The Social Work Major is an approved Major under the New York State Board of Regents and its curriculum corresponds to the requirement of the Council of Social Work Education (CSWE). The Social Work Major has been granted the accreditation from the Council of Social Work Education.
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Dear Social Work Students,

As the Head of the Social Work Department, it is my pleasure to welcome you into the Social Work Major. Our major mission is to educate and train you to become social work professionals who promote the well being of individuals, families, and communities with competence, compassion, and ethical integrity, and who are committed to work toward enhancing a just and caring society.

Social workers serve diverse people who are vulnerable, disadvantaged, and/or oppressed. It is an exciting mission since it is what the Scripture has commissioned us to do. But it is also a challenging task that demands us to be equipped with knowledge, values, and skills, and requires us to examine and accept ourselves in order to become effective and ethical social workers. The education and training that you receive through the programs in the Social Work Major will lead you to professional and personal growth. At the same time, I hope that we all experience spiritual growth as well.

The social work faculty is committed to helping you broaden your knowledge base, sharpening your social work skills and providing advising for your professional development. If you need any assistance in these areas, please do not hesitate to contact any faculty members.

We wish you the very best as you prepare for a career in social work.

Kwi Ryung Yun, Ph.D., L.M.S.W.
Head, Department of Social Work
Nyack College
 Nyack College Administration

Dr. David Turk - Provost, V.P. for Academic Affairs

Rockland Campus

1 South Boulevard
Nyack, NY 100960-3698
845-675-4422

Dr. Fernando Arzola, Jr.
Associate Dean, College of Arts and Sciences

<table>
<thead>
<tr>
<th>New York City Campus</th>
<th>Rockland Campus</th>
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<tbody>
<tr>
<td>361 Broadway, 6th Fl., - Rm.618</td>
<td>1 South Blvd</td>
</tr>
<tr>
<td>646-378-6150</td>
<td>Shuman Hall, Rm. 204</td>
</tr>
<tr>
<td>New York, NY 10013</td>
<td>Nyack, NY 10960</td>
</tr>
<tr>
<td><a href="mailto:fred.arzola@nyack.edu">fred.arzola@nyack.edu</a></td>
<td><a href="mailto:fred.arzola@nyack.edu">fred.arzola@nyack.edu</a></td>
</tr>
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Social Work Department Faculty and Staff

<table>
<thead>
<tr>
<th>Dr. Kwiryung Yun</th>
<th>Program Director, Chair, Professor</th>
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</thead>
<tbody>
<tr>
<td>361 Broadway, - 4th Fl. – Rm. 413</td>
<td>646.378.6170</td>
</tr>
<tr>
<td>New York, NY 10013</td>
<td><a href="mailto:Kwi.Yun@nyack.edu">Kwi.Yun@nyack.edu</a></td>
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<tr>
<th>Dr. Carol Awasu</th>
<th>Chair, Professor</th>
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<tbody>
<tr>
<td>1 South Boulevard</td>
<td>845.675-4555</td>
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<tr>
<td>Betty Knopp Bldg. – Rm. 1A</td>
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</tr>
<tr>
<td>Nyack, NY 10960-3698</td>
<td><a href="mailto:Carol.Awasu@nyack.edu">Carol.Awasu@nyack.edu</a></td>
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<thead>
<tr>
<th>Prof. Mayra Lopez-Humphreys</th>
<th>Field Education Coordinator, Assistant Professor</th>
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<tr>
<td>361 Broadway – 4th Fl. – Rm. 414</td>
<td>646.378.6169</td>
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<tr>
<td>New York, NY 10013</td>
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<tr>
<th>Dr. James Long</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>361 Broadway – 4th Fl. – Rm. 411</td>
<td>646.378.6169</td>
</tr>
<tr>
<td>New York, NY 10013</td>
<td><a href="mailto:james.long@nyack.edu">james.long@nyack.edu</a></td>
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<table>
<thead>
<tr>
<th>Prof. Devonne Allen</th>
<th>Associate Field Coordinator</th>
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<tbody>
<tr>
<td>1 South Boulevard</td>
<td>845.675-4536</td>
</tr>
<tr>
<td>Betty Knopp Bldg. – Rm. 8</td>
<td></td>
</tr>
<tr>
<td>Nyack, NY 10960-3698</td>
<td><a href="mailto:devonne.allen@nyack.edu">devonne.allen@nyack.edu</a></td>
</tr>
</tbody>
</table>
I. Mission of the Social Work Major

Mission Statement

The mission of the baccalaureate Social Work Major is to prepare students in a Christian context to be social work professionals who can effectively enhance the well being of diverse individuals, families, groups, organizations, and communities with competence, compassion and ethical integrity, and who are committed to promoting a just and caring society in a complex and interrelated world.

Social Work Major Goals

The goals of the Social Work Major are:
Goal 1: to prepare students to be generalist social work practitioners who effectively integrate the knowledge, values, and skills of the social work profession in an educational context rooted in a Christian worldview.

Goal 2: to prepare students for graduate education in social work, other professional disciplines, and lifetime learning.

Social Work Program Competencies

Graduates of Nyack College’s Social Work Major will:

1. Identify as a professional social worker with faith and conduct oneself accordingly.
2. Apply social work ethical principles to guide professional practice.
3. Apply critical thinking to inform & communicate professional judgments.
4. Engage diversity and difference in practice.
5. Advance human rights and social and economic justice.
7. Apply knowledge of human behavior and the social environment.
8. Engage in policy practice to advance social and economic well-being and to deliver effective social work services.
9. Respond to evolving organizational, community, and social contexts that shape practice with knowledge and skills.
10. Engage, assess, intervene, and evaluate with individuals, families, groups, organizations, and communities.
II. Admission to the Social Work Major

The Social Work Major is open to qualified students who have liberal arts backgrounds and who are committed to developing professional social work knowledge, values and skills. The Major is full-time in the junior and senior years.

A. Admission Criteria

A student electing the Social Work Major must qualify for regular admission to the College. However, admission to Nyack College does not guarantee admission to the Social Work Major. Criteria for admission to the Social Work Major are:

1. Academic achievement that includes:
   a) Completion of a substantial portion (approximately 50 credit hours) of the Nyack College core curriculum and most prerequisites.
   b) A minimum cumulative grade point average of 2.5.
   c) Submission of departmental application (see Appendix B for the application form).

2. Emotional stability to deal with emotional stress in himself/herself as well as in others.
3. Intellectual capacity to think conceptually and analytically.
4. Physical health and vigor that provide energy to handle a rigorous academic schedule and field practicum.

B. Admission Procedure to the Social Work Major

Though you may have elected your major as social work when you entered the college, you will be admitted to the Social Work Major through the following process:

1. Academic advising conferences

   The student who have declared or is considering the Social Work Major should arrange an interview with a social work faculty member (if the Social Work Major has been declared) to discuss their educational and vocational interests.

2. Submission of Application Materials

   All application materials are due in the Social Work Department by March 1st of the sophomore year. Application materials include:
   - Application form
   - Personal Essay
   - Form-Code of Conduct

   Exceptions can be made only on recommendation by the adviser to the Department Head and subsequent approval by the Department Head.
3. Admission Decision

The applicant's file will be reviewed by a designated social work faculty member. The faculty member may request additional information or/and an interview with the student for more information. The faculty may consult with other faculty. The faculty makes a decision to accept, deny, or postpone action on the application.

In most cases, the decision represents mutual agreement by the faculty and the student. However, the final decision concerning admission rests with the social work faculty.

4. Notification of the applicant

The Social Work Department Head notifies the applicant of the faculty's decision in writing. A student whose application is not accepted can appeal the decision by writing a letter to the Department Head within 30 days from the notification.

C. Field Education

1. Admission to Field Instruction

- In November of the Junior year, students must apply for Field Instruction by submitting the Application for Field Instruction and Student Information form and submitting three copies of the application to the Field Coordinator (See Field Instruction Manual under the heading of “Field Placement Procedure”, p.9)

- In order to enter Field Instruction in the senior year, students must have completed the following courses, and attained a minimum of a 2.5 overall average in completed social work courses in the junior year:

  - SWK 314 Human Behavior in the Social Environment I
  - SWK 315 Social Welfare Policies and Economic Justice
  - SWK 316 Principles of Social Work Practice
  - SWK 354 Human Behavior in the Social Environment II
  - SWK 356 Social Work Practice 1: Individuals & Families
  - SWK 357 Field Experience
2. Field Education Courses

- Prior to admission to the Social Work Major, students may work as volunteers at social service agencies at least 60 hours a semester (SWK 207 Community Volunteer Services). This optional course is designed to introduce the students to have the opportunity to test their interest in, and suitability for, the field of social work.

