

Shepherd University

Bachelor of Social Work Program Handbook

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Welcome to the Bachelor of Social Work Program at Shepherd University

Welcome to the Shepherd University Social Work Program! Shepherd has one of the oldest accredited undergraduate social work programs in West Virginia. It has been in existence for over 5 decades and is designated as a “Program of Distinction” by the West Virginia Higher Education Policy Commission. It is also demanding in its rigorous academic standards. In choosing social work, you have chosen a major that will offer you a lifetime of career opportunities in a profession full of rich and rewarding experiences.

Shepherd Social Work graduates staff many agencies in the Mid-Atlantic Region and continue to be recruited for employment following graduation. Places of employment include hospital settings, domestic violence or homeless shelters, school systems, long-term care facilities, public departments of social services, and congregate care settings to mention only a few. Many program graduates have also continued their education by earning a Master of Social Work degree, with many admitted for advanced standing.

Social workers face complex challenges locally, statewide, nationally, and globally. In many ways, this is like the situation that faced social workers in the earliest decades of the 20th century. We have serious social issues such as poverty, elder abuse, human trafficking, child maltreatment, homelessness, domestic violence, substance use, violent crime, racism, discrimination, and other threats to civil liberties, immigrant rights, workers' rights, and voting rights to address. In a time of enormous change, we need to find a way for all members of society to live in a way that enhances their well-being, insures social, economic, racial, and environmental justice, supports healthy families, and protects the civil liberties and privacy of diverse groups.

We hope you enjoy your academic and professional adventure with us in the Social Work Program. It is a demanding yet rewarding undertaking. We invite questions, comments, and suggestions about the program from you at regular intervals. In addition, if you have creative ideas, problems, or concerns related to the program, please talk with a faculty member. The Social Work Student Handbook is provided to give you the information you need as a social work major. It is also a statement of policies that are to be followed.

Mission Statement

The mission of the Shepherd University Social Work Program, in concert with the University mission and the Council on Social Work Education Educational Policy and Accreditation Standards (2022), is to prepare competent beginning level professional social work practitioners who possess the knowledge, skills, values, and ethics necessary to intervene effectively on behalf of diverse clients on all practice levels. Through practitioner preparation, the Program enhances the practice community's ability to both facilitate the social functioning of clients and advance social change. The Social Work Program envisions graduates as regional leaders whose efforts improve the social service delivery system and work toward social and economic justice.

Program Purpose and Goals

All program goals have, as a base, these social work values -- people should have equal access to resources, services, and opportunities for the accomplishment of life tasks, the alleviation of distress, and the realization of aspirations and values in relationship to self, the rights of others, the general welfare, and social justice. A major expectation of the program is that students will acquire an understanding and acceptance of social work values as expressed specifically in the professional Code of Ethics. All courses emphasize that the professional relationships of social workers are built on their regard for individual worth and human dignity and are furthered by mutual participation, acceptance, confidentiality, honesty, and handling conflict responsibly. This is in keeping with the 2022 Educational Policy and Accreditation Standards (EPAS). The primary purpose and goals of the Shepherd University Social Work Program clearly reflect content from the 2022 EPAS. The primary purpose of the Social Work Program is to prepare generalist beginning-level social work professionals to perform two basic tasks:

1. To partner with clients in addressing current and emerging challenges, needs, and opportunities by building on client strengths, fostering resilience, and enhancing their capacity to interact effectively with their environments.
2. To contribute to the development, evaluation, and improvement of knowledge, policies, and practices within agencies, communities, and broader systems that influence individual and collective well-being and access to quality services.

In keeping with the mission of the University and the primary purpose of the Social Work Program, the four major goals of the Program are to prepare students to:

1. Practice beginning-level, evidence-based generalist social work with individuals, families, other groups, organizations, and communities through the use of professional knowledge, skills, values and ethics, as well as cognitive and affective processes.

2. Advocate for anti-racist, anti-oppressive, and culturally relevant policies and interventions that advance human rights and promote social, economic, and environmental justice.
3. Integrate knowledge of human behavior and the social environment to view diversity and difference as strengths and resources and effectively use these to respond to the impact of context on professional practice.
4. Identify as a social worker whose professional judgment is informed by critical thinking and self-awareness and communicated through the professional use of self.

Social Work Values

Social workers hold that people should have equal access to resources, services, and opportunities for the accomplishment of life tasks, the alleviation of distress, and the realization of their aspirations and values in relation to themselves, the rights of others, the general welfare, and social justice. Social workers' professional relationships are built on their regard for individual worth and human dignity and are furthered by mutual participation, acceptance, confidentiality, honesty, and responsible handling of conflict.

Code of Ethics of The National Association of Social Workers – Summary

"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 dual 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." (National Association of Social Workers, 2021).

