A WELCOME FROM THE AUGUSTA UNIVERSITY
SOCIAL WORK FACULTY

On Behalf of the Faculty:

The BSW Program of Augusta University would like to thank you on your choice to pursue a career that is not only geared toward serving the needs of others, but is equally intent upon remedying the social issues of our society. You will find that while you are in the educational process of training for this dual mission, you will get personal understanding into your own experiences and the lives of those in your social network.

Our BSW Program is accredited by the Council on Social Work Education (CSWE). The curriculum is designed within a cohort model as a series of courses culminating in a Bachelor of Social Work (BSW) degree. The freshman and sophomore level general education or Core courses (whether taken at Augusta University or transferred from another accredited college) will provide you with a foundation in liberal arts education. The junior and senior level BSW courses prepare students for employment and graduate education through practice, knowledge, and skills such as critical thinking, communication proficiency, and ethical decision-making. Upon graduation from the BSW Program, students are prepared for an entry level position in practice fields including: gerontology, foster care, health care, substance abuse treatment, child welfare, juvenile and adult corrections, community mental health, domestic violence, hospice, community organizations, and many more. It is likely that your professional social work journey will involve working with several of these entities.

The BSW Student Manual is designed to familiarize you to the BSW curriculum design, course content, faculty, program policies, program procedures, and resources available to you. Obviously, this handbook will not answer all of your questions. You are strongly encouraged to meet every semester with your faculty advisor to assist you in planning and scheduling courses, or exploring professional opportunities. The relationships that will develop within your cohort, and with your program faculty will be critical in your success in the program. The opportunity to relate what you will have learned in your courses to field placement during your senior academic year is the most important experience in your undergraduate social work education.

If you ever have any questions regarding the BSW Program, please do not hesitate to contact me or any of our faculty or staff.

Jessica Ziemboski, MSW, PhD
jziemboski@gru.edu
BSW Mission Statement

The Social Work Program at Augusta University seeks to develop competent generalist social work practitioners who can integrate the knowledge, values, and skills of social work in order to enhance the social functioning of individuals, families, groups, organizations, and communities. Grounded in the profession's history and commitment to social justice and diversity, the BSW Program is committed to excellence in teaching and scholarship; and to the facilitation of community within the department, with students, and within the greater environment in which we live.

Purpose

Student Success

The BSW faculty and students seek to create an environment that promotes self-assessment, self-awareness, ethical conduct, and respect for diversity as a basis for lifelong commitment to professional growth and development.

Academic Excellence

The BSW Program requires students to demonstrate academic excellence to prepare for beginning professional generalist social work practice as well as graduate education in social work.

Productive Partnerships

The BSW Program and its partners will serve Augusta University, greater Augusta, Georgia, the Southeast region of the U.S. and the global community with professional and scholarly service, collaboration, and development of relationships.

Values

The Augusta University BSW Program is committed to making the most of the inherent potential of individuals, families, and communities through effectively training graduates for service programs that promote self-determination, dignity and worth, and a celebration of diversity.

The professional responsibility of working toward social justice, with particular attention to the needs and empowerment of people who are vulnerable, oppressed, and living in poverty is present throughout the program. BSW students are challenged to critically think and use scientific inquiry to advance the dignity and worth of all persons.
The BSW Handbook is intended for undergraduate students at Augusta University as a resource for information and a guide to the program requirements and policies and procedures.

Please ask your social work faculty and/or the BSW Program Director about any specific inquiry not included in the handbook.

It is critical that you, as a BSW student, stay informed of the regulations and deadlines of the Augusta University and the BSW Program. These will not be waived, nor will exceptions be made simply because you have are not aware of the requirements included in this Handbook or have special circumstances. Accordingly, please plan to work closely with your social work faculty, beginning early in your program and continuing through graduation.

This BSW Handbook is intended for use in conjunction with the Augusta University Undergraduate Catalog: [http://catalog.gru.edu/content.php?catoid=17&navoid=2477](http://catalog.gru.edu/content.php?catoid=17&navoid=2477) and does not include information regarding university-wide issues. The BSW Handbook covers information unique to the BSW Program.

**OVERVIEW OF THE BSW PROGRAM**

The initiation of teaching social work flowed with the rich history of the university as an important part of the local community. Augusta University was founded as the Academy of Richmond County in 1783 as a high school. It opened in 1785 and offered collegiate-level classes from its earliest days, and its classes were overseen by the Georgia state legislature. Operation of the academy was overseen by a board of trustees until 1909, when control was passed to the Augusta Board of Education. The college-level classes continued to be overseen by a committee of the state legislature. As enrollment increased, land for a new building was purchased. In 1925, prior to completion of the new building, the Junior College of Augusta was established. In 1957, the junior college separated from the academy and moved to its present location.

