Murray State University
SOCIAL WORK PROGRAM
BSW STUDENT MANUAL

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Murray State University

MSU Mission
Murray State University places our highest priority on student learning and excellent teaching, blending the range of educational opportunities often found at research institutions with the nurturing student teacher interactions usually found at smaller universities.

MSU Statement of Purpose
Murray State University serves as a nationally recognized residential comprehensive university, offering high-quality baccalaureate and master's degree programs. Academic programs are offered in the core areas of arts and sciences, agriculture, business, health and human services, teacher education, communications, engineering, and applied technologies. Teaching, research, and service excellence are core values and guiding principles that promote economic development and the well-being of the citizens of the Commonwealth of Kentucky and the region. Murray State University places a high premium on academic outreach, collaborative relationships with alumni, the public schools, business and industry, governmental agencies, and other colleges and universities at home and abroad.

Murray State University prepares graduates to function in a culturally diverse, technologically oriented society and increasingly interdependent world. The university is committed to international education as an integral dimension of the university experience. Murray State University emphasizes student-centered learning and educational experiences that include first year experience, the honors program, internships, study abroad programs, service learning, research and creative projects, residential colleges, and student organizations. Murray State University fosters an exciting and challenging learning environment.

Non-discrimination policy and students with disabilities:
Murray State University endorses the intent of all federal and state laws created to prohibit discrimination. Murray State University does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, veteran status, or disability in employment, admissions, or the provision of services and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities equal access to participate in all programs and activities.
For more information, contact the Executive Director of Institutional Diversity, Equity and Access, 103 Wells Hall, (270) 809-3155, (270) 809-3361.
Murray State is required by Title IX and 34 CFR part 106 not to discriminate on the basis of sex and the prohibition against sex discrimination specifically includes a prohibition of sexual harassment and sexual violence.
For more information, contact the Assistant Vice President for Equal Opportunity and Title IX (OEO)/Title IX Coordinator, 103 Wells Hall, Murray, KY 42071. 270-809-3155, 270-809-6887
Students requiring special assistance due to a disability should visit the Office of Student Disability Services immediately for assistance with accommodations. For more information, students should contact the Office of Student Disability Services, 423 Wells Hall, Murray, KY 42071. 270- 809-2018, 270-809-5889.

Social Work Program Student Handbook Guidelines

All students enrolled in the Social Work Program are responsible for complying with the policies, procedures, and requirements outlined in the current Social Work Program Student Handbook. Policies and procedures are subject to revision to remain consistent with Murray State University requirements, applicable laws and regulations, and the educational policies and accreditation standards of the Council on Social Work Education (CSWE). Students are responsible for reviewing the current handbook and remaining informed of applicable program requirements and updates.

Social Work Program Overview

The Bachelor of Social Work (BSW) program at Murray State University prepares students for entry-level generalist social work practice and supports the development of the knowledge, values, skills, and cognitive and affective processes necessary for professional social work practice.

The BSW program requires a minimum of 400 clock hours of supervised field education. Field education is completed during the final stage of the program and provides students with opportunities to demonstrate social

work competencies in an approved practice setting under qualified supervision.

Social Work Program Mission

The mission of the Murray State University Social Work Program is to prepare students for ethical, competent, entry-level generalist social work practice in a diverse and interconnected world. The program prepares graduates to apply professional knowledge, values, critical thinking, scientific inquiry, and appropriate technology to promote human and community well-being, advance human rights and social, racial, economic, and environmental justice, and serve individuals, families, groups, organizations, and communities.
Consistent with the needs and opportunities of the communities it serves, the Social Work Program places particular emphasis on preparing graduates for professional practice in rural communities, small cities, underserved areas of Western Kentucky, and the surrounding region. Through academic instruction, experiential learning, field education, and community engagement, the program prepares graduates for responsible professional practice and lifelong learning.

Profession's purpose:
"The purpose of the social work profession is to promote human and community well-being. Guided by a person-in-environment framework, a global perspective, respect for human diversity, and knowledge based on scientific inquiry, the purpose of social work is actualized through its quest for social, racial, economic, and environmental justice, the creation of conditions that facilitate the realization of human rights, the elimination of poverty, and the enhancement of the quality of life for all people, locally and globally." (EP 1.0, 2022 EPAS)

Profession's values:
"Service, social justice, the dignity and worth of the person, the importance of human relationships, integrity, competence, human rights, and scientific inquiry are among the core values of social work. These values, along with an anti-racist and anti-oppressive perspective, underpin the explicit and implicit curriculum and frame the profession's commitment to respect for all people and the quest for social, racial, economic, and environmental justice." (EP 1.0, 2022 EPAS)

Goals of the Social Work Program
The Social Work Program seeks to:

1. Prepare students for professional practice by developing competent generalist social workers prepared for employment in human service agencies and organizations.
2. Promote professional development and mentorship by providing ongoing professional social work mentorship and support to graduates.
3. Prepare students for graduate education by developing readiness for advanced study in social work and related disciplines.

Social Work Program Admissions

Students interested in pursuing a major in social work may declare social work as their major upon entering Murray State University or change their major to social work after enrollment. Declaring social work as a major does not constitute formal admission to the Social Work Program.

Admission to and progression through the Social Work Program follows a two-step acceptance process:

1. **Initial Advising and Social Work Introduction**
   Students may begin introductory Social Work coursework prior to formal admission to the BSW Program. Formal admission occurs prior to enrollment in SWK 310 – Generalist Social Work Practice I.
   - Students meet with their academic advising.
   - Students enroll in SWK 200 – Being a Social Worker.
   - Upon completion of SWK 200, students complete the initial application to the Social Work Program.

- The Social Work faculty review the application and determine eligibility to continue in the program.

2. **Formal Admission to the Social Work Program**
   To be formally admitted to the Social Work Program, students must:
   - Have all University Studies have been completed;
   - Demonstrate appropriate academic and professional readiness for social work education and practice;
   - Complete at least 60 semester hours of college coursework with a minimum cumulative G.P.A. of 2.5;
   - Earn a grade of C or higher in all social work courses at the time of admission review;
   - Demonstrate competency in written and oral communication;
   - Sign a statement agreeing to abide by the National Association of Social Workers (NASW) Code of Ethics.

Prior to enrollment in SWK 310, the Social Work Program reviews each student's academic record and other applicable evidence of academic and professional readiness to determine whether the student meets the published requirements for formal admission to the BSW Program.
The admission review uses information already generated through the student's academic participation in the program, including the student's academic record, performance in Social Work coursework, demonstrated written and oral communication, and documented professional-performance concerns, when applicable. Students are not required to duplicate information already maintained by the University or Social Work Program as part of the admission review.

Following review, the student will receive one of the following admission decisions:

- **Admitted:** The student has satisfied the requirements for formal admission and may progress into SWK 310 and the professional practice sequence.
- **Admission Deferred:** One or more admission requirements have not yet been satisfied. The student will be informed of the unmet requirement(s) and what must be completed before admission may be reconsidered.
- **Not Admitted:** The student does not meet the requirements for admission to the BSW Program.

