

# BRIGHAM YOUNG UNIVERSITY–HAWAII

BACHELOR OF SOCIAL WORK (BSW)



## STUDENT HANDBOOK

**BYU**  
HAWAII

**Social Work Program**

*Revised September 2025*

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# INTRODUCTION

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## MESSAGE FROM THE PROGRAM DIRECTOR

Aloha Students,

On behalf of our Social Work 'Ohana, I warmly welcome you to the Social Work Program at Brigham Young University–Hawaii. As Program Director, I am honored to embark on this wayfinding journey with each of you.

Our program is designed to help you grow in knowledge, skills, and values so you can make a meaningful impact in the field of social work and within your home communities. Social work is more than a profession—it is a calling. It is about standing with the vulnerable, promoting justice, and fostering positive change across diverse communities.

You will find our faculty to be both accomplished and compassionate. They are deeply committed to supporting you, and together—with your dedication and effort—you will experience a rich and rewarding education.

I am confident that your time here will prepare you to serve with compassion, professionalism, and purpose, and to become future change makers in your communities and throughout the world. We look forward to walking alongside you and celebrating the many contributions you will make both in the program and beyond.

Wayfinding together,  
Dr. Kristina Moleni  
Social Work Program Director



## PURPOSE OF THE STUDENT HANDBOOK

The purpose of the *Brigham Young University–Hawaii Bachelor of Social Work (BSW) Student Handbook* is to familiarize prospective and current social work majors with the BYU–Hawaii Social Work Program, the requirements to earn a Bachelor of Social Work (BSW) degree, the policies and procedures of the Social Work Program, and resources available to help our students succeed. Students are encouraged to review this handbook thoroughly to assist them in maximizing their time in the program. The information in this handbook is subject to change. More information on the BYU–Hawaii Social Work Program can be found at <https://esw.byuh.edu/social-work-program>.

# BRIGHAM YOUNG UNIVERSITY–HAWAII

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## UNIVERSITY MISSION

The mission of BYU–Hawaii is to prepare students of Oceania and the Asian Rim to be lifelong disciples of Jesus Christ and leaders in their families, communities, chosen fields, and in building the kingdom of God.

## UNIVERSITY VISION

To be an example to the world of intercultural peace and unity through living the teachings of Jesus Christ.

## INSTITUTIONAL LEARNING OUTCOMES

A set of institutional learning outcomes was developed to assess the acquisition of academic characteristics necessary to fulfill this mission and vision. Accordingly, a BYU–Hawaii graduate’s preparation for a lifetime of service is demonstrated by:

- Breadth and depth of knowledge
- The thinking skills and character of a servant-leader, which are the ability to inquire, analyze, and communicate with the disposition to act with integrity, stewardship, and service.

# THE SOCIAL WORK PROGRAM

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## MISSION STATEMENT

The mission of the Brigham Young University–Hawaii Social Work Program is to prepare knowledgeable, competent, and effective social work professionals, with the highest degree of integrity, committed to the elimination of poverty, the alleviation of human suffering, and the promotion of peace within individuals, families, communities, and societies throughout the world. Consistent with this mission, the Social Work Program is committed to:

- preparing students to be generalist social work practitioners, who value scientific inquiry and view the world through a person-in-environment framework;
- developing empathy within students, with a deep respect for the dignity and worth of every individual, an appreciation of all forms of human diversity, and a commitment to build and nurture human relationships;
- fostering within students an abiding commitment to pursue and advocate for social justice in all its forms, including racial, economic, and environmental justice, and the realization and achievement of human rights for all people;
- maintaining a special focus on the needs of students indigenous to Hawaii, Oceania, and the Asian Rim; and
- supporting the overall mission of the University and the Church of Jesus Christ of Latter-Day Saints in preparing our students to be lifelong disciples of Jesus Christ.

## VALUES

The BYU–Hawaii Social Work Program supports and reiterates the core values and ethical principles articulated by the National Association of Social Workers (NASW) in the 2021 Code of Ethics:

**Service** – Social workers’ primary goal is to help people in need and to address social problems.

Social workers elevate service to others above self-interest. Social workers draw on their knowledge, values, and skills to help people in need and to address social problems. Social workers are encouraged to volunteer some portion of their professional skills with no expectation of significant financial return (pro bono service).

**Social Justice** – Social workers challenge social injustice.

Social workers pursue social change, particularly with and on behalf of vulnerable and oppressed individuals and groups of people. Social workers’ social change efforts are focused primarily on issues of poverty, unemployment, discrimination, and other forms of social injustice. These activities seek to promote sensitivity to and knowledge about oppression and cultural and ethnic diversity. Social workers strive to ensure access to needed information, services, and resources; equality of opportunity; and meaningful participation in decision making for all people.

**Dignity and Worth of the Person** – Social workers respect the inherent dignity and worth of the person.

Social workers treat each person in a caring and respectful fashion, mindful of individual differences and cultural and ethnic diversity. Social workers promote clients' socially responsible self-determination. Social workers seek to enhance clients' capacity and opportunity to change and to address their own needs. Social workers are cognizant of their dual responsibility to clients and the broader society. They seek to resolve conflicts between clients' interests and the broader society's interests in a socially responsible manner consistent with the values, ethical principles, and ethical standards of the profession.

**Importance of Human Relationships** – Social workers recognize the central importance of human relationships.

Social workers understand that relationships between and among people are an important vehicle for change. Social workers engage people as partners in the helping process. Social workers seek to strengthen relationships among people in a purposeful effort to promote, restore, maintain, and enhance the well-being of individuals, families, social groups, organizations, and communities.

**Integrity** – Social workers behave in a trustworthy manner.

Social workers are continually aware of the profession's mission, values, ethical principles, and ethical standards and practice in a manner consistent with them. Social workers should take measures to care for themselves professionally and personally. Social workers act honestly and responsibly and promote ethical practices on the part of the organizations with which they are affiliated.

**Competence** – Social workers practice within their areas of competence and develop and enhance their professional expertise.

Social workers continually strive to increase their professional knowledge and skills and to apply them in practice. Social workers should aspire to contribute to the knowledge base of the profession.

## PROGRAM LEARNING OUTCOMES

Upon completing a Bachelor of Social Work (BSW) degree, students will be able to:

1. Demonstrate ethical and professional behavior.
2. Advance human rights and social, racial, economic, and environmental justice.
3. Engage anti-racism, diversity, equity, and inclusion (ADEI) in practice.
4. Engage in practice-informed research and research-informed practice.
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.

\*\*\* Please note that these are also the nine social work competencies identified by the Council of Social Work Education (CSWE) 2022 Educational Policy and Accreditation Standards (EPAS) that all graduates from schools of social work are expected to possess.

## HISTORY

BYU–Hawaii was originally named the Church College of Hawaii and began as a two-year school in 1955. At the groundbreaking services, President David O. McKay stated: “From this school, I’ll tell you, will go men and women whose influence will be felt for good towards the establishment of peace internationally.” The Church College of Hawaii made the transition to a four-year university in 1961. The Social Work Program was established as an initiative from university administration in 1973, the year before the Church College of Hawaii officially became Brigham Young University–Hawaii. When it began, the Social Work Program had just one full-time faculty member. It has since grown to four full-time and six adjunct faculty members.

## ACCREDITATION

The BYU–Hawaii Social Work Program was originally accredited by the Council on Social Work Education (CSWE) in 1978 and has maintained continuous accreditation ever since. BYU–Hawaii was the second accredited social work program in the State of Hawai’i, after the University of Hawai’i at Manoa. As part of our accreditation with CSWE, BYU–Hawaii goes through a rigorous reaccreditation process every 8 years to ensure that we are offering the best social work education possible to our students.



## FIELD EDUCATION

Field education is the signature pedagogy of the social work profession. As a requirement for a Bachelor of Social Work (BSW) degree, students will be required to complete a 425-hour internship at a social services agency during their final semester of enrollment at BYU–Hawaii. During their internship, students will work under the supervision of a field instructor who has a Bachelor of Social Work (BSW) or Master of Social Work (MSW) degree and at least two years of social work experience. Students are encouraged to return to their home countries to complete their internship and then, as graduates, to strengthen the social work profession in the community in which they reside.