In 1958, the college became a part of the University System of Georgia and its name was formally changed to Augusta College. It remained a two-year college until 1963, when it attained four-year status. In 1996, Augusta College was renamed Augusta State University, along with name changes mandated for most of the university system institutions.

As interest increased in social work, a minor in social work was created in 1978 and additional adjunct faculty members were hired to teach practice-specific courses. The BSW degree was proposed in 2004, and we began offering the major in spring 2005. The processes towards the accreditation by the Council on Social Work Education (CSWE) proceeded over a several year period. In 2011, CSWE accreditation was earned. The BSW
Program, staffed by three full-time and several part-time instructors, continued to develop. A fourth full-time social worker faculty member was hired in 2014, providing a depth to the practice expertise of the faculty and opportunities for additional practice specific elective courses.

The period since our initial CSWE accreditation has been industrious and productive. Faculty have worked together to maintain teaching excellence, while engaged in a continual practice of evaluation and development. Some highlights include a transition to individual developmental academic advising for each BSW student by a designated advising professional to insure consistency and excellence in degree planning. Additionally, there has been significant expansion and improvement of senior field placement opportunities.

**SUMMARY OF STEPS TOWARD GRADUATION**

1. **Declare social work as your program of study.**
   It is your responsibility to formally declare pre-social work as your program of study. Students can not declare Social Work as they must be admitted to the program. You do not need to declare a minor though you are permitted to do so. You declare pre-social work as your major by either:
   (a) Identifying social work as your program of study through the registrar’s office when you being at Augusta University.
   (b) Complete a Change of Major form which can be picked up in the Advisement Center (University Hall) or Registrar's Office (Fanning Hall). Students are required to meet with their advisor before changing their Academic Program.

2. **Consult regularly with Your Academic Advisor in the Academic Advising Center.**
   A close working relationship with your advisor is required to ensure that you follow outlined course sequencing and keep informed about important program policies and activities. Your advisor is listed in Pounce and you can call the advising center if you have questions (706-731-7979). Your advisor has access to your grades and may be consulted at any time problems arise.

3. **Review your Bachelors of Social Work Checklist with your Advisor.**
   You and your advisor should meet at least once every semester to review your checklist. This document is a record of all courses you have completed, and indicates other requirements necessary to complete in order to earn the BSW degree. This checklist is found on the BSW Program website.

4. **Complete an Application to the BSW Program**
   You must be formally admitted to the BSW Program prior to beginning upper level coursework (after taking SOWK 1101, SOWK 2100, SOWK 2102). Only students formally admitted to the program will be permitted to enroll in social work practice classes.
5. Complete your Social Work Course Work – Junior Year
   You must successfully complete your social work course work to continue to move through the program. Professional behavior is also expected as is discussed in this manual.

6. Complete application and interview for Field Placement.
   During the second term of the junior year of the program while enrolled in SOWK 3601, you are responsible for making formal application to the field education director for your field placement. The Field Placement Instructors will meet with students after mid-semester during the spring semester of junior year.

7. Make application for graduation with Augusta University Registrar
   During the semester prior to your graduation, you are responsible for completing an exit survey and completing a graduation application and paying all graduation fees.

BSW Course Descriptions
The following social work courses are required for completion of a Bachelor’s Degree in Social Work (BSW) at Augusta University unless noted as an elective: Next to the course title is the number of credit hours per course.

**SOWK 1101 Introduction to Social Work (3)**
This course introduces students to the social work profession, examines the requirements for social work practice, and makes projections about the profession’s future. Emphasis is on developing an awareness of the scope of the profession, and exploring an interest in pursuing social work as a career.

**SOWK 2101 Social Welfare History and Philosophy (3)**
Students examine policies and programs that have been developed to meet human needs in American society. Historical background, ideas, philosophies, and political climate are explored as they impact decision-making.

**SOWK 2102 Fundamentals of Social Work Practice (3)**
The basics of helping, including active listening, appropriate body language, various philosophies underlying the helping professions, and the basic problem solving process are the focus of this course.

