



**Pacific University BSW Program Manual  
(updated summer 2016)**



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## **Pacific University's Social Work Program**

### **Origins**

Pacific University began as a school for orphans from the Oregon Trail in 1848 and in 1849 was chartered as a college founded by Congregationalists and modeled after the best schools of New England. Over time, the university has grown into a unique combination of undergraduate and graduate programs in liberal arts and sciences, education, business and health.

Today, Pacific's focus on teaching and learning in a close nurturing environment leads to genuine transformation in students' lives. Distinguished by its inquiry- based curricula and interdisciplinary collaboration, Pacific offers students exceptional opportunities for experiential learning, leadership and civic engagement.

### **Mission**

A diverse and sustainable community dedicated to discovery and excellence in teaching, scholarship and practice, Pacific University inspires students to think, care, create, and pursue justice in our world.

### **Vision 2020**

Pacific University will embrace discovery as an essential characteristic of teaching, learning, scholarship, practice and creative expression. We will achieve excellence and distinction by investing in exceptional people. We will embrace a rich diversity of ideas, peoples and cultures. We will incorporate sustainability into all of our endeavors.

The culture of Pacific fosters warm and supportive relationships that enable the university to provide an extraordinary educational experience. Students, faculty and staff are drawn to Pacific by its welcoming environment, emphasis on public service, and development of graduates who contribute as gifted leaders of the global community.



## **Social Work Program Mission Statement**

The mission of the Social Work Program at Pacific University is to provide students with the knowledge, values, and skills necessary for culturally sensitive generalist social work practice. The BSW curriculum is designed to prepare students to provide services that promote social and economic justice and advance the well-being of individuals, families, groups, organizations, and communities. The BSW program takes place in the context of the broad liberal arts foundation at Pacific University where critical thinking and scientific inquiry are valued and emphasized. Graduates will be prepared to critically examine and address social problems that impact vulnerable and diverse populations facing significant social and economic barriers. The small class sizes at Pacific allow for individualized instruction and mentoring from professors, and our geographic location provides opportunities to explore social work practice in both rural and urban settings.

The website for the social work program at Pacific University is:

[www.pacificu.edu/as/socialwork/index.cfm](http://www.pacificu.edu/as/socialwork/index.cfm)

## **Social Work Program Goals**

**Goal 1:** Prepare professional entry-level generalist social workers who are competent, ethical, conscientious, self-reflective, and operate from a strengths perspective.

**Goal 2:** Provide students with rigorous academic and field based experiences that allow students to integrate theoretical and applied knowledge in order to be competent change agents at the micro, mezzo, and macro levels of practice.

**Goal 3:** Develop new social work knowledge and provide service and leadership to the community.

**Goal 4:** Provide a foundation that prepares students for graduate level social work education *and/or* beginning practice with a commitment to life-long learning and ongoing professional development.

## Claire Angevin Argow 1903-1997



Each year, the Social Work Program awards the Claire Argow scholarship to an outstanding junior in Social Work.

Recent recipients include:

1999-2000	Navina Marks
2000-2001	Cadence Barr
2001-2002	Katharine Hutslar
2002-2003	Ryanne Pilgeram
2003-2004	Hilary Matthews
2004-2005	Carol Cloakey
2005-2006	Daniel Eisen
2006-2007	Ali Moore
2007-2008	Amy Fitzpatrick
2008-2009	Kaitlyn Schovanec
2009-2010	Elizabeth Bair
2010-2011	Elaine Charpentier Philippi
2011-2012	Hillary Kirk
2012-2013	Cindy Simmons
2013-2014	Brenda Tevis
2014-2015	Heidi Oliver
2015-2016	Carmel Davis
2016-2017	Ady Romero

Born in Highland, New York, Claire Angevin was the great-great granddaughter of the first judge in Ulster County, New York. Her parents were Jay Ferris Angevin and Sarah O. Bernard.

Claire is a graduate of Vassar College (BA in 1924). She earned a masters degree in psychiatric social work from Simmons College, Boston (1925) and a law degree from Yale Law School in 1930. She was one of only three women in her class (the first three women to graduate from Yale Law School). She followed this with a certificate from Yale University's School of Alcohol Studies.

She married Walter W. Argow, a criminologist in New York City, Aug. 28, 1935.

During the depression, she was Assistant Director for the Survey of Connecticut Prisons, completing social, psychological and medical profiles on inmates.

She served as coordinator of recreation in Greater New York, a civil defense appointment under Mayor LaGuardia. She worked for the National Society for Prevention of Cruelty in New York City. In 1937 she worked as a counselor at the Warwicke Training School for Boys in New York. She was Executive Director of the New York Society for the Prevention of Crime and Executive Secretary of the Council of Social Agencies, Jacksonville, Fla. (1943-5).

In 1945, she assumed the position of Executive Director of the Oregon Prison Association, a post she held until 1960. She was the only U.S. woman to hold such a position in a state prison association during that period.

One of her first tasks in this position was to conduct a survey of children in Oregon's jails. As director she worked for separate women's prisons, better programs and physical facilities in Oregon's correctional institutions and more enlightened and efficient parole and probation procedures.

She helped establish the Woman's Prison (1951) and Oregon Women's Correctional Institution (1965). The women's wing of Multnomah County's Juvenile Detention Center was named in her honor in 1972.

Claire Argow joined the faculty in the Department of Sociology of Pacific University in 1960 and acted as director of the Upward Bound program from 1966-70.

Argow was also co-sponsor/founder of the Oregon Council Against the Death Penalty. Argow led the successful petition and election drive to abolish the death penalty in 1964. She personally visited seven of the eight men who were executed prior to the death penalty abolition. She gave over 1000 formally requested interviews with Oregon inmates and thousands more informal meetings. The Oregon Journal (May 15, 1960, part 5, p. 2) reports on a situation in the Oregon State Penitentiary when three inmates smuggled in a gun and planned to use Mrs. Argow as a hostage or shield in an escape attempt. However, two of the three backed out and turned themselves in to the warden, when they realized what would happen to them at the hands of other prisoners if Mrs. Argow was injured.

She was a member of numerous governor's committees on parole and probation, a member of the National Probation and Parole Association, the American Correctional Association and the National Jail Association.

Claire Argow died in 1997. Memorial services were held in Old College Hall at Pacific University.

## **Social Work Faculty**

The Social Work Program has a BSW Program Director:

Michelle Pliske, MSW, LCSW  
Assistant Professor of Social Work  
Phone: 503-352-2742  
e-mail: jritter@pacificu.edu

The Social Work Program has a BSW Director of Field Education:

Tiffany Fieken, MSW, LCSW  
Phone: 503-352-3036  
e-mail: dons@pacificu.edu

The social work program also hires adjunct faculty each year to teach specific courses as needed. The Social Work program is housed in the College of Arts and Sciences in the Department of Social Work and Public Health. Jessica Ritter, Ph.D., MSSW, is currently the School Director of the Social Sciences and the Chair of the Social Work and Public Health Department.

### **Affirmative Action Policy (AAP):**

Affirmative action extends past equal employment opportunity through the tracking and evaluating hiring and promotion practices as it relates to minorities and women. While not under the OFCCP's jurisdiction, it is the objective of the Pacific University Bachelors of Social Work (BSW) program to follow the outlined practices of an AAP to continue to strengthen diversity within the university.

## **Social Work Program Advisory Board**

The Social Work Program Advisory Board has eight to twelve members. Members of the Board are practicing social workers in the surrounding community who represent a diverse range of practice settings. A number of the board members are alumni of the social work program at Pacific.

The Social Work Program Advisory Board has two primary purposes:

1. To develop, maintain, and enhance ongoing ties between the social work practice community and Pacific's Social Work Program.



2. To provide opportunities and avenues for students, field supervisors, and social work practitioners to contribute to the Social Work Program's policies and curriculum.

Board members are asked for feedback, suggestions and recommendations in the areas listed below, as well as others identified by the committee:

1. To examine how well students are prepared to meet the needs that exist in the community;
2. To examine the program's expectations for students in field education and the ability of agencies to meet these expectations;
3. To provide feedback on proposed or anticipated changes in the curriculum and/or structure of the program; and
4. To contribute to the development of educational policies regarding student recruitment, admission, advisement, retention and graduation.

Meetings for the Social Work Advisory Board will be scheduled once or twice a year, with additional meetings scheduled as needed.

## **Admission to the Major**

The Social Work Program encourages applications from students of diverse populations and backgrounds.

A complete application to the Social Work Program includes the following components (description of this process and the forms are available on the Pacific Social Work homepage):

1. A complete *Application for Admission* form (see below)
2. Sophomore standing or above
3. Successful (grade of C- or better) completion of SOCWK 201 Principles of Social Work
4. Copy of *Site Supervisor Student Evaluation* for SOCWK 201
5. Signed NASW ethics statement (see below)
6. One letter of reference (form letter provided below)
7. A personal statement (outline provided below)
8. An Entrance Interview

### **Steps in the Application Process**

1. Student contacts the Social Work Program Director to obtain a complete packet of application materials or prints them out from the Social Work homepage.
2. Student fills out and submits the *Application for Admission* packet with all of the supporting documents, including the personal statement and the Site Supervisor Evaluation form from SOCWK 201.
3. Using the reference form included in the packet of application materials, have one letter of reference sent to:

Michelle Pliske, MSW, LCSW  
BSW Program  
Pacific University  
2043 College Way  
Forest Grove, OR 97116

The person you ask to write on your behalf should be able to speak to your academic and/or professional capabilities and your potential as a social work student (e.g, those who have supervised you at work or volunteer work; professors; teachers).

4. Once the completed packet of materials has been submitted, and the letter of reference received, the student will be contacted, via e-mail, to schedule an Entrance Interview.

### **What to expect at the Entrance Interview:**

The purpose of the interview is to discuss the content of your application packet, including your personal statement. You will also be given an opportunity to ask any questions that you may have about the program. The Entrance Interview will be conducted by the BSW Program Director and additional program representatives as determined by the Director.

5. After the application file is complete and the Entrance Interview has been conducted, the Social Work Program Director will send written notification of the admissions decision, or the decision may be provided in-person.

**Notice of Admission:**

You will be sent a written admissions decision within (14) days of your Entrance Interview. Admission decisions are made by the faculty of the BSW Program.

**NOTE:** The Social Work Program does not give academic credit for previous life or work experience.

Admission to the Social Work Program is based upon:

- Academic ability to succeed in the BSW Program;
- Values that are consistent with social work professional values;
- Commitment to improving the quality of life of those facing individual challenges or social problems;
- Concern for issues of social justice and sensitivity toward groups that face significant social and/or economic barriers; and
- Capacity for self-awareness and self-evaluation.

The decision made by the Social Work faculty will clearly state the outcome of the application process. There are three possible decision outcomes:

1. Admission
2. Probationary Admission
3. Denial of Admission

**Admission:**

Upon admission, students will automatically be added to the membership of the Social Work Club. Students admitted to the program will be assigned an advisor from the Social Work Program.

**Probationary Admission:**

In some cases, a student may not meet all of the academic or admissions criteria for the program, but may be admitted conditional to meeting those criteria in a specified timeframe. Probationary Admission is offered at the discretion of the Social Work Program Director and is based upon circumstances that are presented during the application process.