The mission of the social work profession is rooted in a set of core values and ethical principles:

Value	Ethical Principle
Service	Social workers' primary goal is to help people in need and to address social problems.
Social Justice	Social workers challenge social injustice.
Dignity and Worth of the Person	Social workers respect the inherent dignity and worth of the person.
Importance of Human Relationships	Social workers recognize the central importance of human relationships.
Integrity	Social workers behave in a trustworthy manner.
Competence	Social workers practice within their areas of competence and develop and enhance their professional expertise.

The Code of Ethics is designed to help social workers identify relevant considerations when professional obligations conflict or ethical uncertainties arise. This guidance is explained through a series of six ethical standards:

1. Social Workers' Ethical Responsibilities to Clients
2. Social Workers' Ethical Responsibilities to Colleagues
3. Social Workers' Ethical Responsibilities in Practice Settings
4. Social Workers' Ethical Responsibilities as Professionals
5. Social Workers' Ethical Responsibilities to the Social Work Profession
6. Social Workers' Ethical Responsibilities to the Broader Society

The Nine Social Work Competencies

Social work education is competency based. Graduates of the Social Work Program are expected to demonstrate the integration and application of the nine Social Work Competencies listed below (left column). Each social work competency describes the knowledge, values, skills, and cognitive and affective processes associated with social work competence in generalist practice. Each competency has a set of behaviors (right column) that integrates these dimensions.

Course content and assignments are designed to introduce, reinforce, and/or emphasize social work competencies and their associated behaviors. It is the aim of the Social Work Program to assist students in developing the core competencies of generalist social work practices. These student-oriented outcomes represent the focus of learning throughout the curriculum. Differential emphasis is placed on these depending on the particular course.

Appropriate objectives for each course are found in the bold print of every course syllabus. Throughout your studies, you will be exposed to material in each class designed to help you achieve competence in social work practice.

Competencies	Social workers:
1. Demonstrate Ethical and Professional Behavior	a. makes ethical decisions by applying the standards of the National Association of Social Workers Code of Ethics, relevant laws and regulations, models for ethical decision making, ethical conduct of research, and additional codes of ethics within the profession as appropriate to the context; b. demonstrates professional behavior; appearance; and oral, written, and electronic communication; c. use technology ethically and appropriately to facilitate practice outcomes; and d. use supervision and consultation to guide professional judgment and behavior
2. Advance Human Rights and Social, Racial, Economic, and Environmental Justice	a. advocate for human rights at the individual, family, group, organizational, and community system levels; and b. engages in practices that advance human rights to promote social, racial, economic, and environmental justice

3. Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice	a. demonstrates anti-racist and anti-oppressive social work practice at the individual, family, group, organizational, community, research, and policy levels; and b. demonstrates cultural humility by applying critical reflection, self-awareness, and self-regulation to manage the influence of bias, power, privilege, and values in working with clients and constituencies, acknowledging them as experts of their own lived experiences.
4. Engage in Practice-Informed Research and Research-Informed Practice	a. applies research findings to inform and improve practice, policy, and programs; and b. identifies ethical, culturally informed, anti-racist, and antioppressive strategies that address inherent biases for use in quantitative and qualitative research methods to advance the purposes of social work
5. Engage in Policy Practice	a. uses social justice, anti-racist, and anti-oppressive lenses to assess how social welfare policies affect the delivery of and access to social services; and b. applies critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, racial, economic, and environmental justice
6. Engage with Individuals, Families, Groups, Organizations, and Communities	a. applies knowledge of human behavior and person-environment, as well as interprofessional conceptual frameworks, to engage with clients and constituencies; and b. Use empathy, reflection, and interpersonal skills to engage in culturally responsive practice with clients and constituencies.
7. Assess Individuals, Families, Groups, Organizations, and Communities	a. applies theories of human behavior and person-in-environment, as well as other culturally responsive and interprofessional conceptual frameworks, when assessing clients and constituencies; and

	b. demonstrate respect for client self-determination during the assessment process by collaborating with clients and constituencies in developing a mutually agreed-upon plan
8. Intervene with Individuals, Families, Groups, Organizations, and Communities	a. engages with clients and constituencies to critically choose and implement culturally responsive, evidence informed interventions to achieve client and constituency goals; and b. incorporates culturally responsive methods to negotiate, mediate, and advocate on behalf of clients and constituencies
9. Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities	a. selects and uses culturally responsive methods for evaluation of outcomes; and b. critically analyzes outcomes and applies evaluation findings to improve practice effectiveness with individuals, families, groups, organizations, and communities

Accreditation Status

The Shepherd University Social Work Program is fully accredited by the Council on Social Work Education and has been since 1976. The Shepherd University Social Work Program is in compliance with the Educational Policy and Accreditation Standards established by the Council on Social Work Education.