**SOWK 3300/3301 Human Behavior in the Social Environment I, II (3-3)**
Human Behavior and the Social Environment is a study from a systems perspective of how the interaction of cultural, biological, psychological, social, and environmental influences promote or deter the development of individuals at various stages of life from birth to death. Attention is given to the range of social systems in which persons live. The impact of social and economic forces, oppression, gender, and class, on human adaptation are examined as they relate to client situations.
**SOWK 3400 Social Work Practice (3)**

The three-semester practice course is designed to be taken in sequence. Social Work Practice I presents the basics of professional, generalist social work practice as it has developed in response to changing human needs. Included are methods that can be used in direct practice with individuals and families within organizations and communities. Emphasis is on work with diverse human populations and the importance of evaluation in practice. The systems perspective is used as an integrating theme.

**SOWK 3401 Generalist Practice with Groups (3)**

The course represents small group theory, models for intervention, strategies, practice skills, and ethics necessary for beginning, culturally competent, practice in social service agencies. Lecture, discussion, demonstration, small group exercises, papers, and examinations are required. Extensive opportunity is provided to acquire and apply knowledge through experiential learning.

**SOWK 3402 Generalist Practice with Communities (3)**

This course provides knowledge and skills for practice with larger systems, organizations and communities. Foundation practice knowledge is expanded to include community organizing and advocacy; and grant writing. The course teaches the skills necessary to assess communities, assist in planning and organizing around social issues, and assist in acquiring program funding. The skills and knowledge gained from SOWK 2102, SOWK 3400, and SOWK 3401, are applied in this context. The course objectives are met through lecture, discussion, and application of theory and knowledge through a Community Practice project and mock grant writing assignment.

**SOWK 3500 Social Welfare Policy (3)**

It is through this course that students are introduced to current social welfare policy, both in how it is developed through the legislative process, how it is administered, and its intended and unintended impact of client populations.

**SOWK 3501 Child and Family Welfare (3)**

Students explore programs and policies that have been developed to meet the needs of children and families. The ideas, philosophies, politics, and economics affecting these programs and policies are studied in terms of choices made in policy and social work practice. This course meets the requirements for junior-level writing.

**SOWK 3600 Social Work Research I (3)**

This course introduces students to how the research process enhances the knowledge base of social work. Students are introduced to the basic concepts and procedures of social work research and learn the quantitative and qualitative research approaches that are common to social work and the social sciences. Topics include the research in social work practice, formulation of research questions, diversity and ethics; approaches to knowledge development, quantitative and qualitative approaches, measurement and measurement instruments. A balance of lecture material and interactive learning exercises are used including discussion, course assignments, in-class exercises, and computer assignments.
**SOWK 3601 Social Work Research II (3)**
This course builds on the knowledge and skills developed in SOWK 3600, by introducing students to issues of data collection for both quantitative and qualitative research methods. Students will be exposed to data analysis for both research methodologies. Also covered are the processes of research proposals, as well as the dissemination of research findings through reports and publications. Topics include research sampling and design, data collection; data analysis; and research reports. A balance of lecture material and interactive learning exercises are used including discussion, course assignments, in-class exercises, and in-class computer assignments.

**SOWK 4421 Gerontology (3)**
This course offers an introduction to the study of aging with attention given to current research, problems faced by the elderly, the impact of an increasingly aged population on society, and the resulting implications for policy and social intervention.

**SOWK 4601 and 4602 Integrative Seminar I, II (3-3)**
This seminar course integrates and further develops the generalist practice knowledge and skills learned in the classroom for the social work student currently in Field Placement. Skills for working with diverse client populations are further developed through ongoing self-reflection, case-analysis and in-class presentation. The development of collaborative working relationships, ethical practice, accurate self-assessment, beginning services with clients, and effective use of supervision are emphasized during this first semester of this two-semester sequence.

**SOWK 4701 and 4702 Field Placement I, II (6-6)**
The Social Work Field Placement provides a setting for the development of practice skills and an opportunity for the integration of the knowledge, skills, and values of social work. Students complete a minimum of 400 hours in an approved agency.

The above course of study was developed in accordance with the educational guidelines as set forth by the Council on Social Work Education.

**INTERNATIONAL OPPORTUNITIES FOR BSW STUDENTS**
The BSW Program wishes to support students in taking advantage of the many international experiences and study abroad opportunities offered through the university, including a Study Abroad to Belize organized by BSW faculty. Students wishing to enroll in a university-sponsored study abroad program should meet with an advisor in the study abroad office and with their BSW advisor as soon as possible to discuss options. Due to the intense course of study required in the BSW program, study abroad is often most easily attained during the sophomore or junior year. Students are also encouraged to study abroad during a summer semester when no BSW coursework is required. Again, early planning is critical.
CRITERIA FOR EVALUATION OF ACADEMIC PERFORMANCE

Students are informed of the criteria for performance evaluation in several ways. All course syllabi include evaluation standards for individual courses. These include but are not limited to individual assignment grades, as well as appropriate levels of professional conduct on the part of the student throughout the course. The student handbooks also include evaluation criteria on a program wide basis. This includes an overall grade point average of 2.5, academic honesty, and evidence of consistent professional conduct and demeanor across the curriculum.

