

Bachelor of Social Work Program

Student Handbook

2026-2027

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Program Mission:
The Bachelor of Social Work program aspires to prepare students with the values, skills, and knowledge necessary to be generalist Social Work practitioners in today's world.

Welcome to the WSU BSW Social Work Program!

We are excited to have you join us for your Social Work education journey. The program will prepare you for career opportunities across the Social Work spectrum from child welfare to aging services. Our faculty designed the program to meet your preferred learning needs through both a traditional face-to-face option in Winona and a hybrid option in Rochester.

I am happy to talk with you about the WSU BSW Program. Please reach out to me at avandeberg@winona.edu.

Anne Vande Berg, DSW, MSW, LISW
Professor, Department Chair, BSW Program Director, & Field Director

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Part I. General Information

Mission

The Bachelor of Social Work program aspires to prepare students with the values, skills, and knowledge necessary to be generalist Social Work practitioners in today's world.

Vision Statement

The Bachelor of Social Work Program prepares generalist practitioners to work in entry-level settings with any population. The program educates students to be lifelong learners and active participants in a global society. The program prepares students with interpersonal, critical thinking, and leadership skills necessary for addressing social change through a trauma informed lens. The program focuses on community engagement and commitment to social change needed to alleviate poverty, discrimination, and oppression.

The program models learning through active involvement in local and global communities and engaged learning that promotes Social Work values of worth and dignity of the person, integrity, importance of human relationships, social, environmental, and economic justice, and competence as evidenced by the NASW Code of Ethics and the 2022 CSWE EPAS.

BSW Program Goals and Outcomes

The BSW program goals arise out of the program's mission statement and are intended to operationalize the values imbedded in the program mission. These program goals (the same across all options) are as follows:

1. The program will prepare students to practice as generalist Social Workers with individuals, families, groups, organizations, and communities.
2. The program will prepare students to utilize self-awareness and reflection to continually enhance practice.
3. The program will prepare students to practice in a manner that is culturally responsive to support diversity, equity, and inclusion.
4. The program will prepare students to understand the interrelationships among people and systems to dismantle unjust systems for social change.
5. The program will prepare students to advocate with and for people who are vulnerable, disenfranchised, oppressed, and underrepresented.

Anti-Racism, Diversity, Equity, and Inclusion Statement

The Winona State University Bachelor of Social Work program is dedicated to learning about and understanding anti-racism, diversity, equity, and inclusion (ADEI). The BSW program utilizes the CSWE (2022) definitions of anti-racism, diversity, equity, and inclusion:

Anti-racism: A process of actively identifying and opposing racism. The goal of anti-racism is to challenge racism and actively change the policies, behaviors, and beliefs that perpetuate racist ideas and actions.

Diversity: The presence of differences that may include age, caste, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, generational status, immigration status, legal status, marital status, political ideology, race, nationality, religion and spirituality, sex, sexual orientation, and tribal sovereign status.

Equity: Fair treatment, access, opportunity, and advancement, recognizing that all people do not all start from the same place. Equity is achieved by promoting justice, impartiality, and fairness within the procedures, processes, and distribution of resources by institutions or systems. Actively addressing equity issues requires understanding the root causes of outcome disparities in our society and making adjustments to imbalances.

Inclusion: The act of creating environments in which individuals and groups are engaged, respected, valued, and supported through the elimination of practices and behaviors that result in marginalization. Inclusion is achieved when all people are welcomed to fully participate.

The BSW faculty acknowledge that our Winona and Rochester campuses are situated on the ancestral lands of the Dakota people. We acknowledge and honor the Dakota Nations and the sacred land of all indigenous peoples.

The department is determined to actively recruit both faculty and students from diverse backgrounds. Faculty work to incorporate content that addresses issues faced by diverse and oppressed groups in classroom materials. The impact of individual and institutional oppression, and the need for social justice/social change are woven throughout the curriculum. Faculty work to create a welcoming environment and to meet the needs and special interests of all diverse students within the BSW program.

Overview of the Bachelor of Social Work Program

Winona State University's Bachelor of Social Work (BSW) Program has been accredited by the Council on Social Work Education (CSWE) since 1984. The BSW Program serves students on both the Winona and the Rochester (Hybrid) campuses. The BSW office is in Maxwell Hall 250 (507-457-5420).

The WSU BSW program offers two options - Rochester Hybrid and Winona. Our Rochester Hybrid option combines synchronous and asynchronous online learning with four required in-person, evening learning labs each semester. Our Winona option is a traditional face-to-face learning experience.

Students who declare the Social Work major will be assigned a faculty advisor in the BSW Program. Students are encouraged to meet with their advisor on a regular basis during the school year. After completing a series of pre-program foundation courses, declared majors can apply for admission into the BSW Program. Acceptance into the BSW Program is a prerequisite to enrolling in core Social Work courses. Once an

application has been approved, declared Social Work majors then become formally accepted into the program.

