Bachelor of Social Work (BSW)
Student Handbook
2018-2019

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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/

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. 8/2018
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Dear Undergraduate Social Work Students:

Welcome to the Division of Social Work! 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 and many more settings. 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 campus 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 as well. On behalf of the entire faculty and staff, I welcome you. We look forward to an exciting year with you.

Sincerely,
Valerie Thompson-Ebanks, PhD, MSW
BSW Program Director

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About the Social Work Profession

Social work, which originated in the late 1800’s, was committed 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. (http://socialworkers.org/nasw/default.asp)

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, child care 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 (2017) states, “Employment of social workers is expected to grow by 12 percent from 2014 to 2024, faster than the average for all occupations” (https://www.bls.gov/ooh/community-and-social-service/social-workers.htm)

During your academic career, you may use the UW Career Center (307-766-2398) to help ready yourself for locating jobs. The Career 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 faculty, 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. Additionally, nine outreach education centers are located across Wyoming to provide outreach to Wyoming residents. 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 co-curricular 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.

Currently, an average of 130 undergraduates major in social work annually. The first group of master students entered the program in the fall of 1997 and 21 students graduated 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 social workers by providing quality learning opportunities for 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.

**BSW Program 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 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.

**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).

In the field practicum learning course, an extensive evaluation process is used. The Division also asks BSW students to evaluate their progress in achieving competency.

All of the evaluation data gathered provides 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

Mary Burman, PhD, FAANP, FAAN, is the Division Director and Dean of the Fay W. Whitney School of Nursing.

Billie Chapman, MSW, LCSW, 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.

Kirsten Havig, MSW, PhD, Assistant Professor, has extensive experience working in child welfare and justice-involved youth and with survivors of sexual trauma. She has experience with program planning, administration and policy advocacy.

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.

Travis Labrum, MSW, LCSW, Ph. D., Assistant Professor, received his Master’s degree from the University of Utah and his Ph.D. from the University of Pennsylvania. Dr. Labrum's research interests include conflict, violence, and various aspects of caregiving in families of persons with major psychiatric disorders; elder abuse by persons with and without psychiatric disorders; and the intersection of mental illness and the criminal justice system.

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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.

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.

Jeremiah Volk, MSW, LCSW, LAT, Assistant Lecturer, completed his Associates Degree in Addictionology and his Bachelor and Master degrees in Social Work. He has extensive practice experience in mental health and substance abuse. In addition he is completing his certification in Eye Movement Desensitization Reprocessing (EDMR).

Social Work Staff

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Additional information about faculty and staff may be found on our website, [www.uwyo.edu/socialwork](http://www.uwyo.edu/socialwork).

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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).

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).

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 and the requirements for their major. The Fall of 2015 marked a new University Studies Program, USP 2015. This shift is a significant change from the former USP 2003 requirements needed for graduation. Your entry date into the university determines which USP requirements you need to complete. Please work with your advisor to insure that you are completing the correct USP requirements.

USP 2003
According to the USP 2003 requirements, students who have completed an Associate’s Degree (AA, AS, or AB) from a Wyoming community college no earlier than Spring 2001 or have a Bachelor’s Degree are considered to have completed the core requirements of USP 2003, with the exception of QB and W3 (see the current General Bulletin for exceptions).

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, A&S, 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 32 for instructions on how to view your Degree Evaluation.

SOWK USP Course Offerings
Social work offers SOWK 4570 (Research-Informed Practice), a USP 2003 WC course and a USP 2015 C3 course. The Division also offers SOWK 4060 (Diversity and Difference in Social Work) which meets the USP 2003 requirement of a D 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 social work major requires 53 credits of social work courses (see Social Work Course Schedule, page 17).

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, 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 coursework 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:
- a 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 to determine how the course fits the requirements for the
University of Wyoming Social Work degree. 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: Tracking and Admitted Majors, page 25) in the spring before the fall semester they wish to begin the core social 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.**

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Social Work Course Schedule
Following is the order in which social work classes are offered and completed. See Current Bulletin for prerequisite for courses.

