



DIVISION OF
SOCIAL
WORK
Creating Positive Change



Bachelor of Social Work (BSW)

Student Handbook

2021-2022

Faculty and Division Contact Information

Valerie Thompson-Ebanks, Ph.D., MSW
BSW Program Director

Eleanor Downey, Ph.D., MSW
Division of Social Work Director

University of Wyoming
 College of Health Sciences
 Division of Social Work
 1000 E University Ave
 Dept 3632
 Laramie, WY 82071
www.uwyo.edu/socialwork

Physical Address:
 Health Sciences 310
 307-766-6112 (phone)
 307-766-6839 (fax)

BSW Faculty	Title	Location	Room	Phone	Email
Valerie Thompson-Ebanks	BSW Program Director	Laramie	HS 214	766-5639	vthomps4@uwyo.edu
Greta Maxfield	BSW Program Coordinator	Casper	UU 434	268-2848	gmaxfiel@uwyo.edu

Complete Faculty and Staff information can be found on the Division's web page at
www.uwyo.edu/socialwork

This handbook is available online at <http://www.uwyo.edu/socialwork/current-students/bsw-program/>

Table of Contents

Letter from the BSW Program Director 6

About the Social Work Profession 9

Career Opportunities for Social Workers..... 9

About the University of Wyoming 10

University of Wyoming Mission Statement (July 2017) 10

About the College of Health Sciences 11

College of Health Sciences Mission Statement..... 11

College of Health Sciences Vision Statement..... 11

About the Division of Social Work..... 11

Division of Social Work Mission Statement..... 12

Division of Social Work Vision Statement 12

Evaluating Outcomes of the BSW Program..... 12

Section I: Division of Social Work Faculty and Staff..... 14

Full Time Social Work Faculty..... 14

Social Work Staff..... 15

Faculty and Staff Contact Information 15

Section II: About the BSW Program 16

The BSW Curriculum..... 16

BSW Generalist Social Work Practice 16

 Educational Policy 2.0—Generalist Practice17

Degree Requirements..... 18

University Studies Program (USP) Requirements 18

Division of Social Work Requirements 18

Overview of the Revised Curriculum (Fall 2011)..... 19

BSW Scholastic Requirements..... 19

Prerequisites 19

Transferring Credits of Social Work Courses from Other Institutions..... 20

About Social Work Courses 20

Social Work Course Schedule 21

The BSW Student Handbook is a guide for UW BSW Students. This is not a contract and does not supersede university and trustee regulations. This handbook may be changed at any time by the Division of Social Work. Rev. 9/2021

Academic Success Plan	22
Social Work Electives Requirement	22
Field Education.....	22
Educational Policy 2.2—Signature Pedagogy: Field Education	23
Practicum.....	23
<i>Section III: Majoring in and Applying to Social Work</i>	24
Social Work (SOWK) Pre-admit and Admitted Majors.....	24
Admitted Major Application Cycle	24
Application for Admitted Major	24
The BSW Admissions Review Process.....	26
Criminal Background Screening.....	26
Admission Status.....	27
Full Admission.....	27
Conditional Admission.....	27
Denial of Admission	28
Program Status for Admitted Majors	28
Good Standing	28
Probationary Status.....	28
<i>Section IV: Student Rights, Responsibilities, and Resources.....</i>	29
Policies	29
Exceptions to the Social Work Elective Requirement	29
Absences from Educational Program of One Year or More.....	29
Division of Social Work Readmission Policy.....	29
Student Email and Web Access.....	31
Written Work.....	31
Evaluating Academic Performance	31
Attendance Policy	31
Academic Honesty	31
Evaluating Professional Performance.....	32
University of Wyoming Non-Discrimination Statement.....	32
Sexual Misconduct Policy	32
College of Health Sciences Academic Ethics Guidelines.....	33
Graduation.....	33
Grievance Procedures and Appeals Processes.....	34
Division of Social Work Grievance and Appeals Process	34
Student Resources.....	37
Student Orientation	37
Advising	37
Coe Library.....	38
Dean of Students.....	38
University Disability Support Services (UDSS).....	39

The BSW Student Handbook is a guide for UW BSW Students. This is not a contract and does not supersede university and trustee regulations. This handbook may be changed at any time by the Division of Social Work. Rev. 9/2021

Useful Phone Numbers for UW-Laramie Students.....	39
Useful Phone Numbers for UW-Casper Students	40
Social Work Student Organizations	40
Association of Student Social Workers (ASSW).....	40
Phi Alpha Honor Society	41
National Association of Social Workers (NASW).....	42
State Professional Licensing Board	42
<i>Appendix A: Excerpt from the NASW Code of Ethics</i>	<i>43</i>
Preamble	43
Purpose of the NASW Code of Ethics.....	44
<i>Appendix B: BSW and MSW Foundation Core Competencies and Practice Behaviors.....</i>	<i>45</i>
<i>Competency 1: Demonstrate Ethical and Professional Behavior</i>	<i>45</i>
<i>Competency 2: Engage Diversity and Difference in Practice</i>	<i>45</i>
<i>Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice</i>	<i>46</i>
<i>Competency 4: Engage In Practice-informed Research and Research-informed Practice</i>	<i>46</i>
<i>Competency 5: Engage in Policy Practice</i>	<i>46</i>
<i>Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities</i>	<i>47</i>
<i>Appendix C: Suggested Four Year Schedule for Declared Major Plan of Study USP 2015.....</i>	<i>50</i>
<i>Appendix D: BSW Program 2015 USP Check Sheet.....</i>	<i>54</i>
<i>(120 total credit hours).....</i>	<i>54</i>
<i>Appendix E: BSW Program 2015 USP Check Sheet</i>	<i>57</i>
<i>Appendix F: Success Learning Plan Template</i>	<i>60</i>
<i>Appendix G: American Psychological Association (APA) Writing Guideline Resources</i>	<i>62</i>
<i>Appendix H: Articulation Agreements with Wyoming Community Colleges</i>	<i>63</i>
<i>Appendix I: BSW Admitted Major Application</i>	<i>64</i>

Letter from the BSW Program Director

Please see next page



1000 East University Avenue, Dept 3632
 Laramie, WY 82071-3632
 Phone (307) 766-6112
 Fax (307) 766-6839
sowkmail@uwyo.edu
www.uwyo.edu/socialwork

Dear Undergraduate Social Work Students:

Welcome to the Bachelor of Social Work (BSW) program at the University of Wyoming. We are thrilled that you are joining us at a time when the world really needs more social workers. As the world grapples with the newest health crisis and other complex societal and systemic challenges, social workers are playing a critical role in responding to these ever-growing needs. We too, as social work faculty are responding to related new demands and have embraced novel ways to offer the same high-quality program for which the Division is known.

You are embarking on a career path that offers many different avenues and a rich career of ever-changing opportunities. For example, social workers work in a range of public and private organizational settings such as schools, corrections, family programs, infant, child, youth, adult and older adult programs, programs that serve people who are homeless, medical program settings, housing programs, residential care, advocacy and community organization, and many more settings. Some social workers conduct research and program evaluation, advocate for improved services, engage in program development or are involved in planning or policy development. Social workers use many skills and techniques to help people and families function more capably.

The BSW program became accredited by the Council on Social Work Education (CSWE) in 1974 and was reaffirmed again in February 2011. Accredited social work programs assure you that your UW educational program is acceptable at other universities around the country and local social programs generally understand the curriculum requirements that prepare BSWs for practice. This accreditation also meets state requirements for social work certification. Social work graduates who earn their bachelor's degree from an accredited social work program may, as a condition of acceptance into a graduate social work program, be provided a waiver of coursework toward the master's social work educational program. Thus, completing your BSW may mean long-term savings as you seek to advance in the social work field.

This *BSW Student Handbook* provides you with the Division, College and University information. ***Within your first week of receipt of this BSW Handbook, please read through this material carefully.*** Familiarity with this information can help you understand the process of your undergraduate major and contribute to your successful completion of the BSW program.

Ultimately you are responsible for your academic education, meeting both the University's and the Division's degree requirements. Your conduct is as vital to your success in this program as is your academic class work. We expect you to conduct yourself professionally in the classroom and when working with your student colleagues outside of the classroom. For example, we expect you to be respectful to each and every person in all environments. No one may threaten or harass another person in the learning environment, whether that is on

The BSW Student Handbook is a guide for UW BSW Students. This is not a contract and does not supersede university and trustee regulations. This handbook may be changed at any time by the Division of Social Work. Rev. 9/2021

campus, via virtual learning platforms, or in field settings, etc. You are expected to behave professionally with students, faculty, staff and community members. Each student is assigned a faculty advisor and I encourage you to look to that faculty member as someone who can mentor you in social work. Take time each semester to meet and discuss your academic progress. You are always welcome to visit with me at any time. On behalf of the entire faculty and staff, I welcome you.

Sincerely,

Valerie Thompson-Ebanks, PhD, MSW
BSW Program Director

About the Social Work Profession

Social work, which originated in the late 1800's, with a commitment to improving conditions for immigrants in large cities and for families experiencing poverty, especially widows and their children. The social work profession's commitment to vulnerable populations and social and economic justice continues today. Social workers assist individuals, families, groups, communities, organizations and institutions to plan and institute change through the use of many professional skills and techniques, including the use of the problem-solving process.

The social work profession engages with people in communities, in social organizations and in families. Social workers work in a range of social agencies attempting to remediate change and at times, prevent social problems in communities. Social workers advocate for client needs and may also conduct research in various fields of study and attempt to change social welfare laws and regulations in our country. Beginning practitioners in Wyoming—a rural and sparsely populated state—must internalize social work values and ethics, develop skills, a sense of professional self and knowledge basic to social work practice with all client systems. They also enhance their ability to locate and create resources needed either by client or worker.

The National Association of Social Workers (NASW) is the largest membership organization of professional social workers in the world with nearly 132,000 members. NASW works to enhance the professional growth and development of its members, to create and maintain professional standards, and to advance sound social policies (<https://www.socialworkers.org>).

NASW created a Code of Ethics that all certified and licensed social workers are required to abide by. The NASW Code of Ethics guides ethical professional social work practice (see Appendix A).

Career Opportunities for Social Workers

Career opportunities are available to social workers in a wide variety of county, state and federal agencies including hospitals, mental health centers, schools, adolescent treatment facilities, childcare centers, nursing homes, substance abuse treatment centers, public assistance agencies, probation and parole offices, correctional centers, community action agencies and research facilities.

The Department of Labor Statistics Occupational Outlook Handbook (2019) states, "Employment of social workers is projected to grow 16 percent from 2016 to 2026, much faster than the average for all occupations. Employment growth will be driven by increased demand for healthcare and social services but will vary by specialization." (<https://www.bls.gov/ooh/community-and-socialservice/social-workers.htm>)

During your academic career, you may use the Advising • Career • Exploratory Studies Center (ACES) (307-766-2398) to help ready yourself for locating jobs. The Advising • Career • Exploratory Studies

Center can review and give suggestions on cover letters, resumes and professional readiness. The Division of Social Work receives job opening notifications from agencies. These are e-mailed to students so that potential jobs can be identified.

Social work is a dynamic field with a variety of career opportunities. You can visit the NASW social work website *Help Starts Here* which explores many fields of practice and career opportunities. The website can be found at <http://www.helpstartshere.org/>.

About the University of Wyoming

The University of Wyoming is a land grant institution and the state's only provider of baccalaureate and graduate education, research, and outreach services. UW combines major university benefits and small-school advantages. An outstanding facility, and world-class research faculties all set against the idyllic backdrop of southeastern Wyoming's rugged mountains and plains. The University was granted its status when Wyoming was still a U.S. territory and maintains rich archives of information on Wyoming's growth and development since 1890. The University is also a Federal Repository, housing all federal government documents.

The main campus is located in Laramie, approximately two hours north of Denver. The University also has a location for residential study, in collaboration with Casper College, known as University of Wyoming-Casper or UW-Casper. As a land grant institution, UW has Cooperative Extension Service centers in each of the state's 23 counties and on the Wind River Indian Reservation.

University of Wyoming Mission Statement (July 2017)

We honor our heritage as the state's flagship and land-grant university by providing accessible and affordable higher education of the highest quality; rigorous scholarship; the communication and application of knowledge; economic and community development; and responsible stewardship of our cultural, historical and natural resources.

In the exercise of our primary mission to promote learning, we seek to provide academic and cocurricular opportunities that will:

- Graduate students who have experienced the frontiers of scholarship and creative activity and who are prepared for the complexities of an interdependent world;
- Cultivate a community of learning energized by collaborative work among students, faculty, staff and external partners.
- Nurture an environment that values and manifests diversity, internationalization, free expression, academic freedom, personal integrity and mutual respect; and
- Promote opportunities for personal health and growth, physical health, athletic competition and leadership development for all members of the university community.

As Wyoming's only university, we are committed to outreach and service that extend our human talent and technological capacity to serve the people in our communities, our state, the nation, and the world. The primary vehicles for identifying the specific actions and resource allocations needed to accomplish this complex mission are the university's strategic plans, revised periodically.

About the College of Health Sciences

The College of Health Sciences is one of seven colleges at the University of Wyoming. It houses the Division of Social Work, Division of Communication Disorders, Division of Kinesiology and Health, Division of Medical Education and Public Health, Fay Whitney School of Nursing, School of Pharmacy, and the Wyoming Institute for Disabilities (WIND).

College of Health Sciences Mission Statement

The College of Health Sciences at the University of Wyoming endeavors to be a leader and partner in the education, innovation, and application of health and human sciences.

College of Health Sciences Vision Statement

The University of Wyoming College of Health Sciences vision is encapsulated in the enduring World Health Organization statement, "Health is a state of complete physical, mental, and social well-being, and not merely the absence of disease or infirmity." (WHO, 1948) We, the members of the College embrace this philosophy in order to meet the challenges and needs of the ever-changing, diverse populations of Wyoming and beyond. We promote optimal health and wellness through interprofessional teaching, research, and service within an inclusive and supportive environment. We embrace rich and diverse learning experiences that emphasize equity, justice, and genuine participation to prepare highly competent, culturally proficient leaders who can meet current and future health and human needs. We are committed to advancing scientific knowledge and meaningful translational discoveries and the provision of professional, scholarly, and collaborative activities that serve the needs of our distinctive frontier state, the country, and world.

About the Division of Social Work

The Division of Social Work at the University of Wyoming, in the College of Health Sciences, offers both bachelor (BSW) and master (MSW) degrees in social work. Both of these programs are accredited by the Council on Social Work Education (CSWE) and are guided by the Council's Educational Policy and Accreditation Standards.

Social work courses were first offered in the Sociology Department in 1967; in 1974, the BSW program was accredited by CSWE and became an independent department. In 1984, the department moved from the College of Arts and Sciences to the College of Health Sciences, with other professional programs. The program received reaffirmation of its accreditation in February 2011.

The BSW Student Handbook is a guide for UW BSW Students (Laramie & Casper campus). This is not a contract and does not supersede university and trustee regulations. This handbook may be changed at any time by the Division of Social Work.

Rev. 9/2021

Currently, an average of 153 undergraduates major in social work annually. The first group of master students entered the program in the fall of 1997 and 21 students graduated in May 1999. The Division has nine faculty members and many professionals who teach on a contract basis for the program. The Division maintains affiliations with human service organizations throughout the state, region, and nation.

Division of Social Work Mission Statement

Guided by the ethics, values, scholarly inquiry, and practice principles of the social work profession, the mission of the University of Wyoming's Division of Social Work is to educate and prepare students to become effective, ethical, and competent generalist and advanced generalist social workers by providing quality learning opportunities for leadership in promotion of social, economic and environmental justice for diverse populations in the state of Wyoming, nationally, and internationally.

Division of Social Work Vision Statement

The Division of Social Work envisions a global community in which our graduates serve as ethical social work leaders who promote social, economic and environmental justice, human rights, along with health and well-being for individuals, families, organizations, and communities.

Evaluating Outcomes of the BSW Program

The Division of Social Work has an elaborate approach to evaluate the outcomes of our program. At the end of each course, students are asked to evaluate that course and the instruction delivery of the instructor by completing a course evaluation. These evaluations are anonymous and reviewed by the Division Director and the faculty instructor only after grades are posted. In addition to receiving grades in courses, students are also evaluated on their movement toward achieving the Core Competencies established by CSWE (2015) (see Appendix B). All Council on Social Work Education programs measure and report student learning outcomes. Students are assessed on their mastery of the competencies that comprise the accreditation standards of the Council on Social Work Education. These competencies are dimensions of social work practice that all social workers are expected to master during their professional training. A measurement benchmark is set by the social work program for each competency. An assessment score at or above that benchmark is considered by the program to represent mastery of that particular competency.

The University of Wyoming's Division of Social Work program benchmark is that at least 85% of students will meet the competency benchmark of 3 (on a 4-point scale of competence demonstration) on a Field Instructor Assessment Instrument and at minimum, the default competency threshold of the Social Work Education Assessment Project (SWEAP), Foundation Curriculum Assessment Instrument (FCAI). The aggregate of the two outcome measure scores (Field Instructor Assessment Instrument & FCAI) are used to indicate attainment of each competency.

All of the evaluation data gathered provide important information to the Division to help determine whether it is reaching its objectives and goals. The information is reviewed, and changes are made as appropriate.

Section I: Division of Social Work Faculty and Staff

The faculty in the Division are highly educated and professional trained social workers who bring a rich array of professional experiences to their teaching and research activities. As students engage with faculty, they learn from faculty about their own experiences helping others, learning about social change, and exploring the areas of research that have contributed to faculty's expertise. Faculty serve as advisors for many students and as educators in the classroom environment. Faculty information, phone numbers, and e-mail addresses can be found on our Division's web page. Below is the list of current faculty and their primary areas of expertise and interest.

Full Time Social Work Faculty

Billie Chapman, MSW, LCSW, Assistant Lecturer, is the Director of Field Education. Billie completed her Bachelor of Arts in Psychology and Master of Social Work at the University of Wyoming. She has worked in inpatient psychiatry, a transitional program for veterans who are homeless, and nursing home programs for the Veterans Health Administration; she has also worked with children diagnosed with behavior disorders. Her areas of interest are geriatrics and extended care, hospice and palliative care, grief and bereavement, and ethical decision-making.

Kym Codallos, MA, MSW, LCSW, ACSW, ACHP-SW, Assistant Lecturer, completed her undergraduate and graduate work in the California State University system. Her professional experience includes working with individuals and families in the court system, individuals in the prison and probation system, crisis management and transition supports, and hospice and palliative care. Her areas of interest include cross cultural work, aging, end of life issues, and forensic social work.

Sarah Green, MSW, PCSW, completed her undergraduate studies in Psychology, Criminal Justice, and Social Sciences in 2015, and her Master of Social Work in 2019 from the University of Wyoming. She has worked with youth in both crisis response and school-based services. Sarah has also worked for state government administering grants, and most recently has been pursuing her professional licensure by providing therapeutic behavioral health services to individuals and families. Sarah is passionate about social work, and her areas of interest include ethical practice, macro social work practice, and grants management, with a clinical interest in anxiety and obsessive-compulsive disorders.

Diane Kempson, MSW, Ph.D., Associate Professor, is the MSW Program Director. She holds a graduate certificate in Women's Studies from USC. Her research interests include bereavement, women and mental health, trauma, and alternative interventions for trauma and grief.

Neely Mahapatra, MSSW, Ph.D., Associate Professor, received her Master's degree and doctorate in Social Work from The University of Texas at Austin. She has experience conducting program evaluations and research studies on interpersonal violence, including dating violence, intimate partner violence, and human trafficking. Her overall vision is the development of best practices with women

and victimization, training social worker researchers about victimization against minority women and children, men and violence, and facilitating multidisciplinary research.

Greta Maxfield, MSW, LCSW, Assistant Lecturer, is the BSW Coordinator for UW-Casper. Greta completed her BS in Sociology and Women’s Studies at the University of Wyoming and her MSW at Washington University in St. Louis. She has extensive experience in the nonprofit sector in administration, program planning, and resource development. She also has experience in the areas of school social work, housing, and child welfare.

Sandy Leotti, MSW, PhD, Assistant Professor, received her MSW from the University of Montana and her Ph.D. from Portland State University. Her research examines social work’s engagement with criminalized women and the expanding boundaries of the criminal justice system. Sandy’s teaching and scholarship is driven by an emphasis on social justice and aims to strengthen the relationship between critical and feminist theories and social work education, research, and practice.

Valerie Thompson-Ebanks, MSW, Ph.D., Associate Professor, is the BSW Program Director. She received her Master’s degree from the University of the West Indies and her Ph.D. from Colorado State University. Dr. Thompson-Ebanks’ research interests include students with disabilities in higher education, retention issues in higher education, human diversity, children, youth and families, qualitative research methods, and social work practice.

Sukyung Yoon, MSW, PhD., Assistant Professor, Dr. Yoon’s research focuses on the public health dimensions of gerontological mental and physical health both in the U.S. and South Korea. She is interested in identifying pathways that reduce or prevent the accumulative and negative impact of adversity over the lifespan. Before beginning her PhD, Dr. Yoon served as a licensed social worker in Seoul, South Korea, for 10 years. She completed a major in social work with a minor in statistics at the University of Tennessee, Knoxville.

Social Work Staff

Christina Lepper, Office Associate, Senior

Faculty and Staff Contact Information

Name	Title	Phone	Office	Email
Billie Chapman	Assistant Lecturer/Field Education Director	307-766-5658	HS 318	billchap@uwyo.edu
Kym Codallos	Assistant Lecturer	307-766-5490	HS 320	kcodallos@uwyo.edu
Eleanor Downey	Professor/Division Director	307-766-5420	HS 308	edowney1@uwyo.edu
Sarah Green	Assistant Lecturer/BSW Field Coordinator	307-766-3409	HS 314	sgreen23@uwyo.edu
Diane Kempson	Associate Professor/MSW Program Director	307-766-2516	HS 220	dkempson@uwyo.edu
Sandy Leotti	Assistant Professor	307-766-5426	HS 216	sleotti@uwyo.edu
Neely Mahapatra	Associate Professor	307-766-6864	HS 218	nmahapat@uwyo.edu
Greta Maxfield	Assistant Lecturer	307-268-2848	UU 434	gmaxfiel@uwyo.edu

The BSW Student Handbook is a guide for UW BSW Students (Laramie & Casper campus). This is not a contract and does not supersede university and trustee regulations. This handbook may be changed at any time by the Division of Social Work.

Christina Lepper	Office Associate, Senior	307-766-6112	HS 310	clepper@uwyo.edu
Valerie Thompson-Ebanks	Associate Professor/BSW Program Director	307-766-5639	HS 214	vthomps4@uwyo.edu
Sukyung Yoon	Assistant Professor	307-766-4397	HS 316	syoon@uwyo.edu

Additional information about faculty and staff may be found on our website, www.uwyo.edu/socialwork.

Section II: About the BSW Program

The BSW Curriculum

The Bachelor of Social Work curriculum is based on the generalist practice model and the problem-solving process. The generalist practitioner operates within the ethical guidelines prescribed by the NASW Code of Ethics and utilizes the problem-solving model to intervene with all levels of client systems (individuals, families, groups, organizations, communities, and institutions). Assessment by the generalist practitioner is grounded in a systems and person-in-environment framework with the goal of identifying multiple potential points for intervention. Interventions by the generalist practitioner attempt to prevent or help solve difficulties within the functioning of client systems as well as enhance and strengthen the inherent capacities of a wide range of diverse client systems. The generalist practitioner utilizes problem solving methods, which are infinitely flexible in their application. The concepts of generalist practice guide the curriculum plan (i.e., course content and the order in which courses are taken) and student learning objectives for the BSW program.

The BSW curriculum prepares students for the mastery of the nine core competencies as established by the Council on Social Work Education (2015) (see Appendix B).

BSW Generalist Social Work Practice

The generalist social work practice model at the BSW level has two central features. It is problem solving centered, rather than methods driven and it uses the ecological or person-in-environment perspective for assessment and intervention. This perspective demands that the practitioner not only view the individual social functioning (which includes both individual and environmental factors), but also focuses on the transactions between individual and environment. The BSW generalist social work practitioner is prepared for entry-level social work practice. The BSW degree is built on a liberal arts perspective and provides a generic behavioral and ecosystems knowledge base requiring students to be theoretically and methodologically open, involves intervention at all system levels, focuses on practice in rural areas, and is researched based.

Educational Policy 2.0—Generalist Practice

Generalist practice is grounded in the liberal arts and the person and environment framework. To promote human and social well-being, generalist practitioners use a range of prevention and intervention methods in their practice with diverse individuals, families, groups, organizations, and communities based on scientific inquiry and best practices. The generalist practitioner identifies with the social work profession and applies ethical principles and critical thinking in practice at the micro, mezzo, and macro levels. Generalist practitioners engage diversity in their practice and advocate for human rights and social and economic justice. They recognize, support, and build on the strengths and resiliency of all human beings. They engage in research-informed practice and are proactive in responding to the impact of context on professional practice.

The baccalaureate program in social work prepares students for generalist practice. The descriptions of the nine Social Work Competencies presented in the EPAS identify the knowledge, values, skills, cognitive and affective processes, and behaviors associated with competence at the generalist level of practice.

Social work courses combine theory with practice to prepare graduates for entry-level generalist practice, for continuing their education at the graduate level, or both. Graduates demonstrate initial competency as established by CSWE (2015) (see Appendix B). The curriculum is organized by sequences: human behavior and the social environment (HBSE), social work generalist practice methods, social policy, social work research, and field practicum. In addition to a strong foundation in SOWK 3650 (Ethical Social Work Practice), ethics and values are infused throughout the curriculum. Populations-at-risk in Wyoming and the region, diversity, and social and economic justice are integrated in the curriculum. In order to strengthen students' understanding of diversity, SOWK 4060 (Diversity in Practice) is completed.

Theories concerning different levels of systems are presented in HBSE courses, while practice skills based on those theories are taught in the generalist practice methods courses. The policy course provides content about the interaction between policies (such as state and federal legislation and organizational procedures) and client systems. Social work research is essential for a number of reasons; it increases the capacity of a social worker to think critically, provides social workers with skills in determining the quality of other research and its application to their own practice, and prepares them to evaluate the efficacy of their own and of their organization's practice.

Electives in such areas as child welfare, aging, disabilities, health care, and mental health allow students to expand their knowledge in specific fields of practice. Students integrate knowledge from all college work in their capstone course, the 450-hour field practicum. All course work must be completed prior to or concurrently with the field practicum. In tandem with field practicum students complete field seminar courses as a means to assist students in achieving initial competency in areas established by CSWE (2015).

The BSW Student Handbook is a guide for UW BSW Students (Laramie & Casper campus). This is not a contract and does not supersede university and trustee regulations. This handbook may be changed at any time by the Division of Social Work.

Degree Requirements

CSWE Educational Policy and Accreditation Standards call for curricula that build on a liberal arts perspective to promote breadth of knowledge, critical thinking, and communication skills. The University of Wyoming requires all students to complete the University Studies Program [USP] (see current catalog for USP requirements). While all the USP courses are of vital importance, due to the robust writing requirements in the BSW program, all students applying to the Admitted Major are required to have completed a **Communication 2 course** in which they earn a C letter grade or higher.

University Studies Program (USP) Requirements

“The University Studies Program [USP] ensures that each student’s program includes the elements essential to a lifetime of personal and professional growth: habits of mind, practices of active citizenship, and development of intellectual skills.

The University Studies Program requires students to develop skills necessary for full participation in a technologically complicated world. These include the ability to express oneself in speech and writing, to locate evaluate and effectively use information, and to examine problems from quantitative, qualitative, and scientific perspectives. University Studies encourages students to become active citizens in a diverse democracy. Through multi-and inter-disciplinary inquiry, students gain the perspectives necessary to deal with complex issues, appreciate the viewpoints of others, function effectively in multicultural communities, understand the responsibility to participate in democratic society, and communicate clearly in a civic environment” (available at: <http://www.uwyo.edu/unst/>).

All students who graduate from UW complete the courses specified by the USP (2015) and the requirements for their major. Please work with your advisor to ensure that you are completing the correct USP requirements.

USP 2015

Under USP 2015 students who have completed the core requirements by having already completed a bachelor’s degree or who have earned an AA, AS, or AB from any US, accredited community college are exempt from USP 2015 with the exception of C3 and possibly FY and/or V. See Degree Evaluation to determine requirements; see page 36 for instructions on how to view your Degree Evaluation.

SOWK USP Course Offerings

Social work offers SOWK 4570 (Research-Informed Practice), a USP 2015 C3 course.

Division of Social Work Requirements

The total degree program requires:

- Acceptance into the BSW program as an Admitted Major,
- Successful completion of Social Work curriculum requirements
- Successful completion of 120 credit hours and maintaining or exceeding a 2.5 GPA.

The BSW Student Handbook is a guide for UW BSW Students (Laramie & Casper campus). This is not a contract and does not supersede university and trustee regulations. This handbook may be changed at any time by the Division of Social Work.