## FACULTY & STAFF

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## AFFILIATED PROGRAMS

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### SOCIAL WORK STUDENT ASSOCIATION

The Social Work Student Association (SWSA) is the official student organization for social work majors. The purposes and benefits of the SWSA are to:

1. Advocate for social work students.
2. Provide input for strengthening the social work curriculum and program through representation at Social Work Program Meetings and on the Social Work Community Advisory Council.
3. Make leadership and citizenship opportunities available to students in SWSA.
4. Provide extra-curricular activities and service projects that are in harmony with the principles and purposes of The Church of Jesus Christ of Latter-Day Saints and the social work profession.
5. Organize social work students to allow them the opportunity to demonstrate their commitment to social work education and the Social Work profession.

Officers in the SWSA include the president, vice-presidents, secretary, and treasurer. The president is elected on an annual basis. Other officers are appointed by the president.

### PHI ALPHA HONOR SOCIETY

The Phi Alpha National Social Work Honor Society provides students with the opportunity to be recognized for excellence in Social Work education, service, and professionalism by meeting academic and service requirements. See <http://phialpha.org> for more information.

### COUNCIL ON SOCIAL WORK EDUCATION

Founded in 1952, the Council on Social Work Education (CSWE) is the national association representing social work education in the United States. Its members include over 750 accredited baccalaureate and master's degree social work programs, as well as individual social work educators, practitioners, and agencies dedicated to advancing quality social work education. Through its many initiatives, activities, and centers, CSWE supports quality social work education and provides opportunities for leadership and professional development, so that social workers play a central role in achieving the profession's goals of social and economic justice. More information about CSWE can be found at <https://www.cswe.org/>.

### NATIONAL ASSOCIATION OF SOCIAL WORKERS

The National Association of Social Workers (NASW) is the largest social work organization in the world for Social Work practitioners. It is a significant resource for information, professionals, and programs useful to practitioners. For example, members have access to publications and programs that can help advance their career, as well as business services that can save them time and money.

Students are encouraged to join NASW and/or the professional social work association of their home country and engage in supporting the profession of social work.

NASW membership is one of the criteria required for students to receive the NASW Hawaii Chapter annual student scholarship. More information about NASW can be found at <https://www.socialworkers.org/>.

## HAWAII SOCIAL WORK LICENSURE

A social work license, issued by a state or national government, certifies that the recipient has met minimum educational and professional standards to be considered a part of the social work profession. A social work license informs clients, the community, and prospective employers that you meet these minimum requirements and are a competent professional. One does not necessarily need a license to be a social worker, but it is prudent to have one or be in pursuit of a license because it generally means a social worker can perform certain practice tasks and makes you more marketable.

Students are encouraged to seek out and review the requirements of the state or country they intend to practice in. In areas of the world where social work is still developing, licensing may be non-existent, but students are encouraged to be in pursuit of enhancing practice through supervision and continued education.

The following information gives a summary of licensing requirements in the State of Hawai'i. Hawaii licensing regulations can be found at <https://cca.hawaii.gov/pvl/programs/socialworker/>.

In the State of Hawai'i, licenses for social workers are offered at three levels.

### 1. Licensed Bachelor Social Worker (LBSW)

- Hold a bachelor's degree from a college or university in social work accredited by or deemed to be equivalent to an accredited program by the Council on Social Work Education.
- Pass the basic or bachelor's national examination given by the Association of Social Work Boards (ASWB).
- Application and license fee.

### 2. Licensed Social Worker (LSW)

- Hold a master's (or doctoral degree) from a college or university in a social work program accredited by or deemed to be equivalent to an accredited program by the Council on Social Work Education.
- Pass the intermediate, advanced or clinical national examination administered by the Association of Social Work Boards (ASWB).
- Application and license fee.

### 3. Licensed Clinical Social Worker (LCSW)

- Hold a master's (or doctoral degree) from a college or university in a social work program accredited by or deemed to be equivalent to an accredited program by the Council on Social Work Education.
- Pass the clinical national examination administered by the Association of Social Work Boards (ASWB).
- Successfully complete at least 3,000 hours of post-graduate supervised clinical social work experience in an agency setting. At least 100 hours must be direct face-to-face supervision.
- Application and license fee.

# THE SOCIAL WORK CURRICULUM

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## BACHELOR OF SOCIAL WORK REQUIREMENTS

To obtain a Bachelor of Social Work (BSW) degree from the Brigham Young University – Hawaii Social Work Program, students must be formally admitted to the social work major and successfully complete the following 55 academic credits:

### **Prerequisite for Admission to the Social Work Major (3 credits)**

SOCW 160 – Introduction to Social Welfare and Social Work

### **Required Social Work Foundation Courses (15 credits)**

SOCW 357 – Human Behavior in the Social Environment

SOCW 366 – Social Welfare Policy

SOCW 371 – Social Work Values and Ethics

SOCW 372 – Anti-Racism, Diversity, Equity and Inclusion

SOCW 486 – Social Research Methods and Applied Statistics

### **Required Social Work Practice Courses (9 credits)**

SOCW 362 – Social Work Practice with Individuals

SOCW 364 – Social Work Practice with Families and Groups

SOCW 462 – Social Work Practice with Organizations and Communities

### **Elective Social Work Exploration Courses (Choose 5 Courses – 15 credits)**

SOCW 368 – Social Welfare in Asia and the Pacific

SOCW 463 – Child Welfare

SOCW 468 – Community Mental Health

SOCW 469 – Aging: A Global Concern

SOCW 470 – Assessment and Treatment of Substance Abuse

SOCW 471 – Health and Social Work

SOCW 474 – School Social Work

SOCW 390R – Special Topics in Social Work (repeatable)

### **Required Field Practicum Preparation (Semester Prior to Field Practicum – 1 credit)**

SOCW 490 – Practicum Preparation Seminar

### **Required Field Practicum (Department Approval Required – 12 credits)**

SOCW 491R – Field Practicum

## SUGGESTED COURSE SEQUENCE

The social work major is designed to be completed in five semesters following admission to the program. While students have great flexibility in planning their academic experience within the program, the following course sequence is suggested. Each semester, students are encouraged to fill any gaps in their schedule with general education courses, religion courses, or courses for their minors.

### **Prior to Admission**

SOCW 160 – Introduction to Social Welfare and Social Work (3)

Total Social Work Credits – 3

### **1<sup>st</sup> Semester in the Program**

SOCW 357 – Human Behavior in the Social Environment (3)

SOCW 362 – Social Work Practice with Individuals (3)

SOCW 371 – Social Work Values and Ethics (3)

Total Social Work Credits – 9

### **2<sup>nd</sup> Semester in the Program**

SOCW 364 – Social Work Practice with Families and Groups (3)

SOCW 366 – Social Welfare Policy (3)

SOCW 372 – Anti-Racism, Diversity, Equity and Inclusion (3)

Social Work Elective #1 (3)

Total Social Work Credits – 12

### **3<sup>rd</sup> Semester in the Program**

SOCW 462 – Social Work Practice with Organizations and Communities (3)

SOCW 486 – Social Research Methods and Applied Statistics (3)

Social Work Elective #2 (3)

Total Social Work Credits – 9

### **4<sup>th</sup> Semester in the Program**

SOCW 490 – Practicum Preparation Seminar (1)

Social Work Elective #3 (3)

Social Work Elective #4 (3)

Social Work Elective #5 (3)

Total Social Work Credits – 10

### **Final Semester in the Program**

SOCW 491R – Field Practicum (12)

Total Social Work Credits – 12

## COURSE DESCRIPTIONS

### **SOCW 160 – Introduction to Social Welfare and Social Work (3)**

Introduction to the nature of social work and evolution of social welfare. Generalist practice approach is applied to various client systems, including oppressed and disenfranchised populations.

### **SOCW 357 – Human Behavior in the Social Environment (3)**

Provides a multidimensional view of human development from conception through adulthood utilizing a systems approach to infuse biological, psychological, social, spiritual, and developmental frameworks that organize human behavior.

