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IMPORTANT LINKS:

Academic Honesty Statement of Millersville University:  

Advisory Board to the Millersville University Department of Social Work:  
http://www.millersville.edu/socialwork/advisory-board.php

Council on Social Work Education (CSWE) http://www.cswe.org/

National Association of Social Workers (NASW) Code of Ethics:  
http://www.socialworkers.org/pubs/code/code.asp

Undergraduate Course Catalog of Millersville University:  
http://www.millersville.edu/~ucatalog/index.pdf
THE SOCIAL WORK PROGRAM AND THE PROFESSION

In September 1978, the social work program at Millersville State College became the Department of Social Work. Previously it had been a major course of study for two years within the Department of Sociology, Anthropology, and Social Work, leading to a Bachelor of Arts degree. From 1965 to 1976, the program comprised four sequential courses. It was then expanded because the Pennsylvania Department of Education designated this college to have an institutional mission in the social aspects of human services. Today, the primary mission of the social work program is to prepare students to achieve entry level professional competence as generalist social work practitioners.

The social work program has been developed within the framework of curriculum content outlined by the Council on Social Work Education Accreditation Standards. The courses are carefully sequenced so that students may build upon previously acquired knowledge and have opportunities to experience the integration of various bodies of knowledge. The general education requirements of Millersville University provide a foundation for social work courses in the major. It is designed so as to assist students in developing social work values and professional ethics as described in the National Association of Social Workers Code of Ethics.

SOCIAL WORK PROGRAM MISSION STATEMENT
Affirming the mission of Millersville University, a public, liberal arts institution situated in South Central Pennsylvania, the Baccalaureate Social Work Program educates students to be competent, effective social work professionals who embrace core social work values, enhance human and community well-being, and promote social and economic justice through generalist social work practice. The University and the Program provide a learning environment that prepares students to work in an increasingly diverse society and to meet contemporary social, cultural, economic, political, and global challenges.

SOCIAL WORK PROGRAM GOALS
To meet the purpose of the profession, and the mission of the university and the program, faculty seek to prepare students to engage in

1. Effective, ethical generalist social work practice
2. Practice that advances human rights and social and economic justice
3. Effective policy practice
4. Research informed practice and practice informed research
5. Practice with diverse individuals and communities in a global environment

SOCIAL WORK PROGRAM CORE COMPETENCIES
Upon completion of the undergraduate Social Work degree, graduates will be able to:

1. Identify as a professional social worker and conduct oneself accordingly.
2. Apply social work ethical principles to guide professional practice.
3. Apply critical thinking to inform and communicate professional judgments.
4. Engage diversity and difference in practice.
5. Advance human rights and social and economic justice.
7. Apply knowledge of human behavior and the social environment
8. Engage in policy practice to advance social and economic well-being and to deliver effective social work services
9. Respond to contexts that shape practice
10. Engage, assess, intervene, evaluate individuals, families, groups, organizations and communities
MAJOR SEQUENCE AND DEGREE REQUIREMENTS

The curriculum is designed to help students integrate knowledge and theories from many academic disciplines with social work concepts, values, and practice skills. Courses in the social work program attempt to develop an understanding of the human condition and human diversity. The social work major needs to understand biological, psychological, and socio-cultural aspects of human development; characteristics of human interaction with the social environment; the role, structure and function of social welfare policies and programs; social work intervention methods; and social work research findings and methods.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOWK 102</td>
<td>Modern Social Welfare Dilemmas</td>
<td></td>
</tr>
<tr>
<td>SOWK 201</td>
<td>Social Welfare Policy and Economics</td>
<td>SOWK 102, sophomore status, or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>permission.</td>
</tr>
<tr>
<td>SOWK 203</td>
<td>Human Behavior and the Social Environment</td>
<td>SOWK 102 Prereq. or Coreq., BIOL 204,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PSYC 100, SOCY 210</td>
</tr>
<tr>
<td>SOWK 301</td>
<td>Social Work Practice I (W)</td>
<td>ENGL 110; Pre or Coreq. 201 and 203.</td>
</tr>
<tr>
<td>SOWK 302</td>
<td>Social Work Practice II</td>
<td>SOWK 301</td>
</tr>
<tr>
<td>SOWK 303</td>
<td>Social Welfare and the Law</td>
<td>SOWK 102 or permission</td>
</tr>
<tr>
<td>SOWK 330</td>
<td>Social Work Research (W)</td>
<td>ENGL 110, SOWK 102</td>
</tr>
<tr>
<td>SOWK 331</td>
<td>Social Work Statistics (W)</td>
<td>SOWK 330</td>
</tr>
<tr>
<td>SOWK 350</td>
<td>Encounters in Human Diversity (P,D)</td>
<td>COMM 100, ENG 110, Junior status</td>
</tr>
<tr>
<td>SOWK 403</td>
<td>Social Work Practice III</td>
<td>SOWK 302</td>
</tr>
<tr>
<td>SOWK 401-402</td>
<td>Field Instruction I and II</td>
<td>SOWK 403</td>
</tr>
<tr>
<td>SOWK 404:</td>
<td>Senior Seminar</td>
<td>SOWK 403, Coreq. 401-402</td>
</tr>
<tr>
<td>SOWK 405</td>
<td>Human Behavior and the Social Environment II</td>
<td>SOWK 301</td>
</tr>
</tbody>
</table>

