



SCHOOL OF SOCIAL WORK

# BSW STUDENT HANDBOOK

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ACADEMIC YEAR

# School of Social Work

## Baccalaureate Social Work Program

### Student Handbook

<b>TABLE OF CONTENTS</b>
--------------------------

Introduction .....	4
Statement/Reservation of Rights .....	4
Chapter 1: School of Social Work.....	4
Accreditation and Certification .....	4
Non-Discrimination and Affirmative Action.....	5
School Mission.....	5
Aurora University .....	5
School of Social Work Mission .....	5
Chapter 2: The BSW Program.....	5
BSW Program Goals .....	6
Program Outcomes .....	6
Professional Foundation Objectives.....	6
Admission to the BSW Program .....	7
Statement of Background Check Notification .....	8
Semester Hour Requirement for Admission .....	8
Pre-Social Work to Social Work Major .....	8
Admission Interviews .....	9
Provisional Acceptance .....	9
Conditional Acceptance.....	9
BSW Program Orientation.....	9
BSW Program Format Options .....	9
Chapter 3: Curriculum Policies .....	10
Supportive Liberal Arts Requirements.....	10
BSW Foundation Curriculum – Required Coursework .....	10
Optional Tracks .....	10
Transfer Course Work .....	11
Leave of Absence.....	11

Field Instruction .....	11
BSW Field Instruction Overview .....	12
Field Registration Requirements .....	12
Field Course Registration Requirements:.....	12
Sequence of Field Courses .....	12
Process for Securing a Field Placement .....	13
Negotiating a Field Placement with an Unaffiliated Agency.....	13
Employment Site/Previous Internship used for Field Placement .....	14
Field Instructor Requirements .....	14
Field Site Prerequisites.....	14
Field Curriculum & Assignments .....	14
Via: Field.....	15
Field Placement Hours .....	15
Termination of Field Placement.....	15
Field Attendance Policy.....	16
Field Instruction Dress Code .....	16
Field Placement Hold .....	16
Field Review Policy .....	16
Petition and Exceptions to Degree Regulations .....	16
Withdrawal from Required Social Work Courses.....	17
Retaking Social Work Course Work.....	17
Petitioning for Program Policy Changes.....	17
Chapter 4: Academic Standards .....	17
Academic Performance .....	17
Academic Probation .....	18
Academic Advising/Course Registration .....	18
Class Attendance & Engaged Learning Policy .....	19
Grade Requirements .....	19
Grade Appeal.....	19
Social Work Honor Society .....	19
Writing Standard .....	20
Chapter 5: Professional Standards.....	20
Professional Conduct .....	20

Classroom Conduct Policy ..... 20

Online Learning: Presence and Engagement ..... 21

Disposition Assessment..... 21

Ethical Behavior ..... 21

Junior Mentoring..... 21

Inappropriate Behavior that Would Interfere with Performing Professional Duties ..... 22

Legal Matters: Alleged Law Violations ..... 22

Legal Matters: Conviction for a Felony or Misdemeanor ..... 22

Misrepresentation of Self..... 22

Plagiarism ..... 22

Non-Discrimination and Affirmative Action..... 22

Student Confidentiality ..... 23

Student Review Policy ..... 23

Program Suspension..... 24

Program Termination ..... 24

Program Termination Appeals ..... 24

Readmission to the BSW Program ..... 24

Admission Policy..... 25

Handbook Terms of Issue ..... 25

Aurora University Academic & Professional Standards ..... 25

Aurora University School of Social Work Administration ..... 25

## INTRODUCTION

This *BSW Handbook* describes the specific policies, procedures, and curriculum of the Bachelor of Social Work (BSW) program of the School of Social Work at Aurora University. It serves as a reference to assist students in understanding the course of professional study and development upon which they have embarked. The handbook serves as a supplement to Aurora University's Undergraduate Catalog, the School of Social Work Field Manual, and the University's Student "A" Book.

### Statement/Reservation of Rights

This Academic Catalog/Program Policy serves to familiarize all undergraduate, graduate, and doctoral students with Aurora University's academic policies and procedures as of the date of this Catalog/Policy. A department or program may adopt more specific policies or procedures applicable to the particular program of study. Together, the policies and procedures set forth in this Catalog and in program-specific policies constitute your resource guides regarding the academic requirements of Aurora University.

The policies and procedures in this Catalog/Policy/Handbook are subject to modification, revision, and updates at the discretion of the University or the program in question, to comply with evolving accreditation standards and best practices in the best interests of the University community. These policies and procedures do not constitute a contract, do not reflect binding commitments by the University, and may not be relied upon as such. The University/program will notify students when policies or procedures are revised, but students also have a responsibility to stay current on the applicable policies and procedures for their particular degree or certification programs.

In addition, during the next academic year the entire campus community must recognize that the current COVID-19 pandemic is likely to continue to challenge the operations, as well as the health and safety, of our community. The University has set forth its current plans and expectations in the Spartan Safety guidelines and health questionnaire, with which all students and employees must comply as part of our shared responsibility to help protect the health and safety of the community. The University also reserves the right to change or alter its programs, services, methods of delivering course content, schedules, safety guidelines, and operations to respond to the evolving needs of the campus community. This changes may include: (1) adjusting the method of delivering course content, curricula, or services, including the conversion of some or all coursework or University business to remote instruction or remote operations; (2) modifying, postponing, or temporarily eliminating academic course offerings, program requirements, clinical assignments or experiential learning, access to facilities, student activities, and other services; (3) postponing or adjusting extracurricular activities and offerings, including athletics opportunities; (4) changing or adjusting semester schedules, examination schedules, teaching and academic counseling assignments, and grading protocols; and (5) otherwise changing or adjusting academic operations and student activities when such modifications are deemed to be in the best interests of the students and the greater campus community.

## CHAPTER 1: SCHOOL OF SOCIAL WORK

### Accreditation and Certification

The Bachelors of Social Work (BSW) program of Aurora University is fully accredited by the Council on Social Work Education (CSWE). This accreditation enables students with the BSW Degree from Aurora University to sit for applicable state licensure exam in Illinois (LSW) or Wisconsin and to apply for advanced standing in the graduate social work program. Aurora University is accredited by the North Central Association of Colleges and Schools.

### **Non-Discrimination and Affirmative Action**

Every aspect of the program’s organization and implementation is conducted without discrimination on the basis of race, color, gender, age, creed, ethnic or national origin, disability, or political or sexual orientation. Furthermore, the program seeks to make continuous efforts to assure the enrichment of the educational experience it offers by reflecting racial, ethnic, gender and cultural diversity throughout the curriculum and in all aspects of the program. The advancement of social justice and equity are driving principles that influence the programmatic structure and curriculum.