GRIEVANCES

The Augusta University Social Work Program follows the policies and procedures for grievances as set out in the Augusta University Student Manual, found on the university website at:

http://www.augusta.edu/students/conduct/

CRITERIA FOR TERMINATION FROM THE BSW PROGRAM

Students may be terminated from the BSW Program for several reasons. These include failure to maintain a GPA of 2.5, or failure to show marked improvement in GPA as may be set out on the recommendation of the BSW Program faculty. In addition, students can be terminated for failure to conduct themselves in a manner consistent with the NASW Code of Ethics. This includes but is not limited to incidences of academic dishonesty such as plagiarism, or falsifying of information, misrepresenting or misstating events surrounding an incident involving professional conduct, misrepresenting or fabricating client data, or practicing social work practice under the influence of drugs or alcohol. The breaching of professional confidentiality is also reason for dismissal. A student will fail to graduate from the program should they not complete the program in its entirety. And finally, should the student have physical or emotional issues that prevents them from completing academic or field placement responsibilities, faculty will utilize every opportunity to maximize student success in the program.

AUGUSTA UNIVERSITY
BSW STUDENT POLICIES, RIGHTS AND RESPONSIBILITIES

1. **Student participation in policy formulation, revision** As a student in the BSW Program, you are encouraged to take an active part in contributing to the ongoing evaluation of the program. The success of the program is determined by how well the student's educational and professional needs are being met; therefore, feedback from students is essential. Informally, you are encouraged to discuss with your instructor concerns which arise in a particular class. Your advisor and other faculty will be happy to discuss any aspects of the BSW program.
2. **Student grievances** Students have the right to appeal decisions made by the faculty relative to grades, field placement, etc. If the matter cannot be resolved informally between the student and advisor and/or other social work faculty, university grievance procedures should be followed. The comprehensive policies related to student grievances and appeals can be found at:


Procedures for addressing problems in field placement are outlined in the BSW Field Placement Handbook found on the BSW website.

3. **University student services**

Each social work student is encouraged to become aware of all of these opportunities and take advantage of those deemed helpful. Among the services, which may be especially helpful, is the Writing Center available to all students. Students having difficulty in any course should utilize this free service. The University Counseling Center provides individual and group counseling services to students free of charge. Watch for special discussion topics, workshops, etc. In addition, the Jaguar Student Activities Center provides several support services including the offices of Career Services, Student Affairs, Student Life and Engagement, Student Government Association, and the Wellness Center.

4. **Grading Policies**

   Final Grades. Posted online. There are no mid-term grades for summer terms.

   Grade of incomplete, “I.” If you have a valid reason for failing to complete all course assignments by the end of the semester, you may negotiate with your instructor for a grade of incomplete. Failure to take all exams, turn in all assignments, etc. is not sufficient cause for the instructor to make the incomplete grade assignment. It is the student's responsibility to contact the instructor to request the incomplete grade prior to the end of the semester. University requirements state that an “I” can only be assigned if a relatively small amount of work is required and could not be completed due to extenuating circumstances. **All incompletes in core social work courses must be completed prior to advancing to the next level of sequential courses.**

Students must receive a grade of C or better to pass a Social Work course. And a grade of “B” of higher is required for SOWK 1101, 2100, and 2102. At the end of each class, the instructor will contact the student’s advisor who will contact each student who received a failing grade by email to notify them that they MUST contact their advisor prior to the start of the next semester. Advisors will distribute this information to the Academic Advising for follow-up.
Students that receive a failing or incomplete grade (D, U, I) in required social work courses must develop a plan of action with their advisor prior to the start of the next semester classes.

Any student who receives a “D” or “F” or “U” as their final grade in a social work course must repeat the course, and receive a grade of “C” or higher prior to taking the next sequence of courses in the curriculum.

Falling below a 2.5 Cumulative Grade Point Average attempted at Augusta University: Any student who falls below a 2.5 cumulative grade point average will be reviewed by the BSW faculty at the completion of the semester in which the student's grades fell below 2.5. In addition to any university policies governing this matter, a possible sanction available to the faculty would be the failure to recommend the student for advancement to the next sequence of SOWK courses leading to the BSW degree.