**Social work elective courses:** (Students Choose Two)

SOWK 304: Social Work and Corrections
SOWK 305: Social Work and Child Welfare
SOWK 306: Social Work and Aging
SOWK 307: Social Work and Health Care
SOWK 308: Social Work and Alcoholism
SOWK 309: Social Work and Mental Health
SOWK 312: Social Work and Women's Issues (W)
SOWK 313: Family Violence (P)
SOWK 313: International Social Work

(*)Please note that some courses may not be offered every semester/year).

For course descriptions, please go to the Undergraduate Catalog:
http://www.millersville.edu/~ucatalog/index.pdf
### Sample Course Schedule for Social Work Majors with Spring Graduation Date, Revised Fall 2011

#### FALL SEMESTER | SPRING SEMESTER
--- | ---
ENGL 110: Composition | WELL 175: Wellness | 3 | 3
SOWK 102: Modern Social Welfare Dilemmas | COMM 100: Fundamentals of Speech | 3 | 3
BIO 100: General Biology | Required related | 3 | 3
Required related | General Education | 3 | 3
General Education | Total | 15 cr. | 15 cr.
**Total** | **Total** | **15 cr.** | **15 cr.**

| FALL SEMESTER | SPRING SEMESTER |
--- | --- |
Required related | Required related | 3 |
General Education | General Education | 3 |
General Education | General Education | 3 |
General Education | General Education | 3 |
**Total** | **Total** | **15 cr.** | **15 cr.**

| FALL SEMESTER | SPRING SEMESTER |
--- | --- |
SOWK 301: SOWK Practice I | SOWK 302: SW Practice II | 3 |
SOWK 350: Encounters in Human Diversity | SOWK 331: SOWK Statistics | 3 |
SOWK Elective | General Education or Open Elective | 3 |
General Education | ENGL 312: Technical Writing | 3 |
**Total** | **Total** | **15 cr.** | **15 cr.**

| FALL SEMESTER | SPRING SEMESTER |
--- | --- |
SOWK 403: SW Practice III | SOWK 401: Field Instruction I | 3 | 6
SOWK 405: Human Behavior in the Social Environment II | SOWK 402: Field Instruction II | 3 | 6
SOWK Elective | SOWK 404: Senior Seminar | 3 |
Perspectives | Total | 15 cr. | 15 cr.
General Education | **Total** | **15 cr.** | **15 cr.**

**NOTE:** *SOWK 102 is typically offered during summer sessions to provide an opportunity for students transferring into the junior year to take this course that is a prerequisite for all required social work courses. Beginning in SP 2012, SOWK 301, 302, 403, and 404 (with 401/402) will be offered in both the Fall and Spring semesters allowing for a fall graduation.*

**Required Related:**
- BIO 204: Human Biology (3)
- GOVT 112: State and Local Government (3)
- PSYC 100: General Psychology (3)
- SOCY 210: Sociology of Family (3)
FIELD LEARNING SEQUENCE

The experiential component of the social work program begins with student observation visits to social agencies and 25 hours of volunteer experience in the sophomore social work course, (SOWK 203) and continues with field trips and other experiences in subsequent courses. There are a total of 50 hours of junior field placement experience in Social Work Practice I and II. To register for Social Work Practice courses, students must be a declared social work major. Role-playing, simulations, case studies, and other experiences are included as a part of Social Work Social Work Practice I & II. Field trips, observations, volunteer experiences, and other experiential learning are incorporated in the social work professional elective courses. The experiential component of the program culminates with senior year field instruction. Field Instruction I & II is required of all senior social work majors. In order to register for field practicum and the accompanying Senior Seminar class, the student must be an accepted social work major; i.e., have successfully completed the Screening and Selection process and been accepted to the major, and have completed all other required social work courses with grades of C or higher. The field practicum is designed to produce reflective, self-evaluating, knowledgeable, and developing professional social workers. The practicum provides the student with the opportunity to participate in supervised social work activities, providing practical experience in the application and integration of the theory, values, and skills acquired in earlier coursework. The field learning sequence is outlined below.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Objectives</th>
<th>Evaluation</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOWK203 (Sophomore)</td>
<td>20</td>
<td>Life Cycle Awareness</td>
<td>Life Stage Paper</td>
<td>Instructor</td>
</tr>
<tr>
<td>SOWK 301 (Junior)</td>
<td>25</td>
<td>Helping Experience with Individuals in a variety of settings</td>
<td>Performance Evaluation Focused on Beginning Practice with Individuals</td>
<td>Instructor &amp; Supervisor</td>
</tr>
<tr>
<td>SOWK 401-2 (Senior Spring Semester)</td>
<td>450</td>
<td>Implement Generalist Model Effectively</td>
<td>Performance Evaluation Based on Practice Behaviors.</td>
<td>Liaison &amp; Field Coordinator</td>
</tr>
<tr>
<td><strong>Total Field Hours</strong></td>
<td>520</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CSWE ACCREDITATION (for detailed information, please visit [www.cswe.org](http://www.cswe.org))

The Millersville University Social Work Baccalaureate program has been continuously accredited by the Council of Social Work Education (CSWE) since 1981. A program is accredited by CSWE only when it has demonstrated that it meets and maintains the rigorous standards set by the Council.