<table>
<thead>
<tr>
<th></th>
<th>Fall – Phase I</th>
<th>Credit Hours</th>
<th>Spring – Phase II</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOWK 3530</td>
<td></td>
<td>3</td>
<td>SOWK 3540</td>
<td>3</td>
</tr>
<tr>
<td>Human Behavior and the Social Environment</td>
<td></td>
<td></td>
<td>Human Behavior and the Social Environment II</td>
<td></td>
</tr>
<tr>
<td>SOWK 3630</td>
<td></td>
<td>3</td>
<td>SOWK 3640</td>
<td>3</td>
</tr>
<tr>
<td>Generalist Social Work Practice I: Individuals and Families</td>
<td></td>
<td></td>
<td>Generalist Social Work Practice II: Groups</td>
<td></td>
</tr>
<tr>
<td>SOWK 3645</td>
<td></td>
<td>3</td>
<td>SOWK 3650</td>
<td>3</td>
</tr>
<tr>
<td>Ethical Social Work Practice</td>
<td></td>
<td></td>
<td>Generalist Social Work Practice III: Communities and Organizations</td>
<td></td>
</tr>
<tr>
<td>SOWK 4060</td>
<td>(2003 USP-D requirement)</td>
<td>3</td>
<td>SOWK 4850</td>
<td>3</td>
</tr>
<tr>
<td>Diversity and Difference in Social Work Practice</td>
<td></td>
<td></td>
<td>Human Rights, Social Justice, and Social Policy</td>
<td></td>
</tr>
<tr>
<td>Fall – Phase III</td>
<td>Credit Hours</td>
<td>3</td>
<td>Spring – Phase IV</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>SOWK 4560</td>
<td>Social Work Research</td>
<td>3</td>
<td>SOWK 4570 (2003 USP-WC requirement; 2015 USP-C3 requirement)</td>
<td>3</td>
</tr>
<tr>
<td>SOWK 4990*</td>
<td>Social Work Practicum</td>
<td>5</td>
<td>SOWK 4990* Social Work Practicum</td>
<td>5</td>
</tr>
<tr>
<td>SOWK 4991</td>
<td>BSW Field Seminar I (taken concurrently with SOWK 4990)</td>
<td>2</td>
<td>SOWK 4992 BSW Field Seminar II (taken concurrently with SOWK 4990)</td>
<td>2</td>
</tr>
<tr>
<td>SOWK Elective (fall or spring)</td>
<td>3</td>
<td>SOWK Elective (fall or spring)</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

*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

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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 25.

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. Field request applications for Fall 2019 field placements are due January 2019 (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

Tracking and Admitted Majors
Initially, students who declare social work as a major are designated as “tracking” majors. 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 recently 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/admissions/bsw-admissions/apply-bsw.html) 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).
3. Students must agree to adhere to the UW Student Code or Conduct and the NASW Code of Ethics.
4. Students cannot exhibit behavior that will infringe on the student’s present or future ability to fulfill responsibilities as a social work professional.
5. Have Junior status (completed 60 credit hours) by the end of the Spring semester in which they are applying.

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6. 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 your:
   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

7. 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

8. 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.

9. 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

10. 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 2019 should apply in Fall 2018 OR Spring 2019 (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).

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.

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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 above-mentioned 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 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.

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If a student has any issue surface from the background check process, a final decisions 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 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

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 Program Admissions Committee following a readmissions 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.

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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).

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

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University of Wyoming Non-Discrimination Statement
The University is committed to equal opportunity for all persons in all facets of the University’s operations. The University’s policy has been, and will continue to be, one of nondiscrimination, offering equal opportunity to all employees and applicants for employment on the basis of their demonstrated ability and competence without regard to such matters as race, sex, gender, color, religions, national origin, disability, age, veteran status, sexual orientation, genetic information, political belief, or other status protected by state and federal statues or University Regulations. It shall also be the policy of the University to utilize an affirmative action approach in the recruiting, hiring and promotion of women, people of color and other persons from designated groups covered by federal statues, executive orders and implementing regulations in order to achieve a diverse workforce and student body.
For more information please see UW Regulation 4-1 (Equal Education and Employment Opportunity) at https://www.uwyo.edu/regs-policies/_files/docs/regulations-july-2018/uw_reg_4-1_effective_7-1-18.pdf

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/sexual%20misconduct%20policy.pdf

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 48 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.

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 32 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/_files/docs/2015-2016%20student%20code%20of%20conduct.pdf (UW reg. 8-30), University Hearing Officers, available from the Office of the General Counsel web page: http://www.uwyo.edu/regs-policies/section-11-student-affairs/). Appeals must be completed within the time frames specified.

