

Judson College
Bachelor of Social Work Program Student Manual
2019-2020



“Social work is helping.”

The Judson College BSW Program reserves the right to make revisions to program publications and forms without prior notice.

Table of Contents

Content	Page
Introduction	2
College and Bachelor of Social Work History, Mission, and Policies	4
Accreditation	8
Program Goals and Objectives	9
Program Structure	10
Equine-Facilitated Mental Health Minor	11
Admission, Degree Planning, and Program Requirement Information	12
Degree Requirements	17
Student Program Evaluation	21
BSW Program Non-Academic Policies	23
Student Organizations	26
Selected BSW Application Forms and Procedures	27

Introduction

Thank you for your interest in the Judson College Bachelor of Social Work degree. We have compiled information in this BSW Student Manual we hope you will find useful (e.g., description of our curriculum, student requirements and responsibilities). We have also included information on how to apply for entry to the BSW degree program.

The *Judson College Academic Catalog* and *Judson College Student Handbook* provide students with the policies procedures, rules, regulations responsibilities, and rights for all college undergraduate students at Judson. It provides the answer to many student questions concerning the academic and administrative requirements for admission, registration, retention, financial aid, student life, and requirements for graduation. All students in the BSW program are responsible for reading and following these standards and regulations governing Judson College as published in the *Catalog* and all other official College publications, as well as this BSW Student Manual.

Please address any correspondence or submission materials regarding the social work program to:

Judson College BSW Program
Angela Dennison, LMSW, ACSW, PhD Candidate, MDiv
Social Work Program Director
Assistant Professor of Social Work
Judson College, Jewett Hall, Office G07
302 Bibb Street
Marion, Alabama 36756
Telephone: 334-683-5192
Email: adennison@judson.edu

The Judson College Social Work Program Director provides leadership and ongoing oversight of the social work program including the design, modification, approval, and implementation of the Bachelor of Social Work degree curriculum and educational policies. These policies are related to the admission, adoption, and continuous evaluation of program outcomes.

Laura Boltz, LCSW, PhD Candidate, MPH
Social Work Field Director
Assistant Professor of Social Work
Judson College, Jewett Hall, Office G05
Telephone: 334-683-5203
Email: lboltz@judson.edu

The Social Work Field Director provides leadership and ongoing oversight of the social work field program including the design, modification, approval, and implementation of the BSW field curriculum, placements, and policies. These policies are related to the admission, administration, and continuous evaluation of program outcomes. The Field Director additionally coordinates field instruction with the Bachelor of Social Work degree curriculum.

Current Adjunct Faculty

Amy Butler, MSW, MDiv
Adjunct Instructor

Past Resource Faculty

Alvin Reed LCSW (pip)
Adjunct Instructor
Primary Employment: Alabama Human Resources Agency

Carolyn Neiswender, LCSW
Adjunct Instructor
Primary Employment: Private Practice

Latonya Washington, LGSW
Adjunct Instructor
Primary Employment: Bibb County Medical Center

The Judson College Social Work Program is housed in the Professional Studies Division and, as such, shares some resources with other programs within the division and the College. These are listed below.

Staff

Secretary ¼ time

Division Chair

Lesley Sheek, PhD
Associate Professor of Education
Judson College, Jewett Hall, Office 205
Phone: (334) 683-5133
Email: lsheek@judson.edu

College Administration

President: Dr. Mark Tew
Senior Vice President and Academic Dean: Dr. Stacey Parham

College and Bachelor of Social Work History, Mission, and Policies

Judson College and its History

Judson College was established in 1838 by members of Siloam Baptist Church of Marion, Alabama. Judson College was named for Anne Hasseltine Judson, the first American woman to serve as a foreign missionary. Judson students enjoy the unique traditions and character of the past while preparing for the challenges of an ever-changing world. Throughout her history Judson has educated women in the humanities, social sciences, natural and physical sciences, education and fine arts. Graduates of Judson have achieved success in concert halls, graduate schools, community service, hospitals social services, scientific research facilities, law, corporations, government service, education and religious leadership.

History of Judson College BSW Program

Judson College created a social work baccalaureate degree program, especially to serve the people of central Alabama and nearby Mississippi and Georgia. We affirm the core social work professional values to advance social and economic justice, the dignity and worth of every person, and the paramount importance of helping in human relationships. The bachelors of social work education at Judson College, a faith based community, seeks to prepare students for non-denominational generalist social work practice with the populations of the rural South.

Location and Resources

Judson College's campus is located in the central part of Alabama in the region's Black Belt (a region of fertile black soil suitable for farming), about halfway between the cities of Birmingham and Mobile. Farming has been the historically major activity in the region. The city of Marion in Perry County is also home to the Marion Military Academy, a post-secondary military preparatory school. Marion, the county seat of Perry County, has an elevation of about 300 feet and a population of about 10,600 (2010 Census Data). The winters are mild while the summers are very hot and humid. The climate is considered ideal for farming cotton and other traditional southern crops. This combination of geography, location and good soil have continued farming as a major occupation in Perry County.

More recent positive economic developments in this region have been the introduction of commercial fish farming and the June 1, 2017, announcement that Marion has been accepted to the Main Street Alabama community revitalization program. Further, nearby cities like Birmingham, and Montgomery are adding new industrial and high technology jobs. However, a major problem remains the low educational attainment of many of this region's inhabitants. In terms of social problems, the poorly educated regional workforce tends to hold down income and employment opportunities. Thus, Perry County has a very high poverty rate in an already poor state.

Population Characteristics

Currently, Judson has a student body of approximately 350 students from diverse cultural and ethnic backgrounds. Our classes are solely delivered in an on-campus, traditional format for women only, as Judson College was founded in an age when women were often prevented from attaining an advanced education, and Judson has maintained the tradition of preparing women with *knowledge and faith for a purposeful life*.

In consideration of these factors, the Judson BSW program has placed a particular emphasis on recruiting and educating regional female students for its resident student body. In this setting our students are insulated from some of the coeducational pressures, which may lessen educational outcomes for female college students. We particularly encourage members of racial and ethnic minority populations to enroll. In central Alabama that means largely African American students.

Perry County Alabama is a relatively rural area characterized by low population densities and limited commercial and retail access. The spiritual nature of Judson College is reflected in the social work program, which builds upon faith-based religious traditions of outreach and missions as a basis of work for social and economic justice.

We believe that professionally trained social workers drawn from this region's poor and minority communities are most likely to remain in this under-served area. While Judson College is sponsored by the Alabama Baptist Convention, we emphasize the application of spirituality and non-denominational faith, competency-based social work practice with our students. Such trained practitioners, with contextual knowledge of their home state, will help meet the needs of central Alabama's poor and minority populations.