Students will be notified of the admission decision in writing. Students may seek review of an admission decision through the applicable Social Work Program and University grievance and appeal procedures.

Continued Retention in the Social Work Program
Formal admission represents a progression point in the BSW Program and does not eliminate the requirement that students continue to meet the Program's academic and professional standards. Students are evaluated throughout the BSW Program on academic performance, professional behavior, ethical conduct, communication, and readiness for social work education and practice. Concerns may be identified through coursework, advising, interactions with faculty or peers, field preparation, field education, or other program-related activities. When a student fails to meet an academic or professional standard and the concern is appropriate for remediation, the Social Work Program may initiate a Student Improvement Plan. The Student Improvement Plan will identify the specific concern, expected corrective actions or behaviors, available supports when appropriate, the period for remediation, and the method by which improvement will be evaluated.
Successful completion of a Student Improvement Plan resolves the identified concern for purposes of that remediation process. However, recurrence of the same or substantially similar concern following successful remediation may demonstrate that the student has not been able to consistently meet the academic or professional standards required by the BSW Program. A student who requires a second Student Improvement Plan for the same or substantially similar concern after completion of remediation may be subject to removal from the BSW Program, following the Program's established review, termination, and due-process procedures.

Students must maintain satisfactory academic progress in the Social Work major. A grade of D or below in a course required for the Social Work major requires the student to repeat the course before progressing when that course is a prerequisite for subsequent coursework. Because Social Work courses are intentionally sequenced and may be offered only during designated semesters, repeating a course may prevent a student from enrolling in subsequent required courses. This may require the student to delay progression in the major and could extend the time needed to complete the BSW degree by one or more semesters.

Students who fail to enroll in or complete required Social Work coursework for two or more consecutive semesters must apply for readmission to the Social Work Program before resuming the major. Readmission is subject to the program requirements and approval in effect at the time of application.

Repeated Course Failure
Students must earn a grade of C or higher in required Social Work courses. A student who fails to earn the required minimum grade in the same required Social Work course on two attempts will be subject to removal from the BSW Program.
Before removal becomes final, the student will receive written notice and access to the applicable Program and University review and appeal procedures.

Progression to Field Education
Students must remain in good academic and professional standing and satisfy all applicable BSW Program progression requirements before entering field education. Formal admission to the BSW Program does not guarantee progression to field education when subsequent academic or professional-performance concerns have arisen.

Transfer Credit and Prior Work or Life Experience

The Social Work Program does not waive required coursework in the professional foundation areas or requirements for field education/field practicum. No academic credit is awarded for previous work or life experience in lieu of required social work coursework or field education. Transfer coursework is evaluated in accordance with Murray State University and Social Work Program policies and applicable accreditation requirements.

A Brief History of the Social Work Program

The Murray State University Social Work Program was established in 1970 within the Department of Sociology and Anthropology. As the University underwent organizational restructuring, the Social Work Program transitioned through several departments and colleges in 1975, 1986, 2000, 2013, and 2014. In 2022, the program became part of the newly renamed Department of Criminal Justice and Social Work.

Throughout its history, the Social Work Program has been led by several program directors, including Dr. Wallace Baggett (1970–1986), Dr. Julie Lovins (1986–1990), Dr. Rose Bogal-Allbritten (1990–2003), Dr. Elise Fullmer (2005), and Dr. Peg Pittman-Munke (2005–2025). Marshall Hayes, MSW, assumed the role of Program Director on December 15, 2025.

The size of the Social Work faculty has historically ranged from three to six members, supporting the program's commitment to providing students with accessible faculty support and a focused social work education.

Accreditation

The BSW program has been accredited by the Council on Social Work Education (CSWE) since 1974. https://www.cswe.org/

CSWE Commission on Accreditation Educational Policy and Accreditation Standards
CSWE's Educational Policy and Accreditation Standards 2022 can be found here:
https://www.cswe.org/accreditation/policies-process/2022epas/

The BSW is recognized by both the CSWE and the National Association of Social Workers (NASW) as the beginning professional degree, indicating that students are prepared for generalist social work practice. Graduates of BSW programs are eligible to pursue licensure at the baccalaureate level in states that offer such licensure for social work. BSW is the foundation and provided eligibility for the advanced standing in master's level social work educational programs. The benefit to the advanced standing program allows students to complete the MSW program in a shorter time than others who may hold a baccalaureate degree. Please consult the graduate school of your choosing to discuss their graduate admission requirements.

Core Competencies

The CSWE has adopted a competency-based education framework for its EPAS. A competency-based approach identifies and assesses what students demonstrated in practice. In social work, the approach involved assessing students' ability to demonstrate the competencies identified in the educational policy (EPAS, 2022, p. 7).

EP 2.1.1 Demonstrate ethical and professional behavior

- Make ethical decisions by applying the standards of the National Association of Social Workers Code of Ethics, relevant laws and regulations, models for ethical decision making, ethical conduct of research, and additional codes of ethics within the profession as appropriate to the context; The Nine Social Work Competencies 2022 Educational Policy and Accreditation Standards
- Demonstrate professional behavior; appearance; and oral, written, and electronic communication
- Use technology ethically and appropriately to facilitate practice outcomes
- Use supervision and consultation to guide professional judgment and behavior.

EP 2.1.2 Advance human rights and social, economic, and environmental justice

- Advocate for human rights at the individual, family, group, organizational, and community system levels
- Engage in practices that advance human rights to promote social, racial, economic, and environmental justice.

EP 2.1.3 Engage diversity and difference in practice

- Demonstrate anti-racist and anti-oppressive social work practice at the individual, family, group, organizational, community, research, and policy levels
- Demonstrate cultural humility by applying critical reflection, self-awareness, and self-regulation to manage the influence of bias, power, privilege, and values in working with clients and constituencies, acknowledging them as experts of their own lived experiences.

EP 2.1.4 Engage in practice-informed research and research-informed practice

- Apply research findings to inform and improve practice, policy, and programs
- Identify ethical, culturally informed, anti-racist, and anti-oppressive strategies that address inherent biases for use in quantitative and qualitative research methods to advance the purposes of social work.

EP 2.1.5 Engage in policy practice

- Use social justice, anti-racist, and anti-oppressive lenses to assess how social welfare policies affect the delivery of and access to social services
- Apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, racial, economic, and environmental justice.

EP 2.1.6 Engage with individuals, families, groups, organizations and communities

- Apply knowledge of human behavior and person-in-environment, as well as interprofessional conceptual frameworks, to engage with clients and constituencies
- Use empathy, reflection, and interpersonal skills to engage in culturally responsive practice with clients and constituencies.

EP 2.1.7 Assess individuals, families, groups, organizations, and communities

- Apply theories of human behavior and person-in-environment, as well as other culturally responsive and interprofessional conceptual frameworks, when assessing clients and constituencies
- Demonstrate respect for client self-determination during the assessment process by collaborating with clients and constituencies in developing a mutually agreed-upon plan.