- In the second semester of the junior year, students engage in field experiences combined with pre-practice seminar (SWK 357 Field Experience). Students are required to work at social service agencies at least 60 hours. It is combined with pre-practice seminar.

- During the senior year, students take two field instruction courses over the year working about 400 hours at social service agencies under the supervision of professional social workers. It is combined with 8 hours of field instruction seminars in each semester. Placement begins in September and ends in July.

- All students must have their own transportation for field experience.

III. Social Work Major Requirements

The Social Work Major builds on a broad liberal arts base and includes professional social work courses and a supervised field education. Curriculum areas include social work practice, human behavior and the social environment, social work research, social welfare policy and services, and field instruction.

A. Program Prerequisites

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>SWK 101</td>
<td>Introduction to Social Work and Social Welfare</td>
</tr>
<tr>
<td>SWK 246</td>
<td>Interpersonal Communication Skills</td>
</tr>
<tr>
<td>SWK 254</td>
<td>Understanding Diverse Populations</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Writing I</td>
</tr>
<tr>
<td>ENG 102</td>
<td>College Writing II</td>
</tr>
<tr>
<td>PSY 101</td>
<td>General Psychology</td>
</tr>
<tr>
<td>SCI 216</td>
<td>Introduction to Human Biology</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>POL 215</td>
<td>American Government</td>
</tr>
<tr>
<td>SWK 337</td>
<td>Statistics for Social Science</td>
</tr>
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</table>

Note: Social Work majors are required to meet most of the prerequisite requirements. In order to meet those requirements students should consult with their advisers prior to registering for each semester.
B. Degree Requirements

The Bachelor of Science in Social Work requires completion of 120 credits, including 55 credits in required Social Work courses, a minimum cumulative grade point average of 2.5, and a minimum cumulative grade point average of 2.5 in the major. Students must satisfy both the college’s general education requirements and specific liberal arts requirements for the Department of Social Work.

Nyack College Liberal Arts and Sciences Core Component (38 credits)

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>INT101</td>
<td>Information Literacy</td>
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</tr>
<tr>
<td>ENG101-102</td>
<td>College Writing I and II</td>
<td>6</td>
</tr>
<tr>
<td>PSY 101</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Intro to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>POL 215</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>BIO 216</td>
<td>Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>ENG 201 or 202</td>
<td>Global Literature I or II</td>
<td>3</td>
</tr>
<tr>
<td>HIS 113-114</td>
<td>World Civilization I and II</td>
<td>6</td>
</tr>
<tr>
<td>PHI101</td>
<td>Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>FNA</td>
<td>Fine Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td>MAT</td>
<td>Mathematics Elective</td>
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38

*Indicates social work pre-requisites.

Social Work Degree Specific Liberal Arts Requirements (13 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>*PSY 101</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>*POL 215</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>*SCI 216</td>
<td>Introduction to Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>*SOC 101</td>
<td>Introduction to Sociology (as Social Science elective)</td>
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13

* Indicates social work pre-requisites.

Bible and Christian Ministry Minor (15 credits)

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>PMN101</td>
<td>Introduction to Spiritual Formation</td>
<td>2</td>
</tr>
<tr>
<td>BIB 102</td>
<td>Old Testament Literature</td>
<td>3</td>
</tr>
<tr>
<td>BIB 201</td>
<td>New Testament Literature</td>
<td>3</td>
</tr>
<tr>
<td>BIB 303</td>
<td>Christian Thought</td>
<td>3</td>
</tr>
<tr>
<td>BIB or Historical THE elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PMN 201</td>
<td>Nyack Heritage</td>
<td>1</td>
</tr>
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15
**Foreign Language Component  (6 credits)**

Social work candidates can fulfill their language requirement through one of the following ways:

1. 6 credits in the same language.
2. Competency shown through NY state-recognized exam.
3. One course at the Elementary II level or above, plus 3 liberal arts for a total of 6 credits.
4. One year of American Sign Language.

**Pre-Requisite Social Work Major Component  (12 credits)**

*SWK 101  Introduction to Social Work and Social Welfare  3
*SWK 246  Interpersonal Communication Skills  3
*SWK 254  Understanding Diverse Populations  3

* Indicates social work pre-requisites.

**Social Work Major Component  (55 credits)**

SWK 101  Introduction to Social Work and Social Welfare  3
SWK 246  Interpersonal Communication Skills  3
SWK 254  Understanding Diverse Populations  3
SWK 314  Human Behavior in the Social Environment I  3
SWK 315  Social Policy And Economic Justice  3
SWK 316  Principles of Social Work Practice  3
SWK 354  Human Behavior in the Social Environment II  3
SWK 356  Social Work Practice with Individuals and Families  3
SWK 358  Social Work Research and Statistics I  3
SWK 357  Field Experience and Pre-practice Seminar  3
SWK 416  Social Work Practice with Groups  3
SWK 417  Field Instruction and Seminar I  5
SWK 428  Social Work Research and Statistics II  3
SWK 456  Social Work Practice with Organizations and Communities  3
SWK 457  Field Instruction and Seminar II  5
SWK 462  Social Work in the Christian Context  3
SWK 499  Integrative Seminar  3

Miscellaneous Elective Component (6 credits)

Miscellaneous electives  6

Total credits required  120
**C. Social Work Major Suggested Program Plan**

### FIRST YEAR

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
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<tbody>
<tr>
<td>PMN101 Introduction to Spiritual Formation</td>
<td>2 ENG 102 College Writing II 3</td>
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<tr>
<td>INT 101 Info Literacy</td>
<td>1 HIS 114 History of World Civilization II 3</td>
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<tr>
<td>ENG 101 College Writing I</td>
<td>3 PSY 101 General Psych 3</td>
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<tr>
<td>HIS 113 History of World Civilization I</td>
<td>3 PMN 201 Nyack Heritage 1</td>
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<tr>
<td>SWK 101 Introduction to Social Work</td>
<td>3 PHI 101 Intro to Philosophy 3</td>
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<tr>
<td>SOC 101 Intro to Sociology</td>
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### SECOND YEAR

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<tr>
<td>BIB 102 Old Testament Lit</td>
<td>3 BIB 201 New Testament Lit 3</td>
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<tr>
<td>ENG 201 Global Lit. I or II</td>
<td>3 LAN Foreign Language 3</td>
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<td>or 202</td>
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<tr>
<td>BIO 216 Introduction to Human Biology</td>
<td>4 POL 215 American Government 3</td>
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<tr>
<td>SWK 246 Interpersonal Communication Skills</td>
<td>3 SWK 254 Understanding Diverse Populations 3</td>
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<tr>
<td>LAN Foreign Language</td>
<td>3 MAT Mathematics Elective 3</td>
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### THIRD YEAR

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<td>BIB 303 Christian Thought</td>
<td>3 BIB or Historical THE elective 3</td>
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<td>SWK 314 Human Behavior in the Social Environment I</td>
<td>3 SWK 354 Human Behavior in the Social Environment II 3</td>
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<td>SWK 315 Social Welfare Policy</td>
<td>3 SWK 356 Soc Wk Practice with Individuals and Families 3</td>
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<tr>
<td>SWK 316 Principles of Social Work Practice Electives</td>
<td>3 SWK 357 Field Experience 3</td>
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<tr>
<td>Electives</td>
<td>6 SWK 358 SW Research and Statistics I 3</td>
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### FOURTH YEAR

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<tr>
<td>SWK 462 Social Work in the Christian Context</td>
<td>3 SWK 456 SW Practice with Org / Comm. 3</td>
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<tr>
<td>SWK 416 SW Practice with Groups</td>
<td>3 SWK 457 Field Instruction and Seminar II 5</td>
</tr>
<tr>
<td>SWK 417 Field Instruction and Seminar I</td>
<td>5 SWK 499 Integrative Seminar 3</td>
</tr>
<tr>
<td>SWK 428 SW Research and Statistics II</td>
<td>3 Two Electives 4</td>
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D. LiveText Membership Requirement

From their Junior year, students are required to submit most of their written assignments through LiveText.

The LiveText membership provides students with a personal online digital workspace to author just about anything for your classes, such as assignments, journals, and e-portfolios, or to create their own secure access web space. These projects can then be instantaneously shared with professors for review and other LiveText members for simple viewing or collaborative projects.

Social work students will purchase a membership automatically when enrolled in SWK 316.

For more information on LiveText, go to www.Livetext.com.

E. Portfolio Requirement

Students are required to compile portfolios for the capstone course, SWK499 Integrative Seminar, taken in the Spring of the senior year.