Any student offered probationary admission will be given a written list of issues to be addressed in order to be granted full admission and a date for review of the student's progress.

Students with probationary admission will work with their advisor and the Social Work Program Director to ensure adequate progress toward the goal of full admission. In addition, students will be referred to relevant support services on campus and in the community as appropriate. For example, students may be referred to the Writing Center, Tutoring Center, Counseling Center, Learning Support Services, or the Career Development Center.

### **Denial of Admission:**

Those who are denied admission to the Social Work Program will be informed in writing of the decision. Any student denied admission will be given a written explanation for the denial and will be informed of the appropriate appeals process.

### **Appeals Process**

Students have the right to appeal Social Work Program admissions decisions and academic standing restrictions. A student wishing to appeal an admission or program termination decision, should follow this procedure:

1. The first appeal must be made in writing (e-mail is not acceptable) to the office of the Director of the Social Work Program. The office of the Director will consult with the social work faculty in reviewing the appeal. The Director will respond, in writing, to all appeals within 14 days.
2. If the student is not satisfied with the result of his/her appeal to the Director, the student may appeal in writing (e-mail is not acceptable) to the office of the Chair of the Department of Social Work & Public Health. The Chair of the Department will respond to all appeals, in writing, within 14 days.
3. If the student is not satisfied with the result of his/her appeal to the office of the Chair of the Department, he/she may appeal in writing (e-mail is not acceptable) to the office of the Associate Dean of the Social Sciences. This decision is final.

**Note:** This appeal process exists only for the appeal of Social Work Program decision making. Pacific University students have access to broader appeals processes for issues outside of Social Work or for issues within Social Work that are not related to program decision making.

Who to contact for other issues:

- Concerns about academic issues outside of social work – contact the Associate Dean of the Social Sciences or Associate Dean, Steve Smith (Bates House)

- Concerns regarding other issues within the Social Work program – contact the BSW Program Director or the Chair of the Department of Social Work & Public Health
- Concerns about discrimination – contact Title IX Coordinator, Dr. Mark Ankeny
- Concerns about sexual harassment – contact Title IX Coordinator, Dr. Mark Ankeny
- Concerns about specific course outcomes – contact your advisor, the instructor of the course, or the Standards and Advising Committee.

## **Requirements for the Social Work Major**

Students majoring in Social Work must successfully complete all degree requirements as outlined in the College of Arts and Sciences Catalog. Please see the College Catalog for general requirements for credit hours, college core requirements, minimum grade point average, upper division hours, and residency.

What follows, below, is a discussion of the requirements for the Social Work major.

Pacific's undergraduate students develop the intellectual capabilities and personal qualities that enable them to participate in rewarding careers and to contribute to their communities. Based on a liberal arts foundation, the social work major offers students the opportunity to earn a Bachelor of Social Work degree that gives students a foundational education recognized for exceptional quality. This curriculum has been designed to provide students with an orderly progression from introduction to the profession through knowledge, skill-building, and reinforcement of values and ethics.

**NOTE:** The Social Work Program does not give academic credit for life or previous work experience.

**NOTE:** Students must make a C- or above in all required social work courses or the class must be repeated.

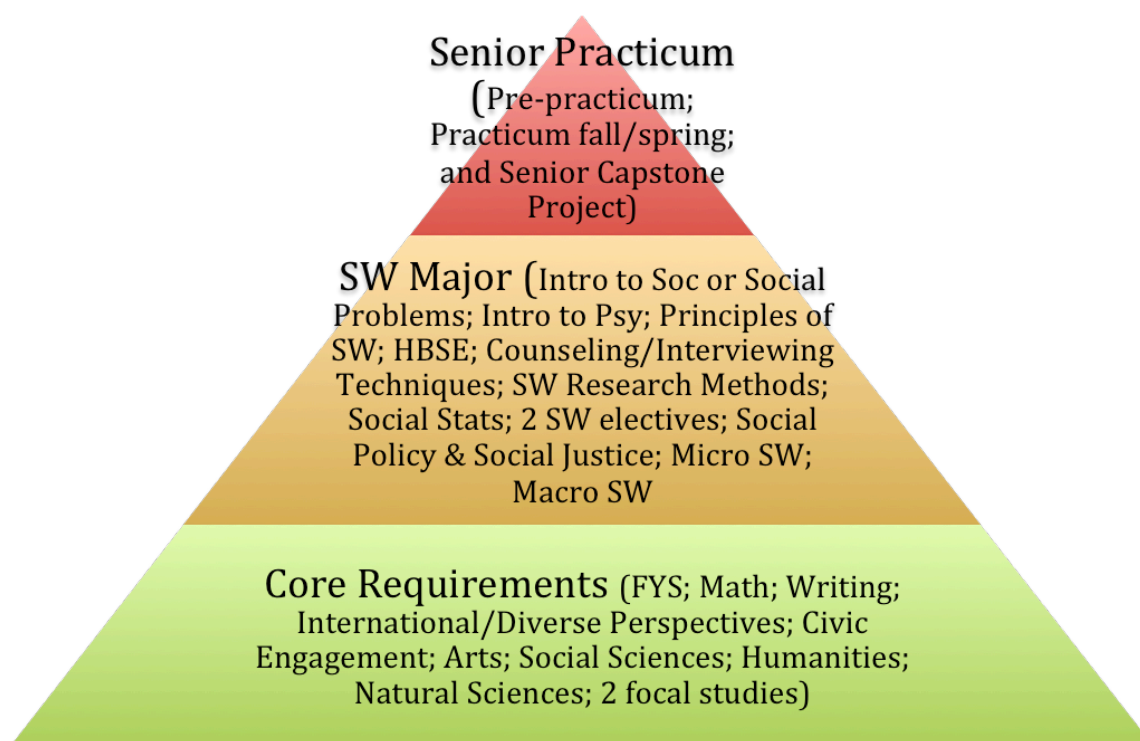
## **Required Courses for the Social Work Major (BSW)**

PSY 150	Introduction to Psychology	Fall/Spring	4 credits
SOC 110 <b>or</b> SOC 120 <b>or</b> SOC 130 <b>or</b> SOC 150	Understanding the Apocalypse <b>or</b> Image, Society, and Identity <b>or</b> Stump the Sociologist <b>or</b> Special Topics	Fall/Spring	4 credits
SOCWK 201	Principles of Social Work (pre-requisite for all social work classes)	Fall	4 credits
SOCWK 320	Human Behavior in the Social Environment	Spring	4 credits
SOCWK 310	Social Work Research Methods	Spring of Junior Year	4 credits

SOCWK 301 <b>or</b> PSY 350 <b>or</b> MATH 207 <b>or</b> SOC 302	Social Statistics <b>or</b> Behavioral Statistics <b>or</b> General Elementary Statistics <b>or</b> Survey Research	Fall/Spring	4 credits
SOCWK 325	Counseling and Interviewing Techniques	Spring	4 credits
SOCWK 300	Micro Social Work Practice	Fall	4 credits
SOCWK 301	Macro Social Work Practice	Spring	4 credits
SOCWK 351	Social Policy & Social Justice	Fall	4 credits
SOCWK 480	Pre-practicum Seminar	Must take Spring of Junior Year	1 credit
SOCWK 481	Practicum (2 semesters); and Senior Capstone Project	Fall & Spring of senior year	12 credits
	<b>Two electives from the following list:</b>		
SOCWK 355	Special Topics in Social Work		
ANTH 101	Introduction to Anthropology		
ANTH 311	Medicine, Body, and Culture		
CJLS 200	Criminal Justice		
DS 204	Working with People with Disabilities		
GSS 200	Intro to Queer Studies		
GSS 201	Intro to Gender & Sexuality		
GSS 217	Gender & Sexuality		
HUM 325	Hispanics in the U.S.		
MT 190	Intro to Music Therapy		
PH 330	Promoting Community Health		
POLS 321	Protest, Dissent, & Social Change		
PSY 202	Health Psychology		
PSY 208	Addictions & Society		
PSY 211	Abnormal Psychology		
PSY 240	Child Development		
PSY 358	Psychology of Ethnic Diversity in the U.S.		
PSY 361	Psychology of Gender		
PSY 445	Children & Violence		
SOC 304	Criminology		
SOC 305	Racism & Ethnicity in Hawaii		
SOC 309	Families		
SOC 312	Social Interaction		
SOC 315	Gender & Sexuality		
SOC 318	Racism & Ethnicity in Hawaii Travel		
SOC 319	Sociology of Medicine		
SOC 321	Sociology of the City		
SOC 333	Drugs & Society		
SOC 347	Global Capitalism		
SOC 360	Critical Race Theory		



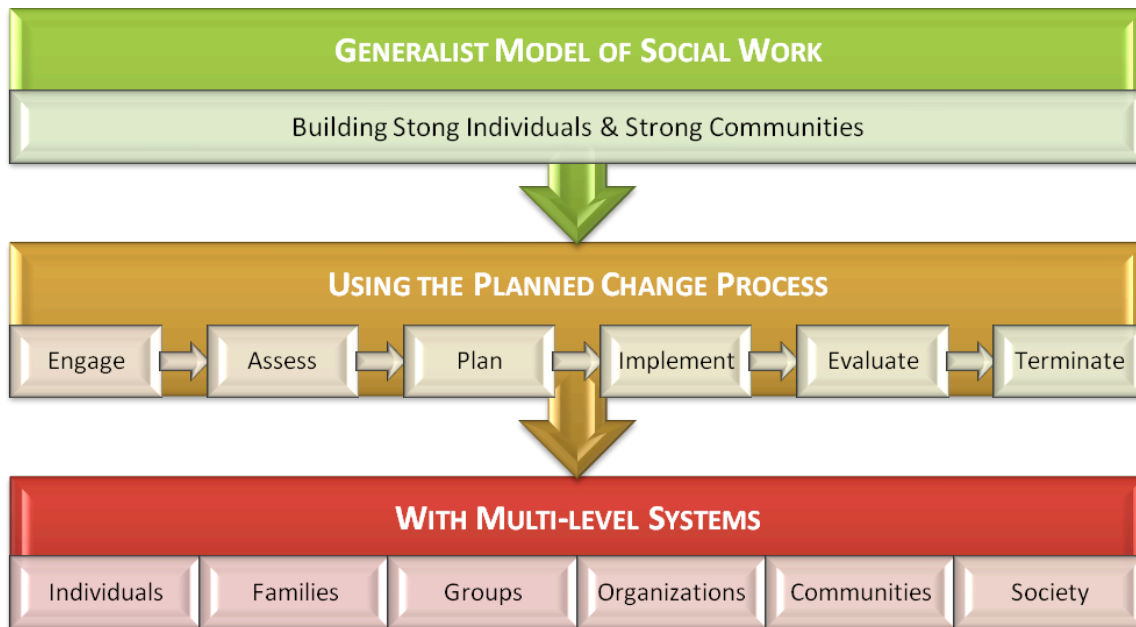
SOC 366	Deviance		
SOCWK 215	Conflict Resolution		
SOCWK 216	Basic Mediation		
	<b>Or—other courses as approved</b>		



Pacific’s definition of Generalist Social Work Practice (see Figure below) contains the following components, which are incorporated within all of our required social work courses:

- a. **Planned change process:** The heart of our definition is the planned change process (guided by a strengths-based perspective) with micro, mezzo, and macro systems. This includes the application of knowledge, skills, and values to a variety of settings, population groups, and problem areas. One of the strengths of our program is preparing students for macro level social work as well as we prepare them for micro and mezzo level social work.
- b. **Ethics and self-awareness:** The conceptualization of social workers as “change agents” who are competent, ethical, and self-aware.
- c. **Person-in-Environment Perspective:** Use of the person-in-environment and systems perspective in order to enhance the well-being and functioning of individuals, families, groups, organizations, and communities in a global context.

