Table of Contents

BACHELOR OF SOCIAL WORK PROGRAM .......................... 1
   Introduction ................................................................. 1
   Accreditation ................................................................. 1
   Azusa Pacific University Statement of Mission and Purpose ................................................................. 1
   Bachelor of Social Work Program Mission Statement ................................................................. 1
   Bachelor of Social Work Program Values ................................................................. 1
   APU Social Work Generalist Practice Statement ................................................................. 1
   Bachelor of Social Work Program Goals ................................................................. 2

Grand Challenges for Social Work ................................................................. 2

Technical Standards ................................................................................. 2

ADMISSION TO THE BACHELOR OF SOCIAL WORK PROGRAM ................................. 3

ADVISING ......................................................................................... 5

FIELD INTERNSHIP ......................................................................... 6

GRADUATION REQUIREMENTS .................................................................. 10

PROGRAM POLICIES ........................................................................... 11

SOCIAL WORK DEPARTMENT CONDUCT CODE ........................................ 13

UNDERGRADUATE SOCIAL WORK PROGRAM APPEAL, PROBATION, AND TERMINATION POLICY AND PROCEDURES ......................................................................................... 14

STUDENTS RIGHTS AND RESPONSIBILITIES ........................................ 15

CURRICULUM ....................................................................................... 17

SUGGESTED ACADEMIC PLANS ...................................................... 17

SERVICE AND LEARNING OPPORTUNITIES FOR BSW STUDENTS ......................................................................................... 17

BSW PROGRAM ASSESSMENT AND RENEWAL ........................................ 18

TRADITIONS AND AWARDS ................................................................. 18
STUDENTS RESOURCES ................................................................. 19
  Club Social Work ................................................................. 19
  Resources and Information .................................................... 20
  Library Resources ............................................................... 20
  Employment and Graduate Studies ........................................ 20
  Social Media ......................................................................... 20
  Alumni Organization ............................................................. 20
  Phi Alpha Social Work Honor Society .................................... 21

INTERNATIONAL OPPORTUNITIES FOR BSW STUDENTS .................................. 21

BSW FACULTY ............................................................................. 21

GLOSSARY .................................................................................. 22

RESERVATION OF RIGHTS ......................................................... 23

APPENDICES ............................................................................ 24
  Appendix #1: Technical Standards ........................................... i
  Appendix #2: Personal Statement Guidelines .............................. ii
  Appendix #3: Social Work Application ...................................... iv
  Appendix #4: Field Agencies .................................................... viii
  Appendix #5 Freshman, Sophomore and Junior Required Courses 2017/2018 .............................................................. ix
  Appendix #6 Seniors Required Courses ................................... xi
  Appendix #7 Seniors Required Courses .................................... xiii
  Appendix #8: TaskStream ....................................................... xv
Introduction
Welcome to the Bachelor of Social Work Program (BSW) at Azusa Pacific University.

The contents of this handbook will be helpful in answering many questions students may have regarding the social work major. An overview of the required courses, policies and procedures, admission process, internship program and evaluation criteria is provided. This information along with the APU 2017-2018 Undergraduate Catalog and the Academic Integrity Policy of the Undergraduate Community at Azusa Pacific University, should provide comprehensive information for successful completion of the BSW program. Students interested in joining the social work major are encouraged to meet with a BSW faculty member for academic advising. Academic advising appointments are scheduled with your academic advisor in the Social Work office. Our program is located on East Campus in the Wynn Academic Center, Room 206 (626) 857-2410.

Accreditation
The BSW program has been nationally accredited by the Council on Social Work Education (CSWE) since 1982. In October 2015, the program was granted full accreditation status through the year 2023 by CSWE.

Azusa Pacific University Statement of Mission and Purpose
Azusa Pacific University is an evangelical Christian community of disciples and scholars who seek to advance the work of God in the world through academic excellence in liberal arts and professional programs of higher education that encourages students to develop a Christian perspective of truth and life.

Bachelor of Social Work Program Mission Statement
The BSW program at Azusa Pacific University seeks to develop competent generalist social work practitioners who can apply the knowledge, values, and skills of social work, integrating a Christian perspective, in order to enhance the well-being of diverse individuals, families, groups, organizations, and communities, advancing social justice both locally and globally.

Bachelor of Social Work Program Values
The BSW program is grounded in the profession’s history and commitment to social justice and diversity, and in the university’s commitment to advancing God’s work in the world by being of service to promote human rights, and to provide academic excellence. The program is committed to excellence in its teaching and scholarship based on scientific inquiry; to the integration of Christian faith in learning and practice; and to the facilitation of community within the department, with students, and within the greater social environment.

APU Social Work Generalist Practice Statement
Grounded in a person in environment perspective, utilizing a flexible theory base, generalist social work practitioners apply a broad base of knowledge and skills to effectively implement a problem solving process with client systems of all sizes, building from their unique strengths and available resources.
Bachelor of Social Work Program Goals
1. To prepare students for professional social work practice with diverse individuals, families, groups, organizations, and communities, both locally and globally.
2. To provide knowledge based on scientific inquiry, built on a liberal arts foundation of human behavior and the interaction of person and environment.
3. To prepare students for lifelong learning, critical thinking, and advanced study.
4. To equip students to collaborate with the community to advocate for the development of policies, resources, and programs that seek to advance human well-being, promote social and economic justice, empower clients, and respect diversity.
5. To educate students regarding the values and ethics of the profession, and the integration of Christian values throughout their practice.
6. To engage in ongoing scholarship, reflecting the goals and needs of professional social work practice.

Grand Challenges for Social Work
The Grand Challenges for Social Work is an initiative led by the American Academy of Social Work and Social Welfare aimed at measurable impact on individual and family well-being, developing a stronger social fabric and creating a just society. These three broader initiative contain 12 Grand Challenges. Driven by scientific research, the Grand Challenges for Social Work aims at creating focus and intentionality relative to our professional response to our nation’s most challenging social problems. The Department of Social Work at Azusa Pacific University is committed to aligning our curriculum and training with this initiative in partnership with the American Academy of Social Work and Social Welfare. As such, assignments, exams or other course experience may rely on understanding of the Grand Challenges for Social Work. Additional information on the grand challenges for Social Work can be found at the following link: http://aaswsw.org/grand-challenges-initiative/

Technical Standards
The Social Work Department welcomes all students from diverse backgrounds to apply for admission. The BSW program place specific requirements and demands on students accepted into the program. The technical standards can be found in Appendix #1 of this handbook. These standards establish the essential qualifications required for safe and competent performance of the student duties and roles while in the program. In the event a student feels (s) he cannot meet one or more of the technical standards with or without accommodations or modifications, APU will determine, on an individual basis, whether or not necessary accommodations or modifications can reasonably be made.
Thank you for your interest in the social work major. Students will be listed as “Social Work Interest,” by OneStop prior to formal admission. A separate application to the social work major is required. Prior to submitting an application, students should have a discussion with a BSW faculty member to design an academic plan to ensure smooth progression to degree completion. The following provides information about the application, admissions review process, and levels of acceptance.

**Current APU Students**
Current APU students submit their application directly to the BSW program. Applications can be obtained online, in this packet in Appendix #3, and in the BSW office. Freshmen and sophomore APU students interested in social work are encouraged to take SOCW 250 Introduction to Social Work wherein they will apply to the major.

**Transfer Students**
Students transferring from other academic institutions need to complete an application to the Department of Social Work as well as to the university. Once accepted to the university, those student entering at the junior level, who anticipate graduating in four semesters, must submit an application to the BSW department. The admissions committee will review the application and notify the student of their decision.

Until formally accepted into the major, students cannot register for social work practice courses (SOCW 332, 333, 360).

Students transferring with 30 or more units are required to take Introduction to Social Work within their first 2 semesters at APU and are required to apply to the major following the spring application schedule. Once the student completes the application and achieves a C or above in the Introduction to Social Work course, the student changes from “Social Work Interest” to a “Social Work Major.”

**Admissions Requirements**
1. Completion of the Introduction to Social Work course with a C or better (for priority admission only)
2. A 2.5 overall GPA
3. Completion of all application requirements
4. Personal and professional aptitude
5. Personal statements should be three to four pages long, and include:
   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. If you have taken Strengths Finder Inventory as part of your Beginnings course, please not your strengths and how these strengths may contribute to the practice of social work
   e. Personal attributes you would like to further develop as part of your participation in the social work program
f. Any life experiences you believe will contribute to or impede your progress in this program

g. How your personal faith, beliefs, and values have influenced/will influence your career as a social worker

Criteria for evaluation of autobiographical statements:

1. Writing skills
2. Indication of genuine interest in enhancing human well-being and advancing social justice
3. Thoughtful reflection of personal characteristics and insight regarding experiences that indicate the student is ready to successfully complete program requirements
4. Provide evidence of participation in volunteer, leadership, or work experience relevant to the practice of social work (participation in service-learning, ministry experiences, personal therapy, Club Social Work, or the National Association of Social Workers (NASW) offer good opportunities for experience)

Admission Application (MUST BE TYPED)
To complete the application you will need to provide the following information:

a. Transcripts: copy of most recent transcripts from all institutions.

b. Resume: updated resume that reflects employment, volunteer experiences, education and professional aptitude

c. Personal statement: 3-4 page statement reflecting your personal experiences and interest in the major. Please follow the guidelines in Appendix #2.