5. Class Attendance

Prompt and regular class attendance is expected of social work students. Instructors follow university policy of excusing absences for verified illness and university related travel such as professional conferences, but it is your responsibility to contact the instructor and make arrangements (in advance when possible) for making up work missed.

Since social work education is professional preparation for a service career, learning involves more than simply a mastery of academic knowledge. Attitudes, values, and behavior patterns are established which will contribute toward the development of a competent and dedicated worker. Therefore, the training stresses individual responsibility on the part of the student.

6. Attendance at the Annual BSW Program Meeting

The BSW Program holds yearly meetings for all students, staff, and faculty in the BSW Program. Attendance at this meeting is critical as part of your participation in the program. Every effort is made to give prior notice of the date of this meeting so that you can arrange your schedule to attend. This meeting serves the purposes of updating students on such things as program vision, policies, and programming. Seminars and professional development may also be provided at this time. Finally, the BSW Program assessment outcomes will be made available to student.

7. Transfer of credits to the BSW Program

The evaluation of transfer credits to the BSW Program will be governed by existing university policies as they pertain to non-BSW Program courses. For students transferring from CSWE accredited programs in other colleges and universities, evaluations by the program director will be made on a course-by-course basis.
regarding equivalencies for core social work courses. For students transferring from non-CSWE accredited programs, or from programs other than social work, no equivalencies will be given for designated core social work courses, but consideration will be given for other required courses. A BSW faculty advisor will assist students in petitioning such requests.

The Augusta University BSW Program adheres to the values and ethics of the social work profession. Consequently, students whose conduct is in violation of these values and ethics will be reviewed by the Augusta University BSW faculty. Recommendations of the faculty could include the removal of the student from the BSW Program. The student has the right to appeal this decision through established procedures outlined in the university Student Grievances and Appeals section of the Augusta University website found at:
http://www.augusta.edu/dentalmedicine/policies/grievances.php

SOCIAL EQUITY

Affirmative Action and Non-Discrimination

The BSW Program is committed to equal opportunity, to promoting cultural diversity, and to ensuring that all aspects of the program are carried out without discrimination on the basis of race, color, national origin, gender, age, disability or status as a veteran. Students who believe they have been discriminated against are encouraged to consult and follow the student grievance policy as outlined in the Augusta University Student Manual and to consult with the BSW Program Director.

The BSW Program will make every effort to assist students with disabilities to participate fully in the BSW program. Students who have a disability that might prevent them from fully demonstrating their abilities should meet with an advisor in as soon as possible to initiate disability verification and discuss accommodations that may be necessary to ensure full participation in the successful completion of course requirements. Students should also inform the field director of any accommodations that may be necessary during field education at the field site.

Sexual Harassment Policy

The BSW Program is committed to providing a learning environment free of sexual harassment. Should a situation of sexual harassment arise, the BSW Program will adhere to current university guidelines. Under these guidelines however, if a student discloses to a professor, a situation of harassment occurring within the Augusta University community, the professor is not allowed to keep this information confidential, and must follow up according to university procedure. Complete reporting guidelines for sexual harassment can be found in the Augusta University Student Manual.
ADVISING

Pre-social work majors are required to meet with a professional academic advisor in the Augusta University Academic Advisement Office. During the first advising session, the social work faculty advisor reviews the BSW Course Rotation Plan and BSW Program Map. The Bachelors of Social Work Checklist is completed collaboratively by the student and faculty advisor. These documents are available on the program website at: http://www.augusta.edu/colleges/pamplin/sociology/about.php

Once the student is accepted into the BSW program. Each term one week prior to registration they are provided with a printed listing of the courses they should sign up for and a list of their remaining graduation requirements. Juniors get these in a course required of all juniors and seniors receive them in their Seminar class. Students are instructed to make appointments to see a BSW faculty advisor through the main department office if they have any questions or concerns. Students do not have assigned advisors, rather they meet with faculty who are available when the student has the time to meet with a faculty member.

For students who are signing up for field placement, they must get pre-approval from the Field Placement Instructors before being permitted to add the field courses. This allows for guidance from the Field Placement Instructors and proper MOU processing.

If BSW students have advising needs not related to registration, they may also make an appointment to see faculty members via the faculty member or through the main office. We have been doing this the last two years as it is extremely efficient and effective. We have drastically cut down on errors in registration advising.

Student advising files are kept in cabinet in a locked room in the Department of Sociology, Criminal Justice, and Social Work department office. The student's course advising file is available for the student's review during the advising sessions with the faculty advisor. Students may request to review their file at any time by simply contacting their faculty advisor and establishing an appointment. Advising files are kept throughout the student's academic journey in the program. By graduation, the file will contain copies of the student field placement evaluations, transcripts, transfer equivalency forms and other forms that have been part of the student academic record.