### **SOCW 362 – Social Work Practice with Individuals (3)**

Introduction to generalist practice with emphasis on working with individuals. Focuses on knowledge, skills, and values relevant to micro social work practice. Skills lab included.

### **SOCW 364 – Social Work Practice with Families and Groups (3)**

Introduction to generalist practice with emphasis on working with groups and families. Focuses on knowledge, skills, and values relevant to mezzo social work practice. Skills lab included.

### **SOCW 366 – Social Welfare Policy (3)**

Students acquire knowledge of the history and role of the social work profession in policymaking and in social welfare systems in the United States. Students develop critical analysis skills.

### **SOCW 368 – Social Welfare in Asia and the Pacific (3)**

Students acquire knowledge of and skills in critical analysis of social policy and welfare systems in select Asia and Pacific Island nations, using an international/global framework.

### **SOCW 371 – Social Work Values and Ethics (3)**

This course will introduce students to the Code of Ethics of the National Association of Social Workers and its international equivalents. Students will be taught various models for ethical decision making and be exposed to real world ethical dilemmas which they will have to work through.

### **SOCW 372 – Anti-Racism, Diversity, Equity and Inclusion (3)**

This course will familiarize students with the concept of anti-racism and explore various issues surrounding the concept of diversity. The importance of equity and inclusion of all will be stressed.

### **SOCW 390R – Special Topics in Social Work (3)**

Repeatable course explores special topics in social work.

### **SOCW 462 – Social Work Practice with Organizations and Communities (3)**

Introduction to generalist practice with emphasis on working with organization and communities. Focuses on knowledge, skills, and values relevant to macro social work practice. Skills lab included.

### **SOCW 463 – Child Welfare (3)**

Acquaint students with the role of the generalist social work practitioner in child welfare, public and not-for-profit programs that provide services to children, and social problems that impact children.

**SOCW 468 – Community Mental Health (3)**

Students will be introduced to social work practice with adults experiencing mental health difficulties and roles that social workers perform in behavioral health care settings.

**SOCW 469 – Aging: A Global Concern (3)**

Overview of the physical, emotional, psychological, and sexual processes that occur as one ages in the context of family roles and responsibilities, cultural diversity, social support networks, health and social services, oppression, and ageism.

**SOCW 470 – Assessment and Treatment of Substance Abuse (3)**

This course introduces the student to the fundamentals of social work practice with substance abusers. Practice issues for selected populations will be explored.

**SOCW 471 – Health and Social Work (3)**

This course will explore generalist social work opportunities across the health care continuum.

**SOCW 474 – School Social Work (3)**

This course will explore generalist social work opportunities in educational settings. Special attention will be given to special education, school violence, and intervening with non-engaged families.

**SOCW 486 – Social Research Methods and Applied Statistics (3)**

This course will help students to advance their knowledge through the examination and application of social research methods and statistics to social work practice issues.

**SOCW 490 – Practicum Preparation Seminar (1)**

This course will prepare students for the realities and rigors of the signature capstone experience of the program.

**SOCW 491R – Field Practicum (12)**

Students are required to accumulate 425 clock hours at a social service agency.

# ADMISSION TO THE SOCIAL WORK PROGRAM

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## CRITERIA FOR ADMISSION

To be admitted to the social work major, students must meet minimum requirements and complete a formal application process. To be eligible for admission, students must complete SOCW 160 – Introduction to Social Welfare and Social Work with a final grade of at least a B-, must have a cumulative GPA of 2.50 or better, and must complete the online Social Work Major Application. These minimum requirements apply to both students on campus and those seeking transfer from another institution. Admission to BYU–Hawaii and the social work major are two different processes and do not occur simultaneously. Admission to the social work major is competitive, so attainment of minimum requirements does not guarantee admission.

A link to the online Social Work Major Application can be found at <https://esw.byuh.edu/socialwork/application-to-major>. Information required on the Social Work Major Application includes demographic information, current academic standing, employment history, volunteer work, a brief autobiography, and an agreement to abide by the National Association of Social Workers (NASW) Code of Ethics. Application deadlines are as follows: Fall Semester entry – June 1st; Winter Semester Entry – November 1st; Spring Semester Entry – March 1st. Any applications received after these deadlines will be considered for the following semester.

The social work major has two natural entry points. The first, for students who know early that they wish to pursue a career in social work, would be following completion of SOCW 160 – Introduction to Social Welfare and Social Work. Students may apply to the social work major while they are enrolled in SOCW 160 and if a decision is made to admit the student, it would be contingent on the student completing SOCW 160 with a B- or better. The second entry point, for students who later decide to change majors and pursue a career in social work, would be following completion of the Introduction to Social Work Minor, which requires successful completion of SOCW 357 – Human Behavior and the Social Environment, SOCW 362 – Social Work Practice with Individuals, and SOCW 468 – Community Mental Health, in addition to SOCW 160. Because admission to the social work major is competitive and not guaranteed simply by meeting minimum requirements, students are encouraged to apply at the earliest applicable entry point. This may allow a student to strengthen their qualifications and apply again if they are initially denied.

## ADMISSION EVALUATION PROCESS

The Social Work Program Admissions Committee consists of all full-time social work faculty members. During the Social Work Program Meeting following each application deadline, the Admissions Committee will review all Social Work Major Applications submitted on time and decide which students to formally admit to the social work major. Both the Social Work Academic Advisor and the Social Work Program Administrative Assistant are typically present at this meeting to answer questions and provide input into the process. At least two full-time faculty members review each Social Work Major Application before an admission decision is made.

Again, admissions into the social work major are competitive and the attainment of minimum requirements does not guarantee admission. The Social Work Program is required to maintain a faculty-to-student ratio of 25:1 or less at all times, limiting the amount of students that can be admitted to the social work major.

Cumulative GPA, performance in social work classes, credits previously earned, time allotment remaining at BYU–Hawaii, previous work, volunteer, and life experience, as well as the student’s autobiography, are all factors that are considered in making admission decisions. With the requirement that students complete SOCW 160 – Introduction to Social Welfare and Social Work, and the reality that many students complete the Introduction to Social Work Minor before applying for admission, there is typically at least one, if not more, members of the Admissions Committee who know each student and can advocate on their behalf. Students are encouraged to put their best foot forward in each of their classes, but particularly their social work classes, in order to have the best chance of admission into the social work major.

## ADMISSION DECISION TYPES

Following consideration by the Admissions Committee, one of four decisions will be made for each Social Work Major Application: accept, provisionally accept, reject and encourage to reapply, or reject.

For students with strong qualifications, a strong application, and only minor concerns from the Admissions Committee, a decision may be made to accept the student into the social work major. A student who is accepted into the social work major will be able to register for upper-division social work courses the following semester.

For students who have not yet completed SOCW 160 – Introduction to Social Welfare and Social Work, but otherwise present strong qualifications, a strong application, and only minor concerns from the Admissions Committee, a decision may be made to provisionally accept the student into the social work major. A student who is provisionally accepted into the social work major will be able to register for upper-division social work courses the following semester. However, a grade check will be performed by the Social Work Academic Advisor at the end of the semester to ensure the student completed SOCW 160 with a B- or better. If the student was successful in completing SOCW 160 with a B-, the student’s status will be changed to accept at that time and they will be admitted to the social work major without restriction. If the student was unsuccessful in completing SOCW 160 with a B-, the student’s status will be changed to reject and they will be encouraged to reapply after retaking SOCW 160 and completing the course with a B- or better.

For students whose qualifications may be lacking, whose application may have some deficiencies, or who may have some concerns from the Admissions Committee that can be addressed and corrected by the student, a decision may be made to reject and encourage to reapply. This decision is typically made when a student has shown promise and the Admissions Committee believes the student has the potential to be a successful social worker, but there simply were not enough open slots in the social work major to admit them at that time, especially when the student is early in their academic career at BYU–Hawaii. Students who are rejected and encouraged to reapply should work to strengthen their qualifications, take the social work courses available to introduction to social work Minor students, and improve their application to increase their chances of admission in the future. It should be noted that students who are encouraged to reapply are not guaranteed later admission.