There are many advantages in graduating from a CSWE-accredited program. Employers and licensing boards throughout the United States recognize the value of accreditation and use it as a criterion in hiring and granting licenses to practice. In Pennsylvania, a student from an accredited program, attending social work graduate school, may apply for a provisional license. Students applying to graduate social work schools are eligible for Advanced Standing programs (fewer credits required for degree) only if they have attended and graduated from an accredited program. The most important advantage is that accreditation provides you with reasonable assurance that you have the opportunity to participate in a high quality (BA in Social Work) program designed to prepare you for entry into the social work profession and/or graduate school.

SOCIAL WORK PROGRAM POLICIES AND PROCEDURES

ACADEMIC CREDIT
Students must earn all academic credits through formal course work as an enrolled student. The social work program does not grant social work course credit for life experience or previous work experience.

ADMISSION TO THE UNIVERSITY
When students are admitted to the University, they may declare their intention to major in social work. Students become an accepted major in the Junior year following a screening and selection process. Prior to or at the beginning of the first semester of enrollment as a social work major all freshman and transfer students are required to attend a Social Work Major Orientation workshop. The Orientation will include values clarification, review of the National Association of Social Workers Code of Ethics, review of professional conduct, and a review of the BSW Student Handbook.

ADMISSION OF TRANSFER STUDENTS
Students who transfer from other colleges or from other majors at Millersville must be formally accepted into the Social Work Program, following the Screening and Selection Policy and its procedures. No acceptance decision is made until students have completed at least 1 full semester of course work at Millersville University. Once accepted to the major, students must fulfill all academic and practicum requirements of the Millersville Social Work Program.

Transfers from Other Colleges
When students from other colleges apply for admission to Millersville, the Registrar of the University determines what course credits may be transferred to meet general University requirements and what courses are equivalents. The Registrar accepts the recommendation of the Chair of the Social Work Department concerning social work equivalents. Effective Fall 2011, students are required to attend the Social Work Major Orientation workshop at the beginning of the semester. Students transferring in from other schools require significant collaboration with the Social Work Department Chairperson or the BSW Program Coordinator upon admission to the University and prior to enrollment in Social Work courses. Only courses from Council on Social Work Education accredited programs may be transferred in for 300 level or higher Social Work courses. Students may not receive academic credit for Social Work courses for life experience and previous work experience.
Transfers from Other Majors
Admission into the Social Work major from other departments is upon approval of the chairperson of the Social Work Department or BSW Coordinator. Effective Fall 2011, the student is required to attend a Social Work Major Orientation workshop prior to declaring the Social Work major and are strongly encouraged to first complete SOWK 102. Upon completion of the orientation, the department chairperson or the BSW coordinator will sign the “Change of Major” form, and the student will be matched with an academic adviser. The BSW Coordinator or the student’s academic adviser will meet with them to develop a course of study.

ADVISING IN THE SOCIAL WORK PROGRAM
Within the Social Work Program, each student is assigned a specific faculty adviser whose primary role is that of academic advisement including, helping students develop a curriculum plan, and approving semester course loads. Advisers may also assist students in seeking and receiving guidance in areas such as career interests and goals, graduate school, and professional identity development. Faculty advisers may also refer students to university services such as career services, counseling center, health services, and learning services.

SCREENING AND SELECTION
Social Work education prepares students for professional practice. It is a profession that draws mainly on the social and behavioral sciences for its knowledge base. In practicing social work, the professional must make conscious use of self as an instrument to help individuals, families, groups, and/or communities improve their functioning. Social work knowledge is essential to effective practice, but, in addition, the professional needs to be able to apply that knowledge skillfully to concrete situations.

Intervention in client systems can produce harm if the practitioner lacks the knowledge; or if the practitioner has values or preconceptions about human nature or a given population group that prohibits nonjudgmental service delivery. In short, social work is action-oriented and ethics driven. Therefore, programs of education for social work -- both at the undergraduate and graduate levels -- have the responsibility to assess the student's professional readiness, commitment, capacity, and areas of development for social work practice. The Screening and Selection process determines whether students may continue in the program. No student may be considered for the senior field placement without being accepted through Screening and Selection. The Screening and Selection process is a mutual process designed to assess the student's readiness for professional social work practice through an examination of his/her motivation, commitment, capacity, and limitations for social work practice. This assessment addresses four criteria:

1. Communication. Student demonstrates effective written and oral communication skills in a writing sample and faculty interview.