Faculty

Dr. Ruth Charles, Professor and IV-E Child Welfare Director
Maxwell 269, 507-457-5674, and rcharles@winona.edu

Dr. Charissa Eaton, Professor
Maxwell 267, 507- 457-5563, and ceaton@winona.edu

Katie Gavin, IV-E Child Welfare Student Support Specialist
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Dr. Mary Kirk, Professor and Rochester Hybrid Coordinator
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Dr. Ann Lichliter, Assistant Professor and Rochester Hybrid Field Coordinator
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Dr. Robert (Jay) Palmer, Professor
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Dr. Anne Vande Berg, Professor, Department Chair, BSW Program Director, and BSW Field Director
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Brittany Vega, Assistant Professor and IV-E Child Welfare BSW Coordinator
Rochester ST 131, 507-285-7443, and brittany.vega@winona.edu

More information on Winona State BSW faculty can be found on their website.

Student Association of Social Workers

The Student Association of Social Workers (SASW) is a pre-professional student club for all students interested in the field of Social Work with chapters on each campus. Members are encouraged to be active participants in the Social Work's program development as well as campus and community activities. SASW offers peer support, community service, public speaking and educational engagements, fund-raising events, and social activities. These experiences form a foundation for entering the professional field of Social Work. Anyone wanting information on becoming involved can obtain contact information from the BSW office at 507-457-5420 or ask your advisor.

The SASW on each campus assign student representatives to the Social Work department to attend departmental meetings. If there are concerns or questions regarding the policies and procedures of the Social Work program, students may go through the SASW executive board to place their concerns. Students are encouraged to

use these representatives and allotted time to voice their concerns about policy change or implementation.

Phi Alpha Tau Nu Honor Society

The purpose of Phi Alpha Honor Society is to provide a closer bond among students of Social Work and promote humanitarian goals and ideals. Phi Alpha fosters high standards of education for Social Workers and invites into membership those who have attained excellence in scholarship and achievement in Social Work.

Winona State University Social Work chapter – Phi Alpha Tau Nu is open for application to all Social Work majors on the Winona and Rochester campuses who meet the following requirements:

- Admitted to the Social Work Program
- Completed 9 semester hours of required Social Work courses and at least 37.5% of the total hours/credits required for the degree, whichever is later achieved, and
- Rank in the top 35% of their class.

Applications are accepted once per year in the Spring Semester. The Phi Alpha Tau Nu Advisor on both Winona and Rochester campuses will send out application notices via WSU email to all senior level students.

Student Stewardship within the BSW Program

Social Work students are encouraged to participate in formulating and modifying policies affecting academic and student affairs of the department through SASW who are invited to attend departmental meetings. However, students with questions, concerns, or need assistance regarding departmental policy are encouraged to share this information with their assigned academic advisor, the department chair, and/or program coordinator. The student will be asked to place their concerns or the assistance they seek in writing and the faculty member working with the student will bring the issue forth to the entire department at a faculty meeting.

International Student Opportunities

The BSW faculty encourage students to foster a global perspective. The WSU Study Abroad office offers a variety of global experiences, both short-term and semester-long. The BSW faculty also offer travel study courses focused on social justice issues. Additionally, the BSW program collaborates with Augsburg University's semester-long Mexico program. For more information, contact a BSW faculty advisor to explore international Social Work opportunities.

National Association of Social Workers Code of Ethics

The BSW faculty abide by the National Association of Social Work (NASW) Code of Ethics and expects students to use the Code of Ethics as a guide as well. The Code of Ethics is intended to serve as a guide to the everyday professional conduct of Social Workers.

All students in the WSU BSW Program are expected to access a copy of the NASW Code of Ethics, available online, and develop a solid knowledge of the ethics that guide the profession. As indicated on the application to the BSW Social Work Program at WSU, students must affirm and agree to abide by the NASW Code of Ethics.

Council on Social Work Education

The BSW Program at Winona State University has been fully accredited by the Council on Social Work Education (CSWE), the national accrediting body for Social Work education since 1984. The Program's last reaffirmation with CSWE was in Academic Year 2021/2022. The next reaffirmation cycle will be in Academic Year 2028/2029.

In 2008, 2015, and again in 2022, CSWE revised the Educational Policy and Accreditation Standards (EPAS) to define the skills, values, and knowledge necessary to effectively practice Social Work through competency-based education. The updated 2022 EPAS competencies listed below are utilized as learning outcomes that are introduced and reinforced throughout the Social Work program. During the final semester practicum, students are assessed for demonstrated competence in all these areas.

The nine Social Work Competencies are:

Competency 1	Demonstrate Ethical and Professional Behavior
Competency 2	Advance Human Rights and Social, Economic, and Environmental Justice
Competency 3	Engage in Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice
Competency 4	Engage in Practice-informed Research and Research-informed Practice
Competency 5	Engage in Policy Practice
Competency 6	Engage with Individuals, Families, Groups, Organizations, and Communities
Competency 7	Assess Individuals, Families, Groups, Organizations, and Communities
Competency 8	Intervene with Individuals, Families, Groups, Organizations, and Communities
Competency 9	Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

The BSW program also utilizes these competencies for program evaluation and program improvement processes. The complete 2022 EPAS is available online.