Administration of BSW Degree Program

The Social Work Program is an autonomous part of the Department of Psychology, Social Work, and Counseling in the College of Science, Health, and Wellness.

Social Work Program Transfer Credit Policies

1. Shepherd University accepts transfer credit from accredited two-year and four-year institutions.
2. Transfer credit for non-social work coursework is awarded when course objectives, content, and learning experiences are substantially equivalent to those offered at Shepherd University.
3. The BSW Program Director has sole responsibility for determining the transferability and equivalency of social work coursework and related program requirements completed at other institutions.
4. The BSW Program Director evaluates all transfer requests for social work coursework on a course-by-course basis, considering accreditation status, course content, learning outcomes, credit hours, and substantial equivalency to Shepherd University's curriculum, and when a grade of C or better in the course has been earned.
 - a. Credit is not awarded for social work courses or practicum education completed through non-CSWE-accredited programs, and proficiency examinations are not used to grant social work credit.
 - b. Practicum education credit may only be earned through the Shepherd University Social Work Program.
5. The BSW Program Director works closely with Admissions and regional community colleges to facilitate the transfer of non-social work coursework.
6. The Social Work Program maintains 2+2 transfer agreements with Blue Ridge Community and Technical College, Laurel Ridge Community College, Hagerstown Community College, and Allegany College of Maryland.
7. Information about these agreements is available on Shepherd University's 2+2 Community College Transfer Agreements website.

No academic credit is awarded for previous experience. Academic credit for life experience and previous work experience are not given, in whole or in part, in lieu of practicum of the courses in the professional social work foundation areas. In addition, only those students who are candidates for the baccalaureate degree in social work are admitted to practicum and methods courses. The curriculum and methods of instruction are consistent with the EPAS for baccalaureate social work education.

Program Application and Admission Policy

Admission: Students may declare a major in Social Work as early as the freshman year. To become formally accepted into the program, however, students must complete Introduction to Social Work (SOWK 201) and Community Service Learning or International Community Service Learning (SOWK 300 or SOWK 330) with a grade of C or above. Additionally, students must have at least sophomore standing (greater than 30 credit hours completed), with an overall grade point average of 2.5 or above. At that time, a student may complete an application (Program Application) for acceptance into the program. Application for acceptance into the program is typically made during the Spring semester of the student's second year (see Sequence of Courses for Completing a Major in Social Work). The faculty reviews applications and conducts interviews. The social work faculty then meets as a committee and may recommend accepting students into the program, conditional acceptance, or non-acceptance based on the following criteria:

A. Acceptance

1. Academic achievement: GPA of 2.5 or above (based on completion of more than 30 credit hours) and completion of Introduction to Social Work (SOWK 201) and Community Service Learning (SOWK 300) or
2. International Community Service Learning (SOWK 330).
3. Ability to maintain positive and constructive interpersonal relationships as evidenced in volunteer work during Introduction to Social Work and Community Service Learning or International Community Service Learning.
4. Evidence of written and oral communication skills.
5. Demonstration of self-awareness, ethical behavior and willingness to learn through completion of written assignments and volunteer work in Introduction to Social Work and Community Service Learning or International Community Service Learning.

B. Conditional Acceptance: based on taking remedial action regarding one or more of the above.

C. Non-Acceptance – with referral – based on:

1. The student's application and academic requirements.
2. Information from collateral sources regarding any evidence of active substance use or emotional instability that may result in impaired abilities to deliver services to clients.

Students who are not satisfied with a decision may appeal in writing, within 10 days of notification, to the program director who will reconvene to the committee to re-evaluate the recommendation. Further appeal may be made in accordance with the university procedure designated in the Student Handbook.

Program Continuation, Suspension, or Dismissal

Program Continuation

Admission to the Social Work Program does not guarantee continued enrollment through graduation. Social work students are evaluated on an ongoing basis to determine their readiness for professional practice.

To remain in the program, students must:

- Maintain a minimum **2.5 GPA in Social Work courses**.
- Demonstrate professional behavior consistent with the values and standards of the social work profession.
- Successfully complete coursework, practicum experiences, and other program requirements.
- Adhere to the **National Association of Social Workers (NASW) Code of Ethics**.
- Comply with all **Shepherd University policies** and all applicable federal, state, and local laws.
- Be accepted by a practicum agency through the agency's application and interview process.

Practicum Agency Acceptance

Before beginning practicum, students must apply and interview with approved agencies. Students who are not accepted by a practicum agency after **two interview cycles** may be subject to termination from the program.

Grounds for Suspension or Dismissal

A student may be suspended or dismissed from the Social Work Program for reasons including, but not limited to:

Academic Concerns

- Failure to maintain the required 2.5 GPA in the major.
- Unsatisfactory academic performance.
- Failure to meet program requirements.