## **SCHOOL MISSION**

### **Aurora University**

#### **Mission**

Aurora University is an inclusive community dedicated to the transformative power of learning. As a teaching-centered institution, we encourage undergraduate and graduate students to discover what it takes to build meaningful and examined lives. Our singular goal is to empower our students to achieve lasting personal and professional success.

#### **Core values**

**Integrity:** Aurora University adheres to the highest standards of integrity in every aspect of institutional practice and operation. Through this proven dedication to honesty, fairness, and ethical conduct, we lead by example and inspire our students to do the same.

**Citizenship:** Aurora University exercises the rights and responsibilities of citizenship in an inclusive educational community, founded upon the principles of mutual respect and open discourse. We live within our means and manage our resources wisely and responsibly, while sustaining an environment that fosters teamwork and promotes services to others. We serve the needs of the Fox River Valley, McHenry County (Illinois), Walworth County (Wisconsin), and online learners by offering myriad educational and cultural opportunities to our students and the community-at-large.

**Continuous Learning:** Aurora University works and lives as a non-profit organization dedicated to continuous learning. We help students achieve their full potential.

**Excellence:** Aurora University pursues excellence by embracing quality as a way of community life.

#### **School of Social Work Mission**

The School of Social Work empowers future social workers through a holistic and transformative educational approach. The inclusive integrative curriculum ensures a deep understanding of ways in which to promote social justice and systematic change for individuals, families, organizations and communities.

## **CHAPTER 2: THE BSW PROGRAM**

## **BSW Program Goals**

The goals of the BSW program are:

- Provide curricula and teaching practices at the forefront of the new and changing knowledge base of social work and related disciplines.
- Provide curricula that build on a liberal arts perspective to promote breadth of knowledge, critical thinking, and communication skills.
- Promote continual professional development of students, faculty, and practitioners.
- Prepare social workers to engage in prevention activities that promote well-being.
- Prepare social workers to practice with individuals, families, groups, organizations, and communities.
- Prepare social workers to evaluate the processes and effectiveness of practice.
- Prepare social workers to practice without discrimination, with respect, and with knowledge and skills related to clients' age, class, color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation.
- Prepare social workers to alleviate poverty, oppression, and other forms of social injustice.
- Prepare social workers to recognize the global context of social work practice.
- Prepare social workers to formulate and influence social policies and social work services in diverse political contexts.

## **Program Outcomes**

The Bachelor of Social Work program aims to provide quality educational preparation for entry into beginning level, generalist social work practice with communities, organizations, groups, families, and individuals. Field placements in social service agencies working with individuals, families, and groups are an integral part of the learning experience. Students are taught to examine problems from an ecological perspective and to effectively intervene in ways that are preventive, build on strengths, and promote healing.

## **Professional Foundation Objectives**

In the foundation curriculum, students will learn the following knowledge, values, and skills, which are fundamental to all social workers. Graduates demonstrate the ability to:

1. Apply critical thinking skills within the context of professional social work practice;
2. Understand the value base of the profession and its ethical standards and principles, and practice accordingly;

3. Practice without discrimination and with respect, knowledge, and skills related to clients' age, class, color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation;
4. Understand the forms and mechanisms of oppression and discrimination and apply strategies of advocacy and social change that advance social, environmental, and economic justice;
5. Understand and interpret the history of the social work profession and its contemporary structures and issues;
6. Apply the knowledge and skills of a generalist social work perspective to practice with systems of all sizes;
7. Use theoretical frameworks supported by empirical evidence to understand individual development and behavior across the life span and the interactions among individuals and between individuals and families, groups, organizations, and communities;
8. Analyze, formulate, and influence social policies;
9. Evaluate research studies, apply research findings to practice, and evaluate their own practice interventions;
10. Use communication skills differentially across client populations, colleagues, and communities;
11. Use supervision and consultation appropriate to social work practice;
12. Function within the structure of organizations and service delivery systems and seek necessary organizational change.

### **Admission to the BSW Program**

Once students are admitted to Aurora University, they must formally apply for admission to the BSW program, after completing approximately 60 semester hours of general education course work. Applicants must meet the following conditions to be accepted into the BSW program:

- Cumulative grade point average of 2.5 on a 4.0-point scale;
- Earned approximately 60 semester hours of general education;
- In addition to meeting the General Education requirements of the University, specific liberal arts courses are also required to support the social work required (foundation) coursework. These include:
  - PSY 1100: General Psychology (or suitable transfer course)
  - SOC 1100: Principles of Sociology (or suitable transfer course)
  - PSC 2110: United States Government (or suitable transfer course)
- Commitment to high standards of personal and professional conduct, as reflected in the NASW Code of Ethics;
- Career goal that is consistent with the BSW program's philosophy and curriculum.

## **Statement of Background Check Notification**

Aurora University reserves the right to deny admission to its undergraduate, graduate and non-degree programs based on application materials, previous academic record and records of past conduct, including but not limited to the results of a criminal background check or registration of a sex offense.

BSW applicants are required to complete a national background check before beginning the program. The BSW program may deny admission based on the results of a criminal background check. The school may refuse or revoke admission for the following: misrepresentation of self, criminal behavior, results of the national background check, and/or behavior that interferes with performing professional duties.

If admitted to the BSW program, any applicant or student with a criminal background may not be eligible for some field instruction placements. In addition, the applicant or student may not be eligible for licensure after completing the requirements for the BSW degree. Many agencies require criminal background checks as a condition for accepting a placement in their program. It is the student's responsibility to inquire with the applicable state regulatory body, such as the Illinois Department of Professional Regulation or the Wisconsin Department of Safety and Professional Services, to determine their licensure eligibility.

Once admitted to the BSW program, students must adhere to the Professional Standards of the University and the School of Social Work. Students must meet the criteria for professional and ethical behavior as set forth by the School of Social Work.

## **Semester Hour Requirement for Admission**

The BSW program accepts students who have completed slightly below 60 semester hours, provided they are willing to make up the necessary course work before the beginning of their senior year. This allowance enables students beginning the BSW course work with fewer than 60 semester hours to meet the University's 120 semester hour graduation requirement within their junior and senior year.

## **Pre-Social Work to Social Work Major**

Transfer students declare their intention to pursue the BSW degree at the time they submit the University application forms. *Once accepted into the University*, the transfer student may complete the *BSW program application* materials that can be found on the AU web site. BSW application materials should be submitted during the spring semester preceding the student's junior year. Traditional freshman and sophomore students at Aurora University are assigned an academic advisor in the Center for Student Success once they have declared "pre-social work" as their major. Students on the George Williams (GWC) campus are advised through the Office of Academic Services. Adult degree completion students at the Woodstock Center and AU Online are assigned an academic advisor who is specifically committed to advising students in the adult degree completion program. The academic advisor assists the student during their freshman and sophomore year in preparing for the social work program. Once students have been formally and fully accepted into the School of Social Work, their intended major is changed from "pre-social work or PSW" to "social work or BSW." The academic advisor will continue to assist the BSW student as they progress toward graduation.

## **Admission Interviews**

After submission of the BSW admission materials, applicants may be contacted to arrange an interview with the School of Social Work Admissions Committee in the School of Social Work. During the interview, the applicant's admission materials are reviewed and questions regarding the BSW program are answered. Applicants are asked to elaborate on their written responses on their application materials. Students who meet the School of Social Work's criteria for admission are informed of their acceptance into the program. This acceptance is confirmed in an email sent after the interview.

## **Provisional Acceptance**

Students may be admitted into the BSW program provisionally. Provisional acceptance may be granted in situations when the applicant has not completed the equivalent of 60 semester hours at the time of application for the BSW program, but anticipates doing so prior to beginning the BSW junior year course work. In this situation, students are granted full acceptance once their final transcript has been received by the University, indicating that the applicant has earned 60 semester hours and maintained the required 2.5 grade point average.

## **Conditional Acceptance**

On occasion, an applicant may be accepted into the program conditionally. Conditional acceptance may be granted in situations when the applicant's admission materials (mini autobiography) indicate the applicant is not writing at a college level. Other conditional admissions may be considered in other circumstances, as well. If the applicant is admitted conditionally, he/she will be required to seek remedial help for his/her writing either prior to beginning the social work foundation course work or during his/her junior year in the program. Often, the conditionally accepted student is monitored in their first semester in the program for academic progress.

Applicants being accepted conditionally are notified in writing of the necessary conditions that must be addressed prior to full acceptance being granted. Full acceptance is required if students are to be permitted to continue in the BSW program beyond the initial term. Students are notified after the first term if they have successfully met the required conditions and have attained full acceptance.

## **BSW Program Orientation**

Junior BSW students are invited to engage in an orientation process during their first semester in the program. Students will receive an email with applicable details of the orientation. The BSW Orientation gives students an opportunity to learn more about the BSW program and connect with School of Social Work faculty. Information regarding admission, curriculum, student organizations, field instruction, and other pertinent topics for BSW students is addressed.

## **BSW Program Format Options**

The BSW program is available to a wide variety of students, in accordance with the admission standards for the major. Currently, the BSW program is delivered to traditional, full-time students Aurora and GWC-based students in daytime courses, extending 16 weeks or full semesters. Also, adult degree completion students are able to complete the BSW degree in a part-time format of 8 week courses, with some 16 week courses, offered in an evening schedule through our Woodstock campus. Finally, the BSW program is offered to adult degree completion students in an online format, with

mostly 8 week courses and some 16 week courses. Each of these formats offers the same courses, and assesses students with the same competencies and practice behaviors. Students identify the format in which they intend to complete the degree at the time of their admission into the BSW program.

## CHAPTER 3: CURRICULUM POLICIES

### Supportive Liberal Arts Requirements

In addition to meeting the General Education requirements of the University, specific liberal arts courses are also required to support the social work required (foundation) coursework. These include:

PSY 1100: General Psychology (or suitable transfer course)

SOC 1100: Principles of Sociology (or suitable transfer course)

PSC 2110: United States Government (or suitable transfer course)

### BSW Foundation Curriculum – Required Coursework

#### A. Social Welfare Policy (8.0 sh)

SWK 2500 Survey of Contemporary Social Work (4.0)

SWK 3150 Social Welfare Institutions & Policies (4.0)

#### B. Human Behavior in the Social Environment (8.0 sh)

SWK 3210 HBSE I Infancy to adolescence (4.0)

SWK 3400 HBSE II Adult Lifespan (4.0)

#### C. Social Work Practice Theory & Practice Methods (16.0 sh)

SWK 3140 SW Practice with Groups (4.0)

SWK 4010 SW Practice with Communities & Organizations (4.0)

SWK 4110 SW Practice with Individuals (4.0)

SWK 4140 SW Practice with Families (4.0)

#### D. Research (4.0 sh)

SWK 4200 Research Methods in Social Work (4.0)

#### E. Field Instruction (8.0 sh)

SWK 4210 Field Instruction I (4.0)

SWK 4220 Field Instruction II (4.0)

#### F. Social Work Elective Courses

BSW students are not required to take social work electives if they are beginning their enrollment under the 2017-2018 catalog or after. Social Work elective courses are available in fall, spring and summer terms for students choosing to explore specialized social work material.

### Optional Tracks

The specialized track curriculums in the BSW program are optional. Each track has specific course and internship requirements, and is led by a coordinator responsible for guiding students in the track.

*Options differ depending on campus/modality.*

### Additions

*Aurora & Woodstock Campus (campus-based modality only)*

Required Coursework (offered as electives) (12.0 sh)

SWK 2050 Drugs & Human Behavior

SWK 3750 Addictions Counseling I

SWK 4700 Addictions Counseling II

\*Internship must be completed in an approved addictions setting with a minimum of 500 hours in SWK 4210 and SWK 4220

### Child Welfare

*Aurora Campus (campus-based modality only)*

Required Coursework (offered as electives) (12.0 sh)

SWK 3760 Effects of Trauma on Children

SWK 4720 Social Work with Vulnerable Children & Families

SWK 4725 Child Welfare Services

\*Internship must be completed in an approved child welfare agency in SWK 4210 and SWK 4220

### **Transfer Course Work**

The Council on Social Work Education requires that all foundation social work course work beyond the introductory course be taken in a CSWE accredited social work program. Transfer courses taken at another accredited BSW program must also meet Aurora University's academic standards (an earned letter grade of "B" or better, must have been taken within the last five years, and must be judged as equivalent to Aurora University's core foundation social work courses by either the BSW Program Chair or the BSW Curriculum Committee). Transfer courses are not accepted from other accredited schools of social work in either the Generalist Practice or Field Instruction sequenced courses.

Academic credit for social work degree requirements cannot be given for work or life experience according to the Council on Social Work Education's guidelines that regulate all accredited BSW programs.

Students should consult the *Aurora University Regulations and Policy Catalog* for current University policies.

### **Leave of Absence**

If a student wishes to take a leave of absence of more than one semester, excluding summer, a request for leave of absence must be made. A "Leave of Absence" form must be completed with the BSW Program Chair, or the Social Work Chair at GWC, and it is then forwarded to the Registrar's Office. There is a time limit of two consecutive terms, excluding summer, for this privilege. Maximum terms for leave of absence are two (2) semesters or one (1) academic year.

Without fulfilling these conditions, a student who is not enrolled each semester of the academic year is considered to have terminated the program, and must re-apply for admission to continue in the program. For more specific regulations please consult with the Registrar's Office, 630-844-5462. Students at GWC are encouraged to consult with the GWC Office of Academic Services.