2. Values. Student demonstrates values consistent with that of the social work profession in classroom behavior, writing statement, and faculty interview, including:
   a. commitment to social work professional values;
   b. commitment to pursuit of the knowledge and skills necessary for social work professional practice;
   c. motivation to engage actively in the professional education process;
   d. ability to establish and sustain a relationship;
   e. understanding and concern about social problems and public/social policy;
   f. understanding and appreciation of cultural diversity;
   g. ability to see persons as individuals and avoid stereotyping;
   h. personal warmth, sensitivity, and maturity;
3. Academic and intellectual competence. Student demonstrates the industry and intellectual capacity to acquire and integrate the knowledge, understanding, and skills necessary for competent practice. The student will need to maintain an overall C grade and a grade of no lower than "C" in required social work courses.

4. Professional behavior and readiness. Student completes professional student orientation and demonstrates professional behavior and readiness in the classroom as assessed by social work faculty and in service learning practicums as assessed by agency supervisors.

The formal procedure for Screening and Selection begins during the junior year (approximately 60 credit hours completed) when the student is enrolled in SOWK 301 (Practice 1), and before registration for SOWK 403 and 405 (Practice 3 and Human Behavior in the Social Environment 2). Students must be accepted to the major prior to enrollment in SOWK 401-402: Field Instruction I & II.

To initiate the Screening and Selection process, the student completes a Personal Data Form and an autobiographical statement that focuses on factors influencing the student's decision to apply for admission to the Social Work Program. These documents are typically completed as part of the course requirements of SOWK 301 (Practice 1). During the semester while the student is enrolled in SOWK 301, they will attend a mandatory Professional Development meeting. This meeting will orient students to the requirements and expectations of the senior field placement. Topics that may be addressed include professional behaviors including appropriate dress, decorum, attendance, communication, professional ethics, and task/time management.

After completing the above referenced documents, the applicant completes a “Professional Readiness Rubric” self assessment and is assigned to a faculty member for an assessment interview. During the interview, the faculty member uses a standardized form and process to discuss the student’s academic performance, and professional readiness. Students are asked to address their personal strengths, areas for development, career goals and interests, and their understanding of the core Social Work values.

The assigned faculty member presents the results of the assessment interview to the Social Work Department faculty, sitting as an Admissions Committee for the Program. This routinely occurs during the Spring Semester of the Junior year, or upon completion of SOWK 301. After study of all the application materials, this faculty Admissions Committee confers and votes on four possible outcomes. The decisions that may be made include acceptance, provisional acceptance, deferral, or denial of acceptance.

The applicant receives written notification acceptance into the Program, provisional acceptance, deferral, or denial of acceptance. In the case of any disposition other than acceptance, reasons for the faculty's decision and requirements for acceptance are set out in writing. The faculty review their decision at designated times to determine if terms have been met.

1) Accepted to the major means that a student may begin planning for her/his senior field year and may enroll in SOWK 401/402 and 404.

2) Provisional Acceptance means that a student may move into planning for her/his senior field year, but must develop a plan with her/his academic adviser to obtain full acceptance prior to enrollment in SOWK 401.402 and 404. Some reasons that a student may be granted a “provisional acceptance” include concerns regarding grade point average, professional behaviors such as class attendance, participation, conduct, and challenges in field/service learning practicum experiences.
To obtain full acceptance, the plan must be assessed by the faculty and successfully executed by the student.

3) Deferred Decision means that a student may not begin planning for his/her Senior field year. Students must meet with their academic adviser to discuss reasons for the deferral and develop a plan to obtain full acceptance OR to transfer to another major. Some reasons that a student may be deferred include concerns regarding grade point average, professional conduct, supervisor’s evaluation, missing required prerequisite social work courses needed for entry into senior field year, failure to meet requirements for screening and selection.

4) Denial to the major means that the student may not continue in the Social Work major. Students may be denied acceptance because of failure to meet the necessary grade point average, meet necessary academic requirements and prerequisites. Students may also be denied acceptance based on problematic professional or academic conduct. Some problematic behaviors include violations of the NASW Code of Ethics (in the classroom, field, university, or in the community), disruptive behaviors that constitute a threat to the safety of the student or others, a pattern of unwillingness to participate in the learning activities of the program, and an inability to communicate effectively, orally or in written form such that performance is seriously compromised.

If a student is concerned about the objectivity or fairness of the process or its outcome, the student may initiate an appeals process as described on page 11.

PERIODIC STUDENT REVIEWS
Periodically, Social Work faculty members review declared and accepted social work majors to assess academic and professional progress toward graduation. If problems are indicated, the student is informed by the adviser of the results of the assessment and a plan of action may be developed to address concerns.

POLICIES FOR COMPLETION OF THE MAJOR
1. A student must complete all University curricular requirements as described in the Millersville University Catalog, including a minimum GPA of 2.0.

