



NORTHERN MICHIGAN UNIVERSITY

Bachelor of Social Work Program Advisement Package

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Welcome to Social Work at NMU

This guide is designed to aid you in reaching your goal of attaining a Bachelor of Social Work degree. By completing the BSW, you will be prepared to enter the exciting and challenging world of social work practice. In order to make the most of the opportunities for you here at NMU, we hope that you will make a point of working with your advisor on a regular basis. Your advisor can help design and personalize the curriculum to meet your particular goals. For example, if you plan well, you may meet all the content requirements and still have 20 or more credits available for electives as you complete the degree requirement of 124 credit hours. Do you have an interest in gerontology and working with the elderly? It's a growing area of social work, so you might take several electives related to aging. Or if addiction is your interest, you could take several courses from across the university that focus on alcohol and drug use and related programs. We also encourage you to complement your academic program with volunteer and employment experience that can expand your career potential. Social work is a promising career field; it's also a very diverse field where BSW graduates work in many different settings to address a wide array of social issues. Your BSW prepares you to enter social work practiced as a generalist, and most of our graduates take professional positions upon graduation. You may also opt to complete an MSW. Your BSW qualifies you for advance standing in many accredited MSW programs across the country.

According to the Bureau of Labor Statistics, employment of social workers is expected to grow by 25 percent from 2010 to 2020, faster than the average for all occupations. Growth will be due to an increase in demand for health care and social services but will vary by specialty. Employment of child, family, and school social workers is expected to grow by 20 percent from 2010 to 2020, faster than the average for all occupations. Demand for child and family social workers should continue to grow because they will be needed to investigate child abuse cases and to place children in foster care and with adoptive families. Employment of healthcare social workers is expected to grow by 34 percent, much faster than the average for all occupations. Employment of mental health and substance abuse social workers is expected to grow by 31 percent, much faster than the average for all occupations.

We encourage you to explore the full range of opportunities within the world of social work. In addition to this brief guide, we have also provided a wealth of information about the program on our department web page at: www.nmu.edu/socialwork/home

You can also follow us on Facebook @NMUSW.

Best wishes for an exciting and rewarding education here at Northern Michigan University from your Social Work Faculty.

The BSW Curriculum

Introduction

Majors receive the Bachelor of Social Work degree, recognized as the entry-level credential for social work practice. Graduates are prepared as generalist practitioners for careers in mental health, health care, the court system, substance abuse and spouse abuse programs, and many other settings. The BSW program is accredited by the Council on Social Work Education (CSWE), which mandates that undergraduate programs focus on preparation for generalist practice rather than specialization.

Entering freshmen who declare Social Work as their major are assigned to the Pre-Social Work Curriculum. Continuing students who were "Undeclared" or who are changing majors should contact the department secretary in order to change their major. It is important to evaluate completed course work so as to prevent enrolling in unnecessary courses. Transfer students should also arrange to review completed courses with the Program Director in order to determine which requirements have been completed.

The Social Work major itself is divided into two sections, a pre-admission set of two courses for eight credits and a post-admission sequence of courses for an additional 40 credit hours. In addition to the 48 credit hours of Social Work courses, students must complete a "cluster minor." A cluster minor is comprised of courses from three or more disciplines. The Human Behavior Cluster provides a foundation in understanding the interface between people and the entities such as families, groups and organizations that make up our social environment. The cluster also provides the student with beginning research skills for understanding our social science knowledge base and for learning to evaluate practice. The Social Work major draws from these cognate areas and provides the student with a foundation of knowledge, values and skills necessary for beginning professional social work practice.

Because of the interdependence of courses in the major and the cluster minor, it is very important that students follow the curriculum in sequence. In order to help assure this occurs, the program requires that students first complete a set of pre-admission courses and then apply for admission before being permitted to complete upper division courses. Courses in the cluster minor may also be used to meet requirements of the Liberal Studies Program. Because of this "double counting" and the many requirements of the program, students are strongly urged to consult with an advisor in planning their program. In addition to the curriculum outline and illustrative schedule provided here, the department provides curriculum advising aids and a computerized tracking system to help students monitor their progress.