Part II. Admissions

BSW Program Admission Requirements

While students can declare the Social Work major as early as their first year, students must apply and be accepted into the BSW program. The BSW program admits students each semester for both the Winona face-to-face option and the Rochester Hybrid option.

To be eligible for admission, applicants must meet the below requirements or be completing them the semester applying to the program.

1. Enrolled or have been accepted to Winona State University.
2. Be declared a Social Work, BSW major.
3. Have an overall university GPA of 2.0 or higher prior to admission to the program.
4. Have a GPA OF 2.50 in Social Work foundation courses and their equivalents and a C or better in all foundation courses. *Please note: Mathematics is not calculated in the Social Work foundation GPA. A “C” or better in mathematics is required.
   - **ENG 111** – College Reading and Writing
   - **CMST 191/192** – Introduction to Public Speaking
   - **BIOL 117** – Human Biology
   - **PSY 210** – Introduction to Psychology
   - **PSY 250** – Developmental Psychology
   - **SOC 150** – Introduction to Sociology
   - Choose one: **STAT 110** – Fundamentals of Statistics* MSW Programs may require statistics for admission OR **MATH 107** – Math for Social Justice OR **MATH 115** – College Algebra OR **PSY 231** – Psych Statistics * Does not count for Gen Ed Goal 4
   - **SOCW 340** – Introduction to Social Work and Social Welfare
5. Completion of a minimum of 60 credits the semester applying for the BSW program.

Application Process

1. If not currently enrolled at Winona State University, please complete the university application. Please note for direct transfer students: WSU admissions will need to designate your application for admission the semester that you are applying for the program, which will likely be the semester before starting classes.

2. If not already a declared Social Work major, please complete the declaration of major form. Please declare Social Work, BSW. By completing this step, the applicant will be assigned a BSW faculty advisor. The applicant is strongly encouraged to meet with their BSW faculty advisor prior to starting the BSW Program application.

3. Initiate the online application. There are three parts to the online application. All three parts must be completed by the deadline to be reviewed by the BSW faculty.

   *Please see the Appendix of this handbook for specific application information.

4. Applications will not be reviewed by the BSW faculty if incomplete. Failure to submit a complete application could delay admission consideration for another semester.

5. An admission decision will be made by the BSW faculty after a review of the application packet within a timely manner after the deadlines. Admission letters sent to applicants could indicate:

   a. acceptance without conditions
   b. accepted pending completion of all requirements before the end of the semester requesting to start the BSW program
   c. placed on a wait list
   d. not accepted to the BSW program at this time.

   Students on the wait list or not accepted should meet with their Social Work advisor to discuss future academic planning and the potential for reapplication to the BSW program.

   *Students remaining on the waitlist after admission is complete for the semester they ap-plied for who satisfactorily completed the admissions requirements will be admitted for the following semester.

6. Every student has the right to appeal the admission decision to the BSW faculty. Please see the appeal process below.

Application Due Dates

Current WSU Students

Applicants who are currently students taking one or more courses at WSU must submit complete BSW Social Work Program applications by:

- Fall Start: Third Tuesday in February by 3:30 pm
- Spring Start: First Tuesday in October by 3:30 pm

Direct Transfer

For priority consideration, applicants who are transferring directly into the BSW program from another institution (meaning no credits taken at WSU) must submit complete BSW Program applications by:

- Fall Start: Third Tuesday in February by 3:30 pm
- Spring Start: First Tuesday in October by 3:30 pm

If the BSW program can accept more students, applicants transferring directly into the BSW program from another institution (meaning no credits taken at WSU) must submit completed BSW Program applications for secondary consideration by:

- Fall Start: Third Tuesday in April by 3:30pm.
- Spring Start: Second Tuesday in November by 3:30pm.

Application Options

Students must designate on the application which program option they prefer on the top of the application form. The options for both fall and spring admission are the traditional face-to-face program in Winona or the hybrid program offered in Rochester. Once a student begins the BSW program, they will be required to complete the program in the option they selected.

Appeal

Every student has the right to appeal an admission decision. Students who apply to the BSW program, but are not admitted to the program may take the following steps for appeal:

1. Meet with a faculty advisor to discuss how you may improve upon the application for a future semester or to discuss other possible majors the student may wish to pursue. Students may ask the faculty advisor for reasons why he or she was not accepted.

2. Students who have not been accepted but believe the circumstances for denial are not correct may appeal the decision of the faculty. Students who wish to make a formal appeal for reconsideration should:
    a. Make an appointment with the Bachelor of Social Work Department Chairperson to discuss their circumstances for reconsideration. Submit copies of supporting documents that should be considered.
    b. The Department Chairperson/BSW Coordinator will bring the student issues before the BSW faculty at a regularly scheduled program meeting. Faculty will discuss the student's circumstances and respond accordingly to the student within a timely manner.
    c. The decision of the faculty is final and will no longer be considered by the program faculty. Students who believe the situation warrants further consideration may request an appointment with the Dean of the College of Nursing and Health Sciences to discuss their concerns. The Dean of the College would respond to the student accordingly after consulting with the Social Work Department Chairperson/BSW Coordinator.

