, the anticipated benefits to subjects and/or others, the importance of the knowledge that may be gained, the recruitment procedures, and the informed consent process that will be used.

The conduct of human subject research at Central Michigan University (CMU) is guided by three ethical principles:

- Respect for persons, which is ensured by obtaining informed consent, consideration of privacy, confidentiality, and additional protections for vulnerable populations.
- Beneficence, which is assured by ensuring that possible benefits are maximized and possible risks are minimized to all human subjects.
- Justice, which is the equitable selection of subjects.

These principles form the basis of federal regulations and university policy, which specify that:

- Principal Investigators (PIs, project directors) have primary responsibility for the protection of human subjects.
- All members of the research team are expected to conduct research in accordance with approved ways for protecting human subjects.
- Researchers must be educated about the protection of human subjects.
- The Institutional Review Board (IRB) reviews every research study that involves human subjects to determine that the rights and welfare of participants are protected.
- Special protections are required if the human subjects in a proposed study are part of a vulnerable population (e.g., children, pregnant women, prisoners, and persons with cognitive impairments).

Information is also available from the IRB, Office of Research Compliance, at Foust Hall 104, (989) 774-6401, cmuirb@cmich.edu or <https://www.cmich.edu/offices-departments/office-research-graduate-studies/office-of-research-compliance/institutional-review-boards>.

CMU Office For Institutional Diversity, Equity and Inclusion

Our Mission: The Office for Institutional Diversity, Equity, and Inclusion (OIDEI) is the driving force behind CMU's commitment to creating a culture of belonging. The work of our division emerges in the expansion of institutional policy, procedure, and practice as it relates to diversity, equity, inclusion, and social justice.

Our Vision: We aim to advance Central Michigan University as a pluralistic educational community that fosters growth and transformation in action and thought.

Diversity education is provided for staff, faculty, students, and community members on cultural competency in the classroom, on campus, and within the community:

<https://www.cmich.edu/offices-departments/institutional-diversity-equity-inclusion>.

CMU Policy On Sexual and Gender-Based Misconduct

Central Michigan University is committed to equal educational and employment opportunities and to the elimination of all forms of prohibited discrimination. Correspondingly, CMU has enacted a Sexual and Gender-Based Misconduct Policy, which was last revised in August 2021. This policy provides information regarding how CMU will proceed once it has become aware of allegations of sexual and gender-based misconduct.

Under the Sexual and Gender-Based Misconduct Policy, Title IX sexual harassment, dating violence, domestic violence/intimate partner violence, sexual assault, sexual exploitation, sexual harassment, stalking and retaliation will not be tolerated and are expressly prohibited. CMU strives to eradicate sexual and gender-based misconduct through primary prevention and ongoing awareness programs, education, training, clear policies and serious consequences for acts of sexual and gender-based misconduct. The Sexual and Gender-Based Misconduct Policy applies to all CMU faculty, staff and students regardless of sex, gender, gender identity, gender expression or sexual orientation.

If you see something, say something. It's on all of us to take a stand against sexual misconduct.

Reporting Sexual Misconduct

An online sexual misconduct reporting tool for students to report incidents of sexual misconduct is available: <https://www.cmich.edu/offices-departments/OCRIE/title-ix-sexual-gender-based-misconduct/sexual-misconduct-reporting-form>

Designated Officials are responsible for are required to immediately report any information they know about possible sexual or gender-based misconduct to the Title IX Coordinator or designee. Designated officials include, but are not limited to: senior officers; athletic coaches, trainers, staff and volunteers; CMU police department employees; professional and administrative staff; academic department chairs; residence hall directors, residence life paraprofessional and front desk staff and apartment supervisors; and peer advisors and other residential college staff. Additionally, all supervisors have a responsibility to report allegations or observations of employees engaging in sexual and gender-based misconduct.

Office of Civil Rights and Institutional Equity
Bovee University Center 306
Central Michigan University
Mount Pleasant, MI 48859
989-774-3253
ocrie@cmich.edu
<http://www.cmich.edu/ocrie>

You may speak confidentially to the following resources about your experience or concerns regarding sexual or gender-based misconduct. Confidential resources are under no obligation to share your concerns with the Title IX Coordinator.

Confidential resources:

- [CMU Counseling Center](#) — Foust Hall 102, 989-774-3381
- CMU Primary & Specialty Services Clinic – 1280 SE Campus Drive Suite 2104, 989-774-7585
- [CMU Psychological Training and Consultation Center at the Carls Center](#) – Health Professions Building 1101, 989-774-3904
- [CMU Sexual Aggression Peer Advocates](#) — Foust Hall 150, 989-774-2255
- [CMU Sexual Aggression Services](#) – Foust Hall 150, 989-774-6677
- [Listening Ear](#) – 989-772-2918
- [McLaren Central Michigan](#) – 1221 South Drive, 989-772-6700 (Sexual Assault Nurse Examiner [i.e. SANE] is available or on-call at this location)
- [MDHHS-Sexual Assault Hotline](#) – 855-VOICES4 (855-864-2374)
- [MidMichigan Medical Center](#) – Mt. Pleasant – 4851 East Pickard Street, 989-775-1600
- [R.I.S.E. \(Recovery, Independence, Safety, Empowerment\)](#) [Formerly Women's Aid Service] — 989-772-9168
- [Saginaw Chippewa Indian Tribe Nami Migizi Nangwiihgan Domestic Violence, Sexual Assault, and Stalking/Harassment Services](#) – 989-774-4400
- Health care providers, including medical professionals at CMU's Student Health Services providing related health care services
- Members of the clergy providing related clerical or spiritual guidance

Services For Students Provided by The University

The university maintains a variety of services to assist students. The list below provides information about some of these services and students are encouraged to consult CMU's Undergraduate Bulletin for additional resources: <https://bulletins.cmich.edu>.

The **Career Development Center** assists individuals in recognizing career development as a lifelong process and to develop decision-making and job search skills that are useful throughout life. For more information about services, contact the Career Development Center, Ronan Hall 240, 989-774-3068, careers@cmich.edu, or online at: www.careers.cmich.edu.

The **Counseling Center** offers free, confidential, short-term individual and group counseling services to enrolled students dealing with various issues and concerns. For more information about services contact the Counseling Center, Foust Hall 102, 989-774-3381, counsel@cmich.edu, or online at: www.counsel.cmich.edu.

The **Office of Student Success** provides students with support from the start of their CMU journey through graduation, and provides services such as new student

orientation, academic advising, and academic support (tutoring and supplemental instruction). For more information about services, contact the Office of Student Success, Ronan Hall 260, 989-774-3401, oss@cmich.edu, or online at: <https://www.cmich.edu/offices-departments/office-student-success>

The **Student Disability Services** office provides accommodations for CMU students with permanent or temporary disabilities who choose to register with our office. Students are encouraged to register as early as possible as accommodations are not retroactive and do not automatically carry over from high school or another institution. For more information about services, contact Student Disability Services, 120 Park Library, 989-774-3018, or online at: <https://www.cmich.edu/ess/studentaffairs/SDS/Pages/default.aspx>.