For students whose qualifications are lacking, whose application is deficient, or who have concerns from the Admissions Committee that are unlikely to be addressed and corrected by the student, a decision may be made to reject the application. Students whose applications are rejected are encouraged to pursue another major. While the student may apply to the social work major at a later date, particularly if circumstances have significantly changed, the Admissions Committee feels that it is unlikely the student would be admitted in the future.

## ADMISSION DECISION NOTIFICATION

After official decisions have been made by the Admissions Committee, the Social Work Program Administrative Assistant will send an official notification letter to each student, via the student's official BYU–Hawaii email address. These notifications will be promptly made following Admissions Committee decisions, but no later than July 1<sup>st</sup> for Fall Semester Entry, December 1<sup>st</sup> for Winter Semester Entry, and April 1<sup>st</sup> for Spring Semester Entry. Again, applications submitted after the application deadlines will be considered for the following semester.

# SOCIAL WORK PROGRAM POLICIES

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## TRANSFER OF SOCIAL WORK CREDIT

Social work courses completed at other U.S. institutions will be considered for acceptance only if the transferring institution is accredited (or has been granted candidacy) by the Council on Social Work Education (CSWE).

Social work courses (other than practice courses and field education) completed at international institutions will be considered for acceptance only if the transferring institution is accredited with a national or international association comparable to CSWE. For example, if a student from Australia has previously taken social work courses at a university in Australia, the student's courses will be considered for transfer only if the school was accredited by the Australian Association of Social Workers (AASW). Social work practice courses and field education must be completed at an institution that is accredited (or granted candidacy) by CSWE.

The BYU–Hawaii Social Work Program Director will make the final decision on whether to accept social work transfer credits after consultation with faculty who teach similar courses. The burden will be upon the entering student to provide evidence of course equivalency, such as transcripts, course syllabi, program accreditation documentation, etc.

## PREVIOUS LIFE EXPERIENCE OR PREVIOUS WORK EXPERIENCE

Social work attracts students with a wide variety of previous life experience and previous work experience. While it is undeniable that some of these experiences will be invaluable to you as a future social worker, academic credit is not offered or awarded for previous life experience or previous work experience, regardless of its nature.

## ACADEMIC ADVISING POLICY

The Academic Advising Office provides assistance in all areas of a student's academic life. While college life can be overwhelming, academic advisors are available to provide support and guidance. Students are encouraged to work closely with their academic advisor throughout their years at BYU–Hawaii. Each advisor can help students make appropriate short and long term academic decisions.

The Social Work Academic Advisor is Patricia "Hi'i" Campbell. Sister Campbell is a BYU–Hawaii Social Work Program alumni, has a Master of Social Work (MSW) Degree from the University of Hawai'i at Manoa. She is very familiar with the social work profession and the requirements of our program.

Social work students are required to meet with Sister Campbell upon admission to the social work major to create or update their academic plan. A student's academic plan is a semester-by-semester plan of all required courses the student must complete in order to graduate within their BYU–Hawaii time allotment. Students are encouraged to meet with Sister Campbell often, especially when circumstances change and their academic plan needs to be adjusted to reflect those changes. Sister Campbell is available to assist with course registration, adding and dropping courses, appeals for time allotment extension, applications for graduation, and any other academic need students may have.

## PROFESSIONAL ADVISING POLICY

Upon admission into the social work major, students are assigned a faculty mentor. Notification of a student's faculty mentor assignment is provided in their official admission notification letter, which is sent to the student's official BYU–Hawaii email address. Meetings with faculty mentors are typically student initiated and students are encouraged to contact their faculty mentor to set an appointment or stop by during the faculty mentor's office hours if they would like professional advising.

Professional advising from faculty mentors typically focuses on postgraduation preparation for entry into the social work profession. Services available could include, but are not limited to: career counseling services, career development guidance, professional coaching, field education support, licensing preparation, interviewing tips, career materials preparation (e.g., resumes, portfolios, or cultivating online professional presence such as a LinkedIn profile), facilitating networking or connecting students to informational interviews, providing guidance to prepare research, publications, or presentations at professional conferences, giving feedback and direction to prepare a final product (e.g., academic assignments), offering professional development resources, or employment placement assistance. (adapted from the Council of Social Work Education's definition of professional advising.)

All full-time social work faculty members serve as faculty mentors. Should you find that another full-time faculty member, other than your assigned faculty mentor, has professional experience that better aligns with your social work interests, feel free to reach out to that faculty member for a one-time professional advising appointment. Alternatively, you can send a request to the Social Work Program Administrative Assistant to request a change in faculty mentor. Even though they are not assigned as faculty mentors, students are also welcome to reach out to adjunct faculty members for limited professional advising, should adjunct faculty members' professional experience better match the student's social work interests.

It should also be noted that a significant number of professional advising activities are built into the Social Work Program curriculum, especially during SOCW 490 – Practicum Preparation Seminar. During the Practicum Preparation Seminar, students will participate in mock interviews, receive assistance developing their resume, be provided with networking opportunities, and be provided with significant field placement advice that will be relevant to their job search after graduation as well.

## EVALUATING ACADEMIC PERFORMANCE

The BYU–Hawaii Social Work Program utilizes the following grading scale (grade point average values in parentheses):

94-100% = A (4.00)	77-79% = C+ (2.30)	60-63% = D- (0.70)
90-93% = A- (3.70)	74-76% = C (2.00)	0-59% = F (0.00)
87-89% = B+ (3.30)	70-73% = C- (1.70)	
84-86% = B (3.00)	67-69% = D+ (1.30)	
80-83% = B- (2.70)	64-66% = D (1.00)	

As a prerequisite to admission to the social work program, students must pass SOCW 160 – Introduction to Social Welfare and Social Work with a B- or better. For all other social work courses, social work majors must

pass the course with a C- or better or the course will have to be repeated. Each social work course may be repeated no more than once (with the exception of different topics of Social Work 390R). Social work majors are expected to maintain both a cumulative and Social Work grade point average of 2.00 or higher at all times.

## EVALUATING PROFESSIONAL PERFORMANCE

Students in the BYU–Hawaii Social Work Program are held to high standards of professional, moral and ethical behavior, as specified in the BYU–Hawaii Social Work Student Standards (located in the Social Work Major Application and as an appendix to this handbook), the BYU–Hawaii Honor Code, and the National Association of Social Workers (NASW) Code of Ethics. These standards apply at all times, whether in the classroom, in field practicum placements, during extracurricular activities, or elsewhere. Students are also expected to respect and abide by specific course policies and policies set by their field practicum placement.

Included within these standards are a few that deserve particular mention. Students are expected to communicate professionally with instructors, other students, faculty members, staff, clients, and other professionals. Students are also expected to demonstrate an appreciation for diversity, to display empathy, and to maintain a non-judgmental attitude in their interactions with others. Students should respect confidentiality in both classroom and field practicum settings. Students are expected to maintain an appearance and demeanor that is appropriate to the context they are in, should be punctual and dependable, and should appropriately utilize supervision and consultation. Disrespect for others or any form of sexual harassment will not be tolerated.

Students need to recognize the signs of stress and emotional problems, develop appropriate means of self-care, and seek supportive services when necessary to minimize any adverse impact on academic or professional performance. Students are encouraged to utilize the services of the BYU–Hawaii Counseling Center (which are free of charge) to work through any unresolved emotional issues before entering their field placement.

## DISCIPLINARY ACTION AND TERMINATION FROM THE PROGRAM

Students in the BYU–Hawaii Social Work Program who violate the academic or professional standards listed above may be subject to discipline by the program, including but not limited to probation or termination from the program.

### **Discipline Involving Academic Performance**

Discipline related to academic performance is automatically triggered by the following specific situations. First, if a student who has been admitted to the social work major receives a grade lower than a C- in a Social Work course, they are automatically placed on probation. Probation is also automatically imposed if a student's cumulative or social work grade point average drops below a 2.00. When probation is automatically triggered for academic reasons, the probation period lasts for two semesters. While on probation, if a student receives another grade lower than a C- in a Social Work course, they are automatically terminated from the program. Termination is also automatic if the student is unable to raise their cumulative or social work grade point average above 2.00 by the completion of their probation period. Because social work courses may only be repeated once, if a student fails to receive a C- or better, despite two attempts in the

same course, they are also automatically terminated from the program. In situations where extenuating circumstances may apply, the Social Work Program Director has the discretion to refer any automatically triggered disciplinary action (involving probation or termination) to the Standards Committee (detailed below) for consideration of an exception. A majority vote of the Standards Committee is required to grant an exception.