Criminal Background Study

Minnesota Statutes Chapter 245C requires that any person who provides services that involve direct contact with patients and residents of a health care facility must complete and successfully pass a background study conducted by the State. Therefore, all students applying to the Bachelor of Social Work program must fill out an online Minnesota Department of Human Services (DHS) Background Study form and be

fingerprinted and photographed at a DHS-sanctioned fingerprinting site. **This must be done specifically for the WSU College of Nursing and Health Sciences. If you have completed the MN DHS background study for another agency, you must do it again for this program.** Students are then responsible for submitting a copy of the results from the DHS website with their application to the BSW program. Students are responsible for payment for the background check and fingerprinting process. The department will advise students on a case-by-case basis regarding their criminal background and legal obligations. Further information about the Minnesota background study process, see MN DHS Background Study Information. Additional information about completing the Background Study can be found in the Appendix.

Background Study Set Aside

The Bachelor of Social Work Department values lived experience and recognizes that many students are drawn to the field because of their own experiences. In some cases, a required background study may result in a positive finding. When this occurs, students may be asked to submit additional information to the State to receive a clearance form or be granted a set aside status. Students must receive either a clearance form or a set-aside to proceed in the program.

Students who receive a set aside should be aware that this status may make it more challenging to secure certain internship placement sites and, in some cases, future employment opportunities. While the Bachelor of Social Work Department cannot guarantee internship placement or employment after graduation, we have been successful in supporting many students in identifying and securing appropriate internship placements. Students with a set aside are strongly encouraged to meet with their academic advisor as early as possible to discuss potential challenges, explore available options, and develop a plan moving forward. To strengthen internship and career opportunities, students are encouraged to build their résumé by working and/or volunteering in the human services field prior to beginning their internships. Gaining relevant experience can help increase confidence, build skills, expand professional networks, and enhance competitiveness when applying for placements.

Part III. Advising

Advising

Students will be assigned to a Bachelor of Social Work faculty for advising purposes once they declare Social Work as their major. The purpose of advising is to assist students in academic planning for graduation through the Social Work program, as well as personal and professional development. Students are expected to set up a time to meet with their advisor each semester to receive an access code and to discuss their academic progress. Students are also invited to connect with BSW faculty other than their advisor and take advantage of the diverse backgrounds, experiences, and knowledge of all BSW faculty. If a student does not yet have a faculty advisor, the student should first complete the online Declaration of Major form to obtain BSW faculty advisor.

If a student is a transfer student who has not yet been formally admitted to Winona State University but would like to talk with a faculty member, please contact the BSW Program office to be connected to a BSW faculty member.

Social Work Important Documents File

At times, there are documents that you will need in the future while you are in the program, as well as after graduation. For you to have continuous access, we encourage you to save an electronic copy of the following documents:

- Letter of Admittance into the BSW program.
- Any letters/memos from Social Work faculty.
- Current Degree Auditing Reporting System (DARS)
- Your completed Minnesota DHS background study results
- Your final completed Learning Agreement, once you have finished practicum

Part IV. Curriculum

All courses for the BSW program must be taken on a grade-only basis, except for SOCW 475 Social Work Senior Practicum which is Pass/No Credit. Students must earn a C or better in all foundation and core courses, and failure to do so will result in a review of academic and professional performance and delay progression in the program. Descriptions of individual courses can be found in the Winona State catalog.

Required Pre-BSW Program Social Work Foundation Courses

- **ENG 111** – College Reading and Writing
- **CMST 191/192** – Introduction to Public Speaking
- **BIOL 117** – Human Biology
- **PSY 210** – Introduction to Psychology
- **PSY 250** – Developmental Psychology
- **SOC 150** – Introduction to Sociology
- Choose one: **STAT 110** – Fundamentals of Statistics* MSW Programs may require statistics for admission OR **MATH 107** – Math for Social Justice OR **MATH 115** – College Algebra OR **PSY 231** – Psych Statistics *Does not count for Gen Ed Goal 4
- **SOCW 340** – Introduction to Social Work and Social Welfare

Core Courses Once Admitted to the BSW Program

Students Admitted Prior to Fall 2025

First Semester

SOCW 365 Practice I (3)
SOCW 370 Human Behavior and the Social Environment (3)
SOCW Diversity Requirement – one is offered each semester on each campus (3)

Second Semester

SOCW 380 American Social Welfare Policy (3)
SOCW 385 Practice II (3)
SOCW390 Social Work Research (3)

Third Semester

SOCW 400 Practicum Preparation (4)
SOCW 410 Social Welfare Policy Analysis (3)
SOCW 415 Practice III (3)

Fourth Semester

SOCW 475 Social Work Senior Practicum (12)
SOCW 480 Integrative Social Work Seminar (3)

Students Admitted Fall 2025 and Beyond

First Semester

SOCW 365 Social Work Practice with Individuals (4)
SOCW 370 Human Behavior and the Social Environment (3)
SOCW 372 APA Basics (1)
SOCW 380 US Social Welfare Policy

Second Semester

SOCW 385 Social Work Practice with Groups (4)
SOCW390 Social Work Research (3)
SOCW 395 Social Work Practice with Organizations (3)

Third Semester

SOCW 400 Professional Preparation (4)
SOCW 408 Social Work Practice with Families (4)
SOCW 415 Social Work Practice with Communities (3)

Fourth Semester

SOCW 475 Social Work Senior Practicum (12)
SOCW 480 Integrative Social Work Seminar (3)

Note: WSU graduation requires completion of at least 120 credit hours.