Student Health Services provides on-campus clinics to provide health care for students while you are away from home. Their board-certified health care professionals can provide the treatment you need and also work hand-in-hand with your family doctor or specialist to manage ongoing treatments while you are attending CMU. For more information about services, contact Student Health Services, Foust Hall 220, 989-774-6599, or online at: <https://www.cmuhealth.org/services/student-employee-health/student-health-services>

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's educational records within 45 days of the date the University receives a request for access.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's educational records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights.

Students may ask the University to amend a record they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosures without consent.

One exception, which permits disclosure without consent, is disclosure to University officials with legitimate educational interests and/or needs to review an educational record in order to fulfill his or her professional responsibility. A University official for the purpose of this policy is defined as follows:

- members of the faculty;
- members of the professional, executive and administrative staff;
- members of the Central Michigan University Police Department in an emergency if knowledge of the information is needed to protect the health and safety of a student;
- students, when properly appointed as members of a hearing panel or screening committee;
- representatives of the State Auditor General when performing their legal function;
- a person or company with whom the University has contracted (e.g. attorney, auditor, or collection agent) but limited to only the specific student information needed to fulfill their contract;
- others as designated in writing by the President, a University Vice President or Dean.

Upon request, the University discloses educational records without a student's consent to officials of another school in which a student seeks to enroll. Another exception, which permits disclosure without consent, is when the information consists solely of "Directory Information". Directory information may be published or released by University faculty and staff at their discretion. Unless a student specifically directs otherwise, as explained more fully in paragraph (4) below, Central Michigan University designates all of the following categories of information about its students as "Directory Information":

- A. name, campus address, home address, telephone listing, and campus e-mail address
- B. state of residence
- C. age, and date and place of birth
- D. major field of study, including the college, department, or program in which the student is enrolled

- E. classification as a freshman, sophomore, junior, senior, or graduate student
 - F. enrollment status (full-time, half-time, less than half-time)
 - G. participation in officially recognized activities and sports
 - H. weight and height of members of athletic teams
 - I. dates of attendance and graduation, and degrees received
 - J. the most recent educational institution attended
 - K. honors and awards received, including selection to the Dean's or President's list, honorary organization, or the G.P.A. range for the selection
 - L. image or likeness of a student if captured during a Central Michigan University-sponsored event, activities, or public events held on any Central Michigan University campus location.
4. A student has the right to refuse the designation of all categories of personally identifiable information listed above (A. through K.) as Directory Information. Due to the public nature of item L, removal of the image or likeness may not be feasible. If a student exercises this right, it will mean that no Directory Information pertaining to the student will be published or otherwise released to third parties without consent, a court order or a subpoena.

Any student wishing to exercise this right must inform the Registrar's Office in writing by September 1 regarding the withholding of all categories of personally identifiable information with respect to that student. This will ensure that their name will not appear in the printed Central Michigan University Directory. Requests after this date will be processed and although it will not impact the printed directory it will remove the student's information from the online directory. Once a student has requested the withholding of information, "Directory Information" will be withheld until they submit another request in writing to remove it.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Central Michigan University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5901

Access to CMU's FERPA online resource is available at: [https://www.cmich.edu/offices-departments/registrars-office/records-policies/family-educational-rights-privacy-act-\(ferpa\)](https://www.cmich.edu/offices-departments/registrars-office/records-policies/family-educational-rights-privacy-act-(ferpa))

Ethics

Social Work Ethics

High professional standards and measures of appropriate relationships guide Social Work practice between the social worker, client and the outside environment. The Social Work Program at Central Michigan University has accepted and is guided by the National Association of Social Work (NASW) Code of Ethics as the standard of appropriate practice for the faculty and students. Instruction on the use of the Code of Ethics is provided throughout the curriculum. Although the faculty uses the NASW Code of Ethics as the standard of ethical behavior, there are additional ethical criteria (i.e. human subject, agency standards, state registration) utilized when appropriate to the specific situation. Faculty encourage the students to understand that ethical standards applies to professional contact per the values of social work. There is a copy of the NASW Code of Ethics in the in the following pages.

Code of Ethics of The National Association of Social Workers

2021 Update

Preamble

The primary mission of the social work profession is to enhance human well-being and help meet the basic human needs of all people, with particular attention to the needs and empowerment of people who are vulnerable, oppressed, and living in poverty. A historic and defining feature of social work is the profession's focus on individual well-being in a social context and the well-being of society. Fundamental to social work is attention to the environmental forces that create, contribute to, and address problems in living.

Social workers promote social justice and social change with and on behalf of clients. "Clients" is used inclusively to refer to individuals, families, groups, organizations, and communities. Social workers are sensitive to cultural and ethnic diversity and strive to end discrimination, oppression, poverty, and other forms of social injustice. These activities may be in the form of direct practice, community organizing, supervision, consultation, administration, advocacy, social and political action, policy development and implementation, education, and research and evaluation. Social workers seek to enhance the capacity of people to address their own needs. Social workers also seek to promote the responsiveness of organizations, communities, and other social institutions to individuals' needs and social problems.

The mission of the social work profession is rooted in a set of core values. These core values, embraced by social workers throughout the profession's history, are the foundation of social work's unique purpose and perspective:

- service
- social justice
- dignity and worth of the person
- importance of human relationships
- integrity
- competence.

This constellation of core values reflects what is unique to the social work profession. Core values, and the principles that flow from them, must be balanced within the context and complexity of the human experience.

Purpose of the NASW Code of Ethics

Professional ethics are at the core of social work. The profession has an obligation to articulate its basic values, ethical principles, and ethical standards. The *NASW Code of Ethics* sets forth these values, principles, and standards to guide social workers' conduct. The *Code* is relevant to all social workers and social work students, regardless of their professional functions, the settings in which they work, or the populations they serve.

The *NASW Code of Ethics* serves six purposes:

1. The *Code* identifies core values on which social work's mission is based.
2. The *Code* summarizes broad ethical principles that reflect the profession's core values and establishes a set of specific ethical standards that should be used to guide social work practice.
3. The *Code* is designed to help social workers identify relevant considerations when professional obligations conflict or ethical uncertainties arise.
4. The *Code* provides ethical standards to which the general public can hold the social work profession accountable.
5. The *Code* socializes practitioners new to the field to social work's mission, values, ethical principles, and ethical standards.
6. The *Code* articulates standards that the social work profession itself can use to assess whether social workers have engaged in unethical conduct. NASW has formal procedures to adjudicate ethics complaints filed against its members.* In subscribing to this *Code*, social workers are required to cooperate in its implementation, participate in NASW adjudication proceedings, and abide by any NASW disciplinary rulings or sanctions based on it.

*For information on NASW adjudication procedures, see *NASW Procedures for the Adjudication of Grievances*.

The *Code* offers a set of values, principles, and standards to guide decision making and conduct when ethical issues arise. It does not provide a set of rules that prescribe how social workers should act in all situations. Specific applications of the *Code* must take into account the context in which it is being considered and the possibility of conflicts among the *Code*'s values, principles, and standards. Ethical responsibilities flow from all human relationships, from the personal and familial to the social and professional.