2. Students must complete all Social Work Department Curriculum requirements including required Social Work courses, Social Work electives, Required Related courses, and ENGL 312: Technical Writing, which meets the General Education Curriculum upper level writing requirement.

STUDENTS’ APPEALS AND GRIEVANCE PROCEDURES
The Student appeals and grievance procedures of the Social Work Department are consistent with the Millersville University policies. The Social Work Program uses an administrative procedure to protect the due process of students. (For information on academic appeals, please refer to the Student Catalog)

1. A student may appeal to the Social Work Department Chairperson throughout. If the student chooses, the student’s adviser may be involved, providing the dispute is not with the adviser.

2. After hearing the student's complaint, the Social Work Department Chair discusses the issue with the involved parties.

3. After discussion with the involved parties, the Social Work Department Chair decides on a course of action.

4. If the Department Chair’s decision does not resolve the dispute, the student may submit a written appeal with the Dean of the School of Humanities and Social Sciences within ten (10)
calendar days from the date of the Department Chair’s decision. The student should include any written documentation in support of the appeal. The School Dean requires a written statement from the faculty member and may meet with the faculty member as well.

5. The School Dean will review the appeal and any supporting documentation and will meet with the student. The School Dean will notify the student, the Department Chair, and the faculty member of his or her decision within ten (10) calendar days of receipt of the appeal. The decision of the School Dean is final and not subject to further review.

A preliminary administrative procedure applies to problems related to senior level field experience.

1. A student may state the problem to the Coordinator of Field Instruction. If the student chooses, the student's faculty field liaison may be involved, providing the dispute is not with the liaison.

2. After hearing the student's complaint, the Coordinator of Field Instruction consults with the Faculty Field Liaison and suggests methods of mediation, if change seems to be indicated.

3. If the student remains dissatisfied after a reasonable effort has been made to mediate the problem, she/he may appeal to the Social Work Department Chair and follow the foregoing procedure.

If students become involved in issues of discrimination or harassment, they may appeal to the University's Social Equity Office and may file grievance.

**TERMINATION FROM THE SOCIAL WORK MAJOR**
The faculty of the Department of Social Work may require a student to discontinue the Social Work program for professional or academic performance issues. The social work faculty reserves the right to make such judgments, and may also take into consideration evaluations from applicable social service agencies. Students who wish to appeal departmental determinations may follow the above grievance procedure.

**SOWK 401-402: FIELD INSTRUCTION I & II AND SOWK 403: SOCIAL WORK PRACTICE III**

**Field Placement Policies**
To enter SOWK 401, 402, and 404, students must have successfully completed all required core Social Work courses and been “accepted” via the Screening and Selection process. Field placement is subject to the availability of appropriate learning experiences in approved agencies mutually acceptable to the student and the department, with approved field instructors who have interviewed and accepted the students.

**SOWK 401-402: FIELD INSTRUCTION I & II GRADING POLICY**
Senior Block Field Instruction is graded Satisfactory- Unsatisfactory (S/U) by the faculty field liaison.
SOCIAL WORK DEPARTMENT STATEMENT ON AFFIRMATIVE ACTION
(Adapted from Council on Social Work Education policy and including the official protected classes of the University and the Commonwealth of Pennsylvania.)

In compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Act of 1991, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Pennsylvania Executive Order 11246, the Americans With Disabilities Act of 1990, and in compliance with the administrative policies of Millersville University, the Social Work Department at Millersville University will ensure that no persons, students, faculty, or staff, will be discriminated against on the basis of race, color, religion, sex, national origin, age, disabled status, marital status, ancestry, sexual orientation, creed, life style, union membership, or veterans' status.

The Social Work Department has the responsibility of promoting the highest level of educational achievement for every student. The scope of this policy governs student, faculty, and staff interactions and relations. These should be geared toward academic requirements and faculty/student performance, rather than to personal characteristics.

The objective of this policy is to express social work values and ethics, in accordance with Council on Social Work Education policy, and to promote societal values of equal access to opportunity and social justice within the Social Work Program.

The Social Work Program attempts to provide an environment where each person can learn and work to his/her fullest capacity, and to create an environment of respect for the dignity and worth of all its members, i.e., students, faculty, staff, and administration. Establishing a supportive environment and excluding potentially discriminating practices. Discrimination is defined as action or inaction, based on one or more of the aforementioned categories or characteristics (see first paragraph), which affects a person's educational or employment opportunities. Discrimination is frequently based on prejudice, stereotypes and negative attitudes toward classes or categories of people.