Social work portfolios are defined by Cournoyer and Stanley (2002)¹ as, “a well organized and carefully prepared collection of documents related to one’s readiness for professional social work practice. The portfolio reflects documentary evidence of an active, self-directed approach to learning and ongoing growth as a social work student and/or practitioner.”

The purpose of reviewing previous work is to help the student think about the attainment of their goals. It is not necessary to submit a large volume of their work. Rather it is more critical to think and write about the individual’s growth over time. This allows them to pull together your thoughts, identify areas of competency, and plan for further personal and professional growth.

Students compile and organize papers and other documents according to the Social Work Major Objectives to reflect documentary evidence of professional and personal growth with the Social Work Major at Nyack College. The faculty member who teaches the capstone course evaluates the portfolios and assesses the students’ achievement of Social Work Major Objective.

IV. Evaluation of Previous Learning

A. Transfer of Credits

1. Transfer Applications from other Institutions

The transfer of credits is available in order to avoid redundancy of learning. Except where specifically noted, the general procedures described for entering freshmen also apply to all applicants seeking to transfer from other two-year and four-year regionally accredited institutions. Requests for transfer of credit are not automatic and are determined on an individual basis.

a) The Registrar’s office evaluates previous educational achievement of students in consultation with the Social Work Department Head.

b) Social Work Major Component course credits are eligible for transfer only if the program at which the credits were earned is accredited by Council of Social Work Education (CSWE).

c) To determine transferability of social work course work taken at other CSWE-accredited BSW programs, students must meet with the Department Head. The student must submit to the Department Head a course syllabus and official transcript.

d) Syllabi for individual courses are examined for comparability with Nyack College Social Work Major course material in terms of: course objectives, course content, including knowledge, values, and skills content relevant to the entry-level, generalist social work practice. The Department Head will consult with appropriate faculty as needed.

e) The transfer of credits for field practicum is considered only if these criteria are met and a full year’s field practicum has been completed, meeting the minimum number of clock hours specified by CSWE standards.

f) In order to be transferred in fulfillment of requirements of the Social Work Major, a course must carry a grade of at least C.

g) At least one-half of the social work credit hours required for the BSW must be completed at Nyack College.

h) Credits more than 10 years old may not be transferable but will be reviewed for credit on an individual basis.

Transfer students with more than 45 applicable transfer credits may not need to meet the full 17-hour Bible core requirement. They either complete the 17-hour Bible core requirement, or take an average of one Bible core course per semester while enrolled at Nyack College. For latter option, no fewer than four Bible core courses must be taken, and one must be BIB301 or BIB302.
2. **Transfer Applications within the College**

Students who wish to transfer from other major to the Social Work Major within Nyack College must fill out a choice or change of major form prior to the application deadline. An interview with the Social Work Department Head may be necessary for transfer applicants entering their junior year.

3. **Waivers of Required Courses and Transfer of Credits**

To avoid redundancy, the students who believe they have already mastered the content of a required course by having already passed a similar course may submit a petition for a course waiver. No field instruction courses may be waived. Waiver requests must include a transcript and syllabus. Students submit such requests to the Department Head.

Materials will be reviewed to see if learning objectives of the Nyack College required course have been met. The Department Head will consult with appropriate faculty as needed. A successful petition means the required course will be waived; however, it does not reduce the minimum number of credit hours needed for the degree; the student will need to take an additional elective course to achieve the minimum number of credit hours needed for the degree.

**B. No Academic Credit for Life or Work Experience**

The social work Major does not grant social work course credit for life experience on previous work experience.

**V. Academic and Professional Advising**

Advisors are assigned when a student declares social work as a major. Advisors assist students with fulfilling Core Curriculum and major course requirements, selection of electives, career planning, and exploring employment and graduate opportunities. Twice during the academic year, normally in November and April, students are required to confer with their advisor in preparation for pre-registration for the following semester. The advisor’s signature is required for pre-registration, and for registering for additional courses or for withdrawing from a course. Academic warnings are sent to the student and to the advisor. Additional advising conferences may be requested by either student or the advisor. Faculty advisors are available during their regular office hours and by appointment.

The purposes of the Social Work Major advising program are as follows:
1. To assist students’ assessment in their aptitude and motivation for a social work career.
2. To interpret the policies and procedures of the Social Work Major to students.
3. To assist students identifying and evaluating their needs and interests in order to select appropriate course to fulfill the core curriculum requirements and in support of the Social Work Major.
4. To assist students in professional development.
5. To assist students in making the transition from their undergraduate educational experience to professional employment and/or graduate school.
**Student Responsibility to Stay Informed**

Students are responsible for knowing and adhering to the policies and procedures in this Handbook as well as the Nyack College Timetable (available at the Registrar).

All students should take care to check their student mailboxes and the bulletin boards of the Social Work Department for materials such as Department events and announcements, information about concentrations, and field placement planning.

Also students are expected to check their email accounts regularly for official college announcements distributed by way of the Social Work Department student announcement system. Students are required to inform and update their contact information by filing change of address forms at the Office of the Executive Assistant for the Social Work Department (Room 613, 361 Broadway, New York City, percelene.mclain@nyack.edu).

Important materials will often be distributed in classes. Students missing classes are responsible for determining what occurred on the days missed and for taking the initiative to obtain distributed materials.

**VI. Social Work Student Code of Conduct and Evaluation of Ethical Behavior**

Students in the Social Work Major are subject to the Nyack College policies on student discipline (See page 148 in Nyack College Catalog 04-05).

**A. Philosophy of Discipline of Nyack College**

Nyack College views discipline as a corrective action with the ultimate goal of bringing an individual back into the community. Most would agree that neither a legalistic nor a permissive philosophy of discipline would be acceptable in the Nyack community. Holding members of the community to a standard of behavior is essential for maintaining order and establishing an environment that is conducive to learning and personal growth. The college must also use Scripture as a guide for this standard and for its response to those who violate established rules and laws. Therefore the Student Development Staff seeks to combine a Biblical and due process approach to discipline through the application of the following principles:

- Justice requires that those who violate community standards be held accountable and to ensure that the innocent are protected in the event of false accusation and prosecution.
- Any violation of the law or college policy supported by witnesses and/or evidence will be prosecuted.
- A Biblical model clearly requires that those who exhibit inappropriate behavior be confronted, with a goal of correction and restoration.
- Sanctions will be applied as a consequence to these actions, and it is desired that the crisis of discipline will present an opportunity for a real change of heart that would enhance the community.
• Mercy calls all members of the community to see themselves as fellow sinners in need of God’s grace and to remember Christ’s example of offering hope, rather than condemnation.

B. Evaluation of Ethical Behavior-Policy Specific to the Social Work Major

In addition to general Nyack College policies, social work students are also held accountable to the student code of conduct specific to the Social Work Major:

1. Academic Misconduct and Dishonesty
The Nyack College Social Work Major defines academic dishonesty to include, but not to be limited to:

   a) Submitting all or part of a written assignment prepared for one class as original work for any other class without prior knowledge and permission of the instructor.

   b) Knowingly presenting case materials details or representations that are not true.

   c) Plagiarism: is defined as “the act of “literary Theft,” when the work of another is misrepresented as the original work of the Nyack College student. This may be done intentionally or unintentionally. When excerpts, thoughts, writings, or statements of others are used in papers, essays, or other projects, they must be acknowledged through footnotes, bibliography and other accepted MLA or APA practices and standards. (Nyack College Catalog 2005-06, p.301)

   d) Cheating: is either intentionally using or attempting to use unauthorized materials, information, people, or study aids in any academic exercise or providing to, or receiving from, another person any kind of unauthorized assistance on any examination or assignment.

   e) Fabricating: Knowing or unauthorized falsification, reproduction, lack of attribution, or invention of any information or citation in an academic exercise.

   f) Offering bribes, favors, or treats: bribing or attempting to bribe or promising favors to or making treats against any person with the intention of affecting a record of a grade or evaluation of academic performance and any conspiracy with another person who then takes, or attempts to take, action on behalf of, or at the direction of, the student.

   g) Grade tempering: any unauthorized attempt to change, actual change of, or alteration of grades or any tempering with grades.

   h) Submitting non-original works: submission or attempt to submit any written work written in whole or part, by someone other than the student.

2 A substantial portion of this and section VI are adopted from the Student Handbook of Jane Addams College of Social Work at University of Illinois at Chicago with permission.
2. Sanctions for Academic Misconduct and Dishonesty

a) In the event a Social Work student engages in academic misconduct or dishonesty, the instructor should assign a course grade no higher than D. If a grade of D is assigned, the assignment involved should be redone and a further written assignment required which may include a discussion of social work ethics or the social worker as role model or other topic of the instructor’s choosing. The instructor will determine the due date for this work.

b) A second offense while a student in the Nyack College Social Work Major will automatically result in a grade of E for the course and dismissal from the program for a minimum of one year. Readmission to the program is by application only and is not guaranteed.

