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GRADING AND ASSESSMENT POLICY

Social Work Is Life, Life Is Social Work
Greetings and welcome!

As the BSW Program Director, I join my colleagues in welcoming you to our social work program! The Department of Social Work is part of the Edith Neumann School of Health and Human Services at Touro University Worldwide (TUW). Congratulations on choosing our premier BSW program to complete the next phase of your academic journey.

Our BSW program provides a foundation of Generalist social work theory and principles grounded in the Council on Social Work Education’s (CSWE) 9 core competencies. Generalist practice is grounded in the liberal arts and the person-in-environment framework. To promote human and social well-being, generalist practitioners use a range of prevention and intervention methods in their practice with diverse individuals, families, groups, organizations, and communities based on scientific inquiry and best practices. The generalist practitioner identifies with the social work profession and applies ethical principles and critical thinking in practice at the micro, mezzo, and macro levels. Generalist practitioners engage diversity in their practice and advocate for human rights and social and economic justice. They recognize, support, and build on the strengths and resiliency of all human beings. They engage in research-informed practice and are proactive in responding to the impact of context on professional practice (CSWE 2015, p. 11).

The purpose of the BSW Handbook is to provide a guide for BSW Students, with the necessary policies and procedures needed to support your social work educational experience. Please read this handbook carefully and become familiar with its contents. It is normal for you to feel both excited and anxious starting your educational journey! By thoroughly reading this manual you may find that a lot of your anxiety and worry will be alleviated.

You are always welcome to contact me with any questions or concerns throughout your academic journey.

Sincerely,

Dr. Denise Mayo
Director, Bachelor of Social Work Program
denise.mayo@tuw.edu
HOW TO USE BSW HANDBOOK & OTHER PERTINENT PUBLICATIONS

This BSW Handbook contains the policies and procedures for the Bachelor’s in Social Work Degree program and is a contract for your performance in the program advisor. The topics in this handbook are to familiarize students with course sequences, program requirements, policies, and expectations. Students who are ready to enter the Field Practicum will receive the Field Education Manual to assist with the continuing process of becoming and developing the social worker’s professional identity.

Please review the following publications that contain useful information for your success in the BSW program:


2. Please complete the online Orientation in your student portal.


HISTORY OF THE UNIVERSITY

Touro University Worldwide is part of the Touro College and University System. The Touro College and University System was established in New York City in 1970 by Bernard Lander, PhD, LHD, as a Jewish sponsored independent, non-profit institution of higher and professional education primarily to enrich the Jewish heritage and serve the larger American and worldwide community. More than 23,000 students are currently enrolled in its various campuses, schools, and divisions. Touro University Worldwide, in keeping with the system’s founding mission and principles, prides itself on its Judaic foundation and the values that it represents. Those values involve a commitment to social justice, intellectual pursuit, and service to society and the underserved.

Touro College and University System has had a long track record in offering high-quality online degree programs in professional fields at the Bachelor, Master, and Doctorate levels. Touro University International (TUI) was founded in 1998 by Dr. Yoram Neumann and Dr. Edith Neumann and was the first university in the world to offer a regionally accredited PhD program online with no residency requirements.

Drs. Neumann, the founders, led TUI for 11 years (1998-2009). At that time, TUI had graduated 14,000 proud alumni. From no courses in 1998, TUI offered more than 50,000 courses in 2009.
In 2007, TUI was sold to a private equity group. Touro University Worldwide (TUW) was founded in 2008 by Dr. Bernard Luskin to replace the void that the sale of TUI had created. Drs. Neumann, the founders of TUI, returned to Touro in July 2012 and assumed the leadership of Touro University Worldwide. The mission of online education at Touro University Worldwide is to offer professional degree programs to serve the needs of adult learners (service to society), professionals (intellectual pursuit), and the underserved (social justice).

You must never be fearful about what you are doing when it is right.
- Rosa Parks

**TUW MISSION**

The mission of Touro University Worldwide (TUW) is to offer online degree programs to serve the needs of adult learners (service to society), professionals (intellectual pursuit), and the underserved (social justice). TUW is committed to offering doctoral, graduate, bachelor and associate degree programs to support this mission. The mission is also shared through the campus-based undergraduate education programs at Touro College Los Angeles Division, which serves a specific student body. Together, the campus-based and online programs contribute to the achievement of the overall Touro core values driving this mission to provide opportunities for those who are underserved, provide service to society and achievement of the overall Touro University Worldwide student success.

**BSW MISSION STATEMENT**

The mission of the BA in Social Work at TUW is to prepare students as a generalist for professional social work practice to promote the well-being of individuals, families, groups, communities, and organizations that are facing problems related to personal or social conditions.

**TUW ACCREDITATION**

Touro University Worldwide is a non-profit institution of higher learning. The University is accredited by the Western Association of Schools and Colleges Senior College and University Commission (WSCUC): 985 Atlantic Ave, Suite 100, Alameda, CA 94501.


**BSW SPECIALTY ACCREDITATION**

The BSW program is in the process of becoming fully accredited by the Council on Social Work Education (CSWE), the national association representing social work education in the United States. The CSWE is recognized by the Council for Higher Education Accreditation.
The BSW program has received Candidacy status for Accreditation by the Council on Social Work Education’s Commission on Accreditation (CSWE). The candidacy of the program indicates that it has made progress toward meeting the criteria for the assessment of program quality evaluated through a peer-review process. A program that has attained candidacy has demonstrated a commitment to meeting the compliance standards set by the Educational Policy and Accreditation Standards, but has not yet demonstrated full compliance as the accreditation process continues.