Rather than focusing on advising for registration, BSW faculty advisors are available to students for issues that arise beyond the course registration process. Students are encouraged to meet with BSW faculty for professional advising and mentoring about the profession, professional development and other questions or concerns students have during faculty office hours. All faculty keep designated office hours at least four hours per week and by appointment. In addition, students are invited to contact the main office or email faculty to arrange a set appointment time if the open office hours do not accommodate student need or schedule.
TRANSFER OF CREDITS

In order to transfer social work courses to Augusta University, students must first be accepted to the University. No transfer of credit can take place without this step. While still enrolled at another University, students apply to Augusta University, including arranging for all transcripts from other colleges and universities to be sent directly to the Augusta University Admission Office.

Once a student is accepted into Augusta University, their transcripts are evaluated by the admissions office. If a student has transferred from an accredited school, the courses she/he has taken are transferred for credit to Augusta University but most courses will not be transferred as an equivalent Augusta University SOWK Course unless they have already been determined to be an exact transfer (i.e. SOWK 1101 from another USG institution).

After receiving the Augusta University acceptance letter/information, the student will go through orientation and be advised at the Augusta University Advising Center and their transcripts will be evaluated by admissions. Ms. Joyce Tucker is the Pre-Social Work Advising Specialist. Ms. Tucker will work with students to determine whether they are ready to apply for the BSW Program and to guide them in helping them to get transfer equivalencies or transfer credit.

When there is a course for which there must be a decision made to determine whether the course is equivalent to a course in our program, the student will work with the degree program specialist to completes a Required Course Substitution/Exception Request form including attaching any descriptions of the courses and/or syllabi. This is then sent to the Chair of Sociology, Criminal Justice, and Social Work for approval. The chair obtains the approval of the Director of Social Work prior to signing off on any transfer equivalencies. Once signed by the chair, the dean of college then signs off. The form is then emailed to the Registrar and the equivalency is indicated in JagTrax (advising system) and in the student’s pre-BSW or BSW Advising File.

When there is a course that has not transferred in, the student will work with the degree program specialist to complete an Examination of Transfer Credit form. This is then sent to the Chair of Sociology, Criminal Justice, and Social Work for approval. The chair obtains the approval of the Director of Social Work prior to signing off on any transfer equivalencies. Once signed by the chair. The form is then emailed to the Registrar and the equivalency is indicated in JagTrax (advising system) and in the student’s pre-BSW or BSW Advising File.

FIELD PLACEMENT REQUIREMENTS

During the spring of a BSW student’s junior year, students must apply to enter the field internship. In order to be a candidate for field placement student must have completed and passed with a C or above all listed pre-requisites. Students based on their application will be assessed for their professional readiness to begin work with clients. Admission into the BSW Program, does not guarantee acceptance into the internship.
It is your responsibility to insure that you have adequate and reliable transportation available to you for commuting to and from your field agency during your senior year. *Note: some agencies require the use of a car during your internship hours for such things as home visits and commuting between agency sites. The student is not allowed to use their own vehicle to transport clients.*

**Please note:** Many agencies now require fingerprint clearance and background checks. Some agencies also require interns, prior to acceptance to their program, to undergo standardized psychological assessment. If you have any concerns about any of these requirements, it is your responsibility to notify and speak to the Director of Field Placement.

**Mandatory Orientation Meeting for Field Education:** During the fall semester of the year you are scheduled to enter into Field Education, you must attend a mandatory field orientation. This meeting is mandatory as important information regarding field requirements is reviewed. The date is typically announced at the beginning of the academic year. It is your responsibility to keep appraised of the date. The date will also be posted in the Department website.

**BSW Field Placement:** The senior level placement in social work is a 3-unit course per semester for two semesters and must be in an approved agency that offers generalist social work experience. Supervision is with a person holding a Bachelor’s or Master’s degree in Social Work from an accredited college or university, or occasionally, a related degree with more than five years of experience working in a social work position. The placement in social work consists of a minimum of 400 hours to be completed over two semesters of the senior year, usually at 16 hours per week. The Integrative Seminar (SOWK 4601 and SOWK 4602) is a co-requisite course, taken concurrently with the senior field placement. If a student fails the senior field placement or senior seminar and must repeat it the following year, the Senior Placement Seminar/Field placement must also be taken. If you intend to pursue an MSW, please find out the placement requirements before you begin your field placement. Certain graduate programs require 500 hours of social work placement experience in order to qualify for application for advanced standing. The learning needs and career goals of the student are considered in the selection of a placement. Placements are, however, at the discretion of the Director of Field Placement. **Field credit is not given for life experiences or for previous or current work experience.**