- d. **Social and Economic Justice:** A strong focus on human diversity and issues of social and economic justice, and the connection between the two. Courses in social welfare policy and macro social work focus heavily on skill building so that students leave our program with the knowledge, skills, and efficacy needed to put macro-level social change strategies into practice.



## Suggested schedule

Students pursuing a social work major over four years have great deal of flexibility in scheduling. The following outline is intended as a guide and lists only courses for the major in social work. Students must, of course, take courses to fulfill all College and Core requirements (see below).

### Social Work Majors Suggested Schedule

#### Freshman

##### Fall

First Year Seminar (4)  
Sociology 110/120/130  
or 150 (4)  
Humanities (4)  
Foreign Language (102 level) (4)

##### Spring

Math (4)  
Civic Engagement Cornerstone (2 or  
more credits)  
Arts (4)  
Intro to Psychology (4)

#### Sophomore

##### Fall

Writing (Disabilities class recommended) (4)  
Natural Sciences (4)  
Principles of Social Work (4)  
Int'l/diverse Perspectives (2 or more credits)

##### Spring

HBSE (4)  
Counseling & Interviewing (4)  
Social Statistics (4)  
Social work elective (4)

#### Junior

##### Fall

Micro SW (4)  
Social Policy and Social Justice (4)  
Social work elective (4)

##### Spring

Macro SW (4)  
Pre-practicum (1)  
SW Research Methods (4)

#### Senior

##### Fall

Practicum

##### Spring

Practicum (Senior Capstone)

**Note:** Remaining credits are fulfilled by completing two focal studies (10-12 credits each) as well as general electives.

**Note:** 124 Total Credits required to graduate; must maintain 2.0 overall GPA and 2.75 GPA for required social work classes.

**Note:** Students must make a C- or above in all required social work courses, or the class must be repeated.

## **Sample 2-year schedule**

The courses that transfer students need to take in order to complete the social work major in 2 years will depend upon each student's previous coursework. Typically, transfer students will transfer in some lower division course work.

### **Junior Year:**

- Principles of Social Work
- Human Behavior in the Social Environment
- Social Work Research Methods
- Counseling and Interviewing Techniques
- Micro Social Work Practice
- Macro Social Work Practice
- Social Policy & Social Justice
- Pre-Practicum Seminar

### **Senior Year:**

- Two Social Work Electives
- Practicum (2 semesters) (required Senior Capstone Project)

## Checklist for Social Work Majors

Students may use the following checklist to guide their progress through the major:

	<b>Required Courses:</b>	<b>Date Completed:</b>
Psy 150	Introduction to Psychology	
Soc 110/120/130/ or 150	Understanding the Apocalypse <b>or</b> Image, Society, and Identity <b>or</b> Stump the Sociologist <b>or</b> Special Topics	
SOCWK 201	Principles of Social Work	
SOCWK 310	Social Work Research Methods	
Soc 301	Social Statistics	
SOCWK 300	Micro Social Work Practice	
SOCWK 301	Macro Social Work Practice	
SOCWK 320	Human Behavior in the Social Environment	
SOCWK 351	Social Welfare Policy	
SOCWK 325	Counseling and Interviewing Techniques	
SOCWK 480	Pre-Practicum Seminar	
SOCWK 481	Practicum (Fall and Spring) & Senior Capstone Project	
	Two social work electives (list here)	

Pacific University Core Requirements Met: \_\_\_\_\_

GPA in Major: \_\_\_\_\_ (must be 2.75 or above)

## **Maintaining Good Standing**

Social Work students maintain good standing in the major by meeting or exceeding both College and Social Work Program requirements.

### **College Academic Requirements**

Students admitted to the Social Work Program must meet or exceed the academic requirements for the College of Arts and Sciences. Degree requirements and policies are outlined in the College Academic Catalog.

Students maintain satisfactory academic progress with:

1. a cumulative GPA at Pacific University of at least 2.0.
2. 12 hours of coursework credited toward graduation in the previous semester in which they were enrolled as a full-time student.
3. a GPA of at least 2.0 in the previous semester.

Academic progress is reviewed by the Academic Standards Committee at the conclusion of each semester. Students who have not met all standards for satisfactory academic progress in the immediate past semester may be placed on Warning or Probation status, or suspended for one academic year. Financial Aid awarding and athletic eligibility may be affected negatively by a lack of satisfactory academic progress.

#### **Warning**

The first time a full-time student does not meet each of the above three standards s/he typically is placed on academic Warning for the subsequent semester. Students on Warning must meet with their faculty advisors, and perhaps the Associate Dean for Student Academic Affairs, for help getting back on track.

#### **Probation**

Students who have been on Warning and who fail to meet one or more of the three standards in any subsequent semester (or who have a single, egregiously poor semester record) may be put on academic Probation.

Students on academic probation are not in good academic standing and are ineligible to participate in university-sponsored activities, such as intercollegiate athletics, forensics, club sports, student media and other activities as the Dean or Associate Dean for Student Academic Affairs may direct. Academic Probation typically lasts one semester.



**Suspension**

Students who have been on Warning or Probation and fail to meet one or more of the three standards in any subsequent semester (or who have a single, egregiously poor semester record) may be placed on academic suspension. Suspension typically lasts one academic year, and students are not considered to be enrolled in Pacific University.

**Readmission after Suspension**

After the suspension period has ended, students must apply to the Academic Standards Committee for permission to apply for readmission. To gain such permission, a student must present a reasoned and compelling argument (via a formal letter) for being allowed to return to study at Pacific; such an argument might include a record of satisfactory academic work done at another institution during the period of suspension, a record of substantial employment, and a carefully crafted plan for academic improvement. Those who are readmitted after suspension are placed on Probation (see above) for the semester of their return. If a readmitted student subsequently does not meet the university's academic standards and becomes eligible for suspension, the student may be dismissed by the Academic Standards Committee.

**Social Work Program Requirements**

In addition to meeting or exceeding all academic requirements of the College, students admitted to the Social Work Program must meet or exceed the requirements of the Social Work Program.

Satisfactory progress in the major is maintained with:

1. a GPA within the major of 2.75 or higher;
2. completion of all required courses for the major with a grade of C- or better;
3. a record of successful field placements;
4. completion of 440-hour senior practicum;
5. passing grade on Senior Capstone Project;
6. satisfactory academic progress within the College of Arts & Sciences; and
7. adherence to the code of student conduct outlined in the Student Handbook.

**Warning**

Social Work students who are not meeting any of the above standards typically will be placed on Warning. Students on Warning, after meeting with the Social Work Program Director, may be asked to consult with the Associate Dean for Student Academic Affairs.

Students who are on Warning must follow these steps:

1. Meet with the Social Work Program Director and his/her advisor in order to outline a plan, including timeline, to address the problem areas that lead to the Warning. This plan must be in writing and signed by both student and Program Director. This written plan will be kept on file with the Program Director.

2. Meet with their advisor and the Social Work Program Director at regular, specified intervals to assess progress toward resolution.

### **Termination**

Students who have been on Warning and who fail to meet one or more of the four standards in any subsequent semester may be terminated from the Social Work major and Program. Termination will follow the process outlined below.

### **Termination from Field Placement or Practicum**

All graduates of the Social Work Program must complete both (1) required field experiences in relevant courses (Principles of Social Work; Micro Social Work Practice; and Macro Social Work Practice), and (2) the senior year practicum successfully. The Social Work Program will not accept waivers or substitutions for the practicum experience.

#### Grounds for Removal

On very rare occasions, a student is deemed to be unprepared to complete a practicum or field experience. A student may be required to terminate a field placement or practicum if:

1. The student's performance in the classroom and/or field demonstrates that the student show little likelihood of succeeding, either in completing the degree or in professional practice. This may be a matter of academics or skills.
2. The student's attitudes or values are incompatible with the practice of professional social work.
3. The student persists in conduct in the field that endangers clients, the agency, the University, other students, or the student him/herself.
4. The student commits a serious violation of the NASW Code of Ethics.
5. The student is consistently unable to form productive working relationships with clients, field instructors, or other students.
6. The student's personal problems preclude effective social work practice.
7. The student engages in serious academic dishonesty as outlined by the Academic Integrity Guidelines in the University Student Handbook.

In such instances, the Director of Field Education will meet with the student and inform him/her of the areas of concern. The student may then be placed on Warning status.

#### Removal from a Field Placement Prior to Practicum

Students who are **removed from a Field Placement prior to Practicum** must follow these steps:

1. Meet with the Director of Field Education to outline a plan, including timeline, to address the problem areas that lead to removal from the field. This plan must be in writing and signed by both student and Field Director. This written plan will be kept on file with the Field Director.
2. Meet with the Director of Field Education at regular, specified intervals to assess progress toward resolution.
3. Obtain a written re-admission to the field from the Director of Field Education.

Students who are unable to resolve issues to the satisfaction of the Director of Field Education will be terminated from the Social Work Program. Students may appeal the decision of the Director of Field Education through the appeals process outlined below.

#### Removal from Senior Practicum

Students who are **removed from a Senior Year Practicum placement** must follow these steps:

1. Meet with the Director of Field Education to determine if the problems that led to removal from the field can be resolved. If the problems do not appear amenable to satisfactory resolution, the student will be terminated from the Social Work Program and major (please see below).
2. If the problems leading to removal from the Practicum appear amenable to resolution, the student and the Director of Field Education will develop a written plan, including timeline, to address the problems. This plan must be in writing and signed by both the student and Field Director. This written plan will be kept on file with the Field Director.
3. Based upon the established timeline for readmission to the field and the student's progress in meeting that timeline, an evaluation of the student's potential completion/graduation date will be made. The student and the Director of Field Education will make this determination in agreement with the Social Work Program Director.

4. The student will meet with the Director of Field Education at regular, specified intervals to assess progress toward resolution.
5. The student must obtain a written re-admission to the field from the Director of Field Education before returning to a practicum placement.

Students who are unable to resolve issues to the satisfaction of the Director of Field Education will be terminated from the Social Work Program. Students may appeal the decision of the Director of Field Education through the appeals process outlined below

### **Termination from Social Work Program**

A student who fails to maintain good standing within the major (as outlined above) may be removed from the Social Work program and major.

If a student is terminated from the Social Work major and Program, the student's advisor within the Social Work Program will work with the student and the office of the Associate Dean for Student Academic Affairs to find a suitable major for the student outside of Social Work.

Students may appeal a termination decision through the appeals process outlined below.