Students who enter programs that attain Candidacy in or before the academic year in which they begin their program of study will be retroactively recognized as having graduated from a CSWE-accredited program once the program attains Initial Accreditation. Candidacy is typically a three-year process and attaining Candidacy does not guarantee that a program will eventually attain Initial Accreditation. Candidacy applies to all program sites and program delivery methods of an accredited program. Accreditation provides reasonable assurance about the quality of the program and the competence of students graduating from the program.

For more information about social work accreditation, you may visit https://cswe.org/.

**INSTITUTIONAL GOALS**

- To respond to the professional and career advancement need of adult learners
- To respond to the need of the underserved
- To respond to the career advancement, need of professionals
- To attain program learning outcomes by using problem-based, project-based and interactive practitioner-scholar learning model and assessment
- To recruit and retain high-quality faculty with proven track record in the practitioner-scholar learning model
- To develop and implement a learner-centered environment resulting in high retention rates and high graduation rates
- To demonstrate that the program’s graduates are satisfied with their quality of learning experience
- To continuously improve the quality of the programs and support services

**INSTITUTIONAL LEARNING OUTCOMES (ILO)**

Students who complete the program of study at TUW will be able to:

1. Demonstrate the ability to communicate effectively through listening, speaking, reading, writing and use of technology and media.
2. Display mastery of knowledge and skills in the discipline of study.
3. Demonstrate cultural awareness to be a responsible citizen in a global society and world.
4. Demonstrate the ability to exercise problem-solving skills, such as problem identification and analysis, and solution formulation, implementation, and assessment using an integrated approach.
5. Exhibit the ability to think critically and utilize research and critical thinking to solve real life problems.
6. Use collaboration and group processes to achieve a common goal.
7. Demonstrate professional ethics and practice academic integrity.
8. Demonstrate commitment to lifelong learning and informational literacy.

**COUNCIL ON SOCIAL WORK EDUCATION (EPAS Core Competencies)**

The BSW social work program is guided by the Educational Policy and Accreditation Standards (EPAS) of the Council on Social Work Education. The Council on Social Work Education (CSWE), Educational Policy and Accreditation Standards (EPAS) has 9 Core Competencies rooted in the essential knowledge, values, and skills of social work practice to ensure competency-based social work education and learning outcomes (CSWE, 2015).

**CSWE Core Competencies:**
1) Demonstrate Ethical and Professional Behavior.
2) Engage Diversity and Difference in Practice.
3) Advance Human Rights and Social, Economic and Environmental Justice.
4) Engage in Practice-Informed Research and Research-Informed Practice.
5) Engage in Policy Practice.
6) Engage with Individuals, Families, Groups, Organizations and Communities.
7) Assess Individuals, Families, Groups, Organizations and Communities.
8) Intervene with Individuals, Families, Groups, Organizations and Communities.
9) Evaluate Practice with Individuals, Families, Groups, Organizations and Communities.

**BSW Program Learning Outcomes (PLO)**
The TUW Social Work Program Learning Outcomes are listed below with the corresponding CSWE Core Competencies in parentheses:

- **PLO 1:** BSW graduates will demonstrate effective written and verbal communication skills and use communication skills effectively across client populations and other systems (CC 1)

- **PLO 2:** BSW graduates will demonstrate critical thinking skills within the context of professional social work at the Generalist level (CC 1)

- **PLO 3:** BSW graduates will demonstrate basic Evidence-Based Practice (EBP), research and evaluation skills and information literacy skills applicable to the field of social work (CC 1, 4, 7, 8, 9)
• **PLO 4:** BSW graduates will demonstrate skillsets in the field of social work that convey knowledge in the purpose, values, and ethical standards, principles and practices of the social work profession challenging injustice and promoting human rights and social and economic justice (CC 1, 4, 7, 8, 9)

• **PLO 5:** BSW graduates will be able to describe the strategies of advocacy and social change that advances social and economic justice recognizing the role of the social worker as an advocate in a culturally diverse society (CC 2, 3, 5, 6)

• **PLO 6:** BSW graduates will engage in evidence-based social work intervention strategies and apply legal and ethical practice in decision making as a generalist social worker (CC 6, 7)

• **PLO 7:** BSW graduates will demonstrate the knowledge and ability to apply theoretical frameworks to understand individual development and behavior across the life span and the interactions among individuals, families, groups, organizations, and communities. (CC 8)

• **PLO 8:** BSW graduates will be able to appraise the economic, political, and social forces that impact the unmet needs of disenfranchised populations within the social work environment. (CC 1, 4, 7, 8, 9)

**INTRODUCTION TO THE SOCIAL WORK PROGRAM**

The BA in Social Work engages students in a real-world approach and includes a curriculum, which helps to foster professional development in the field. It helps to provide grounding in social work, which includes the values and ethical standards of the profession, and the necessary competencies including an emphasis on evidence-based practice in the field of social work. The program addresses the diverse needs in social, political, cultural, economic, organizational, and technological aspects with a potential for social change. The program prepares students as social worker generalist practitioners to work in a variety of social service settings, community organizations, and with individual’s families to address their needs. The program curriculum includes knowledge regarding human behavior, social welfare policy, multicultural social work, human diversity, social and economic justice, and social work research. The BA in Social work program prepares students for a rewarding career as a generalist helping individuals, families, groups, communities and organizations by providing guidance, counseling, referrals and practical human services.

This program places emphasis on gaining the appropriate knowledge, values, and skills needed to promote the well-being of the client population through the learning experience of field work available in diverse settings such as schools, counseling centers for families, senior
centers, social service and charitable organizations, and others. The program prepares culturally competent social workers and inspires students to be advocates for social change and a more just and equitable society.

**LICENSURE**

Students are encouraged to contact their respective state board for applicable social work licensure and application requirements, as each jurisdiction defines by law what is required for each level of social work licensure. Additional information can be obtained at the Association of Social Worker Boards (https://www.aswb.org/).