Field – The Signature Pedagogy

The BSW Program requires SOCW 475 Social Work Senior Practicum, a 480-hour practicum in entry-level Social Work practice completed in the last semester prior to graduation. Practicum provides opportunities to integrate practice with theoretical concepts and determine readiness to enter the profession of Social Work. The CSWE expects each Social Work student to have demonstrated certain Social Work competencies and behaviors upon completion of the BSW degree. Students take for SOCW 480 Integrative Social Work Seminar, concurrently with SOCW 475 in their final semester of the BSW program.

Policy on Independent Study

The BSW program does not accept or offer independent study courses for the required Social Work courses. Individual faculty may be willing to consider elective options for independent study.

Policy on Credit for Prior Experience

The Bachelor of Social Work Program at Winona State University does not evaluate or consider credit for life or work experience as a substitution for any Social Work course work.

Transfer Policy and Credit Evaluation

The purpose of this policy is to ensure non-duplication of course work while asserting that the expected content within the BSW Program and as specified by the CSWE Education and Policy Accreditation Standards (EPAS) is included in every student's educational experience.

The acceptance of course credits outside of the program's course offerings is the responsibility of the registrar's office as per its equivalency policy. Students requesting such transfer credit approval are referred to the WSU Admissions office for this review.

To get a sense of how your credits will transfer, check for course equivalencies in Transferology.

WSU students who have attended other schools within the Minnesota State Colleges and University System are able to process a copy of transcripts electronically. Students are asked to complete the online request form. If a student has a hold on an account, they must clear up the hold before a transfer request can be processed. Any questions about this process or the status of a transcript evaluation should be directed to the Warrior Hub (507-457-2800).

It is the responsibility of each student to ensure credits taken at other colleges and universities are transferred to Winona State University to ensure timely approval for admission to the Social Work program. Students should take the necessary steps to notify the university when courses are taken at other institutions as well as when the grades are available for transfer. The Social Work Department cannot evaluate student records for admission consideration to the major until the transfer has been reflected for the student on the Degree Audit Report (DARS). As with any major at Winona State University**,** transfer students must complete at least 30 credit hours at WSU and 40 credits hours at the 300-400 (upper division level) to be eligible for graduation with a degree from Winona State University.

Course credits for courses offered within the BSW program will only be given for substantially equivalent courses taken in other CSWE accredited Social Work programs. If students believe that they have completed a course that meets the requirements for one of the Social Work program courses, they must complete the following steps:

- Submit course syllabi and description of course requirements to their advisor.
- Discuss with their advisor why they believe this course meets program requirements.

Students with their advisor will document that the course/s submitted for substitution substantially meet all content requirements of the program course, particularly the content that is covered in relation to the CSWE EPAS. Students must also establish that the course submitted for substitution was taught by an MSW Social Worker if the course was taken as an undergraduate course and was completed within five years of the request.

Student requests for course substitutions must then be submitted for a full faculty review. A majority of the reviewing faculty must approve all course substitutions.

BSW Transfer

Anyone considering transferring to WSU for the BSW program is highly encouraged to schedule an appointment with a BSW faculty member for academic advising and information on the BSW application process. Please note all applicants will need to be accepted to Winona State University prior to initiating an application for the BSW program.

Minnesota Pathways Options for Completing the WSU BSW Program

WSU and Minnesota State Universities and Colleges offer collaborative “paths” for obtaining a BSW at Winona State University. The Minnesota Pathways ensures that

students taking all Social Work foundation courses from the agreeing community and/or technical college will have the classes to meet the prerequisites for the BSW program. Students interested in the Minnesota Transfer Pathways to a BSW degree should consult with their college advisor.

Minnesota BSW IV-E Child Welfare Scholars Program

The BSW Program at WSU offers the IV-E Child Welfare Scholars Program. Winona State University is a Minnesota BSW Child Welfare Consortium member school, under the umbrella of the University of Minnesota School of Social Work's Center for Advanced Studies in Child Welfare. The primary goal of the IV-E Child Welfare Scholars Program is to strengthen the preparation and education of the BSW Social Worker who will work in Title IV-E eligible public child welfare agencies in Minnesota. Graduates are typically employed at county agencies, though tribal and state positions are also possible.

For application, deadlines and additional information about the IV-E Child Welfare Scholars Program, visit the website.