Students must submit a formal application to be accepted to the major. Applications may be found at http://www.apu.edu/bas/socialwork/bsw/forms/. Applications are also available in the BSW office in Wynn 206 (626) 857-2410. For your convenience, an application is provided in Appendix #3.

Application Due Date:
All applications for currently enrolled APU students are due no later than March 7th. Applications received after the due date will be reviewed on a case by case basis. All applications for transfer students will be under rolling admissions and will be reviewed for enrollment in the semester following application submission. Students will be notified via email of the admission committees’ decision. Please be aware that one cannot sign up for junior level courses, such as SOCW 332/Social Work Practice I, until you are admitted to the program.

Review Process
The Social Work admissions committee reviews all completed applications. Admissions decisions include multiple factors: demonstrated academic preparedness, alignment with social work values and goals, self-awareness and applicable experience.
Recommendations of the Admissions committee:

1. **Full acceptance** - Students may be admitted fully (without provisions).
2. **Provisional Acceptance** - Students admitted on provisional status will be provided a plan for attaining full admission by the committee. If this plan is not met in full, the student will not be allowed to continue in the program.
3. **Denied admission** - Students denied admission may initiate an appeal procedure.

**Note**: Students must be accepted majors or they **cannot register** for social work practice courses (SOCW 332, 333, 360).

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**ADVISING**

The BSW program offers to all majors and students interested in social work one-on-one advising in the fall (September 11-October 27) and again in the spring (January 29-March 16). The assigned faculty will advise, mentor, and assist in the development of a multi-year academic plan. These activities will assist with the personal and professional growth and development of the student during their progression through the program. While the assigned faculty advisor is the primary contact person within the program, students are encouraged to also meet with other faculty as part of their professional development. Prior to registration each semester, the program **strongly encourage** students to meet with their advisor. While faculty assist students with their academic schedules, students are ultimately responsible for their academic decisions and progression.

**Procedure**:

1. Visit the BSW office to be assigned an advisor through the Administrative Assistant ext. 2410
2. Schedule an appointment with advisor for academic advising to develop multi-year academic plan
3. Declare “Social Work Interest” as a major through One Stop.
4. Read the BSW Student Handbook in its entirety
5. **Seniors**: You must bring your completed Intent to Graduate Form to your advising appointment in order for the BSW Office to complete the necessary departmental portions. Once complete you must return the form to One Stop by the strictly enforced deadline, failure to do so will result in a fine on your student account.

**Note**: Advisors assist in planning, but students are responsible to come prepared for advising and be knowledgeable regarding university requirements.

**Academic Specialist at One Stop**

One Stop is APU’s Undergraduate Registrar. The BSW program has its own academic specialist in One Stop who is available to social work students to ensure that they meet all of their general education requirements. The academic specialist in One Stop for the BSW program is Danae Jaeger (djaeger@apu.edu) and can be reached at ext. 3386.
The culmination of the BSW students’ educational process is the 400-hour Field Internship Experience. During senior year, social work majors have the opportunity to apply their knowledge and skills gained in the classroom experience in community-based agencies. These supervised internship settings provide opportunity for students to integrate classroom concepts to real situations that will develop their practice skills at the micro and macro level.

The field internship is a year-long experience that involves students taking corequisite courses. These courses are taken concurrently and include: Senior Practicum Seminars (SOCW467 and SOCW469) the Senior Field Internship (SOCW466 and SOCW468), and Research (SOCW478 and SOCW479). The field internship program is a 2-semester course (4-unit course per class). Students are placed in an approved community based agency with a trained supervisor who holds a Bachelor’s or Master’s degree in Social Work from an accredited college or university. On occasion, a supervisor may possess a related degree with more than five years of experience working in a social work position. Internship agencies offer students a generalist social work experience for a minimum of 400 hours, completed over two semesters in their senior year, usually scheduled for 16 hours per week.

**Agencies**

The BSW Field Internship sites span the scope of the social work profession. Supervisors are trained annually by field faculty to ensure understanding of educational goals and the process of supervision and client interaction. Agencies selected provide generalist social work experience and have a designated supervisor to provide support to the student intern.

**Screening for Field Readiness**

*Note: Acceptance into the social work program does not guarantee acceptance into the internship program.*

In order to be a candidate for field placement, students must have completed and passed with a C or above all required pre-requisites course work. In addition, students are assessed for their professional readiness (see below) to begin work with agencies and clients based on their field internship application and demonstrated professionalism.

**Professional Readiness**

Assessment for field readiness is a continual process, starting with acceptance and continuing throughout the student’s participation in the BSW program. Areas of review are as follows:

- Academic preparedness: GPA, knowledge, conceptualization, practice and writing skills.
- Conduct: Adherence to the Social Work Department Conduct Code, and NASW code of ethics as observed through use of technology, behavior in the learning environments, and in service learning experiences.
- Collegiality: Display of positive and professional interaction with faculty, staff and peers in the classroom and in other learning environments evidenced by maintenance of professional boundaries and display of genuine respect for all individuals.
- Self-Awareness: Utilize feedback to guide professional judgment and behavior. Recognize one’s own biases and values. Seek and respond to feedback for growth and professional development. Alignment with social work values.
- Extenuating Circumstances: Specific individual situations or needs.

**Technical Standards**
Students need to review the technical standards for the field internship program, which are found in Appendix #1. Any questions or concerns related to these standards can be discussed with the BSW Coordinator of Field Education.

**Pre-Internship Experience**
Pre-field experiences are included as a requirement in many social work courses as part of service learning assignments. Reports and evaluations of the student's activities and work may be retained in the social work office. During residence at APU, these documents are used as an advising tool in assessing progress and in guiding the student in the improvement of performance; after graduation they are a resource for letters of recommendation.

**Prior Professional Experience**
The learning needs and career goals of the student are considered in the selection of a placement. The placement is chosen, however, at the discretion of the BSW Coordinator of Field Education. The internship cannot be completed at a current place of employment. **Field credit is not given for life experiences or for previous or current work experience.**

Students who intend to pursue an MSW are encouraged to lean the internship requirements of the university to which they would like to apply. Certain advanced standing programs require the completion of 500 hours of undergraduate internship experience. This would result in the need to ensure that an additional 100 hours of internship be completed above the required 400 to complete the BSW requirement.

**Conduct in Social Work Field Internship**
Students are expected to abide by Azusa Pacific University’s student standards of conduct, as described in the Student Handbook. Students must also adhere to professional standards as outlined in the student handbook in the Social Work Department Conduct Code, field manual and the Social Work Code of Ethics. Failure do so may result in disciplinary action including dismissal from the internship and/or the BSW program.

**Application Process for Field Internship**
Students apply for field internship in spring semester of their junior year, the application is sent via email. This process is guided by the BSW Coordinator of Field Education.
Interview with Field Faculty
During the spring semester, each student will meet with field faculty for an interview. This meeting will help determine the student’s field agency options. At this meeting students will discuss volunteer and/or paid community based experiences, their field application and other applicable topics as needed.

Interview with Field Site
After the student is referred to their field internship site by the Coordinator of Field Education, the student is responsible for arranging a pre-placement interview at their proposed field side with the on-site supervisor. This interview is conducted to determine the ‘goodness of fit’ related to the student and the setting. The screening interview should be considered a formal interview. Please arrive early (at least 10 minutes), dress professionally, and be prepared to discuss your background and experience thoroughly. The student and field supervisor will notify the Coordinator of Field Education of the interview outcome. **If you fail to make contact and lose your placement, you are responsible to find a replacement internship that meets the program requirements.**

The field agency determines the suitability of each student for the internship placement. Therefore, your placement is not finalized until the field agency agrees to your candidacy.

<table>
<thead>
<tr>
<th>Mandatory Orientation Meeting for Field Education</th>
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<tr>
<td>During the second semester of junior year, you must attend a mandatory field orientation. Important information regarding field internship requirements will be provided. It is your responsibility to attend this meeting. Please come professionally dressed to this orientation. The date will be announced by email and posted in the social work office. It is your responsibility to keep apprised of this meeting. Missing this meeting is a sign to field faculty that the student might not be professionally ready for their internship.</td>
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Liability Insurance
Social work students pay for individual professional liability insurance prior to beginning field placement in the fall, which covers the student’s senior year internship. **Confirmed purchase of malpractice insurance must be given to the BSW Coordinator of Field Education prior to the start of fall semester on the date specified by the Director.** The minimum amount of coverage must be at $1,000,000 individual and $3,000,000 aggregate. **Students who fail to provide evidence of coverage prior to the deadline will be dropped from their internship.**

Professional organizations that provide social work students with insurance:

- **Healthcare Providers Service Organization (www.hpso.com)**
  You may apply online, by mail or by fax. The website provides the application as well as a quote. Student liability insurance is approximately $22 a year.

- **National Association of Social Workers (NASW) (socialworkers.org)**
  If you choose this route you will be required to become a NASW member (student status) before you are eligible to purchase student liability insurance. NASW student membership is $48 a year. The annual insurance premium is $35 for the year, available at [www.americanprofessional.com](http://www.americanprofessional.com)
North American Association of Christians in Social Work (NACSW)
www.nacsw.org
You may choose to join NACSW, which offers liability insurance if you are a member.

Note: Rates are subject to change and may vary based on your state of residence. Please do your own research online.