The Association of Social Work Board (ASWB) is admitted to the required licensure examinations for 50 states. Students enrolled in TUW’s Social Work program are required to adhere to the National Association of Social Workers' (NASW) Code of Ethics throughout their entire academic and internship endeavors.

All students are responsible for familiarizing themselves with the Code of Ethics which will be acknowledged via signature on their application to start the field experience, which they have reviewed the code before the practicum begins. Students considered to be in violation of the Code of Ethics will be referred to the Field Education Director for the BSW program and could be subject to probation or dismissal from the Program.

*We think sometimes that poverty is only being hungry, naked, and homeless. The poverty of being unwanted, unloved, and uncared for is the greatest poverty. We must start in our own homes to remedy this kind of poverty.*

- Mother Teresa

**THE PROFESSION OF SOCIAL WORK**

The Bachelor of Arts in Social Work (BSW) degree from Touro University Worldwide prepares students for a rewarding career as a generalist helping individuals, families, groups, communities and organizations by providing guidance, counseling, referrals and practical human services.

Social Work is well established as a fundamental commitment to helping people and communities identify, prevent, and solve problems. Touro University Worldwide’s BSW program places emphasis on gaining the appropriate knowledge, values and skills needed to promote the well-being of the client population through the learning experience of field work available in diverse settings such as schools, counseling centers for families, senior centers, social service charitable organizations etc.

The program prepares culturally competent entry-level social workers and inspires students to be advocates for social change and a more just and equitable society. The curriculum is
designed to promote a nurturing academic environment that integrates online courses and field training with real-world learning and experience.

**SOCIAL WORK GRADUATES**

Graduates with a bachelor’s in social work are typically employed under a range of job titles, such as senior social worker, adoption social worker, medical social worker, bilingual youth counselor, case manager, classroom counselor, permanency specialist, support counselor in intensive treatment foster care, life coach, youth counselor, discharge planner, etc. The program combines online courses and field instruction to help students acquire the necessary knowledge, values and professional norms of the social work field. Upon completion of the Online Social Work degree program, graduates are able to employ an evidence-based approach in research findings to guide their decisions in the professional practice of social work.

The program provides grounding in social work knowledge, values and competency skills necessary in the field of social work. Through the case study method, BSW students gain knowledge about human behavior and the social context of the environment, social welfare policy and services, multicultural social work, human diversity, social and economic justice, social work ethical standards and research in social work.

*I am no longer accepting the things I cannot change. I am changing the things I cannot accept.* — Angela Y. Davis

**IS THE SOCIAL WORK MAJOR RIGHT FOR YOU?**

There are many reasons individuals choose to major in Social Work. Some students have a family member or friend in the profession, a commitment to volunteer work and service, or a student may have been helped by a social worker and are inspired to give back by entering the field. Social work can be a challenging and rewarding profession.

Characteristics of individuals who are called to the social work profession include:

- Motivation to empower and assist others
- Want to engage in active problem-solving at personal and societal levels
- The ability to recognize the strengths of people and communities
- The desire to acquire and apply the necessary knowledge and skills
- Are committed to the values, ethics, and obligations of the profession
- Have personal stamina and mental health for dealing with stressful conditions and situations
- Can invest in the process of enhancing others’ lives
- Have a global perspective of social conditions
Most students who decide to major in social work believe that this is the “Profession for me”. However, sometimes it is necessary to reconsider continuing in the social work major. This typically occurs as a student progresses through the curriculum and realizes that their personal values, interests and feelings are not congruent with the perspective of social work. Students may realize they are better suited for another major or discipline that better fits their future goals. Sometimes, as students begin and complete the preliminary core courses or in the field experience, they discover that social is not the profession they thought it was going to be.

Wellness is key to our competence as professional social workers. Students may recognize that they may need to resolve personal issues or experiences before continuing their career in social work. Baccalaureate social work education is the only undergraduate major that prepares students to be professional social workers. Students may avail themselves to professional advising from the Field Education Director or the BSW Program Director for help with academic incongruence.

*You must never be fearful about what you are doing when it is right.*

- Rosa Parks

**BACHELOR OF ARTS IN SOCIAL WORK DEGREE ADMISSION REQUIREMENTS**

Students seeking enrollment in the social work program must meet one of the following criteria to be considered for admission:

- High school graduate
- Successful completion of the General Education Development (GED) test
- A transfer student from an accredited college or university in good academic standing

**POLICY FOR ADMISSION TO BACHELOR OF ARTS IN SOCIAL WORK PROGRAM**

To be considered for admission to the Bachelor of Social Work (BSW) program at TUW, students must submit an online application to apply to the program. The BSW program reviews applications as submitted for students interested in the program, which is offered six times per year in 8-week terms. Students that apply after the beginning of a term will be considered for program admission in the next available term.

**PROCEDURE FOR ADMISSION TO BACHELOR OF ARTS IN SOCIAL WORK PROGRAM**

1. Complete the TUW admission application.
2. Complete the BSW admission application.
3. Submit all necessary documents.
TRANSFER CREDITS

Of the 120-credit hour BSW program requirement, up to a maximum of 90 semester credits may be transferred to fulfill the Bachelor of Arts in Social Work program requirements, with no more than 45 transferable general education (GE) credits. Students must complete or transfer the GE prerequisite requirements before moving to the major core courses of the BSW program. Transfer credits for social work courses must be equivalent to social work courses in TUW’s BSW program. A minimum of 30 semester credits from the program core courses must be completed in Touro University Worldwide’s BSW program including practice, practicum, and capstone courses.