3. Evaluation of Nonacademic Behavior

The Nyack College Social Work Major has responsibility for assessing the appropriateness of students for professional social work practice in terms of competence and ethics. This section discusses the implementation of that responsibility in terms of:

- charges of fraud or malpractice lodged against a student
- student convictions of felony or misdemeanor
- providing false information in college documents
- evidence of incompetence for the profession of social work
- evidence of ethical misconduct.

As discussed below, the Code of Ethics of the National Association of Social Workers (NASW) embodies principles of ethical behavior to which Nyack College social work students are expected to conform. The NASW Code of Ethics is published in Appendix G of this Handbook and every Nyack College social work student is held accountable for studying it and abiding by its principles.

Charges of fraud or malpractice.

For any student charged with fraud or malpractice under local, state, or federal laws for conduct related to social work employment or practice, the College, upon the recommendation of the Nyack College Social Work Department, may revoke registration in field instruction, classes and activities without prejudice until the court has ruled. In other instances of misrepresentation or fraud, the Department of Social Work is bound by the National Association of Social Workers Code of Ethics.

Conviction of felony or misdemeanor.

Any student who has been convicted of a felony or misdemeanor for conduct that may provide a threat to the well being of clients shall not be readmitted to field instruction classes and activities until evidence of rehabilitation removes such threat to clients. Serving of a sentence alone does not necessarily constitute evidence of rehabilitation for this purpose. Following such conviction, the student shall be informed in writing of the
criteria that the Social Work Department will use in determining evidence of rehabilitation.

False information.

For individuals applying to or admitted to the Nyack College and to the Social Work Major, fraud or misrepresentation include, but are not limited to: false statements in applications for admission; false statements in application for student financial assistance; and falsifying degrees or professional credentials to clients. Such conduct shall constitute grounds for dismissal from the Nyack College Social Work Department.

Professional incompetence.

Professional incompetence is behavior, which indicates a student is not adequately or appropriately performing at the level expected in the B.S. degree in Social Work Major. Such problematic behavior may stem from consistently poor judgment, immaturity, personal problems, or consistent failure to understand or value the meaning of professional social work behavior. The following list provides examples, but is not a complete list, of behaviors that constitute professional incompetence:

- inability to establish and maintain positive, professional relations with clients, field instructors, or classroom instructors.
- inability to perform professional tasks due to personal problems.
- inability to accept constructive feedback from field or classroom instructors.
- repeated failure to be at field agencies in a timely manner.
- chronic, unjustified lateness in meeting deadlines for field or classroom work.

Unethical behavior.

Nonacademic ethical misconduct includes but is not limited to behavior, which violates the principles embodied in the NASW Code of Ethics. The following behaviors are examples, but not a complete list, of ethical misconduct:

- engaging in sexual activities with clients,
- participation in dishonesty, fraud, deceit, or misrepresentation,
- exploitation of clients for personal advantage,
- conviction of a felony offense.

4. Procedures for Handling Charges of Incompetence or Unethical Behavior.

In the event a student displays behavior that indicates either professional incompetence or ethical misbehavior, the following procedures are used:

a) The field instructor, classroom instructor, advisor, or other person bringing the complaint is to submit a written statement to the Social Work Department Head explaining the nature of the complaint and the evidence for it. The Department Head will provide notification to the student that a complaint has been lodged and that a meeting will be
convened to discuss it. A copy of the written complaint will be provided to the student.

b) Within 10 (ten) days of receiving the complaint, the Department Head will convene a meeting of the principals involved to discuss the complaint and to gather information. The student may submit a written response to the Department Head. The Department Head will make a determination as to whether or not the facts of the situation support the complaint and warrant further action.

c) Within 5 (five) working days of the above meeting, the Department Head will provide the student and the party submitting the complaint a written response indicating whether there is a basis or not for proceeding with the complaint.

d) Within 10 (ten) days, the Department Head will decide whether or not to appoint a Social Work Professional Review committee to consider the matter. If appointed, the sole purpose of the committee will be to gather information and to provide advice to the Department Head about the matter. The committee will be composed of the following personnel to be appointed by the Department Head: a faculty chairperson, two faculty members from the Social Work Department and a student member nominated to the Chairperson by the President of the Social Work Student Association. The committee will meet with the principals to gather evidence and consider the matter. This meeting will occur within 10 (ten) days of the committee’s appointment. The committee will make a recommendation to the Department Head regarding the validity of the complaint and what sanctions, if any, are to be applied. The sanctions can include, but are not limited to, a warning to the student, placement on probation status with terms of the probation specified in writing, or dismissal from the college.

e) Within 10 (ten) days of receiving the recommendation from the Social Work Professional Review Committee, the Department Head will report the recommendations to the Dean of the Division of Social and Behavioral Sciences. The Dean will review the written record and make a decision regarding the validity of the complaint and what sanctions, if any, are to be applied.

VII. Social Work Student Code of Conduct

The mission of the Social Work Major focuses on the education and training of students to be entry-level generalist social work professionals with competence, compassion, and ethical integrity. There is the expectation that students in the program uphold the core values and ethical standards of the social work profession. These values and ethical principles are identified and discussed in the NASW Code of Ethics. As part of the requirement for entry into the major, a student is asked to read and sign the following code of conduct derived from the Code of Ethics.
1. Social work students are expected to uphold the values, ethics, and standards of the profession (5.01, Code of Ethics).
2. Social work students are expected to treat their peers, faculty, and staff with dignity and respect (2.01A), and avoid unwarranted negative criticism and demeaning comments of these constituencies (2.01B).
3. Social work students should strive to enhance their competence and recognize the need for continuous professional growth (4.01).
4. Social work students should not practice, condone, facilitate or collaborate with any form of discrimination (4.02).
5. Social work student should not participate in, condone, or facilitate any type of dishonest, fraud or deception (4.04).
6. Social work students whose personal problems, psycho social distress, legal problems, substance abuse, or mental health difficulties interfere with their abilities to meet classroom and field practice requirements are expected to take appropriate remedial action (4.05).
7. Social work students should not permit their private conduct to interfere with their classroom and field practice responsibilities (4.03).
8. Social work students engaged in research are expected to protect the confidentiality of human subjects, obtain voluntary informal consent, and inform participants of their right to withdraw from the study (5.02).

VIII. Grievance Procedures in Academic and Non-Academic Matters within the Program

Students who believe they have been treated unfairly in the program as to enrollment in courses, treatment in the classroom or field practicum, final course grades, academic probation, or termination from the program for academic or non-academic reasons have the right to seek an impartial and formal review as described below. In the event the complaint involves an allegation of sexual harassment or prohibited or illegal discrimination, students have the option of choosing to bypass the procedures and take a complaint or grievance directly to the Dean of the College of Arts and Sciences, Division of Social and Behavioral Science.

A. Informal Procedures to Resolve Complaints

1. Students are expected to resolve complaints informally by discussing them with the individual about whose decision the student is complaining.
2. If a satisfactory resolution of the complaint is not obtained, students are expected to appeal promptly to the Department Head or Deputy Head of the respective campus.
3. Informal efforts to resolve the complaint must occur within thirty (30) day period.

B. Formal Grievance Procedures

1. If informal appeals do not result in resolution of the matter, a formal complaint may be made in writing to the Department Head.
2. A written statement must contain a description of the grounds for the complaint, when the action contested took place, a specification of the remedy sought, and a description of the efforts to resolve the complaint informally.

3. This request must be made to the Head within two (2) weeks upon completion of the informal appeals.

4. The Head will inform the relevant individual that a grievance has been filed by a student and provide a copy of the grievance.

5. Within ten (10) days of receiving the written grievance the Head will convene a meeting of the student, the person against whom the grievance has been filed and other persons who the Head determines can assist in providing useful information necessary to a consideration of the grievance. At the meeting the Head will seek to achieve a resolution of the grievance among the parties involved.

6. If parties cannot arrive at a mutual resolution, the Chairperson must render a written decision on the grievance within fourteen (14) days since the grievance was received by the Department Head.

7. The written decision will be distributed to the parties involved and the Dean of the College of Arts and Sciences.

8. If the student is not satisfied with the outcome at the level of the Department Head, the student may file a written appeal to the Dean of the Arts and Sciences.

9. The written request must be submitted to the Dean within (14) days following the Department Head’s written decision. Upon receipt of the grievance, the Dean will review the existing grievance record and may conduct further inquiry.