Student Transportation Policy
It is the student’s responsibility to have reliable transportation to and from the field agency. Field faculty make reasonable efforts to place students within a 45 mile radius from their residence, and students should expect an average driving time of 45 minutes (each way) between residence and field agency. Prior to beginning fieldwork, students are required to submit proof of a valid driver’s license or government issued I.D. to the BSW Program.

Students must maintain insurance coverage throughout the entire field internship period. Students who wish to maintain their out-of-state driver’s license must verify that it is accepted by the field agency. Regardless of the license issuing state, it is the student’s responsibility to review California driving laws on the Department of Motor Vehicles website at http://www.dmv.ca.gov/portal/home/dmv.htm. Students who fail to provide any of the requested documentation by the agency may jeopardize the placement. Costs associated with automobile use and maintenance is the responsibility of the student. In some instances, field agencies may reimburse for mileage associated with client in-home visits.

Due to the current nature of field internship assignments, agencies may expect students to have access to an automobile for field-based client visits, commuting from multiple agency sites, and for community-based meetings. Students are never allowed to use their own vehicles to transport clients. However, students may be allowed to transport clients in agency vehicles if certain conditions are met, as outlined in the Transportation Waiver Form. Students are advised to meet with field faculty to discuss any transportation issues.

Fingerprinting and Background Checks
Field agencies may require background checks, Live Scans, and/or fingerprinting prior to beginning the field internship. Students will follow all agency pre-placement procedures in the timeframe provided by the agency in order to begin internship on time. In the event that the field agency does not cover the cost of the background check, the student is responsible for all associated expenses. Field agencies are responsible for specifying the nature of the background check requirements and may refer students to a specific vendor. All background checks must be completed prior to beginning field internship. Questions about these requirements may be directed to the student’s field agency as well as the APU field faculty. Students are encouraged to disclose any past convictions or violations to the interviewing agencies and the university prior to completing the background check to avoid a delay in the process or disqualification.

Certain health care settings may require students to utilize an online background check provider at the student’s expense. In these instances, students can utilize certifiedbackground.com, and request a login code from field faculty. Students using this option will consent to sharing the background clearance results, with their field agency and field instructor. In the event that a student’s background
check results in a flagged record, the requesting field agency shall determine whether the flagged record(s) would disqualify the student from interning at the agency.

**Blood Borne Pathogens Training**
This training is completed during field orientation the spring semester prior to beginning field internship. A printed certificate of completion will be given upon request. Additional medical screening may be required by any field agency (i.e. a TB screening).

**Social Media Awareness**
Please be advised you are entering a profession where you actively engage with supervisors, staff, and clients. Students’ should carefully consider what they post on social media sites. Students should review their privacy settings as employers, supervisors, colleagues, and clients may access these forms of communication.

**Field Education Grades**
Like all coursework in the BSW program, students must earn a grade of C or better in all field courses. If in the fall semester a student receives below a C in the Senior Field Internship, Senior Practicum Seminar or Research Courses, s/he will not be allowed to progress to the spring semester. Therefore, the student must repeat the year-long internship program and co-requisite courses. Additionally, if in the spring semester, a student receives below a C in the Senior Field Internship, Senior Practicum Seminar or Research courses, s/he must repeat these courses the following spring semester.

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**GRADUATION REQUIREMENTS**

Bachelor of Social Work graduation requirements:
1. Completion of all required social work courses with a C or better
2. Maintenance of a cumulative GPA of 2.5 throughout the program
3. Completion of a minimum 120 units
4. Submission of required online portfolio assignments (TaskStream) (current seniors only)
5. Submission of your intent to graduate form must follow the timeline announced by the university. Please give your advisor two weeks prior to the deadline to verify your graduation status. Completion of a university **Intent to Graduate** form, filed with One Stop in accordance with University timeline
6. Successful completion of Field Internship Experience

**Graduation Resources**
Several resources are available to students to enable degree completion for a timely graduation. Students are encouraged to utilize their PeopleSoft account, one on one advising and the development of a four-year course enrollment plan to help ensure a timely graduation. Students are advised to use the following resources:

- **Degree Audit**: Use your online degree audit in PeopleSoft to see which requirements you have already fulfilled, which you still need to fulfill, and which courses will fulfill those requirements.
- **My Planner:** Use your online planner available on PeopleSoft to see if you can fit all of your requirements into the time you have remaining at APU.

- **Academic Advising:** The BSW department can provide academic advising for you, by appointment only. As the experts on your major, the professors and staff within the department are a great resource for you.

- **Academic Map:** Pick up an Academic Map for your major from the Bachelor of Social Work Office. All students will receive a four-year plan during their advising period directly from their adviser.

- **One Stop:** One Stop must clear you for graduation. All transfer work and anything you do that is different from the requirements laid out in the catalog and your degree audit must be approved through One Stop, even if someone else already told you that it would be fine. When in doubt, ask One Stop.

**Units required for graduation**
The minimum number of credits for a bachelor's degree is 120. Twelve (12) units per semester constitute a minimum full-time load, and will be considered normal progress toward a degree. However, students must be aware that at this 12-unit-per-semester pace, they will not complete the bachelor's degree in a four-year (8 semester) period unless summer sessions are taken.

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**PROGRAM POLICIES**

**Affirmative Action and Non-Discrimination**
The BSW program is committed to equal opportunity and to non-discrimination for all students, and to ensuring that students are not discriminated against on the basis of race, color, national origin, gender, religion, sexual orientation, age, disability, or status as a veteran. Please refer to the Statements of Compliance (under General Information) in the University Catalog, the Expected Standards of Student Conduct in the Student Handbook, and the Faculty Standards of Behavior in the Faculty Handbook. Students who believe they have been discriminated against are encouraged to consult and follow the student grievance policy as outlined in the APU Student Handbook or University Catalog and to consult with the BSW Program Director.

**Students with Disabilities**
The BSW program will make every effort to assist students with disabilities in full participation with the program. Students who have a disability that might prevent them from fully demonstrating their abilities should meet with an advisor in the Learning Enrichment Center 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 BSW Coordinator of Field Education of any accommodations that may be necessary during field education at the field site.

**Support Services**
Students in this course who have a disability that might prevent them from fully demonstrating their abilities should meet with an advisor in the Learning Enrichment Center as soon as possible to initiate disability verification and discuss reasonable accommodations that will allow the opportunity for full participation and
for successful completion of course requirements. For more information, please visit www.apu.edu/lec, or contact the LEC by phone at (626) 815-3849, or email at lec@apu.edu.

**Emergency Policy**
It is highly recommended that you leave the class title, room and building location, and the APU campus phone number (626) 969-3434 with family and/or other contacts if you wish to be notified in case of an emergency.

**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 program will adhere to current university guidelines. Under these guidelines, if a student discloses to a professor a situation of harassment occurring within the APU community, the professor is not allowed to keep this information confidential and must follow up according to university procedure.

**Child Abuse Reporting Policy**
The university is committed to the safety of children everywhere. If, during the course of participation in the BSW Program, a student discloses (whether verbally or in writing, including course assignments) evidence of child abuse or neglect, university policy requires faculty and staff to report the discloser to university legal counsel and the proper authorities as outlined by law.

**Academic Integrity Policy**
The mission of Azusa Pacific University includes cultivating in each student not only the academic skills that are required for a university degree, but also the characteristics of academic integrity that are integral to a sound Christian education. It is therefore part of the mission of the university to nurture in each student a sense of moral responsibility consistent with the biblical teachings of honesty and accountability. Furthermore, a breach of academic integrity is viewed not merely as a private matter between the student and an instructor but rather as an act which is fundamentally inconsistent with the purpose and mission of the entire university. A complete copy of the Academic Integrity Policy is available in the Office of Student Life, the Office of the Vice Provost for Undergraduate Programs, and online.

**Policy Regarding Transfer of Credits**
Students transferring from CSWE-accredited undergraduate social work programs may submit to their advisor a list of social work courses completed within the last five years for evaluation for transfer of credits. Each course will be evaluated by the program on a case-by-case basis for compatibility with program requirements. General studies requirements for the major will be assessed by the Office of the Undergraduate Registrar. Students who leave the BSW program must reapply for admission to the BSW program if the absence is two years or more.

Students interested in meeting the social work biology requirement at another university must obtain prior approval from their advisor to ensure that the course they plan on taking covers the required content necessary to satisfy the social work curriculum.
University E-mail Accounts
The university provides students with an e-mail account by which the university, BSW Program, and individual faculty can contact students. The program and faculty often make announcements and provide important information via e-mail. It is your responsibility to maintain and regularly check this account. If you change e-mail accounts, please advise the One Stop office, so the change is entered into the APU database.

Council on Social Work Educational Policy (EPAS)
A copy of the Council on Social Work Educational Policy and Accreditation Standards (EPAS) is available on the CSWE web site at www.cswe.org.