### **Discipline Involving Professional Performance**

Decisions regarding adverse actions involving a student's enrollment in the BYU–Hawaii Social Work Program due to professional performance are made by the program's Standards Committee. The Standards Committee consists of each of the full-faculty members within the program. When any faculty member identifies a potential problem with a student, which they deem to be significant and which cannot be resolved informally, they may bring the matter before the Standards Committee. The Standards Committee will then meet to discuss the student's situation. If the Standards Committee chooses to place the student on probation, a majority vote is required. If the Standards Committee chooses to terminate the student's enrollment in the program, a unanimous vote is required at this point. If the student is not satisfied with the decision of the Standards Committee, the student is encouraged to follow the Due Process Policy articulated below.

### **University Discipline**

While the BYU–Hawaii Social Work Program maintains its own disciplinary policies and procedures, it is the policy of the program to support the disciplinary decisions made by the University as well. Therefore, if a student is placed on probation by the University, for academic or behavioral reasons, the student will automatically be placed on probation within the BYU–Hawaii Social Work Program, provided the program is aware of the University's probation decision. If a student is suspended or expelled by the University, the student will automatically be terminated from the BYU–Hawaii Social Work Program. No vote by the Standards Committee is necessary in these situations. If University discipline is overturned on appeal, the disciplinary action with the program will be automatically overturned as well.

### **Probation**

The purpose of probation, within the BYU–Hawaii Social Work Program, is to detect challenges and deficiencies that students may have in their academic or professional performance and develop a plan to improve. From time to time, students may face challenges that may occur in or out of the classroom, in a field practicum setting, or in the community. The principle generally applied is, "you cannot change what you do not acknowledge." The best resources can be available and a well-worded remedial action plan written, but it will not be useful if a student does not acknowledge the performance area that needs to improve. A student's acknowledgement that there is a problem is critical.

When a student is automatically placed on academic probation or the Standards Committee chooses to place a student on probation for professional issues, the student is invited to meet with either the Social Work Program Director or their Faculty Mentor (at the Standards Committee's discretion) and develop a plan to resolve the situation. The plan should involve concrete actions with anticipated dates of completion. The length of the student's suspension is typically two semesters, but could be longer at the discretion of the Standards Committee. After the meeting, the Social Work Program Director or Faculty Mentor will ensure the plan is written and that a copy is given to the student, the Social Work Program Director, and the student's Faculty Mentor, who will work with the student to ensure that progress is made.

At the end of the probation period, the student will again meet with the Social Work Program Director or their Faculty Mentor (whoever they met with previously), where it will be up to the student to present a case of concrete examples showing that the problem areas have been resolved. After the student presents their case, the Social Work Program Director or Faculty Mentor will relate the student's case to the Standards Committee, who will then vote on whether the probation term will be lifted, extended, or whether the student will be terminated from the program. For any of these courses of action, a majority vote is all that is necessary at this point.

### **Termination**

Termination requires a unanimous vote when the Standards Committee is initially convened or a majority vote following probation. Termination is viewed as a last resort within the program and will only be pursued by the Standards Committee if they determine that no other alternative is likely to resolve the problem. Termination could be the result of just one serious infraction or a consistent pattern of smaller infractions. The following are some potential reasons that a student could be terminated from the BYU–Hawaii Social Work Program (although this list is not exhaustive):

- Harming or placing any individual at risk
- Inability to meet Social Work Program standards
- Violation of the N.A.S.W. Code of Ethics
- Serious criminal activity
- Suspension from the University
- Failure to meet the terms of the student's probation
- Failing to pass a social work course with a C- or better while on academic probation
- A cumulative or social work grade point average below 2.00 at the conclusion of academic probation
- Failing to pass the same social work course with a C- or better twice

When the Standards Committee makes the decision to terminate a student's enrollment in the program, the BYU–Hawaii Social Work Program Director informs the student of the termination decision in writing. If the student disagrees with the termination decision, they are encouraged to follow the due process policy detailed below. A student who has been terminated from the program will have to reapply before they are allowed to take any further social work courses.

## **DUE PROCESS POLICY**

The following are the BYU–Hawaii Social Work Program due process policies related to academic performance, professional performance, and disciplinary action or termination from the program.

### **Due Process Related to Academic Performance**

Students who disagree with an academic or grading decision made by a Social Work Program faculty member are encouraged to follow the University's Academic Grievance Policy (which can be found at <https://policies.byuh.edu/student-academic-grievance>) or the Social Work Program's Grievance Policy (which can be found below). The two policies are very similar, with the Social Work Program's Grievance Policy utilizing the Social Work Program Director as an additional level through which students may be able to obtain relief.

As an initial step, the student should seek to resolve the dispute informally with the faculty member. If informal efforts prove unsuccessful, the student should initiate a formal grievance, either with the faculty member (under the University's Academic Grievance Policy) or with the Social Work Program Director (under the Social Work Program's Grievance Policy). Should the response of the faculty member or Program Director be unsatisfactory to the student, the grievance may be escalated to the Dean of the Faculty of Education and Social Work and then to the BYU–Hawaii Academic Vice President for resolution, if necessary. More details can be found in the University's Academic Grievance Policy and the Social Work Program's Grievance Policy, respectively.

### **Due Process Related to Professional Performance**

Students who disagree with a decision related to professional performance made by a faculty member, field instructor, field education personnel, or the Social Work Program Director are encouraged to follow the Social Work Program's Grievance Policy (which can be found below).

As an initial step, the student should seek to resolve the dispute informally with the individual who made the decision. If informal efforts prove unsuccessful, the student should initiate a formal grievance with the Social Work Program Director. Should the response of the Program Director be unsatisfactory to the student, the grievance may be escalated to the Dean of the Faculty of Education and Social Work and then to the BYU–Hawaii Academic Vice President for resolution, if necessary. More details can be found in the Social Work Program's Grievance Policy below.

### **Due Process Related to Disciplinary Action or Termination from the Program**

Should a student disagree with a decision to place the student on probation or terminate the student from the Social Work Program, the following options are available to the student.

For automatically triggered probation or termination from the program due to academic reasons, if the student believes that they have extenuating circumstances that should be taken into consideration, they may request that their probation or termination be reviewed by the Social Work Standards Committee. To request review, the student should submit a written request to the Social Work Program Director within 30 days of the student's notification that they have been placed on academic probation or terminated from the program. In their written request, they may detail the extenuating circumstances that they believe should be taken into consideration or they may request a meeting with the Program Director or the Standards Committee to articulate their extenuating circumstances in person. Following the students' articulation of their extenuating circumstances, the Standards Committee will vote on whether to overturn the automatically imposed probation or termination. A simple majority is all that is necessary.

Should the student disagree with the decision of the Standards Committee, they may appeal the decision to the Dean of the Faculty of Education and Social Work. That appeal should be made in writing no later than 30 days following the student's notification of the decision of the Standards Committee. Again, the student may articulate their extenuating circumstances in the written appeal or may request a meeting with the Dean to articulate those circumstances in person. The Dean will then consider the case and provide the student with written notification of their decision to uphold or overturn the decision of the Standards Committee within 30 days.

For decisions made by the Standards Committee to place a student on probation or terminate a student from the Social Work Program for professional performance, should the student disagree with the decision, they may request a meeting with the Standards Committee to plead their case in person. To request this meeting, the student should submit a written request to the Social Work Program Director within 30 days of the

student's notification that they have been placed on probation or terminated from the program for professional performance. Following the meeting with the Standards Committee, the committee will vote on whether to overturn the student's probation or termination from the program. A simple majority is all that is necessary.

Should the student disagree with the decision of the Standards Committee, they may appeal the decision to the Dean of the Faculty of Education and Social Work. That appeal should be made in writing no later than 30 days following the student's notification of the decision of the Standards Committee. Again, the student may articulate the circumstances of their case in the written appeal or may request a meeting with the Dean to articulate those circumstances in person. The Dean will then consider the case and provide the student with written notification of their decision to uphold or overturn the decision of the Standards Committee within 30 days.