Judson College's Mission Statement

Judson College, a private, undergraduate institution committed to academic excellence in the arts, sciences and professional studies, offers distinguished student-centered academic programs in a residential, single gender setting and through distance education to both genders. As a caring collegiate community related to the Alabama Baptist Convention, Judson College is dedicated to maturing its students into well-adjusted and productive citizens through the transmission of knowledge, refinement of intellect, the nurturing of faith, the promotion of service, and the development of character. Resulting from these efforts, Judson graduates will:

- Be knowledgeable in their academic area and be informed and contributing members of their communities;
- Think critically and communicate effectively;
- Be persons of enduring faith and character who are eager to serve and to lead.

BSW Program Mission Statement

“The mission of the Judson College Bachelor of Social Work (BSW) Program is to provide high-quality generalist social work education to our students, with a focus on social work skills, values, and knowledge. We prepare students to serve the poor, oppressed, and at-risk populations in the rural settings of the southeastern United States, as well as all of this region's diverse cultural

groups; advancing social and economic justice with those served. We also prepare students for graduate social work education. We uphold the social work profession's historical commitment to helping and empowering those in need while recognizing the strengths of those served. We affirm the social work profession's core values: the dignity and worth of every person, the central importance of human relationships, integrity, competence, social justice, and service."

Judson's BSW Program aligns with the goals of the social work profession by focusing upon a set of core values based in service to others in the classroom, in field placements, and in community outreach. The Judson College BSW Program subscribes to and teaches BSW students the National Association of Social Workers (NASW) Code of Ethics. Students must agree to be bound by the NASW Code of Ethics. Goals for the BSW program include the following key values:

- Service to others – putting clients' needs above one's own
- Adherence to social justice – challenging social injustice
- Uphold the dignity and worth of the person
- Importance of human relationships
- Integrity
- Competence – academic and in demonstrated practice focused on nine core competencies detailed by the Council on Social Work Education

BSW Program Policy Statements

Non-Discrimination/Affirmative Action Policy

It is the policy of Judson College that each member of the College community be permitted to work, study, or attend classes in an environment free from any form of improper discrimination including race, creed, color, age, gender, disability status, marital status, national origin, veteran status, or political affiliation. Sexual harassment is prohibited by state and federal statutes. This policy includes applicants for admission to the College and those applying for faculty employment. This statement further reflects our compliance with titles VI and VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972 as well as all other applicable federal and state regulations.

Accommodation Policy

It is the policy of Judson College, pursuant to federal and state law, to accommodate students with disabilities. It is the responsibility of the student with the diagnosed disability to self-identify in order for the College to provide adequate academic accommodations. Notification of a disability must be made to the Office of the Registrar, who has been designated as the Disability Services Officer at Judson College. This office is located on the first floor of Jewett Hall. The telephone number is 334-683-5112. The "Request for Accommodations" form along with documentation of the disability, must be filed in the Office of the Registrar prior to enrollment. The student must submit the written request form for accommodation(s) in person each semester. Notification to an individual faculty member is not sufficient.

No Credit for Life Experiences

It is the policy of the Judson College BSW Program not to give academic credit for prior life experiences. All course requirements must be met to receive the Bachelor of Social Work degree from Judson College or transferred from another accredited institution of higher education as approved by the Registrar.

Academic Dishonesty and Integrity

Judson College prohibits academic dishonesty and requires academic integrity from both students and faculty. Academic dishonesty is a form of misconduct that is subject to disciplinary action under the Student Code of Conduct and includes the following: cheating, fabrication, fraud, facilitating academic dishonesty and plagiarism. This includes plagiarism of published written works, other student works, etc. If plagiarism occurs in social work courses, the student will be given credit only for the amount of work that was not plagiarized or will be given no credit at all, at the discretion of the instructor. If cheating occurs on exams, all individual(s) involved will receive no credit for that exam. Make-up exams/assignments will not be considered. ***Students should not assume that group work is acceptable without prior authorization from the instructor.*** Academic Integrity means that students and faculty jointly agree to adhere to a code of conduct appropriate to the mutually trusting relationship that must exist between student and teacher. Those values will not allow students to either to take credit for work not their own, or to be deceitful in anyway, or to take unfair advantage of other students or of each other, or to be other than totally truthful and straightforward in all that they do. Written assignments in social work courses will be processed through Turnitin.com, a system that identifies papers containing unoriginal work. A student's submission of a paper for grading constitutes implied consent to submission of their papers to Turnitin.com.

Accreditation

Judson College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. The Bachelor of Social Work (BSW) program is accredited by the Council on Social Work Education (CSWE).

Council on Social Work Education (CSWE) Accreditation

The BSW program is accredited by the Council on Social Work Education. This accreditation standing will allow Judson College BSW graduates to sit for the social work licensing examination in Alabama or other states, and will allow them to be eligible for “advanced standing”, if accepted, to an accredited Master of Social Work (MSW) program enabling completion of the MSW in less time and at less expense.

Accreditation is a system for recognizing educational institutions who achieve a required level of performance, integrity, and quality. This process allows the educational community and the public to hold a high level of confidence in a program’s academic and professional rigor/comprehensiveness in preparing their graduates to achieve program objectives in their selected field of study. The accrediting process requires institutions to systematically reexamine their activities and achievements and to detail their internal procedures toward the accomplishment of program goals and objectives.

The essential purposes of CSWE’s accreditation process are to provide a professional judgment regarding the quality of social work programs offered and to encourage continual improvement of the program. Social work programs value accreditation, as this promotes student and faculty recruitment/retention and prepares students for social work state licensure and possible advanced standing entry into accredited MSW programs.

Judson College’s Social Work Program supports the tenets of the CSWE accreditation process and adheres to the National Association of Social Workers (NASW) Code of Ethics. BSW students should comply with the provisions of the NASW Code of Ethics.

Program, Goals and Objectives

Judson College Bachelor of Social Work program graduates will be prepared to serve as knowledgeable, skilled, culturally competent, and values-driven generalist social work practitioners. Our graduates are prepared to uphold the values and vision of the social work profession in their practice. Our graduates will be culturally competent to engage in generalist social work practice with the rural peoples of the southeast. Our graduates will demonstrate a commitment to working toward greater social and economic justice through practice, research, and action. Our graduates will have an understanding of the impacts of oppression and a desire to work to reduce the effects of racism, sexism, and other forms of discrimination.