It is not your job to save everyone. Some people are not even ready to be helped. Focus on being of service to those who are, and be wise and humble enough to know when the best service you can offer is to guide them toward help in another direction.
- Anna Tayl

ADMISSION PROCESS

All applications are reviewed for initial screening by the enrollment counselor assigned to the BSW program who ensures the following requirements are met:

- A minimum of 2.0 overall GPA
- Submit the BSW application with all required documents.
  - High School Diploma
  - Relevant transcripts to determine transfer credit (as applicable)
  - Acknowledge all BSW requirements including a commitment to the profession of social work by providing initials next to each requirement on the initial application
  - Submit an essay that explains why you desire to work in the Social Work profession.

Once the minimum requirements are met, the enrollment counselor assigned to the BSW program submits the electronic application that is reviewed by the Registrar’s Office and the BSW Program Director who has the final approval of admission for all BSW applicants.

FINAL DECISION FOR ADMISSION INTO THE BSW PROGRAM

The Director of the BSW program makes the final decision for applicants’ admissions into the BSW program.
**ACCEPTANCE**

The applicant is notified of the acceptance into the BSW program via email from the TUW Registrar’s Office.

**CONTINGENCY ACCEPTANCE**

If there are contingency requirements, the assigned BSW enrollment counselor will notify the student via email and state the contingencies, e.g., update the biography, contact the Program Director to schedule an interview, etc.

**DENIED**

In the case where a student does not meet the criteria for admittance into the BSW program, an email will be provided by the Registrar’s Office.

**STUDENT RIGHT TO APPEAL**

If an applicant is denied admittance to the BSW program and/or seeks clarity in areas such as transfer credits, the applicant can appeal to an Admissions Review Committee (ARC). The ARC email is provided by the Registrar’s Office and or the assigned BSW enrollment Counselor to students who are denied admittance and or require further clarity such as transfer credits.

*Nothing could be worse than the fear that one had given up too soon and left one unexpended effort that might have saved the world.* ~Jane Addams

**BACHELOR OF ARTS IN SOCIAL WORK (BSW) CURRICULUM**

**PROGRAM REQUIREMENTS**

The Bachelor of Arts in Social Work requires a total of 120 credit hours for completion.

- General education (45 credits)
- Core requirements (51 credits)
- Electives (24 credits)

Students entering the internship must be registered in the applicable courses in the social work program and have completed all courses with a grade of C or higher. Students must have a GPA of 2.0 in the major courses and must have completed the application process for the internship experience.
# BSW Curriculum Requirements Effective Fall 1-2021

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Semester Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>BSW 300</td>
<td>Introduction to Social Work</td>
<td>3</td>
</tr>
<tr>
<td>BSW 302</td>
<td>Introduction to Social Welfare</td>
<td>3</td>
</tr>
<tr>
<td>BSW 304</td>
<td>Interviewing and Assessment</td>
<td>3</td>
</tr>
<tr>
<td>BSW 306</td>
<td>Social Justice and Diversity</td>
<td>3</td>
</tr>
<tr>
<td>BSW 308</td>
<td>Ethics and Social Policy</td>
<td>3</td>
</tr>
<tr>
<td>BSW 310</td>
<td>Human Behavior and the Social Environment I</td>
<td>3</td>
</tr>
<tr>
<td>BSW 312</td>
<td>Human Behavior and the Social Environment II</td>
<td>3</td>
</tr>
<tr>
<td>BSW 314</td>
<td>Social Work Research</td>
<td>3</td>
</tr>
<tr>
<td>BSW 316</td>
<td>Comparative Social Work</td>
<td>3</td>
</tr>
<tr>
<td>BSW 317</td>
<td>Social Work Practice Tool Box</td>
<td>3</td>
</tr>
<tr>
<td>BSW 320</td>
<td>Social Work Practice I (Individuals and Families)</td>
<td>3</td>
</tr>
<tr>
<td>BSW 322</td>
<td>Social Work Practice II (Groups)</td>
<td>3</td>
</tr>
<tr>
<td>BSW 324</td>
<td>Social Work Practice III (Communities and Organizations)</td>
<td>3</td>
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<tr>
<td>BSW 326</td>
<td>Social Work Practicum I</td>
<td>3</td>
</tr>
<tr>
<td>BSW 328</td>
<td>Social Work Practicum II</td>
<td>3</td>
</tr>
<tr>
<td>BSW 330</td>
<td>Social Work Practicum III</td>
<td>3</td>
</tr>
<tr>
<td>BSW 399</td>
<td>Capstone</td>
<td>3</td>
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<tr>
<td></td>
<td><strong>BA in Social Work Electives</strong> (24 semester credit hours) (Choose 8 courses from the list)</td>
<td></td>
</tr>
<tr>
<td>BSW 301</td>
<td>Domestic Violence</td>
<td>3</td>
</tr>
<tr>
<td>BSW 303</td>
<td>Victim Advocacy</td>
<td>3</td>
</tr>
<tr>
<td>BSW 305</td>
<td>Youth-at-Risk</td>
<td>3</td>
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<tr>
<td>BSW 307</td>
<td>Child Abuse</td>
<td>3</td>
</tr>
<tr>
<td>BSW 309</td>
<td>Military Approach to Social Work</td>
<td>3</td>
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<tr>
<td>BSW 311</td>
<td>International Social Work</td>
<td>3</td>
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<tr>
<td>BSW 313</td>
<td>Drug and Alcohol Treatment in Social Work</td>
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</tr>
<tr>
<td>BSW 315</td>
<td>Social Work with Older Adults</td>
<td>3</td>
</tr>
<tr>
<td>BSW 318</td>
<td>Child Welfare Services</td>
<td>3</td>
</tr>
</tbody>
</table>
Prior to registering to the Practice & Practicum Courses, the student must:

- Complete all GE courses;
- Complete all Core Required Courses: BSW 300 – 316 (all even numbered courses) and BSW 317;
- Complete at least 7 elective courses.