## GRIEVANCE POLICY

Every student is entitled to the full protection of their rights as a human being, including the right to be protected from prejudicial, arbitrary, and capricious behavior on the part of fellow students, faculty members, staff, and/or administrators. The following is the grievance procedure students should utilize with respect to the behavior of a faculty member of the operation of the Social Work Program.

When any student has a complaint or grievance against any faculty member or against any aspect of the Social Work Program, the student is encouraged to first attempt to resolve the problem through informal communication with the person(s) involved. When the student so desires, it is appropriate to utilize their faculty mentor or select an advocate from among the Social Work Student Association (SWSA) officers with this informal approach to resolve the conflict.

If you are not satisfied with the response, the following established channels should be used, in order:

1. BYU–Hawaii Social Work Program Director
2. Dean of the Faculty of Education and Social Work
3. BYU–Hawaii Academic Vice President

To file a grievance, submit the following information, in writing, to the BYU–Hawaii Social Work Program Director:

- State your grievance and give a description of the situation (date, time, event, etc.)
- Name the person(s) you have a grievance with and any mitigating circumstances that may apply
- Submit supporting documentation (rubric, copy of assignment in question, correspondence)
- Describe what you would consider a satisfactory outcome

If you are not satisfied with the Program Director's response, you may request that your grievance be reviewed by the Dean of the Faculty of Education and Social Work. If you are not satisfied with the Dean's response, you may request that your grievance be reviewed by the BYU–Hawaii Academic Vice President.

The Program Director, the Dean, and the Academic Vice President will each provide a written response within 30 days of their receipt of your grievance. The BYU–Hawaii Social Work Program will not take any action to discourage you or retaliate against you for making a complaint or expressing a grievance.

Legal channels are also available to the student in the appellate process. In the event of any type of Title IX incident (i.e. sexual harassment), the student will be directed to the Title IX coordinator. Further processes related to Title IX can be found at <https://titleix.byuh.edu/>.

## STUDENT INPUT AND PARTICIPATION IN THE IMPLICIT CURRICULUM

It is the policy of the BYU–Hawaii Social Work Program to offer students equitable and inclusive opportunities to provide input and participate in the implicit curriculum. The implicit curriculum encompasses all elements of the student learning experience, excluding courses, course content, and field education.

Students' primary opportunity to provide input and participate in the Program's implicit curriculum comes through electing or serving as representatives in the Social Work Student Association (SWSA). The SWSA functions as the student government organization for the BYU–Hawaii Social Work Program. The President of the SWSA is elected by popular vote in an election in which all admitted social work majors are eligible to vote. Once the SWSA President has been elected, that individual will appoint the other members of the SWSA Executive Council, which consists of several Vice-Presidents, a Secretary, and a Treasurer. Any admitted social work major who is interested in running for SWSA President or in serving on the SWSA Executive Council should contact the current SWSA President or the SWSA Faculty Advisor to express their interest.

The SWSA President (or their designee) is always invited to attend and participate in the Faculty Meetings of the BYU–Hawaii Social Work Program. The SWSA President is always included on the agenda of that meeting, which provides a meaningful opportunity to present student concerns or suggestions on ways to improve the Program's implicit curriculum. The SWSA President is also invited to participate in the rest of the meeting, where various administrative matters within the Program are discussed and important decisions that impact the Program are made. Students are encouraged to participate regularly in SWSA events and communicate with SWSA officers should they have concerns or suggestions for improvement within the Program.

Students also have an opportunity to be involved in the hiring process whenever the BYU–Hawaii Social Work Program is hiring a new full-time faculty member. During the interview process, prospective faculty are invited to present multiple lectures, which students are invited to attend, and feedback is solicited from the students as to their preferences among the various candidates. Students also have an opportunity to provide feedback for current full-time and adjunct faculty through the course evaluation process. Students are encouraged to be open and honest in those anonymous evaluations. The BYU–Hawaii Social Work Program Director also maintains an open-door policy should students have concerns or feedback concerning faculty or any other aspect of the Program's implicit curriculum.

## STUDENT INPUT AND PARTICIPATION IN THE EXPLICIT CURRICULUM

It is the policy of the BYU–Hawaii Social Work Program to offer students equitable and inclusive opportunities to provide input and participate in the explicit curriculum. The explicit curriculum includes the courses offered and required by the Program, course content, and field education.

The BYU–Hawaii Social Work Program has a long-standing practice of holding a student forum, open to all admitted social work majors and declared pre-social work majors, to solicit feedback and ideas before beginning any major curriculum changes. In these forums, students are encouraged to share both feedback about existing courses and course content, as well as ideas for future courses and course content. These

forums typically have a portion of the meeting when social work faculty members are present and a portion of the meeting that is student-only, led by members of the Social Work Student Association (SWSA) Executive Council.

Students also have an opportunity to provide input and participate in the explicit curriculum through the course evaluation process. Administered online by the University, this course evaluation process is anonymous and provides students with an opportunity to reflect on a course they have recently completed. Students are invited to provide feedback regarding both the strengths of the course and how they feel the course could be improved in the future. Social work faculty members regularly review these evaluations, often with the Dean or Program Director, with an eye toward future improvement.

The course evaluation process also applies to a student's field education experience, but field students also complete an "Internship Evaluation by Student" based on their experience in their specific placement and their experience in field education in general. This Internship Evaluation by Student is a useful tool in working with agencies to improve the field experience for our students, as well as making program-level changes to field education in general.

The presence of the SWSA President in all Social Work Faculty Meetings (described in the previous section) also provides an opportunity for students to have input and participate in the Program's explicit curriculum, through their elected representative. Course content and smaller curriculum changes are often discussed in these meetings, with the SWSA President invited to participate in the discussion and provide input.

## UNIVERSITY AND PROGRAM RESOURCES

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### HO'okele Tutor

The Ho'okele Tutor is the Social Work Program's student tutor. *Ho'okele* is a Hawaiian word that means "navigator" and our tutor is viewed as a tool for students to use in navigating our program. The Ho'okele Tutor will typically be a senior social work student who can program fellow students with valuable tutoring services in classes that they have previously taken and excelled in.

### Academic Advisor

Sister Patricia "Hi'i" Campbell is the Academic Advisor assigned to the Social Work Program. Sister Campbell has earned a Master of Social Work (MSW) Degree from the University of Hawai'i at Manoa and has extensive knowledge about the social work profession, making her an ideal advisor to guide our students academically. Students should meet with Sister Campbell often to create and update their academic plan, which will guide the student in completing required course work in an efficient and timely manner. Sister Campbell is available to assist with registration for courses, adding and dropping courses, evaluation of transfer credits, application for substitution or waiver of courses, withdrawal from courses, and application for graduation. More information can be found at <https://advising.byuh.edu/>.

### Faculty Mentor

Faculty members serve as mentors for each student admitted to the social work major. Your assigned faculty mentor will be listed on your social work major acceptance letter. While the Academic Advisor is responsible for helping students create and update their academic plan, among other things, the mentor is concerned with supporting students in post-graduation plans, such as graduate school and career planning. In addition, the mentor also clarifies specific content and expectations of social work courses, including general information about and preparation for the field practicum.

The faculty mentor also serves as an advocate for the student with the Social Work Program in order to facilitate successful completion of the program. Faculty members DO NOT provide therapy to students – students with this need are referred to Brigham Young University – Hawaii Counseling Services or other counseling services as appropriate.

### Career Services

The University's Career Services office is available to assist students in career development, exploration, counseling, mentoring, networking, graduate school services, and employment services. Career Services also plays a significant role in students' field practicum placements and experiences. More information can be found at <https://career.byuh.edu/>.

## FINANCIAL AID

The Brigham Young University – Hawaii Financial Aid Department exists to ensure that financial aid resources are available to qualified and eligible students, and that funds are disbursed according to federal guidelines and University policy. More information can be found at <https://financialaid.byuh.edu/>.