Specific Competencies to be demonstrated by BSW Program Graduates

By graduation, Judson College BSW students will have demonstrated evidence of the following competencies as outlined by the CSWE through specific coursework noted on course syllabi and in each semester of Field Experience as assessed through the Field Evaluations (see *Judson College Field Instruction Manual*)

Competency 1: Demonstrate Ethical and Professional Behavior

Competency 2: Engage Diversity and Difference in Practice

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

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

Competency 5: Engage in Policy Practice

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

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

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

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

Program Structure

Social work is a helping profession leading the development, provision, and evaluation of social services. Social work is both an academic and an applied discipline that relies on values of service, social and economic justice, the dignity and worth of the person, the importance of human relationships, and integrity and competence in practice. The essence of social work is helping people -- individuals, families, communities, organizations and society. Social workers strive to enhance human well-being and to alleviate poverty, oppression, and social injustice while promoting respect for human diversity. The social work profession draws upon its own accumulated body of knowledge and skills, as well as the theories and findings of other social science disciplines. Among the social sciences, social work is unique in its emphasis on both the person and the social environment in a reciprocal relationship system.

Judson College's BSW Program follows the standards and guidelines of the Council on Social Work Education (CSWE) in preparing students to be competent, caring, ethical and effective social work practitioners. The BSW curriculum is designed to provide the base of knowledge, skills and values necessary for competent and ethical generalist social work practice to those entering the profession, as well as those already practicing in social service settings. The curriculum is designed to help prepare students and practitioners for licensure and advanced study.

Social workers are licensed professionals in Alabama and are found in a wide variety of practice settings including health and mental health, child welfare, community-based organizations, medical facilities, schools, youth services, law enforcement, courts, corrections, the military, services to elders, and with other social service providers.

Overview of the Program

The Judson College BSW Program is designed to be a two-year curriculum of professional study and fieldwork for students studying to become social workers, founded upon core curriculum grounded in the liberal arts general education core (GEC) that BSW students study primarily during the Freshmen and sophomore years, or transfer from another institution. The social work education portion of the four-year BSW degree program normally consists of the junior and senior academic years at Judson College. (Students generally take SWK 201 in their first or second year, however). Students wishing to enter the program should be advised that the general degree requirements as established in the Judson College catalog must be met prior to graduation. Students who have not met general education requirements, or who have not completed necessary credit hours may be required to spend more than two years in the social work program at Judson College prior to receiving the BSW degree. Field placement coursework will require travel along with completion of course requirements during regular working hours and/or during the evening.

Students considering a social work major should consult with a social work faculty advisor as early as possible in their academic career. Those wishing to declare the social work major/degree plan must submit an application to the Judson College Social Work Program and meet with a social work faculty advisor prior to enrolling in required social work classes. As an aid for students trying to decide upon a social work major and to help non-social work students understand the profession, the program offers a pre-major course each spring that is open to all students *SWK 201 - Introduction to Social Work and Social Welfare*. This course also fulfills a requirement for the Judson College GEC as well. Required social work classes

are available on a space-available basis to non-social work majors who meet course prerequisites or receive approval by the course professor.

While the BSW program at Judson does not require a minor to be pursued, some students may desire to add a minor, particularly in a discipline related to social work practice such as psychology, criminal justice, Spanish, etc.. This requires very careful planning to utilize all or most elective credit toward a minor. It may not be easily possible to add a minor late in a student's time at the College. Students should refer to the *Judson College Academic Catalog* to determine minor requirements along with consultation with her academic advisor.

Equine-Facilitated Mental Health Minor

One unique minor available only to social work or psychology majors at Judson College is "Equine-Facilitated Mental Health." This option requires 19 hours of EQS courses in addition to the social work major courses to allow a student with an interest in therapeutic interventions utilizing horses. A student interested in pursuing a minor in Equine Facilitated Mental Health may do so as either a Psychology or Social Work major. This minor will focus on the Equine Science courses that would prepare psychology or social work students for work in this field, while their major courses would prepare them for mental health work environments. The minor includes the following courses:

EQS 150 Basic Horsemanship (3 hours)

EQS 232 Equine Management (3 hours)

EQS 301 Principles of Therapeutic Horsemanship Instruction (3 hours)

EQS 401 Advanced Therapeutic Horsemanship Instruction (3 hours)

EQS 432 Principles of Riding Instruction (1 hour)

EQS 449 Independent Study: Equine Behavior (3 hours) **OR** EQS 471 Internship (3 hours)

EQS Riding Courses (to be determined by Equine Science faculty based on abilities/experience of students (3 hours)

Total: 19 hours

Admission, Degree Planning, and Program Requirement Information

After acceptance to Judson College, students should contact their faculty advisor to have an official degree plan constructed. The degree plan will apprise the student of courses that need to be taken to complete the degree; transferring students will be informed of the courses that have been accepted as equivalent transfers. Social work courses from non-CSWE accredited BSW programs cannot be accepted for Judson College BSW program credit

Please note that a baccalaureate degree at Judson College requires a minimum of 128 credit hours. Students with more than 60 credit hours of study or those who transfer in to Judson College with an Associate's degree in an unrelated area should be advised that changing to the BSW major late in their academic careers may result in additional time spent at Judson College to satisfy all BSW program requirements. As the BSW program is an intensive junior and senior year program, applicants should further be informed that the majority of General Education Curriculum (GEC) requirements should be completed prior to beginning their required social work classes as juniors. Students having deficiencies in Judson College's GEC requirements, in BSW program requirements, or in the total number of transfer credit hours accepted by the College, will have to make up these deficits by taking additional courses in the short term (Summer), or by extending their matriculation term. Prospective students should note that there is no minor in social work.

Application to the BSW Program

Spaces in the BSW program are limited. Even though students may have been admitted into Judson College, students must also be formally accepted into the BSW program. Students may apply for admission to the social work program after completing a minimum of 30 hours of college coursework (Judson College and transfer credits). Students must be accepted to the Judson College Social Work Program prior to enrolling in junior-required social work courses; the deadline to apply is February 1. Students are encouraged to complete early applications to ensure full consideration. The Program Director may consider exceptions to the March 1 deadline in rare instances.

The BSW program will continue accepting applications for fall of the junior year admission until the program is full or until the fifth week of classes, whichever comes first. Students must be accepted into the BSW program in order to count hours taken in social work toward the BSW degree. Students must have a minimum 2.0 cumulative GPA to be admitted to the BSW program.

There are four steps to apply for admission to the BSW Program:

1. Completion of the BSW Program application form in this manual
2. Submission of a 500-word essay detailing "Why I want to be a Social Worker"
3. Submission of three recommendation forms (located in this manual)
4. Completion of a personal interview with the Program Director and/or Field Director (this will generally be done in the course of academic advising)

Applicants will be notified by e-mail or U.S. mail of their acceptance status.

A. Legal Issues

To be admitted, a student should have no felony or other conviction which might prevent social work licensure or competent and ethical social work practice with vulnerable children or impaired adults. Students must be eligible for membership in good standing with the National Association of Social Workers (NASW). Please note, convictions for violations of law do not automatically bar BSW applicants from admission, but students must disclose and discuss prior convictions with the BSW Program Director prior to admission. Decisions will be made on a case-by-case basis according to the standard of a student's character and competence to perform the tasks of a successful generalist, professional social work practitioner and to protect the safety of vulnerable clients.