### **Field Instruction**

Field Instruction provides students with the opportunity to apply their learning experiences from the classroom into the community. Social work as a discipline relies on the competent application of theoretical principles in practice. Field experiences support development of the 9 Core Competencies outlined by the Educational Policy and Accreditation Standards (EPAS) from the Council on Social Work Education (CSWE) in 2015. Key among these objectives is the development of skills common to generalist practice and the development of a professional identity with an appropriate degree of autonomy. Due to the central importance of field work in the preparation of capable social workers, field education is considered the signature pedagogy of social work education.

*Note: [The Field Instruction Manual](#) is to be reviewed by each social work student and field instructor participating in the field instruction experience. All students enrolled in field instruction are subjected to policies outlined in the Field Manual.*

### **BSW Field Instruction Overview**

- Registration in SWK 4210 and SWK 4220 required
- 450 minimum cumulative hours\* \*\*
- Recommended 225 hours each semester
- Required supervision by AU approved site supervisor
- Supervision Recommendations
  - 1 hour/week
  - Structured/planned
  - Consistent
  - Provides ongoing feedback and education
  - Student intern expected to have learning experiences that align with the CSWE Core Competencies

*\*Addictions Track (as applicable) requires 500 minimum cumulative field hours, a CADC credentialed on-site supervisor, and IAODAPCA learning objectives.*

*\*\*Non- Addictions field placements beginning in Fall 2020 will be subject to a reduction to a cumulative minimum of 350 hours due to the impact of COVID-19.*

### **Field Registration Requirements**

Students pursuing an internship must be enrolled in the field course prior to completing any field placement hours. Field placement hours cannot be completed without registration in a field course. Therefore, disruption in registration will result in immediate suspension of placement hours. If a student is alerted to a change of their registration status in their field course, it is their responsibility to contact the applicable field coordinator immediately to address this. Registration in a field course does not equate to confirmation or “approval” to begin hours at a placement.

### **Field Course Registration Requirements:**

BSW students must be enrolled in BSW Field Instruction I (SWK 4210) for their first semester and BSW Field Instruction II (SWK 4220) for their second semester internship.

### **Sequence of Field Courses**

Students enrolled in the BSW program are required to complete one internship spanning through two semesters during their senior, or final, year. Students will be concurrently enrolled in BSW Field Instruction I (SWK 4210) and BSW Field Instruction II (SWK 4220). The Aurora Campus, Woodstock, GWC Campus, and Online program have different processes in place related to field course offerings. It will be important for students to review program materials and be in contact with their respective academic and/or field coordinator to ensure they understand the timeline for their program. Coordinator contact info can be found below:

Aurora Campus BSW Program: Kim Milton ([kmilton@aurora.edu](mailto:kmilton@aurora.edu))

GWC & Woodstock Campus BSW Program: Amy Ceshker ([aceshker@aurora.edu](mailto:aceshker@aurora.edu))

Online BSW Program: Larry LeSure ([llesure@aurora.edu](mailto:llesure@aurora.edu))

### **Process for Securing a Field Placement**

A primary principle of the social work profession is to employ effective communication to build meaningful professional networks. The securing of a field placement allows students to build on this skill set. Students are responsible for their own field placement review and selection process, based on their professional interests and goals. Students will be the primary facilitators in researching and contacting agencies, completing interviews, and submitting the required field documentation. Aurora University can provide professional support through the Career Services Department, to include coaching and resume assistance. Additionally, the faculty mentors and SSW Field Department can consult with students regarding the field experience, to guide towards a placement that will align with their professional goals. Students are empowered to be selective in choosing a field placement that will provide desired learning experiences. For details regarding the field placement search process, students can reference the [Field Manual](#) other resources provided on the applicable field Moodle page. Students are expected to adhere to field application deadlines, as outlined on the applicable field Moodle page. A delayed search may jeopardize the completion of the field course, which may result in a delay of graduation from the degree or certificate program. Students should be aware of the potential implications of a delay in the process of securing a placement.

Once a field application is submitted, this initiates processing by the field office, and students are not permitted to seek a different placement. The finalization of approval from the Field Department will result in an official confirmation letter being provided to the student. Under no circumstances is a student to begin a field placement until they have received the confirmation letter from the SSW Field Department. Until a confirmation letter is received, a field student may not be covered by malpractice/liability insurance. Any hours completed before the official confirmation letter has been sent from the SSW Field Department are not considered part of the SSW Field Program and will not count towards the minimum cumulative hour requirement

### **Negotiating a Field Placement with an Unaffiliated Agency**

All field placement sites need to meet the School's criteria for affiliation before being approved for a field placement. New sites will need to be vetted to ensure they will meet the affiliation criteria and will meet the learning objectives of the field education program. Students interested in pursuing a field placement with a non-affiliated site should contact their respective field coordinator to begin the agency approval process. The vetting and legal affiliation agreement process can increase the application approval time significantly; students should plan accordingly. It is recommended a student allow up to 16 weeks for a new agency to be approved and fully affiliated with the University.

## **Employment Site/Previous Internship used for Field Placement**

Students may request to use a current or recent employment/internship site as field placements. Students will indicate this request through the field application. Assessment and approval of this option will be based on:

- **Role:** The field placement role should be completely different from any other role the student has had within the organization. If employed at the organization, each relationship, the field placement and the employment, is not contingent on one another, and the student is not a risk to lose one based on the status of the other.
- **Supervision:** The field placement should be supervised by someone other than a current/previous supervisor for the student.
- **Time:** Field placement hours are completed separate, which means that they are completed in addition to any employment hours and cannot be counted in dual capacities.

## **Field Instructor Requirements**

Field Instructors will be approved in accordance with CSWE mandates and professional best practices. Ideally, students will be supervised by a 2 year post-graduate supervisor with a minimum of a BSW degree. However, an agency/organization may identify a field instructor who is able to assist students in developing skills within the 9 Core Competencies, but does not employ someone with an applicable social work degree. When this occurs, the University will coordinate additional support in order to reinforce the social work perspective, per CSWE guidelines. This additional educational support will be referred to as Liaison Plus. Students will indicate qualifications of their proposed field instructor within their field application, which will be verified using the field instructor's professional resume. Students and Field instructors will work with the SSW Field Department to coordinate applicable requirements.

## **Field Site Prerequisites**

Aurora University requires all sites to hold a legal affiliation agreement between the site and university before any field placement hours can begin. In accordance with the affiliation agreement, some students will be required by the site to complete certain requirements (i.e., pre-requisites) before they will be approved to begin their field placement. It is the responsibility of the student to inform the field office of these requirements and complete them in a timely manner. Examples of prerequisites include: obtaining and verifying health insurance, CPR certification, Hepatitis B vaccination, blood borne pathogen training, flu vaccination, HIPPA training, criminal background check (which must be done through AU's background check program), drug screens, immunizations, TB test, etc.

## **Field Curriculum & Assignments**

In addition to the minimum cumulative placement hours, field Instruction courses require the completion of the following activities:

- Learning Agreement will be utilized to outline the learning activities which will align with the 9 Core Competencies, and will be submitted through Via within the first 75 hours of placement.
- Field Evaluations will assess student progress toward learning objectives. Field evaluations are to be completed utilizing the Via platform.
- Supportive curriculum as assigned within course syllabus and/or by field team.
- CADC Evaluation, as applicable, will assess the CADC learning standards.

## **Via: Field**

Students are required to utilize Via for submission of the aforementioned assignments. Resources to support access and user guides can be found on the applicable field Moodle shell.

## **Field Placement Hours**

The minimum required field hours align with programmatic requirements. Please note, some agencies will have a requirement which exceeds the minimum cumulative hours required by the educational program. When this is outlined by the agency, students will be expected to fulfill the requirements outlined by the agency.

- BSW: 450 minimum cumulative hours\*\*

*\*\*Non- Addictions field placements beginning in Fall 2020 will be subject to a reduction to a cumulative minimum of 350 hours due to the impact of COVID-19.*

- CADAC: 500 minimum cumulative hours

**Tracking Hours:** Students are required to log hours completed at their placement in Via. Field Instructors can approve or reject log submissions in Via. Cumulative hours will be totaled through this log function, within the applicable field course.

**Training and Orientation:** Students are permitted to count time spent in training and/or orientation at their field placement site within their cumulative field hours. It is recommended that students clarify this policy with their field instructor to ensure this aligns with the policy of the field agency.

**Completion of Minimum Cumulative Hours:** It is the responsibility of the student and the agency to coordinate an agreed upon schedule, in order to facilitate the completion of the minimum cumulative hours by the end of the second semester. If the minimum will not be met by the end of the second semester, it is the responsibility of the student to contact the SSW Field Department as soon as possible to discuss the possibility of an extension through an “X” grade.

*All field assignments are to be completed by deadlines communicated by the SSW Field Department.*

## **Termination of Field Placement**

Students are given opportunity to choose a placement that best fits their learning plan. It is the expectation of the School of Social Work that students act in a careful, deliberate manner when securing a field placement as they will be required to stay with this agency until full completion of the internship. Under rare conditions will students be allowed to terminate their internship. Doing so without school approval may lead to disciplinary action. Any requests for termination of field placement must follow the problem-solving procedures as outlined in the field manual.

Unless a safety concern is present, it is the expectation that the student continues completing hours and duties at their field placement unless/until otherwise directed by the SSW Field Department.

Field placement sites have the right to terminate field instruction students without notice if there is evidence the student is harming the placement’s clients or programming. Field instructors are required to

contact the field liaison with all concerns related to field placement terminations. In situations where there is not cause for immediate termination, the field instructor should follow the problem-solving procedures as outlined in the Field Manual.

In the event of a placement termination, the student will work with the SSW Field Department to determine options for the completion of field requirements.

### **Field Attendance Policy**

Students are expected to follow their Field Agencies guidance in regards to in-person vs. remote attendance. Those students unable to attend are responsible for notifying the field instructor in advance by phone explaining the need for absence. Students are expected to arrive or log on remotely on time for the start of each class session and field experience. Excessive absences, or tardiness, will affect the overall evaluation of the student. An academic alert and/or field problem-solving processes will be implemented to address attendance issues as necessary. The university will support any student who does not feel comfortable attending their site in-person due to COVID-19. The student will need to reach out to their field liaison to discuss further.

### **Field Instruction Dress Code**

While enrolled in Field Instruction I and Field Instruction II, students are expected to respect and adhere to the dress code of the field placement agency. The appropriate dress may range from business attire to business casual. The School of Social Work expects students to wear modest and professional attire while working at the Field Agency and when representing the field of social work. Some academic course work may require business casual attire, such as field trips to community agencies or classroom presentations made by students. Expectations of professional attire for academic coursework will be communicated by the course instructor.

### **Field Placement Hold**

BSW students are not permitted to begin the required field placement when their cumulative grade point average is below 2.5, and/or their social work grade point average is below a 2.8. Students with a field placement hold are required to develop an academic corrective action plan with the chair/program coordinator and field coordinator in order to begin the field placement.

### **Field Review Policy**

A field review may be held in the event of concerns regarding the student or experiences of students in field work. The purpose of the meeting will be exploratory and fact finding. Such a review may be requested by the student, field instructor, field liaison, BSW Program Chair, Field Director, Assistant Field Director, or the Dean of the School of Social Work.

Considerations that may be considered in a review are professionalism, ethical practice and the efficacy of learning experience. Involved students will be asked to be present at the review. The review shall be scheduled by the (Assistant) Field Director and attended by the Chair as well as appropriate faculty members. Should it be determined that actions are indicated, a written plan will be produced and communicated within two weeks.

### **Petition and Exceptions to Degree Regulations**

Petitions to exempt or substitute course work or to forego compliance with an academic regulation policy are subject to review by the BSW Program Chair, the GWC Social Work Chair, or by the registrar in the case of general degree regulations or general education requirements. In general, if the student wishes to be exempted from a required course she/he should:

- Discuss the issue(s) with her/his academic advisor.
- Arrange a meeting with the BSW Program Chair, or the GWC Social Work Chair, if the issue is related to a social work requirement.
- Submit a completed General Petition form signed by the academic advisor to the registrar's office if the issue is related to an overall or general education requirement. General Petition forms can be obtained in the Crouse Center or the GWC Office of Academic Services.

For a complete policy regarding petitions and exceptions to degree regulations, please refer to the AU Undergraduate Catalog (available at [www.aurora.edu](http://www.aurora.edu)).

### **Withdrawal from Required Social Work Courses**

Students are expected to inform the BSW Program Chair (or GWC Social Work Chair) in writing of their desire to withdraw from any required social work class before submitting drop forms with the registrar. The BSW Program Chair/GWC Social Work Chair is responsible for making a decision as to whether or not a student review should be initiated in cases where academic performance or professional behavior is a concern. Withdrawal without official notification of the BSW Program Chair/ GWC Social Work Chair makes a student ineligible to register for further social work courses.

### **Retaking Social Work Course Work**

Students are permitted to retake a social work course only once. Students who have failed to meet the academic standards of the program after repeating social work course work are not permitted to continue in the BSW program.

### **Petitioning for Program Policy Changes**

Students can request that program policy or procedure issues (formulation or modification) related to academic and/or student affairs be addressed by presenting such request to the BSW Program Chair/GWC Social Work Chair.

Once a policy change is requested, the faculty of the School considers the request. A recommendation regarding the proposed policy change or institution is made by the full faculty to the Dean of the School of Social Work. The Dean of the School of Social Work makes the final decision on proposed policy changes.