### **Appeals Process**

Students have the right to appeal Social Work Program decisions and restrictions. A student wishing to appeal a field or program termination decision, should follow this procedure:

1. The first appeal must be made in writing (e-mail is not acceptable) to the office of the Director of the Social Work Program. The office of the Director will consult with the social work faculty in reviewing the appeal. The Director will respond, in writing, to all appeals within 14 days.
2. If the student is not satisfied with the result of his/her appeal to the Director, the student may appeal in writing (e-mail is not acceptable) to the Associate Dean of Social Sciences. The Associate Dean will respond to all appeals, in writing, within 14 days.
3. If the student is not satisfied with the result of his/her appeal to the Associate Dean of the College of Social Sciences, he/she may appeal in writing (e-mail is not acceptable) to the office of the Dean of the College of Arts and Sciences. The decision of the office of the Dean is final.

Note: This appeal process exists only for the appeal of Social Work Program decision making. Pacific University students have access to broader appeals processes for issues

outside of Social Work or for issues within Social Work that are not related to program decision making.

## **Field Education**

It is the belief of the Social Work Program that field education, which takes place in an approved social service agency, is an integral component of student's learning experience. Therefore, multiple opportunities are required for students to engage in field education. These opportunities range from the initial social service field component of the Principles of Social Work Practice course (30 hours) to two additional field experiences during the micro (40 hours) and macro (25 hours) practice courses. Field Education culminates in a 440-hour Senior Practicum. The Practicum is an educationally directed field based learning opportunity. It has been well established that this type of experience is crucial to successful social work education. This intensive experience is designed to integrate theory, skills, values and ethics under the guidance of both a field instructor and a university based faculty liaison. The Practicum is more fully discussed in the BSW Field Manual available through the Director of Field Education and on the Social Work homepage.

## **Information for Transfer Students**

Pacific's Social Work Program welcomes transfer students. We appreciate the diversity of experience and perspective that transfer students bring to the program and the classroom.

We are committed to making your transition to Pacific as smooth as possible. The courses that transfer students need to take in order to complete the social work major will depend upon each student's previous coursework and the length of time the student has prior to graduation from Pacific. Typically, transfer students will transfer in some lower division course work. Please see the sample 2-year schedule provided in this Program Handbook.

Transfer students will need to apply to the Social Work Program following the procedure outlined in this handbook.

Transfer students should be aware that Pacific's Social Work Program does not give academic credit for life or previous work experience.

## **Transferring Credits to Pacific**

Many students transfer in credits for non-social work courses, required to fulfill the liberal arts requirements of the College. The office of the Registrar will make decisions about transfer equivalencies. Transcripts are formally evaluated after a student has

applied and been admitted to Pacific. Preliminary transfer credit evaluations are available upon request.

Pacific accepts the AAOT and has articulation agreements with most of the community colleges in Oregon. You can contact the Transfer Coordinator (1-800-677-6712) for more specifics about how your classes will transfer.

## **Transferring Credits to the Social Work Program**

All social work courses with a grade of C+ or better from social work programs accredited by the Council on Social Work Education will be applied to the major. In order to receive transfer credit for a social work course taken at a non-accredited Social Work Program, the course must be completed with a C+ or better and be reviewed and approved by Pacific's Social Work Program Director.

Transfer credit will not be granted for the Social Work Practicum, Practicum Seminar or Pre-Practicum Seminar. The requirements of the Practicum experience must be completed at Pacific University.

Academic credit for life experience and previous work experience will not be given in lieu of the Practicum experience or any of the courses required for the major.

## **Office of Transfer Services**

The Office of Transfer Student Services (OTSS) is committed to serving transfer students by helping them prepare for rewarding academic experiences, assisting them as they transition to Pacific University, and promoting their progress toward graduation.

As an advocate and representative for transfer students OTSS takes an active roll in enrollment support and in the communication of transfer student issues to both internal and external constituencies. OTS is located in Clark Hall. E-mail: [transfers@pacificu.edu](mailto:transfers@pacificu.edu)



## **Student Participation**

Social Work students are expected to be active members of the Pacific University community. There are a variety of avenues for student involvement both within the Department and outside the Department.

### **Student Involvement within the Department:**

#### **Social Work Program Advisory Board**

The Social Work Program Advisory Committee has eight to ten members. For more information on the role of the Social Work Advisory Board, please see that section in this handbook. Students interested in serving on the Advisory Board should contact the Social Work Program Director.

#### **Social Work Club**

All students admitted to the Social Work Program become members of the Social Work Club. Faculty Advisor to the Social Work Club: Jessica Ritter

#### **Social Work Program Assistant**

Typically, the Social Work Program has one student Program Assistant each year. This is a work study position. The Program Assistant is responsible for holding regular office hours, meeting with faculty from the Department of Social Work & Public Health, and for doing administrative work as assigned by the faculty of the Social Work Program. Students interested in this position should contact a faculty member in the Social Work Program.

#### **Social Work Research Assistant**

Advanced Social Work students with excellent academic records and an interest in advanced research have the opportunity to work with a faculty member in the Social Work Program as Research Assistants on ongoing, professional research projects. These positions are offered at the discretion of the individual faculty members of the Social Work Program and can be offered as either work study positions or for academic credit.

#### **Search Committees**

Social Work students sit on search committees when faculty members are hired into the Department of Social Work and Public Health. These are short-term, but time-intensive positions. Membership on a search committee is at the invitation of the Chair of the Department and subject to the approval of the College of Arts and Sciences Council (CASC).

## **Student Involvement outside the Department**

### **NASW**

Upon acceptance into the Social Work Program and major, students will be encouraged to become a member of the National Association of Social Workers.

### **National/Regional Organizations**

There are a wide variety of social work organizations regionally and nationally. Some are designed to provide support and networking for social workers from particular ethnic traditions or those with particular interest areas. Please see the resources section below for more information on many of these organizations.

### **Campus Organizations**

There are numerous opportunities for Social Work students to get involved and gain valuable experience on campus. Students are encouraged to explore the offerings of the Center for Civic Engagement on campus, and to become involved in other student groups or clubs. Consult BoxerBriefs, PUNN and Pacific's website for up-to-date information on campus activities.

### **Community Organizations and Agencies**

Social work students are encouraged to build their field experience and exposure to different populations by volunteering with area organizations and agencies. The Career Development Center and the Center for Civic Engagement can assist you in locating appropriate volunteer or service learning opportunities.

## **Background Checks**

All social work students are required to complete three field experiences and a practicum. Many of the agencies utilized for these experiences require a background check, which includes a criminal history.

Any student with concerns or questions about successfully completing a background check or criminal history should speak with the Social Work Program Field Director.

## **Beyond Pacific University**

Students graduating from the Social Work Program are encouraged to maintain their memberships in national and regional professional social work organizations. Please see the section on online resources, below, for information on many such organizations.

Graduates of Pacific's BSW Program have been successful in gaining admission to competitive graduate programs in Social Work across the nation. Graduates who do not want to pursue social work education at the masters or PhD level have been successful at obtaining entry-level social services positions.

### **Graduate Study**

Graduates who wish to work as professional social workers in the field are encouraged to consider pursuing social work education at the master's level or beyond. In the United States today, most professional social workers have a master's degree or its equivalent.

Students interested in attending graduate school are encouraged to start looking for graduate schools during their junior year at Pacific. Pacific's Career Development Center can help with this process as can the faculty of the Social Work Program. Tell your professors that you intend to apply to graduate school so that they can advise you appropriately.

The strongest applicants to graduate school are able to demonstrate the following:

- Excellent undergraduate preparation as demonstrated by your grades, performance in your required fieldwork and senior practicum, and faculty letters of recommendation.
- Commitment to social work as demonstrated by your understanding of the field and your experiences in field placements (as part of your college education and as a volunteer).
- Oral and written communication skills as demonstrated through your application materials (e.g., personal statement), your grades, and your senior capstone.
- Critical thinking skills and broad liberal arts education as demonstrated by your course preparation, transcript, application essay, and letters of recommendation.
- Skills and potential as a student and researcher of social work as demonstrated through your education in research methods and your senior capstone experience.
- An adherence to the NASW Code of Ethics as demonstrated by your actions, field supervisor evaluations, and faculty letters of recommendation.

### **Employment**

Students who decide not to apply for graduate study, or to delay that process, are encouraged to visit Pacific's Career Development Center early in the senior year. Students should also take advantage of programs sponsored throughout the year to assist in preparing resumes, interviewing, and in finding appropriate positions. These opportunities exist both through the Career Development Center and through the Social Work Program. Additionally, students often benefit from both formal and informal advising with Social Work faculty members.

There are a number of programs that are popular with graduates such as Americorps VISTA and the Peace Corps, which enable recent grads to get some valuable work experience, provide service, and enable grads to earn education awards (to pay off student loans or apply to graduate school expenses).

Social Work students are encouraged to be thinking about their possible future careers when selecting their field work and Practicum sites. These experiences can be helpful in assisting students to determine what fields of practice are most rewarding and they provide networking opportunities.

When going out on the job market, you will notice that some jobs require an earned MSW, some require licensure, and others will hire at the BSW level. Those requiring a MSW are typically compensated at higher rates than jobs requiring only the BSW.

## **Licensure in Oregon**

In Oregon, some social workers are required to be licensed by the state of Oregon. For more information, please visit the website of the Oregon Board of Licensed Social Workers: <http://www.oregon.gov/BLSW/Pages/index.aspx>

There are currently 3 levels of licensure for social workers in Oregon:

1. Mandatory license for those who practice clinical social work (CSWA and LCSW)
2. Voluntary license for non-clinical MSWs (LMSW); however, you can only call yourself a "social worker" if you are licensed since this is a protected title.
3. Voluntary license for BSWs (RBSW); however, you can only call yourself a "social worker" if you are registered since this is a protected title.

The requirements for obtaining these licenses varies, so please consult the website, but it typically consists of filling out an application, paying a fee, passing an exam, a criminal background check, and continuing education (CE) requirements.

**Important Note:** Anyone using the title "social worker" in Oregon must hold one of the four licenses offered by the Board: RBSW, LMSW, CSWA, or LCSW.

## Online Resources for Social Work Students

Council on Social Work Education	<a href="http://www.cswe.org">www.cswe.org</a>
National Association of Social Workers	<a href="http://www.socialworkers.org">www.socialworkers.org</a>
Oregon Board Licensed Social Workers	<a href="http://www.oregon.gov/BLSW/Pages/index.aspx">www.oregon.gov/BLSW/Pages/index.aspx</a>
Society for Social Work and Research	<a href="http://www.sswr.org">www.sswr.org</a>
International Association of Schools of Social Work	<a href="http://www.iasw-aiets.org">www.iasw-aiets.org</a>
Asian Social Workers Network	<a href="http://www.aswn.org">www.aswn.org</a>
Latino Social Workers Organization	<a href="http://www.lsw.org">www.lsw.org</a>
National Association of Black Social Workers	<a href="http://www.nabsw.org">www.nabsw.org</a>
National Association of Puerto Rican/Hispanic Social Workers	<a href="http://www.naprhsw.org">www.naprhsw.org</a>
North American Association of Christians in Social Work	<a href="http://www.nacsw.org">www.nacsw.org</a>
Association for Community Organization and Social Administration	<a href="http://www.acosa.org">www.acosa.org</a>
Association for Gerontology Education in Social Work	<a href="http://www.agesocialwork.org">www.agesocialwork.org</a>
Association for the Advancement of Social Work with Groups	<a href="http://www.aaswg.org">www.aaswg.org</a>
Association on Oncology Social Work	<a href="http://www.aosw.org">www.aosw.org</a>
Institute for Geriatric Social Work	<a href="http://www.bu.edu/igsw/">www.bu.edu/igsw/</a>
National Center for Gerontological Social Work	<a href="http://depts.washington.edu/geroctr">http://depts.washington.edu/geroctr</a>
School Social Work Association of America	<a href="http://www.sswaa.org">www.sswaa.org</a>
The New Social Worker Online	<a href="http://www.socialworker.com">www.socialworker.com</a>
Help Starts Here	<a href="http://www.helpstartshere.org">www.helpstartshere.org</a>
Social Welfare Action Alliance	<a href="http://www.socialwelfareactionalliance.org">www.socialwelfareactionalliance.org</a>

# **Code of Ethics of the National Association of Social Workers**

Approved by the 1996 NASW Delegate Assembly and revised by the 2008 NASW Delegate Assembly

## **Preamble**

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.