Ethical Standards and Principles
The BSW program currently upholds and integrates the ethical practices and standards of the NASW Code of Ethics and, as applicable, of the International Federation of Social Workers (IFSW)/ International Association of Schools of Social Work (IASSW) Ethics in Social Work, Statement of Principles throughout the BSW curriculum. The NASW Code of Ethics can be found online: http://www.socialworkers.org/pubs/code/code.asp. The IFSW and IASSW Statement can be found at: http://www.ifsw.org/p38000324.html

SOCIAL WORK DEPARTMENT CONDUCT CODE

Integrity is a basic characteristic required of students in the BSW program. Violations of this code will initiate an investigation and possible sanctions. Although it is not possible to provide an exhaustive list of all types of violations that may result in probation or termination from the program, the following are some examples:

a. Plagiarism (refer to the APU Academic Integrity Policy found at http://static.apu.edu/static/src/sites/provost/downloads/integrity_brochure.pdf)
b. Misrepresenting or misstating events surrounding an incident involving professional/ academic conduct
c. Poor or improper professional conduct during internship, classroom, or service learning assignments
d. Being under the influence of alcohol and/or other controlled substances during classes and/or internship
e. Unprofessional involvement with a client, supervisor or agency staff while engaged in internship activities
f. Breach of professional confidentiality
g. Derogatory comments or behavior toward a client, agency employee, classmate, faculty or staff member
h. Discrimination or harassment directed toward a client, agency employee, classmate, faculty or staff member on the basis of class, race, age, disability, national origin, gender, religion and/or sexual orientation
i. Violation of the NASW Code of Ethics (a copy is held in the program office) or can be found at: https://www.socialworkers.org/pubs/code/code.asp
j. Insubordination towards any supervisor, faculty, and/or staff member
k. Excessive and/or unexcused absences
UNDERGRADUATE SOCIAL WORK PROGRAM APPEAL, PROBATION, AND TERMINATION POLICY AND PROCEDURES

These procedures begin the 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 the Student Standards of Conduct in the Student Handbook or University Catalog. Therefore, other departments within the university, including, but not limited to, Student Life, may take action against a student at the same time the BSW program is proceeding against the student under these procedures.

The BSW program has clear and concise policies and procedures for terminating student enrollment in the program and field internship. Every effort will be made within the program to work with and address potential student problems prior to reaching the point of initiating probation or termination proceedings. The student in jeopardy of possible dismissal may be advised by the BSW Program Director, individual faculty member(s), his/her faculty advisor, field instructor, or the BSW Coordinator of Field Education of his/her deficiencies and options for improvement and resolution. The BSW Coordinator of Field Education has the authority to take immediate corrective action in the internship area with regard to student conduct and performance. At the time of such advisement, students will be provided with a written copy of the warning and specific remediation guidelines to be completed within a given time frame. This serves as formal notice of the need for change. If the student does not amend specified behavior, he/she is subject to dismissal from the BSW Program.

Charges
Any faculty or staff member of the program or a field instructor (the “Charging Party”) may file charges against a student (the “Accused Student”) for violations of the program Conduct Code (the “Code”). A charge shall be prepared in writing describing the violations and referencing the applicable policies and copies shall be provided to the program director, the BSW Coordinator of Field Education, the field instructor (if the violation occurs in the field) and the Accused Student. Any charge should be submitted as soon as possible after the event takes place, preferably within two business days. Pending the resolution of the charges, the program director may take interim action based on the nature of the charges, including, but not limited to, restricting the student from participating in field work.

Sanctions
Sanctions for violations of the Code range from a warning, to probation, to loss of privileges, to expulsion from the Social Work program. Upon investigation, the program shall advise the parties of its decision within two business days and shall issue a written statement of sanctions, including a statement of the findings that support the decision, within ten days.
Appeals
Students have the right and can appeal the decision under the student grievance and appeals process noted in the University Catalog.

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

Major GPA Requirement
Continuation in the program requires a demonstration of academic ability. A student must maintain a 2.5 grade point average in all coursework and must pass required social work courses with a “C” or higher.

STUDENTS RIGHTS AND RESPONSIBILITIES

A student in the BSW program can expect:
- Professionalism from all faculty and staff members
- Encouragement of and a valued response to student feedback
- A level of academic rigor and commitment to professional development that will enable students to be successful in continued graduate studies and/or entry into social work jobs at a bachelor's level
- Support, encouragement and mentorship of the student's spiritual development as evidenced by faculty and staff being positive role models of Christian faith and incorporation of a Christian worldview into classroom content

The BSW program invites and welcomes student participation and feedback as we work together to deliver a high-quality program that prepares generalist social work practitioners. It is the student’s responsibility to provide accurate feedback on both strengths and challenges in the program through various feedback mechanisms, including but not limited to, course evaluations, exit surveys, and alumni surveys. Student feedback is critical to helping the BSW Program undergo ongoing evaluation and curricular improvements. A full description of student rights and responsibilities can be found in the university undergraduate catalog, including processes for filing a grievance, academic integrity, and grade change policies at http://www.apu.edu/provost/catalog/.

Attendance at Annual BSW Cohort Meetings
The program holds annual cohort meeting for all students, staff, and faculty on a Friday during chapel at 10:30am. Attendance at your cohort meeting is mandatory as part of your participation in the program. This meeting serves to update students on such things as program vision, policies, programming and provide additional information on topics of interest.
Ample notice of the dates of this meeting is given so that you can arrange your schedule to attend. The cohort meetings for 2017/2018 are held at the following dates:

Freshman - Friday, September 29, 2017
Sophomore - Friday, September 22, 2017
Junior - Friday, October 6, 2017
Senior - Friday, March 23, 2017

Note: These meetings on Fridays are during chapel time, so please plan accordingly.

Class Attendance Policy
Class attendance is expected. Attendance will be taken at each class session. Refer to the course syllabus for the specific policy for each course. Students are expected to apply the knowledge and skills learned in the classroom to field internship. Lack of consistent class attendance will significantly impact field readiness and will be reflected in the evaluation of the student for field education readiness. Excessive absences may affect a student’s ability to progress to field education. Students who wish to bring a visitor to class, including family members, must gain approval by the instructor prior to the class visit.

Research Posters
Students complete a research study as part of their Research Methods and Research Project course sequence. This research project is connected to their senior field internship and students will work with the agency to develop a research project that is meaningful to the agency. In addition, students will present their research posters at the Social Work Student Showcase. Students should be aware that these poster costs can range from $60 to $150. These expenses will not be covered by the BSW program.

TaskStream Online Professional Portfolio Requirements
Incoming BSW Majors as of 2017-2018 will not be required to purchase TaskStream. However, prior cohorts are required to complete a professional portfolio which demonstrates the professional competencies you have gained as a result of your participation in the program. Capstone assignments, completed as part of your courses, will be uploaded as evidence of your mastery of the eleven program competencies. You will be developing your portfolio using TaskStream, online portfolio software designed for educational programs. Access to TaskStream management can be purchased online. The current price varies from $25/semester to $105/four years, but the cost is subject to fluctuation.

Writing Standards and Expectations
The writing and publication standards used by this program and the larger profession of Social Work are those articulated in the 6th ed. of the Publication Manual of the American Psychological Association (APA). The program strongly recommends that all students purchase a copy of the complete APA manual and not rely solely on abbreviated web-sites or citation programs which do not always provide accurate information. Unless otherwise specified by the instructor of the course, all papers written in courses offered by the program are expected to adhere to the guidelines of the APA manual for: Title Page, Running Head, Section Headings, Reference List, and Text Citations and Quotations.
The Baccalaureate Social Work Program is administered by the Social Work Department within the School of Behavioral and Applied Sciences, and is accredited by the Council on Social Work Education (CSWE).

The academic portion of the BSW curriculum is focused on the development of foundational knowledge of persons as individuals and as members of families, groups, organizations and communities. Knowledge of social work theories and practice models, professional values and ethics, culturally-sensitive practice, and methods of research are emphasized. The curriculum is designed in accordance with the standards set by CSWE.

A second focus of the BSW curriculum emphasizes the acquisition of professional competencies that are introduced and developed in the classroom and mastered in the field internship, where students work with actual clients to integrate coursework knowledge, values and skill development.

The third focus is on acculturation to the profession, and to its values, skills and behaviors, developed through engagement in the classroom, field internship and advisory program. The student is offered the opportunity to evaluate interest in and aptitude for social work.

Due to changes to APU General Studies requirements, implemented 2016/17, we have included two Curriculum plans. Graduating class of 2019 and 2020 plan appears Appendix #5. Curriculum plans for students graduating in 2018, please see Appendix #6.

Note that students transferring into the BSW program from community colleges may need to take an additional course to meet the human biology component, as most junior colleges only offer a general biology course that does not include the necessary human biology components. Citrus College offers a psychobiology course which reviews human biology knowledge requirements. Academic Petition Forms can be found at OneStop. If a student takes a general biology course which meets the BIO 101 or BIOL 151 APU GE requirement, they will need to submit an Academic Petition Form for this course to meet the social work human biology requirement.

A great way to build social work experience and meet your ministry requirements is to volunteer in social welfare agencies through the Center for Student Action. We encourage all social work students to engage in pre-practicum 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.
The service component of the APU experience assumes an active faith and involves working alongside others to demonstrate the good news of God's inclusive, empowering love. APU sponsors numerous local and global programs which assist in preparing leaders who are culturally sensitive and proficient in diverse settings.

Students are required to have 120 credits of service prior to graduation. Please contact the Center for Student Action for assistance in finding opportunities to serve. Students can contact them by visiting http://www.apu.edu/studentaction/ or by calling (626) 815-6000 x3027.

Following are the graduation requirements for full-time students:
- 120 credits for students beginning a fall semester as freshmen
- 90 credits for transfer students beginning a fall semester as sophomores
- 60 credits for transfer students beginning a fall semester as juniors
- 30 credits for transfer students beginning a fall semester as seniors

*Note: Service learning hours completed as part of coursework and a limited number of field education hours can be submitted for ministry credits. However, it is the student's responsibility to ensure required paperwork has been submitted to the Center for Student Action.