Rev. 9/2021

The social work major requires 53 credits of social work courses (see Social Work Course Schedule, page 20).

Academic credit for life experience and previous work experience is not given, in whole or in part, in lieu of the field practicum or for courses in the professional foundation areas specified in the CSWE Educational and Accreditation Standards.

In addition to the social work courses, the required curriculum includes a substantial liberal arts and science component. Students take courses in English, political science, human biology, macroeconomics, mathematics and statistics, humanities, fine arts and general elective courses to enhance their preparation as a social work practitioner (the University's course catalog can be found on the UW Office of the Registrar's web page).

Overview of the Revised Curriculum (Fall 2011)

In September of 2008, the Council on Social Work Education (CSWE), the accrediting body for social work education, passed new policy for the education of social workers nationwide. In order to align with this new, competency-based educational policy, the Division of Social Work envisioned a new and/or revised curriculum that began in the fall of 2011. A new Education Policy and Accreditation Standards (EPAS) was implemented July 2015. The social work curriculum is reflective of dynamic knowledge and previous course work may not meet current standards. The 2015 EPAS CSWE Core Competencies and the indicators associated with the competencies can be found in Appendix B.

BSW Scholastic Requirements

University and College of Health Sciences policies governing scholastic requirements, including major changes, probation and dismissal, apply to students enrolled in the BSW program. In addition to university/college requirements, the BSW program has the following scholastic requirements:

- Students must obtain a "C" or higher in all social work classes. The University has implemented a policy concerning repeating course work. Before withdrawing or retaking a course, the student should review this policy (see current UW General Bulletin for details).
- Students must complete field courses/seminar with an "S" or satisfactory grade.
- In addition to receiving a grade of "C" or higher in all social work coursework students must achieve and maintain at minimum a 2.5 GPA in all social work course work and in overall coursework (including transfer coursework).

Failure to meet these scholastic requirements prohibits BSW students from progressing in the program and/or entering field practicum.

Prerequisites

Social Work **required** prerequisites must be completed with a grade of C or higher in order to be eligible to apply for the professional degree program, Admitted Major:

The BSW Student Handbook is a guide for UW BSW Students (Laramie & Casper campus). This is not a contract and does not supersede university and trustee regulations. This handbook may be changed at any time by the Division of Social Work.

- Human Biology course (typically PSYC 2080 or KIN/ZOO 2040)
- PSYC 1000 (General Psychology)
- SOC 1000 (Sociological Principles)
- POLS 1000 (American Government)
- ECON 1010 (Macro Economics)
- STATS 2050 or 2070 (meets USP QB requirement)
- SOWK 2000 (must be completed at a school accredited by CSWE or by an institution that has an articulation agreement with the UW Division of Social Work).

Transferring Credits of Social Work Courses from Other Institutions

Social work credit earned at a school accredited by the Council on Social Work Education is reviewed and evaluated by the BSW Program Director, in consultation with program faculty to determine how the course fits the requirements for the University of Wyoming Social Work degree. Students may be asked to submit syllabi of the course/s taken. The course syllabi are reviewed to determine if the Division of Social Work can accept the credits. In terms of prerequisite courses, syllabi may be requested and submitted to specific departments for their approval. For example, STATS 2070 is a required prerequisite course. If an applicant submits a STATS course that seems unfamiliar, a copy of the syllabus is requested and submitted to the STATS department for their evaluation of its equivalency to STATS 2070.

The Council on Social Work Education does not allow us to give social work credit for social work courses earned at non-accredited social work programs.

Foundations of Social Work (SOWK 2000) is required of all majors. The Division of Social Work has entered into articulation agreements with several Wyoming community colleges who offer SOWK 2000 to ensure comparability. If you complete SOWK 2000 at a Wyoming community college, it is important to verify that your community college has a current agreement with the UW Division of Social Work. Students who have taken an Introduction to Social Work course at a Wyoming community college prior to transferring to the University of Wyoming may be asked to submit syllabi from the course. The course syllabi and articulation agreement are reviewed to determine if the Division of Social Work can accept the credits. The Division of Social Work has an ongoing articulation agreement with Casper College; when the SOWK 2000 course is completed at Casper College and transferred to UW it is automatically accepted.

About Social Work Courses

Typically, students begin their social work coursework the fall semester of their junior year (see Appendix C for Suggested Social Work Four Year Program). Prior to this time, students complete Social Work prerequisite courses and University requirements. Students must apply for admission to the social work program to be accepted into “Admitted Major” status (see Section IV: SOWK Pre-admit and Admitted Majors, page 23) **in the Spring before the fall semester** they wish to begin the core social

The BSW Student Handbook is a guide for UW BSW Students (Laramie & Casper campus). This is not a contract and does not supersede university and trustee regulations. This handbook may be changed at any time by the Division of Social Work.

work curriculum. Students who are accepted as an Admitted Major begin the social work professional curriculum with four social work classes during the Fall semester: SOWK 3530, SOWK 3630, SOWK 3640 and SOWK 4060. **Courses build on one another and must be taken in sequence.** This means if you are unable to take the next semester's social work courses you may have to wait until the next year to continue in your social work coursework.

Students are expected to complete their degrees in a timely manner. Students who have not attended UW for a calendar year should refer to the current General Bulletin and Section III, Absences from Educational Program of One Year or More. Students who have not completed social work classes for one year or more should read the ***Absences from Educational Program of One Year or More*** section in the **BSW Student Handbook**.

The check sheet for the degree of social work is included in the appendix (See Appendix D for BSW Program 2015 USP Check Sheet and Appendix E for BSW Program 2015 USP Check Sheet for students who have completed the core requirements by having already completed a bachelor's degree or who have earned an AA, AS, or AB from any US, accredited community college.

All social work courses, including Laramie campus, UW-C, and online courses follow the UW Academic Calendar.

Social Work Course Schedule

The following is the order in which social work classes are offered and completed. See Current Bulletin for prerequisite for courses.

Social Work Course Schedule			
STUDENT MUST BE ACCEPTED TO ADMITTED MAJOR STATUS TO COMPLETE THE SOCIAL WORK COURSES LISTED BELOW			
Fall – Phase I	Credit Hours	Spring – Phase II	Credit Hours
SOWK 3530 Human Behavior and the Social Environment	3	SOWK 3540 Human Behavior and the Social Environment II	3
SOWK 3630 Generalist Social Work Practice I: Individuals and Families	3	SOWK 3640 Generalist Social Work Practice II: Groups	3
SOWK 3645 Ethical Social Work Practice	3	SOWK 3650 Generalist Social Work Practice III: Communities and Organizations	3

The BSW Student Handbook is a guide for UW BSW Students (Laramie & Casper campus). This is not a contract and does not supersede university and trustee regulations. This handbook may be changed at any time by the Division of Social Work.
Rev. 9/2021

SOWK 4060 (2003 USP-D requirement) Diversity and Difference in Social Work Practice	3	SOWK 4850 Human Rights, Social Justice, and Social Policy	3
Fall – Phase III	Credit Hours	Spring – Phase IV	Credit Hours
SOWK 4560 Social Work Research	3	SOWK 4570 (2003 USP-WC requirement; 2015 USP-C3 requirement) Research Informed Practice	3
SOWK 4990* Social Work Practicum	5	SOWK 4990* Social Work Practicum	5
SOWK 4991 BSW Field Seminar I (taken concurrently with SOWK 4990)	2	SOWK 4992 BSW Field Seminar II (taken concurrently with SOWK 4990)	2
SOWK Elective (fall or Spring)	3	SOWK Elective (fall or Spring)	3

*SOWK 4990 is taken as a concurrent placement across two semesters, fall and Spring (5 credit hours per semester). All coursework for the BSW degree must be completed prior to or in the same semester(s) as SOWK 4990. **SOWK 4991 and 4992 must be taken concurrently with SOWK 4990.**

Academic Success Plan

The Division of Social Work is committed to helping students reach their academic and career goals. The Success Learning Plan is designed to help admitted majors develop a plan for returning to good academic standing and is informed by the policies of the Division, College and University. For a template of the Success Learning Plan, see Appendix F.

Social Work Electives Requirement

All students are required to take two (2) social work electives, offered by the Division of Social Work or any other accredited social work program. Social work electives must be completed at the 3000 or 4000 level. These social work electives may be taken at any time during the program of study. For the policy regarding Exceptions to the Social Work Elective Requirement, please see page 26.

Field Education

The Field Education sequence consists of a field practicum (SOWK 4990) and competency assessment/field seminar coursework (SOWK 4991/4992). All Admitted Major students are required to complete the field education sequence. Typically, the sequence is completed in the student's final year of the BSW program. In SOWK 4990, students are expected to complete 450 hours of supervised practice.

Students complete this requirement over two semesters, fall and Spring (5 credit hours each semester for a total of 10 credit hours). All coursework for the BSW degree must be completed prior to or in the same semester(s) SOWK 4990 is completed. SOWK 4991 (fall semester) and 4992 (Spring semester) must be taken concurrently with SOWK 4990. Students must maintain a passing grade in SOWK 4991/4992 in order to continue in SOWK 4990.

Students must submit a Field Request application to the Field Director to be placed in a field practicum. See the Field Manual for requirements and application procedures. Students who have obligations to the legal system (probation, parole, court stipulations and/or concerns) may not enter field practicum until obligations to the court have been fulfilled (see the Field Manual).

Certain field practicum sites require students to complete additional background checks and/or other tests or immunizations (typically at your expense). Student placement in these sites will be contingent upon passing the required screenings.

Educational Policy 2.2—Signature Pedagogy: Field Education

Signature pedagogies are elements of instruction and of socialization that teach practitioners the fundamental dimensions of professional work in their discipline- to think, to perform, and to act ethically and with integrity. Field education is the signature pedagogy for social work. The intent of field education is to integrate the theoretical and conceptual contribution of the classroom with the practical world of the practice setting. It is a basic precept of social work education that the two interrelated components of curriculum-classroom and field-are of equal importance within the curriculum, and each contributes to the development of the requisite competencies of professional practice. Field education in systemically designed, supervised, coordinated, and evaluated based on criteria by which students demonstrate the Social Work Competencies. Field education may integrate forms of technology as a component of the program.

Social Work Admitted Majors Who Have More Than a Year Lapse in Coursework Prior to the Field Practicum

Because the Division has a sequenced academic program, if students have more than a year lapse in their Phase 1, 2, 3 and/or 4, as outlined in the BSW Student Handbook, students may find that their prior coursework is not current enough to move into the Field Practicum. Students not completing social work courses for one year or more may be asked to audit, complete or retake courses before being allowed to proceed in the program.

Section III: Majoring in and Applying to Social Work

Social Work (SOWK) Pre-admit and Admitted Majors

Initially, students who declare social work as a major are designated as “SOWK Pre-admit” majors. Social Work, Pre-Admit is the preliminary step to applying and being accepted in the professional Social Work program. Students transferring from another program at UW or from another institution must have a minimum grade point average (GPA) of 2.3. Students with GPAs below 2.3 will be referred to the UW Advising· Career· Exploratory Studies Center (ACES Center).

Admitted Major Application Cycle

The core social work program (Admitted Major status) operates as a cohort model and runs on an academic year cycle from late August-May. The program has one primary admission cycle in the Spring but has been testing a fall and Summer admission cycle as seats allow.

Students must apply for admission to the professional degree social work program to be accepted into “Admitted Major” status (the Application for Admitted Major can be found on our web page, (http://www.uwyo.edu/socialwork/_files/docs/bsw/application2019.pdf) **in the Spring prior to the fall semester** they wish to begin the core social work curriculum.

However, students who have completed all seven social work prerequisite courses, with a C or better or are currently enrolled in the remaining prerequisites, may apply to be considered as an Admitted Major during the semester they are completing these prerequisites. For example, students who have completed all seven required courses may apply in **November** to be considered for the following academic year. Additionally, students who are enrolled in the last few prerequisite courses may also apply during the same semester they are enrolled in these courses. Students who have outstanding prerequisite courses and are not enrolled in these classes, will not be considered in any admission cycle.

Application for Admitted Major

The applicant must be a student at the University of Wyoming (UW). If the student is not currently a student at UW they must apply for admission to UW through UW Admissions and submit their Admitted Major application to the Division of Social Work concurrently. Students must be accepted at the University of Wyoming before being accepted into Admitted Major status.

1. Students must earn a minimum grade point average (GPA) of 2.50 in all UW course work, as well as all course work completed at other academic institutions. The student’s GPA is calculated using all college and university credit counted toward graduation from the University of Wyoming.
2. Students must earn a grade of C or higher in a Human Biology course, STAT 2050/2070 or its equivalent, General Psychology (PSYC 1000), Macro Economics (ECON 1010), Sociological Principles (SOC 1000), American Government (POLS 1000), and Introduction to Social Work (SOWK 2000).

The BSW Student Handbook is a guide for UW BSW Students (Laramie & Casper campus). This is not a contract and does not supersede university and trustee regulations. This handbook may be changed at any time by the Division of Social Work.

3. Students must earn a grade of C or higher in a Communication 2 course.
4. Students must agree to adhere to the UW Student Code of Conduct and the NASW Code of Ethics.
5. Students cannot exhibit behavior that will infringe on the student's present or future ability to fulfill responsibilities as a social work professional.
6. Have Junior status (completed at least 60 credit hours) by the end of the Spring semester in which they are applying.
7. Submit the Social Work Reference Form. The individual completing the reference **cannot** be the *instructor for SOWK 2000, a family member or a friend*. Select an individual who can address the following areas about you:
 - a. Integrity and responsibility,
 - b. Willingness to learn,
 - c. Openness to new experiences and ideas,
 - d. Academic or Work/Volunteer experience,
 - e. Interpersonal skills within the classroom or work/volunteer experience, and f. Ability to manage stress
8. Students must sign statements declaring that they have:
 - a. Read and understood the current BSW Handbook,
 - b. Read the NASW Code of Ethics and agree to adhere to them,
 - c. Read the UW Student Code of Conduct and agree to behave accordingly and
 - d. Read and understand non-academic Reasons for Dismissal from the BSW program
9. Students must complete a background screening, in accordance with the College of Health Sciences policy (the policy can be found on the College of Health Sciences web page: http://www.uwyo.edu/hs/_files/docs/background-check-policy-revised-2013.pdf). Criminal convictions may result in rejection of the candidate for admission to Admitted Major. Please see "Criminal Background Screening" on the next page. If you want to notify us of a criminal offense that you have been convicted of, submit the incident in writing to the BSW Director. If needed the BSW Director may ask for court documents that clarify successful completion of court requirements.
10. Must submit the application fee of \$30 through TouchNet (see link on the Social Work web page, or use the following hyperlink: https://secure.touchnet.net/C27222_ustores/web/classic/store_main.jsp?STOREID=36&SINGLESTORE=true)
11. Students must complete the Admitted Major application and submit the required essay by the established deadline.