Planning Your Curriculum

For the new Social Work student, we suggest that you begin by selecting courses to meet the Liberal Studies requirements, the Cluster Minor and the first eight credits of the Social Work major. The best way to plan your studies is to begin with the Cluster Minor. Many of the courses in the Cluster Minor also fill Liberal Studies requirements, so you can accomplish both goals at the same time. The curriculum planner form below will help you with this task. More complete information and downloadable forms are available on the Sociology & Social Work web page: www.nmu.edu/socialwork/home

Curriculum Planner Worksheet

SOCIAL WORK CURRICULUM				Advisor:	
Effective: Fall 2017				Student:	
				Date:	
				C Num	Course Title
				Cr Hr	Grade
General Education Requirements				30	
Effective Communication	3				
Effective Communication	3				
Quantitative Reasoning	3				
Social Responsibility in a Diverse World	3				
Integrative Thinking	3				
Human Expression	3				
Perspectives on Society	3				
Perspectives on Society	3				
Scientific Inquiry	3				
<i>Lab Requirement for Graduation</i>					
<i>World Cultures Requirement for Graduation</i>					
				C Num	Course Title
				Cr Hr	Grade
Pre-Admission Social Work Major				8	
SW 100	Exploring Social Work	4			
SW 230	Human Behavior & Social Environment I	4			
				C Num	Course Title
				Cr Hr	Grade
Post Admission Social Work				40	
SO/SW 308	Research Methods II (SI)	4			
SW 331	Human Behavior & Social Environment II	4			
SW 341	Social Welfare Policy Analysis	4			
SW 370	Generalist Practice Methods I	4			
SW 372	Generalist Practice Methods II	4			
SW 440	Social Work Policy Analysis	4			
SW 472	Human Diversity Issues in Practice	4			
SW 473	Integrative Seminar I	2			
SW 474	Integrative Seminar II	2			
SW 480	Field Instruction I	4			
SW 481	Field Instruction II	4			
Extra Social Work Credits: Total SW course credits must total at least 48. If transfer credits result in less than 48, student may add any SW courses to reach minimum.					

Illustrative 4-Year BSW Curriculum

Freshman Fall				Freshman Winter			
GenEd	Number	Title	credits	GenEd	Number	Title	credits
EffComm	EN 111	Composition 1	4	EffComm	EN 211	Composition 2	4
Perspectives	SO 101	Intro Sociology	4	Human Expression	XXX	Human Expression Elective	4
	PY 100S	General Psychology	4	Perspectives	EC 101	American Economy	4
	UN 100	Freshman Studies	2		SW 100	Exploring Social Work	4
			14				16
Sophomore Fall				Sophomore Winter			
GenEd	Number	Title	credits	GenEd	Number	Title	credits
Scientific	BI 104	Anatomy & Physiology	4	Div II	NAS 204	Native American Experience	4
Social Responsibility	SO 372	Minority Groups	4	Div V	SO 208	Research Methods I	4
	SW 230	Hum Behavior & Soc Envir I	4		GE XXX	Elective or Minor	4
Integrative	XXX	Integrative Thinking Elective	4		SW 331	Hum Behavior & Soc En II	4
eThink			16				16
Junior Fall				Junior Winter			
GenEd	Number	Title	credits	GenEd	Number	Title	credits
Scientific	SW 308	Research Methods II	4		SW 370	Practice Methods I	4
nQ	SW 341	Welfare Policy I	4		SW 372	Practice Methods II	4
	GE XXX	Elective or Minor	4		GE XXX	Elective or Minor	4
	GE XXX	Elective or Minor	4		GE XXX	Elective or Minor	4
			16				16
Senior Fall				Senior Winter			
GenEd	Number	Title	credits	GenEd	Number	Title	credits
	GE XXX	Elective or Minor	4		SW 474	Senior Seminar II	2
	SW 472	Practice with Diversity	4		SW 481	Field Placement II	4
	SW 473	Senior Seminar I	2		GE XXX	Elective or Minor	4
	SW 480	Field Placement I	4		SW 440	Welfare Policy II	4
			14				14
Total Credit Hours							122

This chart is for illustration purposes only. There are several course options for many of the Cluster Minor requirements. Course availability and scheduling will also effect which specific courses a student should take in a given semester. Consult with your Social Work advisor when planning your program.

BSW Program Admission and Retention

Northern Michigan University is committed to quality in its social work preparation program. Quality programs demand that student participants exhibit characteristics that show promise for success as social workers. Potential for success in the profession is evidenced by the presence of such factors as minimum levels of competency in basic skills and intellectual capacity, good oral and written language skills, aptitude for dealing with social work problems and issues. Social workers are required to register or secure a license in most states which requires that social workers be of sound moral character and uphold professional standards “Integrity and competence”

Each student is responsible for knowing and meeting all program requirements. Furthermore, students are expected to have successfully met all of the requirements for admission to the program and to meet all of the requirements for admission to the senior field experience. Failure to meet retention standards may result in temporary suspension or dismissal at any point in the program.

Admission to Social Work Program

The social work curriculum culminates in BSW degree with an inherent “Human Behavior Cluster Minor.” Many courses may double count as Liberal Study requirements. All courses in the human behavior cluster must have been completed or in the process of being completed at time of social work admission. A student must have a 2.5 grade point average in the cluster minor. Exceptions may be made in cases where students have not completed all courses in cluster minor. Only cases where students have a high grade point averages in cluster minor courses completed and a plan to complete all courses prior to entering field placement will be considered for this exception.

The social work curriculum contains two lower-division courses (SW 100, SW 230) that also must be completed prior to being admitted into the practice courses. A student must have a 2.5 grade point average in these courses, and must maintain this minimum GPA for all social work courses (SW prefix).

Students may enroll in a few courses in the advanced division (300 and 400-level social work courses) including SW 308, SW 331 and SW 341 prior to applying to the advanced division. However, please note the first practice methods courses in the advanced division (SW 370 and SW 372) are only offered in the winter semester prior to a student’s senior year. These must be completed before students can enroll in field placement and field placement seminar. (In other words, course sequencing is important.)

Fall Semester

Fall semester admission to the advanced divisions of the social work curriculum will be based on:

- Students’ GPA in at least 5 courses within the human behavior cluster minor. There are a total of 7 courses in the cluster minor. Students who have less than 2 outstanding courses in the cluster minor may be accepted into the advanced division after the fall semester. All courses in the human behavior cluster minor will be considered in calculating students’ GPAs. Applications must also include a plan for completing remaining courses in the cluster minor prior to beginning field placement. GPA requirements for the cluster minor are:
 - A 2.50 if all courses are completed by end of fall semester, following application submission;
 - 2.70 if one course is remaining after fall semester; and
 - 2.80 if more than one courses are remaining after fall semester.

- Students GPA in the two social work courses in the lower division: SW 100 and SW 230. Both must be completed by end of fall semester. No exceptions will be made. Minimum GPA for the two social work courses is a 2.50.
- An admissions essay. The essay will be used to evaluate students' understanding of generalist social work practice, commitment to the profession, and readiness for practice methods courses and field placement.

Students are admitted on a competitive basis according to the following criteria:

1. General academic performance: A GPA of at least 2.50 is required for admission. For admission purposes GPA is calculated separately for the Cluster Minor and the Required SW courses. General Electives are not included. In the case of repeat courses, no more than three repeated courses will be excluded from the calculation.
2. Evidence of skills and attributes necessary for social work practice.
3. Employment and volunteer experience in the human services. Although not required for admission, some recognition is given to human service related experience which demonstrates capability for and commitment to a social work career.