BSW PROGRAM ASSESSMENT AND RENEWAL

The Baccalaureate Social Work faculty and staff engage in ongoing and continuous evaluation of the BSW program. This assessment is designed for the purpose of providing a continuous feedback loop on how our program is meeting its stated competencies. It is not intended for evaluation of individual students. Aggregate data from final field internship evaluations and from assignments that demonstrate the various program competencies are used as part of this assessment. Outcomes data on each of the program competencies are posted on the program APU website for your information. As part of this ongoing process, you will be asked to complete various forms and surveys which provide valuable information for the program. Data is collected from students as they exit the program and then two years post-graduation.

TRADITIONS AND AWARDS

The BSW program maintains several ongoing traditions and awards. They are as follows:

**Senior Recognition Banquet**
This banquet is held to honor our graduating students. As this dinner is held one time per year, all seniors, their families and field instructors are invited to attend, even if they anticipate completion of graduation requirements in winter.

**Outstanding Senior Award**
This is a university-sponsored award. The recipient is selected by faculty for overall excellence in grades, field education, and service to the university and social work program.
Outstanding Field Intern Award
This is a BSW program-sponsored award given to the student demonstrating excellence in their field internship. Nominations are solicited from field instructors, and the recipient is selected by faculty.

Spirit of Social Work Award
This is a BSW faculty sponsored award given to a student that displays excellence in professional practice and personal development while inspiring peer collegiality and embodying commitment to social work values. This student demonstrates a commitment to student-life balance through scholastic achievement while tending to personal activities such as work, parenting and/or volunteerism; reflecting the university’s commitment to the four cornerstones of Christ, community, service and scholarship.

Inspirational Student Award
This award is to honor a student who demonstrates evidence of exceptional interpersonal skills and motivational qualities, who has contributed to the BSW program in a significant manner. Nominations are solicited from students.

Outstanding Field Agency Award
This is a BSW program sponsored award given to a field agency in recognition of the outstanding training and supervision provided to social work students during their field internship experience and their ongoing commitment to excellence in the provision of social services.

Outstanding Field Supervisor Award
This award is to recognize a supervisor who has made a significant contribution to and influence of their student’s professional development during the field internship. Nominations are solicited from students.

Outstanding Research Poster Award
This award is to recognize the student who has developed a high quality research study and poster as part of their senior internship.

STUDENTS RESOURCES

Club Social Work
Club Social Work (CSW) is the official student organization for undergraduate social work majors at Azusa Pacific University. CSW plans for guest speakers, service projects and social events. Many CSW meetings are open for all social work students to attend and your participation is encouraged and welcomed.

CSW is the main arm of communication between students and the BSW program. It assists with planning for special program events. It provides a way for students, faculty and agency representatives to work together on program issues that impact students. This committee is concerned with developing any resources that will help improve the BSW program and link students with the community. Students are encouraged to provide feedback and recommendations regarding social work policies and programs either through CSW or to the program directly. Please keep in touch with CSW officers throughout the academic year. Names and e-mails of CSW officers are available from the BSW office.
CSW wants to show APU and the surrounding community that social workers are active in various fields. CSW also wants to help improve our society because we feel that we are called as Christians to make a difference where we live and work.

Resources and Information
Books, periodicals, pamphlets and related materials of professional social work are available in the Social Work office. Part-time, summer and professional job information is available in the office and on our university website at https://sites.google.com/a/apu.edu/socialworkalumni-students/career-opportunities. The program does not guarantee the securing of employment for its graduates, but actively seeks to secure information on openings for graduates to investigate. A binder on scholarship opportunities is also available.

Library Resources
The Library liaison for the BSW program is Jennifer Argueta who works out of the Marshburn Memorial Library on East Campus. Jennifer works closely with the program and is also willing to work with you in assisting you with the tools necessary for effectively using all library resources related to social work. Jennifer is available for appointments and can be reached by phone (626) 815-6000 x5673 or by email at jargueta@apu.edu.

Employment and Graduate Studies
Specific preparation for social work employment upon graduation will be initiated early in the senior year. Focus will be on job searching, interviewing, and resume writing. Information on job openings is maintained in the BSW office and online.

Application for graduate study in social work must be made in the fall of the year proceeding the fall term you wish to enroll. Information on accredited MSW programs is available online at www.cswe.org.

Azusa Pacific University is pleased to offer a fully accredited Master of Social Work Program. Full and part-time programs are available. Please contact Karen Maynard at (626) 857-2400 or kmaynard@apu.edu for further information.

Social Media
The Department of Social Work has Facebook and Instagram accounts for updating current students of program information, meetings, special events and other social work news. Please consider carefully what you post on social networking sites and consider your privacy settings as employers, colleagues, and clients may otherwise see what you post.
Facebook: https://www.facebook.com/APUSocialWork/
Instagram: @APUSocialWork

Alumni Organization
Alumni of the BSW program are encouraged to maintain contact with the program by supplying address changes and current job, education, or other important or relevant personal or professional information. Alumni are encouraged to contact each other via the APU website, http://www.apu.edu (Find the BSW homepage, click on the ‘Alumni and Student Info tab on the left side of the screen to reach the Social Work Departments Alumni homepage).
Facebook: https://www.facebook.com/groups/1094385213967878/
LinkedIn: https://www.linkedin.com/groups/8295656
Phi Alpha Social Work Honor Society
Eta iota is the local chapter name of the National Phi Alpha Social Work Honor Society at APU. The purpose of Phi Alpha is to provide a close bond among social work students and promote humanitarian goals and ideals. Phi Alpha fosters high academic standards for social work students and invites into membership those who have attained excellence in scholarship and service. To qualify for membership, a candidate must:
- Be a declared social work major
- Have senior status
- Have at least 90 semester hours of general and department coursework
- Exhibit both personal and professional integrity
- Possess a minimum cumulative grade-point average of 3.6
Membership is awarded during the Senior Recognition Banquet at the end of the spring semester.

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. The vision of this study abroad program is that social work students will develop an awareness of cross-cultural values and perspectives, and integrate a global sensitivity into their future life and social work practice.

Students who wish to enroll in a university-sponsored study abroad program or L.A. Term should meet with an advisor in the study abroad office and with their BSW advisor as soon as possible to discuss options. Again, early planning is critical.

BSW FACULTY

Shelby Alkire, Adjunct Professor; BSW, Azusa Pacific University; MSW Columbia University; LCSW

Michelle Asbill, Adjunct Professor; BSW, Azusa Pacific University; MSW University of Wisconsin at Madison

Emily Blackmer, Assistant Professor; BSW, Azusa Pacific University; MSW Azusa Pacific University

Anupama Jacob, Assistant Professor; B.Sc.; M Sc., University of Aarhus, Denmark; Ph.D., University of California at Berkeley

Barbara Johnson, Program Director; B.A., California State University, Los Angeles; MSW, University of Southern California; LCSW

Alysha McCuistion, Adjunct Professor; B.Sc. Texas Christian University; MSW University of Southern California; LCSW

Lauren McNair, Adjunct Professor; BSW, Azusa Pacific University; MSW, Case Western Reserve University
LaMarr Mills, Adjunct Professor; B.Sc. California State University, Northridge; MSW Cal State University, Long Beach

Helen Nazarian, Assistant Professor; BSW, Azusa Pacific University; MSW, Arizona State University; LCSW

Lynn Raine, Assistant Professor; B.A., University of California, Irvine; MSW, California State University, Long Beach; LCSW

Mary Rawlings, Department Chair and Professor; BSW, Azusa Pacific University; MSW, University of Southern California; Ph.D., Case Western Reserve; LCSW

Pat Riley, Adjunct Professor; B.Sc., M.Sc., University of Phoenix

Melanie Seawright, Adjunct Professor; BSW, Azusa Pacific University; MSW, Washington University in St. Louis

Amy Tauati, Assistant Professor; BSW, Azusa Pacific University; MSW, California State University, Long Beach

**GLOSSARY**

**ACSW** - The Academy of Certified Social Workers. This is a group of NASW members who have completed two years minimum employment (with supervision) in social work after having earned the Master of Social Work degree, submitted to a written comprehensive examination. For more information, please visit: www.naswdc.org/credentials/credentials/acsw.asp

**CSWE** - Council on Social Work Education. All accredited undergraduate programs and graduate schools in social work are accredited by this organization. Your faculty members are individual members of CSWE. The Social Work program was granted accreditation in January, 1982. www.cswe.org

**IFSW** – The International Federation of Social Workers. A global organization striving for social justice, human rights and social development through the development of social work, best practices and international cooperation between social workers and their professional organizations. www.ifsw.org

**LCSW** - Licensed Clinical Social Worker. MSW-level social worker licensed by the State of California to conduct psychotherapy.

**NASW** - National Association of Social Workers. This is the American national individual membership organization of social workers. Members include professional social work services. www.socialworkers.org

The Azusa Pacific University, BSW Program, reserves the right to change any of its policies without prior notice, including, but not limited to: course offerings, curricula, grading policies, graduation and degree requirements, and admission standards and policies. The program further reserves the right to refuse admission to any applicant at the discretion of the Admissions Committee and to disqualify, discontinue, or exclude any student at the discretion of the chair, program director, faculty or administration. Disclaimer: The policies contained within this student handbook may be superseded by changes that occur during the academic year. It is imperative for students to track all BSW program policy changes and amendments.