Practicum and practice courses will be taken as 2 courses according to color coordination below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
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<tbody>
<tr>
<td>BSW 320</td>
<td>Social Work Practice I (Individuals and Families)</td>
</tr>
<tr>
<td>BSW 322</td>
<td>Social Work Practice II (Groups)</td>
</tr>
<tr>
<td>BSW 324</td>
<td>Social Work Practice III (Communities and Organizations)</td>
</tr>
<tr>
<td>BSW 326</td>
<td>Social Work Practicum I</td>
</tr>
<tr>
<td>BSW 328</td>
<td>Social Work Practicum II</td>
</tr>
<tr>
<td>BSW 330</td>
<td>Social Work Practicum III</td>
</tr>
</tbody>
</table>

Following completion of the Practicum courses:

- Complete the last one (1) remaining Elective
- Complete the Capstone course (last course taken in the program)

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<thead>
<tr>
<th>Course</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>BSW ____</td>
<td>BSW Elective Course</td>
</tr>
<tr>
<td>BSW 399</td>
<td>Capstone</td>
</tr>
</tbody>
</table>

Please Note: Not all students will complete their practicum hours during the 3 practicum courses, and may need to enroll in continuation courses to complete their training hours. If a student has not completed the Practicum required hours, the student will have to take the Practicum Continuation course the following term. For this additional Practicum Continuation course, a fee of $250 will be charged to the student for each course in each session/term until completion. Active-duty Military students will get a waiver of this fee if the delay is a result of military duty.

Please note there is a conjunction course with each practicum, e.g., BSW 320 with BSW 326, BSW 322 with BSW 328, and BSW 324 with BSW 330. If the student fails the conjunction
course, the student will need to retake the conjunction course and pay full tuition for that course.

**TEN STEPS TO SUCCESS IN THE SOCIAL WORK MAJOR**

1. Read the Student Handbook and become familiarized with its content.
2. Follow all academic integrity policies and the NASW professional code of ethics.
3. Schedule and prepare for an advising session each semester with your academic advisor.
4. Monitor your progress to complete the academic requirements.
5. Maintain at least a grade point average (GPA) of 2.0.
6. Join the National Association of Social Workers and engage with your local chapter.
7. Attend and participate in the Social Work Student Professional Pathways Zoom Meetings offered each term.
8. Be open to learning and developing your professional identity.
9. Catch the social work spirit of service, academic excellence, and ethical behavior.
10. Engage with your professors and classmates.

**SOCIAL WORK CODE OF ETHICAL BEHAVIOR**

All social work students are expected to follow the National Association of Social Workers Code of Ethics. Professional ethics are the core of social work and set forth our values, principles, and standards of practice. The NASW *Code of Ethics* serves as a guide to the everyday professional conduct of social workers.

The NASW Code of Ethics includes four sections:

(1) **Preamble:**
    Summarizes the social work profession’s mission and core values.

(2) **Purpose of the NASW Code of Ethics:**
    Provides an overview of social work values and ethics as a profession.
    Provide a brief guide for dealing with ethical issues or dilemmas.

(3) **Ethical Principles**
    Presents broad ethical principles, based on social work’s core values that inform social work practice.

(4) **Ethical Standards**
    Specific ethical standards to guide social workers’ conduct.
    Provides a basis for adjudication.

We expect all our BSW Students to be familiar with the *National Association of Social*
Workers Code of Ethics and to abide by its guidelines during the practicum and in their professional career (see https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English)

BSW DIVERSITY POLICY

Diversity Policy
As forged by our BSW mission and Touro University Worldwide’s (TUW) unique and distinctive character to serve the Jewish and underserved communities worldwide, our BSW program ensures an uncompromising commitment to offering access to affordable higher education to all individuals who meet the criteria for admission regardless of age, gender, culture, ethnicity, socioeconomic status and disability. At all times, our BSW program at TUW shall strive to ensure equitable representation of all diverse groups in its student body.

Touro University Worldwide’s diverse administration, coupled with our BSW diverse program faculty, and staff shall be equally dedicated to the success of all students. The diversity of Touro University Worldwide’s administration supports the BSW faculty who enrich curricula, while a diverse staff shall serve students with sensitivity to special needs. The BSW program is fully committed to diversity in all aspects of university life, and we are always looking for ways to enhance a better place for everyone to work and study. The BSW program takes pride in its tradition of maintaining civility and mutual respect toward all members of the program and university community. Diversity is intrinsic to the establishment of excellence in teaching and learning and the Learner-Centered approach, which contribute to the maintenance of a productive workplace and an overall positive educational experience to produce culturally sensitive generalist social work practitioners.

The BSW program also takes pride in the diversity of its students and employees and affirms that this diversity enriches the work and learning environment. Our BSW program affirms that members of the program have the right to work and learn in an environment free of discrimination. Supporting the NASW Code of Ethics as well as the Generalist model, the BSW program affirms the equal human worth of every individual and of distinctive groups of people and fosters fair and equal treatment and access for all members of the University community.

Neither TUW nor the BSW program will tolerate discrimination on the basis of race, religion, age, color, creed, gender, disability, sexual orientation, medical condition, national or ethnic origin, veteran status, or any other basis not directly related to qualifications, unless specified by law. The aforementioned principles are applicable in the administration of its educational policies, admissions policies, employment policies, and in participation in the program’s activities as administered within TUW. In addition to meeting fully its obligation of nondiscrimination under federal and state law, TUW and the BSW program is committed to creating a community in which a diverse population can learn, live, and work in an atmosphere of tolerance, civility, and respect for the rights and sensibilities of each individual, without
regard to economic status, ethnic background, political views, or other personal characteristics or beliefs.