Further, the *NASW Code of Ethics* does not specify which values, principles, and standards are most important and ought to outweigh others in instances when they conflict. Reasonable differences of opinion can and do exist among social workers with respect to the ways in which values, ethical principles, and ethical standards should be rank ordered when they conflict. Ethical decision making in a given situation must apply the informed judgment of the individual social worker and should also consider how the issues would be judged in a peer review process where the ethical standards of the profession would be applied.

Ethical decision making is a process. In situations when conflicting obligations arise, social workers may be faced with complex ethical dilemmas that have no simple answers. Social workers should take into consideration all the values, principles, and standards in this *Code* that are relevant to any situation in which ethical judgment is warranted. Social workers' decisions and actions should be consistent with the spirit as well as the letter of this *Code*.

In addition to this *Code*, there are many other sources of information about ethical thinking that may be useful. Social workers should consider ethical theory and principles generally, social work theory and research, laws, regulations, agency policies, and other relevant codes of ethics, recognizing that among codes of ethics social workers should consider the *NASW Code of Ethics* as their primary source. Social workers also should be aware of the impact on ethical decision making of their clients' and their own personal values and cultural and religious beliefs and practices. They should be aware of any conflicts between personal and professional values and deal with them responsibly. For additional guidance social workers should consult the relevant literature on professional ethics and ethical decision making and seek appropriate consultation when faced with ethical dilemmas. This may involve consultation with an agency-based or social work organization's ethics committee, a regulatory body, knowledgeable colleagues, supervisors, or legal counsel.

Instances may arise when social workers' ethical obligations conflict with agency policies or relevant laws or regulations. When such conflicts occur, social workers must make a responsible effort to resolve the conflict in a manner that is consistent with the values, principles, and standards expressed in this *Code*. If a reasonable resolution of the conflict does not appear possible, social workers should seek proper consultation before making a decision.

The *NASW Code of Ethics* is to be used by NASW and by individuals, agencies, organizations, and bodies (such as licensing and regulatory boards, professional liability insurance providers, courts of law, agency boards of directors, government agencies, and other professional groups) that choose to adopt it or use it as a frame of reference. Violation of standards in this *Code* does not automatically imply legal liability or violation of the law. Such determination can only be made in the context of legal and judicial proceedings. Alleged violations of the *Code* would be subject to a peer review process. Such processes are generally separate from legal or administrative procedures and insulated from legal review or proceedings to allow the profession to counsel and discipline its own members.

A code of ethics cannot guarantee ethical behavior. Moreover, a code of ethics cannot resolve all ethical issues or disputes or capture the richness and complexity involved in striving to make responsible choices within a moral community. Rather, a code of ethics sets forth values, ethical principles, and ethical standards to which professionals aspire and by which their actions can be judged. Social workers' ethical behavior should result from their personal commitment to engage in ethical practice. The *NASW Code of Ethics* reflects the commitment of all social workers to uphold the profession's values and to act ethically. Principles and standards must be applied by individuals of good character who discern moral questions and, in good faith, seek to make reliable ethical judgments.

With growth in the use of communication technology in various aspects of social work practice, social workers need to be aware of the unique challenges that may arise in relation to the maintenance of confidentiality, informed consent, professional boundaries, professional competence, record keeping, and other ethical considerations. In general, all ethical standards in this *Code of Ethics* are applicable to interactions, relationships, or communications, whether they occur in person or with the use of technology. For the purposes of this *Code*, "technology-assisted social work services" include any social work services that involve the use of computers, mobile or landline telephones, tablets, video technology, or other electronic or digital technologies; this includes the use of various electronic or digital platforms, such as the Internet, online social media, chat rooms, text messaging, e-mail, and emerging digital applications. Technology-assisted social work services encompass all aspects of social work practice, including psychotherapy; individual, family, or group counseling; community organization; administration; advocacy; mediation; education; supervision; research; evaluation; and other social work services. Social workers should keep apprised of emerging technological developments that may be used in social work practice and how various ethical standards apply to them.

Professional self-care is paramount for competent and ethical social work practice. Professional demands, challenging workplace climates, and exposure to trauma warrant that social workers maintain personal and professional health, safety, and integrity. Social work organizations, agencies, and educational institutions are encouraged to promote organizational policies, practices, and materials to support social workers' self-care.

Ethical Principles

The following broad ethical principles are based on social work's core values of service, social justice, dignity and worth of the person, importance of human relationships, integrity, and competence. These principles set forth ideals to which all social workers should aspire.

Value: *Service*

Ethical Principle: *Social workers' primary goal is to help people in need and to address social problems. Social workers elevate service to others above self-interest. Social workers draw on their knowledge, values, and skills to help people in need and to address social problems. Social workers are encouraged*

Central Michigan University

to volunteer some portion of their professional skills with no expectation of significant financial return (pro bono service).

Value: *Social Justice*

Ethical Principle: *Social workers challenge social injustice.*

Social workers pursue social change, particularly with and on behalf of vulnerable and oppressed individuals and groups of people. Social workers' social change efforts are focused primarily on issues of poverty, unemployment, discrimination, and other forms of social injustice. These activities seek to promote sensitivity to and knowledge about oppression and cultural and ethnic diversity. Social workers strive to ensure access to needed information, services, and resources; equality of opportunity; and meaningful participation in decision making for all people.

Value: *Dignity and Worth of the Person*

Ethical Principle: *Social workers respect the inherent dignity and worth of the person.*

Social workers treat each person in a caring and respectful fashion, mindful of individual differences and cultural and ethnic diversity. Social workers promote clients' socially responsible self-determination. Social workers seek to enhance clients' capacity and opportunity to change and to address their own needs. Social workers are cognizant of their dual responsibility to clients and to the broader society. They seek to resolve conflicts between clients' interests and the broader society's interests in a socially responsible manner consistent with the values, ethical principles, and ethical standards of the profession.

Value: *Importance of Human Relationships*

Ethical Principle: *Social workers recognize the central importance of human relationships.*

Social workers understand that relationships between and among people are an important vehicle for change. Social workers engage people as partners in the helping process. Social workers seek to strengthen relationships among people in a purposeful effort to promote, restore, maintain, and enhance the well-being of individuals, families, social groups, organizations, and communities.

Value: *Integrity*

Ethical Principle: *Social workers behave in a trustworthy manner.*

Social workers are continually aware of the profession's mission, values, ethical principles, and ethical standards and practice in a manner consistent with them. Social workers should take measures to care for themselves professionally and personally. Social workers act honestly and responsibly and promote ethical practices on the part of the organizations with which they are affiliated.

Value: *Competence*

Ethical Principle: *Social workers practice within their areas of competence and develop and enhance their professional expertise.*

Social workers continually strive to increase their professional knowledge and skills and to apply them in practice. Social workers should aspire to contribute to the knowledge base of the profession.

Ethical Standards

The following ethical standards are relevant to the professional activities of all social workers. These standards concern (1) social workers' ethical responsibilities to clients, (2) social workers' ethical responsibilities to colleagues, (3) social workers' ethical responsibilities in practice settings, (4) social workers' ethical responsibilities as professionals, (5) social workers' ethical responsibilities to the social work profession, and (6) social workers' ethical responsibilities to the broader society.

Some of the standards that follow are enforceable guidelines for professional conduct, and some are aspirational. The extent to which each standard is enforceable is a matter of professional judgment to be exercised by those responsible for reviewing alleged violations of ethical standards.

1. Social Workers' Ethical Responsibilities to Clients

1.01 Commitment to Clients

Social workers' primary responsibility is to promote the well-being of clients. In general, clients' interests are primary. However, social workers' responsibility to the larger society or specific legal obligations may on limited occasions supersede the loyalty owed clients, and clients should be so advised. (Examples

include when a social worker is required by law to report that a client has abused a child or has threatened to harm self or others.)

1.02 Self-Determination

Social workers respect and promote the right of clients to self-determination and assist clients in their efforts to identify and clarify their goals. Social workers may limit clients' right to self-determination when, in the social workers' professional judgment, clients' actions or potential actions pose a serious, foreseeable, and imminent risk to themselves or others.

1.03 Informed Consent

(a) Social workers should provide services to clients only in the context of a professional relationship based, when appropriate, on valid informed consent. Social workers should use clear and understandable language to inform clients of the purpose of the services, risks related to the services, limits to services because of the requirements of a third-party payer, relevant costs, reasonable alternatives, clients' right to refuse or withdraw consent, and the time frame covered by the consent. Social workers should provide clients with an opportunity to ask questions.

(b) In instances when clients are not literate or have difficulty understanding the primary language used in the practice setting, social workers should take steps to ensure clients' comprehension. This may include providing clients with a detailed verbal explanation or arranging for a qualified interpreter or translator whenever possible.

(c) In instances when clients lack the capacity to provide informed consent, social workers should protect clients' interests by seeking permission from an appropriate third party, informing clients consistent with the clients' level of understanding. In such instances social workers should seek to ensure that the third party acts in a manner consistent with clients' wishes and interests. Social workers should take reasonable steps to enhance such clients' ability to give informed consent.

(d) In instances when clients are receiving services involuntarily, social workers should provide information about the nature and extent of services and about the extent of clients' right to refuse service.

(e) Social workers should discuss with clients the social workers' policies concerning the use of technology in the provision of professional services.

(f) Social workers who use technology to provide social work services should obtain informed consent from the individuals using these services during the initial screening or interview and prior to initiating services. Social workers should assess clients' capacity to provide informed consent and, when using technology to communicate, verify the identity and location of clients.

(g) Social workers who use technology to provide social work services should assess the clients' suitability and capacity for electronic and remote services. Social workers should consider the clients' intellectual, emotional, and physical ability to use technology to receive services and the clients' ability to understand the potential benefits, risks, and limitations of such services. If clients do not wish to use services provided through technology, social workers should help them identify alternate methods of service.

(h) Social workers should obtain clients' informed consent before making audio or video recordings of clients or permitting observation of service provision by a third party.

(i) Social workers should obtain client consent before conducting an electronic search on the client. Exceptions may arise when the search is for purposes of protecting the client or other people from serious, foreseeable, and imminent harm, or for other compelling professional reasons.

1.04 Competence

(a) Social workers should provide services and represent themselves as competent only within the boundaries of their education, training, license, certification, consultation received, supervised experience, or other relevant professional experience.

(b) Social workers should provide services in substantive areas or use intervention techniques or approaches that are new to them only after engaging in appropriate study, training, consultation, and supervision from people who are competent in those interventions or techniques.

(c) When generally recognized standards do not exist with respect to an emerging area of practice, social workers should exercise careful judgment and take responsible steps (including appropriate education, research, training, consultation, and supervision) to ensure the competence of their work and to protect clients from harm.

(d) Social workers who use technology in the provision of social work services should ensure that they have the necessary knowledge and skills to provide such services in a competent manner. This includes an understanding of the special communication challenges when using technology and the ability to implement strategies to address these challenges.

(e) Social workers who use technology in providing social work services should comply with the laws governing technology and social work practice in the jurisdiction in which they are regulated and located and, as applicable, in the jurisdiction in which the client is located.

1.05 Cultural Competence

(a) Social workers should demonstrate understanding of culture and its function in human behavior and society, recognizing the strengths that exist in all cultures.

(b) Social workers should demonstrate knowledge that guides practice with clients of various cultures and be able to demonstrate skills in the provision of culturally informed services that empower marginalized individuals and groups. Social workers must take action against oppression, racism, discrimination, and inequities, and acknowledge personal privilege.

(c) Social workers should demonstrate awareness and cultural humility by engaging in critical self-reflection (understanding their own bias and engaging in self-correction); recognizing clients as experts of their own culture; committing to life-long learning; and holding institutions accountable for advancing cultural humility.

(d) Social workers should obtain education about and demonstrate understanding of the nature of social diversity and oppression with respect to race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, and mental or physical ability.

(e) Social workers who provide electronic social work services should be aware of cultural and socioeconomic differences among clients' use of and access to electronic technology and seek to prevent such potential barriers. Social workers should assess cultural, environmental, economic, mental or physical ability, linguistic, and other issues that may affect the delivery or use of these services.

1.06 Conflicts of Interest

(a) Social workers should be alert to and avoid conflicts of interest that interfere with the exercise of professional discretion and impartial judgment. Social workers should inform clients when a real or potential conflict of interest arises and take reasonable steps to resolve the issue in a manner that makes the clients' interests primary and protects clients' interests to the greatest extent possible. In some cases, protecting clients' interests may require termination of the professional relationship with proper referral of the client.

(b) Social workers should not take unfair advantage of any professional relationship or exploit others to further their personal, religious, political, or business interests.

(c) Social workers should not engage in dual or multiple relationships with clients or former clients in which there is a risk of exploitation or potential harm to the client. In instances when dual or multiple relationships are unavoidable, social workers should take steps to protect clients and are responsible for setting clear, appropriate, and culturally sensitive boundaries. (Dual or multiple relationships occur when social workers relate to clients in more than one relationship, whether professional, social, or business. Dual or multiple relationships can occur simultaneously or consecutively.)

(d) When social workers provide services to two or more people who have a relationship with each other (for example, couples, family members), social workers should clarify with all parties which individuals will be considered clients and the nature of social workers' professional obligations to the various individuals who are receiving services. Social workers who anticipate a conflict of interest among the individuals

receiving services or who anticipate having to perform in potentially conflicting roles (for example, when a social worker is asked to testify in a child custody dispute or divorce proceedings involving clients) should clarify their role with the parties involved and take appropriate action to minimize any conflict of interest.

(e) Social workers should avoid communication with clients using technology (such as social networking sites, online chat, e-mail, text messages, telephone, and video) for personal or non-work-related purposes.

(f) Social workers should be aware that posting personal information on professional Web sites or other media might cause boundary confusion, inappropriate dual relationships, or harm to clients.