EP 2.1.8 Intervene with individuals, families, groups, organizations, and communities

- Engage with clients and constituencies to critically choose and implement culturally responsive, evidence-informed interventions to achieve client and constituency goals
- Incorporate culturally responsive methods to negotiate, mediate, and advocate with and on behalf of clients and constituencies.

EP 2.1.9 Evaluate practice with individuals, families, groups, organizations, and communities

- Select and use culturally responsive methods for evaluation of outcomes
- Critically analyze outcomes and apply evaluation findings to improve practice effectiveness with individuals, families, groups, organizations, and communities.

NASW Code of Ethics

Professional ethics are fundamental to social work practice. The National Association of Social Workers (NASW) Code of Ethics establishes the values, ethical principles, and professional standards that guide the conduct of social workers and social work students. The Code applies across professional roles, practice settings, and populations served. Students are expected to become familiar with the NASW Code of Ethics and use it as a guide when making professional decisions, navigating ethical concerns, and developing their identity as social work professionals.

Current NASW Code of Ethics: NASW Code of Ethics

Purpose of the NASW Code of Ethics

The NASW Code of Ethics serves several important purposes within the social work profession. It:

1. Identifies the core values that form the foundation of social work's mission.
2. Establishes ethical principles and standards to guide professional social work practice.
3. Provides guidance for recognizing and addressing ethical dilemmas, conflicting professional obligations, and ethical uncertainties.
4. Establishes standards by which the social work profession can be held accountable to the public.
5. Introduces students and professionals entering the field to the mission, values, principles, and ethical responsibilities of social work.
6. Provides professional standards that may be used to evaluate and address unethical conduct within the profession.

The NASW Code of Ethics is an important resource for students throughout their BSW education and field education experience. Students should consult the Code when they encounter situations involving professional boundaries, confidentiality, conflicts of interest, informed consent, professional conduct, or other ethical concerns.

Core Values and Ethical Principles

The NASW Code of Ethics identifies six core values that provide the foundation for social work practice:

Core Value	Ethical Principle
Service	Social workers' primary goal is to help people in need and address social problems.
Social Justice	Social workers challenge social injustice and work to promote greater equity and access to resources and opportunities.
Dignity and Worth of the Person	Social workers respect the inherent dignity and worth of every person.
Importance of Human Relationships	Social workers recognize that relationships are central to human well-being and social work practice.
Integrity	Social workers conduct themselves in a trustworthy and responsible manner.
Competence	Social workers practice within their areas of competence and continually develop their professional knowledge and skills.

These values provide a foundation for professional decision-making and establish the ideals to which social workers should aspire.

Ethical Standards

The NASW Code of Ethics establishes standards addressing social workers' responsibilities to:

1. Clients
2. Colleagues
3. Practice settings
4. Professionals
5. The social work profession
6. Society

Students are expected to apply these ethical standards throughout the BSW program, including during classroom activities, university-related experiences, and field education.

Student Acknowledgment of the NASW Code of Ethics

As part of the BSW program admission process, students are required to complete and sign an acknowledgment confirming that they have reviewed the NASW Code of Ethics, understand its importance to professional social work practice, and agree to support its principles. (See appendix)

Because adherence to professional ethics is an essential component of social work education and practice, violations of the NASW Code of Ethics or serious violations of professional ethical standards may result in review through applicable University and Social Work Program policies and procedures, up to and including removal from the Social Work major. Students are responsible for becoming familiar with the current version of the NASW Code of Ethics**,** including any subsequent revisions or updates.

Academic Program

The Murray State BSW curriculum is designed as an intentional developmental sequence that prepares students for competent, ethical, and evidence-informed generalist social work practice. The curriculum moves students through five progressive phases.

1. **Professional Orientation and Foundational Knowledge**
   Students are introduced to the social work profession, its history, values, ethics, and core concepts while developing a foundation for professional social work education.
2. **Human Behavior, Social Systems, Policy, and Research**
   Students develop knowledge of human behavior and the social environment, social systems, social welfare policy, and research methods that inform generalist social work practice.
3. **Beginning Generalist Practice Application**
   Students begin applying social work knowledge, values, skills, and ethical principles through structured learning activities and practice-based experiences.
4. **Advanced and Multilevel Application and Professional Integration**
   Students integrate knowledge and skills across multiple areas of generalist practice and apply social work perspectives to increasingly complex situations involving individuals, families, groups, organizations, and communities.
5. **Demonstration of Competence in Field Education**
   Students integrate and demonstrate their social work knowledge, values, skills, and professional behaviors within an agency-based field education setting. Field education provides students with the opportunity to demonstrate competency in generalist social work practice under professional supervision.

Across this sequence, students move form learning foundational knowledge, to applying knowledge and skills structured in learning activities, to integrating multiple dimensions of generalist practice, and ultimately to demonstrating competence in an agency-based field setting.

BSW Degree Requirements and Curriculum Sequence

The Murray State University Bachelor of Social Work (BSW) program is designed as a developmental sequence that progressively prepares students for competent, ethical, and evidence-informed generalist social work practice. Students move from foundational social work knowledge to the application and integration of social work knowledge and skills and, ultimately, to demonstration of professional competence through a 400-hour field education experience in the student's final semester. The curriculum is designed to align with the current Council on Social Work Education (CSWE) accreditation standards**.**

Students should use the current Murray State University Bulletin and MyGate Racer Audit as the official sources for degree requirements, course descriptions, prerequisites, and applicable University requirements. The sequence outlined below represents the typical progression through the Social Work major and may vary based on course availability, transfer credit, part-time enrollment, or other individual circumstances. The program does not waive course requirements for the professional foundation areas or core classes or for the field practicum. No credit is given for previous work or life experience (CSWE Accreditation requirement).

Cohort Model

Students typically enter the Social Work major during their third or fourth semester of undergraduate study and progress through the major-course sequence with a cohort of other Social Work students. Students generally enter the major-course sequence in either the fall or spring semester.

The cohort model allows students to complete many of their Social Work courses with the same group of peers. This structure is intended to promote collaboration, peer support, professional relationships, and continuity throughout the major. Students are encouraged to actively participate in the cohort experience and to develop professional relationships with classmates, faculty, and community partners.

The Social Work Program is designed primarily for full-time students. Students attending part-time may have an individualized course sequence developed in consultation with and approved by the Social Work Program Director.

Students are expected to complete (general education) requirements before beginning the major-course sequence unless an alternative plan has been approved by the Social Work Program.

Typical Progression Through the Social Work Major

First Semester in the Major

Students normally begin the Social Work major as a cohort during this semester. This semester typically occurs during the second semester of the sophomore year or the first semester of the junior year.
Students generally complete the following courses:

- SWK 200 – Being a Social Worker, if not previously completed
- SWK 201 – Social Work and Social Welfare
- SWK 225 – The Human Experience
- SWK 301 – Human Behavior I or SWK 302 – Human Behavior II, depending on course availability
- Social Work elective coursework, as appropriate

SWK 200 may be completed during this semester if the student has not previously taken the course.