Students who are qualified to apply for Admitted Major beginning Fall 2022 should apply in Fall 2021 OR Spring 2022 (see Admitted Major Application Cycle information above). To be considered, students must complete the Admitted Major application by the designated due date.

The application should be submitted to the Division of Social Work. The \$30.00 application fee should be paid online prior to submitting the application (link for the application fee can be found on the Division of Social Work web page).

The BSW Student Handbook is a guide for UW BSW Students (Laramie & Casper campus). This is not a contract and does not supersede university and trustee regulations. This handbook may be changed at any time by the Division of Social Work.
Rev. 9/2021

After the applications have been reviewed, the BSW Program Director notifies students via email whether or not they have been provisionally accepted as an Admitted Major. Notification of final acceptance will be made via email upon review of transcripts during the semester students apply to ensure all prerequisites have been completed and the GPA standards have been met.

If a student is denied admission and wishes to continue in the major, the student should meet with her/his advisor and develop a plan. It may also be resolved that a student may not re-apply for Admitted Major based on violations of the criteria outlined above or lack of suitability for the major. In this event, the student should consult with his/her advisor about other majors.

Students who are accepted into Admitted Major who are not enrolled in UW for more than one academic year must not only reapply to the University but must also reapply for Admitted Major status.

The BSW Admissions Review Process

Admission to the BSW program is a competitive process. All applications are carefully reviewed by the BSW Committee. Two or more committee members independently review each application. Decisions are based on review of all application materials, including considerations of the following criteria: grades and GPAs including those from transfer institutions; written essay where students have the opportunity to respond to essay prompts to demonstrate their writing skills, ability to self-reflect on why they choose social work, personal qualities they bring to the profession, their understanding of professional social work values and ethics and understanding of diverse populations. Using the abovementioned criteria, students who the BSW Committee determines to have the strongest applications will be selected.

The BSW Program reserves the right to admit a limited number of students each year to maintain the capacity and quality of the program. Following review by the Committee, the applicant will be notified in writing of the Committee's decision. Committee options include full admission, conditional admission, or denial of admission (see below). Meeting the minimum requirements makes a student eligible to apply for admission to the BSW program; however, it does not guarantee admittance. Students who are denied admission may consult with their academic advisor if they wish to reapply.

Criminal Background Screening

All students applying for admission to Admitted Major must undergo a criminal background check in accordance with the requirements of the College of Health Sciences:

“Students seeking admission into the College of Health Sciences are required to obtain and pay for a criminal background check. These background checks are routinely required by schools, hospitals, and other agencies that participate in the clinical/practice education of our students. The results of your criminal background check may determine if you will be admitted to our

The BSW Student Handbook is a guide for UW BSW Students (Laramie & Casper campus). This is not a contract and does not supersede university and trustee regulations. This handbook may be changed at any time by the Division of Social Work.
Rev. 9/2021

program. You must inform the Dean of the College if you are convicted of a crime while enrolled in your training program. Depending on the requirements of your program, you may also be required to update your criminal background check each year (experimental application/placement). Each training site will be informed that you have completed a background check prior to your placement at that site.” (College of Health Sciences Student Background Check Policy, revised August 2013).

The Health Sciences procedure for the background screening can be found on the Health Sciences web page <https://www.viewpointscreening.com/uwyo>.

Screenings are obtained through Viewpoint Screening. The correct link is available on the Health Sciences web page. The cost for this screening is \$42.50 and must be paid by the student by debit or credit card. A background check requires approximately three to five business days to receive results.

If a student has any issue surface from the background check process, a final decision regarding admission to the Division of Social Work is made by the Dean of the College of Health Sciences or her/his designee in consultation with the Division Director. Neither advisors nor other social work faculty members have access to background screening information.

Social work students are encouraged to discuss any criminal background information that may help in the admission process. A student may want to notify the Division of a criminal offense and can do so by submitting the incident in writing to the Division Director or BSW Program Director. If needed, the Division Director or BSW Program Director may ask for court documents that clarify successful completion of court requirements. Successful completion of court requirements (e.g., probation, court stipulations and/or terms) is required prior to entering Field Practicum (SOWK 4990).

Admission Status

Full Admission

The student is granted Full Admission when applicants meet the prescribed GPA and other academic and non-academic expectations as outlined in the UW Catalogue and have received a positive decision of the BSW Committee. Students must remain in Good Standing as Admitted Majors until graduation.

Conditional Admission

The BSW Committee may grant conditional admission when applicants have GPA or other academic or non-academic issues that do not meet the requirements as stipulated in Full Admission. In determining conditional admission, the BSW Committee will specify time frames, academic and non-academic expectations to move a student to Full Admission status.

Denial of Admission

Students who are denied admission to the BSW Program are not eligible to take the core professional social work courses. Admission is competitive; submitting an application does not guarantee admission.

Program Status for Admitted Majors**Good Standing**

Students are in good standing when they have a 2.5 or above GPA at the University of Wyoming, a 2.5 or above GPA overall and maintain a 2.5 GPA in social work courses, adhere to the UW Student Code of Conduct and conduct one's self in accordance with NASW Ethical Standards. Students cannot miss more than two consecutive semesters and **must complete the program within five years**. Students may be required at any time to submit to a criminal background check. A student who leaves the program must return within an academic year. Longer absences require reapplication to Admitted Major.

Probationary Status

At the end of each semester, the BSW Program Director will review the status of Admitted Majors. If it is determined that a student does not meet current program status standards or has been placed on academic probation by the University of Wyoming, the BSW Program Director will follow procedures for Student Academic and Professional Performance Review. A student who does not meet the above criteria may be placed on Probationary Status and receive a letter stating conditions and times for resolution.

Section IV: Student Rights, Responsibilities, and Resources

Policies

University of Wyoming COVID-19 Policies

COVID-19 Policies – during this pandemic, students must abide by all UW policies and public health rules put forward by the City of Laramie (or by Natrona County if at UW-Casper), the University of Wyoming and the State of Wyoming to promote the health and well-being of fellow students and your own personal self-care. Please review UW policies here: <https://www.uwyo.edu/alerts/campus-return/index.html>

Exceptions to the Social Work Elective Requirement

In exceptional circumstances a BSW Major may request that a previous course in a related field be counted as a social work elective. A letter of exception request must be submitted to the BSW Committee. The committee will review the request, using the criteria approved by the Division, and inform the student making such a request.

In order for the request to be considered, the individual must demonstrate that:

- Meeting the social work elective requirement would cause the student to surpass 120 total credit hours,
- Completion of additional social work electives would represent an academic or financial hardship,
- The course identified is in a related field,
- The course is upper division
- A grade of B or higher was earned,
- The course content connects to social work and explains the connection.

Up to six credit hours may be accepted for social work elective requirements.

Absences from Educational Program of One Year or More

From time to time, students may have reasons to leave their educational program. Any student who has not attended UW for one calendar year is required to reapply to UW for admission. Social work students who had previously been admitted to Admitted Major status and are reapplying to UW for admission must also reapply to Admitted Major.

Division of Social Work Readmission Policy

Readmission to a program (BSW or MSW) is not automatic or guaranteed, and the decision regarding readmission is final. The decision to readmit is based on the professional judgment of the BSW or MSW

The BSW Student Handbook is a guide for UW BSW Students (Laramie & Casper campus). This is not a contract and does not supersede university and trustee regulations. This handbook may be changed at any time by the Division of Social Work.
Rev. 9/2021

Program Admissions Committee following a readmission's hearing and is contingent on space available in the program. **Students must meet the standards and curriculum requirements in effect at the time of readmission and students may also be required to repeat previous coursework.** Readmission to any program/option requires a hearing.

The process for a readmission hearing is as follows:

1. The student will submit an application for readmission to the Program Director (BSW or MSW) which includes the following:
 - A letter requesting a readmission hearing
 - A typed explanation of the circumstances that led to withdrawal or caused the unsatisfactory performance
 - A typed proposal addressing the student's plan to satisfactorily complete the program.
 - Any additional information may be submitted to the panel a minimum of four days prior to the hearing.
2. The BSW or MSW Program Admissions Committee conducts the readmission hearing:
 - The chairperson of the BSW or MSW Program Admissions Committee or designee will serve as the chair of the hearing panel and receives the application from the student
 - The panel is composed of the BSW or MSW Program Admissions Committee members.
 - The hearing will be limited to the panel members and the student.
3. The chairperson or designee will:
 - Notify the student of the time, place of the meeting and the timeline of the delivery of the final decision.
 - Preside over the hearing.
 - Call the meeting to order.
 - Ask the panel members and student to identify themselves.
 - Review the procedure:
 - The student will be asked to present his/her case. The panel may ask questions and/or ask for clarification.
 - The student will be excused from the hearing.
 - The panel will consider the student's oral and written presentations, the student's file in the Division of Social Work, the University records, and any other relevant materials.
 - The panel will deliberate and make a final determination about the student's readmission.
 - The panel will submit their recommendation to the appropriate Program Director within five business days of the hearing. ○ The Program Director will notify the student in writing of the outcome within ten business days of the hearing.

APPROVED BY DOSW ADMIN TEAM ON July 7, 2017

Student Email and Web Access

All students enrolled in a social work course must have continuing access to uwyo.edu email and the Internet. UW email is the official means of communicating with students by the Division and the instructors. The Internet provides access to WyoWeb, WyoCourses and other required information. Students are expected to exhibit basic computer skills.

Written Work

Writing skills are emphasized throughout the curriculum. All written work submitted to the Division of Social Work shall follow the format of the *Publication Manual of the American Psychological Association* (6th ed.) [see Appendix G for a list of APA Style writing references and resources].

Evaluating Academic Performance

Each course syllabus provides the criteria for evaluating academic performance in that course. The criteria include the attendance policy, expected conduct in the classroom, the expectation that the student follows the University's Code of Student Conduct, as well as the manner in which students' performance (e.g., exams or papers) will be evaluated and the weights of those evaluations.

Attendance Policy

As this is a professional program, students are expected to attend all classes (face-to-face/zoom) and participate in all in class and on-line activities. In the rare incidence of an emergency, the student will notify the instructor and arrange alternative/make up assignments. *Only university excused (authorized) absences (UW Regulation 2-108 (Student Attendance Policy))* will be accepted for the opportunity to make-up work. University excused (authorized) absences allow the student the opportunity to make up the time and material that was missed during their absence. It is the student's responsibility to provide the appropriate documentation regarding university excused (authorized) absences by coordinating with the Dean of Students Office at dos@uwyo.edu or 307-766-3296.

Students' attendance is critical to their success in the program. Missing more than 3 hours of a 3-credit class (total of 45 hours) or 2 hours of a 2-credit class (total of 30 hours), or 1 hour of a 1 credit class (total of 15 hours) places students at risk of failing the course. Per University's stipulation, all courses require 15 hours of instruction per credit. Therefore a 3-credit course requires 45 instructional hours and a 2-credit course requires 30 instructional hours. Should a student miss 3 hours of a 3-credit class or 2 hours of a 2-credit class, the faculty will coordinate with the BSW Program Director to facilitate the student's success

Academic Honesty

Academic honesty is expected. Academic dishonesty, such as cheating and plagiarism, will not be tolerated; the provisions of UW Regulation 6-802 apply (see The Office of the General Counsel at <http://www.uwyo.edu/generalcounsel/files/docs/uw%20reg%20updates%202016/uw%20reg%206-802.pdf>)

The BSW Student Handbook is a guide for UW BSW Students (Laramie & Casper campus). This is not a contract and does not supersede university and trustee regulations. This handbook may be changed at any time by the Division of Social Work.
Rev. 9/2021

Evaluating Professional Performance

Professional behavior is expected of all BSW students in the classroom, in field education, and in all interactions with colleagues, other students, faculty, staff, supervisors, and clients. The faculty in the DOSW support and expect all students to be responsible, and ethical. Students are also expected to adhere to the code of ethics as outlined by the [National Association of Social Workers](#) and the College of Health Sciences Academic Ethics Guidelines. The College of Health Sciences has developed Academic Ethics Guidelines to outline the rights and responsibilities of students and faculty in the learning process. These guidelines can be found at <http://www.uwyo.edu/hs/college-of-health-sciencesacademic-guidelines/>. If there is a concern that a student's professional performance is interfering with their academic performance and field placement, the student may be asked to develop an Academic Success Plan. The Academic Success Plan is described beginning on page 18 of the student handbook. A concern about professional performance may be raised by the student, other students, faculty, or field supervisors. The Academic Success Plan is a proactive tool for addressing the concerns in order to avoid dismissal and to help the student achieve the program competencies.

University of Wyoming Non-Discrimination Statement

A campus environment characterized by diversity, free inquiry, free expression, and balanced by interpersonal civility has always been, and continues to be, a top priority of the University of Wyoming. Civil discourse is an essential aspect of the search for and transmission of knowledge. Words and actions that promote and encourage self-worth, respect, and dignity are consistent with the University's mission. Conversely, words or actions that reflect prejudice, stereotypes, and discrimination are antithetical to the mission of the University and cannot be countenanced. Specifically, racist and other discriminatory or harassing conduct based on gender, color, disability, sexual orientation, religious preference, national origin, ancestry, or age impair and disrupt legitimate University functions. The University does not discriminate on the basis of sexual orientation. Every effort, within the context and protection of First Amendment rights, will be expended to eliminate such conduct from the campus community. Teaching our students to live productively in a multicultural/multiethnic society is a process that must take place within a constructive and harmonious multicultural/multiethnic environment here at the University of Wyoming. It is the obligation of faculty, staff, students, and the administration of the University of Wyoming to provide this environment.

Sexual Misconduct Policy

The University of Wyoming strives to create a respectful, sage, and non-threatening environment for its students, faculty and staff. This policy sets forth resources available to students, describes prohibited conduct, and establishes procedures for responding to sexual misconduct incidents (including sexual assault, sexual harassment, and other unwelcome sexual behavior).

The PDF outlining the Sexual Misconduct Policy and Procedures can be found at <http://www.uwyo.edu/dos/sexualmisconduct/sexualmisconductpoliciesandprotocols.html>

Student Code of Conduct

UW Regulation 8-30 outlines Student Conduct:

The University of Wyoming is a community of scholars in which the ideals of freedom of inquiry, freedom of thought, and freedom of expression are sustained. The exercise and preservation of these freedoms require a respect for the rights of all in the community to enjoy them to the same extent. It is clear that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the orderly process of the institution or with the rights of other members of the University of Wyoming cannot be tolerated.