## **Purpose of the NASW Code of Ethics**

Professional ethics are at the core of social work. The profession has an obligation to articulate its basic values, ethical principles, and ethical standards. The NASW Code of Ethics sets forth these values, principles, and standards to guide social workers' conduct. The Code is relevant to all social workers and social work students, regardless of their professional functions, the settings in which they work, or the populations they serve.

The NASW Code of Ethics serves six purposes:

1. The Code identifies core values on which social work's mission is based.
2. The Code summarizes broad ethical principles that reflect the profession's core values and establishes a set of specific ethical standards that should be used to guide social work practice.
3. The Code is designed to help social workers identify relevant considerations when professional obligations conflict or ethical uncertainties arise.
4. The Code provides ethical standards to which the general public can hold the social work profession accountable.
5. The Code socializes practitioners new to the field to social work's mission, values, ethical principles, and ethical standards.
6. The Code articulates standards that the social work profession itself can use to assess whether social workers have engaged in unethical conduct. NASW has formal procedures to adjudicate ethics complaints filed against its members.\* In subscribing to this Code, social workers are required to cooperate in its implementation, participate in NASW adjudication proceedings, and abide by any NASW disciplinary rulings or sanctions based on it.

\*For information on NASW adjudication procedures, see NASW Procedures for the Adjudication of Grievances.

The Code offers a set of values, principles, and standards to guide decision making and conduct when ethical issues arise. It does not provide a set of rules that prescribe how social workers should act in all situations. Specific applications of the Code must take into account the context in which it is being considered and the possibility of conflicts among the Code's values, principles, and standards. Ethical responsibilities flow from all human relationships, from the personal and familial to the social and professional.

Further, the NASW Code of Ethics does not specify which values, principles, and standards are most important and ought to outweigh others in instances when they conflict. Reasonable differences of opinion can and do exist among social workers with respect to the ways in which values, ethical principles, and ethical standards should be rank ordered when they conflict. Ethical decision making in a given situation must apply the informed judgment of the individual social worker and should also consider how the issues would be judged in a peer review process where the ethical standards of the profession would be applied.

Ethical decision making is a process. There are many instances in social work where simple answers are not available to resolve complex ethical issues. Social workers should take into consideration all the values, principles, and standards in this Code that are relevant to any situation in which ethical judgment is warranted. Social workers' decisions and actions should be consistent with the spirit as well as the letter of this Code.

In addition to this Code, there are many other sources of information about ethical thinking that may be useful. Social workers should consider ethical theory and principles generally, social work theory and research, laws, regulations, agency policies, and other relevant codes of ethics, recognizing that among codes of ethics social workers should consider the NASW Code of Ethics as their primary source. Social workers also should be aware of the impact on ethical decision making of their clients' and their own personal values and cultural and religious beliefs and practices. They should be aware of any conflicts between personal and professional values and deal with them responsibly. For additional guidance social workers should consult the relevant literature on professional ethics and ethical decision making and seek appropriate consultation when faced with ethical dilemmas. This may involve consultation with an agency-based or social work organization's ethics committee, a regulatory body, knowledgeable colleagues, supervisors, or legal counsel.

Instances may arise when social workers' ethical obligations conflict with agency policies or relevant laws or regulations. When such conflicts occur, social workers must make a responsible effort to resolve the conflict in a manner that is consistent with the values, principles, and standards expressed in this Code. If a reasonable resolution of the conflict does not appear possible, social workers should seek proper consultation before making a decision.

The NASW Code of Ethics is to be used by NASW and by individuals, agencies, organizations, and bodies (such as licensing and regulatory boards, professional liability insurance providers, courts of law, agency boards of directors, government agencies, and other professional groups) that choose to adopt it or use it as a frame of reference. Violation of standards in this Code does not automatically imply legal liability or violation of the law. Such determination can only be made in the context of legal and judicial proceedings. Alleged violations of the Code would be subject to a peer review process. Such processes are generally separate from legal or administrative procedures and insulated from legal review or proceedings to allow the profession to counsel and discipline its own members.

A code of ethics cannot guarantee ethical behavior. Moreover, a code of ethics cannot resolve all ethical issues or disputes or capture the richness and complexity involved in striving to make responsible choices within a moral community. Rather, a code of ethics sets forth values, ethical principles, and ethical standards to which professionals aspire and by which their actions can be judged. Social workers' ethical behavior should result from their personal commitment to engage in ethical practice. The NASW Code of Ethics reflects the commitment of all social workers to uphold the profession's values and to act



ethically. Principles and standards must be applied by individuals of good character who discern moral questions and, in good faith, seek to make reliable ethical judgments.

## Ethical Principles

The following broad ethical principles are based on social work's core values of service, social justice, dignity and worth of the person, importance of human relationships, integrity, and competence. 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.

## Ethical Standards

The following ethical standards are relevant to the professional activities of all social workers. These standards concern: (1) social workers' ethical responsibilities to clients, (2) social workers' ethical responsibilities to colleagues, (3) social workers' ethical responsibilities in practice settings, (4) social workers' ethical responsibilities as professionals, (5) social workers' ethical responsibilities to the social work profession, and (6) social workers' ethical responsibilities to the broader society.

Some of the standards that follow are enforceable guidelines for professional conduct, and some are aspirational. The extent to which each standard is enforceable is a matter of professional judgment to be exercised by those responsible for reviewing alleged violations of ethical standards.

### 1. Social Workers' Ethical Responsibilities to Clients

#### 1.01 Commitment to Clients

Social workers' primary responsibility is to promote the well-being of clients. In general, clients' interests are primary. However, social workers' responsibility to the larger society or specific legal obligations may on limited occasions supersede the loyalty owed clients, and clients should be so advised. (Examples include when a social worker is required by law to report that a client has abused a child or has threatened to harm self or others.)

#### 1.02 Self-Determination

Social workers respect and promote the right of clients to self-determination and assist clients in their efforts to identify and clarify their goals. Social workers may limit clients' right to self-determination when, in the social workers' professional judgment, clients' actions or potential actions pose a serious, foreseeable, and imminent risk to themselves or others.

### **1.03 Informed Consent**

(a) Social workers should provide services to clients only in the context of a professional relationship based, when appropriate, on valid informed consent. Social workers should use clear and understandable language to inform clients of the purpose of the services, risks related to the services, limits to services because of the requirements of a third-party payer, relevant costs, reasonable alternatives, clients' right to refuse or withdraw consent, and the time frame covered by the consent. Social workers should provide clients with an opportunity to ask questions.

(b) In instances when clients are not literate or have difficulty understanding the primary language used in the practice setting, social workers should take steps to ensure clients' comprehension. This may include providing clients with a detailed verbal explanation or arranging for a qualified interpreter or translator whenever possible.

(c) In instances when clients lack the capacity to provide informed consent, social workers should protect clients' interests by seeking permission from an appropriate third party, informing clients consistent with the clients' level of understanding. In such instances social workers should seek to ensure that the third party acts in a manner consistent with clients' wishes and interests. Social workers should take reasonable steps to enhance such clients' ability to give informed consent.

(d) In instances when clients are receiving services involuntarily, social workers should provide information about the nature and extent of services and about the extent of clients' right to refuse service.

(e) Social workers who provide services via electronic media (such as computer, telephone, radio, and television) should inform recipients of the limitations and risks associated with such services.

(f) Social workers should obtain clients' informed consent before audiotaping or videotaping clients or permitting observation of services to clients by a third party.

### **1.04 Competence**

(a) Social workers should provide services and represent themselves as competent only within the boundaries of their education, training, license, certification, consultation received, supervised experience, or other relevant professional experience.

(b) Social workers should provide services in substantive areas or use intervention techniques or approaches that are new to them only after engaging in appropriate study, training, consultation, and supervision from people who are competent in those interventions or techniques.

(c) When generally recognized standards do not exist with respect to an emerging area of practice, social workers should exercise careful judgment and take responsible steps

(including appropriate education, research, training, consultation, and supervision) to ensure the competence of their work and to protect clients from harm.

### **1.05 Cultural Competence and Social Diversity**

(a) Social workers should understand culture and its function in human behavior and society, recognizing the strengths that exist in all cultures.

(b) Social workers should have a knowledge base of their clients' cultures and be able to demonstrate competence in the provision of services that are sensitive to clients' cultures and to differences among people and cultural groups.

(c) Social workers should obtain education about and seek to understand the nature of social diversity and oppression with respect to race, ethnicity, national origin, color, sex, sexual orientation, age, marital status, political belief, religion, and mental or physical disability.

### **1.06 Conflicts of Interest**

(a) Social workers should be alert to and avoid conflicts of interest that interfere with the exercise of professional discretion and impartial judgment. Social workers should inform clients when a real or potential conflict of interest arises and take reasonable steps to resolve the issue in a manner that makes the clients' interests primary and protects clients' interests to the greatest extent possible. In some cases, protecting clients' interests may require termination of the professional relationship with proper referral of the client.

(b) Social workers should not take unfair advantage of any professional relationship or exploit others to further their personal, religious, political, or business interests.

(c) Social workers should not engage in dual or multiple relationships with clients or former clients in which there is a risk of exploitation or potential harm to the client. In instances when dual or multiple relationships are unavoidable, social workers should take steps to protect clients and are responsible for setting clear, appropriate, and culturally sensitive boundaries. (Dual or multiple relationships occur when social workers relate to clients in more than one relationship, whether professional, social, or business. Dual or multiple relationships can occur simultaneously or consecutively.)

(d) When social workers provide services to two or more people who have a relationship with each other (for example, couples, family members), social workers should clarify with all parties which individuals will be considered clients and the nature of social workers' professional obligations to the various individuals who are receiving services. Social workers who anticipate a conflict of interest among the individuals receiving services or who anticipate having to perform in potentially conflicting roles (for example, when a social worker is asked to testify in a child custody dispute or divorce proceedings involving clients) should clarify their role with the parties involved and take appropriate action to minimize any conflict of interest.