**Conduct in Social Work Field Placement:** Students are expected to abide by Augusta University’s student standards of conduct, as described in the Augusta University Student Manual. Students must also adhere to professional standards as outlined in the Student Manual, Field Placement Manual and the NASW Code of Ethics. Failure do so may result in disciplinary action or dismissal from the field and/or the BSW Program. If students disagree with disciplinary actions, students may appeal using grievance procedure described in the BSW Code of Conduct.

More information can be found in the Field Education Manual at:

http://www.augusta.edu/colleges/pamplin/sociology/about.php
FIELD PLACEMENT AGENCIES

The BSW Program has partnerships with over 60 local agencies that are used for student placements. Agencies selected must be able to offer generalist social work experiences and training and have agreed to give time to the supervision of the students. The agency may request pre-placement interviews to determine aptitude and motivation for work in that setting or with that particular type of clientele. The Director of Field Placement will maintain regular contact with each agency working with the BSW Program.

SERVICE OPPORTUNITIES FOR BSW STUDENTS

We encourage all social work students to engage in pre-placement experiences as they begin to explore areas of social work they may be interested in and to build their knowledge regarding social justice issues impacting our community.

SOCIAL WORK PROGRAM APPEAL, PROBATION AND CONDUCT PROCEDURES

A student who does not meet the ethical and academic standards of the BSW Program may be terminated from the program. The Director of Field Placement has the authority to take immediate corrective action in the placement area with regard to student conduct and performance. In the event that the student is deemed in violation of the NASW Code of Ethics, the BSW Program Conduct Code, or academic standards for social work, the Social Work Conduct Code Procedures will be followed. The criteria are enumerated below.

1. Social Work Conduct Code: Integrity is a basic characteristic required of students in the BSW Program. Although it is not possible to provide an exhaustive list of all types of violations that may result in probation or termination, the following are some examples:
   a. Misrepresenting or misstating events surrounding an incident involving professional conduct
   b. Poor or improper professional conduct during placement or service learning assignments
   c. Being under the influence of alcohol and/or other controlled substances during classes and/or placement
   d. Unprofessional involvement with a client or supervisor while engaged in placement activities
   e. Breach of professional confidentiality
   f. Derogatory comments and behavior toward a client
   g. Displaying prejudicial behavior and/or attitudes toward a client of a different class, race, age, religious and/or sexual orientation
   h. Violation of the NASW Code of Ethics
   i. Insubordination
j. Stealing
k. Inappropriate professional attitude/disposition

2. **Violation of the University Academic Integrity Policy:** The BSW Program will follow the university guidelines for all students suspected of violating the university academic integrity policy. The BSW Program reserves the right to impose additional sanctions according to the Social Work Conduct Code, based on the outcome of the academic integrity process.

3. **Low Grade Average:** Continuation in the program requires a demonstration of academic ability. A student must maintain a 2.5 average in all coursework and must pass required social work courses with a 2.5 or higher.

4. **Student Misconduct:** Failure to abide by the standards required of at Augusta University student as enumerated in the Augusta University Student Manual.

The faculty of each course has the responsibility for determining if the student has met the course requirements. The student in jeopardy of possible dismissal is counseled by the individual instructor, the internship supervisor and/or the field director, to apprise the student of his/her deficiencies and rights. The student may be issued a written warning statement at this time. A copy of this warning will be given to the student and placed in the student’s file. Specific remediation guidelines for avoiding dismissal will be established between the student and the instructor/supervisor. Identified behaviors will be achieved within a specified time framework. If informal means do not resolve the issue, or if the violation is severe, the BSW Program of Code of Conduct Procedures will be implemented.

**Augusta University**
**SOCIAL WORK STUDENT ASSOCIATION**

The Social Work Student Association (Social Work Club) is the BSW student organization acknowledged and funded by the Office of Student Life and Engagement at Augusta University. All students are eligible to be members and are encouraged to meet other social work students by actively participating in the club meetings and activities. The faculty advisor works with the club officers and members providing guidance, information and support as needed throughout the academic year. The faculty advisor represents the club at the faculty meetings and communicates with the department chair and faculty the agenda and activities for the academic year. The faculty advisor is also available to help the club leadership clarify the vision for that academic year, review the club expenditures and activities to ensure the club functions within the guidelines of the university policy.
The club members vote the new incoming club officers into office in the spring semester generally in April. The officers remain in office until the following spring when new officers are voted into office. The club officers include a president, vice-president, secretary, historian, and treasurer. However members may vote to elect two co-presidents if the members agree. Officers assume the club leadership role establishing the meeting calendar, identifying social service and professional development projects, and organizing fund raising activities.