Professional Conduct Concerns

- Violations of the NASW Code of Ethics.
- Unprofessional behavior in classroom, practicum, or other professional settings.

- Failure to comply with social work faculty recommendations for improvement in academic performance and demonstration of the competencies required for social work practice, as established by CSWE.

Legal or University Policy Violations

- Violations of university policies or student conduct standards.
- Violations of federal, state, or local laws.
- Conviction of a felony while enrolled in the program.

Behaviors or Conditions that May Interfere with Professional Practice

- Emotional instability or active substance use that impairs professional functioning.
 - Practicum Director may request evidence of fitness for social work practice prior to entering practicum.
- Active substance use during practicum.
- Sexual misconduct.
- Falsification of university or agency records or documents.
- Physical or emotional threats directed toward others

All potential suspensions and dismissals are reviewed on a case-by-case basis by the Social Work faculty. Students are entitled to due process throughout the review process.

Student Appeals

The Social Work Program follows Shepherd University's established policies and procedures for student complaints, appeals, and grievances. This includes matters involving sexual harassment, discrimination, retaliation, grade appeals, and academic or program dismissal. Students should consult the current *Shepherd University Student Handbook* for the applicable procedures, reporting options, and appeal processes.

Practicum Education

An integral part of the students' total educational experience is the work practicum which occurs during the senior year. Practicum education is described by the Council on Social Work Education as the “signature pedagogy” of social work education. It is viewed by the faculty as the culmination of the classroom academic content in which the student will be expected to apply and integrate academic content and to develop and utilize skills requisite for social work practice.

Students should refer to the Shepherd University Social Work Practicum Handbook for information about social work practicum education.

Eligibility for Social Work Licensure

As social work is a protected title throughout most of the United States (meaning one must have the B.S.W. degree from a Council on Social Work Education-accredited college or university and a state license), graduates must meet the criteria of social work licensing boards, established independently of any college or university. The licensing board of any state has the authority to deny a license to a person who has been convicted of a felony. Any student applying to the program who has a felony conviction is encouraged to discuss these matters with program faculty during the admission process.

The U.S. Department of Education has implemented regulations (34 CFR 668.43 (a) (5) (v)) which requires Shepherd University's BSW Program to provide a list of all states/jurisdictions where the institution's curriculum meets state educational requirements for professional licensure or certification.

Please note that the social work program at Shepherd University updates [licensure disclosures by state](#) annually. Students are encouraged to check out this website to determine if the BSW program at Shepherd University meets the licensing requirements of the state they wish to practice in prior to admission at Shepherd University.

Additionally, the Association of Social Work Boards (ASWB) maintains a [licensing and regulations database](#) which contains links to each licensing board and contains all licensure requirements for each category of licensure by state.

Academic Performance and Professional Readiness Standards

Recommendations for graduate school and employment are heavily dependent on students' adherence to the NASW professional ethics, demonstration of the nine social work competencies as established by CSWE, and the following academic performance and professional readiness standards.

Scholastic Standard: Includes overall GPA, GPA in required social work courses, and course grades.

Essential Student Behaviors:

- Achieve/ maintain an overall GPA of 2.5 as per university policy.
- Earn a C or better in all Methods and Practicum courses including seminars as well as the Social Work Capstone course. These courses may not be repeated more than once.

Professional Values and Ethics Standard: Students demonstrate adherence to ethical, legal, and professional directives and expectations.

Essential Student Behaviors:

- Judgment and conduct are consistent with the values and ethics of the profession as advanced in the NASW Code of Ethics, as well as with established laws, policies, and professional standards of care.
- Adheres to ethical expectations and obligations in working with diverse populations, validating the dignity and worth of all people.
- Demonstrates professional and academic integrity in meeting the competencies of the social work program and fulfilling all program requirements. Students are expected to remain aware of and abide by Social Work Program and Shepherd University.
- Academic and Student Conduct Policies detailed in the University catalog, University Student and the Social Work Student Handbook.
- Respects the rights of others and always upholds the ethical standards of privacy and confidentiality.

Self-Awareness Standard: Students demonstrate self-awareness through a commitment to the process of self-reflection and self-critique, assuming full responsibility for professional growth and for protecting client systems, peers, supervisors, faculty, and other relevant parties from the adverse effects of performance difficulties and unprofessional behavior.