## **CHAPTER 4: ACADEMIC STANDARDS**

### **Academic Performance**

The BSW program maintains high academic standards as do all professional programs where the well-being of future clients is of concern. In accordance with Aurora University regulations, the School of Social Work reserves the right to maintain academic standards for admission and retention in the social work program at both the BSW and MSW levels, above and beyond compliance with the general academic standards of the University.

Students are expected to maintain a cumulative grade point average of 2.8 in their required and elective social work courses and maintain a cumulative grade point average of 2.5 in their other course work (non-social work). Students dropping below this standard are placed on academic probation. Each student's grade point average is reviewed after each academic term. Students must have met the academic standard in order to receive the social work baccalaureate degree.

### **Academic Probation**

Students dropping below the cumulative grade point average of 2.8 in their required and elective social work courses and/or drop below the cumulative grade point average of 2.5 in their other course work (non-social work) at the end of any semester are officially informed that they have fallen below the BSW academic standard and have been placed on academic probation. Students on probation are given the following term, excluding summer, to raise their grade point average to meet the program's academic standard, and are required to meet with the BSW Program Chair/ GWC Social Work Chair no later than the second week of the following term to discuss their plans for addressing their probationary academic status. Students who do not meet the grade point average standard at the end of the probationary term, will be required to retake required social work courses in which they have earned a "C" or below grade to remain in the BSW program. Such students are not permitted to take additional required or elective social work courses until the academic standard has been achieved. Seniors, who do not meet the academic standard at the end of the spring term prior to graduation, must take additional social work course work to meet the program's academic standard before being awarded the BSW degree.

Students that drop below the cumulative grade point average of 2.5 in their other course work (non-social work) at the end of any semester are officially informed that they have fallen below the BSW academic standard and have been placed on academic probation. Students on probation are given the following term to raise their grade point average to meet the program's academic standard, and are required to meet with the BSW Program Chair/ GWC Social Work Chair no later than the second week of the following term to discuss their plans for addressing their probationary academic status.

Students on academic probation at the end of their junior year are not permitted to begin an internship until they have met the program's academic standards. Such students can continue taking other social work course work while on academic probation, and having met the required academic standard, may begin an internship during the next approved semester. Students, who are placed on academic probation a second time, are required to meet with the University advisement office to discuss an alternative academic major.

Any other academic standards required of all students in the University are binding on BSW students in the School of Social Work. Students may refer to the University catalog (available online at [www.aurora.edu](http://www.aurora.edu)).

### **Academic Advising/Course Registration**

The Student Success Center provides academic advising to all traditional AU-Campus BSW students. The Center for Adult and Graduate Programs provided academic advising to the adult degree completion students. On the GWC campus, degree plans are developed and advising is continued through the Office of Academic Services. The Aurora University Online advising team provides academic

advising for online students. It is the student's responsibility to be certain that all course prerequisites and degree requirements are met. Attention to proper program planning through early and ongoing consultation with the academic advisor and the BSW Program Chair/ GWC Social Work Chair is essential.

Students should consult degree plans for guidance on course scheduling. Students are reminded that to deviate from the structured program plan may result in a delay in completing the program since courses may be offered at specific times according to program/modality structure. Degree plans can be accessed through the applicable academic advising department.

### **Class Attendance & Engaged Learning Policy**

Consistent engagement will be necessary to support the attainment of social work competency and course outcomes. Therefore, continuous engagement with course content will be expected throughout the semester. Those students unable to attend a scheduled class session are responsible for notifying the instructor in advance through email the need for absence. Concerns regarding course engagement may result in an academic alert. A lapse in course engagement may have grade implications, per the policy in the syllabus. Course instructors will notify students of grade reduction due to inadequate attendance via academic warning.

### **Grade Requirements**

Students are required to complete each social work course (required or elective) with a grade of "C" or above. Students who receive a grade below a "C" in a social work course will be required to retake the course. Students are permitted to retake a social work course only once. Students who have failed to meet the academic standards of the program after repeating social work course work are not permitted to continue in the BSW program.

If a student must re-take a course, depending on whether the course is sequential (e.g., Generalist Practice III and Generalist Practice IV), the student may be required to drop one or more courses and thus extend their completion of the BSW program (typically by one year). A grade point average of 2.8 within social work courses is required for graduation. A student with all of their courses completed, but a social work grade point average below 2.8 will be required to retake coursework in order to raise the grade point average and graduate.

### **Grade Appeal**

The course grade is the indicator of student academic performance. There is a university-wide procedure for appealing a grade, but it is solely on the basis of alleged "capricious grading" and not on a disagreement over an instructor's assessment of the quality of a student's work.

There is a time limit that applies to the appeal procedure. Please refer to the University Policy on "Procedures for Use in Appealing Allegedly Capricious Term Grades of Students" in the Student A-Book located at: <http://www.aurora.edu/academics/resources/abook.html>

### **Social Work Honor Society**

Aurora University has a chapter of the Phi Alpha Honor Society known as Zeta Epsilon. This national social work honor society offers membership to students who excel academically in the BSW program.

BSW students who have completed at least 30 semester hours of required social work courses qualify for membership in Zeta Epsilon provided that they have achieved standing in the top 35% of the social work class. Cumulative grade point averages are calculated by the University on academic credit earned at Aurora University only.

### **Writing Standard**

Professional social workers are often judged by others based upon the quality of their written work. A poorly written professional report suggests mistakes in the substance of the social worker's recommendations. The devaluing of a social worker's work on behalf of a client can result in poor service to the client. Standards of academic writing are aligned with expectations of professional writing in the field of social work. Written academic assignments unless otherwise stipulated by the instructor are expected to be typed and edited and to follow the American Psychological Association (APA) writing style, which is used for all professional social work writing. Students are encouraged to utilize the Academic Support Services office of Aurora University for assistance in writing for academic assignments throughout the BSW program.

## **CHAPTER 5: PROFESSIONAL STANDARDS**

### **Professional Conduct**

Professional social work education requires high standards of academic, personal, and professional conduct. The educational program at both the undergraduate (BSW) and graduate levels (MSW) requires the development of ethics and values as well as knowledge and skills. Students are expected to exhibit values and behaviors that are compatible with the NASW Code of Ethics, which regulates not only professional conduct in relation to clients, but also in relation to colleagues.

Students should conduct themselves as professionals in relation to the class session and assignments. It is not acceptable to be late for classes except in unusual circumstances. Respect for the opinions of others is expected. Opinions expressed should be supported by data or carefully reasoned argument. Asking questions per se, or offering opinions that do not reflect the readings assigned for the class do not constitute "prepared participation." Any use of consciousness altering substances before, during, or between class sessions obviously impairs learning, and is unacceptable. Frequent lateness or professional unbecoming class conduct are likely to result in a lowered grade.