Second Semester in the Major

Students generally complete:

- SWK 301 – Human Behavior I or SWK 302 – Human Behavior II, whichever was not completed during the previous semester
- SWK 310 – Practice I
- SWK 303 – Research
- Social Work elective coursework, as appropriate

Third Semester in the Major

Students generally complete:

- SWK 312 – Practice II or SWK 313 – Practice III
- SWK 350 – Social Welfare Policy
- SWK 424 – Case Management or SWK 365 – Crisis Management and Intervention in Behavioral Health
- Social Work elective coursework or other required coursework, as appropriate

***Important:** SWK 312 – Practice II and SWK 313 – Practice III may not be taken concurrently.

Fourth Semester in the Major

Students generally complete:

- SWK 312 – Practice II or SWK 313 – Practice III, whichever remains to be completed

- SWK 498 – Senior Seminar
- SWK 424 – Case Management or SWK 365 – Crisis Management and Intervention in Behavioral Health, whichever remains to be completed
- Social Work elective coursework or other required coursework, as needed

*Important: SWK 312 – Practice II and SWK 313 – Practice III may not be taken concurrently.
*SWK 498 – Senior Seminar is the preparatory course for the Social Work field practicum. The course assists students in preparing for the transition from academic coursework to professional social work practice. Students complete the field education preparation process during SWK 498, including preparation related to field expectations, professional conduct, placement requirements, required documentation, and readiness for SWK 499.
*Successful completion of SWK 498 and all other applicable progression requirements is required before students may proceed to SWK 499 – Field Practicum.

Final Semester:

- **SWK 499 – Field Practicum**
  SWK 499 – Field Practicum is the culminating educational experience in the BSW curriculum. Students integrate and demonstrate the knowledge, values, skills, and professional behaviors developed throughout the Social Work curriculum within an approved agency-based field setting.

SWK 499 is a 12-credit-hour course consisting of:

- 8 credit hours of agency-based field practicum
- 4 credit hours of field seminar and educational activities designed to support integration of classroom learning with field experience

The current field practicum requirement is a minimum of 400 agency-based hours completed over a 16-week semester, with a minimum of 25 agency- based hours per week in the field placement, in addition to required weekly field seminar activities.

SWK 499 is intended to be completed as the student's final semester of the BSW program. Students must have completed the applicable University and Social Work Program requirements and have earned a minimum of 108 credit hours before enrolling in SWK 499. Students are expected to take an active role in identifying potential placement opportunities, communicating professionally with agencies, and completing required placement steps within established deadlines. The Field Director retains responsibility for overseeing the placement process and granting final approval for all field placements. The Field Director works with the student and prospective agency to identify an appropriate placement that meets program requirements and supports the student's educational and professional development needs. Students are not guaranteed placement with a particular agency.
Employment-based field placements may be permitted with prior approval of the Field Director. Employment-based placements must meet all BSW Program field education requirements. Students considering an employment-based placement should consult the Field Placement Manual and contact the Field Director before making arrangements with their employer.

Details of the field placement process, policies and procedures can be found in the *Field Placement Manual.* The manual is available on the Social Work Program/Field Education web site. Each student must read the *Field Placement Manual* before beginning the field placement.

Social Work Degree Requirements

The BSW degree consists of University Studies requirements, required Social Work core courses, and Social Work electives. Students should regularly review their MyGate Racer Audit and the current *Murray State University Bulletin* to verify their individual degree requirements.

University Studies (General Education)

University Studies courses provide students with foundational knowledge and critical-thinking skills that support their academic and professional development within the Social Work curriculum. Students should consult the current University Bulletin and their MyGate Racer Audit for applicable University Studies requirements.

Social Work Core Courses

The required Social Work core curriculum includes:

- SWK 200 – Being a Social Worker
- SWK 201 – Social Work and Social Welfare
- SWK 225 – The Human Experience
- SWK 301 – Human Behavior I
- SWK 302 – Human Behavior II
- SWK 303 – Research
- SWK 310 – Practice I
- SWK 312 – Practice II
- SWK 313 – Practice III
- SWK 350 – Social Welfare Policy
- SWK 365 – Crisis Management and Intervention in Behavioral Health
- SWK 424 – Case Management
- SWK 498 – Senior Seminar
- SWK 499 – Field Practicum

Specific course objectives are listed at the beginning of the syllabus for each course in the Social Work Program.

Students should consult their MyGate Racer Audit and the current University Bulletin to determine whether the course is required for their degree plan. Course prerequisites, enrollment restrictions, and scheduling requirements apply to designated Social Work courses. Students should review the current University Bulletin and consult with their academic advisor or the Social Work Program when planning their course sequence.

Social Work Electives

Students complete 9 credit hours of Social Work electives, including at least 6 credit hours at the 300 level or above. Elective course offerings may vary based on student interest, faculty availability, and the University's course schedule. Students should consult the current University Bulletin and their MyGate Racer Audit when selecting Social Work electives. The BSW curriculum requires 60 credit hours of Social Work core coursework and 9 credit hours of Social Work electives**.**

Degree Progress and Advising

Students are responsible for monitoring their academic progress and ensuring that all degree requirements are completed. The MyGate Racer Audit provides students with an individualized record of completed, in-progress, and remaining degree requirements.

Students should review their Racer Audit regularly and consult with their academic advisor when planning future semesters. Changes in course availability, transfer credit, enrollment status, or other circumstances may require adjustments to the recommended sequence. Students must also meet all applicable grade, prerequisite, and progression requirements before advancing to subsequent Social Work courses and field education.

Transfer Students and Change of Major

Academic Advising for Transfer Students

All transfer students will be advised on course of study by the Program Director or designee. Transfer coursework is evaluated according to the type of coursework completed. Each student will be assigned a social work advisor to assist with academic planning and degree progression.

Murray State Students Changing to Social Work

Murray State University students who transfer from another major or area of study into Social Work must meet with the Social Work Program Director or designee and complete the University's Change of Major Form. Students changing their major to Social Work will follow the Murray State University Bulletin in effect at the time of the change. Following the change of major, students will be assigned a Social Work academic advisor.

Students Transferring from Other Institutions
Students transferring to Murray State University from another accredited college or university must meet the University's transfer admission requirements outlined in the Murray State University Bulletin. Transfer students will be advised by the Social Work Program Director or designee. In addition to meeting University requirements for transfer admission, students must complete the Social Work Program's admission requirements. Students must complete at least one semester in residence at Murray State University before beginning the Social Work Program application process and must meet all program admission criteria.
Students who were previously enrolled in a social work program at another institution must provide a letter on institutional letterhead, or equivalent documentation, indicating that they were in **good standing** in that social work program. Students who cannot provide documentation of good standing may be denied admission to the Murray State Social Work Program at the discretion of the Program Director and faculty.