10. The Dean will review the written record and make a decision regarding the validity of the complaint and what sanctions, if any, are to be applied.

IX. Social Work Student Organization

Elected each April for the following academic year, the SWSO of each campus is an organization of students (working with a faculty advisor) functioning as the intermediary between social work faculty and the student body. It seeks to promote the general welfare of the program and the basic rights of the students, as well as coordinating student events and activities that promote fellowship and unity. Students elected to serve on the SWSO work on various committees providing a student voice in academic, spiritual and community life (see Appendix C for the Constitution of the SWSO).
APPENDIX “A”

CSWE Accreditation Standards for BSW programs

All social work programs provide foundation content in the areas specified below. Content areas may be combined and delivered with a variety of instructional technologies. Content is relevant to the mission, goals, and objectives of the program and to the purposes, values, and ethics of the social work profession.

4.0 Values and Ethics

Social work education programs integrate content about values and principles of ethical decision making as presented in the National Association of Social Workers Code of Ethics. The educational experience provides students with the opportunity to be aware of personal values; develop, demonstrate, and promote the values of the profession; and analyze ethical dilemmas and the ways in which these affect practice, services, and clients.

4.1 Diversity

Social work programs integrate content that promotes understanding, affirmation, and respect for people from diverse backgrounds. The content emphasizes the interlocking and complex nature of culture and personal identity. It ensures that social services meet the needs of groups served and are culturally relevant. Programs educate students to recognize diversity within and between groups that may influence assessment, planning, intervention, and research. Students learn how to define, design, and implement strategies for effective practice with persons from diverse backgrounds.

4.2 Populations-at-Risk and Social and Economic Justice

Social work education programs integrate content on populations-at-risk, examining the factors that contribute to and constitute being at risk. Programs educate students to identify how group membership influences access to resources, and present content on the dynamics of such risk factors and responsive and productive strategies to redress them.

Programs integrate social and economic justice content grounded in an understanding of distributive justice, human and civil rights, and the global interconnections of oppression. Programs provide content related to implementing strategies to combat discrimination, oppression, and economic deprivation and to promote social and economic justice. Programs prepare students to advocate for nondiscriminatory social and economic systems.

4.3 Human Behavior and the Social Environment

Social work education programs provide content on the reciprocal relationships between human behavior and social environments. Content includes empirically based theories and knowledge that focus on the interactions between and among individuals, groups, societies, and economic systems. It includes theories and knowledge of
biological, sociological, cultural, psychological, and spiritual development across the life span; the range of social systems in which people live (individual, family, group, organizational, and community); and the ways social systems promote or deter people in maintaining or achieving health and well-being.

4.4 Social Welfare Policy and Services

Programs provide content about the history of social work, the history and current structures of social welfare services, and the role of policy in service delivery, social work practice, and attainment of individual and social well being. Course content provides students with knowledge and skills to understand major policies that form the foundation of social welfare; analyze organizational, local, state, national, and international issues in social welfare policy and social service delivery; analyze and apply the results of policy research relevant to social service delivery; understand and demonstrate policy practice skills in regard to economic, political, and organizational systems, and use them to influence, formulate, and advocate for policy consistent with social work values; and identify financial, organizational, administrative, and planning processes required to deliver social services.

4.5 Social Work Practice

Social work practice content is anchored in the purposes of the social work profession and focuses on strengths, capacities, and resources of client systems in relation to their broader environments. Students learn practice content that encompasses knowledge and skills to work with individuals, families, groups, organizations, and communities. This content includes engaging clients in an appropriate working relationship, identifying issues, problems, needs, resources, and assets; collecting and assessing information; and planning for service delivery. It includes using communication skills, supervision, and consultation. Practice content also includes identifying, analyzing, and implementing empirically based interventions designed to achieve client goals; applying empirical knowledge and technological advances; evaluating program outcomes and practice effectiveness; developing, analyzing, advocating, and providing leadership for policies and services; and promoting social and economic justice.

4.6 Research

Qualitative and quantitative research content provides understanding of a scientific, analytic, and ethical approach to building knowledge for practice. The content prepares students to develop, use, and effectively communicate empirically based knowledge, including evidence-based interventions. Research knowledge is used by students to provide high-quality services; to initiate change; to improve practice, policy, and social service delivery; and to evaluate their own practice.

4.7 Field Education

Field education is an integral component of social work education anchored in the mission, goals, and educational level of the program. It occurs in settings that reinforce students' identification with the purposes, values, and ethics of the profession; fosters the integration of empirical and practice-based knowledge; and promotes the development of professional competence. Field education is systematically designed,
supervised, coordinated, and evaluated on the basis of criteria by which students demonstrate the achievement of program objectives.
APPENDIX “B”

Social Work Courses

SWK 101-Introduction to Social Work and Social Welfare (3)

An overview of the social work profession. Provides a brief history of social welfare and social work. Examines contemporary social problems and social services for meeting these problems, with emphasis on populations-at-risk. Different agencies and fields of practice are presented with a focus on the role of the generalist social worker and the social service delivery system. Fall term. Open to non-majors.

SWK 217- Community Volunteer Services (2)

An optional course for students who want to have the opportunity to test their interest in, and suitability for, the field of social work. Volunteer experience in a social agency or community program providing human service, upon approval by the instructor. Sixty (60) hours of agency-based participation is required. Faculty advisement on both a group and an individual basis. Pass/no credit graded.

SWK246 – Interpersonal Communication Skills (3)

Promotes interpersonal sensitivity, observational skills, and beginning interviewing ability. Content includes theories of the communication process and the basic tools of intervention such as attuned listening, appropriate questioning and support, empathic understanding. A variety of simulated and actual person-to-person situations are presented through utilization of audiovisual materials and experiential exercises. Prerequisite: swk101

SWK 254-Understanding Diverse Populations (3)

Provides a conceptual framework for social workers in understanding different racial and ethnic groups. Examines the meaning of ethnicity, race, culture, and prejudice. Also explores family and community life of immigrants and ethnic groups, and the development of culturally sensitive social services. Open to non-majors. Prerequisite: swk101

SWK 314-Human Behavior in the Social Environment I (3)

The first course of two interrelated courses extending over two semesters, which stress multiple theoretical perspectives and critical thinking. Provide foundation level theories and knowledge of the biological, psychological, social, and spiritual dimensions of human development across the changing life course. Begins with an introduction to an understanding of HBSE and its relevance to social work. Studies the human life span from conception through childhood in the context of social systems and relevant theories. Fall term. Prerequisites: SWK101, PSY101, SOC201, SCI 216, SWK254
SWK 315-Social Welfare Policies and Economic Justice (3)

Examines the current structure of social welfare programs in the United States, their historical evolution, and the role ideological, political, economic, and social forces have played in the development of the social welfare system and its present character focusing on social and economic injustice in the United States of America. Also discusses the impact of social welfare policies on clients, agencies, service delivery, and social work practice. Prerequisites: SWK101 and POL215

SWK 316-Principles of Social Work Practice (3)

An overview of purpose, principles, values, skills and process in generalist social work practice. Uses an ecological systems framework to examine principles relevant to practice with individuals, families, groups, organizations, and communities. Integrates social work practice, theories, and values with a Christian perspective. Includes the professional use of self and application of the Social Work Code of Ethics in decision-making. Fall term. Open only to majors. Prerequisites: SWK 101 and SWK 246.

SWK 354-Human Behavior in the Social Environment II (3)

Builds on the foundations acquired in SWK 304, and continues with a multilevel perspective on the human life cycle from adolescence to old age. Spring term. Prerequisite: SWK 314.

SWK 356-Social Work Practice: Individuals and Families (3)

Builds on SWK 306. Prepare students for generalist social work practice with individual and family systems. Course content emphasizes development of fundamental social work practice techniques for direct and indirect social work practice. Includes skill development for working with clients from differing social, cultural, racial, religious, and class backgrounds. Simulated exercises used to assist in the development of basic competencies. Spring term. Open only to majors. Prerequisite: SWK 316. Co-requisite: SWK 357.

SWK 357-Field Experience (3)

Taken in the spring semester of the junior year, this course combines 60 hours of a direct agency-based experience, with a pre-practice seminar. Designed to introduce the student to the social worker’s role and responsibilities and prepare them for senior-level field instruction. The student works under the supervision of a professional social worker. The pre-practice seminar is designed to promote the student’s adaptation skills in the field of social work. Focuses on aspects of the student’s role in fieldwork, including the supervisory relationship, process recordings, and expectations for field performance. Pass/no credit graded. Spring term. Open only to majors. Prerequisite: SWK 316. Co-requisite: SWK 356.
SWK 416-Social Work Practice: Groups (3)

Builds on SWK 306 and SWK 356. Emphasizes the generalist approach in working with groups. Explores a variety of models of group work services available to practitioners and agencies. Focuses on identifying, building and utilizing intervention skills in the group process. Fall term. Open only to majors. Prerequisite: SWK 356. Co-requisite: SWK 417.

