



# TCU Department of Social Work

## BSW Program Handbook

# ***Social Work BSW Program Handbook***

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**TEXAS CHRISTIAN UNIVERSITY**  
***www.tcu.edu***

**Department of Social Work**

Harris College of Nursing and Health Sciences

Mailing Address: Website: [www.socialwork.tcu.edu](http://www.socialwork.tcu.edu)

TCU Box 298750 Fort Worth, TX 76129

The Department of Social Work has been committed to excellence in preparing generalist Social Work practitioners since its inception in 1975. As the University has grown and modified its mission, so has the Department. Both the University and the Department emphasize ethical behavior, life-long learning, service to the community, and the importance of a knowledge base. Social Work has long been viewed as the conscience of the University and as specifically applying the University mission in its educational process. The University values dignity, respect, inclusiveness, tolerance, and ethical leadership qualities consistent with Social Work values.

**TCU Mission**

The mission of the TCU Department of Social Work BSW Program is “to prepare ethical and competent generalist social worker practitioners who promote human rights and economic and social justice with diverse clients in a variety of setting in the global community.” This mission reflects and flows from the university mission, the college mission, and the Department mission. This mission is in the BSW Handbook found at <http://www.socialwork.tcu.edu/images/pdf/TCU-Department-Handbook-080713.pdf>.

**TCU Vision**

To create a world-class, values-centered University experience for our students.

**TCU Core Values**

TCU values academic achievement, personal freedom and integrity, the dignity and respect of the individual, and a heritage of inclusiveness, tolerance and service.

**Harris College Of Nursing and Health Sciences Mission**

The mission of the Harris College of Nursing and Health Sciences is to enhance the human condition by preparing graduates who think and practice as ethical leaders, and by advancing knowledge of health and human development within the global community.

**Department of Social Work Mission**

To prepare ethical and competent generalist and advanced Social Work practitioners who promote human rights and economic and social justice with diverse clients in a variety of settings in the global community.

**BSW Program Mission**

The mission of the BSW Program is to prepare ethical and competent generalist social workers with a common base of knowledge, values, and skills, who are able to practice across the life span with diverse clients within a variety of settings in the global community. The BSW Program mission is consistent with the Social Work profession’s purpose and values and the program’s context.

## **GOALS OF THE BSW PROGRAM**

The BSW Program goals are derived from the mission of the department and supported throughout the efforts of the department. The goals are incorporated as objectives in the syllabi of the Social Work courses and in the expressed competencies and practice behaviors assessed in Field Education. The goals form the basis for the design of the curriculum and are discussed in both classroom and field experiences.

The BSW Program goals relate to the competencies outlined by CSWE. The goals reflect the BSW Program's commitment to its mission and to the mission of the University. The goals are:

1. To prepare generalist practitioners to work with individuals, groups and communities at micro, mezzo, and macro levels of practice, to help them reach social, physical, and emotional well-being
2. To prepare generalist practitioners who practice with an emphasis on human rights and social justice, in order to enhance the quality of life for all people
3. To prepare generalist practitioners with leadership skills to contribute to the social work profession

These goals are accomplished through a course of study consisting of a curriculum including content in social welfare policy and services, human behavior and the social environment, Social Work practice, research and Field Education, focusing on values and ethics, populations at risk and diversity. Concurrent with their academic work, students are provided service-learning opportunities in several classes. In their concurrent field placement, students are placed in social service agencies and other settings where Social Work has a presence under the supervision of Bachelors or Masters-level social workers, where they learn generalist practice methods used with a variety of client systems. Students complete 480 hours in the field placement, with approximately two full days each week (16 hours) spent in the placement over two semesters.

The BSW program is fully accredited at the baccalaureate level by the Council on Social Work Education (CSWE.).

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*Section I: BSW Policies*

## **I. BSW POLICIES**

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### **ACADEMIC ADVISING**

Academic advising is an intentional process that involves a collaborative partnership between the student and the academic advisor. Successful advising is a shared responsibility that will equip students with knowledge and tools to make responsible decisions and to enable them to identify and achieve their educational and career goals ([http://www.studenthandbook.tcu.edu/student\\_handbook.pdf](http://www.studenthandbook.tcu.edu/student_handbook.pdf)).

Each student is assigned an academic advisor upon admission into the program. Freshman and Sophomore students are assigned to an advisor in the the Academic Resource Center. Juniors and Seniors are assigned to advisors who are Social Work faculty and are responsible for overseeing student degree plans and being accessible to students regarding job opportunities, graduate education, and professionalism. The Program Director has primary responsibility for overall accountability of advising. Students are expected to meet with their academic advisor prior to the beginning of each semester.