Part V. Policies

BSW Program Student Code of Conduct Policy

WSU BSW faculty expects all Social Work students to conduct themselves in an ethical, professional manner, consistent with our profession's Code of Ethics.

Preamble of the NASW Code of Ethics

The primary mission of the Social Work profession is to enhance human wellbeing and help meet the basic human needs of all people, with particular attention to the needs and empowerment of people who are vulnerable, oppressed, and living in poverty. The mission of the Social Work profession is rooted in a set of core values.

These core values, embraced by Social Workers throughout the profession's history, are the foundation of Social Work's unique purpose and perspective:

- Service
- Social justice
- Dignity and worth of the person
- Importance of human relationships
- Integrity
- Competence

Professional ethics are at the core of Social Work. The profession has an obligation to articulate its basic values, ethical principles, and ethical standards. The NASW Code of Ethics sets forth these values, principles, and standards to guide Social Workers' conduct. The Code is relevant to all Social Workers and Social Work students, regardless of their professional functions, the settings in which they work, or the populations they serve.

Accordingly, we expect Social Work students to demonstrate courtesy, respect and support for fellow students, instructors, clients, and all other persons. While the values of the profession are codified in the NASW Code of Ethics, we feel that the following additional standards of behavior are to be exhibited as well by all students enrolled in our program:

1. **Accountability** – Attend class, arrive on time, return from breaks in a timely manner • Participate in activities and assignments in a level comparable to peers • Complete work in a timely fashion according to directions • Be prepared and engaged in the learning process.
2. **Respect** – Treat your peers, instructors, and all other persons with dignity and respect at all times • Listen while others are speaking • Give constructive feedback when appropriate • Approach conflict in a cooperative manner • Use positive and nonjudgmental language.
3. **Confidentiality and Boundaries** – Treat any personal information that you hear (or read) about a peer or an instructor as strictly confidential • Maintain information shared in class as confidential • Use judgment in self-disclosing information of a personal nature in the classroom (Class time is not therapy or

treatment – seek a referral if you need it) • Never use names of clients or disclose other identifying information • Exercise clear and appropriate boundaries between yourself, other students, your instructors, and in other professional relationships.

4. **Competence** – Apply yourself to all your academic pursuits with seriousness and conscientiousness • Meet deadlines given by your instructors • Constantly strive to learn and improve your abilities • Come to class prepared • Seek appropriate support when having difficulties • Take responsibility for the quality of completed tests and assignments • Strive to achieve greater awareness of personal issues that may impede your effectiveness with clients.
5. **Diversity** – Strive to become more open to people, ideas, and creeds that you are not familiar • Embrace diversity • Maintain speech free of racism, sexism, ageism, heterosexism, stereotyping, etc. • Exhibit a willingness to serve diverse groups of persons • Demonstrate an understanding of how values and culture interact.
6. **Integrity** – Practice honesty with yourself, your peers, and your instructors • Constantly strive to improve your abilities • Commit yourself to the academic discipline of citing other people's work properly • Acknowledge areas where improvement is needed • Accept and benefit from constructive feedback.
7. **Communication** – Strive to improve both verbal and written communication skills as those skills are the benchmark for effective professional practice and helping relationships • Demonstrate appropriately assertive communication with peers and instructors • Practice positive, constructive, respectful and professional communication skills (both verbal and non-verbal) with peers, instructors and all other persons.

The Bachelor of Social Work program also expects students to abide by the Winona State University Student Conduct Code. As an academic community, WSU is committed to providing an environment of learning. It has a vested interest in the safety and well-being of members of the University community, and in the promotion and protection of the University's educational mission.

Students are members of both WSU and the local community and are expected to be respectful citizens who are responsible for their behavior.

The University's Student Conduct Code is designed to promote attitudes conducive to learning, hold students accountable for violating University standards, and protect the due process rights of those charged with Student Conduct Code violations.

All students are expected to comply with the Student Conduct Code. The University has an obligation to investigate conduct that interferes with the rights of others, threatens University property, or interferes with the University's educational mission. The University also supports local, state, and federal laws.

This policy applies to all conduct that occurs on university premises; at university-sponsored activities whether on or off-campus and to certain off-campus conduct, identified below. Consequences for failing to comply with the Student Conduct Code could result in sanctions from the University.

The Conduct Code is based on mutual respect and understanding. In this community of learners, student conduct issues will be addressed with an educational approach. Sanctions will be designed as educational opportunities which promote personal responsibility.

BSW Program Academic and Professional Review Policy

Evaluation of Academic and Professional Performance Policy

Winona State University's Bachelor of Social Work Program's policy for evaluating student academic and professional performance. Students admitted to all BSW program options are expected to follow the expectations below:

Academic Performance

- Maintain a 2.5 GPA within the Social Work major and earn a C or better in all Social Work program required courses,
- Maintain an overall GPA of 2.0 (university requirement), and
- Maintain a course completion rate of 67% or higher (university requirement).