Officers also maintain the social work club Facebook page, help in recruiting new social work majors and club members, and communicate activities to pre-majors and majors via email. In the pre-social work courses, officers often serve as informal mentors for pre-majors and new majors as they journey through the BSW curriculum. Social work club members are encouraged to become involved in social work sponsored events, conference and activities on campus. Students are encouraged to activate and use their assigned university Outlook email in order to be in communication with the club leadership and to stay informed on the social work club activities. Members are also encouraged to review the BSW Program bulletin board for project information, activities, and for social work job postings. Contact Dr. Jessica Ziembroski for more information.

BSW Program Conduct Code Procedures

These procedures set forth the exclusive process for addressing alleged violations of the Social Work Conduct Code. However, behaviors which violate the Social Work Conduct Code may also violate other University rules such as outlined on the website at:

www.gru.edu/students/conduct/documents/fy15_student_manual.pdf

Other departments within the university may take action against a student under such rules at the same time the Department of Sociology, Criminal Justice, and Social Work is proceeding against the student under these procedures.

Augusta University

BSW HONOR SOCIETY

The Rho Pi Chapter of Phi Alpha Honor Society at Augusta University is part of a national honor society for social work students. The purpose of Phi Alpha honor society is to provide a closer bond among student of social work and promote humanitarian goals and ideals. Phi Alpha fosters high standards of education for social workers and invites into membership those who have attained excellence in scholarship and achievement in social work.

Qualifications: One must have declared social work as a major, achieved sophomore status, completed 9 hours of required social work courses, achieved a GPA of 3.0 on a 4.0 scale, and achieved a 3.25 GPA in required social work courses. Students are invited in semester by semester after grades are posted but only one formal induction ceremony is held in the spring of each year.
Application Instructions to the BSW Program
Augusta University

Students are considered pre-majors until formally accepted into the program. Prior to being formally accepted into the program, students should be advised at Academic Advisement Office and can begin taking entry level social work courses (SOWK 1101, 2100 and 2101) and the general studies courses that apply to social work, as outlined in the University Catalog as they complete their foundation core courses.

Students must submit a formal application to the BSW Program, upon successful completion of SOWK 1101, 2100, AND 2101, or typically in the spring of their sophomore year. Students must be accepted to the major prior to taking social work practice courses. If a student wishes to transfer into the major as a junior and has not completed the Introduction to Social Work course, he/she can petition to begin in the practice classes. Upon the approval of their advisor, students may begin in Social Work Practice I while concurrently enrolled in Introduction to Social Work, but must sign a waiver acknowledging understanding the need to complete the application, and that they are on provisional status until accepted through the formal application process. Applications will be reviewed by a committee comprised of social work faculty and be considered based on academic and personal readiness for coursework.

Application forms are available on the department website, and in the Sociology, Criminal Justice, and Social Work Department office (Allgood HallN218).

Students may submit an application during or after the semester they anticipate completing the requirements. Students may submit the application at any time, but in order to register for Social Work Practice I in the fall, applications must be submitted by the deadline of March 1.

Students may be admitted fully, without provisions; on provisional status; or denied admission. If a student is admitted on provisional status, a plan for attaining full admission will be provided by the committee. If this plan is not met in full, the student will not be allowed to continue in the program. If denied admission, the student may initiate an appeal procedure.

Students must meet the following components in order to be considered as a candidate for social work major:

1. Completion of the Introduction to Social Work course with a “B” or better.

2. Have a 2.5 overall GPA.

3. Completion of an application (obtained from the BSW Program website).

4. Submission of a personal statement. Personal statements should be three to five pages long, and may include questions such as:
   a. when and how you became interested in the field of social work.
b. what influenced you in the choice of social work as a profession?
c. your career goals or beginning thoughts on your areas of interest.
d. discussion of what you see to be personal strengths that will help you in your development of professional skills and knowledge and what strengths may contribute to the field of social work.
e. personal attributes you would like to further develop as part of your participation in the BSW Program.
f. any life experiences you believe will contribute to or impede your progress in the BSW program.

g. **Note:** The Augusta University Baccalaureate Program of Social Work does not under any circumstance give course or program credit for life experience or work experience.