This Bachelor of Social Work Student Handbook 2017-2018 supersedes all previous handbooks. The policies expressed in this handbook and each subsequent handbook will be controlling regardless of any policies stated in a previous handbook received by the student upon his or her admission. However, there are exceptions in certain cases regarding course requirements.
APPENDICES
Appendix #1: Technical Standards

The Social Work Department welcomes students from various diverse backgrounds to apply for admission. The BSW and MSW programs necessarily place specific requirements and demands on students accepted into the program. The following is a description of the technical standards that establish the essential qualifications required for safe and competent performance of the duties and skills needed in the social work profession.

If a student believes that he or she cannot meet one or more of the technical standards with or without accommodations or modifications, APU will determine, on an individual basis, whether or not necessary accommodations or modifications can reasonably be made.

Students must have and maintain:

1. Physical strength and stamina to perform satisfactorily in classroom and social work agency settings.
2. Physical mobility to transport to and from their classroom, field internship agency and additional field meeting sites.
3. Functional use of the senses to acquire and integrate data in order to conduct accurate observations in the classroom and in field settings.
4. Language competence to communicate effectively with faculty and students, agency staff, clients and other professionals.
5. Reading and comprehension skills at a level and speed to respond to reports and other written documents in a timely manner.
6. Writing skills at a college level and produced within a timely manner.
7. Cognitive abilities to interpret objective and subjective data and functional use of abstract reasoning to problem-solve.
8. Mental adaptability to work under pressure in emotionally charged situations and unpredictable environments, and to demonstrate an acceptable handling of conflict without overt emotional display or aggression.
Appendix #2: Personal Statement Guidelines

Provide 5-6 pages in response to the following:

1. What influenced your choice of social work as a profession? Include when and how you became interested in the field of social work.

2. What personal experience or characteristics will contribute to and impede your work as a professional in the field of social work? In response, please ensure you indicate both strengths and challenges. If you have taken the Strengths Finder Inventory, please note the strengths identified and how these strengths may contribute to the practice of social work.

3. The profession of social work has identified 12 Grand Challenges that reflect the purpose and mission of the social work field. Referencing the challenges at [insert link], select one or more of the Grand Challenges that align with your personal and professional interests. Utilizing the Grand Challenge(s) selected, respond to the following:
   a. Discuss how your professional goals align with the efforts of the Grand Challenge(s) selected. Why is the Grand Challenge(s) selected important and how does it connect to your interest in the social work profession?
   b. Discuss the significance of the Grand Challenge(s) selected based on your personal faith beliefs. For example, why should people who identify as Christians be concerned with the Grand Challenge selected?

The following will be considered in the evaluation of your personal statement:

- Interest in Social Work: Addressed interest in the field of social work, influence for choosing the profession and detailed personal career goals.

- Depth of Insight: Provides thoughtful reflection on personal strengths and challenges with potential impact on professional development noted.

- Faith Integration: Clear discussion of faith-based worldview as it relates to the profession of social work.

- Critical Thinking: Interest in social work, depth of insight and faith integration have been thoughtfully linked to Grand Challenge(s) selected.

- Writing Skills: Writing is clear, organized and free of grammatical and spelling errors.
Appendix #3: Social Work Application

BACHELOR OF SOCIAL WORK DEPARTMENT
APPLICATION FOR ADMISSION

Application Requirements
● Application
● Resume of social work/volunteer/employment history
● Personal statement
● Unofficial transcript

Admission Requirements:

<table>
<thead>
<tr>
<th>Regular Admissions*</th>
<th>Transfer Admissions (Rolling Admissions)</th>
</tr>
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<tbody>
<tr>
<td>(Deadline March 7th)</td>
<td></td>
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<tr>
<td>● Current APU students, completed or enrolled in Introduction to Social Work (SOCW 250)</td>
<td></td>
</tr>
<tr>
<td>● Possess a 2.5 overall GPA</td>
<td></td>
</tr>
<tr>
<td>● Personal and professional aptitude</td>
<td></td>
</tr>
<tr>
<td>● Complete application</td>
<td></td>
</tr>
<tr>
<td>● Meet with a BSW faculty advisor</td>
<td></td>
</tr>
<tr>
<td>● Submit application to department</td>
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</tr>
</tbody>
</table>

Please return completed application to:
Azusa Pacific University
Bachelor of Social Work Department
(Wynn Academic Center, Suite 206)
901 E. Alosta Avenue, Azusa, CA 91702

* Late applications will be considered on a case by case basis.

Note: Students must apply and be admitted to the program prior to beginning junior level practice courses.

Acceptance notification will be sent by e-mail within three weeks of the Social Work advising and admissions committee’s decision. For questions, contact the Department of Undergraduate Social Work office at 626-857-2410 or by e-mail at jfierro@apu.edu
Name __________________________________________ Date: ________

Last First Middle

Student ID # ______ - ______ - ______

Address

___________________________________________________________

Street City State Zip Code

APU Box # ______ Cell # (_____) ______________ Other Phone # (_____) ______________

APU e-mail address ___________________________________________

Entry date to Azusa Pacific University ______________ Check one:

Current APU student

Transfer student

SOCIAL WORK / VOLUNTEER / EMPLOYMENT HISTORY
Please submit a resume with your completed application.

EDUCATION
High School __________________________________________

Full name of school City/State Graduation date

List all colleges attended:

College/University dates attended

College/University dates attended

College/University dates attended

Current G.P.A. ______________ Total College Units Completed _____

Number of Units This Semester _____

If a current APU student, are you now enrolled in or have you completed SOCW 250:
Introduction to Social Work? □ Yes □ No □ In process

PERSONAL STATEMENT – Provide 5-6 pages in response to the following:

1. What influenced your choice of social work as a profession? Include when and how you became interested in the field of social work.

2. What personal experience or characteristics will contribute to and impede your work as a professional in the field of social work? In response, please ensure you indicate both strengths and challenges. If you have taken the Strengths Finder Inventory, please note the strengths identified and how these strengths may contribute to the practice of social work.
3. The profession of social work has identified 12 Grand Challenges that reflect the purpose and mission of the social work field. Referencing the challenges at (http://aaswsw.org/grand-challenges-initiative/12-challenges/), select one or more of the Grand Challenges that align with your personal and professional interests. Utilizing the Grand Challenge(s) selected, respond to the following:
   a. Discuss how your professional goals align with the efforts of the Grand Challenge(s) selected. Why is the Grand Challenge(s) selected important and how does it connect to your interest in the social work profession?
   b. Discuss the significance of the Grand Challenge(s) selected based on your personal faith beliefs. For example, why should people who identify as Christians be concerned with the Grand Challenge selected?

The following will be considered in the evaluation of your personal statement:
- Interest in Social Work: Addressed interest in the field of social work, influence for choosing the profession and detailed personal career goals.
- Depth of Insight: Provides thoughtful reflection on personal strengths and challenges with potential impact on professional development noted.
- Faith Integration: Clear discussion of faith-based worldview as it relates to the profession of social work.
- Critical Thinking: Interest in social work, depth of insight and faith integration have been thoughtfully linked to Grand Challenge(s) selected.
- Writing Skills: Writing is clear, organized and free of grammatical and spelling errors.

Understanding of Expectations
(Please initial each item, acknowledging your agreement)

As a Bachelor of Social Work candidate, I:

____ 1) Have read the Bachelor of Social Work Student Handbook in its entirety (http://www.apu.edu/bas/programs/bsw/forms/)

____ 2) Have read the NASW Code of Ethics (http://socialworkers.org/pubs/code/code.asp)

____ 3) Understand the program requires added costs related to obtaining a BSW:
   - purchase of malpractice insurance prior to internship
   - potential subscription to TaskStream, online portfolio management system
   - cost associated with research project

____ 4) Understand I am responsible to provide my own transportation to field internship

____ 5) Agree to attend mandatory annual program meeting as part of my participation in the program

____ 6) Understand I am responsible to check my APU e-mail account as this is how the department communicates with students

____ 7) Give my consent to have my photo printed in Social Work department publications, whether online or in print (signature optional)
Please read the following carefully before signing:

Fraudulent information: Admission to APU is contingent upon the truthfulness of the information contained in your application. The university assumes that all information submitted is truthful. If, at any time, it is discovered that false information has been submitted, the university considers this grounds for immediate dismissal at any point in the student’s course of study.

As a Christian university, we uphold the following statement of mission and purpose: Azusa Pacific University is an evangelical Christian community of disciples and scholars who seek to advance the work of God in the world through academic excellence in liberal arts and professional programs of higher education that encourage students to develop a Christian perspective of truth and life.

I have read and understand all the information in this application packet. I verify that all information submitted to APU as part of my application process is truthful.

Applicant’s signature: __________________________ Date: ________________

You have completed the application process!

You have completed the application process!