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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 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

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**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: [www.uwy.edu/hs/](http://www.uwy.edu/hs/).

**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;**

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• 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;
• Tracking 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:
1. Go to WyoWeb>WyoRecords>Students
2. Log in using your UW user name 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 307-766-2070 or toll-free at 1-800-442-6757. E-mail your questions by clicking “Ask a Librarian” in the quick links column on the right hand side of the web page https://www-lib.uwyo.edu/find/forms/bookalibrarian.cfm. 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.

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.

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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 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
Computer Lab Help Desk 766-4357
Dean of Students Office 766-3296
Financial Aid Office 766-2116
Multicultural Affairs 766-6193
On-Campus Housing 766-3175
Road and Travel Information 1-888-996-7623

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Registrar  766-5272
Student Health Clinic  766-2130
Student Organizations  766-3160
Student Educational Opportunity  766-6189
  •  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
  •  Admissions Requests
  •  Financial Aid Inquires
BSW Advising  268-2848
CC Bookstore  268-2202
CC Career Center  268-2662
CC Counseling  268-2263
CC Fitness Center  268-2553
CC Library  268-2269
CC Writing Center  268-2610
Housing  268-2394
Student Advising Coordinator  268-2398
Student Health NURSE  268-2263
Student Services  268-2201

**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:
  •  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: writing a

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newsletter for students and alumni; 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 $45.00 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](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 $57.00 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;

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• 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 transitional period after graduation of reduced dues (currently the dues are reduced from $150 to $110).
• BSW students are encouraged to participate in the Wyoming Chapter of NASW [http://wyomingnasw.com](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](http://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
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
2.3 apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies.

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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 inter-professional 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 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.

<table>
<thead>
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<th>Freshman Fall Semester</th>
<th>Hrs</th>
<th>Min Grade required</th>
<th>Notes</th>
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<td>FY5</td>
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<tr>
<td>PSYC 1000</td>
<td>3</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td><strong>Credit hours subtotal:</strong></td>
<td><strong>15</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Freshman Spring Semester</th>
<th>Hrs</th>
<th>Min Grade required</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIFE 1003</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>POLS 1000</td>
<td>3</td>
<td>C</td>
<td>V</td>
</tr>
<tr>
<td>SOC 1000</td>
<td>3</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>Free/General Elective**</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Free/General Elective**</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Credit hours subtotal:</strong></td>
<td><strong>16</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Sophomore Fall Semester</th>
<th>Hrs</th>
<th>Min Grade required</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>USP Communication 2</td>
<td>3</td>
<td>C</td>
<td>C2</td>
</tr>
<tr>
<td>USP Physical &amp; Natural World</td>
<td>3</td>
<td>C</td>
<td>PN</td>
</tr>
<tr>
<td>SOWK 2000</td>
<td>3</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>STAT 2070</td>
<td>4</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>Human Biology course***</td>
<td>3</td>
<td>C</td>
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<td><strong>16</strong></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Sophomore Spring Semester</th>
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<tbody>
<tr>
<td>ECON 1010</td>
<td>3</td>
<td>C</td>
<td>Cross listed with AGEC 1010</td>
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<td>Free/General Elective**</td>
<td>3</td>
<td></td>
<td>Suggested RELI 1000</td>
</tr>
<tr>
<td>Free/General Elective**</td>
<td>3</td>
<td></td>
<td>Suggested WIND 2100</td>
</tr>
<tr>
<td>Free/General Elective**</td>
<td>3</td>
<td></td>
<td>Suggested SOC 2350</td>
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<tr>
<td>Free/General Elective**</td>
<td>3</td>
<td></td>
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<tr>
<td><strong>Credit hours subtotal:</strong></td>
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</tbody>
</table>

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**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.