Evaluation and Transfer of Social Work Coursework
The Social Work Program Director or designee is responsible for evaluating social work coursework transferred from other institutions. Students may be required to provide supporting documentation, such as course syllabi, completed assignments, or other materials, to assist in determining course equivalency. To receive social work major credit for transferred coursework, students must have earned a minimum grade of **C** in each course. Courses completed with a grade below C cannot be applied toward the Social Work major.
Required social work courses completed at other CSWE-accredited programs may be accepted at the discretion of the Social Work Program Director. As a general rule, students are expected to complete the core social work curriculum at Murray State University because these courses are intentionally sequenced and build upon previously completed social work coursework. When approved, core social work courses transferred from another institution may be applied as Social Work program electives rather than replacing required Murray State core courses.

University Studies and Non-Social Work Coursework
Transfer coursework other than Social Work courses is evaluated through the appropriate Murray State University process to determine whether the coursework satisfies University Studies requirements or requirements in another academic program. Students should consult the appropriate University office regarding the evaluation and application of transfer coursework.

Social Work Coursework
Social Work courses completed at another accredited college or university are reviewed by the Social Work Program Director or designee to determine whether the coursework is applicable to the BSW degree.
Transfer Social Work coursework may be accepted for Social Work elective credit when appropriate. SWK 201 may be satisfied by SWK 222 through the Kentucky Community and Technical College System (KCTCS), when applicable. However, upper-level Social Work courses completed at another institution generally will not substitute for required Social Work core courses offered by Murray State University.
This approach allows students to receive appropriate credit for prior coursework while ensuring that students complete the required Murray State Social Work core curriculum. Students should obtain approval from the Social Work Program before assuming that Social Work coursework completed at another institution will satisfy a specific BSW core requirement.

Post-Baccalaureate Students
Students who have previously earned a bachelor's degree in another field may complete the BSW as post-baccalaureate students, subject to applicable University and Social Work Program requirements. Post-baccalaureate students must complete a minimum of 32 credit hours in residence at Murray State University, including at least 15 upper-level credit hours in the major. A minimum 2.5 GPA is required for BSW coursework.

Because post-baccalaureate students may have completed many University Studies requirements through their previous bachelor's degree, their individual course sequence may differ from the traditional BSW cohort sequence. All Post Baccalaureate will be advised on course of study by the Program Director or designee.

Important Planning Reminder
The semester-by-semester sequence in this manual represents a typical pathway rather than a guaranteed schedule. Course offerings, prerequisites, transfer credit, student enrollment status, and individual degree requirements may affect the order in which courses are completed. Students should use their MyGate Racer

Audit, the current Murray State University Bulletin, and academic advising when making decisions about their individual course schedule.

Program Delivery Methods

Murray State University's Social Work Program offers courses through a variety of instructional modalities designed to provide students with accessible and flexible pathways to degree completion. Depending on the course and program requirements, instruction may be delivered online, synchronously through Zoom video conferencing, or in a hybrid format that combines online and face-to-face instruction at the main campus.

Students enrolled in synchronous Zoom courses may participate from any of Murray State University's regional campus locations, including Fort Campbell, Henderson, Hopkinsville, Madisonville, Murray, and Paducah. Students may also complete courses designated for asynchronous online instruction, in which course materials, learning activities, and assignments are accessed and completed without a required meeting time.

The availability of specific instructional modalities may vary by course, semester, and program requirements. Students should consult the current course schedule and program advising materials for information regarding the delivery format of individual courses.

Social Welfare Minor
The Social Work Program offers a 21-hour minor in Social Work for students who are pursuing a major in another discipline. The minor provides students with foundational knowledge of social work, human behavior, social welfare, and generalist social work practice. The Social Work minor consists of the following:

Required Courses — 9 Hours

- SWK 200 – Being a Social Worker
- SWK 201 – Social Work and Social Welfare
- SWK 225 – The Human Experience

Social Work Electives — 12 Hours
Students complete 12 additional hours of approved Social Work program electives. Electives must meet the requirements established by the Social Work Program.

Course Restrictions
Because several Social Work courses are designed specifically for BSW majors and are part of the sequential professional curriculum, students pursuing the Social Work minor may not enroll in the following courses:

- SWK 301
- SWK 302
- SWK 310
- SWK 312
- SWK 313
- SWK 365
- SWK 424
- SWK 498
- SWK 499 – Field Practicum
-

Students pursuing the minor also may not enroll in Social Work electives that require SWK 310 – Social Work Practice I or SWK 312 – Social Work Practice II as prerequisites. Students should consult the Social Work Program Director or designee when selecting electives to ensure that courses meet the requirements for the Social Work minor.

Important: A minor in Social Work does not qualify a student as a professional social worker or meet the educational requirements for professional social work practice. Completion of the minor does not qualify students for social work licensure in Kentucky, eligibility for professional social work membership based on a social work

degree, advanced standing in a graduate social work program, or employment positions that require a professional social work degree.

Academic Advising

All students majoring in Social Work are assigned a Social Work faculty advisor by the Program Director. Students are required to meet with their advisor and have their advising hold lifted before registering for classes each semester. Academic advising is a collaborative process. Students should work closely with their advisor when selecting courses and planning their academic program. While advisors provide guidance and support, students are ultimately responsible for understanding and completing their degree requirements, making academic decisions, and monitoring their progress toward graduation. Students must meet with their advisor at least once during the semester before registration for the following semester**.** Either the student or advisor may request additional appointments as needed.

If a student wishes to request a change of advisor, the student should contact the BSW Program Director and provide the reason for the request. The Program Director will review the request and determine whether a new advisor assignment is appropriate.

Retention Policies and Procedures

Students preparing for professional social work practice are expected to demonstrate the personal and professional qualities necessary to engage effectively, ethically, and respectfully with clients, colleagues, agencies, and communities. The following expectations are considered throughout the Social Work Program:

Self-awareness
Students should demonstrate an understanding of their own strengths, limitations, values, beliefs, biases, and areas for professional growth. Self-awareness enables students to recognize how their personal experiences and perspectives may affect their interactions with others and to use this awareness to strengthen professional practice.

Professional Commitment and Behavior
Students should demonstrate a commitment to the goals, values, and ethical standards of the social work profession. Students are expected to use professional knowledge, values, and skills to work collaboratively with others and support positive change. Students should demonstrate an understanding of and commitment to the social work profession and be able to articulate their developing professional interests and career goals. Students should demonstrate behaviors consistent with preparation for entry-level professional social work practice, including:

- Regular and timely attendance and participation;
- Timely completion of academic and professional responsibilities;
- Appropriate and respectful communication with students, faculty, clients, colleagues, and other professionals;
- Professional use of social media and electronic communication;
- Appropriate professional boundaries and conduct; and
- Effective management of personal circumstances so that they do not interfere with academic or professional responsibilities.

Knowledge as a Foundation for Practice
Students should demonstrate the ability to apply relevant social, behavioral, and biological knowledge and theoretical perspectives to understand human behavior and social systems. Students should develop an understanding of factors that influence behavior and the ways in which change may occur at the individual, family, group, organizational, and community levels.