### **1.07 Privacy and Confidentiality**

- (a) Social workers should respect clients' right to privacy. Social workers should not solicit private information from clients unless it is essential to providing services or conducting social work evaluation or research. Once private information is shared, standards of confidentiality apply.
- (b) Social workers may disclose confidential information when appropriate with valid consent from a client or a person legally authorized to consent on behalf of a client.
- (c) Social workers should protect the confidentiality of all information obtained in the course of professional service, except for compelling professional reasons. The general expectation that social workers will keep information confidential does not apply when disclosure is necessary to prevent serious, foreseeable, and imminent harm to a client or other identifiable person. In all instances, social workers should disclose the least amount of confidential information necessary to achieve the desired purpose; only information that is directly relevant to the purpose for which the disclosure is made should be revealed.
- (d) Social workers should inform clients, to the extent possible, about the disclosure of confidential information and the potential consequences, when feasible before the disclosure is made. This applies whether social workers disclose confidential information on the basis of a legal requirement or client consent.
- (e) Social workers should discuss with clients and other interested parties the nature of confidentiality and limitations of clients' right to confidentiality. Social workers should review with clients circumstances where confidential information may be requested and where disclosure of confidential information may be legally required. This discussion should occur as soon as possible in the social worker-client relationship and as needed throughout the course of the relationship.
- (f) When social workers provide counseling services to families, couples, or groups, social workers should seek agreement among the parties involved concerning each individual's right to confidentiality and obligation to preserve the confidentiality of information shared by others. Social workers should inform participants in family, couples, or group counseling that social workers cannot guarantee that all participants will honor such agreements.
- (g) Social workers should inform clients involved in family, couples, marital, or group counseling of the social worker's, employer's, and agency's policy concerning the social worker's disclosure of confidential information among the parties involved in the counseling.
- (h) Social workers should not disclose confidential information to third-party payers unless clients have authorized such disclosure.

- (i) Social workers should not discuss confidential information in any setting unless privacy can be ensured. Social workers should not discuss confidential information in public or semipublic areas such as hallways, waiting rooms, elevators, and restaurants.
- (j) Social workers should protect the confidentiality of clients during legal proceedings to the extent permitted by law. When a court of law or other legally authorized body orders social workers to disclose confidential or privileged information without a client's consent and such disclosure could cause harm to the client, social workers should request that the court withdraw the order or limit the order as narrowly as possible or maintain the records under seal, unavailable for public inspection.
- (k) Social workers should protect the confidentiality of clients when responding to requests from members of the media.
- (l) Social workers should protect the confidentiality of clients' written and electronic records and other sensitive information. Social workers should take reasonable steps to ensure that clients' records are stored in a secure location and that clients' records are not available to others who are not authorized to have access.
- (m) Social workers should take precautions to ensure and maintain the confidentiality of information transmitted to other parties through the use of computers, electronic mail, facsimile machines, telephones and telephone answering machines, and other electronic or computer technology. Disclosure of identifying information should be avoided whenever possible.
- (n) Social workers should transfer or dispose of clients' records in a manner that protects clients' confidentiality and is consistent with state statutes governing records and social work licensure.
- (o) Social workers should take reasonable precautions to protect client confidentiality in the event of the social worker's termination of practice, incapacitation, or death.
- (p) Social workers should not disclose identifying information when discussing clients for teaching or training purposes unless the client has consented to disclosure of confidential information.
- (q) Social workers should not disclose identifying information when discussing clients with consultants unless the client has consented to disclosure of confidential information or there is a compelling need for such disclosure.
- (r) Social workers should protect the confidentiality of deceased clients consistent with the preceding standards.

### **1.08 Access to Records**

- (a) Social workers should provide clients with reasonable access to records concerning the clients. Social workers who are concerned that clients' access to their records could

cause serious misunderstanding or harm to the client should provide assistance in interpreting the records and consultation with the client regarding the records. Social workers should limit clients' access to their records, or portions of their records, only in exceptional circumstances when there is compelling evidence that such access would cause serious harm to the client. Both clients' requests and the rationale for withholding some or all of the record should be documented in clients' files.

(b) When providing clients with access to their records, social workers should take steps to protect the confidentiality of other individuals identified or discussed in such records.

### **1.09 Sexual Relationships**

(a) Social workers should under no circumstances engage in sexual activities or sexual contact with current clients, whether such contact is consensual or forced.

(b) Social workers should not engage in sexual activities or sexual contact with clients' relatives or other individuals with whom clients maintain a close personal relationship when there is a risk of exploitation or potential harm to the client. Sexual activity or sexual contact with clients' relatives or other individuals with whom clients maintain a personal relationship has the potential to be harmful to the client and may make it difficult for the social worker and client to maintain appropriate professional boundaries. Social workers--not their clients, their clients' relatives, or other individuals with whom the client maintains a personal relationship--assume the full burden for setting clear, appropriate, and culturally sensitive boundaries.

(c) Social workers should not engage in sexual activities or sexual contact with former clients because of the potential for harm to the client. If social workers engage in conduct contrary to this prohibition or claim that an exception to this prohibition is warranted because of extraordinary circumstances, it is social workers--not their clients--who assume the full burden of demonstrating that the former client has not been exploited, coerced, or manipulated, intentionally or unintentionally.

(d) Social workers should not provide clinical services to individuals with whom they have had a prior sexual relationship. Providing clinical services to a former sexual partner has the potential to be harmful to the individual and is likely to make it difficult for the social worker and individual to maintain appropriate professional boundaries.

### **1.10 Physical Contact**

Social workers should not engage in physical contact with clients when there is a possibility of psychological harm to the client as a result of the contact (such as cradling or caressing clients). Social workers who engage in appropriate physical contact with clients are responsible for setting clear, appropriate, and culturally sensitive boundaries that govern such physical contact.

### **1.11 Sexual Harassment**

Social workers should not sexually harass clients. Sexual harassment includes sexual advances, sexual solicitation, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

### **1.12 Derogatory Language**

Social workers should not use derogatory language in their written or verbal communications to or about clients. Social workers should use accurate and respectful language in all communications to and about clients.

### **1.13 Payment for Services**

(a) When setting fees, social workers should ensure that the fees are fair, reasonable, and commensurate with the services performed. Consideration should be given to clients' ability to pay.

(b) Social workers should avoid accepting goods or services from clients as payment for professional services. Bartering arrangements, particularly involving services, create the potential for conflicts of interest, exploitation, and inappropriate boundaries in social workers' relationships with clients. Social workers should explore and may participate in bartering only in very limited circumstances when it can be demonstrated that such arrangements are an accepted practice among professionals in the local community, considered to be essential for the provision of services, negotiated without coercion, and entered into at the client's initiative and with the client's informed consent. Social workers who accept goods or services from clients as payment for professional services assume the full burden of demonstrating that this arrangement will not be detrimental to the client or the professional relationship.

(c) Social workers should not solicit a private fee or other remuneration for providing services to clients who are entitled to such available services through the social workers' employer or agency.

### **1.14 Clients Who Lack Decision-Making Capacity**

When social workers act on behalf of clients who lack the capacity to make informed decisions, social workers should take reasonable steps to safeguard the interests and rights of those clients.

### **1.15 Interruption of Services**

Social workers should make reasonable efforts to ensure continuity of services in the event that services are interrupted by factors such as unavailability, relocation, illness, disability, or death.

### **1.16 Termination of Services**

(a) Social workers should terminate services to clients and professional relationships with them when such services and relationships are no longer required or no longer serve the clients' needs or interests.



(b) Social workers should take reasonable steps to avoid abandoning clients who are still in need of services. Social workers should withdraw services precipitously only under unusual circumstances, giving careful consideration to all factors in the situation and taking care to minimize possible adverse effects. Social workers should assist in making appropriate arrangements for continuation of services when necessary.

(c) Social workers in fee-for-service settings may terminate services to clients who are not paying an overdue balance if the financial contractual arrangements have been made clear to the client, if the client does not pose an imminent danger to self or others, and if the clinical and other consequences of the current nonpayment have been addressed and discussed with the client.

(d) Social workers should not terminate services to pursue a social, financial, or sexual relationship with a client.

(e) Social workers who anticipate the termination or interruption of services to clients should notify clients promptly and seek the transfer, referral, or continuation of services in relation to the clients' needs and preferences.

(f) Social workers who are leaving an employment setting should inform clients of appropriate options for the continuation of services and of the benefits and risks of the options.

## **2. Social Workers' Ethical Responsibilities to Colleagues**

### **2.01 Respect**

(a) Social workers should treat colleagues with respect and should represent accurately and fairly the qualifications, views, and obligations of colleagues.

(b) Social workers should avoid unwarranted negative criticism of colleagues in communications with clients or with other professionals. Unwarranted negative criticism may include demeaning comments that refer to colleagues' level of competence or to individuals' attributes such as race, ethnicity, national origin, color, sex, sexual orientation, age, marital status, political belief, religion, and mental or physical disability.

(c) Social workers should cooperate with social work colleagues and with colleagues of other professions when such cooperation serves the well-being of clients.

### **2.02 Confidentiality**

Social workers should respect confidential information shared by colleagues in the course of their professional relationships and transactions. Social workers should ensure that such colleagues understand social workers' obligation to respect confidentiality and any exceptions related to it.

### **2.03 Interdisciplinary Collaboration**

- (a) Social workers who are members of an interdisciplinary team should participate in and contribute to decisions that affect the well-being of clients by drawing on the perspectives, values, and experiences of the social work profession. Professional and ethical obligations of the interdisciplinary team as a whole and of its individual members should be clearly established.
- (b) Social workers for whom a team decision raises ethical concerns should attempt to resolve the disagreement through appropriate channels. If the disagreement cannot be resolved, social workers should pursue other avenues to address their concerns consistent with client well-being.

### **2.04 Disputes Involving Colleagues**

- (a) Social workers should not take advantage of a dispute between a colleague and an employer to obtain a position or otherwise advance the social workers' own interests.
- (b) Social workers should not exploit clients in disputes with colleagues or engage clients in any inappropriate discussion of conflicts between social workers and their colleagues.

### **2.05 Consultation**

- (a) Social workers should seek the advice and counsel of colleagues whenever such consultation is in the best interests of clients.
- (b) Social workers should keep themselves informed about colleagues' areas of expertise and competencies. Social workers should seek consultation only from colleagues who have demonstrated knowledge, expertise, and competence related to the subject of the consultation.
- (c) When consulting with colleagues about clients, social workers should disclose the least amount of information necessary to achieve the purposes of the consultation.

### **2.06 Referral for Services**

- (a) Social workers should refer clients to other professionals when the other professionals' specialized knowledge or expertise is needed to serve clients fully or when social workers believe that they are not being effective or making reasonable progress with clients and that additional service is required.
- (b) Social workers who refer clients to other professionals should take appropriate steps to facilitate an orderly transfer of responsibility. Social workers who refer clients to other professionals should disclose, with clients' consent, all pertinent information to the new service providers.
- (c) Social workers are prohibited from giving or receiving payment for a referral when no professional service is provided by the referring social worker.

### **2.07 Sexual Relationships**

(a) Social workers who function as supervisors or educators should not engage in sexual activities or contact with supervisees, students, trainees, or other colleagues over whom they exercise professional authority.

(b) Social workers should avoid engaging in sexual relationships with colleagues when there is potential for a conflict of interest. Social workers who become involved in, or anticipate becoming involved in, a sexual relationship with a colleague have a duty to transfer professional responsibilities, when necessary, to avoid a conflict of interest.

### **2.08 Sexual Harassment**

Social workers should not sexually harass supervisees, students, trainees, or colleagues. Sexual harassment includes sexual advances, sexual solicitation, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

### **2.09 Impairment of Colleagues**

(a) Social workers who have direct knowledge of a social work colleague's impairment that is due to personal problems, psychosocial distress, substance abuse, or mental health difficulties and that interferes with practice effectiveness should consult with that colleague when feasible and assist the colleague in taking remedial action.