Please note that students with a criminal record may be denied licensure in Alabama even though they have graduated from the BSW program. Students should discuss this issue with the Alabama State Board of Social Work Examiners.

B. Psychological/Emotional/Mental Health Issues

Social workers are often in stressful and psychologically demanding situations. The profession involves considerable need to make immediate and serious decisions under conditions of uncertainty. If you have (or think you might have):

- emotional, psychological or mental health issues that may influence your stress level, interfere with your functioning as a professional generalist social worker, or may negatively impact your clients, or
- if you have been under the care of a licensed mental health practitioner within the last two years,

you should seek the advice of a licensed mental health practitioner prior to enrolling in the BSW program. Please carefully consider how your situation might impact your and your clients' well-being. Since such conditions may become more severe under the stress of social work education or practice, you are advised that students who manifest problems that interfere with their successful progress in the BSW program may be required to withdraw from the program.

Degree Planning and Academic Advising

Incoming students declaring the BSW as a major will be assigned a social work faculty advisor who will review the BSW degree plan and other program requirements during an advising meeting. Professional social work advisement is intended to orient the student to the social work profession and to assist the student in assessing their motivation and capacity for a career in professional social work. This advising meeting provides a setting in which to guide students in the self-evaluation process as well as to allow evaluation of the student by the faculty advisor. The advisor helps guide the student in selecting coursework and area(s) of focus that are most consistent with the student's needs, strengths, and goals. All BSW program faculty advisors are full-time faculty with an MSW or an MSW plus PhD in social work or related field.

BSW students are required to meet with their advisors no less than once per semester during the advising period. Advising must occur prior to enrollment each semester. Students are encouraged to make additional appointments with faculty advisors during posted office hours or by telephone or e-mail at any time as issues may arise during their matriculation.

Because many prospective student applicants have questions about the BSW program, the Judson College Social Work Program will offer a yearly January orientation meeting open to all students interested in exploring social work as a possible major or career.

Continuous Satisfactory Enrollment

Students who are admitted to the BSW program are admitted on a full-time basis only and must enroll in a minimum of 12 credit hours per semester. Students are expected to maintain a full course load at all times unless extenuating circumstances are significant. Students must further maintain continuous enrollment during their studies in the BSW program. A temporary leave of absence may be granted in extraordinary cases with the approval of the Social Work Program Director; however, since the course of study is sequential in nature, a student may re-enter the program only at the point where they previously left. Missing part or all of a semester may result in a student having to wait through a full year's course cycle for re-entry. Students who leave without petitioning for a leave of absence may be required to repeat the admissions process.

Any student who fails to enroll in a required course for any unexcused reason, withdraws from a required course, fails to maintain a GPA of 2.0 and grade of "C" or better in all SWK courses, or fails to be in good standing in all required courses for any unexcused reason will not be in good standing in the BSW program. Such a student may be placed on academic probation unless excused for some extraordinary, compelling, and valid reason. Additionally, please note that failure to maintain an adequate course load may affect a student's financial aid.

Each semester a student must demonstrate satisfactory progress by completing all major coursework with a "C" or better, in conjunction with an overall semester GPA of 2.0 or better. Failure to meet these standards will result in academic probation, being asked to leave the BSW program, or in failure to graduate.

The BSW program is a highly structured four-semester program. As such, the majority of GEC courses should be completed prior to beginning the SWK sequence in the junior and senior years to ensure that students are able to devote sufficient time exclusively to mastery of the BSW curriculum content. Required social work courses are scheduled across the four semesters of the junior and senior year and are sequential in nature. Students who fail to meet minimal grade requirements in a tracked course or those who deviate from their official degree plans will necessarily extend their graduation dates by a full year (each SWK required course is only offered once per academic year).

Academic Probation and Suspension

In accordance with the policies and standards of Judson College, a BSW student whose semester grade point average (GPA) falls below 2.0 will be placed on academic probation for the following semester. A student who earns less than a "C" in any required social work course or an

unsatisfactory grade in a field placement or seminar, will be required to repeat that course with at least a “C” to proceed in the program. Students in this situation will be allowed to continue taking BSW courses only with the express permission of the Program Director. Continuing failure to achieve a 2.0 GPA in required social work classes or in a student’s overall GPA after one semester on academic probation, will normally result in a student being required to leave the BSW program and/or the College (suspension).

Incomplete Grades

The grade of “I” (incomplete) is a conditional and temporary grade. It is given for passing students who could not complete required coursework due to circumstances beyond the student's control, typically due to situations occurring beyond the withdrawal deadline. If these deficiencies are due to extraordinary circumstances, the student can petition the instructor of record to grant an incomplete until the remaining work for the course can be accomplished. The student is responsible for arranging to complete the missing assignments during the first six weeks of the following academic term and must develop a plan for doing so, in writing, with the instructor granting the “I” incomplete. If the missing work is not completed during the following semester, an incomplete grade will automatically convert to an “F.”

Students are cautioned to seek advising regarding their course enrollment and progress toward completion of graduation requirements each semester.

As working, rearing children, and professional studies are each full-time jobs, students may inadvertently overextend themselves without proper advising. While the BSW program is sympathetic to student needs, attendance is required for all scheduled classes, and assignments must be turned in on time. A missed class means work lost. To be successful in completing Judson College’s BSW Program students with work, work study and/or family responsibilities will need to develop a comprehensive time management plan to meet their many obligations. Students must plan sports, employment responsibilities and family needs around class attendance and field placement obligations. As a matter of typical course, most students find that they cannot maintain full-time employment and meet the requirements of the BSW program satisfactorily. Students who choose this course of action usually find they cannot satisfactorily meet their academic and field placement commitments and are sometimes required to take a leave of absence from the BSW program until they can demonstrate the ability to fulfill matriculation requirements adequately.

Attendance

Students are expected to come to all classes fully prepared. Judson BSW students will adhere to the Judson College absence policies. Students are responsible for signing the attendance roster at the beginning of each class. As promptness is expected, attendance rosters will close 15 minutes after the beginning of each class. Students who have not signed-in by then will be counted as absent for that class unless excused by the instructor. No student may sign-in for another student. Doing so will lead to disciplinary action from the BSW program.

Field Placement Experience

BSW students take two semesters of field experience instruction totaling 400 clock hours of service at a local agency. These semesters are taken concurrently with the third, and fourth semesters of BSW study (both fall and spring of the senior year). The field experience placement enables students to gain valuable experience and instruction in field social work in social services agencies.

Judson College's BSW Field Experience Program works with our region's social services agencies to provide students with instruction and experience in applying social work knowledge, values, and skills, while helping people in need. Field placements are available in a variety of governmental, non-profit, and private agencies where students have the opportunity to develop strength-and-empowerment-based generalist practice skills with clients from the various cultural, ethnic, racial, social, and age groups of the region, while demonstrating the nine core competencies as outlined by CSWE.

The field program is demanding. In field placements, students are assigned as interns under the supervision of experienced, degreed social workers (please see the BSW student *Field Instruction Manual*). Students must successfully complete a pre-field seminar (SWK 361) during the spring semester of their junior year in which they will address issues of proper conduct in field agencies, insurance, matching of students and field placements, exploring students' social work career foci, and available field agency placements. Proof of practitioner liability insurance is required prior to placement in a field agency and is available (at the student's expense) through an insurance carrier of the student's choice. The Field Director will share resources for this requirement.

Degree Requirements

The current *Judson College Academic Catalog* containing all course descriptions and requirements may be accessed at <http://www.judson.edu/academics/academic-catalog/>.

Specific Catalog Provisions

1. All students wishing to declare a Social Work major may do so at any time to be assigned to a social work faculty member for academic advising. Sophomores must submit a program application packet to the SWK Program Director prior to formally being admitted to the SWK program. This application is available from the Program Director and is also available online at the Judson College website. **The yearly deadline for applications is March 1.**
2. The social work course rotation begins in the fall semester and is a full-time program. Courses are sequential in nature (fall courses are prerequisite to spring courses) and are not designed for part-time study. Though students may apply for admission to the program at any time during the academic year, student admissions to the SWK program are limited to fall only. Students who do not follow their degree plan as outlined or who do not complete required courses as scheduled will extend their matriculation beyond two years.
3. All students seeking to enter the social work program, including transfer students, students declaring a major after accumulating 30 credit hours or those who transfer in holding an AA or other degree, must meet with a social work faculty advisor to prepare the BSW degree plan before enrolling. Students must also complete advising with a BSW program advisor prior to enrolling each semester. Advising should be completed during the regular academic year (August to May) and students are encouraged to see their advisors during advising week each semester.
4. Transfer course equivalencies must be demonstrated to the Registrar through transcripts and syllabi or exam scores. Students who have completed substantial course work but who lack equivalent courses that satisfy the above conditions may be required to take additional courses to graduate with a BSW. These hours may be in addition to other requirements as listed in the *Academic Catalog*.
5. All general education curriculum requirements must be met (41 hours minimum). Students must maintain an undergraduate GPA of 2.0 each semester.
6. Social work majors must take the 55 hours of social work course requirements. All social work courses must be completed with a grade of “C” or better.
7. Students must select sufficient hours from required and elective course offerings to equal 128 hours minimum for graduation. 40 hours of upper division (300- and 400-level) coursework must be taken. 24 of the final 33 hours must be taken at Judson College, and 15 of the final 33 hours must be upper division.
8. 400 clock hours of field internship is required for the BSW degree. These hours are spread across two semesters of study (16 hours per week for 13 weeks each semester). Students must complete the preparation for field placement coursework and have been formally accepted into the Field Placement Program prior to accruing any hours. Additional policies regarding the Field Placement Program can be found in the *Field Instruction Manual*, and students are strongly advised to refer to these policies. The *Field Instruction Manual* is available from the Field Director and is posted online at the Judson College website.

Specific BSW Curriculum Requirements

The BSW course of study is guided by the curriculum policy statement of the Council on Social Work Education (CSWE), and a copy of the CSWE accreditation standards is available for review in the Judson College Social Work Program Director's office. In accordance with CSWE's accreditation standards, there are four sequences of courses that comprise the required generalist BSW education program:

1. Social Work Practice (SWK 311, SWK 312)
2. Social Policy and Programs (SWK 341)
3. Human Behavior in the Social Environment (SWK 321, SWK 322)
4. Field Experience (SWK 361, SWK 463, SWK 464)

These courses are augmented with rural/southern studies, research methods, and selected field and topical courses.

1. Rural and Southern Studies (SWK 392, SWK 425)
2. Research Methods (SWK 332)
3. Selected Field/Senior Seminars (SWK 313, SWK 393, SWK 415, SWK 495)

Students must complete 52 hours of required core social work classes with a grade of "C" or better (minimum 2.0 GPA). The Bachelor of Social Work degree has a social work composite major and does not require a minor, though with careful planning, a minor can be accomplished.

Courses-specific to the BSW that should be chosen within the Judson general education curriculum requirements:

SWK 201 Introduction to Social Work and Social Welfare

MAT 231 Statistical Methods

SPA 101 Spanish I

SPA 102 Spanish II

Social Work Course Requirements (50 hours, including SWK 201)

Degree Area	Course #	Course Title and (Number of Hours)
SWK	311	Social Work Practice I (4 credit hours)
SWK	312	Social Work Practice II (4 credit hours)
SWK	313	Social Work with Aging Populations (3 credit hours)
SWK	321	Human Behavior in the Social Environment (HBSE) I (3 credit hours)
SWK	322	Human Behavior in the Social Environment (HBSE) II (3 credit hours)
SWK	332	Introduction to Social Research (3 credit hours)
SWK	341	Social Welfare Policy (3 credit hours)
SWK	361	Preparation for Field Placement (1 credit hours)
SWK	392	Social Work in Rural Settings (3 credit hours)
SWK	393	Spirituality in Social Work Practice (3 credit hours)
SWK	415	Child Welfare and Adult Protective Practice (3 credit hours)
SWK	425	Southern Peoples & Cultures (3 credit hours)
SWK	463	Field Experience I (4 credit hours)
SWK	464	Field Experience II (4 credit hours)
SWK	495	Senior Seminar (3 credit hours)

Elective Courses

Elective requirements for social work majors should be relevant to social work education. Electives should be considered carefully with special attention paid to pre-requisite requirements for each course. Students are strongly advised to select electives in consultation with a social work faculty advisor. Due to the diverse nature of social work services and clients, any discipline is an option. The BSW program requires that social work students take at least one year of Spanish; however, two years is preferable.

Additional Provisions

Students must meet the following additional conditions in order to graduate:

1. Students in the BSW program must follow all policies and procedures as outlined in the *BSW Student Manual* and *Field Instruction Manual*. Both of these documents are available from BSW program faculty as well as online at the Judson College website.
2. BSW students must complete a departmental exit assessment as specified by the College.
3. Social work courses taken more than five years prior to acceptance to the BSW program cannot be counted toward the BSW degree and must be repeated.
4. Social work courses from non-accredited BSW programs cannot be accepted for Judson College BSW program credit.

Suggested Program of Study for the Bachelor of Social Work

Below is a suggested sequence of courses for the BSW. For specific information, students should see their advisor. Students should have completed the vast majority of GEC and elective requirements before taking the following sequence of courses:

Junior Year		Fall	Spring
SWK 311	Social Work Practice I	4	
SWK 312	Social Work Practice II		4
SWK 313	SWK with Aging Populations	3	
SWK 321	Human Behavior I (HBSE I)	3	
SWK 322	Human Behavior II (HBSE II)		3
SWK 332	Introduction to Social Research		3
SWK 341	Social Welfare Policy I	3	
SWK 361	Preparation for Field Experience		1
SWK 392	Social Work in Rural Settings		3
	Electives (generally needed)	3	3
Total Credit Hours		16	16

Senior Year		Fall	Spring
SWK 393	Spirituality in SWK Practice	3	
SWK 415	Child Welfare & Protective		3
SWK 425	Southern Peoples and Cultures	3	
SWK 463	Field Experience I	4	
SWK 464	Field Experience II		4
SWK 495	Senior Seminar		3
SWK 491	Directed Study (optional course)		
	Electives (generally needed)	6	6
Total Credit Hours		16	16

Program Evaluation

Evaluation of Student Academic, Field, and Other Performance Overview

The Judson College BSW Program is committed to an ongoing plan of assessment. This plan is the guiding source of data to be used in the BSW program's continuous improvement efforts. Judson College's BSW Program faculty believe that a comprehensive package of measures of program performance incorporating quantitative data, qualitative data, and subjective faculty perceptions provides the best insight into the program's strengths and areas needing improvement. Faculty observations (from advising each semester, from in-class student performance during the semester, and from student feedback at the end of each semester) will be used continuously to accomplish adjustments of course content and delivery.

In addition to the assessment of individual student progress, the BSW program monitors the overall achievement of program goals and objectives/CSWE Core Competencies. To accomplish this effort, all BSW majors must participate in the BSW program's assessment of the Core Competencies in coursework throughout the program, as detailed in program syllabi/rubrics, and in a standardized assessment administered during the last semester of study in the BSW program; this standardized testing does not affect student grades, but it is vitally important in helping the BSW program improve its performance and is mandatory for BSW students.

The BSW program uses a learner outcomes approach alongside traditional evaluation of observations/advising and transcripts/normative assessment to evaluate students.

1. Learner outcomes are assessed in each class and students are referred to their syllabi and the department's assessment plan for a listing of these specific objectives. Instructors will additionally review specific objectives at the beginning of each course in which students are to be assessed as well as immediately prior to their measurement with an assignment.
2. Interviews, advising and observational feedback occur for each student with her individual instructors and advisors (qualitative measures). Each semester of matriculation in the social work program, BSW faculty meet with students to evaluate and give feedback on student progress, strengths, and areas of challenge which must be addressed.
 - a. During application: The faculty advisor will discuss the BSW program contents and requirements with incoming students, making notes regarding the student's preparation/academic readiness and motivation for the BSW major.
 - b. During semester advising: The faculty advisor will discuss the student's progress in the BSW program with returning students, making notes regarding the student's progress toward degree plan completion and achievement of learner outcomes. Advisors will discuss problems/issues the student is experiencing and problem-solve these situations with the students. Remediation plans will be developed if necessary.
3. Evaluation of student transcripts is addressed in advising.
4. Field work will be evaluated in accordance with the student *Field Instruction Manual* (available online) and on student evaluation forms approved by the field director. Briefly:
 - a. The Field Director and the Field Instructor will assess the student's progress toward achieving acceptable levels of mastery of each of the Core Competencies as outlined in CSWE EPAS 2015. The Field Director, Field Instructor, and the student

- will create and evaluate individualized Learning Contracts and Field Evaluations based on the demonstration and assessment of the nine Core Competencies for each semester of field experience.
- b. The Field Director will review the student's field evaluations with the student twice during each semester (mid-term and final grade).
 - c. The BSW faculty will review summaries of students' progress in achieving their learning contracts as a part of annually evaluating the field program's effectiveness in promoting student learning and social work skills growth.
 - d. Field Instructors will review the field program and make recommendations for improvement at the end of each semester. This will be reviewed by the Field Director for possible implementation.
5. The ACAT (Social Work Area Concentration Achievement Test) and/or SWEAP (Social Work Education Assessment Project), content assessment will be administered during students' final semester before graduation within SWK 495. This test(s) does not affect students' course grades but is used to determine students' knowledge gains in social work knowledge domains. The ACAT or SWEAP results will provide the program with:
- a. Comparative rankings of Judson College BSW students against a nationally normed sample for graduating students. This allows the BSW program to compare its students and their competencies to the mean achievements of a national sample of BSW students.
 - b. Each of subtest scores will give the BSW program feedback on the degree of social work knowledge competence gained by our students to evaluate the effectiveness of courses in each of the primary content areas of the BSW curriculum, including the following list:
 - Values and Ethics
 - Diversity
 - Social and Economic Justice
 - Human Behavior in the Social Environment
 - Social Welfare Policy and Programs
 - Social Work Practice
 - Social Work Research

All of these outcome measures will be discussed in social work faculty curriculum committee planning meetings each year. The results will be used to plan future operations of the BSW program in the areas of curriculum, course delivery, and field experience placement. Problematic or insufficiently addressed competency areas of the curriculum (in accord with the 2015 EPAS) will be given priority for revision, expansion, or replacement.

BSW Program Non-Academic Policies

Observance of U.S. and Alabama State Law (see Judson College's *Academic Catalog* and *Student Handbook*)

BSW students are in preparation to become professional social work practitioners; thus, behavior that would impair students from being accepted by NASW or similar social work organizations as social workers in good standing, or behavior which would preclude licensure is subject to disciplinary action. The nature of social work practice includes work with vulnerable persons and dictates that practitioners use sound and mature professional judgment. The NASW Code of Ethics serves as the BSW program's guide to professional practice. Students are expected to familiarize themselves with the NASW Code of Ethics and abide by it. The social work program reserves the right to terminate the enrollment of any student at any time for what the BSW faculty and administration believe to be good and sufficient reason(s) such as: cheating, gross misuse of College property, or unethical or grossly unprofessional conduct with clients and/or other students. Similarly, serious or repeated instances of substance abuse, failure to treat clients, faculty, or other students with honesty, confidentiality, beginning competence, and respect may be grounds for non-academic probation or dismissal. In such cases, students will be notified with a written explanation by the Judson College Social Work Program Director.

Students have access to the normal College channels of appeal from any adverse decisions, by first discussing the matter with the appropriate BSW faculty member. The next step is done by filing a written appeal with the Professional Studies Division Chair. Should a student wish to appeal the decision of the Chair, students may pursue their complaint with the Academic Dean of Judson College. Students have further rights of appeal as outlined in the *Judson College Academic Catalog* and/or *Student Handbook*.

Sexual Harassment/ Sexual Misconduct

Sexual harassment is defined as any unwanted sexual behavior, attention, or activities, which may create a hostile environment for the victim(s). Judson College expressly prohibits sexual harassment or sexual misconduct of any kind by or toward any student or College employee/representative on the campus at any College-sponsored events or activities. Field students, field instructors, representatives of the field agency, and faculty/staff from Judson College are subject to the sexual harassment policy of Judson College and the relevant internal policies of individual agencies during field placement activities.

Allegations of sexual harassment in field placements or any other settings shall be investigated and resolved in accordance with the policies and procedures established by Judson College and the Judson College Code of Conduct. For detailed information concerning the sexual harassment policy and investigatory procedures of Judson College, interested students and agency personnel should consult the Judson College Dean of Students.

In addition to Judson College's policy on sexual harassment, field students and participating field agency staff are subject to federal and state laws prohibiting sexual harassment. Social workers and social work students are further subject to the NASW Code of Ethics standards prohibiting sexual conduct with clients. BSW students are forbidden to engage in sexual harassment or misconduct of any kind.

Depending upon the seriousness of the offense, a student found to be in violation of the sexual harassment/sexual misconduct policy may be warned, subjected to non-academic discipline, suspended, or expelled from the BSW program and/or Judson College. A student charged with sexual harassment/misconduct may also be subject to prosecution under Alabama criminal statutes. Students shall have the normal College channels of appeal from any disciplinary decision.

Grievance Policy and Procedures

Most grievances, but especially any appeals of student grades, should first go to the instructor of record. The student should present an oral or written justification explaining the issue and stating their preferred resolution of the situation. If a discussion with the instructor of record does not result in resolution of the issue, student appeals should next go to the BSW Program Director and/or the Field Director. Following that, grievances/appeals should be addressed to the Professional Studies Division Chair, then the Academic Dean, and finally, to the President of Judson College. In extreme circumstances, students may also have legal rights under the laws and regulations of the United States and the state of Alabama.

Informal Remedies for Academic or Other Student Problems

When a student is experiencing serious academic difficulty, the social work faculty advisor will consult with appropriate faculty and then address appropriate issues directly with the student to develop a remediation plan in order to address barriers to the student's success. The Director or faculty advisor may also address non-academic issues, such as behavioral performance in the classroom or in the field practicum. Issues of performance in the field practicum are addressed collaboratively among the student, the Field Director, and the Field Instructor/Supervisor. Depending upon the severity of the problem, the Field Director and Program Director may become involved in a Placement Review Meeting with an emphasis on full and open communication so that collaborative and helpful solutions can emerge. After such collaboration, decision choices include (but may not be limited to):

1. The student takes a leave of absence during which time specific corrective steps are to be taken;
2. The student continues in the program, but with regular contact, communication, and collaboration with the Program Director and/or the Field Director to meet performance goals (a remediation plan);
3. The student is terminated from the BSW program.

Library Information

Judson's Bowling Library serves as a resource to Perry County, where Judson resides, with its collection of books, periodicals, journals, videos, and CDs. The Judson library provides access to many databases through the use of both traditional and electronic journal database services. In conjunction with multiple interlibrary networking agreements, Judson students are able to access resources from many of the South's libraries using both traditional and electronic search and delivery methods.

Students are encouraged to make use of the library's physical and electronic collections at the Judson College Bowling Library. The students of the BSW program have online access via the Bowling Library's online collection of social science and social work periodical databases. These databases contain most of the major social science and social work professional journals. Many of the articles are in full-text form, while others have summaries of article contents. These e-journals are indexed in several different ways and can be a great help to students working on research or term paper assignments. Students are strongly urged to make use of this resource.

For help in using the Judson College Library's online professional journal, database collection, or inter-library loans, please contact the Reference Librarian, Dr. George Washburn.

Student Organizations

Student Organization for Social Work (SOSW)

The Judson College BSW Social Work Program strongly encourages students to organize in their interests as social work students. The Student Organization for Social Work n (SOSW) actively promotes professional and social activities among BSW students. Membership is open to all current BSW major students or those interested. Students have organized educational and fundraising events for local charities around their interests, recently focusing on hunger. Additionally, the SOSW serves as a link to the social work program's administration and faculty. A student representative of SWSA is to be selected by the association to attend all open social work departmental meetings. Students are encouraged to become involved and active in service learning through the SWSA.

Other Social Work Organizations

In addition to the SOSW, students are encouraged to participate in other social work organizations such as the National Association of Social Workers (NASW) and the North American Association of Christians in Social Work (NACSW). Student NASW and NACSW memberships include eligibility for student liability insurance and for the Alabama Chapter of NASW.

Alumni Association

Graduates of the social work program will be invited to become active members of the Judson College Alumni Association.

Student Participation in BSW Program Governance

The Judson College BSW Social Work Program provides opportunities for students to participate in formulating and modifying policies affecting academic and student affairs. The BSW program seeks to build an active student association, which will be a voice for BSW students with the administration and in the governance process of the department. Students are entitled to be represented on the program's committees via selection by the SOSW membership. Students planning to go into specific fields of social work such as child welfare, school social work, etc., may be eligible for additional awards and assistantships.

Selected BSW Program Application Procedures and Forms

Application Steps

1. Send all official course transcripts to the Judson College Registrar. Following this, check to make sure that the Judson College Registrar's office has received your official record. During the weeks immediately preceding the start of the semester, the Registrar is very busy and processing of your records may be delayed, so please plan accordingly and start this process early.
2. Apply for acceptance as a student at Judson College.
3. Declare your major as social work, and the Registrar will assign a social work advisor to you.
4. Call the BSW Program Director at 334-683-5192 to arrange an appointment for your initial advising session. You will be assigned to Ms. Dennison, BSW Program Director, or Ms. Boltz, Field Director, as your faculty advisor.
5. Enroll for courses subsequent to your advising session.
6. By March 1 of the semester before you plan to begin taking the junior-level social work course, apply for acceptance into the BSW program. Submit the application form provided in this manual to the Social Work Program Director.
7. Secure three reference forms (see form in this manual) and have your references mail them to the following address:

Judson College Social Work Program
BSW Admissions c/o Ms. Angela Dennison
302 Bibb Street
Marion, AL 36756

Please note that you can declare a BSW major at any point in your academic career. You must apply for acceptance into the BSW program as a sophomore student even though you will not start your actual social work classes until the fall semester of your junior year. **The application deadline is usually March 1.**

Judson College Application for Admission to the Bachelor of Social Work Program

Thank you for your interest in the Judson College Social Work Program. Please complete the form with information necessary to process your application for admission to the program. It is important that you read all of the following material and respond to all requests for information. *****Please note that the following forms are available as fillable PDF forms on the Judson College Social Work webpage.**

I. GENERAL PERSONAL INFORMATION

Last Name		First Name		Middle Initial
Permanent Street Address			City	State Zip Code
(Area Code) Telephone Number			Email Mail Address	
Temporary Mailing Address	Street	City	State	Zip Code
Temporary Telephone Number		Until What Date?		MM/DD/YY
<i>In an emergency contact:</i> Last Name		First	MI	<i>Telephone:</i> Home/Cell/Business
Student Citizenship: If not U.S. citizen please specify other				
Date of Birth: MM/DD/YY_____				

II. INFORMATION ON MENTAL HEALTH

Social workers are often in stressful and psychologically demanding situations. The profession involves considerable need to make immediate and serious decisions under conditions of uncertainty. If you have (or if you think you may have) any emotional, psychological, or mental problems that may influence your stress level, interfere with your functioning as a professional social worker, or negatively impact clients, or if you have recently (within the last two years) been under the care of a licensed mental health practitioner, you should seek the advice of a licensed mental health practitioner prior to enrolling in the BSW program. Please carefully consider how this may impact your and a client's well-being. Since such conditions may become more severe under the stress of social work education or practice, students who manifest problems that interfere with their successful progress in the program may be asked to withdraw from the program.

_____ I have read and understand the statement regarding **MENTAL HEALTH ISSUES**.
(Please initial).

III. LEGAL ISSUES

The first concern of a social worker should be the welfare of the client. It is the reason for the existence of social work. If a student has a record of felony conviction(s), or of a misdemeanor(s) conviction(s) such as: domestic violence, child or elder abuse/neglect, substance abuse, or driving under the influence of alcohol or drugs, this may impact a student's suitability to practice professional social work. A student must disclose this fact to the BSW program on making application for admission to the program. The student will be asked to supply documentation on the nature of the offense and its disposition. **A felony or misdemeanor conviction(s) record will not automatically bar a student from enrollment in the program. The controlling issue is the extent to which a conviction implies unsuitability to ethically perform the duties of a generalist social worker.** The BSW Director and faculty will make admissions decisions based on the nature and date of the offense, disposition, rehabilitation efforts, and the relevance of the offense to social work practice. Students' rights of appeal, as defined in the *Judson College Academic Catalog* and *Student Handbook*, will be in effect. Please note, a student with a criminal conviction may be denied field placements due to agency policies and regulations and may be denied licensure to practice social work, even if she has been admitted to the BSW program and has graduated with a BSW degree. Students who have issues in this area are urged to consult their social work faculty advisor.

_____ I have read and understand the statement regarding **LEGAL ISSUES**.
(Please initial.)

IV. ESSAY ON REASONS FOR YOUR INTEREST IN A CAREER IN SOCIAL WORK

On a separate sheet, please type a formal, 500-word essay on the reasons that you would like to become a social worker. Include any pertinent personal, work, or volunteer experience. The essay should inform the social work faculty members about your background, goals, and interests in the social work profession.

You should use Standard English grammar, write in a professional manner, and be certain to include your name and date on the typed document. Submit the essay along with the application form by the February 1 deadline. Applications submitted without the essay will not be reviewed.

V. REFERENCES

List below the three people from whom you will request references. Preferred references include present or former teachers, coaches, bosses, church leaders, campus leaders, etc. No references will be accepted from family members. At least one professional/work and one academic reference are preferred, including a reference from your current supervisor, especially if social work related (i.e. work, volunteer, internship). If you have not been recently involved in academic study or employment, then three personal references, other than family members, will be accepted.

Reference 1: Name Relationship

Reference 2: Name Relationship

Reference 3: Name Relationship

Please provide each of your references with a BSW Reference Form along with a stamped, addressed envelope, and have each reference mail the completed form directly to the following address:

Judson College Social Work Program
BSW Admissions c/o Dr. Allen R. Stata
302 Bibb Street
Marion, AL 36756

VI. Considerations Regarding Licensure and Certification of Application

This application is for admission to the Judson College BSW Program, which is accredited by the Council on Social Work Education. Please note that there are other criteria that must be met in order to become a licensed social worker.

Judson College provides equal opportunity in education without regard to race, age, class, color, creed, disability, ethnicity, sexual orientation, or national origin.

Please make sure that you have carefully read all of the above information and that your responses are accurate. Sign the following statement to affirm your responses in order to begin the application process.

Your signature below certifies that you have read and understood the above information and that all the material you have submitted for consideration is complete and accurate.

Signature

Date

Please submit your application (this form along with your typed essay) to the Social Work Program Director, Ms. Angela Dennison. You may deliver it to her office in Jewett G07 during office hours, or mail it to the following address:

Judson College Social Work Program
BSW Admissions c/o Ms. Angela Dennison
302 Bibb Street
Marion, AL 36756

Judson College Social Work Program Student Reference Form

This section to be completed by applicant: Name: _____

The Family Education Rights and Privacy Act of 1974 and its amendments guarantee students access to their education records. Students, however, may waive their right of student access. I give permission to release confidential information for the purpose of application to the Judson College Bachelor of Social Work Program. **I do () do not () wish to waive my right to review this reference.**

Applicant's Signature

Date

Please note that if you have received this for via email, you must save your completed form and attach it to an email before returning. Otherwise, it will be returned blank.

This section to be completed by the reference respondent:

Referent's Name

Position /Title

Address

Phone #

The student named above is making application for admission to the Judson College Bachelor of Social Work Program. The applicant has requested that your recommendation be included as part of the information used by the program to determine eligibility for admission. We will appreciate your frank assessment of the student and your prompt response. Thank you.

How long and in what connection have you know this applicant? _____

What characteristics and skills do you consider to be the strengths of the applicant? _____

What applicant characteristics would you suggest need further development? _____

Did this applicant have personal problems that interfered with her work or academic study? Yes () No () If yes, please describe: _____

Please rate the applicant in the following areas:

	Excelle	Above	Avera	Below	No Basis to
Conceptual ability					
Verbal communication skills					
Written communication skills					
Interpersonal skills					
Integrity					
Ability to accept constructive					
Self-awareness					
Performance under stress					
Self-discipline					
Dependability					
Leadership ability					
Respect for diversity					
Concern for welfare of others					
Emotional maturity					
Judgment in decision making					
Flexibility					

Overall Recommendation (Check One):

- Recommend the applicant without reservation
- Recommend, but with reservation
- Not recommend

Signature

Date

Please return this form directly to:

Judson College Social Work Program
BSW Admissions c/o Ms. Angela Dennison
302 Bibb Street
Marion, AL 36756

If you have any questions or concerns, please contact the Social Work Program Director, Ms. Angela Dennison, at (334) 683-5192.

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