Professional Performance

- Uphold the BSW Program Student Code of Conduct
- Behave in accordance with the current NASW Code of Ethics

Procedures for Evaluation of Academic and Professional Performance

BSW students are evaluated for academic and professional performance through two mechanisms:

1. Each semester via the academic advising process, faculty review with each student their academic performance.
2. The BSW faculty are continuously evaluating BSW program student academic and professional performance.

If an issue of academic or professional performance arises faculty follow the below process. The Department Chairperson/Coordinator and BSW faculty will share pertinent information with each other and, if necessary, with agency field supervisors for the purpose of identifying student issues and enhancing problem solving about concerns. Some situations, due to their seriousness, may warrant moving straight to a Level Two or Level Three review. Further, the BSW faculty also follow the Winona State University Student Code of Conduct Procedures as appropriate.

Level One Review

A Level One Review involves a faculty member or adjunct in the Social Work Department and a student. When a faculty member or adjunct has concerns about a student enrolled in courses within the Social Work program, whether related to professional behavior or academic performance in class or in Field, that faculty member will:

- Discuss those concerns with the student directly and work with the student to resolve those difficulties.

- Apprise the Chairperson/Program Coordinator, the Field Director, or other Social Work Faculty of the concerns in order to identify issues or patterns related to the student.
- Document dates and content of meetings with the student.

Problems that arise during the SOCW475 Practicum Placement will be discussed between the agency field instructor, faculty field liaison, and the student. The faculty field liaison will notify the Field Director/Field Coordinator, if necessary. In many instances, Level One meetings between the faculty and student resolve the concerns and do not necessarily lead to further reviews.

Level Two Review

A Level Two Review involves a faculty member or adjunct in the BSW program, a student accepted in the program, and the Chairperson/Program Coordinator. The faculty member and the chairperson/program coordinator will meet with the student when the student does not meet or follow program or university standards, policies, and procedures or when concerns have not been resolved at Level One Review. If a problem arises in the field, the agency field supervisor, field faculty liaison, and Field Director/Coordinator will conduct the review with the student. The Chairperson/Coordinator may be invited to the Level Two review if needed. The Chairperson/Program Coordinator, in conjunction with other faculty, will determine the nature of the concern and gather the information necessary to develop a plan of action that addresses the concern. The student may be provided written instructions outlining student expectations. This process is designed to help the student address the identified concerns that have a direct impact on performance in the Bachelor Social Work Program. The Chairperson/Coordinator or Field Director/Coordinator will assess the nature of these concerns and consult with the BSW faculty. The Dean of the College of Nursing and Health Sciences will be consulted as needed. If the problem is not resolved, a Level Three Review may be instituted. Written documentation will be placed in the student file.

Level Three Review

A Level Three Review involves a faculty member or adjunct in the BSW program, a student who has been accepted in the program, the Department Chairperson/Coordinator, and any faculty who have had direct experience with the student in the classroom or field. A Level Three Review is called when problematic patterns are identified with a student or when the issues are serious to require formal consultation with additional BSW faculty. A Level Three Review is frequently the result of unresolved issues from prior reviews, when issues are related to that student not meeting the criteria for academic and professional performance, or when the student is being considered for suspension or dismissal from the Bachelor of Social Work Program. When a Level Three Review is called, the BSW faculty will ask the student to prepare a statement in writing addressing the issue. The faculty will then convene a meeting to review and discuss the student’s written statement.

Based upon the Level Three Review meeting, the faculty will make a recommendation, which could be any one of the following:

- *Continue on* in the Social Work program with No Conditions: In these situations, the concern has been addressed and no further action by the student or the department is required.
- *Establish Formal Conditions* for the Student's Continuance in the BSW Program: In this situation, specific conditions must be met in order for the student to remain in the program. Actions may include: goals with timeline and measurable objectives, reduced course load or delay of entrance into the practicum experience, or recommendation to withdraw from the program with an option to reapply at a later date.
- *Advise Student to Change* Majors/Degrees and/or Discontinue the Student in the Program: In some situations, it will be recommended that the student no longer remain in the Social Work program. The student will be counseled to voluntarily change majors or degrees. If the student does not wish to voluntarily change majors or degrees, the student will be formally notified that (s)he is being dismissed from the program. The student will be provided with written documentation regarding the specific reasons for dismissal.

Following this faculty meeting and following the determination of recommendations, the Department Chair/Coordinator and/or Field Director/Field Coordinator will notify the Dean of the College of Nursing and Health Sciences of the situation and faculty determination.

BSW Program Grievance Policy

The Grievance Policy provides a means for students to raise a concern about the outcome of BSW programmatic decisions.

Grievance Procedures

The BSW Grievance Procedures are described below:

Step I

Whenever any student or group of students has a grievance, she/he or they should first meet with the BSW faculty member involved or the Chair/BSW Program Director (depending on the grievance issue) to discuss and attempt to resolve the grievance.