(b) Social workers who believe that a social work colleague's impairment interferes with practice effectiveness and that the colleague has not taken adequate steps to address the impairment should take action through appropriate channels established by employers, agencies, NASW, licensing and regulatory bodies, and other professional organizations.

### **2.10 Incompetence of Colleagues**

(a) Social workers who have direct knowledge of a social work colleague's incompetence should consult with that colleague when feasible and assist the colleague in taking remedial action.

(b) Social workers who believe that a social work colleague is incompetent and has not taken adequate steps to address the incompetence should take action through appropriate channels established by employers, agencies, NASW, licensing and regulatory bodies, and other professional organizations.

### **2.11 Unethical Conduct of Colleagues**

(a) Social workers should take adequate measures to discourage, prevent, expose, and correct the unethical conduct of colleagues.

(b) Social workers should be knowledgeable about established policies and procedures for handling concerns about colleagues' unethical behavior. Social workers should be familiar with national, state, and local procedures for handling ethics complaints. These include policies and procedures created by NASW, licensing and regulatory bodies, employers, agencies, and other professional organizations.

(c) Social workers who believe that a colleague has acted unethically should seek resolution by discussing their concerns with the colleague when feasible and when such discussion is likely to be productive.

(d) When necessary, social workers who believe that a colleague has acted unethically should take action through appropriate formal channels (such as contacting a state licensing board or regulatory body, an NASW committee on inquiry, or other professional ethics committees).

(e) Social workers should defend and assist colleagues who are unjustly charged with unethical conduct.

### **3. Social Workers' Ethical Responsibilities in Practice Settings**

#### **3.01 Supervision and Consultation**

(a) Social workers who provide supervision or consultation should have the necessary knowledge and skill to supervise or consult appropriately and should do so only within their areas of knowledge and competence.

(b) Social workers who provide supervision or consultation are responsible for setting clear, appropriate, and culturally sensitive boundaries.

(c) Social workers should not engage in any dual or multiple relationships with supervisees in which there is a risk of exploitation of or potential harm to the supervisee.

(d) Social workers who provide supervision should evaluate supervisees' performance in a manner that is fair and respectful.

#### **3.02 Education and Training**

(a) Social workers who function as educators, field instructors for students, or trainers should provide instruction only within their areas of knowledge and competence and should provide instruction based on the most current information and knowledge available in the profession.

(b) Social workers who function as educators or field instructors for students should evaluate students' performance in a manner that is fair and respectful.

(c) Social workers who function as educators or field instructors for students should take reasonable steps to ensure that clients are routinely informed when services are being provided by students.

(d) Social workers who function as educators or field instructors for students should not engage in any dual or multiple relationships with students in which there is a risk of exploitation or potential harm to the student. Social work educators and field instructors are responsible for setting clear, appropriate, and culturally sensitive boundaries.

### **3.03 Performance Evaluation**

Social workers who have responsibility for evaluating the performance of others should fulfill such responsibility in a fair and considerate manner and on the basis of clearly stated criteria.

### **3.04 Client Records**

(a) Social workers should take reasonable steps to ensure that documentation in records is accurate and reflects the services provided.

(b) Social workers should include sufficient and timely documentation in records to facilitate the delivery of services and to ensure continuity of services provided to clients in the future.

(c) Social workers' documentation should protect clients' privacy to the extent that is possible and appropriate and should include only information that is directly relevant to the delivery of services.

(d) Social workers should store records following the termination of services to ensure reasonable future access. Records should be maintained for the number of years required by state statutes or relevant contracts.

### **3.05 Billing**

Social workers should establish and maintain billing practices that accurately reflect the nature and extent of services provided and that identify who provided the service in the practice setting.

### **3.06 Client Transfer**

(a) When an individual who is receiving services from another agency or colleague contacts a social worker for services, the social worker should carefully consider the client's needs before agreeing to provide services. To minimize possible confusion and conflict, social workers should discuss with potential clients the nature of the clients' current relationship with other service providers and the implications, including possible benefits or risks, of entering into a relationship with a new service provider.

(b) If a new client has been served by another agency or colleague, social workers should discuss with the client whether consultation with the previous service provider is in the client's best interest.

### **3.07 Administration**

(a) Social work administrators should advocate within and outside their agencies for adequate resources to meet clients' needs.

(b) Social workers should advocate for resource allocation procedures that are open and fair. When not all clients' needs can be met, an allocation procedure should be developed that is nondiscriminatory and based on appropriate and consistently applied principles.

(c) Social workers who are administrators should take reasonable steps to ensure that adequate agency or organizational resources are available to provide appropriate staff supervision.

(d) Social work administrators should take reasonable steps to ensure that the working environment for which they are responsible is consistent with and encourages compliance with the NASW Code of Ethics. Social work administrators should take reasonable steps to eliminate any conditions in their organizations that violate, interfere with, or discourage compliance with the Code.

### **3.08 Continuing Education and Staff Development**

Social work administrators and supervisors should take reasonable steps to provide or arrange for continuing education and staff development for all staff for whom they are responsible. Continuing education and staff development should address current knowledge and emerging developments related to social work practice and ethics.

### **3.09 Commitments to Employers**

(a) Social workers generally should adhere to commitments made to employers and employing organizations.

(b) Social workers should work to improve employing agencies' policies and procedures and the efficiency and effectiveness of their services.

(c) Social workers should take reasonable steps to ensure that employers are aware of social workers' ethical obligations as set forth in the NASW Code of Ethics and of the implications of those obligations for social work practice.

(d) Social workers should not allow an employing organization's policies, procedures, regulations, or administrative orders to interfere with their ethical practice of social work. Social workers should take reasonable steps to ensure that their employing organizations' practices are consistent with the NASW Code of Ethics.

(e) Social workers should act to prevent and eliminate discrimination in the employing organization's work assignments and in its employment policies and practices.

(f) Social workers should accept employment or arrange student field placements only in organizations that exercise fair personnel practices.

(g) Social workers should be diligent stewards of the resources of their employing organizations, wisely conserving funds where appropriate and never misappropriating funds or using them for unintended purposes.

### **3.10 Labor-Management Disputes**

(a) Social workers may engage in organized action, including the formation of and participation in labor unions, to improve services to clients and working conditions.

(b) The actions of social workers who are involved in labor-management disputes, job actions, or labor strikes should be guided by the profession's values, ethical principles, and ethical standards. Reasonable differences of opinion exist among social workers concerning their primary obligation as professionals during an actual or threatened labor strike or job action. Social workers should carefully examine relevant issues and their possible impact on clients before deciding on a course of action.

#### **4. Social Workers' Ethical Responsibilities as Professionals**

##### **4.01 Competence**

(a) Social workers should accept responsibility or employment only on the basis of existing competence or the intention to acquire the necessary competence.

(b) Social workers should strive to become and remain proficient in professional practice and the performance of professional functions. Social workers should critically examine and keep current with emerging knowledge relevant to social work. Social workers should routinely review the professional literature and participate in continuing education relevant to social work practice and social work ethics.

(c) Social workers should base practice on recognized knowledge, including empirically based knowledge, relevant to social work and social work ethics.

##### **4.02 Discrimination**

Social workers should not practice, condone, facilitate, or collaborate with any form of discrimination on the basis of race, ethnicity, national origin, color, sex, sexual orientation, age, marital status, political belief, religion, or mental or physical disability.

##### **4.03 Private Conduct**

Social workers should not permit their private conduct to interfere with their ability to fulfill their professional responsibilities.

##### **4.04 Dishonesty, Fraud, and Deception**

Social workers should not participate in, condone, or be associated with dishonesty, fraud, or deception.

##### **4.05 Impairment**

(a) Social workers should not allow their own personal problems, psychosocial distress, legal problems, substance abuse, or mental health difficulties to interfere with their professional judgment and performance or to jeopardize the best interests of people for whom they have a professional responsibility.

(b) Social workers whose personal problems, psychosocial distress, legal problems, substance abuse, or mental health difficulties interfere with their professional judgment and performance should immediately seek consultation and take appropriate remedial action by seeking professional help, making adjustments in workload, terminating practice, or taking any other steps necessary to protect clients and others.

#### **4.06 Misrepresentation**

- (a) Social workers should make clear distinctions between statements made and actions engaged in as a private individual and as a representative of the social work profession, a professional social work organization, or the social worker's employing agency.
- (b) Social workers who speak on behalf of professional social work organizations should accurately represent the official and authorized positions of the organizations.
- (c) Social workers should ensure that their representations to clients, agencies, and the public of professional qualifications, credentials, education, competence, affiliations, services provided, or results to be achieved are accurate. Social workers should claim only those relevant professional credentials they actually possess and take steps to correct any inaccuracies or misrepresentations of their credentials by others.

#### **4.07 Solicitations**

- (a) Social workers should not engage in uninvited solicitation of potential clients who, because of their circumstances, are vulnerable to undue influence, manipulation, or coercion.
- (b) Social workers should not engage in solicitation of testimonial endorsements (including solicitation of consent to use a client's prior statement as a testimonial endorsement) from current clients or from other people who, because of their particular circumstances, are vulnerable to undue influence.

#### **4.08 Acknowledging Credit**

- (a) Social workers should take responsibility and credit, including authorship credit, only for work they have actually performed and to which they have contributed.
- (b) Social workers should honestly acknowledge the work of and the contributions made by others.

### **5. Social Workers' Ethical Responsibilities to the Social Work Profession**

#### **5.01 Integrity of the Profession**

- (a) Social workers should work toward the maintenance and promotion of high standards of practice.
- (b) Social workers should uphold and advance the values, ethics, knowledge, and mission of the profession. Social workers should protect, enhance, and improve the integrity of the profession through appropriate study and research, active discussion, and responsible criticism of the profession.
- (c) Social workers should contribute time and professional expertise to activities that promote respect for the value, integrity, and competence of the social work profession. These activities may include teaching, research, consultation, service, legislative



testimony, presentations in the community, and participation in their professional organizations.

(d) Social workers should contribute to the knowledge base of social work and share with colleagues their knowledge related to practice, research, and ethics. Social workers should seek to contribute to the profession's literature and to share their knowledge at professional meetings and conferences.

(e) Social workers should act to prevent the unauthorized and unqualified practice of social work.

### **5.02 Evaluation and Research**

(a) Social workers should monitor and evaluate policies, the implementation of programs, and practice interventions.

(b) Social workers should promote and facilitate evaluation and research to contribute to the development of knowledge.

(c) Social workers should critically examine and keep current with emerging knowledge relevant to social work and fully use evaluation and research evidence in their professional practice.

(d) Social workers engaged in evaluation or research should carefully consider possible consequences and should follow guidelines developed for the protection of evaluation and research participants. Appropriate institutional review boards should be consulted.

(e) Social workers engaged in evaluation or research should obtain voluntary and written informed consent from participants, when appropriate, without any implied or actual deprivation or penalty for refusal to participate; without undue inducement to participate; and with due regard for participants' well-being, privacy, and dignity. Informed consent should include information about the nature, extent, and duration of the participation requested and disclosure of the risks and benefits of participation in the research.