(g) Social workers should be aware that personal affiliations may increase the likelihood that clients may discover the social worker's presence on Web sites, social media, and other forms of technology. Social workers should be aware that involvement in electronic communication with groups based on race, ethnicity, language, sexual orientation, gender identity or expression, mental or physical ability, religion, immigration status, and other personal affiliations may affect their ability to work effectively with particular clients.

(h) Social workers should avoid accepting requests from or engaging in personal relationships with clients on social networking sites or other electronic media to prevent boundary confusion, inappropriate dual relationships, or harm to clients.

1.07 Privacy and Confidentiality

(a) Social workers should respect clients' right to privacy. Social workers should not solicit private information from or about clients except for compelling professional reasons. Once private information is shared, standards of confidentiality apply.

(b) Social workers may disclose confidential information when appropriate with valid consent from a client or a person legally authorized to consent on behalf of a client.

(c) Social workers should protect the confidentiality of all information obtained in the course of professional service, except for compelling professional reasons. The general expectation that social workers will keep information confidential does not apply when disclosure is necessary to prevent serious, foreseeable, and imminent harm to a client or others. In all instances, social workers should disclose the least amount of confidential information necessary to achieve the desired purpose; only information that is directly relevant to the purpose for which the disclosure is made should be revealed.

(d) Social workers should inform clients, to the extent possible, about the disclosure of confidential information and the potential consequences, when feasible before the disclosure is made. This applies whether social workers disclose confidential information on the basis of a legal requirement or client consent.

(e) Social workers should discuss with clients and other interested parties the nature of confidentiality and limitations of clients' right to confidentiality. Social workers should review with clients circumstances where confidential information may be requested and where disclosure of confidential information may be legally required. This discussion should occur as soon as possible in the social worker-client relationship and as needed throughout the course of the relationship.

(f) When social workers provide counseling services to families, couples, or groups, social workers should seek agreement among the parties involved concerning each individual's right to confidentiality and obligation to preserve the confidentiality of information shared by others. This agreement should include consideration of whether confidential information may be exchanged in person or electronically, among clients or with others outside of formal counseling sessions. Social workers should inform participants in family, couples, or group counseling that social workers cannot guarantee that all participants will honor such agreements.

(g) Social workers should inform clients involved in family, couples, marital, or group counseling of the social worker's, employer's, and agency's policy concerning the social worker's disclosure of confidential information among the parties involved in the counseling.

- (h) Social workers should not disclose confidential information to third-party payers unless clients have authorized such disclosure.
- (i) Social workers should not discuss confidential information, electronically or in person, in any setting unless privacy can be ensured. Social workers should not discuss confidential information in public or semi-public areas such as hallways, waiting rooms, elevators, and restaurants.
- (j) Social workers should protect the confidentiality of clients during legal proceedings to the extent permitted by law. When a court of law or other legally authorized body orders social workers to disclose confidential or privileged information without a client's consent and such disclosure could cause harm to the client, social workers should request that the court withdraw the order or limit the order as narrowly as possible or maintain the records under seal, unavailable for public inspection.
- (k) Social workers should protect the confidentiality of clients when responding to requests from members of the media.
- (l) Social workers should protect the confidentiality of clients' written and electronic records and other sensitive information. Social workers should take reasonable steps to ensure that clients' records are stored in a secure location and that clients' records are not available to others who are not authorized to have access.
- (m) Social workers should take reasonable steps to protect the confidentiality of electronic communications, including information provided to clients or third parties. Social workers should use applicable safeguards (such as encryption, firewalls, and passwords) when using electronic communications such as e-mail, online posts, online chat sessions, mobile communication, and text messages.
- (n) Social workers should develop and disclose policies and procedures for notifying clients of any breach of confidential information in a timely manner.
- (o) In the event of unauthorized access to client records or information, including any unauthorized access to the social worker's electronic communication or storage systems, social workers should inform clients of such disclosures, consistent with applicable laws and professional standards.
- (p) Social workers should develop and inform clients about their policies, consistent with prevailing social work ethical standards, on the use of electronic technology, including Internet-based search engines, to gather information about clients.
- (q) Social workers should avoid searching or gathering client information electronically unless there are compelling professional reasons, and when appropriate, with the client's informed consent.
- (r) Social workers should avoid posting any identifying or confidential information about clients on professional websites or other forms of social media.
- (s) Social workers should transfer or dispose of clients' records in a manner that protects clients' confidentiality and is consistent with applicable laws governing records and social work licensure.
- (t) Social workers should take reasonable precautions to protect client confidentiality in the event of the social worker's termination of practice, incapacitation, or death.
- (u) Social workers should not disclose identifying information when discussing clients for teaching or training purposes unless the client has consented to disclosure of confidential information.
- (v) Social workers should not disclose identifying information when discussing clients with consultants unless the client has consented to disclosure of confidential information or there is a compelling need for such disclosure.
- (w) Social workers should protect the confidentiality of deceased clients consistent with the preceding standards.

1.08 Access to Records

- (a) Social workers should provide clients with reasonable access to records concerning the clients. Social workers who are concerned that clients' access to their records could cause serious misunderstanding or harm to the client should provide assistance in interpreting the records and consultation with the client

regarding the records. Social workers should limit clients' access to their records, or portions of their records, only in exceptional circumstances when there is compelling evidence that such access would cause serious harm to the client. Both clients' requests and the rationale for withholding some or all of the record should be documented in clients' files.

(b) Social workers should develop and inform clients about their policies, consistent with prevailing social work ethical standards, on the use of technology to provide clients with access to their records.

(c) When providing clients with access to their records, social workers should take steps to protect the confidentiality of other individuals identified or discussed in such records.

1.09 Sexual Relationships

(a) Social workers should under no circumstances engage in sexual activities, inappropriate sexual communications through the use of technology or in person, or sexual contact with current clients, whether such contact is consensual or forced.

(b) Social workers should not engage in sexual activities or sexual contact with clients' relatives or other individuals with whom clients maintain a close personal relationship when there is a risk of exploitation or potential harm to the client. Sexual activity or sexual contact with clients' relatives or other individuals with whom clients maintain a personal relationship has the potential to be harmful to the client and may make it difficult for the social worker and client to maintain appropriate professional boundaries. Social workers--not their clients, their clients' relatives, or other individuals with whom the client maintains a personal relationship--assume the full burden for setting clear, appropriate, and culturally sensitive boundaries.

(c) Social workers should not engage in sexual activities or sexual contact with former clients because of the potential for harm to the client. If social workers engage in conduct contrary to this prohibition or claim that an exception to this prohibition is warranted because of extraordinary circumstances, it is social workers--not their clients--who assume the full burden of demonstrating that the former client has not been exploited, coerced, or manipulated, intentionally or unintentionally.

(d) Social workers should not provide clinical services to individuals with whom they have had a prior sexual relationship. Providing clinical services to a former sexual partner has the potential to be harmful to the individual and is likely to make it difficult for the social worker and individual to maintain appropriate professional boundaries.

1.10 Physical Contact

Social workers should not engage in physical contact with clients when there is a possibility of psychological harm to the client as a result of the contact (such as cradling or caressing clients). Social workers who engage in appropriate physical contact with clients are responsible for setting clear, appropriate, and culturally sensitive boundaries that govern such physical contact.

1.11 Sexual Harassment

Social workers should not sexually harass clients. Sexual harassment includes sexual advances; sexual solicitation; requests for sexual favors; and other verbal, written, electronic, or physical contact of a sexual nature.

1.12 Derogatory Language

Social workers should not use derogatory language in their written, verbal, or electronic communications to or about clients. Social workers should use accurate and respectful language in all communications to and about clients.

1.13 Payment for Services

(a) When setting fees, social workers should ensure that the fees are fair, reasonable, and commensurate with the services performed. Consideration should be given to clients' ability to pay.

(b) Social workers should avoid accepting goods or services from clients as payment for professional services. Bartering arrangements, particularly involving services, create the potential for conflicts of interest, exploitation, and inappropriate boundaries in social workers' relationships with clients. Social workers should explore and may participate in bartering only in very limited circumstances when it can be

demonstrated that such arrangements are an accepted practice among professionals in the local community, considered to be essential for the provision of services, negotiated without coercion, and entered into at the client's initiative and with the client's informed consent. Social workers who accept goods or services from clients as payment for professional services assume the full burden of demonstrating that this arrangement will not be detrimental to the client or the professional relationship.

(c) Social workers should not solicit a private fee or other remuneration for providing services to clients who are entitled to such available services through the social workers' employer or agency.

1.14 Clients Who Lack Decision-Making Capacity

When social workers act on behalf of clients who lack the capacity to make informed decisions, social workers should take reasonable steps to safeguard the interests and rights of those clients.

1.15 Interruption of Services

Social workers should make reasonable efforts to ensure continuity of services in the event that services are interrupted by factors such as unavailability, disruptions in electronic communication, relocation, illness, mental or physical ability, or death.

1.16 Referral for Services

(a) Social workers should refer clients to other professionals when the other professionals' specialized knowledge or expertise is needed to serve clients fully or when social workers believe that they are not being effective or making reasonable progress with clients and that other services are required.

(b) Social workers who refer clients to other professionals should take appropriate steps to facilitate an orderly transfer of responsibility. Social workers who refer clients to other professionals should disclose, with clients' consent, all pertinent information to the new service providers.

(c) Social workers are prohibited from giving or receiving payment for a referral when no professional service is provided by the referring social worker.

1.17 Termination of Services

(a) Social workers should terminate services to clients and professional relationships with them when such services and relationships are no longer required or no longer serve the clients' needs or interests.

(b) Social workers should take reasonable steps to avoid abandoning clients who are still in need of services. Social workers should withdraw services precipitously only under unusual circumstances, giving careful consideration to all factors in the situation and taking care to minimize possible adverse effects. Social workers should assist in making appropriate arrangements for continuation of services when necessary.

(c) Social workers in fee-for-service settings may terminate services to clients who are not paying an overdue balance if the financial contractual arrangements have been made clear to the client, if the client does not pose an imminent danger to self or others, and if the clinical and other consequences of the current nonpayment have been addressed and discussed with the client.

(d) Social workers should not terminate services to pursue a social, financial, or sexual relationship with a client.

(e) Social workers who anticipate the termination or interruption of services to clients should notify clients promptly and seek the transfer, referral, or continuation of services in relation to the clients' needs and preferences.

(f) Social workers who are leaving an employment setting should inform clients of appropriate options for the continuation of services and of the benefits and risks of the options.

2. Social Workers' Ethical Responsibilities to Colleagues

2.01 Respect

(a) Social workers should treat colleagues with respect and should represent accurately and fairly the qualifications, views, and obligations of colleagues.

(b) Social workers should avoid unwarranted negative criticism of colleagues in verbal, written, and electronic communications with clients or with other professionals. Unwarranted negative criticism may include demeaning comments that refer to colleagues' level of competence or to individuals' attributes such as race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, and mental or physical ability.

(c) Social workers should cooperate with social work colleagues and with colleagues of other professions when such cooperation serves the well-being of clients.

2.02 Confidentiality

Social workers should respect confidential information shared by colleagues in the course of their professional relationships and transactions. Social workers should ensure that such colleagues understand social workers' obligation to respect confidentiality and any exceptions related to it.

2.03 Interdisciplinary Collaboration

(a) Social workers who are members of an interdisciplinary team should participate in and contribute to decisions that affect the well-being of clients by drawing on the perspectives, values, and experiences of the social work profession. Professional and ethical obligations of the interdisciplinary team as a whole and of its individual members should be clearly established.

(b) Social workers for whom a team decision raises ethical concerns should attempt to resolve the disagreement through appropriate channels. If the disagreement cannot be resolved, social workers should pursue other avenues to address their concerns consistent with client well-being.

2.04 Disputes Involving Colleagues

(a) Social workers should not take advantage of a dispute between a colleague and an employer to obtain a position or otherwise advance the social workers' own interests.

(b) Social workers should not exploit clients in disputes with colleagues or engage clients in any inappropriate discussion of conflicts between social workers and their colleagues.

2.05 Consultation

(a) Social workers should seek the advice and counsel of colleagues whenever such consultation is in the best interests of clients.

(b) Social workers should keep themselves informed about colleagues' areas of expertise and competencies. Social workers should seek consultation only from colleagues who have demonstrated knowledge, expertise, and competence related to the subject of the consultation.

(c) When consulting with colleagues about clients, social workers should disclose the least amount of information necessary to achieve the purposes of the consultation.

2.06 Sexual Relationships

(a) Social workers who function as supervisors or educators should not engage in sexual activities or contact (including verbal, written, electronic, or physical contact) with supervisees, students, trainees, or other colleagues over whom they exercise professional authority.

(b) Social workers should avoid engaging in sexual relationships with colleagues when there is potential for a conflict of interest. Social workers who become involved in, or anticipate becoming involved in, a sexual relationship with a colleague have a duty to transfer professional responsibilities, when necessary, to avoid a conflict of interest.

2.07 Sexual Harassment

Social workers should not sexually harass supervisees, students, trainees, or colleagues. Sexual harassment includes sexual advances; sexual solicitation; requests for sexual favors; and other verbal, written, electronic, or physical contact of a sexual nature.

2.08 Impairment of Colleagues

(a) Social workers who have direct knowledge of a social work colleague's impairment that is due to personal problems, psychosocial distress, substance abuse, or mental health difficulties and that

interferes with practice effectiveness should consult with that colleague when feasible and assist the colleague in taking remedial action.

(b) Social workers who believe that a social work colleague's impairment interferes with practice effectiveness and that the colleague has not taken adequate steps to address the impairment should take action through appropriate channels established by employers, agencies, NASW, licensing and regulatory bodies, and other professional organizations.

2.09 Incompetence of Colleagues

(a) Social workers who have direct knowledge of a social work colleague's incompetence should consult with that colleague when feasible and assist the colleague in taking remedial action.

(b) Social workers who believe that a social work colleague is incompetent and has not taken adequate steps to address the incompetence should take action through appropriate channels established by employers, agencies, NASW, licensing and regulatory bodies, and other professional organizations.