Recognizing that there are professional competencies and conduct not measurable by academic achievement alone, the School of Social Work reserves the right to make decisions regarding admission and retention based on high standards of personal and professional conduct demonstrated both in and out of the classroom. Students in the BSW program are evaluated, and may be suspended or dismissed from the program, on the basis of standards of personal and professional behavior, adherence to ethical standards, and on the basis on certain civil and criminal records.

Because social work education involves a significant amount of internship experience, and preparation for helping vulnerable populations, student evaluation will honor not only the rights of students, but also the rights and well-being of clients and others to whom students relate in a professional role.

### **Classroom Conduct Policy**

Students enrolled in AU courses have the right to learn in an environment where all individuals are treated equitably and with respect. Behaviors in class or internship setting that interfere with the departmental operation or the learning experience at a physical campus or in an online learning classroom are not permitted. Disruptive or disrespectful behaviors may result in dismissal from the class by the instructor and will be referred to the School Dean for consideration of further action, up to and including dismissal from the institution in serious instances.

### **Online Learning: Presence and Engagement**

Aurora University is a student-centered university, where we strive to provide exceptional learning experiences for our students. To that end, faculty and students are strongly encouraged to be fully present and engaged in all courses by doing the following:

1. Log into courses at least four days a week
2. Submit all assignments in a timely manner to meet deadlines
3. Respond to faculty emails in a professional manner
4. Participate in online discussions as an active and professional student
5. Attend to feedback from classmates and faculty
6. Provide informative posts, messages, each week that facilitate learning and promote critical thinking and engagement
7. Attend optional synchronous events, when and where appropriate (Note: Student attendance at synchronous events is always optional)
8. Recognize that on-line learning is a demanding learning format that must be taken seriously

### **Disposition Assessment**

The School of Social Work faculty and staff will utilize the disposition form when concerns pertaining to behaviors arise. The faculty member will inform the student when the form is completed. The student may request a copy of the form for their personal records. The instructor or staff member of record will submit the disposition forms to the administrative assistant in School of Social Work to be saved electronically.

### **Ethical Behavior**

Students enrolled in the School of Social Work are required to know the contents of, and are bound by, the University policies and regulations dealing with conduct presented in the University Student Handbook at: <http://www.aurora.edu/academics/resources/abook.html>

Students are required to know the contents of, and are bound by, the Code of Ethics of the National Association of Social Workers (NASW). Social Work students are also bound by the School of Social Work's specific provisions.

### **Junior Mentoring**

Full-time AU and GWC campus BSW students entering the program during or after the 2016-2017 catalog will be required to take IDS3500 and IDS 3550 Junior Mentoring credits during the junior year. Full-time social work faculty members will serve as mentors to BSW students, following the guidelines set forth by the Aurora University General Education program. Part-time students are not mandated to participate in mentoring, however, they may choose to meet with faculty for mentoring purposes.

Mentoring discussions may involve content on academic strengths and deficits, resume writing and interview skills, or post baccalaureate experiences, such as professional career avenues and graduate school. Adult degree completion students do not participate in this program.

### **Inappropriate Behavior that Would Interfere with Performing Professional Duties**

Any student who engages in inappropriate behavior that would interfere with performing professional duties and could potentially threaten the well-being of clients, including violent behavior, behavioral indications of substance abuse, or having indicators of physical or psychiatric disorders shall not be admitted to field instruction. Any behavior which may have been influenced by a student's mental state (regardless of the ultimate evaluation) or use of drugs or alcoholic beverages will not in any way limit the responsibility of the student for the consequences of his/her actions.

### **Legal Matters: Alleged Law Violations**

For any student charged with fraud, malpractice, a felony, or misdemeanor, the University may refuse or revoke registration in field instruction activities and classes without prejudice until an official determination has been made.

### **Legal Matters: Conviction for a Felony or Misdemeanor**

Any student who has been convicted of a felony or misdemeanor for conduct that may threaten the well-being of clients shall not be admitted to field instruction, classes, and activities until there is clear evidence of rehabilitation. For this purpose, serving a sentence alone does not necessarily constitute evidence of rehabilitation. The faculty of the School of Social Work will be the sole judge of rehabilitation. Following such conviction, the student shall be informed in writing of the criteria that the University will use in determining evidence of rehabilitation.

### **Misrepresentation of Self**

Evidence of fraud and misrepresentation including, but not limited to false or misleading statements on the application, admissions interview, student and financial aid applications, falsifying degrees or professional credentials subject the student to a student review. Such behavior shall constitute grounds for dismissal.

### **Plagiarism**

Students are prohibited from the following dishonest and unethical behaviors, regardless of intent: Fraud and misrepresentation in course work such as representing any work of another person as one's own product and achievement; submitting assignments prepared for one class as original work for another without prior knowledge and approval of instructor; representing case materials that did not in fact happen or were untrue. Any alleged violation of plagiarism will be handled according to the procedures for academic dishonesty as set forth in the University's A-Book.

### **Non-Discrimination and Affirmative Action**

A complaint of program non-compliance with the Non-Discrimination and/or Affirmative Action Policy should be directed to the Dean of the School of Social Work. See Chapter 1 of this handbook for the Non-Discrimination and Affirmative Action Policy.

## **Student Confidentiality**

The School of Social Work maintains an academic file on each BSW student. This file contains admission materials; academic records, formal communication between Dean, BSW Program Chair/ GWC Social Work Chair, faculty mentor, and the student, as well as field evaluations.

The program honors and complies with the Family Educational Rights and Privacy Act 20 USC Sec. 1232g which requires academic institutions to provide access to academic records to the student, and prohibits the release of any information to another party unless a signed authorization has been obtained.

## **Student Review Policy**

When a serious concern about academic, personal, or professional performance related to any of the program's standards and/or policies has been identified by a faculty member or field supervisor, at any point in the program, and it is deemed a concern warranting immediate attention, the faculty member reports to the BSW Program Chair (or GWC Social Work Chair). The BSW Program Chair (or GWC Social Work Chair) personally informs the student that a concern has been identified, seeks information, thoughtfully appraises the student's situation and assesses in consultation with the Chair whether the situation should come to the attention of the full faculty by initiating a Student Review. The Chair may also request that a Student Review be scheduled. The purpose of a Student Review is to design a helping plan for continuance in the social work program and to determine continuance in the program.

A Student Review is scheduled as needed. It is chaired by the BSW Program Chair (or GWC Social Work Chair) or a designee. Faculty members who participate in the Student Review are those who are current instructors for the student, other faculty members deemed relevant to the Student Review process, and University staff as determined by the BSW Program Chair (or GWC Social Work Chair) and Dean of the School of Social Work.