SWK 417-Field Instruction and Seminar I (5)

First course of two Field Instruction courses taken during the senior year (approximately 400 hours). Provides students with opportunities to acquire skill in social work practice, to try out social work practice roles in the field, and to test in the field setting the theories and principles learned in the classroom. Students are assigned to social agencies and learn by directly participating in the delivery of social work services under the supervision of professional social workers and faculty. Fall Term. Open only to majors. Prerequisite: SWK 357. Co-requisite: SWK 416

SWK 418-Social Work Research Methods (3)

Provides a basic understanding of the research process and helps students to develop, use, and communicate empirically based knowledge. Designed to develop the skills needed for conducting small-scale studies and to enable future direct service practitioners to be intelligent consumers of research-based information. Includes qualitative and quantitative research methods. Fall term. Prerequisites: SWK 354 and SOC 337. Co-requisite: SWK 417

SWK 456-Social Work Practice: Organizations and Communities (3)

Examines the history, philosophies, principles, and intervention strategies common to community organization, social planning, and administration of social welfare agencies. Presents case materials to highlight some of the techniques used in these practice areas. Facilitates the development of practice skills that reflect an understanding of organizations and communities within a larger structural context of achieving social justice. Spring term. Open only to majors. Prerequisites: SWK 305 and SWK 418. Co requisites: SWK 457 and SWK 499.

SWK 457-Field Instruction and Seminar II (5)

SWK 462-Social Work in Christian Context (3)

Examines the integration of Christianity and social work. Addresses areas of strength and possible conflict of interest for Christian social workers. Investigates social work practice in faith-based environments. Elective course. Open to non-majors. Prerequisites: SWK 316 and BIB 401.

SWK 499-Integrative Seminar (3)

Builds on SWK 449. Provides an opportunity to integrate the knowledge, skills, theories and professional values acquired and developed through course work with field experience from a Christian perspective. Spring term. Open only to majors. Prerequisite: SWK 417. Co-requisite: SWK 457.
APPENDIX “C”

Constitution Of the Nyack College Student Social Work Organization

Mission Statement

The Nyack College Social Work Organization is a student-run body that seeks to enhance the social work learning experience, and to serve the needs of the NCRC/NCMC student community. Our officially stated mission is to “promote the Social Work profession (within a Christian perspective) as an important and positive field that deserves recognition through Social Work education, community service, and campus awareness of social and political issues.” We are in accordance with the statutes and policies of Nyack College and to its governing bodies.

Article I. Name

Nyack College Student Social Work Organization

Article II. Purpose

1. To enhance professional development of undergraduate social work students.
2. To work with faculty in developing and reviewing curriculum;
3. To provide community service to local social service organizations, and to the NCRC campus;
4. To increase visibility of the social work profession and the Nyack College Organization;
5. To serve as a social outlet and to provide opportunities for interaction among social work students.
6. To integrate Christian perspectives within social work practice.

Article III. Membership

1. Students enrolled full or part time at Nyack College in the baccalaureate social work program are eligible for membership and will be eligible to vote on all issues if they frequently attend meetings and have paid their membership dues.
2. Interested students not enrolled in the baccalaureate social work program will be permitted to attend, participate and vote so long as they frequently attend meetings and have paid their membership dues.

Article IV. Officers

1. Students enrolled full-time are eligible to hold elected office provided the student is not on academic review with Nyack College at the time of the election or during the term of office. The office of president will be filled by a student who has been approved for initial progression.
2. The names of officers elected shall be recorded with one copy to go on file with the Student Development Office and one copy going to the Student Government office within one week of election.
3. Officers will be elected by majority vote.
4. The term will be one year with elections being held midterm of Spring semester. The new officers will take office the following fall semester.

5. The office of president-elect will be filled by an election held midterm of the fall semester. The president-elect will serve for one year as president-elect and will become president the next year.

**Article V. Duties of Officers**

1. The **President** will preside over regularly scheduled meetings of the SWO and be in charge of the agenda items. The president will also act as liaison between Nyack College, and The Nyack College Social Work Student body. The President needs to have an overall GPA of 3.0.

2. The **Vice-president** will assist the president in performing his/her duties. He/she will become the president in the event the president is unable to serve his/her full term or is removed from office. The vice-president will preside over meetings in the absence of the president. The Vice-president needs to have an overall GPA of 2.5.

3. The **Secretary** will record the agenda for all meetings and minutes for regularly scheduled meetings. He/She will be responsible for keeping the membership roster for the organization and phone/e-mail list for the organization. The secretary will also send memos to the social work body, run copies and/or send faxes to the SWO members. In the event that the president and vice-president resign, are removed, or leave office, the secretary will preside until an election can be held. The Secretary needs to have an overall GPA of 2.5.

4. The **Recording Treasurer** will file and record all the membership dues and the rest of the SWO funds. The treasurer will give a treasury report on a regular basis each semester. All expenditures made by the SWO members are subject to approval by the whole membership. The Recording Treasurer needs to have an overall GPA of 2.5.

5. The **Collector Treasurer** will collect membership dues. The treasurer may also decide at his/her discretion how SWO funds will be used in crisis situations; for example, flowers at the time of death of a student or staff, death in the immediate family of a student or staff (spouse/parent/child). He/she can only use a limited amount of funds and must report the expenditure to the membership at the next scheduled meeting. The Collector Treasurer needs to have an overall GPA of 2.5.

6. The **Historian** takes photographs and archives SWO history. The Historian needs to have an overall GPA of 2.5.

**Article VI. Committees and Committee Membership**

1. Community Service: The community service committee will provide social work students with an opportunity to meet, interact, and work with diverse populations in our region. Also, this committee provides students with the opportunity to familiarize themselves with a variety of community service agencies and programs. The Department Head and members research and organize at least one volunteer activity with a different population each month.

2. Fundraising: The fundraising committee’s function is to raise funds for the SWO activities and any special Fund. The committee hosts a variety of fundraising activities throughout the year.

3. Professional Development: The professional development committee is committed to fostering the professional growth and development of the SWO members. To achieve this goal the committee organizes guest speakers from the community who share their experiences in a diverse array of fields including, but not limited to, community organization, political activism, social work education, social work practice and social services.

4. Publicity: The publicity committee’s major function is to gather articles and pictures for the bi-annual SWO newsletter. The committee is also in charge of announcing and advertising SWO events.

5. Social: The social committee’s purpose is to provide opportunities for the SWO members to meet each other and interact inside and outside of the organization. The committee strives to organize
events that will be entertaining and successful use of leisure time. Some activities include holiday parties, movie night, and the celebration of important events (birthdays, graduation, end of semester, etc.)
6. Connect: SWO is encouraged to connect with Rockland’s SWO and possibly organize events, such as volunteering together.

**Article VII. Meetings**

1. Meetings shall be held bi-weekly (every 2nd and 4th week of the month) unless otherwise decided by the officers and member of the SWO.
2. Officers, committee chairpersons and representative will meet two days before each meeting.
3. Special meetings may be called by the president; or in his/her absence, by the vice-president; or by a petition to the president signed by 20% of the active membership.

**Article VIII. Dues**

1. Membership dues will be $5 per semester, except summer. Dues will be collected by the treasurer.
2. Dues will be collected by the last Tuesday in November for the Fall semester and the first Tuesday in February for the Spring semester.

**Article IX. Advisor**

1. The organization will have one advisor appointed by the students of the SWO. This person must be a full-time faculty member associated with the Nyack College Social Work Major.
2. The advisor will serve for one academic year or until a successor is chosen.
3. The advisor will advise the organization in the exercise of responsibility, but will have no authority to control the policy or activities of the organization.
4. The advisor will have access to minutes of the organization’s meetings and will meet with the organization’s president on a regular basis throughout the semester.
5. The advisor may be removed from office in the same manner as officers as specified in article X of this Constitution.
6. Provide continuity between outgoing and incoming officers, and advisors.

**Article X. Removal of Officers**

1. Officers may be removed from office for failure to perform the duties of their offices as specified in this constitution.
2. A petition of 20% of the active membership may initiate impeachment proceedings.
3. The petition will be presented at a regular meeting of the SWO and must state specific charges.
4. Once the petition is received, the organization will appoint a committee to investigate the charges. The committee will report its findings to the members at the next regular meeting.
5. The accused officer or advisor will have the opportunity to present a defense after the report of the investigation committee.
6. After a reasonable discussion of the issues, a vote will be taken.
7. A 75% majority is required for the removal of an officer or advisor.
8. Officers removed from office will be replaced in accordance with election procedures specified in this Constitution. The Dean of the College of Nyack College will replace the advisor removed from office.
9. Officers are granted two excused, and one unexcused absence; two unexcused absences are grounds for automatic dismissal.