The Social Work Department is responsible for developing procedures to carry out this policy and for making the policy available and known to all students, faculty, and staff. This includes educating its students and employees about what constitutes prejudice, discrimination and harassment and about what steps to take to report and resolve such issues. Specifically, the Social Work Program's practices should include procedures to protect rights to fairness and pursuit of equity for individuals of differing age, gender, race or ethnicity, physical ability, or sexual orientation.
SOCIAL WORK ADDITIONAL LEARNING OPPORTUNITIES

**Departmental Honors**
The Social Work Department offers an honors option to independently and intensively research a specialized area of interest in social work. This option is available to students exhibiting superior academic capability and discipline. Through this process, students are challenged by a faculty mentor to develop advanced research and writing skills. With guidance from the student's honors thesis advisor, the student engages in research that culminates in the production of an honors thesis research paper, poster, and presentation. Students who complete the program earn special recognition upon graduation and in their university record. The honors thesis is designed to support student development of the skills, knowledge, and self-confidence needed to prosper in graduate school. For additional information regarding eligibility please contact Dr. Karen Rice, Department Chairperson, McComsey Room 232, 871-5297

[karen.rice@millersville.edu](mailto:karen.rice@millersville.edu).

**Interdisciplinary Gerontology Minor (18 Credits)**
The Millersville University Gerontology Minor is an applied multidisciplinary program which offers academic and experiential learning that explores the life course model with a focus on aging and gerontology. Students examine biological, cultural, economic, political, psychological, social, and spiritual dimensions of aging against the backdrop of diverse contexts and system sizes. These would include communities and groups, as well as the dynamics of the older individuals and their families and the organizations that serve them.

**Goals:**
- Students will gain the knowledge and skills required for effective and ethical work with the aging population.
- Students will solidify their understanding of the aging process, including multiple dimensions within multiple contexts.
- Prepare students for employment in professions dealing with aging or ageing-related issues.
- Equip students to assume leadership and advocacy roles, in diverse settings, that will serve the aging population.

**Required Courses (15 Credits):**
- Gerontology 100: Interdisciplinary Introduction to Gerontology
- Gerontology 210: Aging and the Law
- Nursing 350: Pathways to Healthy Aging
- Psychology 229: The Adult Years
- Social Work 306: Social Work & Aging

**Elective Courses (3 Credits):**
- Gerontology 201: Field Practicum
- Philosophy 280: Philosophies of Death & Dying
- Sociology 214: Aging & the Aged
- Other topics courses approved by the program coordinator such as WSSD 395: Leisure Activities for the Aged

If interested, please contact: Dr. Joyous Bethel, Gerontology Minor Coordinator, McComsey room 218B, 871-5927, [Joyous.Bethel@millersville.edu](mailto:Joyous.Bethel@millersville.edu)
International Social Work Field Placements:
An International Social Work Field Placement requires a high level of personal maturity because the application and paperwork pre-departure process is often time intensive and requires that you are diligent with your time and efforts. You must be prepared to take personal responsibility for completing the process between the Department of Social Work and the Office of Global Education as well as for following through on tasks necessary to obtain a placement. Applying for an international placement does not guarantee that you will receive a placement.

Requirements:
1. Obtain acceptance letter for Screening and Selection from the Department of Social Work.
2. Maintain a minimum of a 3.0 GPA at the time of submitting the BSW International Field Placement Request Form and maintain that GPA through semester prior to departure. (See International Field Coordinator with any questions/concerns.)

Is an international placement right for you: If you are generally interested in completing your social work placement abroad and you are in need of additional details to decide if an international placement is right for you contact the following individuals to arrange and Initial Interest Meeting.

- The Department of Social Work - D r. Karen Rice, BSW International Field Coordinator at Karen.Rice@millersville.edu. Dr. Rice will cover the academic details regarding your senior placement and what it means to conduct your placement internationally.
- The Office of Global Education - Olivia Peters, Program Coordinator at Olivia.Peters@millersville.edu, Cumberland House. Ms. Peters will cover details such as costs/financial aid, accommodations, what the placement provider offers, and the overall study abroad process.

2. Complete the International Social Work Field Placement Application and paperwork. Documents can be found by following the link contained in your Screening and Selection acceptance letter. See the International Social Work Field Placement Application Checklist for all the items you need to submit. 3.
3. Submit your application and paperwork to the International Field Coordinator at least 1 week prior to interview as well as the specific documents to Global Education.

After submitting an application and conducting your interview: The Department of Social Work and the Office of Global Education will collaborate regarding your application. The Office of Global Education will contact you via email regarding the status of your International Social Work Field Placement acceptance. The Office of Global Education will work with you regarding the pre-departure process whereby additional forms will be required to be completed by a pre-determined deadline. Process. Failure to complete these forms will jeopardize your participation in the International Social Work Field Placement program. Participation in a mandatory pre-departure orientation is required. The orientation date and time will be included in your acceptance letter.

For additional information please contact Dr. Karen Rice, Department Chairperson, McComsey Room 232, 871-5297, karen.rice@millersville.edu.
SOCIAL WORK FACULTY

Assistant Professor of Social Work; Gerontology Minor Coordinator
Interest Areas: practice, HBSE, diversity, field instruction, spirituality; complicated mourning.
Major Teaching Areas: Social Work Micro/Mezzo Practice, Encounters in Human Diversity, Human Behavior in the Social Environment, Field Instruction,
E-Mail Address: Joyous.Bethel@millersville.edu

Assistant Professor of Social Work
Interest Areas: school social work, mental health, social work education, diversity, international social work
Major Teaching Areas: Micro/Mezzo Practice, Diversity, School Social Work, Behavioral Health
E-Mail Address: Leonora.Foels@millersville.edu

Frank, Jennifer M. (At MU since 2010). B.A., Millersville University, 1999; M.S.W., Millersville/Shippensburg University, 2009; currently enrolled, PhD program at Bryn Mawr College Graduate School of Social Work and Social Research
Instructor of Social Work; BSW Field Coordinator; MSW Field Co-Coordinator
Interest Areas: housing and homelessness, poverty, social policy, program management/development, field education, micro/macro practice
Major Teaching Areas: Social Work Practice, Introduction to Social Welfare, Field Instruction
E-Mail Address: Jennifer.Frank@millersville.edu

Assistant Professor of Social Work
Interest Areas: child welfare, research, diversity
Major Teaching Areas: Child Welfare, Human Behavior & the Social Environment, Diversity
E-Mail Address: Heather.Girvin@millersville.edu

Professor of Social Work
Interest Areas: elderly; health care social work; domestic violence; social work education.
Major Teaching Areas: Human Behavior and Social Environment, Gerontology, Health, Research, Women’s Issues.
E-Mail Address: Carol.Heintzelman@millersville.edu

Johnson, David H. (At MU since 2009). B.Mus., Mars Hill College, 1979; M.S.W., The University of Southern Mississippi, 2005; Ph.D., The University of Texas at Austin, 2009.
Assistant Professor of Social Work; Co-Coordinator MSW Program
Interest Areas: health care policy, history of federal policy initiatives, mental health, mediation and alternate dispute resolution, homelessness, and social work with persons having HIV/AIDS
E-Mail Address: David.Johnson@millersville.edu
Rice, Karen M. (At MU since 2006). B.A., Millersville University, 1991; M.S.W., Temple University, 2000; PhD. University of Maryland, School of Social Work, 2011.
Assistant Professor of Social Work, Department Chairperson
Interest Areas: child welfare, research, statistics, diversity, international social work
E-Mail Address: Karen.Rice@millersville.edu

Walsh, Kathleen M. (At MU since 2007). B.S.W., University of Maryland Baltimore, 1996; M.S.W., University of Maryland, 1997; Ph.D., University of Maryland, School of Social Work, 2006.
Associate Professor of Social Work; Coordinator, BSW Program
Interest Areas: predictors of salary in social work, workforce and occupational issues including career choice, social work ethics, social work administration and management, and technology and social service delivery
Major Teaching Areas: Social Work Practice, Social Work History, Social Policy, Macro and Micro practice, Program Management and Supervision
E-Mail Address: Kathleen.Walsh@millersville.edu

Faculty Office Hours
Each full-time faculty member schedules at least five office hours per week to be available to speak with students. These hours are posted on faculty office doors and at the secretary’s office. You may also obtain this information from the department secretary. If you are unable to meet with faculty during office hours, appointments may be scheduled at other times.

Faculty Advisors
Each social work major is assigned a social work faculty advisor. Advisors are prepared to assist you in making course selections and registering each semester, in planning your academic and social work career, and in identifying and accessing resources you need to successfully complete your degree. Students find it useful to become acquainted with their advisor early so they can benefit from experienced guidance.

Secretary
Ms. Katherine Kuhns, Room #233, McComsey Hall, Ext. 3739
Ms. Beth Colvin, Room #371, McComsey Hall, Ext. 3739

Offices and Classroom
The faculty and department secretaries’ offices are located in McComsey Hall. The Social Work Department’s telephone number is (717) 872-3739 and the Fax number is (717) 872-3959.

Professional Advisory Committee (for a listing, see http://www.millersville.edu/socialwork/advisory-board.php) The Professional Advisory Committee comprises representatives of social agencies. The committee meets a minimum of once a semester for the purpose of contributing to the development and evaluation of education policies and curriculum content of the social work program.
SOCIAL WORK DEPARTMENT AWARDS

Social Work Faculty Award
A cash award is presented annually to a senior social work major for academic excellence.

Social Work Organization Award
A cash award is presented annually to a social work major for academic excellence and for contributions to the Social Work Organization.

Marion G. Foster Award
A cash award is presented annually to a junior majoring in social work for academic excellence under extenuating circumstances, such as economic need, physical disability, or family responsibilities. The award, established by the University's Social Work Alumni, honors Dr. Marion G. Foster, faculty emeritus, and former chairperson of the social work department (1974-1984).

STUDENT SOCIAL WORK ORGANIZATION

Purpose: "the purpose of the organization shall be to utilize all methods to promote an interest in and an understanding of social work. In accordance with the Council of Social Work Education’s guidelines, students should participate actively in curriculum development and evaluation. The student organization will also serve as a link between the educational focuses of the university and the service delivery focuses of social service agencies within the community. The purpose of this linking function is to promote a view of Social Work Programs at Millersville as responsive and valuable to the needs of the community in which it exists."