Essential Student Behaviors:

- Engages in self-reflection and awareness of self and one's own impact on interpersonal and professional relationships.
- Examines and assesses the relationship between personal values and their fit with expected professional behavior, as well as growing toward professionalism by responsibly reconciling differences, as required by the NASW Code of Ethics.
- Acknowledges, seeks help to resolve, and ultimately resolves personal problems, psychosocial distress, legal problems, substance abuse, or mental health difficulties that interfere with judgment, academic performance, and/or interactions with client systems, peers, supervisors, faculty, and other relevant parties.
- Advocates for self in a responsible manner.
- Shows a willingness to receive and accept feedback and/or supervision, and to use the feedback to enhance professional development.
- Demonstrates a realistic and accurate self-awareness of own strengths, limitations, values, and performance and takes an active role in the learning process.

Interpersonal Relationship Skills Standard: Interactions with peers, client systems, faculty, staff, advisors, supervisors, agency personnel, and practicum instructors reflect integrity, honesty, and cooperation, as well as a clear understanding of professional roles and appropriate boundaries.

Essential Student Behaviors:

- Relates interpersonally in a manner that is respectful, affirming human rights, collaborative, valuing diversity, and characterized by maturity.
- Demonstrates interpersonal skills that would indicate an ability to form and sustain meaningful professional relationships.

- Recognizes, affirms, and builds upon the strengths, perspectives, and contributions of others, fostering an environment of mutual respect, inclusion, and support.
- Maintains appropriate boundaries in all relevant relationships and arenas.
- Demonstrates appropriate use of self in professional roles and responsibilities and uses proper channels for conflict resolution.

Accountability and Preparedness Standard: Accountability and preparedness are demonstrated over the course of the program of study through self-directed and accountable behavior, and adherence to professional, program, and university codes of conduct.

Essential Student Behavior:

- Demonstrates responsible and self-directed behavior in adherence to the plan of study and the proper sequencing of courses for program completion.
- Demonstrates responsible and accountable behavior by observing advisement deadlines, keeping appointments or canceling appointments if unable to keep them, attending class regularly and on time and observing assignment due dates.
- Demonstrates ability to adhere to agency protocols and policies, dress codes, and documentation requirements.
- Demonstrates behaviors on campus, in the classroom, in the practicum placement, in the community, and with peers that follow program policies, institutional policies, and professional ethical standards.
- Demonstrates behavior that is consistent with the Shepherd University Alcohol and Drug policies as outlined in the Student Handbook.
- Communicates in advance to all affected parties whenever there is an interruption of planned attendance or task completion, tardiness, or late submission of assignments and identifies appropriate alternatives when a change in plans is necessary.
- Demonstrates ability to function within the structure of organizations and service delivery systems, as a member of a team and of an agency.

- Demonstrates application of effective workload management strategies in completing all professional and academic responsibilities and activities.
- Responds in a timely and appropriate manner to communicate with faculty, supervisors, practicum instruction personnel, team members, and client systems.

Critical Thinking and Decision-Making Abilities Standard: Individual reasoning reflects a comprehensive analysis that distinguishes fact from inference; conclusions are grounded in relevant data, information, and evidence.

Essential Student Behaviors:

- Demonstrates ability to gather, assess, and analyze information to reach well-reasoned conclusions and/or resolutions; to think open-mindedly about alternative viewpoints, recognizing underlying assumptions, implications, and practical consequences of various perspectives.
- Demonstrates the ability to identify and incorporate classroom learning in assessments and interventions with client systems.
- Demonstrates ability to engage in reflective thinking to overcome personal beliefs rooted in prejudices, sweeping generalizations, stereotypes, and oversimplifications.

Communication Skills Standard: All verbal, nonverbal, and written communication exchanges are in accordance with professional standards.

Essential Student Behaviors:

- Speaks with dignity, respect, and cultural sensitivity to peers, client systems, faculty, staff, advisors, site supervisors, agency personnel, and field instructors. Practicum Placement Team (this covers Practicum Agency, Site Supervisors, Task Supervisors, Faculty Liaisons)
- Shows skill in building rapport and engagement, applying principles of sound communication. • Demonstrates empathic and attending skills in interactions.
- Prepares written products that reflect competence in the conventions of written English in clarity, accuracy, completeness, as well as evidence of correct grammar and syntax, proper diction, accurate reasoning, and APA formatting.
- Follow agency guidelines for recordkeeping.

(This content is credited to Patty Gibbs-Wahlberg, East Tennessee State University)

Academic Advising

We can help you:

- Understand university requirements and policies
- Select appropriate courses
- Identify your academic interests, strengths, and professional goals
- Keep track of your progress towards your academic and professional goals
- Identify problems or needs and possible solutions
- Referral to other resources and supports

We can be most helpful if you:

- Come and see us often, not just during scheduling
- See us as ADVISORS...we are not going to make decisions for you
- Educate yourself about university policies, requirements, and procedures at Shepherd • Make and keep appointments, especially around course scheduling
- Come prepared for our appointment by completing paperwork and having a list of courses you need/want, as well as alternatives
- Keep us informed of changes in your schedule or other life circumstances
- Remember that ultimately it is your graduation. Please make sure you've met all requirements
- Let us know when something isn't helpful and tell us what it will be.