## SOCIAL WORK PROGRAM SCHOLARSHIPS

The Social Work Program awards academic scholarships during fall and winter semesters. Social Work Program scholarships will be awarded only to students who have been accepted into the social work major. Scholarships are geared toward students who are entering their field practicum. The scholarship committee will make a case-by-case determination on the awarding of scholarships.

## READING WRITING LAB

The Reading Writing Lab is a free resource for students, staff, and faculty. The Reading Writing Lab fosters a friendly, collaborative environment where students from around the world can develop skills and confidence in English reading and writing. The Reading Writing Lab offers several services, including one-on-one and group tutorials, workshops, in-class workshops, citation assistance, etc. The Reading Writing Lab has a small library of fiction and EIL related books that University members are welcome to utilize, as well as a computer lab and printer. The Reading Writing Lab is located in MCK 199. More information can be found at <https://readingwriting.byuh.edu/>.

## JOSEPH F. SMITH LIBRARY

The Joseph F. Smith Library is available for students for all of their research needs. The Joseph F. Smith Library contains a large computer lab that is free for students to use, as well as quiet study space. Librarians are available to assist students. More information can be found at <https://library.byuh.edu/>.

## LANGUAGE & SPEECH LAB

The purpose of the Language & Speech Lab is to help students enrolled in English International Language (EIL) courses and former EIL students learn the academic English language so they can succeed when enrolled in University credit courses. English international language students are generally from international countries and may need help with English listening and speaking skills. Materials available in the Language & Speech Lab include listening materials (DVDs, software, CDs) and listening programs students may use to practice their listening skills.

English tutors are also available to help students practice their speaking and listening skills. Dictionaries are available for a number of languages. The Language & Speech Lab is located in MCK 156. The phone number is 675-3798. More information can be found at <https://language.byuh.edu/>.

## CENTER FOR ACADEMIC SUCCESS

Students are required to develop good study habits and time management skills. The Center for Academic Success can be a resource to students as they acquire the necessary skills of being an effective student. The Center is intended to be a proactive way of assisting students before a “crisis” occurs. Students can be self-referred or referred by a faculty member. In the event the student is referred by a faculty member, the Center will reach out to the student to offer assistance. Dependent upon the needs of the student, the Center will provide a custom plan and practical tips. One reason that a student may be referred to the Center for Academic Success is for several unexplained absences from class. More information can be found at <https://academics.byuh.edu/center-for-academic-success>.

## COUNSELING SERVICES

Counseling Services supports students’ personal growth and development in working towards emotional, behavioral, and social wellness. As such, preventative and therapeutic programs are offered to meet the needs of BYU–Hawaii’s diverse student population. Services are provided in an environment of respect, acceptance, compassion, and support for all members of our university ‘ohana. Counseling services are free of charge to students. Counseling Services is located in LSB 202. Their phone number is (808) 675-3518. More information can be found at <https://counseling.byuh.edu/>.

## DISABILITY SERVICES

Disability Services is dedicated to assisting students with disabilities by providing opportunities for success and equal access at Brigham Young University – Hawaii. Disability Services is committed to coordinating reasonable accommodations as outlined in Federal and State law. Disability Services strives to create an inclusive, safe and respectful environment by promoting awareness, knowledge, and equity. Disability Services aspires to impact positive change within individuals and the campus community. Disability Services is located in LSB 202. Their phone number is (808) 675-3518. More information can be found at <https://disability.byuh.edu/>.

# APPENDICIES

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## U.S. DEPARTMENT OF LABOR OCCUPATIONAL OUTLOOK HANDBOOK

The *Social Workers* entry in the U.S. Department of Labor Occupational Outlook Handbook can be found at <https://www.bls.gov/ooh/community-and-social-service/social-workers.htm> and is summarized below (headings are active hyperlinks).

### SUMMARY

#### Quick Facts: Social Workers

<b>2024 Median Pay</b>	\$61,330 per year \$29.49 per hour
<b>Typical Entry-Level Education</b>	<a href="#">See How to Become One</a>
<b>Work Experience in a Related Occupation</b>	None
<b>On-the-job Training</b>	<a href="#">See How to Become One</a>
<b>Number of Jobs, 2024</b>	810,900
<b>Job Outlook, 2024-34</b>	6% (Faster than average)
<b>Employment Change, 2024-34</b>	44,700

### WHAT SOCIAL WORKERS DO

Social workers help people prevent and cope with problems in their everyday lives.

### WORK ENVIRONMENT

Social workers are employed in a variety of settings, including child welfare and human service agencies, healthcare providers, and schools. Most work full-time, and some work evenings, weekends, and holidays.

### HOW TO BECOME A SOCIAL WORKER

Social workers typically need a bachelor's or master's degree in social work from a program accredited by the [Council on Social Work Education](#). They also may need a license; specific requirements vary by state.

Clinical social workers need a master's degree, supervised clinical experience, and a license from the state in which they practice.

### PAY

The median annual wage for social workers was \$61,300 in May 2024.

## JOB OUTLOOK

Overall employment of social workers is projected to grow 6 percent from 2024 to 2034, faster than the average for all occupations.

About 74,000 openings for social workers are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

## STATE & AREA DATA

Explore resources for employment and wages by state and area for social workers.

## SIMILAR OCCUPATIONS

Compare the job duties, education, job growth, and pay of social workers with similar occupations.

## MORE INFORMATION, INCLUDING LINKS TO O\*NET

Learn more about social workers by visiting additional resources, including O\*NET, a source on key characteristics of workers and occupations.

## **2022 EDUCATIONAL POLICY AND ACCREDITATION STANDARDS**

The *2022 Educational Policy and Accreditation Standards (EPAS)* from the Council of Social Work Education can be found at <https://www.cswe.org/accreditation/policies-process/2022epas/>, with its competencies and practice behaviors listed below.

### **Competency 1: Demonstrate Ethical and Professional Behavior**

Social workers:

- a. make ethical decisions by applying the standards of the National Association of Social Workers Code of Ethics, relevant laws and regulations, models for ethical decision making, ethical conduct of research, and additional codes of ethics within the profession as appropriate to the context;
- b. demonstrate professional behavior; appearance; and oral, written, and electronic communication;
- c. use technology ethically and appropriately to facilitate practice outcomes; and
- d. use supervision and consultation to guide professional judgment and behavior.

### **Competency 2: Advance Human Rights and Social, Racial, Economic, and Environmental Justice**

Social workers:

- a. advocate for human rights at the individual, family, group, organizational, and community system levels; and

- b. engage in practices that advance human rights to promote social, racial, economic, and environmental justice.

### **Competency 3: Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice**

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.

### **Competency 4: Engage in Practice-Informed Research and Research-Informed Practice**

Social workers:

- a. apply research findings to inform and improve practice, policy, and programs; and
- b. identify ethical, culturally informed, anti-racist, and anti-oppressive strategies that address inherent biases for use in quantitative and qualitative research methods to advance the purposes of social work.

### **Competency 5: Engage in Policy Practice**

Social workers:

- a. use social justice, anti-racist, and anti-oppressive lenses to assess how social welfare policies affect the delivery of and access to social services; and
- b. apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, racial, economic, and environmental justice.

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

Social workers:

- a. apply knowledge of human behavior and person-in-environment, as well as interprofessional conceptual frameworks, to engage clients and constituencies; and
- b. use empathy, reflection, and interpersonal skills to engage in culturally responsive practice with clients and constituencies.

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

Social workers:

- a. apply theories of human behavior and person-in-environment, as well as other culturally responsive and interprofessional conceptual frameworks, when assessing clients and constituencies; and
- b. demonstrate respect for client self-determination during the assessment process by collaborating with clients and constituencies in developing a mutually agreed-upon plan.

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

Social workers:

- a. engage with clients and constituencies to critically choose and implement culturally responsive, evidence-informed interventions to achieve client and constituency goals; and

- b. incorporate culturally responsive methods to negotiate, mediate, and advocate with and on behalf of clients and constituencies.

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

Social workers:

- a. select and use culturally responsive methods for evaluation of outcomes; and
- b. critically analyze outcomes and apply evaluation findings to improve practice effectiveness with individuals, families, groups, organizations, and communities.