When students enter the University of Wyoming, they assume responsibilities and obligations, including satisfactory academic performance and social behavior consistent with the purpose of the institution. Student conduct, therefore, is not considered in isolation within the University community but as an integral part of the educational process. As such, students are expected to conduct themselves in accordance with the rules and regulations of the University. Students, like all members of the University community, assume the responsibility to conduct themselves in compliance with the objectives and standards of conduct established by the University of Wyoming (UW Regulation 8-30).

The complete Student Code of Conduct can be found on the Dean of Students web page

<http://www.uwyo.edu/dos/conduct/>

College of Health Sciences Academic Ethics Guidelines

The College of Health Sciences has developed Academic Ethics Guidelines to outline the rights and responsibilities of students and faculty in the learning process. These guidelines can be found at

<http://www.uwyo.edu/hs/college-of-health-sciences-academic-guidelines/>.

Graduation

In order to graduate with a Social Work degree, students must:

- meet University requirements for graduation (see applicable *UW Bulletin*),
- complete 42 upper division credit hours
- have been accepted to Admitted Major
- complete all courses required for the social work major
- maintain a C or better in all social work courses
- have achieved a C or better in the social work prerequisite classes
- have a minimum of a 2.5 GPA in social work courses
- have a minimum of a 2.5 overall GPA
- have a minimum of a 2.5 UW overall GPA
- complete 120 hours.

The BSW Student Handbook is a guide for UW BSW Students (Laramie & Casper campus). This is not a contract and does not supersede university and trustee regulations. This handbook may be changed at any time by the Division of Social Work.

Rev. 9/2021

Students formally declare the semester they plan to graduate by completing the **Anticipated Graduation Date form** (available from http://www.uwyo.edu/registrar/Students/Forms_and_Petitions.html) and submitting it to the Office of the Registrar or to the UW-Casper office. This form is typically submitted one semester prior to the anticipated graduation date.

A degree check is conducted by a degree analyst at the Office of the Registrar to ensure all criteria for graduation have been or will be met by the end of the semester the student plans to graduate (see Appendix D or E for appropriate check sheet). **Students are ultimately responsible for ensuring that requirements have been met for graduation and should periodically access their own degree evaluation available through WyoWeb to review their progress** (see page 36 to review how to complete a degree evaluation).

Grievance Procedures and Appeals Processes

Division of Social Work Grievance and Appeals Process

Any student or student group may use the Division of Social Work procedures for resolution of student disputes arising from decisions or actions of Division faculty, staff, or administrative officials. The only grounds for appeal shall be allegations of prejudice towards the appellant; capricious evaluation; or capricious treatment. Refer to the Student Code of Conduct (<http://www.uwyo.edu/dos/conduct/>) and UW Regulation 11-2, University Hearing Officers (http://www.uwyo.edu/regspolicies/files/docs/regulations-july-2018/uw_reg_11-2_format_effective_7-1-18.pdf). Appeals must be completed within the time frames specified.

Students should first attempt to resolve the issue informally with the person involved. When the issue relates to an action regarding a class, the student should meet with the instructor of the involved course first. If the student is not satisfied with the outcome of the informal resolution, an appeal can be made to the Division of Social Work (DOSW) and will proceed pursuant to the process outlined below. The written appeal should be forwarded to the DOSW Student Affairs Committee via the DOSW administrative offices. The appeal must be presented to the Director of DOSW or designee no later than fifteen (15) school days after the act complained of has occurred. If the act complained of occurred between academic terms, the student shall file the complaint no later than fifteen (15) school days after the beginning of the next academic term. A written appeal shall consist of a letter to the Student Affairs Committee presenting the action being appealed, the basis of the appeal, and any supporting documents.

The Chair of the Student Affairs Committee or designee will make preliminary inquiry to ascertain whether the appeal is supported by available evidence. If not, the Chair or designee shall dismiss the appeal. The Chair, in consultation with the Director of the DOSW, may also assist in the resolution of the matter through administration disposition. Otherwise, an appeal hearing shall proceed according to the process outlined below.

The BSW Student Handbook is a guide for UW BSW Students (Laramie & Casper campus). This is not a contract and does not supersede university and trustee regulations. This handbook may be changed at any time by the Division of Social Work.

The Student Affairs Committee will hear the appeal. Neither the faculty member involved in the academic decision/action that is the focus of the appeal nor the Director will be a member. The chair for the hearing is elected by the committee members.

THE CHAIR OR DESIGNEE WILL:

1. Coordinate the appeal process
2. Notify the student and faculty member of the time and overall process of the hearing. Notify both the student and faculty member that all materials pertinent to the review, including whether any witnesses will be called, must be submitted to the Chair or designee at least (5) business days prior to the hearing.
3. Distribute all materials pertinent to the appeal from the student and faculty member to members of the hearing panel and the student and faculty member at least three (3) business days prior to the hearing.
4. Preside over all sessions of panel; ensure procedural conduct consistent with fairness. Maintain, with the assistance of DOSW staff, integrity (of the record) and confidentiality of the proceeding except as required by administrative or other legal process.
5. Dismiss any person from hearing room who becomes disorderly during proceedings; document behavior and subsequent action; and keep documentation with the record of the proceedings.
6. Submit the panel's findings of fact and the recommendation to the Director in writing and with a rationale within five (5) days of the hearing. All panel members shall sign the findings of fact and recommendation.

APPEALS HEARING:

1. The chairperson shall call the meeting to order. The chairperson will ask the appeal panel members, the student, and the faculty member to identify themselves. The chairperson shall review the procedural guidelines and the specific aims and limitations of the appeal process e.g. the purpose is to ensure fairness to the student and not to substitute the judgment of the instructor.
2. The conduct of the hearing will be informal and will be determined by the panel.
3. None of the parties may be represented by legal counsel at the hearing, although a support person, approved by the chair of the hearing panel, may be present at the hearing. The support person may not testify or participate in the hearing.
4. During the hearing both parties will be allowed to make a statement to the panel in support of their case. Following this, both student and faculty member will have an opportunity to respond to the other's statement.
5. After the student and the faculty member(s) have presented their statements and responses, questions may be raised.
6. Witnesses may present statements on behalf of either the student or faculty/staff. The student, faculty member and committee members can ask questions of the witnesses.

7. In the course of any hearing, the panel is authorized to request the appearance or additional evidence of any student, faculty, staff member, or other employee of the University as witness.
8. If the student or faculty member/staff does not appear at the hearing, the written statements will be the entire presentation by that person and the panel's recommendation will be made accordingly.
9. The hearing may take place by audio/visual teleconferencing. The conference will be scheduled by DOSW personnel and, at the discretion of the chairperson, may be set up with an impartial independent proctor to accompany the student at the distance site. At the end of the hearing, after the student and faculty are dismissed from the call, if needed the audio/visual teleconference will be re-established with just the members of the hearing panel.
10. The panel has five (5) business days following the hearing to render its findings of fact and recommendations.
11. The panel shall submit, to the Director, its findings of fact and recommendations in writing, with all panel members' signatures.
12. The panel shall follow established procedures maintaining confidentiality of the hearing and related records.

THE DIRECTOR WILL:

1. Receive the findings of fact and recommendation of the panel.
2. Make a final decision within ten (10) business days after receipt of the panel's findings of fact and recommendation.
3. Notify the parties in writing of her/his decision immediately thereafter. This does not preclude verbal communication of findings.

FURTHER APPEAL

Further appeal shall be in accordance with the College of Health Sciences Appeals procedures.

APPROVED BY DOSW ADMIN TEAM ON July 7, 2017

College of Health Sciences Policies for Guidelines and Procedure for Student Academic Appeals

The College of Health Sciences supports students' rights "to expect thoughtful, non-capricious evaluation of their academic performance." While acknowledging that, "Academic standards and approaches to grading may vary across colleges, units and instructors" (College of Health Sciences Policies for Guidelines and Procedure for Student Academic Appeals, p. 1).

The College of Health Sciences policy encourages students to seek resolution of academic disputes within the department. Each academic unit has written procedures for addressing disputes (see Division of Social Work Grievance and Appeals Process). If a student is not satisfied with the outcome and wishes to appeal the academic unit's decision, they can request a formal appeal at the College level.

A formal appeal should be considered carefully by the student before submission to the College of Health Sciences and should be based on substantial evidence. Prior to filing a formal grade appeal, the student should exhaust all channels of relief at the closest level to the issue (e.g., division/ school (College of Health Sciences and Procedures for Academic Appeals, p. 1).

The College of Health Sciences Guidelines and Procedures for Student Academic Appeals can be found on the College of Health Sciences website: <https://www.uwyo.edu/hs/student-resources/index.html>

Student Resources

Student Orientation

The BSW Student Orientation introduces the student to the Division of Social Work and the expectations of the student as outlined in the *BSW Student Handbook*. The handbook is available on the Division's web page; students are expected to have read this prior to entering the program and beginning the core curriculum.

Student Orientation is held at the beginning of the Fall semester and is mandatory for newly accepted Admitted Majors.

Advising

All students who declare social work as their major meet with the BSW Program Director or their social work faculty advisor for assistance in assessing their aptitude and motivation for a social work career. The student's earned credits are reviewed, and the student is advised what course work must be successfully completed in order for the student to earn the BSW degree. The student is then assigned to a faculty member who will typically be that student's advisor for the rest of her/his academic career.

All advisors for students in the BSW Program have at least a master's degree in social work; all advisors teach regularly in the BSW program and are full-time faculty members. The advisor is available for academic and career counseling throughout the student's career including:

- During advising week (mid-fall and mid-Spring), the student and advisor meet to review coursework already completed, courses still required for graduation, and specific courses the student will register for the next semester. Students are expected to contact their advisor to schedule a meeting. **Students are responsible for tracking their overall credit hours needed for graduation and their progress toward graduation;**
- Whenever a student completes a college or university petition, withdraws from a class or the university, or requests an overload; the advisor must sign the petition recommending the action;
- Social Work Pre-admit Majors and their advisor review the student's progress towards admission to Admitted Major.
- After reviewing WyoWeb degree evaluations during advising week in Spring of the student's junior year, the student and her/his advisor develop a plan to meet all graduation requirements by the expected date of graduation. In order to view a degree evaluation:

The BSW Student Handbook is a guide for UW BSW Students (Laramie & Casper campus). This is not a contract and does not supersede university and trustee regulations. This handbook may be changed at any time by the Division of Social Work.

1. Go to WyoWeb>WyoRecords>Students
2. Log in using your UW username and password
3. Click on the Student Resources tab
4. Select the Degree Evaluation tab

You can view the video that explains the degree evaluation at http://www.uwyo.edu/registrar/degree_evaluations/

- The student and advisor may meet at any point to explore potential career and graduate education choices.

Advisors are resources and mentors. Students are encouraged to meet with the advisor whenever needed during posted office hours and by appointment. Advisors can clarify questions regarding degree requirements and assist in exploring career and graduate education choices. Advisors can assist students in finding appropriate supports within the university system. Advisors are regularly involved in other circumstances that may arise, such as grievance procedures, circumstances in the student's life that impact on their career as a student, recommendations for student awards and scholarships, and when students are placed on academic probation or suspension.

Coe Library

The University of Wyoming has a core of well-rounded librarians. Many of the reference librarians are familiar with journals and source materials that relate to social work issues and are available to help connect you with the sources you need. They can assist you in identifying search engines, useful terms when searching for a particular topic, or to help expand or narrow your search. They are happy to help you via e-mail, phone, or in person.

You can contact any reference librarian at Coe Library by calling 307-766-3190 or E-mail your questions to libcirc@uwyo.edu.

UW library has multiple electronic journals available for student use that can be accessed through UW library's article and databases. Still can't find what you are looking for? Then utilize the interlibrary loan service. Login to your online [Libraries Account](#) or submit a [Renewal Request form](#).

Interlibrary loan is available to all UW students. For on campus students it allows access to documents and books that are not available through the UW library system. For students off campus it allows ready access to documents and books that are located on the UW campus and also books and documents located at other types of institutions.

Dean of Students

The Dean of Student's office provides many valuable services to students.

The Dean of Students office (DOS) at the University of Wyoming (UW) promotes student services, advocacy, leadership, involvement, civic engagement, civility, publications, and

The BSW Student Handbook is a guide for UW BSW Students (Laramie & Casper campus). This is not a contract and does not supersede university and trustee regulations. This handbook may be changed at any time by the Division of Social Work.

Rev. 9/2021

diversity by creating positive experiences for UW students. DOS's mission is to provide assistance, training, and education to individual students, student groups, and the university community. DOS works to help students to succeed academically and become contributing members of our campus and community.

Our services may be supportive in times of personal distress, facilitative in times of conflict, educational in times of development, or remedial in times of difficulty or discipline (Dean of Students, 2011).

The Dean of Student's office can assist with Authorized Absences, Campus Withdrawals, Campus Safety, Crisis Intervention and Response, Students' Attorney Program (SAP), and Multicultural Affairs. Visit their website at <http://www.uwyo.edu/dos/index.html> or by searching for them on the UW web page for a complete list of services.

University Disability Support Services (UDSS)

Students who have disabilities can register to receive educational support services through University Disability Support Services in the office of Student Educational Opportunity.

“UDSS strives to ensure successful access and services for students with disabilities. UDSS provides disability-related accommodations for UW students and visitors with disabilities as well as technical assistance, consultation and resource information for students, faculty, staff, campus visitors, and for University departments seeking to improve accessibility for individuals with disabilities” (UDSS, 2013).

UDSS is a program within Student Educational Opportunity and the Division of Student Affairs at UW. To contact or to register with University Disability Support Services e-mail them at udss@uwyo.edu or call 307-766-3656 (Office); 307-766-3073 (TeleType) or stop by the office in 128 Knight Hall.