All social work students are assigned an advisor by the BSW Program Director. Advisement in a professional program is centered on the necessity to carefully plan your education. The social work curriculum is designed so that all the courses for the major build on a liberal arts core and are sequentially ordered. You must have completed core education requirements and prerequisites before enrolling in social work methods courses. The sequence requirement is based on sound educational philosophy and not convenience in scheduling. You are to consult with your advisor on all scheduling matters. The advisor must approve your schedule before you register for each semester. Failure to follow this procedure may result in difficulty at the time of application for admission to the program, entrance into your senior practicum education placement, or delayed graduation. Each semester you must sign up for an appointment to meet with your advisor during registration period.

Sequence of Courses for Completing a Major in Social Work

To graduate from Shepherd University with a major in Social Work, a minimum of 120 credit hours must be completed. This entails 42 hours under the University core curriculum requirements and 59 hours under the Social Work Curriculum and 3 hours of required social work elective, and 16 hours of free electives must be selected from any university-wide course offerings (University-wide electives may include a co-op experience in social work). The 42 core curriculum requirements are to be completed during the freshman and sophomore years. Courses are listed in the year in which they should be completed and may be taken in either semester unless otherwise specified. Since the social work curriculum is designed to build on the core curriculum and is sequenced to provide continuity and integration with the core curriculum, the format recommended below should be followed closely. While it is recognized that students will not always be able to adhere to this sequence exactly as presented, failure to do so may result in difficulty in handling course content and in scheduling required courses in your major. Students are expected to follow this sequence. Should required courses not be completed in order, entry into the senior practicum placement and graduation are likely to be delayed.

First Year			
Credit Hours	Fall Semester	Spring Semester	Credit Hours
3-4	ENGL 101 or 101S Writing and Rhetoric I (by placement)	ENGL 102 Writing and Rhetoric II	3
1	SOWK 101 First Year Experience in Social Work (Fall only)	Core Wellness course (or Core Arts course)	3
4	(*Core Science) BIOL 103 General Biology	(*Core Science) BIOL 104 General Biology	4
3	PSYC 101 Introduction to Psychology (Core Social Science)	SOCI 203 General Sociology (Core Social Science)	3
3 – 4	Core Math Course	Core History Course	3
14-16	Total credit hours	Total credit hours	16
Second Year			
3	Core Humanities Course (consider CK requirements)	Core Humanities Course	3
3	Core Social Science (choose 1): PSCI 100 Politics and Government OR	SOCI 205 Social Problems	3

	PSCI 101 American Federal Government (consider CK requirement)		
3	SOWK 300 Community Service Learning (or SOWK 330 International Community Service Learning – as offered)	SOWK 201 Introduction to Social Work	3
3	Core Arts Course (or Core Wellness course)	Elective	3
3	Elective	Elective	3
15	Total credit hours	Total credit hours	15
Junior Year			
3	SOCI 303 The Family	SOWK 325 Orientation to Practicum	1
3	SOWK 305 Human Behavior in the Social Environment I	SOWK 306 Human Behavior in the Social Environment II	3
4	SOWK 311 Social Work Methods I	SOWK 312 Social Work Methods II	3
3	**Social Work Elective (choose 1) SOWK 320 Child Welfare SOWK 402 Social Gerontology SOWK 417 Sex and Gender	SOWK 301 Social Welfare as a Social Institution	3
3	Elective	LBSC 103 Info. Literacy for the Social Science	1
0 – 1	Elective	Elective(s)	3-6
16-17	Total credit hours	Total credit hours	14-17
Senior Year			
3	SOWK 407 Social Work Practicum I	SOWK 410 Practicum Seminar II	2
3	SOWK 408 Social Work Practicum II	SOWK 411 Social Work Practicum III	3
2	SOWK 409 Practicum Seminar I	SOWK 412 Social Work Practicum IV	3
3	SOWK 313 Social Work Methods III	SOWK 404 Social Work Capstone	3
4	SOWK 423 Research and Statistics	Elective	1 - 4
15	Total Credit Hours	Total Credit Hours	12 - 15

*Students who enter Shepherd (or the social work program) without approved core lab science credits should complete the BIOL 103/104 sequence. Students who transfer into social work from another major or institution with

one or two core lab science courses are required to fulfill the core lab science requirement and at least one 3 credit animal-based biology course from the following list: BIOL 103, 104, 225, 226 or 302.

**This elective course requirement may be fulfilled in any semester of the junior or senior year; these courses are often taught by adjunct faculty and not offered every semester, so students are advised to discuss offerings with their advisor. Other electives may be substituted with advisor approval.