<table>
<thead>
<tr>
<th>Junior Fall Semester (Admitted Major Status required)</th>
<th>Hrs</th>
<th>Min Grade required</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOWK 3530 Human Behavior and the Social Environment I</td>
<td>3</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>SOWK 3630 Generalist SW Prac I, Individuals &amp; Families</td>
<td>3</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>SOWK 3645 Ethical Social Work Practice</td>
<td>3</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>SOWK 4060 Diversity &amp; Difference in SW Practice</td>
<td>3</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>Free/General Elective**</td>
<td>3</td>
<td></td>
<td>Suggested FCSC 3110</td>
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</tbody>
</table>

Credit hours subtotal: 15

<table>
<thead>
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<th>Junior Spring Semester</th>
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<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>SOWK 3540 Human Behavior and the Social Environment II</td>
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<td>C</td>
<td></td>
</tr>
<tr>
<td>SOWK 3640 Generalist SW Practice II, Groups</td>
<td>3</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>SOWK 3650 Generalist SW Prac III, Communities &amp; Orgs</td>
<td>3</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>SOWK 4850 Human Rights, Social Justice and Social Policy</td>
<td>3</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>Free/General Elective**</td>
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</table>

Credit hours subtotal: 14

<table>
<thead>
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<th>Senior Fall Semester</th>
<th>Hrs</th>
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<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOWK 4560 Social Work Research</td>
<td>3</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>SOWK 4990 Social Work Practicum</td>
<td>5</td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>SOWK 4991 Social Work Field Seminar I</td>
<td>2</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>Social Work Elective**</td>
<td>3</td>
<td>C</td>
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</table>

Credit hours subtotal: 13

<table>
<thead>
<tr>
<th>Senior Spring Semester</th>
<th>Hrs</th>
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<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOWK 4570 Research-Informed Practice</td>
<td>3</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>SOWK 4990 Social Work Practicum</td>
<td>5</td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>SOWK 4992 BSW Field Seminar II</td>
<td>2</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>Social Work Elective**</td>
<td>3</td>
<td>C</td>
<td></td>
</tr>
</tbody>
</table>

Credit hours subtotal: 13

**TOTAL CREDIT HOURS: 120**

This is a guide for course work in the major; actual course sequence may vary by student. 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 University Catalog and consult with their academic advisor to plan accordingly.

**University of Wyoming requirements:**

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.

**College of Health Sciences Notes:**

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

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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.

<table>
<thead>
<tr>
<th>Social Work requirements:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

*Prerequisite for admission to the Social Work program.

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

***Approved courses include: KIN/ZOO 2040 (Human Anatomy), PSYC 2080 (Biological Principles. Additional courses are available through Wyoming Community Colleges. Please ask your advisor for classes that meet the need.
## Appendix D
### BSW Program 2015 USP Check Sheet
(120 total credit hours)

<table>
<thead>
<tr>
<th>USP courses. Select appropriate course from University of Wyoming USP list.</th>
<th>Course Taken</th>
<th>Credit Hours</th>
<th>Completed Semester/Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year Seminar (FY) (C or better)</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Communication 1 (C1) (C or better)</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Communication 2 (C2) (C or better)</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Quantitative Reasoning (Q)</td>
<td>MATH 1000</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Physical and Natural World (PN) suggest: LIFE/BIO 1000/1003/1010/1020</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Physical and Natural World (PN)</td>
<td></td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

### REQUIRED PREREQUISITES for SOCIAL WORK. Must be completed with a C or higher.

<table>
<thead>
<tr>
<th>Course Taken</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 2080</td>
<td>3</td>
</tr>
<tr>
<td>KIN/ZOO 2040</td>
<td>3</td>
</tr>
<tr>
<td>STAT 2070</td>
<td>4</td>
</tr>
<tr>
<td>STAT 2050</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 1000</td>
<td>3</td>
</tr>
<tr>
<td>ECON 1010</td>
<td>3</td>
</tr>
<tr>
<td>SOC 1000</td>
<td>3</td>
</tr>
<tr>
<td>POLS 1000</td>
<td>3</td>
</tr>
<tr>
<td>SOWK 2000</td>
<td>3</td>
</tr>
</tbody>
</table>

### 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.

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

**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, 48 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 F, Y 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 | 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.