Useful Phone Numbers for UW-Laramie Students

Advising · Career · Explorations Services (ACES)	766-2398
Campus Directory Operator	766-1121
Campus Express (Student ID Card)	766-5267
Coe Library	766-3190
Dean of Students Office	766-3296
Financial Aid Office	766-2116
IT Help Desk	766-4357
Multicultural Affairs	766-6193
On-Campus Housing	766-3175
Road and Travel Information	1-888-996-7623
Registrar	766-5272

The BSW Student Handbook is a guide for UW BSW Students (Laramie & Casper campus). This is not a contract and does not supersede university and trustee regulations. This handbook may be changed at any time by the Division of Social Work.
Rev. 9/2021

Student Health Clinic	766-2130
Student Organizations	766-3160
Student Educational Opportunity	766-6189
<ul style="list-style-type: none"> • Academic Services • Disability Support Services • McNair Scholars Program • Student Success Services 	
Union Bookstore	766-3264
UW Counseling Center	766-2187
UW Writing Center	766-5250

Useful Phone Numbers for UW-Casper Students

UW-C Office	268-2713
<ul style="list-style-type: none"> • Admissions Requests • Financial Aid Inquires 	
BSW Advising	268-2848
Casper College Bookstore	268-2202
Casper College Career Center	268-2662
Casper College Counseling	268-2263
Casper College Fitness Center	268-2553
Casper College Library	268-2269
Casper College Writing Center	268-2610
Educational Opportunity/TRIO Program	268-2483
Housing	268-2394
Student Health NURSE	268-2263
Student Services	268-2201

UW-Casper students can access all Casper College (CC) student services. A portion of UWC student fees goes to CC to help pay for access to those services, so UWC students are encouraged to take advantage of them.

****Please note that all UW-Casper Social Work Courses follow the UW Academic Calendar****

Social Work Student Organizations

Association of Student Social Workers (ASSW)

Any student with an interest in social work may join the Association of Student Social Workers (ASSW). Social work majors are urged to become active members in ASSW. ASSW is dedicated to helping students expand their worldview and advance their understanding of networks, groups and their functions. The goals of ASSW are:

The BSW Student Handbook is a guide for UW BSW Students (Laramie & Casper campus). This is not a contract and does not supersede university and trustee regulations. This handbook may be changed at any time by the Division of Social Work.

Rev. 9/2021

- To serve as a setting for student involvement in the Division of Social Work as well as the University;
- To act as a platform to aid students in serving the community and surrounding areas; and □
To seek out opportunities to facilitate the advancement of fellow human beings.

To serve as many people in the organization and community as possible, ASSW conducts fund raising activities and sponsors a community project every semester. Other activities include: supporting the social work month activities; hosting social gatherings; and performing various civic duties. Through these activities, the members gain perspective and knowledge that help them become professional Social Workers.

Membership drives are held at the beginning of each semester. Students interested in joining ASSW should contact any member or call 766-6112 in Laramie or 268-2848 at UW-Casper. **Members are expected to adhere to the NASW Code of Ethics during all activities.**

Phi Alpha Honor Society

The Epsilon Delta Chapter of Phi Alpha at the University of Wyoming received a Charter in 1995 and was recognized as a University student organization through Associated Students of the University of Wyoming in 1996. The Phi Alpha National Social Work Honor Society, which began in 1962, now has over 60 chapters nationwide at accredited MSW and BSW programs. The Epsilon Delta chapter has established the goals of academic excellence, through support for ASSW activities, student study groups, individual tutoring, and establishment of a Learning Resource Center. Two outstanding community social workers may be recognized each year through selection for honorary membership in Phi Alpha.

An undergraduate student is eligible for membership if the student has:

- declared social work as a major;
- achieved senior status;
- completed eighteen or more semester hours of required social work courses;
- achieved an overall grade point average of 3.0; and
- achieved a 3.5 grade point average in required social work courses

A membership drive is held at the end of the Fall semester and at the beginning of the Spring semester. Membership eligibility may be determined at other times upon request. Induction for members is held once a year during the Spring semester.

To apply for membership, a student completes the application (which includes certification by the advisor that the student has achieved the required GPA) and submits it with the lifetime membership fee of \$65.00 to the campus membership representative.

National Association of Social Workers (NASW)

Students are strongly encouraged to join the professional organization, the National Association of Social Workers (NASW). Applications are available in the Social Work office or on-line <https://www.socialworkers.org/join>. In addition, local NASW representatives can be found on this website.

The National Association of Social Workers may be reached at 1-800-638-8799. Student rates are \$60.00 per year and include the following benefits:

- A subscription to *Social Work*-The Journal of the National Association of Social Workers;
- A subscription to *NASW News*-reporting on issues of interest from NASW, state chapters of NASW, and on national and state political concern;
- Eligibility to purchase professional liability, health, life, and other types of insurance for social workers;
- Notification of Annual NASW conferences at the state, regional, and national levels; and notification of workshops and meetings of interest to social workers.
- A two-year transitional period after graduation of reduced dues (currently the dues are reduced from \$158 to \$116).
- with transitional costs being \$116 for the first two years reduced from \$158
- BSW students are encouraged to participate in the Wyoming Chapter of NASW <http://wyomingnasw.com>. A representative to this chapter may be selected from current BSW students.

Please see the Wyoming Chapter of NASW to identify the current BSW representative for NASW.

State Professional Licensing Board

Graduates of the Bachelor of Social Work Program at the University of Wyoming are eligible to apply for State Certification.

For State Certification information and requirements contact:

Wyoming Mental Health Professions Licensing Board

2001 Capitol Ave, Room 104

Cheyenne, WY 82002

Phone: (307) 777-3628

Fax: (307) 777-3508

e-mail: WyoMHPLB@wyo.gov

Website: mentalhealth.wyo.gov

For information on all state's professional social work certification and licensing contact:

Association of Social Work Boards

400 Southridge Parkway, Suite B

Culpepper, VA 22701

The BSW Student Handbook is a guide for UW BSW Students (Laramie & Casper campus). This is not a contract and does not supersede university and trustee regulations. This handbook may be changed at any time by the Division of Social Work.

Phone: 1-800-225-6880 website: www.aswb.org

Appendix A: Excerpt from the NASW Code of Ethics

Approved by the 1996 NASW Delegate Assembly and revised by the 2017 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:

- The *Code* identifies core values on which social work's mission is based.
- 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.
- The *Code* is designed to help social workers identify relevant considerations when professional obligations conflict or ethical uncertainties arise.
- The *Code* provides ethical standards to which the general public can hold the social work profession accountable.
- The *Code* socializes practitioners new to the field to social work's mission, values, ethical principles, and ethical standards.
- 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.

The complete text of the NASW Code of Ethics can be found on the NASW website:

<https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>

Appendix B: BSW and MSW Foundation Core Competencies and Practice Behaviors

Competency 1: Demonstrate Ethical and Professional Behavior

Social workers understand the value base of the profession and its ethical standards, as well as relevant laws and regulations that may impact practice at the micro, mezzo, and macro levels. Social workers understand frameworks of ethical decision-making and how to apply principles of critical thinking to those frameworks in practice, research, and policy arenas. Social workers recognize personal values and the distinction between personal and professional values. They also understand how their personal experiences and affective reactions influence their professional judgment and behavior. Social workers understand the profession's history, its mission, and the roles and responsibilities of the profession. Social Workers also understand the role of other professions when engaged in inter-professional teams. Social workers recognize the importance of life-long learning and are committed to continually updating their skills to ensure they are relevant and effective. Social workers also understand emerging forms of technology and the ethical use of technology in social work practice. Social workers: 1.1 make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to context;

- 1.2 use reflection and self-regulation to manage personal values and maintain professionalism in practice situations;
- 1.3 demonstrate professional demeanor in behavior; appearance; and oral, written, and electronic communication;
- 1.4 use technology ethically and appropriately to facilitate practice outcomes; and
- 1.5 use supervision and consultation to guide professional judgment and behavior.

Competency 2: Engage Diversity and Difference in Practice

Social workers understand how diversity and difference characterize and shape the human experience and are critical to the formation of identity. The dimensions of diversity are understood as the intersectionality of multiple factors including but not limited to age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status. Social workers understand that, as a consequence of difference, a person's life experiences may include oppression, poverty, marginalization, and alienation as well as privilege, power, and acclaim. Social workers also understand the forms and mechanisms of oppression and discrimination and recognize the extent to which a culture's structures and values, including social, economic, political, and cultural exclusions, may oppress, marginalize, alienate, or create privilege and power. Social workers:

- 2.1 apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels;
- 2.2 present themselves as learners and engage clients and constituencies as experts of their own experiences; and

The BSW Student Handbook is a guide for UW BSW Students (Laramie & Casper campus). This is not a contract and does not supersede university and trustee regulations. This handbook may be changed at any time by the Division of Social Work.

- 2.3 apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies.

Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice

Social workers understand that every person regardless of position in society has fundamental human rights such as freedom, safety, privacy, an adequate standard of living, health care, and education. Social workers understand the global interconnections of oppression and human rights violations and are knowledgeable about theories of human need and social justice and strategies to promote social and economic justice and human rights. Social workers understand strategies designed to eliminate oppressive structural barriers to ensure that social goods, rights, and responsibilities are distributed equitably, and that civil, political, environmental, economic, social, and cultural human rights are protected. Social workers:

- 3.1 apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels; and
- 3.2 engage in practices that advance social, economic, and environmental justice.

Competency 4: Engage In Practice-informed Research and Research-informed Practice

Social workers understand quantitative and qualitative research methods and their respective roles in advancing a science of social work and in evaluating their practice. Social workers know the principles of logic, scientific inquiry, and culturally informed and ethical approaches to building knowledge. Social workers understand that evidence that informs practice derives from multi-disciplinary sources and multiple ways of knowing. They also understand the processes for translating research findings into effective practice. Social workers:

- 4.1 use practice experience and theory to inform scientific inquiry and research;
- 4.2 apply critical thinking to engage in analysis of quantitative and qualitative research methods and research findings; and
- 4.3 use and translate research evidence to inform and improve practice, policy, and service delivery.

Competency 5: Engage in Policy Practice

Social workers understand that human rights and social justice, as well as social welfare and services, are mediated by policy and its implementation at the federal, state, and local levels. Social workers understand the history and current structures of social policies and services, the role of policy in service delivery, and the role of practice in policy development. Social workers understand their role in policy development and implementation within their practice settings at the micro, mezzo, and macro levels and they actively engage in policy practice to effect change within those settings. Social workers recognize and understand the historical, social, cultural, economic, organizational, environmental, and global influences that affect social policy. They are also knowledgeable about policy formulation, analysis, implementation, and evaluation. Social workers:

- 5.1 identify social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services;
- 5.2 assess how social welfare and economic policies impact the delivery of and access to social services; and
- 5.3 apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice.

Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities

Social workers understand that engagement is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers value the importance of human relationships. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to facilitate engagement with clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand strategies to engage diverse clients and constituencies to advance practice effectiveness. Social workers understand how their personal experiences and affective reactions may impact their ability to effectively engage with diverse clients and constituencies. Social workers value principles of relationship-building and interprofessional collaboration to facilitate engagement with clients, constituencies, and other professionals as appropriate. Social workers:

- 6.1 apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies; and
- 6.2 use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies.

Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities

Social workers understand that assessment is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in the assessment of diverse clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand methods of assessment with diverse clients and constituencies to advance practice effectiveness. Social workers recognize the implications of the larger practice context in the assessment process and value the importance of inter-professional collaboration in this process. Social workers understand how their personal experiences and affective reactions may affect their assessment and decision-making. Social workers:

- 7.1 collect and organize data, and apply critical thinking to interpret information from clients and constituencies;

- 7.2 apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies;
- 7.3 develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies; and
- 7.4 select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies.

Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities

Social workers understand that intervention is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers are knowledgeable about evidence-informed interventions to achieve the goals of clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to effectively intervene with clients and constituencies. Social workers understand methods of identifying, analyzing and implementing evidence-informed interventions to achieve client and constituency goals. Social workers value the importance of interprofessional teamwork and communication in interventions, recognizing that beneficial outcomes may require interdisciplinary, interprofessional, and inter-organizational collaboration. Social workers:

- 8.1 critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies;
- 8.2 apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies;
- 8.3 use inter-professional collaboration as appropriate to achieve beneficial practice outcomes;
- 8.4 negotiate, mediate, and advocate with and on behalf of diverse clients and constituencies; and
- 8.5 facilitate effective transitions and endings that advance mutually agreed-on goals.

Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

Social workers understand that evaluation is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations and communities. Social workers recognize the importance of evaluating processes and outcomes to advance practice, policy, and service delivery effectiveness. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in evaluating outcomes. Social workers understand qualitative and quantitative methods for evaluating outcomes and practice effectiveness. Social workers:

- 9.1 select and use appropriate methods for evaluation of outcomes;

- 9.2 apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes;
- 9.3 critically analyze, monitor, and evaluate intervention and program processes and outcomes;
and
- 9.4 apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels

Appendix C: Suggested Four Year Schedule for Declared Major Plan of Study USP 2015

Students must be accepted into the Social Work program as an *'admitted major'* in order to proceed in the program and enroll in professional degree courses beginning in the fall of their junior year. Students should apply to the Social Work program in the Spring of their sophomore year or during the semester they are completing all prerequisite courses. In addition to prerequisite courses (noted with an * below), students must have a minimum 2.5 GPA, have completed a criminal background check as required by the College of Health Sciences, and have submitted a completed application, accompanying fee and reference form. Admission to the program occurs in the Spring semester or during the semester they are completing all prerequisite courses. Admission to the program is a competitive process. The program begins in the fall of each academic year.

Freshman Fall Semester		Hrs	Min Grade required	Notes
	USP First-Year Seminar	3	C	FYS
ENGL 1010	College Composition and Rhetoric	3	C	C1
MATH 1000	Problem Solving	3	C	Q
PSYC 1000	General Psychology*	3	C	H
	Free/General Elective **	3		Suggested SPAN 1010 (First Year Spanish I)
	Credit hours subtotal:	15		
Freshman Spring Semester		Hrs	Min Grade required	Notes
	Human Biology Prerequisite Course***	4		PN; Suggested LIFE 1003 (Spring Semester only)
POLS 1000	American and Wyoming Government*	3	C	V
SOC 1000	Sociological Principles*	3	C	H
	Free/General Elective**	3		
	Free/General Elective**	3		Suggested SPAN 1020 (First Year Spanish II)
	Credit hours subtotal:	16		
Sophomore Fall Semester		Hrs	Min Grade required	Notes
	USP Communication 2	3	C	C2
	USP Physical & Natural World	3	C	PN
SOWK 2000	Introduction to Social Work*	3	C	
STAT 2070	Introductory Statistics for the Social Sciences*	4	C	
	Human Biology course***	3	C	
	Credit hours subtotal:	16		

The BSW Student Handbook is a guide for UW BSW Students (Laramie & Casper campus). This is not a contract and does not supersede university and trustee regulations. This handbook may be changed at any time by the Division of Social Work.
Rev. 9/2021

Sophomore Spring Semester		Hrs	Min Grade required	Notes
ECON 1010	Principles of Macroeconomics*	3	C	H; Cross listed with AGECEC 1010
	Free/General Elective**	3		Suggested RELI 1000 (Intro to Religion)

	Free/General Elective**	3		Suggested WIND 2100 (Intro to Disability Studies)
	Free/General Elective**	3		Suggested SOC 2350 (Race and Ethnic Relations)
	Free/General Elective**	3		
	Credit hours subtotal:	15		

Application for Admitted Major Status due middle of Spring semester or middle of Fall semester.