Remember: You not only need a minimum 120 credit hours, but you also need to have them in all the right places! We encourage you regularly use academic advising, especially during registration periods. You are responsible for keeping track of your progression through the program. DegreeWorks allows you to see which requirements you have completed, and which are still needed; please use it each semester before you meet with your advisor to plan your courses for the upcoming semester.

Grading Policy

Grading System: Students will be evaluated according to the following point system, the National Association of Social Work Code of Ethics, and professional judgment of the faculty. The NASW Code of Ethics and faculty professional judgment may override all point totals from the grading scale if the faculty determines academic or disciplinary disqualifications.

Grading Scale (points)

90 - 100 = A

80 - 89 = B

70 - 79 = C

60 - 69 = D

59 or below = F

Attendance/Participation

Statement of Importance: The Shepherd University Social Work Program is accredited by the Council on Social Work Education as an in-person, face-to-face program. ***Attending social work classes is required.*** While some instruction is delivered in an online or hybrid format, students should expect to attend class, in-person, on campus at Shepherd University. Attending class and actively participating in class discussions are vital parts of the learning process.

Everyone has something to contribute to. It is important that you attend class, not only so that you can learn from others, but also that other students can benefit from your input. Your presence and contribution to the educational experience of others is very important. Therefore, attendance and participation are built into the grading system. Each professor states these requirements in their course outlines.

Excessive Absences. Excessive absence is defined as missing more than 15% of face-to-face classes held (in-person or online). A student who misses more than 15% of face-to-face classes held (in person or online) will receive a letter of grade reduction (or reductions) for the course and may fail the course. Even excused absences, if excessive, may result in letter grade reductions or failing a course. Students must consult with the course instructor if they anticipate excessive absences to develop a plan to eliminate barriers to class attendance.

Class Participation Scale:

A - 5 Frequent: Relevant and appropriate comments which reflect preparation, understanding and thought. Responses are supportive of other students' learning and leadership is evident. Respectful of the values and contributions of others. (Highest)

B - 4 Occasional: Relevant and appropriate comments which reflect preparation, understanding and thought. Obvious attempts for growth in this area. Responses are supportive of other students' learning. Reflects good listening skills. Respectful of the values and contributions of others.

C - 3 Passive or no response: Relevant and appropriate comments, which reflect preparation, understanding and thought only. Responses are supportive of other students' learning. Reflects good listening skills. Respectful of the values and contributions of others.

D - 2 Infrequent relevant comments: Comments generally reflect either a lack of or inappropriate preparation, understanding or thought. Overall, lack of attention or respect for other students and speakers. Poor listening skills. A general lack of respect for others' values and contributions.

F - 1 - 0 No initiative: Irrelevant comments, which reflect total lack of preparation, understanding, or thought. Insensitive and disrespectful of other students and their learning processes. Participation at the "F" level, refusal to participate or interference in class assignments may result in an "F" grade as determined by the professor. The evaluative criteria are the NASW Code of Ethics, the Student Handbook, and the application to the social work program, the class syllabus, and the professional judgment of the faculty.

The Social Work Association is a student organization for social work students and other students who have an interest in the social work profession. SWA sponsors events such as an annual domestic violence vigil, food and clothing drives, graduate school/career planning seminars, and get-togethers to help students network and support each other. If you are interested in joining SWA, contact the Program Director, or look for meeting times posted on social work bulletin boards in White Hall on the 3rd floor hallway. You may also speak with an SWA representative about joining the Shepherd University SWA Facebook Group.

CONSTITUTION SOCIAL WORK ASSOCIATION SHEPHERD UNIVERSITY

ARTICLE I NAME This organization shall be known as the Social Work Association of Shepherd University.

ARTICLE II OBJECTIVES The objectives of this association shall be to stimulate interest in the Social Work profession among students, to promote voluntary involvement in Social Work-related causes, and to provide Social Work-related projects for student support.

ARTICLE III MEMBERSHIP QUALIFICATIONS Membership shall be open to all students in Social Work-related majors. Dues shall be determined at the beginning of each school year and will be payable by the end of the first month of each semester.

ARTICLE IV OFFICERS The officers of this association shall consist of: President, Vice-President, Secretary, Treasurer, Senator, Historian, and Activities Chairperson. This group shall constitute the Executive Committee of the association. A new Executive Committee shall be elected in the month of April of each year.

ARTICLE V MEETING The regular meetings of the association shall be held on a date and time selected by the Executive Committee. Special meetings may be called by the Executive Committee, the President, or by the majority of the members present at the previous meeting.

ARTICLE VI COMMITTEES Committees shall be formed by the Executive Committee to research and organize topics of possible action by the Association. These committees shall be responsible only for the organization of projects and shall be responsible for reporting back to the association for final implementation. All committees shall be voted on by all members of the association at that particular meeting.