Article XI: Amendments

1. This Constitution can be amended providing the amendments are presented at a regular or special meeting. Amendments will be voted on at the next regular meeting provided all members have been notified at least five days in advance of the meeting.
2. A 50% majority is required for the passage of any amendment.
3. Amendments should be approved by the Social Work Organization advisor and the Social Work Department head.

Article XII. Ratification

This Constitution will become the operating laws of the Undergraduate Student Social Work Organization of Nyack College following approval by the membership in the manner specified in Article XI of this Constitution.
APPENDIX “D” Disabilities Support Services

POLICY STATEMENT

It is the policy and practice of Nyack College to comply with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and state and local laws regarding students with disabilities. Under these laws, no disabled, but otherwise qualified student shall be denied access to, or participation in services, programs and activities at Nyack College.

Nyack College is committed to the student as a whole person, and believes that each student has infinite value to God. Nyack College desires that all students that we serve realize their full potential and recognize the unique value of others. In this Spirit, we provide reasonable accommodations to students with disabilities to help optimize their learning experience, while encouraging them to develop and maintain independence.

All communications between students and Disabilities Support Services staff are confidential, as is any supporting documentation maintained on file.

Contacts

Rockland Campus
Elona Collins
(845) 675-4440
elona.collins@nyack.edu

NYC Campus
Adelaide Pabon
646-378-6139
Adelaide.pabon@nyack.edu
APPENDIX “E”

THE DEPARTMENT OF SOCIAL WORK

Citation System for Papers


Direct Quotations of Sources (APA Manual, Section 3.34)

Quotations of less than 40 words should be incorporated in the text and enclosed with double quotation marks. Using the “author-date method” of citation, the quotation is followed with a reference to the author, the publication year and the page number. These elements must be enclosed in parentheses, together or separately. A complete reference must appear in the reference list at the end of your paper.

He stated, “The ‘placebo effect,’ disappeared when behaviors were studied in this manner” (Smith, 1982, p.276), but he did not clarify which behaviors were studied.

Smith (1982) found that “the ‘placebo effect,’ which had been verified in previous studies, disappeared when [his own and others’] behaviors were studied in this manner” (p. 276).

When making a quotation of more than 40 words, use a freestanding “block quotation” on a new line, indent five to seven spaces and omit quotation marks.

Smith (1982) found the following:
The “placebo effect,” which had been verified in previous studies, disappeared when behaviors were studied in this manner. Further, the behaviors, were never exhibited [italics added], even when real [sic] drugs were administered. Earlier studies were clearly premature in attributing the results to a placebo effect.) p. 276)

Reference Citations in the Text (APA Manual, sections 3.94 – 3.103)

Whenever using your own words to refer indirectly to another author’s work, you must identify the original source. The “author-date method” of citation is used for this purpose, but without quotations marks. A complete reference must appear in the reference list at the end of your paper. Following are some examples:

One Work by a Single Author

The surname of the author and the year of publication are inserted in the text at the appropriate point. If this information appears as part of the narrative, it need not be cited again:

Smith (1983) compared reaction times

Within a paragraph you need not include the year in subsequent references to a study as long as the study cannot be confused with other studies in the article:
Smith (1983) compared reaction times....Smith also found

One Work by Two or More Authors

When a work has two authors, cite both names every time the reference occurs in the text:

as James and Ryerson (1983) demonstrated
as has been shown (James and Ryerson, 1983)

When a work has more than two and fewer than six authors, cite all authors the first time; in subsequent citations include only the surname of the first author followed by "et al." and the year:

Williams, Jones, Smith, Bradner, and Torrington (19830 found…
Williams et al. (1983) found…(subsequent citations)

Specific Parts of a Source

To cite a specific part of a source, indicate the page, chapter, figure, or table at the appropriate point in the text:

(Czapiewski & Ruby, 1987, p. 10)
(Wilmarth, 1980, chap. 3)

Reference List (APA Manual, Sections 3.104 – 3.117)

A reference list must appear at the end of your paper; all sources that were used in the research and the preparation of your paper must be included. Reference list data must be accurate and should include author, year of publication, title, and publishing data. The list must be in alphabetical order and double-spaced. Indent the first line of each entry five to seven spaces.

NOTE: In the reference list of your paper, you should use underlining for all elements that appear in italics in the following examples.

Book, Single Author


Edited Book


Article or Chapter in an Edited Book


Book Review

Corporate Author


Journal Article

APPENDIX “F”

APPLICATION FORM

NOTES: Students may apply for program admission following completion of approximately 50 credit hours and most prerequisites, on March 1st of the sophomore year. Exceptions can be made only on recommendation by the adviser to the program director, and subsequent approval by the program director.

All New York City applications are to be submitted to Mrs. Percelene MCLain, Division Secretary, Social and Behavioral Science, no later than March 3rd, 2011. Her office is located on the 6th fl, Room 613, and her mailbox is located on the 4th fl.

All Rockland applications are to be submitted to Dr. Carol Awasu, Deputy Department Chair, Associate Professor, no later than March 3rd, 2011. Her office is located at B. Knopp. Dr. Awasu can be contacted at extension 2190.

Attach the following documents to this application form:
- one copy of transcript
- a personal essay (see below for more information)

GENERAL INFORMATION

Name of Student: __________________________________________________________

Local Address: ____________________________________________________________

Permanent Address: _______________________________________________________

Telephone: _______________ _______________
(Home) (Work)

______________
(Cell)

E-mail Address: ____________________________________________________________

Student Number: _________________________

Male: ________ Female: ________

Date of Birth: __________ Age: ________

My Academic Advisor is: ________________________________

Are you an international student? ____Yes ____No
If yes, what country? ___________________________ Type of visa ___________________________

Ethnic Origin (Optional):

This information is requested for recruitment and statistical purposes only.

Ethnic Origin:  _____ African American/  _____ Pacific Islander
                 Other Black (non Hispanic)
                 _____ American Indian/  _____ Puerto Rican
                 Native American  _____ Other Latino/  ___ Hispanic (specify)
                 _____ Asian American  _____ White, non-Hispanic
                 _____ Mexican American  Caucasian
                 _____ Other Groups (specify)

Marital Status:  _____ Married  _____ Single  _____ # of Children

ADMISSION CATEGORY

I will enter as a:

  Junior ___
  External Transfer ____ from ___________ college/university
  Internal Transfer ____ from ___________ major
  Readmit ____
  Visiting student from another college ___

MAJOR PRE-REQUISITES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWK 101</td>
<td>Introduction to Social Work and Social Welfare</td>
<td></td>
</tr>
<tr>
<td>SWK 246</td>
<td>Interpersonal Communication Skills</td>
<td></td>
</tr>
<tr>
<td>SWK 254</td>
<td>Understanding Diverse Populations</td>
<td></td>
</tr>
<tr>
<td>ENG 111</td>
<td>College Writing I</td>
<td></td>
</tr>
<tr>
<td>ENG 112</td>
<td>College Writing II</td>
<td></td>
</tr>
<tr>
<td>PSY 101</td>
<td>General Psychology</td>
<td></td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td></td>
</tr>
<tr>
<td>SCI 216</td>
<td>Human Biology</td>
<td></td>
</tr>
<tr>
<td>POL 215</td>
<td>American Government</td>
<td></td>
</tr>
</tbody>
</table>

Grade Point Average: ___________________________

Anticipated date of graduation: ___________________________

SOCIAL WELFARE/HUMAN SERVICES EXPERIENCE:
Please list all experience, voluntary or paid, that relates to the field of social welfare or human services. Include a description of your responsibilities. (Add additional pages if necessary.)

1. Organization:

___________________________________________________________________

Your position:

___________________________________________________________________

Dates of your experience with this organization:  ____________________________________

Number of hours per week:  _________  Responsibilities:  ______________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

2. Organization:

___________________________________________________________________

Your position:

___________________________________________________________________

Dates of your experience with this organization:  ____________________________________

Number of hours per week:  _________  Responsibilities:  ______________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________
3. Organization: _______________________________________________________________

Your position: _______________________________________________________________

Dates of your experience with this organization: __________________________________

Number of hours per week: _________ Responsibilities: _________________________
_____________________________________________________________________________
_____________________________________________________________________________

PERSONAL ESSAY: Your personal essay should provide us information about:

✓ your understanding of the field of social welfare and the social work profession

✓ your career goals and how they fit into social work

✓ the primary influences that have shaped your career goals

✓ your personal strengths or abilities that may help your functioning as a social worker

✓ those personal weaknesses or liabilities that you feel you need to change to increase your
  potential as a social worker

✓ what you hope to learn by majoring in social work

✓ problems that you expect to encounter during your course of study and how you will
  overcome them.