2.10 Unethical Conduct of Colleagues

(a) Social workers should take adequate measures to discourage, prevent, expose, and correct the unethical conduct of colleagues, including unethical conduct using technology.

(b) Social workers should be knowledgeable about established policies and procedures for handling concerns about colleagues' unethical behavior. Social workers should be familiar with national, state, and local procedures for handling ethics complaints. These include policies and procedures created by NASW, licensing and regulatory bodies, employers, agencies, and other professional organizations.

(c) Social workers who believe that a colleague has acted unethically should seek resolution by discussing their concerns with the colleague when feasible and when such discussion is likely to be productive.

(d) When necessary, social workers who believe that a colleague has acted unethically should take action through appropriate formal channels (such as contacting a state licensing board or regulatory body, the NASW National Ethics Committee, or other professional ethics committees).

(e) Social workers should defend and assist colleagues who are unjustly charged with unethical conduct.

3. Social Workers' Ethical Responsibilities in Practice Settings

3.01 Supervision and Consultation

(a) Social workers who provide supervision or consultation (whether in-person or remotely) should have the necessary knowledge and skill to supervise or consult appropriately and should do so only within their areas of knowledge and competence.

(b) Social workers who provide supervision or consultation are responsible for setting clear, appropriate, and culturally sensitive boundaries.

(c) Social workers should not engage in any dual or multiple relationships with supervisees in which there is a risk of exploitation of or potential harm to the supervisee, including dual relationships that may arise while using social networking sites or other electronic media.

(d) Social workers who provide supervision should evaluate supervisees' performance in a manner that is fair and respectful.

3.02 Education and Training

(a) Social workers who function as educators, field instructors for students, or trainers should provide instruction only within their areas of knowledge and competence and should provide instruction based on the most current information and knowledge available in the profession.

(b) Social workers who function as educators or field instructors for students should evaluate students' performance in a manner that is fair and respectful.

(c) Social workers who function as educators or field instructors for students should take reasonable steps to ensure that clients are routinely informed when services are being provided by students.

(d) Social workers who function as educators or field instructors for students should not engage in any dual or multiple relationships with students in which there is a risk of exploitation or potential harm to the student, including dual relationships that may arise while using social networking sites or other electronic media. Social work educators and field instructors are responsible for setting clear, appropriate, and culturally sensitive boundaries.

3.03 Performance Evaluation

Social workers who have responsibility for evaluating the performance of others should fulfill such responsibility in a fair and considerate manner and on the basis of clearly stated criteria.

3.04 Client Records

(a) Social workers should take reasonable steps to ensure that documentation in electronic and paper records is accurate and reflects the services provided.

(b) Social workers should include sufficient and timely documentation in records to facilitate the delivery of services and to ensure continuity of services provided to clients in the future.

(c) Social workers' documentation should protect clients' privacy to the extent that is possible and appropriate and should include only information that is directly relevant to the delivery of services.

(d) Social workers should store records following the termination of services to ensure reasonable future access. Records should be maintained for the number of years required by relevant laws, agency policies, and contracts.

3.05 Billing

Social workers should establish and maintain billing practices that accurately reflect the nature and extent of services provided and that identify who provided the service in the practice setting.

3.06 Client Transfer

(a) When an individual who is receiving services from another agency or colleague contacts a social worker for services, the social worker should carefully consider the client's needs before agreeing to provide services. To minimize possible confusion and conflict, social workers should discuss with potential clients the nature of the clients' current relationship with other service providers and the implications, including possible benefits or risks, of entering into a relationship with a new service provider.

(b) If a new client has been served by another agency or colleague, social workers should discuss with the client whether consultation with the previous service provider is in the client's best interest.

3.07 Administration

(a) Social work administrators should advocate within and outside their agencies for adequate resources to meet clients' needs.

(b) Social workers should advocate for resource allocation procedures that are open and fair. When not all clients' needs can be met, an allocation procedure should be developed that is nondiscriminatory and based on appropriate and consistently applied principles.

(c) Social workers who are administrators should take reasonable steps to ensure that adequate agency or organizational resources are available to provide appropriate staff supervision.

(d) Social work administrators should take reasonable steps to ensure that the working environment for which they are responsible is consistent with and encourages compliance with the NASW Code of Ethics. Social work administrators should take reasonable steps to eliminate any conditions in their organizations that violate, interfere with, or discourage compliance with the Code.

3.08 Continuing Education and Staff Development

Social work administrators and supervisors should take reasonable steps to provide or arrange for continuing education and staff development for all staff for whom they are responsible. Continuing education and staff development should address current knowledge and emerging developments related to social work practice and ethics.

3.09 Commitments to Employers

- (a) Social workers generally should adhere to commitments made to employers and employing organizations.
- (b) Social workers should work to improve employing agencies' policies and procedures and the efficiency and effectiveness of their services.
- (c) Social workers should take reasonable steps to ensure that employers are aware of social workers' ethical obligations as set forth in the NASW Code of Ethics and of the implications of those obligations for social work practice.
- (d) Social workers should not allow an employing organization's policies, procedures, regulations, or administrative orders to interfere with their ethical practice of social work. Social workers should take reasonable steps to ensure that their employing organizations' practices are consistent with the NASW Code of Ethics.
- (e) Social workers should act to prevent and eliminate discrimination in the employing organization's work assignments and in its employment policies and practices.
- (f) Social workers should accept employment or arrange student field placements only in organizations that exercise fair personnel practices.
- (g) Social workers should be diligent stewards of the resources of their employing organizations, wisely conserving funds where appropriate and never misappropriating funds or using them for unintended purposes.

3.10 Labor-Management Disputes

- (a) Social workers may engage in organized action, including the formation of and participation in labor unions, to improve services to clients and working conditions.
- (b) The actions of social workers who are involved in labor-management disputes, job actions, or labor strikes should be guided by the profession's values, ethical principles, and ethical standards. Reasonable differences of opinion exist among social workers concerning their primary obligation as professionals during an actual or threatened labor strike or job action. Social workers should carefully examine relevant issues and their possible impact on clients before deciding on a course of action.

4. Social Workers' Ethical Responsibilities as Professionals

4.01 Competence

- (a) Social workers should accept responsibility or employment only on the basis of existing competence or the intention to acquire the necessary competence.
- (b) Social workers should strive to become and remain proficient in professional practice and the performance of professional functions. Social workers should critically examine and keep current with emerging knowledge relevant to social work. Social workers should routinely review the professional literature and participate in continuing education relevant to social work practice and social work ethics.
- (c) Social workers should base practice on recognized knowledge, including empirically based knowledge, relevant to social work and social work ethics.

4.02 Discrimination

Social workers should not practice, condone, facilitate, or collaborate with any form of discrimination on the basis of race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, or mental or physical ability.

4.03 Private Conduct

Social workers should not permit their private conduct to interfere with their ability to fulfill their professional responsibilities.

4.04 Dishonesty, Fraud, and Deception

Social workers should not participate in, condone, or be associated with dishonesty, fraud, or deception.