Objectivity and Professional Judgment
Students should recognize the inherent dignity and worth of every person and demonstrate the ability to assess people and situations objectively, respectfully, and without discrimination. Students should be able to balance professional objectivity with empathy and compassion. Students are expected to recognize their own personal values, assumptions, and biases and to prevent these from interfering with ethical and professional practice.

Students should not create barriers to services or treat individuals differently based on personal judgments about their circumstances.

Empathy and Support
Students should demonstrate the ability to develop respectful and supportive professional relationships. Students should use empathy, active listening, and appropriate interpersonal skills to understand client perspectives, identify strengths and resources, and support individuals and systems in developing and implementing appropriate solutions.

Acceptance of Diversity
Students should demonstrate respect for the value and dignity of human differences and the ability to work effectively with people from diverse backgrounds and experiences. Students are expected to provide respectful and appropriate services regardless of characteristics such as race, ethnicity, national origin, age, religion or spirituality, gender, disability, sexual orientation, political affiliation, socioeconomic background, or personal values. Students must distinguish between personal beliefs and professional responsibilities and must not impose their personal, religious, political, cultural, or other values on clients.

Application of Academic Knowledge to Practice
Students should demonstrate the ability to apply knowledge and skills gained through coursework to professional practice situations. This includes the ability to:

- Establish and maintain professional relationships;
- Assess individuals, families, groups, organizations, and communities;
- Apply relevant theoretical frameworks;
- Develop and implement appropriate intervention strategies;
- Collaborate with clients and other professionals;
- Analyze social policies and their impact on clients and service systems; and
- Apply research and evaluation findings to inform practice.

Professional Readiness and Personal Responsibility
Students are expected to maintain the level of personal responsibility, judgment, and professional conduct necessary to fulfill the responsibilities of a social work student and future social work professional. Students should recognize when personal circumstances may affect their ability to meet academic, field, or professional responsibilities and seek appropriate assistance when needed. Students must be able to fulfill program and field education requirements safely and effectively, with or without reasonable accommodations, consistent with University policies and applicable law. When concerns arise regarding a student's ability to meet professional or field responsibilities, the Social Work Program may address those concerns through established academic, field education, student conduct, and support processes.

Social Work Program Concerns Procedure

The Bachelor of Social Work (BSW) program is committed to supporting students' academic success, professional development, and preparation for ethical and competent social work practice. As students progress through the BSW program, concerns may arise related to academic performance, interpersonal interactions, professional conduct, ethical behavior, or other behaviors that may affect the student's ability to successfully participate in the program, complete field education, or enter the social work profession.

The BSW faculty have a responsibility to both support students in their professional development and serve as gatekeepers to the social work profession. Addressing concerns in a timely, consistent, developmental, and fair manner allows students an opportunity to recognize concerns, receive appropriate support, and demonstrate growth while also protecting clients, agencies, field instructors, faculty, staff, classmates, and the integrity of the social work profession. This process provides a framework for identifying, documenting, addressing, and resolving concerns related to student academic, interpersonal, ethical, or professional behavior.

Process:

1. A concern may be identified at any point during a student's enrollment in the BSW program, from initial admission through completion of the program. Concerns may arise in the classroom, online learning

environment, field education, interactions with faculty, staff, peers, clients, field instructors, agency personnel, or other settings in which the student represents the BSW program or the social work profession. Concerns may include, but are not limited to:

- Academic performance or progress;
- Attendance or participation;
- Interpersonal or communication concerns;
- Professional conduct or judgment;
- Failure to follow university, program, course, or agency policies;
- Failure to demonstrate appropriate professional boundaries;
- Concerns related to confidentiality or privacy;
- Behavior inconsistent with the NASW Code of Ethics;
- Dishonesty, misrepresentation, or academic misconduct;
- Behavior that interferes with the learning environment or the work of others;
- Failure to meet field education expectations;
- Behavior that raises concerns regarding professional suitability or readiness for social work practice; or
- Other behavior that may negatively affect the student, clients, classmates, faculty, field instructors, agency personnel, or the profession.

2. When appropriate, faculty will address concerns directly with the student as early as possible. Minor or isolated concerns may be addressed through feedback, discussion, academic advising, course-related interventions, or other appropriate supportive measures without initiating a formal review. The BSW program may also utilize the University's student success and early alert system to communicate concerns regarding academic progress, attendance, course performance, or other factors affecting student success. Students may be referred to appropriate university resources, including academic advising, student support services, counseling services, accessibility services, or other resources when appropriate.

3. When a student's performance or behavior falls below BSW program expectations and the concern requires documentation or further review, a faculty member may complete a BSW Student Review Form (Appendix B). Whenever reasonably possible, the faculty member should discuss the concern directly with the student before submitting the form. The purpose of this discussion is to provide the student with an opportunity to understand the concern, respond to the information presented, and identify potential steps for improvement. The Student Review Form should document the nature of the concern, relevant information or supporting documentation, actions already taken, and any recommended next steps.

4. The Student Review Form will be shared with the student before submission whenever practicable. The student will be provided an opportunity to submit a written response or rebuttal and may provide relevant documentation or other information for consideration. The student's response does not necessarily require agreement between the student and faculty member. The purpose of the response is to ensure that the student has an opportunity to provide relevant information before the concern is formally reviewed.

5. The completed Student Review Form and relevant supporting information will be submitted to the appropriate BSW program administrator or department chair for review. When further action is warranted, the BSW program faculty may review the concern and determine an appropriate response based on the nature, severity, frequency, and circumstances of the behavior. Responses may include, but are not limited to:

    - No further action;
    - Additional communication or clarification of expectations;
    - Academic advising or mentoring;
    - Referral to appropriate university support services;
    - Written notice of concern;
    - Additional monitoring or follow-up;
    - Student Improvement Plan
    - Restrictions or additional requirements related to participation in field education;
    - Removal from or denial of progression into field placement when appropriate;

- Non-continuance in the BSW program; or
- Dismissal from the BSW program, consistent with applicable university policies and procedures.

6. Not all concerns require progressive intervention. Behavior that presents a significant or immediate risk to the safety or welfare of a client, student, field instructor, faculty member, staff member, agency, or other individual; constitutes a serious violation of professional ethics; or demonstrates significant impairment in professional judgment or suitability may result in immediate review and may warrant removal from a field setting, non-continuance, or dismissal from the BSW program. Examples may include serious breaches of confidentiality, significant violations of the NASW Code of Ethics, threats or acts of violence, serious dishonesty or misrepresentation, or other conduct that presents a substantial concern regarding the student's ability to safely and ethically participate in social work education or practice. Immediate action may be taken when necessary to protect clients, students, faculty, field instructors, agency personnel, or others.

7. In the event removal from a field setting, non-continuance, or dismissal from the BSW program

    - Hours worked at the former agency may or may not be counted toward the 400-hour minimum at the discretion of the Field Director and/or Program Director under the circumstances of termination.
    - The student may be replaced in the same semester at a different agency. A decision made by Field Director and/or Program Director.
    - The student may be given an incomplete, "I", grade and must redo the internship at a different agency the following semester. A decision made by Field Director and Program Director.
    - The student may be failed in the internship and may be allowed to reregister the following semester with the permission of the Program Director.
    - The student may be failed in the internship and terminated from the social work program, with the concurrence of the Department Chair.