Please check that all materials are enclosed when submitting your application for review:
- Completed application
- Resume of social work/volunteer/employment history
- Personal statement
- Unofficial transcripts

For Office Use Only:
Unofficial Transcripts _____ Intro to SW Req. _____
Personal Statement _____ Completed App _____ To SW ADM. Committee _____
Committee Approval _____ Student Notified of Acceptance _____
Appendix #4: Field Agencies

The following list is representative of agencies used in the field internship:

Azusa Unified School District Family Resource Center
California Psych Care
Canyon Ridge Hospital
CA State Assembly – Blanca Rubio’s Office
Foothill Presbyterian Hospital
Foothill Unity Center – Pasadena and Monrovia
Hillcrest Retirement Community
Los Angeles County Department of Child and Family Services
Immigration Resource Center of San Gabriel Valley
Knowledge and Education for Youth Success (KEYS), Inc.
Ontario/Montclair School District – Family and Collaborative Solutions
Orange County Superintendent of Schools
Progressive Resources
Real Connections Child Development Institute
Salvation Army – Orange County
Salvation Army – Alcohol Rehabilitation Center (Pasadena)
San Gabriel/Pomona Regional Center (SGPRC)
Santa Anita Family Service – Senior Support Services
Santa Anita Family Service – Other Departments
Vitas Healthcare Corporation of California – Hospice Care
Whittier Hills Healthcare Center
Whittier Union High School District – Student Support Services
YWCA San Gabriel Valley – WINGS (Domestic Violence Program)

*Agencies placement can change year to year*
Appendix #5
Freshman, Sophomore and Junior Required Courses 2017/2018
Plan C - New major requirements + New GE

A minimum 2.5 GPA must be maintained. Students must also pass all social work required courses (including specified general studies requirements) with a C or higher. Courses not completed with a C or higher (2.5) (including specified general studies requirements) must be repeated. Please note that university policy stipulates that courses can only be repeated twice. A total of 71-79 units (foundation requirements and recommended electives) are required.

### Specified General Studies Requirements: 18 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 130</td>
<td>Introduction to Statistics</td>
<td>3</td>
</tr>
<tr>
<td>SOCW 250</td>
<td>Introduction to Social Work</td>
<td>3</td>
</tr>
<tr>
<td>SOCW 496</td>
<td>Senior Seminar: Ethics in the Helping Professions*</td>
<td>3</td>
</tr>
<tr>
<td>SOCW 479</td>
<td>Social Work Research Project II***</td>
<td>3</td>
</tr>
<tr>
<td>SOCW 275</td>
<td>Foundations of Social Justice and Human Rights</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 110</td>
<td>General Psychology*</td>
<td>3</td>
</tr>
</tbody>
</table>

### Biology Requirement: 4 units

Completion of one of the following:

- **BIOL 101** Fundamentals of Biology (and lab)*
- or:
  - BIOL 151 General Biology (and lab)*
  - or:
    - PSYC 470 Neuroscience
- or both:
  - BIOL 250/251 Anatomy and Physiology

### Core Requirements: 44 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 120</td>
<td>Intro to Sociology*</td>
<td>3</td>
</tr>
<tr>
<td>SOCW 251</td>
<td>Social Welfare Policy &amp; Service (SOCW 251)</td>
<td>3</td>
</tr>
<tr>
<td>SOCW 310/311</td>
<td>Human Behavior in the Social Environment I, II SL</td>
<td>3, 3</td>
</tr>
<tr>
<td>SOCW 332</td>
<td>Social Work with Individuals and Families F, S</td>
<td>3</td>
</tr>
<tr>
<td>SOCW 350</td>
<td>Aging: Implications for Policy &amp; Practice SL</td>
<td>3</td>
</tr>
<tr>
<td>SOCW 351</td>
<td>Child Welfare***</td>
<td>3</td>
</tr>
<tr>
<td>SOCW 360</td>
<td>Social Work Practice with Groups S, SA</td>
<td>3</td>
</tr>
<tr>
<td>SOCW 466/468</td>
<td>Field Internship I, II</td>
<td>4, 4</td>
</tr>
<tr>
<td>SOCW 467/469</td>
<td>Senior Practicum Seminar I, II</td>
<td>3, 3</td>
</tr>
<tr>
<td>SOCW 478</td>
<td>Social Work Research Methods F</td>
<td>3</td>
</tr>
<tr>
<td>SOCW 333</td>
<td>Social Work Practice with Communities and Orgs F, S</td>
<td>3</td>
</tr>
</tbody>
</table>

### Social Work Electives: 6 units

Two electives (6 units) are required for completion of the social work major. One must be taken from courses offered within the program. The second may be taken from either group of the approved courses.

Choose three units from the following list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GLBL 330</td>
<td>Community Transformation</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(Available only through L.A. Term)</td>
<td></td>
</tr>
<tr>
<td>SOCW 400</td>
<td>Grant and Proposal Writing S, SL</td>
<td>3</td>
</tr>
<tr>
<td>SOCW 410</td>
<td>Family Violence F</td>
<td>3</td>
</tr>
<tr>
<td>SOCW 415</td>
<td>Addictions: Assessment and Intervention S</td>
<td>3</td>
</tr>
<tr>
<td>SOCW 420</td>
<td>Suffering: Theological and Practical Perspectives on Disabilities</td>
<td>3</td>
</tr>
<tr>
<td>SOCW 425</td>
<td>Introduction to International Development</td>
<td>3</td>
</tr>
<tr>
<td>SOCW 430</td>
<td>Introduction to Nonprofit Management</td>
<td>3</td>
</tr>
<tr>
<td>SOCW 497</td>
<td>Independent Study &amp; Readings in Social Work</td>
<td>1-4</td>
</tr>
</tbody>
</table>
Choose another three units from the above list or one of the following courses:

- CMIN 428 Church and Society 3
- CMIN 456 Ministry Organization and Administration 3
- ETHN 355 The Asian American Experience 3
- ETHN 356 The African American Experience 3
- ETHN 357 The Chicano(a)/Latino(a) Experience 3
- GLBL 355 Principles and Practice of Community Engagement 3  
  (Only available through study abroad e.g., South Africa)
- LDRS 350 Dean’s Leadership Class 3
- PSYC 360 Abnormal Psychology 3
- PSYC 410 Psychology of Exceptional Children 3
- PSYC 430 Intervention Strategies with Children 3
- PSYC 450 Counseling 3
- PSYC 452 Cognitive Behavioral Therapy 3
- SOC 405 The Sociology of Gender 3
- SOC 425 Social Movements 3
- SOC 455 Crime and Delinquency F, SL 3
- SOC 464 Social Stratification 3
- YMIN 400 Christian Values and Human Sexuality 3

* Meets a General Studies Core (or elective) requirement. M Offered in May only
** Meets a General Studies Elective requirement. S Offered in Spring only
*** Meets the Upper-division Writing Intensive requirement. F Offered in Fall only

SL Service Learning component
SA South Africa Semester

NOTE: Please refer to the University Catalog for course prerequisite requirements. Note that a number of required courses for social work also meet general studies requirements, including some offered by the BSW program.

Additional GE requirements:

- GE 100 First Year Seminar 3
- Writ 110: The Art and Craft of Writing 3
- Oral Communication 3
- PE: Fitness for Life/Varsity Sports 1
- Min 108: CLFM 3
- UBBL 100 3
- UBBL 230 3
- Philosophy 3
- Theology 3
- Upper-Division Bible 3
- History 3
- Literature 3
- Art/Music 3
- Language: Level 102 or higher 4

Total 45 units + 72 units + 3 elective units = 116 units
+ 4 elective units = 120 units
Appendix #6
Seniors Required Courses
Plan A - Old major requirements + New GE

GE’s are bold and italicized

A minimum 2.5 GPA must be maintained. Students must also pass all social work required courses (including specified general studies requirements) with a C or higher. Courses that do not attain a C or higher (2.5) (including specified general studies requirements) must be repeated. Please note that university policy stipulates that courses can only be repeated twice. A total of 120 units are required for degree completion of which 62 are required General Education Units.

Specified General Studies Requirements: 15 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 130</td>
<td>Introduction to Statistics</td>
<td>3</td>
</tr>
<tr>
<td>SOCW 250</td>
<td>Introduction to Social Work</td>
<td>3</td>
</tr>
<tr>
<td>SOCW 496</td>
<td>Senior Seminar: Ethics in the Helping Professions*</td>
<td>3</td>
</tr>
<tr>
<td>SOCW 479</td>
<td>Social Work Research Project II***S</td>
<td>3</td>
</tr>
</tbody>
</table>

Biology Requirement: 4 units

Completion of one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 101</td>
<td>Fundamentals of Biology (and lab)*</td>
<td>4</td>
</tr>
<tr>
<td>or:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL 151</td>
<td>General Biology (and lab)*</td>
<td>4</td>
</tr>
<tr>
<td>or:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSYC 470</td>
<td>Neuroscience</td>
<td>3</td>
</tr>
<tr>
<td>or both:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL 250/251</td>
<td>Anatomy and Physiology</td>
<td>8</td>
</tr>
</tbody>
</table>

Core Requirements: 50 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 110</td>
<td>General Psychology*</td>
<td>3</td>
</tr>
<tr>
<td>SOC 120</td>
<td>Intro to Sociology*</td>
<td>3</td>
</tr>
<tr>
<td>SOC 358</td>
<td>Human Diversity*</td>
<td>3</td>
</tr>
<tr>
<td>SOCW 310/311</td>
<td>Human Behavior in the Social Environment I, II SL</td>
<td>3, 3</td>
</tr>
<tr>
<td>SOCW 332</td>
<td>Social Work with Individuals and Families F, S</td>
<td>3</td>
</tr>
<tr>
<td>SOCW 333</td>
<td>Social Work Practice with Communities and Orgs F, S</td>
<td>3</td>
</tr>
<tr>
<td>SOCW 350</td>
<td>Aging: Implications for Policy &amp; Practice SL</td>
<td>3</td>
</tr>
<tr>
<td>SOCW 351</td>
<td>Child Welfare***</td>
<td>3</td>
</tr>
<tr>
<td>SOCW 360</td>
<td>Social Work Practice with Groups S</td>
<td>3</td>
</tr>
<tr>
<td>SOCW 466/468</td>
<td>Field Internship I, II</td>
<td>4, 4</td>
</tr>
<tr>
<td>SOCW 467/469</td>
<td>Senior Practicum Seminar I, II</td>
<td>3, 3</td>
</tr>
<tr>
<td>SOCW 478</td>
<td>Social Work Research Methods F</td>
<td>3</td>
</tr>
</tbody>
</table>

Social Work Electives: 6 units

Two electives (6 units) are required for completion of the social work major. One must be taken from courses offered within the program. The second may be taken from either group of the approved courses.