Students should apply during the semester they are completing all social work prerequisite courses

Junior Fall Semester (Admitted Major Status required)		Hrs	Min Grade required	Notes
SOWK 3530	Human Behavior and the Social Environment I	3	C	
SOWK 3630	Generalist SW Prac I, Individuals & Families	3	C	
SOWK 3645	Ethical Social Work Practice	3	C	
SOWK 4060	Diversity & Difference in SW Practice	3	C	
	Free/General Elective**	3		Suggested FCSC 3110
	Credit hours subtotal:	15		
Junior Spring Semester		Hrs	Min Grade required	Notes
SOWK 3540	Human Behavior and the Social Environment II	3	C	
SOWK 3640	Generalist SW Practice II, Groups	3	C	
SOWK 3650	Generalist SW Prac III, Communities & Orgs	3	C	
SOWK 4850	Human Rights, Social Justice and Social Policy	3	C	
	Free/General Elective**	3		
	Free/General Elective**	2		Suggested FCSC 4112 (Family Decision & Resource Mgt)
	Credit hours subtotal:	17		
Senior Fall Semester		Hrs	Min Grade required	Notes
SOWK 4560	Social Work Research	3	C	
SOWK 4990	Social Work Practicum	5	S	
SOWK 4991	BSW Field Seminar I	2	C	
	Social Work Elective**	3	C	

The BSW Student Handbook is a guide for UW BSW Students (Laramie & Casper campus). This is not a contract and does not supersede university and trustee regulations. This handbook may be changed at any time by the Division of Social Work.

	Credit hours subtotal:	13		
Senior Spring Semester		Hrs	Min Grade required	Notes
SOWK 4570	Research-Informed Practice	3	C	C3
SOWK 4990	Social Work Practicum	5	S	
SOWK 4992	BSW Field Seminar II	2	C	
	Social Work Elective**	3	C	
	Credit hours subtotal:	13		
TOTAL CREDIT HOURS: 120				
<p>This sample degree plan is a guide for course work in the major. Actual course sequence may vary by student. Course sequencing may need to be altered if ACT or Math Placement scores require a student to take pre-college courses before taking required math or English courses. Please refer to the online student degree evaluation and consult with an academic advisor. • Not all courses are offered every semester and some electives may have prerequisites. Students should review the course descriptions in the <i>University Catalog</i> and consult with their academic advisor to plan accordingly.</p>				
University of Wyoming requirements:				
<p>Students must have a minimum cumulative GPA of 2.0 to graduate. • Students must complete 42 hours of upper division (3000-level or above) coursework, 30 of which must be from the University of Wyoming. • Courses must be taken for a letter grade unless offered only for S/U. • University Studies Program (USP) Human Culture (H) and Physical & Natural World (PN) courses must be taken outside of the major subject but can be cross-listed with the major.</p>				
College of Health Sciences Notes:				
<p>Performance expectations for majors in the College of Health Sciences exceed institutional requirements. Please discuss with an academic advisor to understand the difference. • Admission to the clinical portion of Health Sciences majors is competitive and is not guaranteed even with minimum qualifications. Be prepared to meet and exceed expectations. • Background checks are required at some point within all Health Science majors and careers. Students should understand the long-term ramifications of all decisions and actions early on so as not to jeopardize future academic and career goals.</p>				
Division of Social Work requirements:				
<p>Students must be accepted into the Social Work program as an 'admitted major' in order to proceed in the program and enroll in professional degree courses beginning in the fall of their junior year. Students should apply to the Social Work program in the Spring of their sophomore year or during the semester they are completing all prerequisite courses. In addition to prerequisite courses (noted with an * above), students must have a minimum 2.5 GPA, must have completed a criminal background check as required by the College of Health Sciences, and must have submitted a completed application, along with the accompanying fee and reference form. Admission to the program occurs in the Spring semester or during the semester they are completing all prerequisite courses depending on seat availability. Admission to the program is a competitive process. The program begins in the fall of each academic year.</p> <p>Social Work students must have a minimum cumulative GPA of 2.5 to graduate. • Students must complete at least 53 hours in Social Work to graduate. • Students must complete a criminal background check as required by the College of Health Sciences. Application for Admitted Major Status will be due in the middle of the Spring semester or in the middle of the Fall semester. Students should apply during the semester they are completing all social work prerequisite courses.</p>				

*Prerequisite for admission to the Social Work program.

**Students should work with their academic advisor to determine the best courses to select as electives for a particular career path. It is possible for students to earn a minor with careful course selection.

*** This course should be a prerequisite for one of the approved courses for the "Human Biology Course" in the Sophomore Spring Semester (listed directly below).

***Approved courses include: KIN/ZOO 2040 (Human Anatomy), PSYC 2080 (Biological Principles. Additional courses are available through Wyoming Community Colleges. Please ask your advisor about other courses that might meet this requirement.

Appendix D: BSW Program 2015 USP Check Sheet (120 total credit hours)

USP courses. Select appropriate course from University of Wyoming USP list.	Course Taken	Credit Hours	Completed Semester/Year
First Year Seminar (FY) (C or better)		3	
Communication 1 (C1) (C or better)	ENGL 1010	3	
Communication 2 (C2) (C or better)			
Quantitative Reasoning (Q)	MATH 1000	3	
Physical and Natural World (PN) suggest: LIFE/BIO 1000/1003/1010/1020		3	
Physical and Natural World (PN)		3	
REQUIRED PREREQUISITES for SOCIAL WORK. Must be completed with a C or higher.			
Human Biology select 1 course from the following: (Please note all require a biology prerequisite)	PSYC 2080	3	
	KIN/ZOO 2040		
Statistics: Select 1 from the following:	STAT 2070	4	
	STAT 2050		
General Psychology (H)	PSYC 1000	3	
Macro Economics (H)	ECON 1010	3	
Sociological Principles (H)	SOC 1000	3	
Constitution (V)	POLS 1000	3	
Introduction to Social Work	SOWK 2000	3	
FREE/GENERAL ELECTIVES Number may vary, depending on total number of hours completed in other areas. Total number of all credit hours must equal 120.			

Must be accepted into Admitted Major to proceed in social work courses. See BSW Handbook for requirements.			
Semester	Required Social Work Courses <i>A minimum grade of C is required for all courses.</i>	Credit Hours	Check When Complete
	Fall Semester of Core Classes (Phase 1)		
Fall	SOWK 3530 HBSE I	3	
Fall	SOWK 3630 Generalist Practice I, Individuals and Families	3	
Fall	SOWK 3645 Ethical Social Work Practice	3	
Fall	SOWK 4060 Diversity and Difference in Social Work Practice	3	
	Spring Semester of Core Classes (Phase 2)		
Spring	SOWK 3540 HBSE II (Prerequisite: SOWK 3530 with a C or better)	3	
Spring	SOWK 3640 Generalist Social Work Practice II, Groups (Prerequisite: 3630 and 3530 with a C or better)	3	
Spring	SOWK 3650 Generalist Social Work Practice III, Communities and Organizations (Prerequisite: 3530 and 3630; SOWK 3540 pre or concurrent)	3	
Spring	SOWK 4850 Human Rights, Social Justice and Social Policy (Prerequisite: ECON 1010, SOWK 4060)	3	
	Fall Semester of Core Classes (Phase 3)		
Fall	SOWK 4560 Research Methods (Prerequisite: STAT 2050 or 2070)	3	
Fall	SOWK 4991 BSW Field Seminar I (Co-requisite: SOWK 4990)	2	
Fall	SOWK 4990 Social Work Practicum (Prerequisite: SOWK 3640, 3650 and application to the field program)	5	
	Spring Semester of Core Classes (Phase 4)		
Spring	SOWK 4570 Research Informed Practice (Prerequisite: SOWK 4560 and Admitted Major Status (<i>fills USP 2015 C3 requirement</i>))	3	
Spring	SOWK 4992 BSW Field Seminar II (Co-requisite: SOWK 4990)	2	
Spring	SOWK 4990 Social Work Practicum (Prerequisite: SOWK 3640, 3650 and application to the field program)	5	
Social Work electives may be taken at any time depending on the prerequisites 2 required; must be completed at the 3000 or 4000 level			
	SOWK	3	
	SOWK	3	

NOTE: The BSW program requires a total of 120 credit hours. 53 social work credit hours are required. Students must complete all university and social work requirements, 42 upper division hours required (social work courses account for 50 upper division hrs), maintain a 2.5 GPA overall, a 2.5 GPA in social work coursework, and achieve a grade of C or better in all social work courses, requirements and prerequisites. **Social work courses must be earned at a CSWE accredited social work program.** No course credit may be counted twice.

Appendix E: BSW Program 2015 USP Check Sheet

(120 total credit hours)

For students who have completed the core requirements by having already completed a bachelor’s degree or who have earned an AA, AS, or AB from any US, accredited community college. Student may have to complete the USP requirements FY and/or V please see Degree Evaluation.

REQUIRED PREREQUISITES for SOCIAL WORK. Must be completed with a C or higher.			
Human Biology select 1 course from the following: (Please note all require a biology prerequisite)	PSYC 2080	3	
	KIN/ZOO 2040		
Statistics: Select 1 from the following:	STAT 2070	4	
	STAT 2050		
General Psychology (H)	PSYC 1000	3	
Macro Economics (H)	ECON 1010	3	
Sociological Principles (H)	SOC 1000	3	
Constitution (V)	POLS 1000	3	
Introduction to Social Work	SOWK 2000	3	
FREE/GENERAL ELECTIVES			
Number may vary, depending on total number of hours completed in other areas. Total number of all credit hours must equal 120.			

The BSW Student Handbook is a guide for UW BSW Students (Laramie & Casper campus). This is not a contract and does not supersede university and trustee regulations. This handbook may be changed at any time by the Division of Social Work.
Rev. 9/2021

Must be accepted into Admitted Major to proceed in social work courses. See BSW Handbook for requirements.			
Semester	Required Social Work Courses <i>A minimum grade of C is required for all courses.</i>	Credit Hours	Check When Complete
Fall Semester of Core Classes (Phase 1)			
Fall	SOWK 3530 HBSE I	3	
Fall	SOWK 3630 Generalist Practice I, Individuals and Families	3	
Fall	SOWK 3645 Ethical Social Work Practice	3	
Fall	SOWK 4060 Diversity and Difference in Social Work Practice	3	
Spring Semester of Core Classes (Phase 2)			
Spring	SOWK 3540 HBSE II (Prerequisite: SOWK 3530 with a C or better)	3	
Spring	SOWK 3640 Generalist Social Work Practice II, Groups (Prerequisite: 3630 and 3530 with a C or better)	3	
Spring	SOWK 3650 Generalist Social Work Practice III, Communities and Organizations (Prerequisite: 3530 and 3630; SOWK 3540 pre or concurrent)	3	
Spring	SOWK 4850 Human Rights, Social Justice and Social Policy (Prerequisite: ECON 1010, SOWK 4060)	3	
Fall Semester of Core Classes (Phase 3)			
Fall	SOWK 4560 Research Methods (Prerequisite: STAT 2050 or 2070)	3	
Fall	SOWK 4991 BSW Field Seminar I (Co-requisite: SOWK 4990)	2	
Fall	SOWK 4990 Social Work Practicum (Prerequisite: SOWK 3640, 3650 and application to the field program)	5	
Spring Semester of Core Classes (Phase 4)			
Spring	SOWK 4570 Research Informed Practice (Prerequisite: SOWK 4560 and Admitted Major Status (<i>fills USP 2015 C3 requirement</i>))	3	
Spring	SOWK 4992 BSW Field Seminar II (Co-requisite: SOWK 4990)	2	
Spring	SOWK 4990 Social Work Practicum (Prerequisite: SOWK 3640, 3650 and application to the field program)	5	
Social Work electives may be taken at any time depending on the prerequisites 2 required; must be completed at the 3000 or 4000 level			
	SOWK	3	
	SOWK	3	

NOTE: The BSW program requires a total of 120 credit hours. 53 social work credit hours are required. Students must complete all university and social work requirements, 42 upper division hours required (social work courses account for 50 upper division hrs), maintain a 2.5 GPA overall, a 2.5 GPA in social work coursework, and achieve a grade of C or better in all social work courses, requirements and prerequisites. **Social work courses must be earned at a CSWE accredited social work program.** No course credit may be counted twice.

Appendix F: Success Learning Plan Template

Student Name		W#	
Faculty Name		Date	
Course			
Details			
Description of Issues/Behavior:			
Learning Plan:			
Timeline and Potential Outcome:			
Acknowledgement			
Student Signature/Date:			
Faculty Signature/Date:			

Advisor Signature/Date:
BSW Program Director Signature/Date:
Division Director Signature/Date:

Appendix G: American Psychological Association (APA) Writing Guideline Resources

It is strongly encouraged that students purchase the *Publication Manual of the American Psychological Association, 6th Edition*. The resources below are intended to help you navigate and understand APA formatting.

American Psychological Association: APA Style: <http://www.apastyle.org>

Purdue Online Writing Lab APA Style: <http://owl.english.purdue.edu/owl/resource/560/01/>

Purdue Online Writing APA Style Workshop: <http://owl.english.purdue.edu/owl/resource/664/01/>

Purdue Online Writing Lab APA Reference List: Basic Rules:
<http://owl.english.purdue.edu/owl/resource/560/05/>

Appendix H: Articulation Agreements with Wyoming Community Colleges

As of August 2018, the Division of Social Work at the University of Wyoming has articulation agreements, also called 2+2 plans with most of Wyoming's community colleges. The BSW program is currently working on formalizing additional agreements. These articulation agreements mean that students earning an associate's degree in any major with an emphasis or concentration in social work at a Wyoming community college that has an articulation agreement specifically with the Division of Social Work and who have met the minimum 2.5 GPA requirement can transfer to the University of Wyoming and are eligible to apply to the BSW program to be **considered for admission** and earn their bachelor's degree in social work in just two years. Updated information about all articulation agreements can be found here: <http://www.uwyo.edu/acadaffairs/degree-plans/wy-2-plus-2/>

Appendix I: BSW Admitted Major Application

Please see next page

BSW ADMITTED MAJOR APPLICATION

Fall 2022 Cohort

University of Wyoming
College of Health Sciences
Division of Social Work

When you declared social work as your major, you were classified as a Social Work Pre-Admit Major. The Division of Social Work adopted this procedure to give you an opportunity to make an informed and positive choice to adopt social work as an academic major and a profession. Now, it is time for you to seriously reflect on your choice and decide if you wish to continue as a social work major. Both scholarly and personal attributes are very important to a career in social work and given your introductory course work and time as a Social Work Pre-Admit Major, you should be in a position to assess both your long-term interest and suitability for such a career.