Student Improvement Plan

The BSW Program is committed to supporting students in meeting academic, professional, and field education expectations. When concerns arise regarding a student's academic progress, professional development, or field performance, the program may develop a Student Improvement Plan in collaboration with the student.
The plan identifies the specific concern(s), expected outcomes, action steps, available supports, and timeline for demonstrating satisfactory progress. The student is responsible for actively participating in the plan and completing the identified requirements within the established timeframe.
At the conclusion of the plan, the student's progress will be reviewed. Successful completion of the Student Improvement Plan allows the student to continue in the BSW Program, provided all other program, University, and field education requirements are met. If concerns are not satisfactorily addressed, additional action may be taken in accordance with applicable Murray State University and BSW Program policies.

Termination Policies and Procedure

The Murray State University Social Work Program is a professional social work program accredited by the Council on Social Work Education. As such, the program is focused on promoting professionalism in the social work field and providing quality services to future clients. The admission, termination, and appeals processes of the Murray State University Social Work Program are designed to ensure that those individuals who graduate from the program meet the requirements of an entry level professional social worker and possess the following characteristics.

Termination from the BSW Program

A student may be terminated from the BSW Program when, in the professional judgment of the Social Work Program faculty, the student has demonstrated academic, professional, or ethical conduct that is inconsistent with the expectations of the social work profession and the concerns have not been satisfactorily resolved.

Termination may include failure to satisfactorily complete a Student Improvement Plan or other established remediation requirements. Prior to termination, the student will meet with the Social Work Program faculty and CJSWK Department Chair to review the concerns and the basis for the decision. When termination is determined to be appropriate, the student will be prohibited from continuing in the Murray State University Social Work Program.

The Program Director will provide the student with written notification of the termination decision within five (5) business days. The student may appeal the decision in writing to the Department Chair within ten (10) business days of receiving written notification. If an appeal is not submitted within the established timeframe, the termination will become final. Students should refer to the Grievance and Appeal Procedures in this manual and applicable University policies for additional information regarding the appeal process.

In cases involving a significant breach of professional or ethical conduct that is incompatible with the social work profession, the Social Work Program may proceed directly to termination without completing the Student Improvement Plan process. Such circumstances may also be referred to the appropriate University office in accordance with University policy. A student who has been terminated from the Social Work Program may be eligible to reapply at a later date if the student can demonstrate that the concerns leading to termination have been adequately addressed. Readmission is not guaranteed and will be considered by the Social Work Program in accordance with the admission and retention requirements in effect at the time of application.

University Policy on Academic Honesty

All students must adhere to the Policy on Academic Honesty described in the current MSU Academic Bulletin/Catalog. Students may appeal decisions related to academic dishonesty by following the Academic Honesty Appeal Procedure described in the current MSU Academic Bulletin/Catalog. **Forms and Policies**

Social Work students are expected to demonstrate academic honesty, accountability, and professional integrity in all coursework and field-related activities. In addition to the requirements outlined in the current *Murray State University Bulletin*, the following are considered violations of academic honesty:

- **Cheating:** Using or attempting to use unauthorized information, materials, electronic or digital resources, AI tools, or assistance from others during an academic exercise.
- **Fabrication or Falsification:** Inventing, altering, or misrepresenting information, data, documentation, or citations.
- **Multiple Submission:** Submitting substantially the same work for credit more than once without instructor permission.
- **Misuse of AI:** Using AI in a manner prohibited by the instructor, including submitting AI-generated work as one's own or failing to provide required acknowledgment or citation.
- **Plagiarism:** Presenting another person's words, ideas, creative work, or data as one's own without appropriate acknowledgment or citation.

Faculty will communicate course-specific expectations in the syllabus and/or assignment instructions. Academic dishonesty may result in a required resubmission, reduced or failing grade on an assignment, failing grade in the course, or other sanctions permitted by University policy. Faculty may also invalidate an assessment when its academic integrity has been compromised.

Social Work Program Expectations

Academic honesty is an essential component of professional social work preparation. Social Work students are expected to demonstrate honesty, ethical conduct, accountability, and professional integrity. This includes not obtaining, attempting to obtain, or submitting another person's work as one's own.
Violations may result in academic sanctions and referral to the Social Work Program for additional review or action consistent with University and Program policies. Students who knowingly assist or facilitate academic dishonesty may also be subject to sanctions.
Students are responsible for following the current Murray State University Academic Honesty Policy and all course-specific requirements established by their instructors.

Student Grievances and Appeals

The Social Work Program is committed to addressing student concerns in a fair, respectful, and timely manner. When a student believes that their rights have been denied or violated, the following process should be followed:

1. Faculty or Staff Member: The student should first discuss the concern with the faculty or staff member directly involved, when appropriate, in an effort to reach a resolution.
2. Social Work Program Director: If the concern is not resolved, the student may bring the matter to the Social Work Program Director. If the grievance involves the Program Director, the student may proceed directly to the CJSWK Department Chair.
3. CJSWK Department Chair: If the concern remains unresolved after review by the Program Director, or if the grievance involves the Program Director, the student may discuss the matter with the CJSWK Department Chair. The Chair may meet with the student and the faculty or staff member involved to seek resolution.
4. University Grievance Process: If the concern remains unresolved, the student may pursue the applicable grievance procedure outlined in the current Policies, Handbook and Student Conduct

Students are expected to follow established program and University grievance procedures, including applicable timelines and documentation requirements. Nothing in this process limits a student's right to pursue a University-level grievance or other process provided under University policy.

Student Input into the Social Work Program

Student Input into the Social Work Program

The Social Work Program provides students with opportunities to provide input into both the explicit and implicit curriculum**.** Student feedback is used to inform curriculum development, program improvement, and the overall student learning experience.

Explicit Curriculum

Students provide input into the explicit curriculum through course evaluations, academic advising, communication with faculty, and participation in the Student Social Work Association. During advising, students may identify areas of interest, suggest needed elective offerings, and discuss potential additions to course content. Students may also communicate directly with faculty regarding topics, content, or learning activities they would like to see incorporated into courses. The Student Social Work Association provides an additional opportunity for students to share ideas and contribute to program discussions.

Implicit Curriculum

Students provide input into the implicit curriculum, including the program climate, inclusion, communication, relationships, and overall educational experience. Students complete a required implicit curriculum survey during field education, after they have experienced the broader Social Work curriculum. This provides students with an opportunity to offer an informed perspective on their educational experience and the program environment.

Students may also provide feedback about the implicit curriculum directly to the Program Director or Social Work faculty and through their interactions and collaboration with peers. The Department may also seek student feedback through department-wide surveys or other opportunities for student input. The Social Work Program values student perspectives and encourages students to share feedback in a respectful and constructive manner as part of the ongoing evaluation and improvement of the program.