4.05 Impairment

(a) Social workers should not allow their own personal problems, psychosocial distress, legal problems, substance abuse, or mental health difficulties to interfere with their professional judgment and performance or to jeopardize the best interests of people for whom they have a professional responsibility.

(b) Social workers whose personal problems, psychosocial distress, legal problems, substance abuse, or mental health difficulties interfere with their professional judgment and performance should immediately seek consultation and take appropriate remedial action by seeking professional help, making adjustments in workload, terminating practice, or taking any other steps necessary to protect clients and others.

4.06 Misrepresentation

(a) Social workers should make clear distinctions between statements made and actions engaged in as a private individual and as a representative of the social work profession, a professional social work organization, or the social worker's employing agency.

(b) Social workers who speak on behalf of professional social work organizations should accurately represent the official and authorized positions of the organizations.

(c) Social workers should ensure that their representations to clients, agencies, and the public of professional qualifications, credentials, education, competence, affiliations, services provided, or results to be achieved are accurate. Social workers should claim only those relevant professional credentials they actually possess and take steps to correct any inaccuracies or misrepresentations of their credentials by others.

4.07 Solicitations

(a) Social workers should not engage in uninvited solicitation of potential clients who, because of their circumstances, are vulnerable to undue influence, manipulation, or coercion.

(b) Social workers should not engage in solicitation of testimonial endorsements (including solicitation of consent to use a client's prior statement as a testimonial endorsement) from current clients or from other people who, because of their particular circumstances, are vulnerable to undue influence.

4.08 Acknowledging Credit

(a) Social workers should take responsibility and credit, including authorship credit, only for work they have actually performed and to which they have contributed.

(b) Social workers should honestly acknowledge the work of and the contributions made by others.

5. Social Workers' Ethical Responsibilities to the Social Work Profession

5.01 Integrity of the Profession

(a) Social workers should work toward the maintenance and promotion of high standards of practice.

(b) Social workers should uphold and advance the values, ethics, knowledge, and mission of the profession. Social workers should protect, enhance, and improve the integrity of the profession through appropriate study and research, active discussion, and responsible criticism of the profession.

(c) Social workers should contribute time and professional expertise to activities that promote respect for the value, integrity, and competence of the social work profession. These activities may include teaching, research, consultation, service, legislative testimony, presentations in the community, and participation in their professional organizations.

(d) Social workers should contribute to the knowledge base of social work and share with colleagues their knowledge related to practice, research, and ethics. Social workers should seek to contribute to the profession's literature and to share their knowledge at professional meetings and conferences.

(e) Social workers should act to prevent the unauthorized and unqualified practice of social work.

5.02 Evaluation and Research

- (a) Social workers should monitor and evaluate policies, the implementation of programs, and practice interventions.
- (b) Social workers should promote and facilitate evaluation and research to contribute to the development of knowledge.
- (c) Social workers should critically examine and keep current with emerging knowledge relevant to social work and fully use evaluation and research evidence in their professional practice.
- (d) Social workers engaged in evaluation or research should carefully consider possible consequences and should follow guidelines developed for the protection of evaluation and research participants. Appropriate institutional review boards should be consulted.
- (e) Social workers engaged in evaluation or research should obtain voluntary and written informed consent from participants, when appropriate, without any implied or actual deprivation or penalty for refusal to participate; without undue inducement to participate; and with due regard for participants' well-being, privacy, and dignity. Informed consent should include information about the nature, extent, and duration of the participation requested and disclosure of the risks and benefits of participation in the research.
- (f) When using electronic technology to facilitate evaluation or research, social workers should ensure that participants provide informed consent for the use of such technology. Social workers should assess whether participants are able to use the technology and, when appropriate, offer reasonable alternatives to participate in the evaluation or research.
- (g) When evaluation or research participants are incapable of giving informed consent, social workers should provide an appropriate explanation to the participants, obtain the participants' assent to the extent they are able, and obtain written consent from an appropriate proxy.
- (h) Social workers should never design or conduct evaluation or research that does not use consent procedures, such as certain forms of naturalistic observation and archival research, unless rigorous and responsible review of the research has found it to be justified because of its prospective scientific, educational, or applied value and unless equally effective alternative procedures that do not involve waiver of consent are not feasible.
- (i) Social workers should inform participants of their right to withdraw from evaluation and research at any time without penalty.
- (j) Social workers should take appropriate steps to ensure that participants in evaluation and research have access to appropriate supportive services.
- (k) Social workers engaged in evaluation or research should protect participants from unwarranted physical or mental distress, harm, danger, or deprivation.
- (l) Social workers engaged in the evaluation of services should discuss collected information only for professional purposes and only with people professionally concerned with this information.
- (m) Social workers engaged in evaluation or research should ensure the anonymity or confidentiality of participants and of the data obtained from them. Social workers should inform participants of any limits of confidentiality, the measures that will be taken to ensure confidentiality, and when any records containing research data will be destroyed.
- (n) Social workers who report evaluation and research results should protect participants' confidentiality by omitting identifying information unless proper consent has been obtained authorizing disclosure.
- (o) Social workers should report evaluation and research findings accurately. They should not fabricate or falsify results and should take steps to correct any errors later found in published data using standard publication methods.
- (p) Social workers engaged in evaluation or research should be alert to and avoid conflicts of interest and dual relationships with participants, should inform participants when a real or potential conflict of interest arises, and should take steps to resolve the issue in a manner that makes participants' interests primary.

(q) Social workers should educate themselves, their students, and their colleagues about responsible research practices.

6. Social Workers' Ethical Responsibilities to the Broader Society

6.01 Social Welfare

Social workers should promote the general welfare of society, from local to global levels, and the development of people, their communities, and their environments. Social workers should advocate for living conditions conducive to the fulfillment of basic human needs and should promote social, economic, political, and cultural values and institutions that are compatible with the realization of social justice.

6.02 Public Participation

Social workers should facilitate informed participation by the public in shaping social policies and institutions.

6.03 Public Emergencies

Social workers should provide appropriate professional services in public emergencies to the greatest extent possible.

6.04 Social and Political Action

(a) Social workers should engage in social and political action that seeks to ensure that all people have equal access to the resources, employment, services, and opportunities they require to meet their basic human needs and to develop fully. Social workers should be aware of the impact of the political arena on practice and should advocate for changes in policy and legislation to improve social conditions in order to meet basic human needs and promote social justice.

(b) Social workers should act to expand choice and opportunity for all people, with special regard for vulnerable, disadvantaged, oppressed, and exploited people and groups.

(c) Social workers should promote conditions that encourage respect for cultural and social diversity within the United States and globally. Social workers should promote policies and practices that demonstrate respect for difference, support the expansion of cultural knowledge and resources, advocate for programs and institutions that demonstrate cultural competence, and promote policies that safeguard the rights of and confirm equity and social justice for all people.

(d) Social workers should act to prevent and eliminate domination of, exploitation of, and discrimination against any person, group, or class on the basis of race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, or mental or physical ability.

Appendix A – Curriculum

Curriculum Model