The student will be notified in writing of the commencement and the nature of the student review, giving the date, time, and place, the facts and occurrences that have given rise to concern, the nature of the student review, the student's right to attend and bring an advocate, the student's right to bring to the committee's attention relevant information concerning these facts, and occurrences that the student wishes the committee to consider.

In cases where the committee deems it appropriate, the committee may request the student to have his/her physician, psychiatrist, psychologist, or other provider of professional services meet with the committee to discuss the student's capabilities, and/or may request the student to permit an examination by a physician, psychiatrist, psychologist or other provider of professional services selected by the School, whose report and/or opinion concerning the student's capabilities will be shared with the student. The student may submit additional information in response. If necessary, the Committee shall continue the conference at a later date for the purpose of obtaining additional relevant information.

Once the committee has completed its review, it will notify the student in writing of its determination along with a summary of its reasons for such determination. The determination can take any of the following forms: (1) a written plan establishing the conditions and requirements that the student must

meet to continue in the program; (2) a temporary suspension of the student from the program, and; (3) a determination to discontinue the student from the program.

If the student wishes to challenge the determination of the Student Review Committee, the student has a right to appeal to the Dean of the School of Social Work. The request for the appeal must be in writing, identifying the student's grievance(s).

### **Program Suspension**

Students who are suspended from the BSW program will not be permitted to continue their BSW course work until all conditions of the suspension are met. Students may continue to take non-social work courses while suspended from the BSW program. If a student is suspended from the BSW program, he/she is notified in writing of the terms of the suspension. If a student has already registered for the next term, he/she will be administratively dropped from the courses. Once the student believes that the terms of the suspension have been met, he/she must meet with the BSW Program Chair to discuss his/her suspension and continuance in the BSW program.

### **Program Termination**

Students who are not permitted to continue within the BSW program are informed in writing. If a student has already registered for the next term, he/she will be administratively dropped from his/her courses and are advised to consult with the Center for Academic Success, AUO Advising or the GWC Office of Academic Services for future academic planning.

### **Program Termination Appeals**

Students who have been terminated from the BSW program can appeal such a decision only on the basis of alleged "capriciousness." The term "capricious" is limited to one or more of the following:

- A decision to terminate a student on some basis other than academic or professional performance, or failure to obtain approval for leaves of absence from a program as stated in this Handbook;
- A decision to terminate a student on more exacting or demanding standards than were applied to other students in the program;
- A substantial departure from the standards and procedures contained in the *BSW Policy Handbook*.

Appeals based upon capriciousness are made to the Dean of the School of Social Work. The request for appeal must be in writing, identifying the student's grievance(s). Failing a mutually satisfactory resolution at the level of the Dean, the student may appeal the determination to the Vice President of Academic Affairs of the University. The student must appeal in writing, identifying the grievance(s). The Vice President of Academic Affairs is the final level of appeal within the University. The written response of the Vice President of Academic Affairs, communicates the results of the appeal.

**Note:** Resident students receive official notification through the mailroom on campus. A notice placed in their mailbox informing them that they have an official letter for which they must sign acknowledging their receipt of the letter.

### **Readmission to the BSW Program**

A student who leaves or withdraws from the BSW program; is dismissed from the program for poor scholarship or unprofessional behavior; or is terminated for lack of registration or application for leave of absence; or is dismissed from the BSW program and later decides to complete the program, must apply for readmission to the program. Prior records will be re-evaluated and the student, if readmitted, will be held responsible for completing all current degree requirements.

### **Admission Policy**

A history of disruption to the learning experience or department operations may prevent a student from being admitted to an MSW or DSW program. Previous behavior is an important indicator of future behaviors. The BSW, MSW and DSW programs at Aurora University have adopted a zero tolerance policy for disruptions to the learning environment.

### **Handbook Terms of Issue**

Every attempt is made to permit students to graduate under the degree requirements in effect when they entered Aurora University and the School of Social Work, provided that enrollment is continuous from time of matriculation until graduation. However, the School of Social Work reserves the right to modify academic requirements, curricula, and/or course offerings for all students at any time without prior notice and without incurring obligation of any kind. At the same time, the program attempts to enable students to participate in formulating and modifying policies affecting academic affairs.

### **Aurora University Academic & Professional Standards**

Please refer to the University Student Handbook for all University policies related to academic and professional standards, including (but not limited to):

- Academic and Social Expectations
- Statement of Academic Integrity
- Zero Tolerance Policy
- Statement of Discrimination and Sexual Harassment
- Learning Disabilities Policy
- Privacy Act of 1974 as Amended
- Policy for Grade Appeals
- Graduate Grading System

The University Student Handbook is also located online  
<http://www.aurora.edu/academics/resources/abook.html>

## **AURORA UNIVERSITY SCHOOL OF SOCIAL WORK ADMINISTRATION**

**SSW Administrative Leadership**

Dean

Brenda Barnwell, DSW, LCSW, CADC

Assistant Dean- GWC	Joan Fedota, EdD, MSW, LCSW
Director of Graduate Studies	Alison Arendt, MSW, LCSW
Field Director	Allison Schuck, MSW, LSW
BSW Program Chair	Ariana Carlson Maggio, MSW, LCSW, PEL
Graduate Registration Coordinator	Constance Revelle, MSW
Administrative Assistant	Eileen Trnka

**SSW Field Department**

Field Director	Allison Schuck, MSW, LSW
Assistant Field Director	Kim Milton, MSW, CADC, LCSW
Field Affiliation Coordinator	Alexis Trocki, MSW, LCSW
Field Coordinator - GWC/Woodstock	Amy Ceshker, MSW, LCSW
Online Field Coordinator	Larry Lesure, MSW, LSW
School Social Work Coordinator	Tiffany Nelson, DSW, LCSW

**Track Coordinators**

Addictions	Laura Donavon, LCSW
Child Welfare	Laura Vargas, MSW, LCSW, CWEL
Faith-Based	Kendra Graham, MSW, LCSW
Healthcare	Marissa Happ, DSW
Leadership	Larry Lesure, MSW, LSW
School Social Work	Tiffany Nelson, DSW, LCSW

**BSW Faculty**

Ariana Carlson Maggio, MSW, LCSW, PEL	Kendra Graham, MSW, LCSW
Don Phelps, PhD, LCSW	Wendy Seerup, LCSW
Dawn Livorsi, DSW, LCSW	

**MSW Faculty**

Alison Arendt, MSW, LCSW	Laura Vargas, MSW, LCSW, CWEL
Joan Fedota, Ed.D., LCSW, PEL	Marianne Bendek, MSW, LSW
Christina Bruhn, PhD	Marissa Happ, DSW
Cornelius Gorman, DSW	Meghan Jarpe, MSW
Kristen Esposito Brendel, PhD, LCSW	Robyn Welk-Richards, PhD, LCSW
Laura Donavon, LCSW	Willie Jackson, Jr., MSW, PhD