Student Organizations and Departmental Awards

Student Association of Social Workers (SASW)

The Murray State University Student Association of Social Workers (SASW) was established in 1971. SASW provides Social Work students with opportunities to connect with peers and social work professionals through professional development, community engagement, and social activities. SASW meetings are generally held

monthly. Elected student officers, with support from a faculty sponsor, help determine meeting topics and activities. Online students and students at extended campus locations are encouraged to participate through Zoom and may access recorded meetings when available.

Active Minds
Active Minds is a nationally recognized student organization housed within the Social Work Program. Membership is open to all Murray State University students who are interested in promoting mental health awareness, wellness, and community engagement. The organization provides opportunities for students to participate in educational activities, awareness initiatives, and campus and community events.

National Association of Social Workers
The National Association of Social Workers is a professional social work organization with over 165,000 members and chapters through the United States whose primary purpose is to help all social workers to advance their practice in the field of human service. The student membership fee includes an online subscription to the journal *Social Work*, the monthly newspaper *NASW News*, and the *Kentucky NASW Chapter Newsletter* and member level access to the web sites of both NASW and NASW-KY. Membership is available to students at a reduced cost. BSW students are encouraged to join NASW and participate in local branch meetings. Membership applications are available on-line at http://www.socialworkers.org/

BSW Awards
The BSW Program recognizes student accomplishments and contributions through annual awards presented to outstanding students. Award recipients are recognized at the annual BSW Program graduation ceremony.

- **Outstanding BSW Student Award** recognizes a graduating senior who has demonstrated significant contributions to the Social Work Program, Department, University, profession, and/or community. Selection considers the student's academic performance, professional commitment, community engagement, leadership, and professional relationships with faculty, peers, and community partners.
- **Outstanding BSW Field Student Award** recognizes a graduating senior or recent BSW graduate whose field performance demonstrates exceptional professional development, commitment to social work values and ethics, and outstanding service to clients, agencies, and/or communities. Selection considers the student's application of social work knowledge and skills, professionalism, initiative, and contributions within the field placement.

Kentucky Social Work Licensure
Graduates of accredited BSW programs may pursue social work licensure in Kentucky. Students should review the current requirements of the Kentucky Board of Social Work for applicable licensure pathways, examination requirements, and application procedures.

Licensure information is discussed with students during Field Seminar and may be reviewed through the Kentucky Board of Social Work. Students are responsible for reviewing current licensure requirements and completing all required application steps. Kentucky Board of Social Work

Appendices

BSW Student Handbook Agreement

The MSU BSW Student Handbook can be reviewed and/or printed from the Bachelor of Social Work (BSW)'s Homepage:

_____ I have reviewed and understand the MSU BSW Student Handbook.

_____ I understand that I am expected to follow the policies and procedures of the MSU BSW Student Handbook.

_____ I recognize that failure to follow the policies and procedures set forth in the MSU BSW Student Handbook may affect my standing in the program.

_____
(Name - Print)

_____
(Signature)

_____
(Date)

Code of Ethics Agreement

Please read the National Association of Social Work Code of Ethics. You can review it online at the following address: https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English

Once you have accessed the NASW homepage, review all of the following sections of the Code of Ethics: Preamble, Purpose, Ethical Principles, and the Ethical Standards to Clients, to Colleagues, in Practice Settings, as Professionals, to the Profession, and to the Broader Society.

_____ I have reviewed and understand the NASW Code of Ethics
_____ I agree with, support, and commit myself to uphold the principles contained within the NASW Code of Ethics.
_____ I understand that any violation of the principles contained within the NASW Code of Ethics can result in my removal from the Social Work Major.

_____
(Name - Print)

_____
(Signature)

_____
(Date)

BSW Student Review Form

Student: _____ M#:_____

Course:_____ Section: _____ Sem/Yr: _____

Professor: _____

I perceive this student is demonstrating particular problems in this course that potentially could interfere with success as a social worker. Entries that are checked indicate observed problems with the National Association of Social Workers Code of Ethics, Academic Performance/Professional Behaviors. Additional information or needed explanation can be recorded or attached to this form.

____ NASW Code of Ethics/Professional Conduct

____ Academic Performance

____ Professional Behaviors

Describe the specific behavior, incident, or pattern of behavior observed:

_____
_____
_____
_____
_____

How does this concern affect the student's academic performance, professional development, or potential social work practice?

_____
_____
_____
_____
_____

If applicable, identify the relevant NASW Code of Ethics provision, social work value, university policy, course expectation, or program standard:

_____
_____
_____
_____
_____

* Rather than perceiving problems with this student, I have identified an unusually high level of effort or ability in coursework for this student. Include comments on additional pages, if desired.

Student Comment:

Additional comment (Professor)

I HAVE DISCUSSED THESE MATTERS WITH THIS STUDENT – Date:_____

Student signature indicates that the issues have been discussed. It does not indicate that the student agrees with the issue(s).

Professor Signature: _____ Date: _____

Student Signature: _____ Date: _____

Range of Responses to Student Concerns

Level	Action	Description of Problem or Concern
Informal	Discussion initiated by faculty member. No formal documentation required.	Minor behavior most likely improved with informal discussion. Does not involve a violation of professional ethics.
Advisory	Discussion initiated by faculty member. Starfish Procedures and/or Student Review Form completed by faculty member, discussed with student, and signed by student and faculty member (if Student Review Form was completed). The student's advisor, social work program faculty and the CJSWK department chair will be notified of the Advisory level process. If the Student Review Form was complete, then the student's advisor will place the original signed form in the student's academic file, and the student will receive a signed copy of the form.	Isolated episode of problem behavior or pattern of minor behavior that has not been formally brought to the student's attention. Level of training and severity of behavior are both low.
Remediation (Continuation in the program dependent on successful completion of the Student Improvement Plan)	Meeting with all social work program faculty and student; Student Improvement Plan developed and signed by student and all social work program faculty. The CJSWK department chair will be notified of the Remediation level process. The student's advisor will place the original signed Student Improvement Plan in the student's academic file. The student will receive a signed copy of the plan.	Pattern of problem behavior or performance or serious violation of academic achievement, clinical performance, professional dispositions or ethical standards.
Non-continuance	Meeting with student, all social work program faculty, and CJSWK department chair; suspension of training. Student Improvement Plan is developed and signed by student and all social work program faculty. The student's advisor will place the original signed Student Improvement Plan in the student's academic file. The student will receive a signed copy of the plan.	Clear indication that student behavior and performance is not conducive to professional development and/or places clients/students at risk. Determination made by all social work program faculty.
Expulsion from training	Meeting with student, all social work program faculty, and CJSWK department chair. Student prohibited from continuing in the MSU Social Work Program.	Problem is so severe that continuation in the program is denied (e.g., a serious safety or legal issue) or student shows no or little serious effort to remediate an existing problem. Decision made by all social work program faculty. Students facing expulsion have the right to appeal to the Dean of the College of Education and Human Services.