Please limit your total essay to three double-spaced typed pages.
OPTIONAL INFORMATION:

If there is any additional information about yourself that you would like the Admissions Committee to consider, please specify in the space below. (Additional pages may be added if necessary.)

Have you ever been convicted of a felony?  ____yes  _____no

I certify that the information provided in this application is true and complete to the best of my knowledge.

Signature of Applicant: _______________________________  Date:_______________
Professional Code of Conduct

The mission of the BSSW program focuses on the education and training of students for entry-level generalist practice. There is the expectation that students in the program uphold the core values and ethical standards of the social work profession. These values and ethical principles are identified and discussed in the NASW Code of Ethics. As part of the requirement for entry into the major, a student is asked to read and sign the following code of conduct derived from the Code of Ethics.

1. Social work students are expected to uphold the values, ethics, and standards of the profession (5.01, Code of Ethics).

2. Social work students are expected to treat their peers, faculty, and staff with dignity and respect (2.01A), and avoid unwarranted negative criticism and demeaning comments of these constituencies (2.01B).

3. Social work students should strive to enhance their competence and recognize the need for continuous professional growth (4.01).

4. Social work students should not practice, condone, facilitate or collaborate with any form of discrimination (4.02).

5. Social work student should not participate in, condone, or facilitate any type of dishonest, fraud or deception (4.04).

6. Social work students whose personal problems, psycho social distress, legal problems, substance abuse, or mental health difficulties interfere with their abilities to meet classroom and field practice requirements are expected to take appropriate remedial action (4.05).

7. Social work students should not permit their private conduct to interfere with their classroom and field practice responsibilities (4.03).

8. Social work students engaged in research are expected to protect the confidentiality of human subjects, obtain voluntary informal consent, and inform participants of their right to withdraw from the study (5.02).

Statements of Understanding

Being admitted into the BSSW program requires students to adhere to the professional values, ethics and standards identified in the National Association of Social Workers Code of Ethics. If faculty determines my professional development is less than satisfactory, the program has the responsibility to review my suitability for the social work profession.

I will follow the recent catalogue if recommended by my advisor.

Signature ________________________________ Date ____________
Office Use Only:

Processing

Application reviewed on ____________________________

Date

Approved _______________  Disapproved _______________

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

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

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

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

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

Ethical Principles

The following broad ethical principles are based on social work's core values. These principles set forth ideals to which all social workers should aspire.

**Value: Service**

**Ethical Principle:** Social workers' primary goal is to help people in need and to address social problems.

Social workers elevate service to others above self-interest. Social workers draw on their knowledge, values, and skills to help people in need and to address social problems. Social workers are
encouraged to volunteer some portion of their professional skills with no expectation of significant financial return (pro bono service).

**Value:** Social Justice

**Ethical Principle:** Social workers challenge social injustice.

Social workers pursue social change, particularly with and on behalf of vulnerable and oppressed individuals and groups of people. Social workers' social change efforts are focused primarily on issues of poverty, unemployment, discrimination, and other forms of social injustice. These activities seek to promote sensitivity to and knowledge about oppression and cultural and ethnic diversity. Social workers strive to ensure access to needed information, services, and resources; equality of opportunity; and meaningful participation in decision making for all people.

**Value:** Dignity and Worth of the Person

**Ethical Principle:** Social workers respect the inherent dignity and worth of the person.

Social workers treat each person in a caring and respectful fashion, mindful of individual differences and cultural and ethnic diversity. Social workers promote clients' socially responsible self-determination. Social workers seek to enhance clients' capacity and opportunity to change and to address their own needs. Social workers are cognizant of their dual responsibility to clients and to the broader society. They seek to resolve conflicts between clients' interests and the broader society's interests in a socially responsible manner consistent with the values, ethical principles, and ethical standards of the profession.

**Value:** Importance of Human Relationships

**Ethical Principle:** Social workers recognize the central importance of human relationships.

Social workers understand that relationships between and among people are an important vehicle for change. Social workers engage people as partners in the helping process. Social workers seek to strengthen relationships among people in a purposeful effort to promote, restore, maintain, and enhance the well being of individuals, families, social groups, organizations, and communities.

**Value:** Integrity

**Ethical Principle:** Social workers behave in a trustworthy manner.

Social workers are continually aware of the profession's mission, values, ethical principles, and ethical standards and practice in a manner consistent with them. Social workers act honestly and responsibly and promote ethical practices on the part of the organizations with which they are affiliated.

**Value:** Competence

**Ethical Principle:** Social workers practice within their areas of competence and develop and enhance their professional expertise.
Social workers continually strive to increase their professional knowledge and skills and to apply them in practice. Social workers should aspire to contribute to the knowledge base of the profession.

APPENDIX “H”

Nyack College
SOCIAL WORK DEPARTMENT
FIELD EDUCATION PROGRAM

FIELD INSTRUCTION APPLICATION AND
STUDENT INFORMATION FORM

NOTE: *Applications must be completed and returned to Field Coordinator by the third week in November. Late applicants will be responsible for attaining their own internship placement for Field Experience.

I. Identifying Information

| Name of Student: ______________________ | (Last) | (First) | (Middle) |
| Local Address: ______________________ | (Street/Apt#) | (City) | (Zip code) |
| Telephone: ______________________ | (Home) | (Evening) |
| Email: ______________________ |

| Student Number: ______ | Male: ☐ | Female: ☐ |
| Date of Birth: ___________ | Age: ____ |

II. Learning Goals

1. ____________________________

2. ____________________________

3. ____________________________

III. Client Population/Agency Setting Preferred
1. ___________________________________________________________
2. ___________________________________________________________
3. ___________________________________________________________

IV. What are your preferences as to the kind(s) of people or problems with which you would not be comfortable? Explain why. ____________________________
________________________________________________________________________
________________________________________________________________________

V. Some Factors Affecting Field Instruction Assignment
Before the semester for which you are requesting a field placement you must have completed the following courses, and attained a minimum of a 2.0/ “C,” overall average in completed social work courses:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Yes</th>
<th>Grade</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWK 101</td>
<td>Introduction to Social Work</td>
<td>Yes</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>SWK 246</td>
<td>Interpersonal Communication Skills</td>
<td>Yes</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>SWK 254</td>
<td>Understanding Diverse Populations</td>
<td>Yes</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>SWK 314</td>
<td>Human Behavior in the Social Environment I</td>
<td>Yes</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>SWK 315</td>
<td>Social Welfare Policy and Economic Justice</td>
<td>Yes</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>SWK 316</td>
<td>Principles of Social Work Practice</td>
<td>Yes</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>SWK 354</td>
<td>Human Behavior in the Social Environment II</td>
<td>Yes</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>SWK 356</td>
<td>Social Work Practice 1: Individuals &amp; Families</td>
<td>Yes</td>
<td></td>
<td>No</td>
</tr>
</tbody>
</table>

1. Please list days & times available for placement? (a minimum of 13 hours a week)
________________________________________________________________________

2. Are you fluent in any language other than English? If yes, please specify the language and degree of fluency in reading, writing, speaking
________________________________________________________________________

3. Please note any additional factors that should be taken into consideration in making your field instruction assignment, such as physical disability and/or any special need(s), personal circumstances, relationships, etc.
________________________________________________________________________
4. Do you plan to work the semester you are in field instruction?  Yes____ No ____
   If yes, how many hours per week will you work?
5. State any other factors that you believe should be considered in assigning you to a
   field instruction agency.

VI. Please attach the following to this application:
   1. Three copies of the application.
   2. Sign each copy of the application.
   3. A current resume to each copy of the application.
   4. Attach a current transcript to one copy of the application.

VII. Other: Additional comments you may wish to make:

I have completed this form as accurately as possible and understand that this application will
be used to determine the field instruction placement agency one that best meets my educational
needs. I understand that this information will be shared with potential Field Instructors. I agree
to the release of information from my academic file for the purpose of arranging instruction
placements and evaluating practicum progress.

_________________________         _________________
Signature of Applicant    Date

My Academic Advisor is: __________________________________________

Office Use Only:

VII. Processing
   1. Application reviewed on ________________________________
      Date
      Approved ____________________     Disapproved ____________________

Comments: