

Social Work Program Manual 2026-27

Aug. 20, 2026

Dear Students:

We are excited to begin this partnership between the social work program and you- the student! West Liberty University has made a commitment to the education and professional training of social workers. We believe that we have developed a curriculum that is reflective of the CSWE accreditation standards and that engages you as a student.

As part of this program manual, a curriculum for the program is provided. This curriculum does not replace the importance of working with your academic advisor. In addition to the curriculum, the policies and procedures for the Social Work program are included in the Program Manual.

On behalf of the Social Work program faculty, we welcome you to Social Work. Thank you for being part of our program. Please let me know if you have any questions.

Sincerely,

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Social Work: The Helping Profession
The Social Work Program is committed to educating beginning level generalist practitioners to advocate for social and economic justice of oppressed populations, especially those in rural areas, to empower others, to become actively involved in promoting change at multiple system levels, and to develop reflective social work practitioners who demonstrate an awareness of personal and professional self. Engaging students in dynamic learning opportunities that promote the core values of the social work profession, which emphasizes the strengths and potential of individuals and their environments, actualizes this mission.

Social Work activities are carried out in offices and in the community, in private practice and in public service. Social workers use a variety of techniques and base their work on professional values which support the betterment of life for individuals, groups, and for society.

Generalist practice is based on the baccalaureate social worker's ability to utilize problem-solving skills to work within various systems, such as individuals, families, groups, organizations, and communities. The generalist operates within a systems perspective and person-in-the environment framework, sometimes referred to as an ecological model. The generalist may play several roles simultaneously or sequentially depending upon the needs of the client, e.g., facilitator, advocate, educator, broker, enabler, case manager, and mediator. Generalists operate within the ethical guidelines prescribed by the NASW Code of Ethics and must be able to work with clients, coworkers, and colleagues from differing ethnic, cultural, and professional orientations. The knowledge and skills of the generalist are transferable from one setting to another and from one problem or group to another.

Purpose of the Program Manual
The purpose of this Program Manual is to explain the roles, responsibilities, rules, policies, procedures, goals, and learning opportunities for students in the Social Work major and minor.

West Liberty University Social Work Program and Accreditation
Social Work undergraduate and graduate programs are accredited by the Council on Social Work Education (CSWE); the only nationally recognized accreditation organization in social work education and an agency recognized by the Council for Higher Education Accreditation.

Accreditation assures that the overall curriculum, faculty, institutional support, and community support are available to meet the educational needs of students. Accreditation provides evidence to the public and to prospective students that the program of social work meets a high standard of quality.

The Social Work program is an accredited BSW program by CSWE, having been awarded Initial Accreditation in 2015. We are proud of our program being granted this distinction. In 2019, CSWE continued our accreditation status with our next review scheduled in 2027.

The Social Work program utilizes the CSWE 2022- Educational Policy and Accreditation Standards as the foundation for the Social Work program, courses, and expectations. If you have any questions, please feel to contact me. The CSWE Accreditation requirements are available here: 2022 EPAS | CSWE

Majoring in Social Work
West Liberty University prepares students for generalist social work practice. Offering a Bachelor of Social Work Degree, the program prepares students for beginning professional practice in Social Work. Based on an ecological systems model which includes a holistic focus, the program prepares graduates who are competent to apply the concepts and principles of Social Work practice in human service areas such as child welfare, aging, health and mental health, chemical dependency, domestic violence, corrections, and many others.

The Social Work Program also provides a foundation for the intellectual, ethical, and emotional development of students. By emphasizing the historical, political, and ethical bases of social welfare issues and institutions, the program attempts to promote awareness and involvement of students as good citizens as well as prospective social workers. Students are expected to take courses in several liberal arts disciplines in order to develop an understanding of the total person functioning in relationship to the social and physical environment.

Throughout the curriculum, students must consider the importance of social work values and ethics, and they must demonstrate the ability to act on these values as applied to social work practice with diverse populations. Emphasis is placed on developing an understanding of people from other cultural, ethnic, and racial backgrounds. Special emphasis is also given to social work's historic and contemporary mission of promoting social justice and assisting people in becoming empowered.

Students will also be expected to gain competence in basic communication and research skills. The senior year internship experience, in which students work under the supervision of a social worker in the community, provides students an opportunity to practice and develop their skills.

Minor in Social Work
The Social Work Program offers a Minor in Social Work. The minor consists of 15 credit hours of introductory Social Work content. This minor in no way replaces an undergraduate degree nor would qualify a student for licensure or advanced standing in a master's level Social Work Program.

Commitment to Anti-racism, diversity, equity, and inclusion
The Social Work Program values diversity.

Social workers understand how racism and oppression shape human experiences and how these two constructs influence practice at the individual, family, group, organizational, and community levels and in policy and research. Social workers understand the pervasive impact of White supremacy and privilege and use their knowledge, awareness, and skills to engage in anti-racist practice.

Social workers understand how diversity and intersectionality shape human experiences and identity development and affect equity and inclusion. The dimensions of diversity are understood as the intersectionality of factors including but not limited to age, caste, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, generational status, immigration status, legal status, marital status, political ideology, race, nationality, religion and spirituality, sex, sexual orientation, and tribal sovereign status. Social workers understand that this intersectionality means that a person's life experiences may include oppression, poverty, marginalization, and alienation as well as privilege and power.

Social workers understand the societal and historical roots of social and racial injustices and the forms and mechanisms of oppression and discrimination. Social workers understand cultural humility and recognize the extent to which a culture's structures and values, including social, economic, political, racial, technological, and cultural exclusions, may create privilege and power resulting in systemic oppression.

Social workers:
a. demonstrate anti-racist and anti-oppressive social work practice at the individual, family, group, organizational, community, research, and policy levels; and
b. demonstrate cultural humility by applying critical reflection, self-awareness, and self-regulation to manage the influence of bias, power, privilege, and values in working with clients and constituencies, acknowledging them as experts of their own lived experiences.

The Social Work Department strives to demonstrate the commitment to AntiRacism, Diversity,

Likewise, students admitted to the Social Work Program must be willing to serve all people in need and engage themselves as learners in this area.

Goals of the Social Work Program
The Social Work faculty has developed the Social Work program goals to be consistent with the goals of West Liberty University as well as support the CSWE competencies. To assess these goals and the student learning outcomes, the faculty and program use a variety of assessment methods so that the student and the program are able to demonstrate competency in each of the practice behaviors.

The goals of the Social Work Program are as follows:

1. To graduate students with a baccalaureate (B.S.) degree in Social Work who are competent to begin generalist social work practice.
2. To contribute and enhance student's awareness and involvement as citizens in the social work/welfare community.
3. To provide a variety of learning opportunities to assist students in both personal and academic development.
4. To educate students to differentiate the unique needs and circumstances between rural, small town, and metropolitan areas.
5. To provide outreach and education regarding the practice and profession of Social Work.

These Goals are reflective of the West Liberty University, ASPIRE 2024-2029 Strategic Plan.

Student Learning Outcomes
In preparing students to meet the primary objective of gaining the competency needed for beginning social work practice, the formal curriculum is designed to support generalist Social Work education. The curriculum includes learning opportunities to develop the knowledge, values and skills of a generalist social worker. The student who completes the baccalaureate program is prepared to enter the profession as a generalist who can apply the concepts and principles of Social Work practice working with individuals, families, small groups, communities and organizations. Therefore, the program produces reflective practitioners who:

1. Demonstrate ethical and professional behavior
2. Advance Human Rights and Social, Economic, and Environmental Justice
3. Engage anti-racism, diversity, equity, and inclusion (ADEI) in practice
4. Engage in practice-informed practice and research-informed research
5. Engage in policy practice
6. Engage with individuals, families, groups, organizations, and communities
7. Assess individuals, families, groups, organizations, and communities
8. Intervene with individuals, families, groups, organizations, and communities
9. Evaluate practice with individuals, families, groups, organizations, and communities

Social Work as a Major
Students may declare Social Work as a major at any time and begin taking courses as preparatory requirements. Students must pass with a grade of "C" or higher, in the following courses: **Introduction to Social Problems (SWK 200) and Ethnicity, Diversity, and Cultural Awareness (SWK 201**). Upon completion of those two primary courses and supportive liberal arts courses, the student may petition to continue taking courses in the Social Work Program as part of the junior and senior year sequences. Forms are available from the Social Work

advisor and in this Program Manual. The form explains the process and the requirements for continuation and retention in the program. A copy of the form is attached to this Program Manual. Any current requirements for West Liberty University and the Social Work program can also be in the WLU Catalog.

As a part of the requirements of the program, students must write a critical assessment of their interests in and capabilities for a career in Social Work. The complete portfolio will then be submitted to the academic advisor, who will read the report and schedule an interview with the student. This process is expected to be the beginning of a continuous process of professional self-evaluation. Such an evaluation procedure is essential for professional practice and should be carried out throughout the professional career.

Requirements for Graduation

Students majoring in Social Work are required to complete courses in general studies, the Social Work Major, and supporting areas. The professional foundation for Social Work includes content on Social Work values and ethics, diversity, social and economic justice, populations-at-risk, human behavior and the social environment, social welfare policy and services, social work practice, research, and field education (internship). Information regarding the Field Education Internship is provided in an additional section of this manual and is also available in the Field Education Manual.

All students in the Social Work Program are required to complete a minimum of 120 hours of coursework for graduation. Many students use electives toward a minor or concentration in a particular area of study. A progress sheet lists all course requirements and which many students have found helpful in keeping track of their academic progress is reviewed with students upon declaring Social Work as a major and continuously throughout the academic career.

Curriculum Requirements

To earn the B.S.W. degree offered in Social Work, all students are responsible for the WLU General Studies requirements as listed in the university catalog.

Required courses for the Social Work Major include the following:

1. **General Studies/Liberal Arts Base**: These courses require you to understand human behavior, concern the nature of human beings and their society. These courses may be counted as part of General Studies requirements for West Liberty University

FIN 131	Financial Literacy
MATH 160	Introduction to Statistics
PSYCH 101	Introduction to Psychology
SOC 150	Basic Concepts of Sociology
SWK 201	Ethnicity, Diversity, and Cultural Awareness

2) Required Core Courses: Courses on the theory and practice of Social Work as a profession and the settings in which it is carried out.

SWK 200: INTRODUCTION TO SOCIAL PROBLEMS: This course is designed to familiarize students with social problems and working with vulnerable and at-risk populations. The course explores the social welfare delivery systems and the global influence on the availability and utilization of Social Welfare services. This course also serves an orientation to the profession of social work and social work activities.

SWK 201: ETHNICITY, DIVERSITY AND CULTURAL COMPETENCE: This course focuses on ethnic and cultural diversity. The purpose of this course is to increase students' awareness to the numbers and various

multicultural groups and components that create the fabric of our country. These is an examination of the various ethnic groups which came to America, their histories, and their influence of culture on human behavior.

SWK 290. SOCIAL WORK COMPETENCIES – 1 hr. This course is designed for Social Work majors to acquaint students with the learning objectives of the Social Work Program and the Council on Social Work Education required competencies and practice behaviors. Pass/Fail. Pre-req: SWK 200 and 201.

SWK 300. SOCIAL WELFARE POLICIES AND SERVICES - 3 hrs. This course is designed to introduce students to social welfare policies and issues in the United States. A study of historical and contemporary legislative as well as political reaction to the social and economic problems that confront society will be systemically analyzed. There will be an emphasis on current welfare structures and how to influence the development of social policy. Pre-req: SWK 200, 201.

SWK 304. PROFESSIONAL ETHICS - 3 hrs. The course emphasizes the value base of the profession and the ethical standards as well as relevant laws and regulations that impact social work practice. The course will introduce frameworks of ethical decision making and how to apply principles of critical thinking. Students will understand how their personal experiences and reactions influence their professional judgement and behavior. Pre-req: SWK 200, 201.

SWK 310. SOCIAL WORK RESEARCH METHODS – 3 hrs. This course introduces social work students to concepts related to using scientific methods in social work and the development of a competent evidence-based practice. Pre-req: SS 250 or MATH 160, SWK 200, SWK 201 or permission of instructor.

SWK 383. ADVOCACY and SOCIAL JUSTICE – 3 hrs. This course is designed for students to understand the global interconnections of oppression and human rights. Theories of human needs and social justice as well as strategies to promote social and economic justice and human rights are analyzed. Pre-req: SWK 300.

SWK 400. SOCIAL WORK PRACTICE I - 3 hrs. This is the first course in the social work practice sequence. Content will include interviewing techniques, problem identification, and assessment strategies for intervention, contracts, and service evaluation. Pre-req: SWK 200, SWK 201 or permission of instructor.

SWK 401. SOCIAL WORK PRACTICE II - 3 hrs. This is the second course in the social work practice sequence. Content will include concepts, interviewing techniques, and skills, theories and principles of social work practice with families and groups. Pre-req: SWK 200, SWK 201, SWK 400 or permission of instructor.

SWK 402. SOCIAL WORK PRACTICE III - 3 hrs. This is the third course in the social work sequence. Content will include theories, models and skills utilized in organizational and community social work practice. Prereq: SWK 200, SWK 201, SWK 300, SWK 400, SWK 401 or permission of instructor.

SWK 416. HUMAN BEHAVIOR AND THE SOCIAL ENVIRONMENT - 3 hrs. This course focuses on the knowledge, analysis and application of theories of human behavior to engage, assess, intervene, and evaluate problems and issues significant to human development. Prereq: SWK 200, 201.

SWK 470. PROFESSIONAL PREPARATION AND DEVELOPMENT – 1 hr. This course will prepare students for Social Work Field Education. Students will demonstrate knowledge of the West Liberty University Social Work Field Manual and program expectations for the field. The course will also require each student to complete thirty volunteer hours in a local agency. Pre-req: SWK 400.

SWK 480. SOCIAL WORK FIELD PLACEMENT - 11 hrs. The placement experience is intended to be a learning platform to enhance professional development of values, knowledge and skills for generalist social work practice. Must be taken concurrently with SWK 484. Pre-req: Senior standing and approval of Program Chair.

484. SOCIAL WORK CAPSTONE SEMINAR - 3 hrs. A social work capstone course aimed at integrating classroom content with field education experience and furthering generalist social work practice. To be taken concurrently with SWK 480. Pre-req: Senior standing and approval of Program Chair.

3. **Required courses outside of social work**

Students are required to take three courses outside of the Social Work program, in addition to the required General Studies courses.

EDUCATION 201 – HUMAN DEVELOPMENT- 3hrs. Interdisciplinary study of life span and development from conception to death with application of principles and skills. Special emphasis on birth through early childhood, birth through middle childhood, birth though adolescence, birth through young adulthood, and life span.
OR
PSYCH 252- Lifespan Development- 3 hrs. Designed for non-Psychology majors. An overview of human development from a lifespan perspective. Covers various aspects of development (ie, physical, cognitive, social, and psychological, etc. from conception to death. Pre-req: PSYC 101.

HIST 302: WEST VIRGINIA AND THE APPALACHIAN REGION: A study of the character and adaptability of the regional population of Appalachia to historical and economic factors, with additional emphasis placed on economic, social, intellectual and political concepts.
OR
SWK 316: SOCIAL WELFARE IN APPALACHIA - 3 hrs. This course examines issues of social welfare by focusing upon the impact of limited resources on diverse Appalachian population. Study integrates theoretical material on culture, ethnicity, poverty, and rural life. The course will provide an overview of needs assessment and provision of social welfare services in the region.

SOC 410- QUALATATIVE METHODOLOGY- An examination of key principles associated with qualitative methodologies in Sociology, as well as framework for implementing these methods in Social Science research. A consideration of ethical concerns in human subjects' research and strategies for assuring safe standards of study. Emphasis on students learning skills through the actual design and conducting of small qualitative study.

4. **Restricted electives** –Social Work Majors are required to have 12 hours in restricted electives. These courses include:

CJ 238 Juvenile Delinquency/Juvenile Justice
CJ 320 Victims of Crime
CJ 323 Sex Offenders
CJ 354 Drugs & Society
GEO 307 Environmental Issues of Appalachia
GEO 360 Land Use & Community Planning
GEO 400 Cultural Geography
HE 320 Mental Health & Drug Use & Abuse
PHIL 321 Contemporary Moral Problems
SOC 350 Social Stratification
SWK 280 Introduction to Addiction Studies
SWK 403 Family and Child Welfare
SWK 409 Trauma Informed Practice
SWK 441 Mental Health Assessment & Intervention
SWK 479 Special Problems in Social Work

Others approved by the Chair of the Social Work program

Schedule Planning Aid for Social Work Major and Policy on Sequence of Courses

The Social Work Major comprises a carefully planned sequence of courses which fosters the development of knowledge and skills of increasing complexity. Students are required to complete two preparatory courses: Introduction to Social Work and Social Welfare (SWK 200) and Ethnicity, Diversity, and Cultural Competence (SWK 201). Students are required to complete courses in liberal studies, human behavior and the social environment, social work practice, research, social welfare policy and services, and field instruction. The planning aid contained in the Social Work Program Manual should assist in the proper sequencing of courses. Because not all courses are offered each semester, advisement is important in making long-range plans to ensure that students enroll in the proper courses. There is some flexibility in scheduling, but the following are absolute prerequisites:

- Social Work Practice courses (SWK 400, 401, and 402) must be taken in sequence.
- Social Work Field Placement Seminar (SWK 484) must be taken along with the Social Work Placement (SWK 480).

Because of the need to follow this course sequence, students who transfer into the Social Work Program and those who change from other majors to Social Work are advised that it may require more than eight semesters to complete the WLU General Studies and social work major courses. Please refer to the section of the Program Manual on transferring and changing to the Social Work Major. Students should work with their advisors to develop a plan for meeting the requirements.

The following schedule is typical of the sequence of courses for the Social Work Major. There is some flexibility in sequencing of courses; however, students should keep in mind that there are prerequisites for many courses and that they should develop a long-range plan with their advisor. Not every course is offered every semester and the Social Work required courses are in Bold.

Freshman Year

ENG 101 College Composition 1
ENG 102 College Composition II
SOC 150 Basic Concepts of Sociology
PSYC 101 Introduction to Psychology
SWK 200 Introduction to Social Problems
General Studies-5 courses

Sophomore Year

COM 101 Fundamentals of Oral Communication
HIST 302 West Virginia and the Appalachian Region OR
SWK 316 Social Welfare in Appalachia
SWK 201 Ethnicity, Diversity, and Cultural Awareness
MATH 160 Introduction to Statistics
FIN 131 Financial Literacy
EDUC 201 Life Span Development OR
PSYCH 252 Life Span Development
General Studies-4 courses

Junior Year, 1st Semester

SWK 290 Social Work Competencies (1 credit)
SWK 400 Social Work Practice I
SWK 300 Social Welfare Policies and Services
SWK 304 Professional Ethics
SWK 416 Human Behavior and the Social Environment
General Studies or Elective-1 course

Junior Year, 2nd Semester

SWK 401 Social Work Practice II
SWK 383 Advocacy and Social Justice
SOC 410 Qualitative Methodology
General Studies or Electives- 2 courses

Senior Year, 1st Semester

SWK 310 Social Work Research Methods
SWK 402 Social Work Practice III
SWK 470 Field Preparation (1 credit)
General Studies or Electives-3 courses

Senior Year, 2nd Semester

SWK 480 Social Work Placement
SWK 484 Social Work Field Placement Seminar (11 credits)

Field Education

The Council on Social Work Education describes field education as the "signature pedagogy" of social work education. Signature pedagogy is the professional preparation for students to be instructed in critical aspects of their profession. For social work, that happens through field placement.

Students must have successfully completed all required course work, except for electives and the Field sequence courses, as indicated in the BSW Program Manual, obtain a 2.5 or higher GPA in social work courses, and have an overall WLU GPA of 2.0 or better. Field Placement courses (SWK 480 and SWK 484) require capstone experiences that all students must successfully complete to receive their BSW degree. However, these courses and subsequent placements are a privilege and not an absolute right. Therefore, students will be evaluated on all academic and non-academic standards both prior to and during their field placement(s).

The Field Education Coordinator works closely with students regarding the placement process. Students are required to complete a minimum of 490 clock hours of field education. Students must take the SWK 470, Field Preparation course, scheduled in the Fall semester, prior to entering the Field Education and Placement Block. The 490 hours is comprised of 400 hours of an agency-based internship, 45 hours of professional development and research hours (not agency based), and 45 hours of self-care activities (not agency based).

The Field Education Coordinator and the Program Chair must approve any field agency and instructor. The Field Education Coordinator will provide a list of agencies for the semester prior to the Field Placement. Students may NOT approach and agency or individual without having made a formal request for consideration to the Field Education Coordinator.

Transfer Students and Students Changing Majors

Transfer students and students changing majors to Social Work after the freshman year must be aware that the Social Work Major is a carefully planned curriculum requiring courses of increasing complexity. One cannot enter the major as a junior or senior with all liberal studies requirements met and expect to simply "load up" with four or five Social Work courses each semester. These students are advised that it may require longer completing the program requirements.

Second Majors, Minors, and Concentrations
It is possible for students to complete more than one major. Pursuing a second major takes a great deal of thoughtful planning including timely scheduling of courses. Students at WLU are not required to have a minor; however, some choose to pursue a minor, often one which is related to their interest in Social Work. Finally, there are many "tracks" and certificate programs at West Liberty University which allow students to "concentrate" in an area of interest. Even if students do not take officially recognized minors of concentrations, they are advised to select those elective courses which may be helpful in their future practice of Social Work, for example, choosing courses pertaining to children and youth, criminal justice, or mental health.

Space does not permit a listing of all possible minors or concentrations. A complete list of minors and concentrations, including specific course requirements, can be found in the West Liberty University Catalog.

The Provision of Credit for Life Experience, Work Experience, and Prior Internships
Students will not be given **any** academic credit, including credit towards the Internship experience, for prior work or life experience, as stipulated by the CSWE.

Policy on Continued Enrollment
Students must be enrolled at West Liberty University and making progress on their degree plan and on a regular and continuous basis to be considered Social Work Majors. Students that do not take a Social Work requirement for more than one year must receive permission from the Social Work Program Chair to continue in the social work program. ALL students are expected to work with their academic advisor to assure continuous progress towards a degree.

Policy on Repeating Coursework
In accordance with West Liberty University policy, the Social Work program has approved the following process for repeating coursework. A student may request to repeat an upper division Social Work course (junior and senior sequence). Only one course will be approved for a grade repeat. The request must be made in writing to the Chair of the Social Work program. The request will be considered by the entire faculty, with all effort to gain input by the instructor(s) of record. The Chair will make the final decision regarding the request to repeat a course. If approved, the student must enroll in the course and fulfill all the expectations as other enrolled students. Students may NOT repeat the Field Education internship or the capstone seminar.

Financial Assistance available through the Social Work Program

1. The Social Work program participates in the Child Welfare Education and Training Project with the WV Department of Human Services (WV DoHS). As part of the partnership, students formally admitted to the junior sequence may apply to participate in the project. Currently, students who are accepted into the Training Project receive up to three semesters of stipend ($5,000 each semester). Students must commit to completing their Field Education Placement with the WV DoHS as well as seek/accept employment in the WV DoHS. Please see Dr. Berman for more information.

2. Javersak award- This award is available to Social Work majors that have completed hours at WLU and have maintained a 3.0 GPA. This award to determined by the Social Work faculty and is currently funded at $500 per year. There is one Javersak award,

3. Social Work Funds- These funds are awarded annually and are available to students in good standing. Awards are determined by the Chair/Designee, and the amount of funding varies each year. The average award is $500 each year. Students that experience a financial hardship may request a review of eligibility at any time.

Student Organizations in Social Work
In addition to the classroom and the field, students also have an opportunity to participate in Social Work-related student organizations.

The Social Work Club is an organization promoting service and education. A major activity of the club is participating in community and university service activities.

Phi Alpha is the Social Work National Honor Society- Students must have completed at least nine credit hours at the 300/400 level, maintain a 3.25 Social Work GPA and a 3.0 overall GPA. No more than 1/3 of eligible students may be approved for admission to Phi Alpha.

Student Representation in the Program
The social work program supports students' rights and responsibilities to participate in formulating and modifying policies affecting academic and student affairs. The purpose of the Student Social Work Advisory Committee is to act as a liaison between Social Work majors and the Social Work Program for the goal of enhancing the purpose and mission of the Social Work Program at West Liberty University.

The Committee will be comprised of the Social Work Chair and student representatives from the major. The Membership of the Committee is jointly responsible for identifying future agenda items and tasks.

Additionally, the Social Work Program Visiting Committee has one student member/representative. The membership of the committee includes alumni of West Liberty University, representatives from the practice community, and representatives from other higher education institutions. The student member is selected by the Social Work Program Chair based on their leadership and professional capabilities.

West Liberty University Policies

Statement of ADA Compliance
It is the policy of West Liberty University that individuals, otherwise qualified, shall not be excluded solely because of their disability from participation in any academic program of the university. Qualified students with disabilities will be provided reasonable academic accommodations if determined eligible by Disability Support Services. Prior to granting disability accommodations in an online course, your instructor will need to receive official documentation.

It is the student's responsibility to initiate contact with the office and to follow through with the established procedures for academic accommodations. It is important to request accommodations early enough to provide adequate time to facilitate your request.

The Student Success Center is committed to motivating students to be successful, providing avenues for academic and cultural support, and developing opportunities for connecting students to the West Liberty University community. In this developmental process, students are encouraged to engage in programs and services that will help them realize their potential. The Student Success Center blends the following offices and services to address students' needs and assist in a positive college experience: Accessibility Services, Career Services, CLEP Testing, First Year Programs and Services, Undeclared Advising and Tutoring Services.

Statement of TITLE IX Compliance
WLU students, staff, administrators, and faculty are entitled to a working environment and educational environment free of discriminatory harassment. This includes sexual violence, sexual harassment, domestic and intimate partner violence, stalking, gender-based discrimination,

discrimination against pregnant and parenting students, and gender-based bullying and hazing. Federal law requires faculty and staff to report any observations of harassment as well as any notice given by students or colleagues for any of the behaviors noted above. Retaliation against any person who reports discrimination or harassment is also prohibited. West Liberty University policies and regulations covering discrimination and harassment may be accessed on the University's website under Human Resources. If you have experienced or observed discrimination or harassment, confidential reporting resources can be found on the website, or you may make a formal complaint by contacting the Title IX Coordinator, Kate Billings, at kate.billings@westliberty.edu or (304) 336-8580.
Reference to WLU Student Handbook Academic Policies: The WLU Academic Honesty Policy and other relevant information are located online under Academic Policies and Procedures in the WLU Student Handbook.

Statement on Diversity, Equity, and Inclusion
West Liberty University is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion.

You are the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that you invest in your work represents a significant part of not only our culture, but our mission, reputation and achievement as well. We embrace and encourage our students' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our students unique.

West Liberty University is committed to the ongoing development of a nurturing environment built on the premise of diversity, equity, inclusion belonging, which encourages and enforces:
 Respectful communication and cooperation between all students, faculty, and staff
 Teamwork and student participation, permitting the representation of all groups and individual's perspectives
 Student support through the Office of Diversity, Equity, and Inclusion to accommodate students' varying needs.
 Employer and employee, students, faculty, and staff's contributions to the communities we serve, to promote a greater understanding and respect for diversity.
All students of West Liberty University have a responsibility to treat others with dignity and respect at all times. All students are expected to exhibit conduct that reflects inclusion in the classroom, on social media, at WLU functions on or off campus, and at all other sponsored universities and participative events.

Any students found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action.

Statement of Family Educational Rights and Privacy Act (FERPA)
The Family Educational Rights and Privacy Act of 1974 is a federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.
West Liberty University accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to nor will the institution disclose any information from students' education records without the written consent of students except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to

accredited agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.
The Family Education Rights & Privacy Act (FERPA) prohibits discussion of a student's performance (including grades) with anyone unaffiliated with the University including parents, spouses, other family members, friends, and classmates.

Statement of Academic Dishonesty
Academic Dishonesty, in whatever form, belies the stated philosophy of West Liberty University "to promote the development of the intellectual, cultural, social, physical, emotional, moral, and vocational capacities of all persons within its sphere of influence." Individuals who commit acts of academic dishonesty violate the principles which support the search for knowledge and truth. Cheating on examinations, submitting the work of other students as your own, or plagiarism in any form will result in penalties ranging from an "F" on the assignment to expulsion from the college, depending on the seriousness of the offense. The academic community has established appropriate penalties and disciplinary action for such behavior. For full information on types of academic dishonesty, penalties, appeals, and procedures related to academic dishonesty, please review the University Catalog.

Appropriate Computer Use
The Appropriate Use Policy (AUP) is designed to help protect our customers (defined as registered students, faculty and staff) and the Internet community, from irresponsible or illegal activities. As good net citizens, we prohibit the impersonation of others, unsolicited commercial appeals, and any disruption of Internet services

Social Work Program Policies

Social Media Policy and Recommendations
Setting and maintaining clear boundaries is always the hallmark of a professional relationship. Let such boundaries always guide decision-making with any new online tool or technology.

The Social Work Program recognizes the importance of the Internet and is committed to supporting the right to interact knowledgeably and socially on the Internet through interaction in social media. Freedom of expression and academic freedom in electronic format has the same latitude as in printed or oral communication.
Students, Faculty and Staff of the Social Work Program are responsible and accountable for their actions and their statements. Consequently, these guidelines in this social media policy will help make appropriate decisions about school and placement related online exchanges. The guidelines also protect the privacy, confidentiality, and interests of the students in Social Work Program throughout their academic career, including the field placement. Note that these policies and guidelines apply only to school and placement related sites and issues and are not meant to infringe upon personal interaction or commentary online.

Guidelines for Interactions
Unless given permission in writing by the WLU Social Work Program and the Field Supervisor/Task Supervisor, you are not authorized to speak on behalf of either the WLU Social Work Program or the field placement agency.

Legal Liability
Individuals must recognize the legal liability for anything written or presented online as it is NOT confidential. Students can be disciplined by the WLU Social Work Program for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment. Students can also be sued by any individual or organization that views their commentary, content, or images as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment.

Confidential Information Component of the Social Media Policy

Confidential information may not be shared. This includes anything regarded as confidential concerning the WLU Social Work Program, the field placement setting and/or clients and colleagues. If students have any questions about whether information has been released publicly or doubts of any kind, speak with the Chair of the WLU Social Work Program or the Field Supervisor before releasing information that could potentially harm the WLU Social Work Program, the placement agency and/or their employees or clients. At the field placement agency, you will have access to very personal information about clients, as well as about professional colleagues.

This also applies to discussing any client related information on social networking sites such as Facebook, Twitter, LinkedIn and other similar sites. This goes beyond just avoiding using client names or any other identifying information: students need to avoid discussing **ALL** information related to clients or field placement agency personnel, as well as any confidential information shared in classroom discussions.

Suggested Rules to Follow:

- Do not "friend" current faculty or clients
- Do not "friend" former clients
- Do not allow clients (current or past) to "friend" the student
- Do not use messaging on websites such as Twitter, Facebook, LinkedIn or any other similar site to contact clients or respond to clients who may have contacted the student. These sites are not secure.
- Be familiar with the privacy controls on these networks and ensure that the general public cannot see personal details of the student's life that the student would prefer to share only with immediate friends and family
- Only use professional (work/placement) email address to communicate with clients.
- All email communication with clients should be of a professional nature and not involve personal discussions and/or disclosures of any kind.
- Do not discuss details of work with clients.
- If a student chooses to communicate with clients by email, please be aware that all emails are retained in the University's email logs of and the Internet service providers.

Tips for Responding to Social Media Requests from Clients
Here are examples of what students can say to clients who request or attempt to contact them through any form of social media:

Friending
"I do not accept friend requests from current or former clients. This holds true on Facebook, LinkedIn, and all other social networking sites. My reasons for this are that I believe that adding clients as friends on these websites can compromise confidentiality and blur the boundaries of our working relationship. If you have questions about this, please feel free to bring them up when we meet and I will be happy to talk more about it."

Interacting
"Please do not use messaging on websites such as Twitter, Facebook, and LinkedIn to contact me. These sites are not secure, and I may not read these messages in a timely fashion. If you need to contact me, please use the system outlined in our first meeting."

Email
"I prefer to use email only to arrange or modify appointments. Please do not use email to send content related to our work together, as email is not secure or confidential. If you choose to communicate with me by email, please be aware that all emails are retained in the logs of your and my Internet service providers. You should also know that any email I receive from you and any responses that I send to you will be printed out by me and kept in your file."

Photographs
Taking and sharing photographs without consent is a breach of confidentiality. Agencies increasingly use photography for professional consultation, research, and education purposes. Know your agency's policy regarding photography including any limitations on its use.

Professional Performance Expectations
Besides having intelligence and academic ability, students studying Social Work must be able to engage in constructive helping relationships with people. This ability is especially critical as social workers often encounter vulnerable people who are experiencing a variety of problems. It is imperative that social workers possess good judgment and a high degree of emotional stability.

As students move through the social work program, they are continuously evaluated in the classroom and in field placement to determine their appropriateness for the profession. In addition, students will be evaluated annually by the social work program regarding their performance. The first step will begin with interviews with faculty advisors/program faculty evaluating non-academic criteria. All students are reviewed each year and a special review is conducted upon application to the internship.

The standards for professional conduct as students are delineated in the NASW Code of Ethics and the West Liberty University Program Manual. All social work students must sign their affirmation of acceptance of the NASW Code of Ethics. Students are expected to maintain the standards set forth in the Code of Ethics.

Professional Conduct
Plans and organizes work effectively
Turns in assignments that are complete and on time
Makes arrangements for special needs in a timely manner
Attends class regularly
Maintains at least a 2.5 GPA in the major
Maintains at least a 2.0 overall grade point average
Demonstrates good organization of writing that follows a logical sequence
Demonstrates use of critical thinking skills in communication
Able to clearly articulate ideas, thoughts, and concepts
Able to communicate clearly with clients, supervisors, peers, and faculty
Acts in a manner which shows a recognition of individual worth and dignity
Be willing and able to communicate clearly and effectively
Acts based on generally accepted social work values including the belief in the inherent worth and dignity of people, and a respect for individual self-determination
Exhibit an appreciation and respect for human diversity
Willingness to serve all people in need, regardless of age, class, color, race, culture, ethnicity, family structure, marital status, national origin, religion, gender, handicap, or sexual orientation
Demonstrates ability to work cooperatively with others
Actively participates in class
Shows respect for other's opinions
Open to positive or negative feedback from peers and faculty
Conducts herself or himself according to the NASW Code of Ethics

Indicators of concern:
Poor organizational skills
Repeated requests for extensions on assignments and exams

Late or incomplete assignments
Multiple absences from class or field placement which violate the indicated attendance policy
Lying, cheating, or plagiarizing
Unable to express information clearly and concisely either verbally or in writing
Unable to master the conventions of writing in written documents
Imposing one's own personal, sexual, religious, or political preference on clients
Creates conflict in class
Uncooperative or unwilling to participate in class activities
Consistently late for class/field placement or leaves class/field placement early
Sleeps during class
Disrupts class process by talking to others

Professional Performance Expectation Policy Committee Review Process

1. When a faculty member has identified that a student demonstrates at least one of the indicators of concern, he or she will meet with the student. At this meeting, the student and faculty member will develop a plan for addressing the concern. The plan will include a description of specific behaviors/concerns, goals for improvement, specific tasks for achieving goals and time limit for accomplishing the changes. The student, faculty member, and Social Work Program Chair will receive a copy of the plan. The Program Chair will meet with the student periodically to review his or her progress.

2. If the student has not made significant progress within the time allotted or continues to demonstrate indicators of concern, the faculty member will submit a brief written statement to the Program Chair regarding the issues, concerns, and a recommendation regarding the student. The statement should include a copy of the plan and any pertinent documentation. The faculty member should inform the student that he/she is proceeding with this step in the review process and send a copy of the letter with the guidelines for the Review Process.

3. The Program Chair will call a meeting within seven working days of receiving the statement. The student is informed, in writing, of the time and date of the meeting. In addition, the student will be given the name(s) of other individuals who will be attending, and the specific issues that are to be addressed. This notice will also include a list of possible recommendations the committee could make. The student may bring representation and documentation on his/her behalf.

4. At the meeting, the faculty member and the student present the issues and concerns. The faculty will then meet to decide what action should be taken. The following may be recommended:
    a. Dismissal of the original plan
    b. Continuation of the original plan
    c. Revision of the original plan

If either b or c is recommended, then the committee will schedule another date with the student to review the student's progress.

5. If the student again fails to complete the revised plan or abide by the plan or the student's academic behavior is such that she or he would be unable to satisfactorily perform as a social worker, then the committee shall have the authority to:
    a. Recommend to the faculty in whose course the student is enrolled that a failing grade be given to the student for the course.
    b. Institute a probationary period for the student with specific tasks, goals, and timelines.
    c. Suspend the student from the Social Work program for a period of up to one year.

d. Terminate the student from the Social Work Program.

6. If the decision is made to suspend or terminate the student from the Social Work program, the student has the right to appeal.

7. The student is informed of the decision in writing within five days of the meeting of the Social Work Program faculty

8. A copy of the decision of the Social Work Program faculty is placed in the student's file.

Appeals Process
Any student adversely affected by a program decision can appeal the decision. The appeal should be made in writing within 5 business days to request a review by the Dean of the College of Liberal and Creative Arts.

STUDENT CONTRACT

The Social Work Program at West Liberty University is a professional program. As such, students are required to adhere to the standards, ethics, and values of the profession as identified by the National Association of Social Work (NASW) and the educational standards set by the Council on Social Work Education (CSWE). The following professional/ behavior expectations are based on the NASW *Code of Ethics* and CSWE's accreditation standards in social work education.

1. Social Work students are expected to uphold and advance the values, ethics, and mission of the profession.

2. Social Work students are expected to treat fellow students, faculty, and staff with respect, honesty, courtesy, and fairness, and should avoid unwarranted criticism.

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

4. Social Work students should not participate in, condone, or be associated with dishonesty, fraud, deception, or plagiarism.

5. Social Work students whose personal problems, psychosocial distress, legal problems, substance abuse, or mental difficulties interfere with their abilities to meet program requirements will be expected to take appropriate remedial action.

6. Social Work students should not allow their private conduct to interfere with their ability to meet the program's expectations.

7. Social Work students engaged in research are expected to follow guidelines developed for the protection of the participants by the University's Human Subject Review Committee and/or the Institutional Review Board. Students should also follow the Field Agency guidelines while completing required field related assignments.

8. Social Work students are expected to continue to work on areas of personal and professional growth. If a faculty member refers a student to supportive services, it is expected that the student will follow through with the referral.

Statement of Understanding

I understand that if my professional development is not deemed satisfactory by the social work faculty, the program has the right and responsibility to request reevaluation of my suitability for the social work program. I hereby agree to abide by the standards outlined in this document, and further understand that I must maintain a 2.00 overall grade point average and a 2.5 in social work courses.

_____ _____

Student Signature Date

SOCIAL WORK PROGRAM
Portfolio Information
West Liberty University
West Liberty, WV

The Social Work Major consists of a carefully planned sequence of courses which allow students to develop knowledge, values, and skills in increasing complexity. Students may declare a major in Social Work at any time. The faculty of the Social Work program regularly reviews the progress of all students that have declared social work as a major. Concerns about student's progress, both academically and professionally, are shared with the student during advising sessions. Students are formally reviewed by the program faculty in the semester immediately preceding the start of the Practice sequence. After completing the indicated preliminary course work and an interview with the advisor, and the completion of portfolio questions, recommendations are made to the Social Work faculty. Students are notified of their status in the major by the Social Work Program Chair. Students must be enrolled in social work courses on a regular and continuous basis to be considered Social Work Majors. Students that do not take a Social Work requirement for more than one year must receive permission from the Program Chair to continue in the social work program. ALL students are expected to work with their academic advisor to assure continuous progress towards a degree.

Students must submit a portfolio to the social work program after the completion of SWK 200, SWK 201 and at least 3 of the required Social Work Liberal Arts Courses. The portfolio consists of the Student Contract, an interview with the adviser, and Portfolio questions. Students will not be allowed to enroll in Social Work Practice I (SWK 400) or be considered a major in good standing in the Social Work Program until successful completion of the interview, and review by the faculty and program Chair.

Name_____ Student ID Number_____

Permanent Address_____
_____
Phone (Cell):_____

Email Address _____

A. Social Work and Supporting Courses (on lines indicated, please record grades for these courses)

Final grade or enrollment in Social Work 200 and 201
____Introduction to Social Problems (SWK 200)
____Ethnicity, Diversity, and Cul. Comp (SWK 201)

Completion of at least three of the following six courses outside of Social Work (ALL the courses are required to complete the degree)

SOC 150	**Basic Concepts of Sociology**
PSYC 101	**Introduction to Psychology**
PSYCH 252	**Developmental Psychology**
	OR
EDUC 201	**Human Development**
HIST 302	**West Virginia and the Appalachian Region**
	OR
SWK 316	**Social Welfare in Appalachia**
MATH 160	**Introduction to Statistics**
FIN 131	**Financial Literacy**

Social Work GPA (2.5 or higher) _____ Overall GPA (2.0 or higher) _____

B. Interview with Advisor
The student must complete an interview with the academic advisor.

Advisor's Recommendation:
Continue in the major/practice sequence _____
Developmental/remedial academic and professional progress needed _____
Additional Comments:

Advisor's Signature _____ Date _____

C. Faculty Review

Student has met requirements and is permitted to enroll in the Social Work Practice sequence
Yes _____ No _____ Initial/Date
Yes _____ No _____ Initial/Date

Reason (s) and Recommendations:
_____
_____

_____ _____
Signature of Program Chair Date

West Liberty University **Social Work Program**

Portfolio Outline (Due: Oct. 1 during the Junior Year)

Portfolio Outline- Please answer all of the following in a letter format that is addressed to all of the Social Work faculty

Your motivations for wanting to seek a career in social work

The strengths that you have that will be beneficial for you as a social worker

Areas that you need to examine that might interfere with your work as a student and as a social worker

Specific concerns or fears regarding your work as a beginning social worker

The life experiences you see as having the greatest influence on your ability as a social worker

Any ethical dilemmas you may have or have had in the past. Strategies that you used to resolve the dilemma

Factors in your life that may contribute to your own burnout and stress

Unique circumstances that we should know about that might require additional planning for your field placement

Requests for any financial aid or scholarships-Note, these are NOT guaranteed, and recipients may be required to submit additional information or have an interview. As other awards become available, all eligible majors will be notified.

1. Javersak award ($500)
2. Child Welfare Training Grant – up to two years of support with the expectation that a field placement be completed at the WV- DHHR and a commitment to seek employment at a WV-DHHR in Child Protective Service for equivalent time as you have received the training grant.
3. Social Work Transfer Student Grant

Interest in any related minors (Addiction Studies, Criminal Justice, Appalachian Studies, CAT, and Psychology)

Please note that we are not seeking to have you provide any information that you would consider sensitive, however we will keep all the information that you provide confidential. We look forward to reading your letter.

You may submit these materials at any time. We will review your materials upon receipt.

THANK YOU!