General Pre-Admission GPA

Area	Course Number	Credits
Economic Justice	EC 101, 201, 202 or 337	4
Social Justice	SO 322, 362, or 382	4
Diversity and Difference	AN 100, Hs 233, NAS 204, HS 273, HS 283, or HS 293	4
Biological Science	BI 100, 104, 201, or 202	4
Sociological Science	SO 101	4
Psychological Science	PY 100 H, L, S or G	4
Research Methods	SO 208, PY 305, or MA 171	4
GPA Must Be 2.5 or above		28

Social Work Pre-Admission GPA

Number	Title	Credits
SW 100	Exploring Social Work	4
SW 230	Human Behavior and Social Environment	4
GPA Must Be 2.5 or Above		8

Retention in Social Work Program

A minimum GPA of 2.50 based on all course work applied to the BSW curriculum (social work major and cluster minor), a minimum of a "C" must be earned in SW 370 and in SW 372. Evidence of skills and attributes necessary for social work practice and satisfactory results of a review by the Director of the Social Work Program under the standards for admission above are required for enrollment in SW 480 Senior Field Placement and for graduation. All Field Placement applicants are reviewed prior to the Fall Term of SW 480.

To be retained in the program, students must show continuing progress toward possession of the personal characteristics and competencies which personify the professional social worker. Any violation of the NASW Code of Ethics on the part of a student engaged in field experience will be considered to be contrary to social work professionalism. Behaviors and qualities that are valued by the social work profession and which are expected of students by the faculty include class attendance and participation, promptness in completing assignments, leadership, commitment to learning, a willingness to build collegiality by working with peers in collaborative, reflective, and problem-solving setting, and a multi-cultural perspective.

Students must exhibit academic integrity. Social workers are in a position to be influential adults and academic integrity is an important indicator of social work professionalism.

Suspension or dismissal for failure to meet retention standards may be appealed in accordance with the procedures described in the document entitled Academic Dismissal from the Professional Social Work Program.

Field Placement Approval GPA Computation

Program GPA is a two-step process. First, the GPA for the 28 required credits of the Social Work Major is computed; it must be at least 2.5. In the second step, other program required courses are included. The GPA for the Human Behavior Cluster Minor and the required SW courses must each be at least 2.5.

Approval for Field Placement GPA

Step 1.	Social Work Major	Credits
SW 100	Exploring Social Work	4
SW 230	Human Behavior and Social Environment I	4
SW 308	Research Methods II	4
SW 331	Human Behavior and Social Environment II	4
SW 341	Social Welfare Policy Analysis	4
SW 370	Generalist Practice Methods I	4
SW 372	Generalist Practice Methods II	4
Must Be 2.5 or Above		28

Step 2	Human Behavior Cluster	Credits
Area	Course Number	
Economic Justice	EC 101, 201, 202 or 337	4
Populations at Risk	SO 322, 362, or 382	4
Diversity	AN 100, Hs 233, NAS 204, HS 273, HS 283, or HS 293	4
Biological Science	BI 100, 104, 201, or 202	4
Sociological Science	SO 101	4
Psychological Science	PY 100 H, L, S or G	4
Research Methods	SO 208, PY 305, or MA 171	4
GPA Must Be 2.5 or above		28

BSW Graduation GPA Requirements

Program GPA is a two step process. First, the GPA for the 30 required credits of the Social Work Major is computed; it must be at least 2.5. In the second step, other program required courses are included. The GPA for the Human Behavior Cluster Minor and the required SW courses must each be at least 2.5.

Graduation GPA

Step 1.	Social Work Major	Credits
SW 100	Exploring Social Work	4
SW 230	Human Behavior and Social Environment I	4
SW 308	Research Methods II	4
SW 331	Human Behavior and Social Environment II	4
SW 341	Social Welfare Policy Analysis	4
SW 370	Generalist Practice Methods I	4
SW 372	Generalist Practice Methods II	4
SW 440	Social Work and Social Policy	4

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SW 472	Social Work and Diverse Populations		4
SW 473	Integrative Seminar I		2
SW 474	Integrative Seminar II		2
Must Be 2.5 or Above			40
Step 2	Human Behavior Cluster		
Number	Title		Credits
BI 104	Anatomy and Physiology		4
EC 101	American Economy		4
PY 100	General Psychology		4
SO 101	Introductory Sociology		4
SO 208	Research Methods I		4
SO 372	Minority Groups		4
PS 215	Introduction to Law		4
Must Be 2.5 or Above			28
Academic Dismissal			