Overall, TUW also has a specific policy regarding Anti-discrimination which helps with supporting a climate of safety, respect, and appreciation for all learners. The BSW program adheres to this policy that includes Racial and Sexual Harassment, Sexual Assault and Acquaintance Rape, Americans with Disabilities Services, as well as a Student Code of Conduct, which can be found in the TUW catalog at https://mk0tourouniverstmnqy.kinstacdn.com/wp-content/uploads/TUW-Catalog-2022.pdf.

Diversity makes for a rich tapestry. We must understand that all the threads of the tapestry are equal in value, no matter their colour; equal in importance no matter their texture.
– Maya Angelou

SOCIAL WORK ADVISORY TEAM (SWAT)

The mission of the Social Work Advisory Team (SWAT) is to utilize BSW student-faculty relationships in the governance of specific program functions in the BSW program. This interactive committee provides transparency in the roles and processes to influence decision making in the BSW program’s achievement of its missions, goals and student learning outcomes. In particular, there are two student representatives, one faculty representative, and one advisor who are involved on this committee. Each member (students, faculty, and advisors) represents their constituencies and are involved in collecting information to discuss with the committee at large. The student members interact with BSW faculty and provide valuable feedback regarding the BSW program.

BSW students also have representation on the Social Work Advisory Team (SWAT) which meets every Spring, Fall and Summer session. Three students (1 early in the BSW program, 1 in the practice/practicum, 1 alumnus) sit on the SWAT committee and provide leadership and students’ perspective regarding the program, including but not limited to curriculum, practice component, as well as policies and procedures. End of course surveys, practicum evaluations, annual program surveys, and the SWAT are used to inform the program regarding curriculum design, which could impact course design, course assignments, course sequencing, and teaching strategies used.

“Injustice anywhere is a threat to justice everywhere.” Martin Luther King
PLAGIARISM POLICY

Academic Integrity violations will not be tolerated within the program. All students must review the Academic Integrity video during the student orientation where the video places emphasis on Plagiarism.

In addition, each syllabus contains a statement about academic integrity that includes plagiarism. Confirmed cases of suspected plagiarism within the program will follow the university’s plagiarism policy (see plagiarism policy in TUW’s catalog at https://mk0tourouniverstmnqy.kinstacdn.com/wp-content/uploads/TUW-Catalog-2022.pdf).

Plagiarism also includes improperly citing sources which is also an Academic Integrity Policy Violation (see the section below on what constitutes plagiarism). As a result of academic integrity violation, the faculty member may assign an unsatisfactory grade that can lead to failure in the course and Academic probation (see TUW’s plagiarism and Code of Conduct policies at https://mk0tourouniverstmnqy.kinstacdn.com/wp-content/uploads/TUW-Catalog-2022.pdf).

WHAT CONSTITUTES PLAGIARISM?

Plagiarism includes, but is not limited to, the following:
• Direct duplication- Manual or electronic copying of the work of another, whether from an article, website, book, or another student's work;
• Paraphrasing- Restating another's work with minor changes but maintaining the essence or meaning of the statement;
• Copy and Pasting- Piecing together work of others, section by section and presenting the whole as original work; and
• Submitting Prior Work- Submitting one's own work, previously submitted in another course.

Follow these simple guidelines to avoid plagiarism:
1. Use your own words in referring to the ideas or concepts of others.
2. When you do use the idea of another, it is a common courtesy to give credit to the author/source. For example, you may state: "Another point of view, as espoused by Mary Gonzales, is that . . . "
3. Any phrase or quote up to two sentences that you take from another should be placed in quote marks and properly cited.
4. Any phrase or quote of more than 40 words that you take from another should be separated from the text of your report by single spacing and by indenting from both right and left margin. This is called "an offset quote." Properly cite the source.

5. Avoid plagiarism by following this simple rule: NEVER REPRESENT THE WORK OF ANOTHER AS YOUR OWN.

PROCEDURE FOR REPORTING AND RESOLVING CHARGES OF PLAGIARISM

Charges of plagiarism may be raised by any of the following:

- Professors
- Administrators
- Peers

The following procedures shall apply when a student is suspected of plagiarism:

1. The charging party (if other than the professor) shall first present the relevant details to the professor for the course in which plagiarism is suspected.

2. The professor shall contact the suspected student and discuss the suspicion in a confident manner. At this first stage, the professor shall not disclose the identity of the charging party (if other than the professor).

3. After communicating with the suspected student and receiving the response and explanation from the student, the professor may do any of the following:
   a) Direct the student to resubmit the assignment in question
   b) Assign a failing grade for the assignment in question
   c) Recommend a failing grade in the course (Such recommendation shall apply to serious cases of plagiarism and shall first be submitted to the Director's office for approval).

4. If the plagiarism continues, the professor shall assign a failing grade for each assignment proven to contain plagiarized work and refer the matter to the Program Director's office.

5. The Director's office shall then contact the Provost's office or his/her designee of a Code of Conduct infraction by submitting a written statement describing the alleged violation within ten (10) school days of the alleged violation or within ten (10) school days from the time the charging individual learned of the alleged code violation, but no later than within three (3) months of the violation (See Adjudication of University Code of Conduct Violations).

Plagiarism violates our Social Work professional code of ethics:

Standard 4.04 Dishonesty, Fraud, and Deception states: Social workers should not participate in, condone, or be associated with dishonesty, fraud, or deception (NASW, 2021, para. 40).
When you cut and paste, do not cite your source, do not identify all references, use 3 or more words from the source without using a direct quote citation, you are committing fraud, violating our professional code of ethics.