For students experiencing difficulties, faculty advisors refer them to appropriate resources inside or outside the University setting. University services most frequently used include the Counseling Center, the Writing Center, the Health Center, and the Center for Academic Services. Social Work faculty members limit their role of advising to those concerns relevant to the educational and professional needs of students. When students require or request ongoing professional counseling, faculty refer them to appropriate resources, both on and off campus.

The Director of Field Education may also serve in an advisory function to students as they work to determine which field placement locations best fit their educational and professional goals. The Director of Field Education will also work individually with each student entering their final field placement to ensure that the field placement process, including preparing a professional statement and resume, is successful.

### **ADMISSION REQUIREMENTS**

Students may declare the Social Work major at any time. Admission to the BSW Field Education requires that students:

- Have attained junior status
- Have a 2.25 or higher overall GPA
- Complete a minimum of 12 hours of Social Work courses, including 10833, 30803, 30843, 30863, and current enrollment in 30813, 30833, 30853 and 30883
- Have a 2.5 GPA in Social Work and a "C" (C- is not acceptable) or better in all Social Work (SOWO) courses
- Make written application and receive faculty approval based on the application and a student faculty conference (Junior Evaluation) to evaluate readiness for Field Education. Field Education may be postponed or denied if the faculty determines the student is not sufficiently prepared to handle the responsibilities and tasks of Field Education. See Section 4: Field Education for more information on the Junior Evaluation process.

### **COURSE CURRICULUM ([HTTP://WWW.SOCIALWORK.TCU.EDU/BSW-CURRICULUM.ASP](http://www.socialwork.tcu.edu/bsw-curriculum.asp))**

The BSW curriculum provides students with the knowledge and skills consistent with the values of a generalist Social Work perspective, and provides a foundation for graduate education. In addition, the student's knowledge of and identification with the Social Work profession is developed: knowing about and appreciating Social Work's historical development and evolution, the range of modes of professional intervention characteristic of contemporary practice, ethical issues and concerns now confronting

practitioners, and the organizational contexts of practice.

To graduate with a BSW total semester hours must total 124 and must include:

- Three hours of human biology: BIOL 10003 Contemporary Issues in Human Biology
- Three hours of statistics: MATH 10043
- Three hours of psychology: PSYC 10213 General Psychology

The following 12 hours are considered foundation courses and should be taken according to course prerequisites and requirements:

- SOWO 10833 Introduction to Social Work
- SOWO 30803 Professional Communication for Social Work
- SOWO 30863 Social Welfare Policy
- SOCI Introduction to Sociology or SOCI 20223 Social Problems

27 semester hours of upper level Social Work courses are required as well as 12 hours of Social Work elective, at least 1 each in Diversity and Cultural Awareness, Field of Practice, and Method of Practice.

### **GATEKEEPING**

The Social Work profession has the legal and ethical responsibility to protect both society and the profession by assessing students' readiness to work with clients. This gatekeeping responsibility is outlined in the BSW program handbook and based on the NASW professional Code of Ethics. The faculty team discusses students' professional development and readiness to interact with clients. The Junior Evaluation conference reinforces the gatekeeping process.

### **HONORS COLLEGE (BSW)**

BSW students who plan to pursue Departmental Honors must be members of the Honors College and should enroll in SOWO 30003 during the spring semester of their junior year and SOWO 40003 during the fall semester of their senior year.

### **LICENSURE EXAM**

All students must take the licensure exam prior to graduation. Any student who does not take the licensure exam prior to graduation is no longer eligible to graduate during the current semester.

### **LIFE EXPERIENCE**

Students may not receive academic credit for life experience or previous volunteer or work experience in social work.

### **MINOR**

A minor in Social Work requires 18 hours of SOWO courses, including 10833, 30863 and 30843 or 30853. Additional courses are to be selected from the social work curriculum, excluding 40886 and 40896. A grade of "C" or better is required in all social work courses for the minor.

### **PASS/NO-CREDIT GRADING OPTION (BSW)**

Undergraduate students in Harris College may take up to two courses (eight hours maximum) on a P/NC basis. No course applied to the student's major or minor may be taken on the P/NC basis. Courses offered only with the P/NC grade will not be counted toward this limit on the number of P/NC hours.

### **STUDENT PARTICIPATION IN PROGRAM POLICY**

Student participation in Social Work department development is encouraged formally and informally. Students provide an important perspective to evaluate the department. Ongoing mechanisms that support student input into policy change and program evaluation include: end-of-the-semester course evaluations, field evaluation forms, student exit questionnaires, alumni surveys, and personal feedback to faculty and advisors about curriculum, faculty, or course issues. Students participate in faculty searches by providing reactions to formal class presentations by candidates and having separate group interviews with candidates, after which they offer summary evaluations. The Student Association of Social Work (SASW) also provides written feedback to faculty and recommends changes and opportunities for students.