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<table>
<thead>
<tr>
<th>Semester</th>
<th>Required Social Work Courses</th>
<th>Credit Hours</th>
<th>Check When Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td><strong>Required Social Work Courses</strong> &lt;br&gt; <em>A minimum grade of C is required for all courses.</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall</td>
<td>SOWK 3530 HBSE I</td>
<td>3</td>
<td></td>
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<tr>
<td>Fall</td>
<td>SOWK 3630 Generalist Practice I, Individuals and Families</td>
<td>3</td>
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<tr>
<td>Fall</td>
<td>SOWK 3645 Ethical Social Work Practice</td>
<td>3</td>
<td></td>
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<tr>
<td>Fall</td>
<td>SOWK 4060 Diversity and Difference in Social Work Practice</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Spring</td>
<td><strong>Required Social Work Courses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring</td>
<td>SOWK 3540 HBSE II (Prerequisite: SOWK 3530 with a C or better)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Spring</td>
<td>SOWK 3640 Generalist Social Work Practice II, Groups &lt;br&gt; (Prerequisite: 3630 and 3530 with a C or better)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Spring</td>
<td>SOWK 3650 Generalist Social Work Practice III, Communities and Organizations &lt;br&gt; (Prerequisite: 3530 and 3630; SOWK 3540 pre or concurrent)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Spring</td>
<td>SOWK 4850 Human Rights, Social Justice and Social Policy &lt;br&gt; (Prerequisite: ECON 1010, SOWK 4060)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Fall</td>
<td><strong>Required Social Work Courses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall</td>
<td>SOWK 4560 Research Methods &lt;br&gt; (Prerequisite: STAT 2050 or 2070)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Fall</td>
<td>SOWK 4991 Field Seminar &lt;br&gt; (Co-requisite: SOWK 4990)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Fall</td>
<td>SOWK 4990 Social Work Practicum &lt;br&gt; (Prerequisite: SOWK 3640, 3650 and application to the field program)</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Spring</td>
<td><strong>Required Social Work Courses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring</td>
<td>SOWK 4570 Research Informed Practice &lt;br&gt; (Prerequisite: SOWK 4560 and Admitted Major Status (fills USP 2015 C3 requirement))</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Spring</td>
<td>SOWK 4992 Field Seminar &lt;br&gt; (Co-requisite: SOWK 4990)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Spring</td>
<td>SOWK 4990 Social Work Practicum &lt;br&gt; (Prerequisite: SOWK 3640, 3650 and application to the field program)</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Social Work electives</td>
<td><strong>Required Social Work Courses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SOWK</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SOWK</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

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### Appendix F
#### Success Learning Plan Template

<table>
<thead>
<tr>
<th>Student Name</th>
<th>W#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Name</td>
<td>Date</td>
</tr>
<tr>
<td>Course</td>
<td>Details</td>
</tr>
</tbody>
</table>

**Description of Issues/Behavior:**

**Learning Plan:**

**Timeline and Potential Outcome:**

### Acknowledgement

<table>
<thead>
<tr>
<th>Student Signature/Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Signature/Date:</td>
</tr>
<tr>
<td>Advisor Signature/Date:</td>
</tr>
<tr>
<td>BSW Program Director Signature/Date:</td>
</tr>
<tr>
<td>Division Director Signature/Date:</td>
</tr>
</tbody>
</table>

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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](http://www.apastyle.org)

Purdue Online Writing Lab APA Style: [http://owl.english.purdue.edu/owl/resource/560/01/](http://owl.english.purdue.edu/owl/resource/560/01/)

Purdue Online Writing APA Style Workshop: [http://owl.english.purdue.edu/owl/resource/664/01/](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/](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
APPLICATION FOR ADMITTED MAJOR STATUS
Fall 2019 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 Tracking 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 Tracking 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 2019 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 2019 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 2019 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 3 and 4 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 9, 2018, by 5 pm. Applications submitted in spring term are due April 12, 2019, 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 Casper College Student Union,
University of Wyoming at Casper Building, Room UU 435 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

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>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)</td>
</tr>
<tr>
<td>STAT 2050 (Fundamentals in Statistics) or STAT 2070 (Intro to Statistics for Social Sciences)</td>
</tr>
<tr>
<td>ECON 1010 (Macroeconomics)</td>
</tr>
<tr>
<td>PSYC 1000 (General Psychology)</td>
</tr>
<tr>
<td>SOC 1000 (Sociological Principles)</td>
</tr>
<tr>
<td>POLS 1000 (American and Wyoming Government)</td>
</tr>
<tr>
<td>SOWK 2000 (Intro to Social Work)</td>
</tr>
</tbody>
</table>

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 Casper College Student Union, University of Wyoming at Casper Building, Room UU 435 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 9, 2018, by 5 pm**.
Applications submitted in spring term are due **April 12, 2019, 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: _______________________________________________________________________________
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

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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 Casper College Student Union, University of Wyoming at Casper Building, UU 435 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*
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
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, capacious, 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
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 commendations that you wish the BSW Admissions Committee to consider.
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.

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

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.