**WHAT CONSTITUTES VIOLATIONS OF STUDENT CODE OF CONDUCT?**

The following procedures consonant with the due process have been approved by the Board of Trustees. Any student on campus may be placed on probation, suspended, expelled, or given a lesser sanction for one or more of the following:

- Cheating or plagiarism in connection with any academic program;
- Forgery, alteration or misuse of campus documents, records, or identification or knowingly furnishing false information;
- Misrepresentation of oneself or of an organization to be an agent of the University;
- Obstruction or disruption, on or off-campus property, of the educational process, administrative process or other function;
- Physical abuse of the University, family members, or the threat of physical abuse;
- Theft of, or non-accidental damage to, University property, or property in the post-term of, or owned by, members of the University;
- Unauthorized entry into, unauthorized use of, or misuse of University property;
- On University property, the sale of dangerous drugs, restricted dangerous drugs, or narcotics as those terms are used in California statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction or analysis;
- Knowing, possessing, or use of explosives, dangerous chemicals or deadly weapons on campus property or at a campus function;
- Engaging in lewd, indecent or obscene behavior on campus property or at a campus function;
- Abusive behavior, directed toward, or hazing of, a member of the University campus; Violation of any order of the Touro University Worldwide’s CEO, notice of which had been given prior to when such violation occurs; either by publication in the campus Catalog, or by posting a notice on the official website designated for this purpose, and which order is consistent with any of the other provisions of this section;
- Sharing electronic message other than the individual the message intended for and named in the message.
DISMISSAL/TERMINATION

The BSW dismissal/termination policy aligns with the established TUW policy. The BSW program at Touro University Worldwide regards studying at the University as a privilege granted in consideration of specified levels of performance and of maintaining the established standards of scholarship and personal and professional conduct. Touro University Worldwide reserves the right to require withdrawal at any time it deems necessary to safeguard its standards of scholarship, conduct, and orderly operation. The student concedes this right by the act of matriculation. At the same time, the student has the right to appeal.

Within 5 working days following written notification to the student by the Registrar, the student may appeal the decision in writing to the Provost, who may then approve, reject, or modify the decision in question. The Provost’s decision on this matter is final. The student may remain in course pending the outcome of all appeals if he/she is physically and psychologically able to do so, unless it is determined that the student presents a disruptive influence or may adversely affect the Touro University Worldwide community.

If a student is suspended for any reason, and receives financial aid, all student financial aid will be withheld until reinstatement of the student or dismissal of the student resolves the appeal process. If reinstated, the financial aid funds can be released to the student. If the student is dismissed, the funds will be returned to the proper agency/lender respectively.

STUDENT GRIEVANCE POLICY

The BSW Grievance policy aligns with the established TUW policy. Grievance procedures in academic matters are appropriate only in those cases in which there is reason to believe there has been bias or wrongdoing on the part of the faculty. It is important to understand that grievances are not the same as disagreements. One cannot grieve an assigned grade, for example, merely because one disagrees with the grade. The purpose of the following procedures is to allow for the resolution of BSW student grievances in academic matters that result in injury to students.

Informal Procedures:

A student who believes that the University or any administrative subdivision or employee thereof has discriminated against her/him and that such action has resulted in injury, the student is encouraged to attempt to resolve the matter informally with either the party alleged to have committed the violation (e.g., course instructor), with the head of the Program or School in which the alleged violation occurred, or both. An informal resolution of the grievance can occur at any time.

Formal Procedures:
In the event that informal resolution is unsuccessful, the student may launch a formal grievance as follows:

- Within 10 days of the time in which the student could be reasonably expected to have knowledge of the alleged violation, or when the violation occurs, the student may request the Director of the Program to file a grievance and request a review.

- The student will provide the Provost or designated representative with a written statement within ten (10) working days after the student has informed that s/he wishes a review. This statement will include the specific nature of the grievance, all pertinent supporting data, and the nature of the action requested by the student to redress the grievance.

- Upon receiving a written request for a review from the student, the Provost or designated representative, within ten (10) working days, will request written materials from the employee involved. The Provost or designated representative will promptly provide the employee with the student’s written materials.

- The employee’s materials will include responses to all points raised in the student’s material and other pertinent data. The employee will provide the Provost or designated representative with a written statement within ten (14) working days after receipt of the student’s materials.

- Upon receipt of the employee’s statement, the Provost or designated representative will promptly provide a summary or copy of this to the student.

- The Provost or designated representative will meet by teleconference with the student and employee involved within ten (10) working days after receipt of material from the employee and attempt to resolve the alleged grievance.

- In the event that the grievance is still unsuccessfully resolved after the above steps, the student may request, within ten (10) working days after the meeting, that the Provost or designated representative convene an ad hoc Grievance Committee, the Chairperson of which is an Academic Affairs Council member. The ad hoc Committee will meet with the student and employee for a formal hearing as soon as reasonable, but no later than ten (10) working days after being constituted as a committee.

- The committee will inform the student and the Provost in writing the summary of the resolution. The resolution of the Grievance Committee will be final. The student may escalate the grievance to the Provost who will review the entire file and will provide a final report to the student within 3 weeks.
STUDENT COMPLAINTS

The BSW Student Complaint process aligns with the TUW established process to resolve complaints internally. We believe that the vast majority of the issues can be internally resolved when students have the opportunity to calmly communicate their concerns. To submit a complaint please go to the student portal and click on "Student Voice".

A student also can file an external complaint with The Hawaii Post-secondary Education Authorization Program (HPEAP) http://cca.hawaii.gov/hpeap/. The HPEAP may investigate complaints based on possible violations of this chapter or rules. HPEAP cannot consider complaints that infringe on the academic or religious freedom of or question the curriculum content of an educational institution. You must use all administrative remedies available at the institution first. Hawaii Postsecondary Education Authorization Program (HPEAP) PO Box 541, Honolulu, Hawaii 96809hpeap@dcca.hawaii.gov, http://cca.hawaii.gov/hpeap/student-complaint-process/

Complaints associated with accreditation standards may be filed with the Western Association of Schools and Colleges (WASC), at www.wascsenior.org/comments.