If you decide to continue as a social work major, please complete the attached Application for Admitted Major Status and submit it for review by the BSW Committee. You must be accepted into Admitted Major status to take the professional social work courses in the fall. **Admission is competitive.**

In order for applications to be reviewed, all social work prerequisites must be successfully completed by the end of the Spring 2022 semester.

Following the BSW Committee's review, an email will notify you whether or not you have been selected for Admitted Major status. Selected applicants who are currently enrolled in prerequisites will be conditionally/provisionally admitted into the fall 2022 cohort. After final grades have been posted for the semester in which you completed the prerequisites, grades and GPA will be reviewed and qualified applicants will be fully accepted into Admitted Major status. Students must maintain a 2.5 GPA or above in order to enroll in the fall 2022 professional social work courses. For more information on this process, please consult the [Bachelor of Social Work Student Handbook](#).

For your convenience, the following items have been compiled into a checklist, which can be found on pages 16 and 17 of this document. Students must meet the following criteria to be accepted into Admitted Major status:

1. Students must be a student at the University of Wyoming (UW). If the applicant is not currently admitted at UW, he or she must [apply for admission to UW](#) through UW Admissions and submit his or her Admitted Major application to the Division of Social Work concurrently. Students must be accepted at UW before being accepted into Admitted Major status.
2. Students must earn a minimum grade point average (GPA) of 2.50 in all UW course work and all course work completed at other academic institutions. The student's GPA is calculated using all college and university credit counted toward graduation from the University of Wyoming.

3. Students must earn a grade of C or higher in a Human Biology course, STAT 2050 or 2070, Macroeconomics (ECON 1010), General Psychology (PSYC 1000), Sociological Principles (SOC 1000), American and Wyoming Government (POLS 1000), and Introduction to Social Work (SOWK 2000) or their equivalents.
4. Students must have junior status (completed 60 credit hours) by the end of Spring semester.
5. Students must agree to adhere to the [NASW Code of Ethics](#).
6. Students cannot exhibit behavior that will infringe on the student's present or future ability to fulfill responsibilities as a social work professional.
7. Students must submit the Social Work Professional Recommendation Form. The individual completing the Professional Recommendation Form **cannot** be the instructor for SOWK 2000, a family member, or a friend. Suitable recommenders include work or volunteer supervisors, professors, or coaches. Select an individual who can address the following areas:
 - a. Your integrity and responsibility;
 - b. Your willingness to learn;
 - c. Your openness to new experiences and ideas;
 - d. Your academic, work, or volunteer experience;
 - e. Your interpersonal skills within the classroom, work, or volunteer experience; and
 - f. Your ability to manage stress.
8. Students must sign statements declaring that they have:
 - a. Read and understood the current [BSW Handbook](#);
 - b. Read, understood, and agree to adhere to the [UW Student Code of Conduct](#)
 - c. Read, understood, and agree to adhere to the [NASW Code of Ethics](#)
 - d. Read and understood the academic and non-academic Reasons for Dismissal from the BSW Program
9. Students must complete a background screening, in accordance with the [College of Health Sciences policy](#). Criminal convictions may result in the student's rejection for admission to Admitted Major. Please see the Criminal Background Screening section in the [BSW Handbook](#). If you would like to notify us of a criminal offense of which you have been convicted, submit a written statement describing the incident to the BSW Program Director. If needed, the BSW Program Director may ask for court documents that confirm successful completion of court requirements.
10. Students must submit the application fee of \$30 through [TouchNet](#).
11. Students must complete the admitted major application by the posted deadline. Applications submitted in fall term are due **November 19, 2021, by 5 pm**. Applications submitted in Spring term are due **April 8, 2022, by 5 pm**. If space allows, a Summer deadline will be posted to our website, www.uwyo.edu/socialwork.

Applications can be hand delivered on campus to:

Health Sciences 310 in Laramie, WY or University Union 434 in Casper, WY

Or mailed to:

Division of Social Work
1000 E University Ave
Dept 3632
Laramie, WY 82070

If applications are mailed, they must be postmarked by the deadline

Checklist for Admitted Major Application

Before you submit your application, do you have:

_____ GPA of 2.5 or higher, both UW and overall

_____ Minimum 60 credit hours, transferrable to UW

_____ Completed with a C or better, or are currently enrolled in all 7 prerequisites

	Human Biology (At UW, we will accept PSYC 2080, KIN 2040, or ZOO 2040. Please contact the Division of Social Work to find out which courses are acceptable from other institutions)
	STAT 2050 (Fundamentals in Statistics) or STAT 2070 (Intro to Statistics for Social Sciences)
	ECON 1010 (Macroeconomics)
	PSYC 1000 (General Psychology)
	SOC 1000 (Sociological Principles)
	POLS 1000 (American and Wyoming Government)
	SOWK 2000 (Intro to Social Work)

Before you submit your application, have you read and understood:

_____ [BSW Handbook](#)

_____ [UW Student Code of Conduct](#)

_____ [NASW Code of Ethics](#)

_____ Academic and Non-academic reasons for termination

[College of Health Sciences Background Check Policy](#)

Submit your application:

- _____ Application Information Sheet (pages 5 and 6 of this document)
- _____ Certification of Information and Background Check Policy signature sheet (page 6 of this document)
- _____ BSW Student Handbook signature sheet (page 7 of this document)
- _____ UW Student Code of Conduct and NASW Code of Ethics signature sheet (page 8 of this document)
- _____ Non-academic termination signature sheet (page 9 of this document)
- _____ Essay (prompt is on page 10 of this document)
- _____ **Unofficial** transcripts for all undergraduate work
- _____ Completed Professional Recommendation Form, *which must be sealed in an envelope with the recommender's signature on the seal.* (Request letter, to be given to your recommender, can be found on page 11 of this document, and the Professional Recommendation Form is page 12 of this document)

Also:

- _____ Pay the \$30 application fee via [TouchNet](#)
- _____ Initiate your background check via [Viewpoint](#), *do not submit the results to the Division of Social Work*
- _____ Submit official transcripts for all undergraduate work to the UW Registrar
- _____ [Apply to the University of Wyoming](#), if you have not already done so

Applications can be hand delivered on campus to:
Health Sciences 310 in Laramie, WY **or** University Union 434 in Casper, WY

Or mailed to:
Division of Social Work
1000 E University Ave
Dept 3632
Laramie, WY 82070

If applications are mailed, they must be postmarked by the deadline

BSW Application Information Sheet

University of Wyoming
College of Health Sciences
Division of Social Work

*Applications submitted in fall term are due **November 19, 2021, by 5 pm.**
Applications submitted in Spring term are due **April 8, 2022, by 5 pm.***

I am applying to the:

_____ UW Laramie campus program

_____ UW Casper campus program

Student Information:

Name: _____

W#: _____ Email address: _____

Phone #: _____ UW Email address: _____

Local address:

Permanent address, if different from local address:

Correspondence should be mailed to my:

_____ Local address

_____ Permanent address

Please list the institution at which you completed the following prerequisite courses. If you have not completed a prerequisite, please indicate in which semester and from which institution you will be taking the course.

Human Biology: _____

Statistics: _____

Macroeconomics: _____

General Psychology: _____

Sociological Principles: _____

American and Wyoming Government: _____

Intro to Social Work: _____

Certification of Information and Background Check Policy Signature Sheet

Health Sciences Background Check Policy

Students seeking admission into a College of Health Sciences program are required to obtain and pay for a criminal background check. These background checks are routinely required by schools, hospitals, and other agencies that participate in the clinical and practice education of our students. The results of your criminal background check may determine if you will be admitted into our program. You must inform the Dean of the College of Health Sciences if you are convicted of a crime while enrolled in your program. Depending on the requirements of your program, you may also be required to update your criminal background check each year. Each training site will be informed that you have completed a background check prior to your placement at that site.

Signing this form verifies:

1. You have completed the necessary steps to apply for Admitted Major status;
2. The information you have provided is correct to the best of your knowledge; and
3. You have read the Health Sciences Background Check Policy (above) and understand the requirements and consequences

Student Signature

Date

Submit these pages, three signature pages, essay, unofficial transcripts, and Professional Recommendation Form in a signed and sealed envelope to:

Health Sciences 310 in Laramie, WY or University Union 434 in Casper, WY

Or mailed to:

Division of Social Work
1000 E University Ave
Dept 3632
Laramie, WY 82070

If applications are mailed, they must be postmarked by the deadline

BSW Student Handbook Signature Sheet

University of Wyoming
College of Health Sciences
Division of Social Work

I, _____, have read the BSW Student Handbook.

I am aware of the policies and procedures that guide the Division of Social Work and that the BSW Student Handbook is a guide for students. It is not a contract and does not supersede University and Trustee regulations. I understand that I should use the BSW Student Handbook as a resource to proceed smoothly through the social work program.

Student Signature

Date

UW Student Code of Conduct and NASW Code of Ethics Signature Sheet

University of Wyoming
College of Health Sciences
Division of Social Work

I, _____, have read the UW Student Code of Conduct and the NASW Code of Ethics. I understand that all students who attend the University of Wyoming must adhere to the UW Student Code of Conduct. The NASW Code of Ethics are the national standards that define the professional behavior of social workers. I agree to behave according to the UW Student Code of Conduct and the NASW Code of Ethics. I am aware that I may be sanctioned, placed on probation, or terminated from the social work program for violating the UW Student Code of Conduct and/or the NASW Code of Ethics. I also understand that I may utilize the Student Grievance Procedure articulated in the UW Student Handbook, the BSW Student Handbook, and the Field Practicum Handbook if I believe the decision to terminate was made with “prejudice, capricious, or arbitrary treatment”.

Student Signature

Date

Non-academic Termination Signature Sheet

University of Wyoming
College of Health Sciences
Division of Social Work

I, _____, understand that I may be sanctioned, placed on probation, or terminated from the social work program for non-academic reasons. These reasons are articulated in the UW Student Handbook, the BSW Student Handbook, and the Field Practicum Handbook.

Non-academic termination may be initiated if one or more of the following occurs:

- Student violates the UW Student Code of Conduct
- Student fails to behave according to the NASW Code of Ethics
- Student fails to meet generally accepted standards of professional conduct, personal integrity, or emotional stability requisite for professional practice
- Student fails to demonstrate the effective interpersonal skills necessary to perform professional helping relationships
- Student displays inappropriate or disruptive behavior toward clients, colleagues, faculty, or staff, which interferes with professional judgement or jeopardizes the best interest of those to whom the social work student has a professional responsibility

I understand that I will be notified before being sanctioned, placed on probation, or terminated from the social work program and may utilize the Student Grievances Procedure articulated in the UW Student Handbook, BSW Student Handbook, and Field Practicum Handbook if I believe the decision to terminate was made with “prejudice, capricious, or arbitrary treatment”.

Student Signature

Date

Essay Prompt

University of Wyoming
College of Health Sciences
Division of Social Work

Please write a 3-4 page response (approximately 1200 words), typed, double spaced, that responds to the following questions. We expect that your response will provide insight into who you are and how you imagine you will be as a future social worker. There is no “right” response to the below questions. We want to learn about you and how you have come to apply to the social work program.

1. How did you first become interested in social work as a possible career? How do you know the degree is a “good fit” for you?
2. What are your personal strengths and qualities that will help you become an effective social worker?
3. Identify two values from the NASW Code of Ethics. Based on the two selected values, describe how you believe social work integrates with your personal values.
4. Discuss your experiences with people who differ from you in the areas of race, ethnicity, physical ability, intellectual ability, gender, sexual orientation, religion, political ideology, marital status, and age.
5. Include any additional comments that you wish the BSW Admissions Committee to consider.



1000 East University Avenue, Dept 3632
Laramie, WY 82071-3632
Phone (307) 766-6112
Fax (307) 766-6839
sowkmail@uwyo.edu
www.uwyo.edu/socialwork

Dear _____,

_____ is requesting the completion of a Professional Recommendation Form from you concerning his or her suitability to be admitted into the professional program for a Bachelor's of Social Work degree (BSW). Because federal legislation requires student access to educational records, the Division of Social Work cannot guarantee the confidentiality of your statement.

The Professional Recommendation Form will not be accepted from any family members of the applicant, friends of the applicant, or the instructor who taught the applicant in SOWK 2000 (Introduction to Social Work) or its equivalent.

Social work is a professional degree that emphasizes well-being with a focus on social justice. Social workers assist individuals, families, groups, communities, organizations, and institutions to plan and institute change through the use of many professional skills and techniques, including the use of the problem solving process.

The Council on Social Work Education (2015) states:

“The purpose of the social work profession is to promote human and community well-being. Guided by a person and environment construct, a global perspective, respect for human diversity, and knowledge based on scientific inquiry, the purpose of social work is actualized through its quest for social and economic justice, the prevention of conditions that limit human rights, the elimination of poverty, and the enhancement of the quality of life for all persons, locally and globally.”

Because social work is a demanding profession that works with vulnerable individuals, we ask that you rate the individual in the categories specified on the Professional Recommendation Form and provide comments that will help inform the review committee of the applicant's strengths and challenges.

If you have any questions regarding the Professional Recommendation Form or the application process, please feel free to contact me at vthomps4@uwyo.edu or 307-766-5639.

Please submit this form directly to the applicant in a sealed envelope with your signature across the seal. Thank you for providing this information and assisting us with our application process.

Sincerely,

Valerie Thompson-Ebanks, PhD, MSW
BSW Program Director

Professional Recommendation Form for Social Work Admitted Major

Printed name of applicant: _____

Please provide a recommendation concerning the person named above. Information is particularly desired concerning his or her suitability to be admitted into the professional program for a Bachelor of Social Work degree.

	Poor	Fair	Average	Good	Excellent
Integrity and responsibility				Good	
Comments:					
Willingness to learn					
Comments:					
Openness to new experiences and ideas					
Comments:					
Academic or work/volunteer experience					
Comments:					
Interpersonal skills within the classroom or work/volunteer experience					
Comments:					
Ability to manage stress and challenges					
Comments:					
Ability to get along well with people					
Comments:					

Relationship to applicant: _____ Years known: _____

Signature of Recommender: _____ Date: _____

Name of Recommender: _____

Agency: _____

Title/Position: _____

Submit completed reference in a sealed envelope with your signature across the seal directly to the applicant.