Position Descriptions:
1) President—This person is responsible for executive duties. Some of these include appointing all committees and committee chairpersons; appointing any and all replacements of vacancies; acting as official representative of the organization at any function or meeting pertaining to the organization; and to preside at all meetings of the organization.

2) Vice President—This person will act as chairperson if the President is absent from an official meeting and will act as ex-officio (this means that because of his/her position as VP he/she is also a member of all committees) member of all committees.

3) Secretary—This person is responsible for recording the minutes at all meetings; taking care of correspondence that is necessary to the organization; and preparing a newsletter to be distributed after each general meeting OR as needed.

4) Treasurer—This person is responsible for keeping all financial records and transactions of the organization.

5) Faculty Liaison—This person will represent the organization at social work faculty meetings, convey student suggestions about concerns regarding program improvements and will report back to the organization about decisions affecting social work majors.

6) Committees Chairs—(volunteer & are nominated by Executive Committee)
   a. Curriculum & Alumni Committee—This committee is responsible for reviewing the “curriculum and being active in any project or goal with the organization established which has to do with curriculum, course content, faculty personnel, agency needs concerning curriculum and reaccreditation.”
   b. Membership & Publicity committee—This committee functions “to make SW majors aware of the organization; to recruit new membership; to publicize all organization activities; to make members aware of meetings; and to write a newsletter about the organization for members, alumni, prospective members and agencies.”
   c. Social Action Committee—This committee seeks to “extend the organization’s involvement, and promote its value, within the community by assessing needs, and possible direction of or work
with agencies, political issues, specific client groups, etc., and to organize such involvement by planning and implementing one community service project each semester for total membership involvement”

d. **Program Committee**—This committee’s function is to “explore possibilities for outside resources to enrich the education of SW majors and other MU students through speakers, workshops, conferences

e. **Fundraising Committee**—This committee’s function is to “plan events to raise money for various events planned by the organization.”

f. **Scholarship Committee**—This committee’s function is “to recognize and promote scholarship and achievement in the SW major.”

**PHI ALPHA HONOR SOCIETY**

The purpose of the honor society is to recognize and promote scholarship and achievement in the social work major. Membership requirements include:

1. Declared social work as a major.
2. Achieved 60 or more credits overall.
3. Completed 9 semester hours of required social work courses.
4. Completed 12 credits at Millersville University.
5. Achieved an overall grade point average of 3.0.
6. Achieved a 3.25 grade point average in required social work courses.
7. For Distinguished Honors, achieved an overall GPA average of 3.25 and 3.5 in required social work courses.
8. Membership is available to all full-time social work faculty.

The first members of the Theta Alpha Chapter of the Phi Alpha Honor Society were initiated on May 15, 1998.

**NASW CODE OF ETHICS: OVERVIEW, PREAMBLE, PURPOSE AND ETHICAL PRINCIPLES**

*to view the NASW Code of Ethics in its entirety, please visit: [www.socialworkers.org/pubs/code/code.asp](http://www.socialworkers.org/pubs/code/code.asp)*

**Overview**  The NASW *Code of Ethics* is intended to serve as a guide to the everyday professional conduct of social workers. This *Code* includes four sections. The first section, "Preamble," summarizes the social work profession's mission and core values. The second section, "Purpose of the NASW *Code of Ethics," provides an overview of the *Code*’s main functions and a brief guide for dealing with ethical issues or dilemmas in social work practice. The third section, "Ethical Principles," presents broad ethical principles, based on social work's core values, that inform social work practice. The final section, "Ethical Standards," includes specific ethical standards to guide social workers' conduct and to provide a basis for adjudication.

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

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

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

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

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

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

The *NASW Code of Ethics* serves six purposes:

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

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

Further, the *NASW Code of Ethics* does not specify which values, principles, and standards are most important and ought to outweigh others in instances when they conflict. Reasonable differences of opinion can and do exist among social workers with respect to the ways in which values, ethical principles, and ethical standards should be rank ordered when they conflict. Ethical decision making in a given situation must apply the informed judgment of the individual social worker and should also consider how the issues would be judged in a peer review process where the ethical standards of the profession would be applied.¹

¹ For information NASW adjudication procedures, see NASW Procedures for the Adjudication of Grievances.
Ethical decision-making is a process. There are many instances in social work where simple answers are not available to resolve complex ethical issues. Social workers should take into consideration all the values, principles, and standards in this Code that are relevant to any situation in which ethical judgment is warranted. Social workers' decisions and actions should be consistent with the spirit as well as the letter of this Code.

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

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

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

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

Millersville University does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. This includes Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and the Americans with Disabilities Act of 1990. Coordinators: Services for Students with Disabilities—Dr. Sherlynn Bessick, Director, Office of Learning Services, Lyle Hall, 717-872-3178; Title VI and Title IX—Mr. Hiram Martinez, Assistant to the President for Social Equity and Diversity, Delaware House, 717-872-3787; ADA Coordinator—Mr. Louis DeSol, Associate Vice President for Human Resources, Dilworth Building, 717-872-3017.