### **TERMINATION FROM THE BSW PROGRAM**

TCU distributes its policies on student rights and responsibilities in the TCU Student Handbook available at [http://www.studenthandbook.tcu.edu/student\\_handbook.pdf](http://www.studenthandbook.tcu.edu/student_handbook.pdf).

The Social Work profession has the legal and ethical responsibility to protect both society and the profession by assessing students' readiness to work with clients. This gatekeeping responsibility is based on the National Association of Social Worker's Code of Ethics. The faculty works with students on their professional development and readiness to interact with individuals, agencies, and the community.

The criteria for potential dismissal from the major includes academic performance, including grades below C in Social Work courses, an overall GPA below 2.25, and a GPA below 2.5 in social work courses and a second grade of "D" or "F" in any Social Work course means automatic termination from the social work major. Neither field course may be repeated more than once.

Gatekeeping also includes ethical and personal issues that affect professional performance. Nonacademic criteria related to professionalism are considered part of the academic arena of a professional program and, as such, are part of the total student evaluation. The University supports the BSW Program professional criteria as part of the evaluation process. Any violation of the TCU Student Code of Conduct and/or the NASW Code of Ethics is grounds for dismissal from the Social Work major.

### **TRANSFERRING COURSES**

Most core curriculum and related coursework from accredited universities will transfer. However, all courses used to satisfy the cultural awareness, global awareness, or citizenship and social values components of the TCU Core Curriculum must be taken at TCU. As long as transfer credit fits within the guidelines of TCU's policies, similar Social Work courses from CSWE- accredited Social Work programs can be accepted toward the Social Work degree

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## *Section II: Other Resources*

## **HARRIS COLLEGE ACADEMIC RESOURCE CENTER**

The Harris College Academic Resource Center is designed to support students and faculty in Harris College of Nursing & Health Sciences. The Center's goal is to enhance the overall student experience to prepare graduates for a lifelong career in health sciences.

The Academic Resource Center provides:

- Academic advising
- Educational workshops
- Career services such as resume critiques, mock interviews, and career exploration
- Information about study abroad and student research opportunities
- Information about graduate programs
- Leadership development within the health professions

For more information contact:

Academic Resource Center  
Annie Richardson Bass Building  
HARC@tcu.edu  
817.257.6112

## **TCU CAREER SERVICES**

**Assigned Liaison:** Kathryn Trimble

The William L. Adams Center for Writing  
(R02-05-07)

The William L. Adams Center for Writing serves the entire TCU community – faculty and staff as well as undergraduate and graduate students. This is a resource provided by the University to assist you. Staffed by writing specialists and peer tutors, the Center offers one-on-one instruction. A tutorial may focus on a specific piece of writing or on a selected writing skill (e.g., usage, punctuation, essay exams, documentation, etc.). The Center is a non-threatening and supportive place where you can talk openly and confidentially about your writing with someone who is informed but nonjudgmental.

To schedule an appointment with a writing specialist, call (817) 257-7221.

### **MAIN OFFICE:**

Rickel Building, Room 244

Hours: Monday - Friday

(8:00 a.m. to 5:00 p.m.)

Phone: 817.257.7221

### **LIBRARY ANNEX:**

[Open during fall and spring semesters only]

Hours: Monday - Friday

(2:00 p.m. to 5:00 p.m.)

Hours: Saturday

(12:00 noon to 4:00 p.m.)

Hours: Sunday - Thursday

(6:00 p.m. to 9:00 p.m.)

Phone: 817.257.6520

Please refer to the Center for Writing's web site, <http://www.wrt.tcu.edu/main.html>, for additional important information!

## **TCU LIBRARY**

Students and faculty have access to over 1.5 million books and audio-visual materials and over 79,000 current journals, electronically and in paper. In addition, the library provides access to over [300 databases](#), many of which include the full text of journal articles, from the library website. The Library has been a depository for federal documents since 1916 and participated in the Texas depository library program for more than 60 years. Portions of the U.S. documents collection date as far back as the eighteenth century. Harris College of Nursing and Health Sciences has a research librarian assigned to the College to specifically assist students enrolled in a program in Harris College. Visit the library's website for contact information. The TCU Library is available to students, faculty, adjunct faculty, and Field Instructors, as a benefit of being part of the University community.

## **DISABILITY SUPPORT SERVICES**

Texas Christian University provides reasonable accommodations for each student who has a physical, medical psychological or learning disability. If you have a disability and have not submitted information concerning that disability to the University, please contact the office of the Coordinator for Students with Disabilities during orientation or as soon as possible. The Coordinator is eager to get to know you and assist you in determining appropriate University services. It is to your advantage to file all medical or assessment reports and met with the Coordinator before the semester begins. For more information regarding disabilities services, contact:

Center for Academic Services  
Texas Christian University  
TCU Box 297710  
Fort Worth, Texas 76129  
(817) 257-7486

## **WRITTEN ASSIGNMENTS**

1. In all written assignments, follow APA format for citing references for your work.
2. Be sure to cite any used article or book in the body of paper and reference page.
3. Anytime the information could not have been known without reading it in a source, the source needs to be cited.
4. Direct quotes are rarely used in APA. Only use them if the effect is lost by paraphrasing.
5. If using direct quotes, frame that text within quotation marks and also cite the page number of the direct quote.
6. All assignments should have a right-justified running head with your name.