Any situation that may involve a failure to comply with Social Work Admissions and Retention Standards will be considered by the director of the Social Work Program. If the student fails to comply with the Social work Admissions and Retention Standards, the director may take any of the following courses of action:

- A. Suspension of the student from the Social Work Program for a specific period of time not to exceed one year or until the student meets academic eligibility requirements.
- B. Suspension of the student from the Social Work Program pending completion of one or more specified tests or evaluation procedures and subject to satisfactory results of such tests or procedures:
- C. Academic dismissal from the Social Work Program. The director will notify the student, identifying specifically the standard or standards and the corresponding failure to comply on which such action is based.

Notice of any such action shall be communicated in writing to the student involved.

Action of academic dismissal by the director of the Social Work Program may be appealed to the Social Work Program Admission and Retention Grievance Committee within 10 working days of the mailing of the Director's written notice of such action.

Membership on the Social Work Admission and Retention Grievance Committee shall include the Sociology and Social Work department head plus two Social Work faculty (excluding those who serve on the Admissions Committee), and one Social Work Program Advisory Board member.

In response to student appeals of a academic dismissal, the Social Work Program Admission and Retention Grievance Committee will hold a hearing at which it will consider the issues raised, the information presented, and the action of the director. At such hearings the committee will then consider any matters presented by the student and the director of the Social Work Program. The committee will make a determination of the appeal based on the information presented at the hearing.

A student who wishes to have a hearing before the Social Work Program Admissions and Retention Grievance Committee shall be entitled to:

- A. receive a timely hearing by impartial persons; *
- B. be present at the hearing;
- C. present his/her case through statements, questions, witnesses and other forms of evidence.

- D. be accompanied by counsel of his/her choice; counsel shall be a member of the faculty, staff, or student body of the University. However, it should be understood that the student is to be the respondent to questions asked and to otherwise interact with the Committee directly;
- E. refuse to answer questions;
- F. make a record of the events of the hearing;
- G. receive a written notice of the decision reached in response to the appeal.

The elected chair of the Social Work Program Admissions and Retention Grievance Committee shall give written notice of the committee's decision within 10 working days. The decision of the committee shall be final.

* The committee will consist of at least two faculty committee members other than the faculty that may have been directly involved with the dismissal or suspension action.

General Grievance Procedure

For most situations in which a student believes that unfair treatment has occurred on the part of a faculty member, the following procedure applies. Complaints about admission to Social Work and retention in the Program are handled by a special committee. See the above section for those procedures. There are several steps to follow if a student feels that he or she has been treated unfairly. Although your academic adviser is not directly part of the grievance procedure, your adviser may be able to help you with following the process outlined below. The order is as follows:

1. Present your complaint to the faculty member whom you feel has been unjust.
2. If unresolved and the faculty member in question is a member of the social work faculty, bring your concern to the attention of the social Work Program director. If the instructor in question is not a social worker, proceed directly to the next step.
3. Present your concern to the department head of the instructor in question.
4. If unresolved, go through an appeals procedure. The department head will provide information on the procedure for invoking an appeals process.

Composition of Appellate Bodies:

Departmental Appeals Committee -In the case of the Sociology and Social Work Department, the Executive Committee of the department is responsible for determining grievance procedures for students and faculty. The Student Appeals Committee normally consists of the three members of the Executive Committee plus two students. In the event that the complaint is against a member of the Executive Committee, then an alternate will serve.

School Appeals Committee - Each school shall establish a school appeals committee. The school appeals committee shall consist of seven faculty members selected in an unbiased manner by the dean from departments within the school. This responsibility may be delegated to the school advisory council at the discretion of the dean. The committee shall select from among their number a chairperson who shall assume responsibility for convening the committee and chairing review proceedings. Five members shall constitute a quorum for the conduct of all review proceedings.

Rules of Procedure (see "Student Rights and Responsibilities" handbook, which can be obtained from the [Dean of Students office](#)).