Choose three units from the following list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GLBL 335</td>
<td>Community Transformation</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(Available only through L.A. Term)</td>
<td></td>
</tr>
<tr>
<td>SOCW 400</td>
<td>Grant and Proposal Writing S, SL</td>
<td>3</td>
</tr>
<tr>
<td>SOCW 410</td>
<td>Family Violence F</td>
<td>3</td>
</tr>
<tr>
<td>SOCW 415</td>
<td>Addictions: Assessment and Intervention S</td>
<td>3</td>
</tr>
<tr>
<td>SOCW 420</td>
<td>Suffering: Theological and Practical Perspectives on Disabilities</td>
<td>3</td>
</tr>
<tr>
<td>SOCW 425</td>
<td>Introduction to International Development</td>
<td>3</td>
</tr>
<tr>
<td>SOCW 430</td>
<td>Introduction to Nonprofit Management</td>
<td>3</td>
</tr>
<tr>
<td>SOCW 497</td>
<td>Independent Study &amp; Readings in Social Work</td>
<td>1-4</td>
</tr>
</tbody>
</table>
Choose another three units from the above list or one of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMIN 428</td>
<td>Church and Society</td>
<td>3</td>
</tr>
<tr>
<td>CMIN 456</td>
<td>Ministry Organization and Administration</td>
<td>3</td>
</tr>
<tr>
<td>ETHN 355</td>
<td>The Asian American Experience</td>
<td>3</td>
</tr>
<tr>
<td>ETHN 356</td>
<td>The African American Experience</td>
<td>3</td>
</tr>
<tr>
<td>ETHN 357</td>
<td>The Chicano(a)/Latino(a) Experience</td>
<td>3</td>
</tr>
<tr>
<td>GLBL 355</td>
<td>Principles and Practice of Community Engagement</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(Only available through study abroad e.g., South Africa)</td>
<td></td>
</tr>
<tr>
<td>LDRS 350</td>
<td>Dean’s Leadership Class</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 360</td>
<td>Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 410</td>
<td>Psychology of Exceptional Children</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 430</td>
<td>Intervention Strategies with Children</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 450</td>
<td>Counseling</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 452</td>
<td>Cognitive Behavioral Therapy</td>
<td>3</td>
</tr>
<tr>
<td>SOC 405</td>
<td>The Sociology of Gender</td>
<td>3</td>
</tr>
<tr>
<td>SOC 425</td>
<td>Social Movements</td>
<td>3</td>
</tr>
<tr>
<td>SOC 455</td>
<td>Crime and Delinquency F, SL</td>
<td>3</td>
</tr>
<tr>
<td>SOC 464</td>
<td>Social Stratification</td>
<td>3</td>
</tr>
<tr>
<td>YMIN 400</td>
<td>Christian Values and Human Sexuality</td>
<td>3</td>
</tr>
</tbody>
</table>

* Meets a General Studies Core (or elective) requirement

M Offered in May only

S Offered in Spring only

*** Meets the Upper-division Writing Intensive requirement

F Offered in Fall only

SL Service Learning component

**NOTE:** Please refer to the University Catalog for course prerequisite requirements.

Note that a number of required courses for social work also meet general studies requirements, including some offered by the BSW program.

**Additional GE requirements:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GE 100</td>
<td>First Year Seminar</td>
<td>3</td>
</tr>
<tr>
<td>Writ 110:</td>
<td>The Art and Craft of Writing</td>
<td>3</td>
</tr>
<tr>
<td>Oral</td>
<td>Communication</td>
<td>3</td>
</tr>
<tr>
<td>PE: Fitness</td>
<td>for Life/Varsity Sports</td>
<td>1</td>
</tr>
<tr>
<td>Min 108:</td>
<td>CLFM</td>
<td>3</td>
</tr>
<tr>
<td>UBBL 100</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>UBBL 230</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Philosophy</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Theology</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Upper-Division Bible</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>History</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Literature</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Art/Music</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Language:</td>
<td>Level 102 or higher</td>
<td>4</td>
</tr>
</tbody>
</table>

Total 45 core course + 75 major units = 120 units
Appendix #7
Seniors Required Courses
Plan B - Old Requirements + Old GE
A minimum 2.5 GPA must be maintained. Students must also pass all social work required courses (including specified general studies requirements) with a C or higher. Courses that do not attain a C or higher (2.5) (including specified general studies requirements) must be repeated. Please note that university policy stipulates that courses can only be repeated twice. A total of 71-79 units (foundation requirements and recommended electives) are required.

Specified General Studies Requirements: 9 units
PSYC 110 General Psychology* 3
SOC 120 Intro to Sociology* 3
SOC 358 Human Diversity* 3

Biology Requirement: 3-8 units
Completion of one of the following:
BIOL 101 Fundamentals of Biology (and lab)* 4
or:
BIOL 151 General Biology (and lab) * 4
or:
PSYC 470 Neuroscience 3
or both:
BIOL 250/251 Anatomy and Physiology 8

Core Requirements: 56-59 units
PSYC 299 or Applied Statistics, F, S, SA 3
MATH 130 Introduction to Statistics 3
SOCW 250 Introduction to Social Work 3
SOCW 251 Social Welfare Policy & Service 3
SOCW 310/311 Human Behavior in the Social Environment I, II SL 3, 3
SOCW 332 Social Work with Individuals and Families F, S 3
SOCW 350 Aging: Implications for Policy & Practice SL 3
SOCW 351 Child Welfare*** 3
SOCW 360 Social Work Practice with Groups S, SA 3
SOCW 466/468 Field Internship I, II 4, 4
SOCW 467/469 Senior Practicum Seminar I, II 3, 3
SOCW 478 Social Work Research Methods F 3
SOCW 479 Social Work Research Project*** S 3
SOCW 496 Senior Seminar: Ethics in the Helping Professions* 3

Completion of one of the following:
SOCW 333 Social Work Practice with Communities and Orgs F, S 3
SOCW 335 Community Transformation 6
(available only through L.A. Term)

Social Work Electives
Two electives (6 units) are required for completion of the social work major. One must be taken from courses offered within the program. The second may be taken from either group of the approved courses.

Choose three units from the following list:
SOCW 380 Understanding International Social Problems and Services through Study Abroad M 3
SOCW 400 Grant and Proposal Writing S, SL 3
SOCW 410  Family Violence  F  
SOCW 415  Addictions: Assessment and Intervention  S  
SOCW 420  Suffering: Theological and Practical Perspectives on Disabilities  
SOCW 425  Introduction to International Development  
SOCW 430  Introduction to Nonprofit Management  
SOCW 497  Independent Study & Readings in Social Work  1-4

Choose another three units from the above list or one of the following courses:

CMIN 428  Church and Society  
CMIN 456  Ministry Organization and Administration  
ETHN 355  The Asian American Experience  
ETHN 356  The African American Experience  
ETHN 357  The Chicano(a)/Latino(a) Experience  
GLBL 355  Principles and Practice of Community Engagement  
(Last available through study abroad e.g., South Africa)

LDRS 350  Dean’s Leadership Class  
PSYC 360  Abnormal Psychology  
PSYC 410  Psychology of Exceptional Children  
PSYC 430  Intervention Strategies with Children  
PSYC 450  Counseling  
PSYC 452  Cognitive Behavioral Therapy  
SOC 405  The Sociology of Gender  
SOC 425  Social Movements  
SOC 455  Crime and Delinquency  F, SL  
SOC 464  Social Stratification  
YMIN 400  Christian Values and Human Sexuality  

* Meets a General Studies Core (or elective) requirement.  M Offered in May only  
** Meets a General Studies Elective requirement.  S Offered in Spring only  
*** Meets the Upper-division Writing Intensive requirement.  F Offered in Fall only  
SL Service Learning component  
SA South Africa Semester

NOTE: Please refer to the University Catalog for course prerequisite requirements.  
Note that a number of required courses for social work also meet general studies requirements, including some offered by the BSW program.
Appendix #8: TaskStream
For senior social work students
(and those who have already purchased TaskStream)
Your online portfolio will be evaluated on each competency requirement on an ongoing basis throughout the curriculum. It is your responsibility to upload papers to your account and forward those to the course professor for feedback during the course semester in which they are completed in accordance with syllabus requirements. You will not receive a grade for your paper unless it is uploaded to TaskStream. Professors are under no obligation to give feedback on late work.

This professional portfolio will allow you and the program to track and document your progress on the core program professional competencies required for entry level practice. You will be adding artifacts (samples of your work, skills, and professional experiences) to your portfolio throughout your time in the program.