The APA website is located at:  
<http://www.uvm.edu/~ncrane/estyles/apa.html>

## **Sections of the Paper**

### **1. THE TITLE PAGE**

- Center the information in the middle of the paper.
- Double-space the entries.
- Include the following information:

Project Name

Student Name

“Professional Project for Master of Science Degree in Nursing”

“Texas Christian University”

“Harris School of Nursing”

Date in Month and Year

## 2. BODY OF THE PAPER

- Do not hyphenate words at the end of lines.
- Do not leave one line of a paragraph hanging by itself on the top of a page. Bring another line over so there are at least two lines of a paragraph at the top of a page.
- Do not leave one line of a paragraph hanging by itself on the bottom of a page. If you cannot fit at least two lines of the paragraph on the bottom.
- Use one and a half inch margins all around paper.
- Number pages in the top right hand corner.
- A running head is part of APA format but not required for the project.
- Use subheadings.
- If emphasis is needed for content or words, use bold type or italics instead of quotation marks.
- Numbers below the number 10 are written out, numbers 10 or above are written in numeral form.
- Use author's name, not editor's name, in text and reference list.
- Use quotation marks around direct quotes.
- Cite a page number for direct quotes.
- Proof for errors in syntax, "typos," and semantics.
- Use headings and subheadings when paper becomes lengthy or complex.
- Avoid use of flowery words, jargon, and derogatory words.
- Avoid use of wording that shows prejudice toward age, race, sex, or ethnic background.
- Use "think" or "believe" instead of "feel" in most cases.
- Write out words for initials used the first time (e.g. HCFA)
- Avoid long rambling sentences.
- Make sure subject and verb agree in number.
- Use "their" if want to have a personal possessive; use "there" for directional message.
- Capitalize proper nouns such as Social Security, Medicare, and Medicaid.
- Use contractions appropriately (e.g. don't).
- Use possessives to show ownership (e.g. persons' boat).

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*Section III: Appendix*

[BSW Program requirements](#)

[NASW Code of Ethics](#)

[Texas State Board of Social Work Examiners](#)

[NASW Standards for Cultural Competence in Social Work Practice](#)

[TCU Student Handbook](#)

## ***TCU DEPARTMENT OF SOCIAL WORK***

<b>Name/Position</b>	<b>Teaching Interests</b>	<b>Research Interests</b>
<a href="#">David Jenkins</a> , Ph.D., LCSW Profesor and Department Chair MSW Program Director	Micro Practice Group Practice Family practice Human behavior Addictions Introduction to Social Work Professional Foundation	Blended Families Gay and Lesbian Families Addiction Impact of marginalization
<a href="#">Harriet Cohen</a> , Ph.D., LCSW Associate Professor Hartford Social Work Faculty	Human Behavior Ethics Diversity Death & Dying Professional Foundation Older Adults Social Work Practice	Older Holocaust survivors Older lesbians and gay men Resiliency
<a href="#">Tracy J. Dietz</a> , Ph.D., LMSW Associate Professor	Micro Practice Professional Communication Social Work Study Abroad in Seville, Spain	Program Evaluation Child Sexual Abuse & Treatment Animal-Assisted Therapy
<a href="#">Linda Moore</a> , Ph.D., LMSW-AP Professor BSW Program Director	Diversity Policy Community practice Introduction to Social Work	Social justice Emergence of the NAACP Use of the Myers Briggs Type Inventory
<a href="#">James Petrovich</a> , Ph.D., LMSW Assistant Professor	Research Human Behavior Introduction to Social Work	Unsheltered and Veteran Homelessness Non-traditional approaches to substance abuse treatment Evaluation Research Methods
<a href="#">Nada Elias-Lambert</a> , Ph.D., LMSW Assistant Professor	Micro Practice Professional Foundation Research Social Work in Health Care	Sexual violence prevention Bystander interventions Program Evaluation
<a href="#">D. Lynn Jackson</a> , Ph.D., LCSW, ACSW Director of Field Education	Introduction to Social Work Group Practice Policy Diversity Field Education	Women's Issues Social Policy
<a href="#">David Woody, III</a> , Ph.D., LCSW Lecturer	Introduction to Social Work Human Behavior Professional Foundation Advanced Practice	Non-Profit Management Practice
<a href="#">Deanna Casper</a> Administrative Assistant		
<a href="#">Crystal Ledet</a> Academic Program Specialist		