(f) When evaluation or research participants are incapable of giving informed consent, social workers should provide an appropriate explanation to the participants, obtain the participants' assent to the extent they are able, and obtain written consent from an appropriate proxy.

(g) Social workers should never design or conduct evaluation or research that does not use consent procedures, such as certain forms of naturalistic observation and archival research, unless rigorous and responsible review of the research has found it to be justified because of its prospective scientific, educational, or applied value and unless equally effective alternative procedures that do not involve waiver of consent are not feasible.

- (h) Social workers should inform participants of their right to withdraw from evaluation and research at any time without penalty.
- (i) Social workers should take appropriate steps to ensure that participants in evaluation and research have access to appropriate supportive services.
- (j) Social workers engaged in evaluation or research should protect participants from unwarranted physical or mental distress, harm, danger, or deprivation.
- (k) Social workers engaged in the evaluation of services should discuss collected information only for professional purposes and only with people professionally concerned with this information.
- (l) Social workers engaged in evaluation or research should ensure the anonymity or confidentiality of participants and of the data obtained from them. Social workers should inform participants of any limits of confidentiality, the measures that will be taken to ensure confidentiality, and when any records containing research data will be destroyed.
- (m) Social workers who report evaluation and research results should protect participants' confidentiality by omitting identifying information unless proper consent has been obtained authorizing disclosure.
- (n) Social workers should report evaluation and research findings accurately. They should not fabricate or falsify results and should take steps to correct any errors later found in published data using standard publication methods.
- (o) Social workers engaged in evaluation or research should be alert to and avoid conflicts of interest and dual relationships with participants, should inform participants when a real or potential conflict of interest arises, and should take steps to resolve the issue in a manner that makes participants' interests primary.
- (p) Social workers should educate themselves, their students, and their colleagues about responsible research practices.

## **6. Social Workers' Ethical Responsibilities to the Broader Society**

### **6.01 Social Welfare**

Social workers should promote the general welfare of society, from local to global levels, and the development of people, their communities, and their environments. Social workers should advocate for living conditions conducive to the fulfillment of basic human needs and should promote social, economic, political, and cultural values and institutions that are compatible with the realization of social justice.

### **6.02 Public Participation**

Social workers should facilitate informed participation by the public in shaping social policies and institutions.

### **6.03 Public Emergencies**

Social workers should provide appropriate professional services in public emergencies to the greatest extent possible.

### **6.04 Social and Political Action**

(a) Social workers should engage in social and political action that seeks to ensure that all people have equal access to the resources, employment, services, and opportunities they require to meet their basic human needs and to develop fully. Social workers should be aware of the impact of the political arena on practice and should advocate for changes in policy and legislation to improve social conditions in order to meet basic human needs and promote social justice.

(b) Social workers should act to expand choice and opportunity for all people, with special regard for vulnerable, disadvantaged, oppressed, and exploited people and groups.

(c) Social workers should promote conditions that encourage respect for cultural and social diversity within the United States and globally. Social workers should promote policies and practices that demonstrate respect for difference, support the expansion of cultural knowledge and resources, advocate for programs and institutions that demonstrate cultural competence, and promote policies that safeguard the rights of and confirm equity and social justice for all people.

(d) Social workers should act to prevent and eliminate domination of, exploitation of, and discrimination against any person, group, or class on the basis of race, ethnicity, national origin, color, sex, sexual orientation, age, marital status, political belief, religion, or mental or physical disability.



## **Admission to the BSW Program**

Thank you for your interest in joining Pacific University's Social Work Program. The Social Work Program encourages applications from students of diverse populations and backgrounds.

A complete application to the Social Work Program includes the following components (description of this process and the forms are available on the Pacific Social Work homepage):

1. A complete *Application for Admission* form (see below)
2. Sophomore standing or above
3. Successful (grade of C- or better) completion of SOCWK 201 Principles of Social Work
4. Copy of *Site Supervisor Student Evaluation* for SOCWK 201
5. Signed NASW ethics statement (see below)
6. One letter of reference (form letter provided below)
7. A personal statement (outline provided below)
8. An Entrance Interview

## **Steps in the Application Process**

1. Student contacts the Social Work Program Director to obtain a complete packet of application materials or prints them out from the Social Work homepage.
2. Student fills out and submits the *Application for Admission* packet with all of the supporting documents, including the personal statement and the Site Supervisor Evaluation form from SOCWK 201.
3. Using the reference form included in the packet of application materials, have one letter of reference sent to:

Jessica Ritter, PhD  
BSW Program  
Pacific University  
2043 College Way  
Forest Grove, OR 97116

The person you ask to write on your behalf should be able to speak to your academic and/or professional capabilities and your potential as a social work student (e.g, those who have supervised you at work or volunteer work; professors; teachers).

4. Once the completed packet of materials has been submitted, and the letter of reference received, the student will be contacted, via e-mail, to schedule an Entrance Interview.

**What to expect at the Entrance Interview:**

The purpose of the interview is to discuss the content of your application packet, including your personal statement. You will also be given an opportunity to ask any questions that you may have about the program. The Entrance Interview will be conducted by the BSW Program Director and additional program representatives as determined by the Director.

5. After the application file is complete and the Entrance Interview has been conducted, the Social Work Program Director will send written notification of the admissions decision, or the decision may be provided in-person.

**Notice of Admission:**

You will be sent a written admissions decision within (14) days of your Entrance Interview. Admission decisions are made by the faculty of the BSW Program.

**NOTE:** The Social Work Program does not give academic credit for previous life or work experience.

Admission to the Social Work Program is based upon:

- Academic ability to succeed in the BSW Program;
- Values that are consistent with social work professional values;
- Commitment to improving the quality of life of those facing individual challenges or social problems;
- Concern for issues of social justice and sensitivity toward groups that face significant social and/or economic barriers; and
- Capacity for self-awareness and self-evaluation.

The decision made by the Social Work faculty will clearly state the outcome of the application process. There are three possible decision outcomes:

1. Admission
2. Probationary Admission
3. Denial of Admission

Please see the Social Work Program Handbook for further details on each decision outcome, an appeals process, and for information on maintaining good standing within the BSW Program.

**Questions:** If you have questions or concerns during the Social Work Program application process, please contact a Social Work faculty member.

## BSW Program Application Checklist

This checklist is provided to help applicants ensure that their application files are complete.

- ☐ I am of sophomore standing or above
- ☐ I have successfully (grade of C- or better) completed  
SocWk 201 Principles of Social Work
- ☐ I have submitted a copy of my *Site Supervisor Student Evaluation* for SocWk 201
- ☐ I have submitted a complete *Application for Admission* form.
- ☐ I have submitted my Personal Statement.
- ☐ I have signed and submitted the NASW ethics statement
- ☐ I have read through the policies and procedures in the Social Work Program  
Handbook, which is available on the Pacific Social Work Program's homepage.
- ☐ I have arranged for one letter of reference to be sent to the BSW Program Director
- ☐ I have scheduled my Entrance Interview



## Application for Admission

Please print or type:

Name: \_\_\_\_\_

Email address: \_\_\_\_\_

UC Box: \_\_\_\_\_

Pacific University Student ID: \_\_\_\_\_ Overall GPA: \_\_\_\_\_

Race/ethnicity: \_\_\_\_\_

Gender: \_\_\_\_\_ Age: \_\_\_\_\_

Transfer Student: \_\_\_\_\_ No

\_\_\_\_\_ Yes → if yes, please list your previous school(s):

Anticipated graduation date (month and year): \_\_\_\_\_

Date enrolled in SOCWK 201: Semester: F or S Year: 20\_\_\_\_ Course Grade: \_\_\_\_\_  
(Please submit a copy of your SOCWK 201 *Site Supervisor Student Evaluation*)

1. Please list any other social work courses you have taken, at Pacific or elsewhere:

2. Have you ever been placed on academic probation? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain:

3. Do you have any physical or emotional differences that might affect (positively or negatively) your ability to practice social work?

\_\_\_ No

\_\_\_ Yes → if yes, please explain:

4. Have you ever been convicted of a felony?

\_\_\_ No

\_\_\_ Yes → if yes, please explain:

5. Please describe any employment experiences that you have had, if any, that relate to social work:

6. Please describe any volunteer or community experiences you have had, if any, that relate to social work:



7. Do you have any questions or concerns that you would like to have addressed at your Entrance Interview?

8. Please attach a Personal Statement.

The Personal Statement should be approximately 2-3 pages, double-spaced.

Your Personal Statement should address the following questions:

- Why do you want to major in social work? What personal, academic, work, volunteer, or community experiences influenced this decision?
- What social problems are of particular concern to you? What do you see as a contribution that social work can make to alleviate these problems?
- What qualities, attributes, skills and strengths do you have that will help your work as a social worker? How will you build these strengths?
- In what areas do you feel most challenged as a beginning social worker? How do you plan to develop and improve in these areas?

I affirm that the information provided on this form is accurate and I understand that it is to be reviewed by the Director of the BSW program and, at the Director's discretion, the faculty of Social Work.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This form and all other application materials should be submitted to:

Jessica Ritter, PhD  
BSW Program  
Pacific University  
2043 College Way  
Forest Grove, OR 97116

## **Affirmation of the NASW Code of Ethics**

I hereby affirm and agree that I have read and will abide by the Code of Ethics of the National Association of Social Workers and agree to submit to professional review proceedings for any alleged violation of the same in accordance with NASW bylaws.

Note: A copy of the NASW Code of Ethics is included in the Social Work Program Handbook and is available online at [www.socialworkers.org](http://www.socialworkers.org).

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Pacific University Social Work Program  
Letter of Reference

Student Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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**To the evaluator:** The above named student has applied for admission to the Pacific University undergraduate Social Work Program. This is an academically challenging program with multiple field experiences and a rigorous 440-hour senior practicum. Therefore, students in the program need to be mature, motivated, self-aware, responsible, and committed to issues of social justice. Our goal is to admit students who are prepared at a beginning level to engage in social work education. With this in mind, please complete the following questions. Additional comments are welcome and can be attached to this form. Thank you for your time and thoughtful responses.

Evaluator Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Employer: \_\_\_\_\_

1. How long have you known the applicant and in what capacity?

2. Please rate the applicant's ability to express her/himself verbally.

Poor    1       2       3       4       5       6       7       Excellent

\_\_\_unable to judge applicant's ability to express her/himself verbally

3. Please rate the applicant's ability to express her/himself in writing.
- Poor    1       2       3       4       5       6       7       Excellent
- \_\_\_ unable to judge applicant's ability express her/himself in writing
4. Please rate the applicant's ability to work with diverse groups/individuals.
- Poor    1       2       3       4       5       6       7       Excellent
- \_\_\_ unable to judge applicant's ability to work with diverse groups
5. Please rate the applicant's overall maturity relative to other college students.  
(please circle one)
- a. this student is less mature than other college students
  - b. this student is of average maturity for college students
  - c. this student is more mature than other college students
6. Please identify areas of particular strength for this applicant.
7. Please identify challenging areas for this applicant.
8. Overall, how well prepared is this student to enter an undergraduate social work program?

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please place this completed form in an envelope and sign across the seal. The signed envelope should be mailed to:

Jessica Ritter, PhD  
BSW Program  
Pacific University  
2043 College Way  
Forest Grove, OR 97116