## **N.A.S.W. CODE OF ETHICS**

The *Code of Ethics* of the National Association of Social Workers (NASW) can be found at <https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>, with its ethical principles listed below.

## **ETHICAL PRINCIPLES**

The following broad ethical principles are based on social work's core values of service, social justice, dignity and worth of the person, importance of human relationships, integrity, and competence. These principles set forth ideals to which all social workers should aspire.

**Value:** Service

**Ethical Principle:** Social workers' primary goal is to help people in need and to address social problems.

Social workers elevate service to others above self-interest. Social workers draw on their knowledge, values, and skills to help people in need and to address social problems. Social workers are encouraged to volunteer some portion of their professional skills with no expectation of significant financial return (pro bono service).

**Value:** Social Justice

**Ethical Principle:** Social workers challenge social injustice.

Social workers pursue social change, particularly with and on behalf of vulnerable and oppressed individuals and groups of people. Social workers' social change efforts are focused primarily on issues of poverty, unemployment, discrimination, and other forms of social injustice. These activities seek to promote sensitivity to and knowledge about oppression and cultural and ethnic diversity. Social workers strive to ensure access to needed information, services, and resources; equality of opportunity; and meaningful participation in decision making for all people.

**Value:** Dignity and Worth of the Person

**Ethical Principle:** Social workers respect the inherent dignity and worth of the person.

Social workers treat each person in a caring and respectful fashion, mindful of individual differences and cultural and ethnic diversity. Social workers promote clients' socially responsible self-determination. Social workers seek to enhance clients' capacity and opportunity to change and to address their own needs. Social workers are cognizant of their dual responsibility to clients and to the broader society. They seek to resolve conflicts between clients' interests and the broader society's interests in a socially responsible manner consistent with the values, ethical principles, and ethical standards of the profession.

**Value:** Importance of Human Relationships

**Ethical Principle:** Social workers recognize the central importance of human relationships.

Social workers understand that relationships between and among people are an important vehicle for change. Social workers engage people as partners in the helping process. Social workers seek to strengthen relationships among people in a purposeful effort to promote, restore, maintain, and enhance the well-being of individuals, families, social groups, organizations, and communities.

**Value:** Integrity

**Ethical Principle:** Social workers behave in a trustworthy manner.

Social workers are continually aware of the profession's mission, values, ethical principles, and ethical standards and practice in a manner consistent with them. Social workers should take measures to care for themselves professionally and personally. Social workers act honestly and responsibly and promote ethical practices on the part of the organizations with which they are affiliated.

**Value:** Competence

**Ethical Principle:** Social workers practice within their areas of competence and develop and enhance their professional expertise.

Social workers continually strive to increase their professional knowledge and skills and to apply them in practice. Social workers should aspire to contribute to the knowledge base of the profession.

## SOCIAL WORK STUDENT STANDARDS

The following *Standards for Social Work Students* are included in the Brigham Young University – Hawaii Social Work Major Application. Each student indicates their agreement with the standards when they submit their application to the major.

“In order to qualify to participate in the program and pursue a degree in Social Work, students must have the requisite abilities necessary to perform the essential functions required by the program and be able to meet the appropriate programmatic standards. These standards should be met in the classroom, in field placements, and elsewhere in the program. In addition, as students at Brigham Young University – Hawaii, they are expected to adhere to the moral and personal standards set by the Honor Code.

Accordingly, by applying to and being accepted as a Social Work major, students commit that they have the following abilities and attributes and will conduct themselves according to the following guidelines:

**Motor Abilities:** Students need to have the ability to fully participate in classes and field agency placements, and to acquire and integrate data through the use of their senses. Reasonable accommodation for a qualifying disability may be allowed, but it is the student's responsibility to obtain and relay the necessary information from Disability Services located at BYUH Counseling Services to each instructor and field practicum supervisor.

**Communication Skills:** Students must have the ability to process information expeditiously and communicate effectively with instructors, other students, faculty members, staff, clients, and other professionals. Students must also have sufficient skills in written and spoken English to effectuate such processing and communication.

**Ethical Standards:** Students are ethically and professionally bound to adhere to the National Association of Social Workers (NASW) Code of Ethics and conduct themselves pursuant to pertinent Hawaii statutes and applicable administrative codes. In addition, it is essential that students demonstrate appreciation for empathy, diversity in society, and a non-judgmental attitude in their interaction with others. The value of confidentiality is foundational to the profession of social work, and sound interpersonal skills must be observed.

**Knowledge Base:** Students need to learn and practice within the scope of the social work profession's knowledge base, by recognizing the distinctive components of the biopsychosocial spiritual perspective of social work practice and social work methodologies. These must guide their work with clients and become the basis for their contribution to other related work.

**Professionalism:** Students are expected to demonstrate a commitment to professional conduct, including practicing within the scope of social work, adhering to the limit of their knowledge and skills in the delivery of services to clients, respecting others, being punctual and dependable, completing assignments and reports on time, and prioritizing responsibilities. Appearance and personal demeanor should reflect an appropriate understanding of the professional context. Conflict resolution should reflect respect for proper channels of authority, and feedback dealt with in a professional manner. Respect should be shown to fellow students, faculty, staff, clients, and colleagues in the classroom and in the field. Disrespect for others or any form of sexual harassment will not be tolerated.

**Self-Care:** Students need to recognize the signs of stress and emotional problems, develop appropriate means of self-care, and seek supportive services when necessary to minimize any adverse impact on scholastic and professional performance. Students must be willing to seek the advice of their faculty mentor and follow recommendations made by their mentor and/or faculty decisions regarding the appropriate maintenance of their academic, physical, or psychological health, which may include assessment and/or therapeutic services at the student's expense."

## FREQUENTLY ASKED QUESTIONS

### **Where is the Social Work Program located on campus?**

The Social Work Program's faculty offices are currently located at MCK 140. Most Social Work classes are taught in the southeast portion of the David O. McKay Classroom Building (MCK).

### **Why do I have to apply to become a Social Work Major?**

The Council on Social Work Education (CSWE) requires Social Work Programs to include an application into their majors. Social Work Programs serve as gatekeepers to the Social Work profession to ensure that professional Social Workers are adequately prepared to practice and will serve clients with compassion, understanding, and expertise. The application process is part of this gatekeeping role.

### **Is there a Social Work Minor?**

Yes, the Social Work Program currently administers an Introduction to Social Work Minor. The Introduction to Social Work Minor requires 12 credits and does not require an application process. To complete the Introduction to Social Work Minor, students must complete:

- SOCW 160 – Introduction to Social Welfare and Social Work
- SOCW 357 – Human Behavior in the Social Environment

- SOCW 362 – Social Work Practice with Individuals
- SOCW 468 – Community Mental Health

Students who are enrolled in the Introduction to Social Work Minor are required to enroll in section 2 of each of the courses listed above (section 1 is reserved for Social Work Majors). These courses are offered for Minor students during Fall and Winter semesters only.

## HELPFUL LINKS

Brigham Young University – Hawaii: <https://www.byuh.edu/>

Brigham Young University – Hawaii Social Work Program: <https://esw.byuh.edu/social-work-program>

Social Work Program Application: <https://esw.byuh.edu/socialwork/application-to-major>

Academic Advising: <https://advising.byuh.edu/>

Joseph F. Smith Library: <https://library.byuh.edu/>

Reading Writing Lab: <https://readingwriting.byuh.edu/>

Counseling Services: <https://counseling.byuh.edu/>

Disability Services: <https://disability.byuh.edu/>

Career Services: <https://career.byuh.edu/>

Language & Speech Lab: <https://language.byuh.edu/>

Financial Aid: <https://www.byuh.edu/admissions-aid>

National Association of Social Workers (N.A.S.W.): <https://www.socialworkers.org/>

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

Council on Social Work Education (C.S.W.E.): <https://www.cswe.org/>

2022 Education Policy and Accreditation Standards (EPAS): <https://www.cswe.org/getmedia/bb5d8afe-7680-42dc-a332-a6e6103f4998/2022-EPAS.pdf>

Phi Alpha Honor Society: <https://phialpha.org/>

Hawaii State Licensure Requirements: <https://cca.hawaii.gov/pvl/programs/socialworker/>