ARTICLE VII CODE OF ETHICS This organization operates under the National Association of Social Workers code of ethics.

ARTICLE VIII AMENDMENT OF THE CONSTITUTION Section 1. To amend the articles of the constitution, a written notice must be submitted to the Executive Committee of the club no less than thirty (30) days prior to formal action on the amendment. This written notice shall consist of the intent of the amendment, the article to be amended, and the proposed amendment change. Section 2. A two-thirds majority vote of the members constituting a quorum at a regular meeting is required to amend this constitution.

Program Faculty and Staff Contact Information

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Shepherd University strives to create safe and non-discriminatory learning, living, and working environments for all members of the campus community, based on mutual respect and acceptance of differences. Accordingly, the University provides an opportunity for all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit.

Shepherd University does not discriminate on the basis of race, color, national origin, religion, ancestry, age, ability, pregnancy, marital or family status, veteran status, sex, sexual orientation, gender identity, or gender expression.

Title IX is a federal law that prohibits sex discrimination in institutions of education that receive Federal financial assistance. Colleges and universities are responsible for providing students with a non-discriminatory educational environment. Sexual and gender-based harassment that creates a hostile environment are forms of sex discrimination and will not be tolerated at Shepherd University.

Sex discrimination can include sexual harassment, sexual assault, and other forms of interpersonal violence. Therefore, the University encourages all members of the campus community to report incidents of gender-based harassment, discrimination, or violence so that the University can respond and maintain a safe living and learning environment through both prevention education measures and an equitable resolution of all reports.

Additional information about non-discrimination, anti-harassment, Title IX and civility at Shepherd University is available here. Shepherd University employs a full time Title IX Coordinator on campus.

The Title IX Coordinator, Ms. Annie Lewin is located in the lower level of Gardiner Hall, room G-16. The Title IX Coordinator can be reached by emailing alewin@shepherd.edu or calling (304) 8765067.

Online reporting and further information can be found at <http://www.shepherd.edu/titleix>.

The full text of the Gender-Based/Sexual Misconduct and Interpersonal Violence Policy is available in PDF format here.

Important Campus Resources for Students

Counseling Services. Counseling Services is located on the ground floor of Gardiner Hall and is accessed through the Health Center. We are staffed by four full-time licensed clinical social workers from 8:00am – 4:30pm Monday through Friday. Appointments can be scheduled by completing an online request form through RamPulse. Once the request form is submitted, it will go directly to the Counseling Services director who will assign the student to a counseling team member. The assigned counselor will reach out to the student within two business days, to schedule an intake appointment.

- One member of the Counseling Services team is available during business hours on a daily basis to assist students with immediate mental health needs.
- Students in distress can walk into the Health Center on their own or may be accompanied by a faculty or staff member, or by a fellow student or family member.
- To reach a counselor by phone or alert Health Center staff during business hours that a student needs an urgent walk-in appointment, please call 304-876-5161.
- If you reach the Health Center voicemail, please leave a message.
- If the phone is busy, please try again, or report directly to the Health Center, or Counseling Services offices on the ground floor of Gardiner Hall between the hours of 8:00am – 4:30pm Monday through Friday. For mental health emergencies (imminent risk of harm to self or others), please call 911.

Office of Accessibility Services: The mission at the Office of Accessibility Services is to assist students with diverse needs to achieve their academic and social potential by facilitating the use of reasonable and documented accommodations. We are committed to the best learning environment for every student.

The Office of Accessibility Services provides reasonable accommodations to students with disabilities in accordance with the Americans with Disabilities Act and the Rehabilitation Act of 1973 and its amendments. Students, faculty, and staff are encouraged to reach out to the Office of Accessibility Services with any questions, and please check out our Accessibility Handbook for additional information. To contact the Office of Accessibility Services, please call 304-876-5122 or email accessibility@shepherd.edu. Accessibility Services is located in Gardiner Hall, Lower Level, G-13, Monday through Friday 8:00 am – 4:30 pm.

Academic Support Center. Students are encouraged to utilize the services available through the Academic Support Center. The Academic Support Center's (ASC) purpose is to provide support

services for students of all abilities, but especially for those who need assistance making the transition to higher education. The Academic Support Center is committed to enhancing students' academic potential through peer tutoring, learning skills instruction, and academic advising. To learn more about services available to you through the Academic Support Center, please visit their website <http://www.shepherd.edu/academic-support>

RAVE Alerts. Students are encouraged to sign up for “RAVE alerts” (<https://www.shepherd.edu/police/rave-alert>) to be informed of campus closures. Also, students are encouraged to check the Shepherd website for additional information (<http://www.shepherd.edu/>).