Hawaii — An individual may contact Hawaii Postsecondary Education Authorization Program (HPEAP) PO Box 541, Honolulu, Hawaii 96809hpeap@dcca.hawaii.gov, http://cca.hawaii.gov/hpeap/student-complaint-process/

California — An individual may contact the Bureau for Private Postsecondary Education for review of a complaint. The bureau may be contacted at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
Website address: https://www.bppe.ca.gov/enforcement/complaint.shtml Tel: 916-431-6959 F: 916-263-1897

All other complaints may be filed with the appropriate state agency in your state of residence.

Students who receive military tuition assistance or veterans benefits may submit complaints to the Postsecondary Education Complaint System, the VA hotline, or the Principle of Excellence Complaint Intake Questionnaire.

UNIVERSITY STUDENT VOICE SYSTEM POLICY & PROTOCOL

Consistent with TUW’s and the BSW program’s mission and goal of a student-centered university and program, the student service model aims to develop policies that ensure student success with a holistic approach. We have designed a heightened engagement support network for students addressing individual needs as progress is made towards the completion of all degrees at TUW to include the BSW degree.
We provide the opportunity to capture the voice of our students with the University Student Voice System (USVS). This process establishes a central place where students can submit compliments, complaints, or general comments. We believe the USVS will direct our steps to address student concerns in a fair, efficient and collegial manner. The compliment, complaint, or general comment system allows students to submit feedback toward any department or individual within the institution. All data such as the resolution and response from the students is stored in the Student Voice system and available for reporting purposes. The USVS is open to all students. Submissions will be accepted via the student portal any of the following:

1. Compliments
2. Complaints
3. Comments

The following protocol shall serve as a guide for addressing student complaints:

1. Upon receipt of the complaint, the Academic Advisor or designated representative shall forward to the appropriate unit head for resolution with a copy to the Provost and Chief Academic Officer (if the complaint is regarding academic issues) and/or the Advisor or designated representative will record in USVS directly.
2. Within 24 hours, the unit head shall email the student confirming receipt with either a resolution, proposal for resolution or request for additional information. This email will be copied to the Academic Advisor to be recorded in the USVS and/or the designated representative will record in USVS directly.
3. If the complaint is resolved immediately, the Academic Advisor will note in Integrated Campus (IC) and/or designated representative will follow-up with the student.
4. If the complaint is not resolved immediately, it shall be the responsibility of the unit head to take appropriate steps to resolve the complaint or address the complaint to the extent possible consistent with university policies. An email confirming actions shall be sent to the Academic Advisor and/or designated representative to be recorded in USVS.
5. If additional information is required, it shall be the responsibility of the unit head to follow-up with the student with regular emails for a period of two weeks or until the complaint is resolved, whichever comes first.
6. Upon the student’s failure to reply or provide requested information, the matter will be noted as “closed” by the unit head and confirmation emailed to the Academic Advisor and/or designated representative.
7. Unit heads shall maintain the confidentiality of the student to the extent possible during the complaint resolution process.
8. Concerns or issues may be directed to the Provost Office for guidance.
The following protocol shall serve as a guide for addressing student comments:

1. Upon receipt of general comments through USVS, an email will be sent to the student acknowledging receipt of the comments.
2. The comments will be sent to the appropriate department accordingly to review for consideration.

GRADING AND ASSESSMENT POLICY

Grading and assessment are determined by faculty in a number of ways. That is, faculty choose the criteria by which to determine their students’ grades, which may include the quality of work, promptness in completing assignments, attendance and participation. Criteria for grading are located in the course syllabi that students access on the first day of the course. It is the policy of the BSW program to follow the university’s policy in that BSW faculty members will establish their policies for grading and assessment in accordance with the university’s policy on grading/assessment.

The people are what matter to government, and a government should aim to give all the people under its jurisdiction the best possible life. ~ Francis Perkins

Social Work Is Life, Life Is Social Work
by Dr. Carolyn Gentle-Genitty

Social work is not just a profession
It’s a way of life, a way of being, a way of thinking
It’s a thought process, it’s the reaction that requires action
It’s a person called to respond to injustice not just a feeling
It’s the student looking for more than the headline news
It’s the educator instilling character values
It’s the administrator upholding values of ethics, justice, and self-determination
It's the responsibility to do something in disaster and uprising
It is the call to change and advocate against wrong
It’s the person who knows there is more to life than hatred, revenge, and suffering
It’s the professional telling the story of those unheard voices
It’s the decision to help reduce the carnage
It’s the mental health professional helping to silence the story of pain from many sources
My dear people, social work is not just a major in some college
It’s a decision to stand up
It’s a decision to listen
It’s a decision to rise up
It’s the plan to help others author a new ending
It’s the counselor choosing to help children escape gun violence in their schools
It’s the worker choosing to create programs for bullies
It’s the worker organizing food in pantries
It’s the worker choosing to use a theory lens to understand the client in their office
Move them through the stages of change, as they explore problem, history, environment, goals, and strengths
Social work is more than the sum of its parts,
It's more than the ecomap
It's more than strengths
It's more than responding to conflict, roles, childhood, power, and rap
It’s a people, a profession, art, a skill set, a way of life
Social work is life, life is social work
We are social work; our stories form grounds for our relevance,
The seeping pain of our clients fuels our work
We are the intermediaries between big government and grassroots
We create bridges for systemic change to occur
Social workers make change, call for change, and are the change
Social work helps co-author endings