Step II

Whenever any student or group of students has a grievance which remains unresolved after Step I, they should send a formal written account of their grievance to the Chair/BSW Program Director. The Chair/BSW Program Director will consult with the BSW faculty on the written grievance. A response based on the BSW faculty consultation will be sent in writing to the student. If the grievance cannot be resolved within the BSW Program, the student will be informed of their right to take their grievance to the Dean of the College of Nursing and Health Sciences. The Chair/BSW

Program Director will give the Dean of the College of Nursing and Health Sciences a courtesy notification regarding an unresolved grievance.

Please note that the BSW faculty make every attempt to resolve student grievances within the requirements of the program, university, and CSWE accreditation standards.

Confidentiality of Records

All written deliberations shall be considered confidential and placed in the student's file in the Social Work Office (Maxwell 255 in Winona) unless the student requests otherwise. All materials submitted by students who are denied admission, withdraw, or are dismissed from the BSW Program will be kept for at least one year.

Academic Integrity Policy

The Bachelor of Social Work program expects students to abide by the Academic Integrity Policy of Winona State University. The University requires that work produced by students represents their personal efforts and requires that they properly acknowledge the intellectual contributions of others.

Following are examples of behaviors considered unacceptable and viewed as violations of the academic integrity policy include cheating, deception or misrepresentation, enabling academic dishonesty, fabrication, multiple submissions, and plagiarism.

The instructor and the student most often address consequences for academic violations at the time of the violation. The instructor's determination is final unless appealed to the dean of the college.

Academic Accommodations Policy

The BSW program adheres to the Americans with Disabilities Act and works with Access Services to support students. A qualified student will not, on the basis of disability, be subjected to discrimination or excluded from participation in the Social Work program. A student seeking academic accommodations can work with the University Access Services office on the Winona and Rochester campuses.

Sexual Violence Policy

Winona State University does not tolerate sexual misconduct or sexual violence of any kind in any context. We are committed to empowering students who experience sexual assault or other forms of gender-based violence (GBV) to pursue disciplinary, criminal, and civil action if they choose to do so. If you are a member of the Winona State University community and have experienced sexual harassment, sexual assault, rape, dating/intimate partner or domestic violence, harassment based on gender nonconformity, stalking, cyber-stalking, or retaliation, you have options for support and resources.

Policy on Interruption of Social Work Program

The Social Work Department in Winona and Rochester makes every attempt to admit full cohort groups each semester. It is challenging for the department to alter the student's time schedule of courses once admitted to the program. If an accepted Social

Work student would like to stop taking classes for a semester or more, they must submit a written request to the Social Work faculty advisor, to be reviewed at a department meeting. This request must ask for the Social Work faculty to hold a seat for them in the semester when they will return and the reason for the request. This request will not guarantee a seat but will allow faculty to plan for the student's return. The student must be in good academic standing upon return to the program.

Policy on Switching Program Options

Occasionally, students may experience life circumstances and want switch from one program option – Winona campus or Rochester Hybrid – to the other option after they are admitted to the program. The social work faculty will consider such requests on a case-by-case basis with consideration given to program integrity and student circumstances. If a student would like to request a switch to the other program option, the student must put the request in writing to the Social Work faculty advisor, to be reviewed at a department meeting.

Policy on Military Deployment

Students who are serving in the US military and are deployed during their participation in the program will be guaranteed a seat when they return from deployment.

Policy on Equal Opportunity and Nondiscrimination

Equal opportunity for students and employees. Minnesota State Colleges and Universities has an enduring commitment to enhancing Minnesota's quality of life by developing and fostering understanding and appreciation of a free and diverse society and providing equal opportunity for all its students and employees. To help effectuate these goals, Minnesota State Colleges and Universities is committed to a policy of equal opportunity and nondiscrimination in employment and education.

Nondiscrimination. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. In addition, discrimination in employment based on familial status or membership or activity in a local commission as defined by law is prohibited. More information can be found in the Equal Opportunity and Nondiscrimination in Employment and Education Policy Statement.

Procedure for Report/Complaint of Discrimination/Harassment Investigation and Resolution. This procedure is designed to further implement Minnesota State Colleges and Universities policies relating to nondiscrimination by providing a process through which individuals alleging violation of Board Policy 1B.1.1

Equal Opportunity and Nondiscrimination in Employment and Education may pursue a complaint. This includes allegations of retaliation, or discrimination or harassment based

on sex, race, age, disability, color, creed, national origin, religion, sexual orientation, gender identity, gender expression, marital status, or status with regard to public assistance. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Part IV. Licensing Information

Social Work Licensing in Minnesota

Minnesota law requires that all persons either 1) practicing Social Work based on a Social Work degree accredited by the Council on Social Work Education (CSWE) or 2) representing themselves as a "Social Worker" **must be licensed, except when practicing in an exempt setting**. Persons may not begin Social Work practice where licensure is required until they hold a valid license or temporary license.

Minnesota Statutes Section 148E.010 subdivision 11 defines Social Work practice as **working to maintain, restore, or improve behavioral, cognitive, emotional, mental, or social functioning of clients, in a manner that applies accepted professional Social Work knowledge, skills, and values, including the person-in-environment perspective**, by providing in person or through telephone, video conferencing, or electronic means one or more of the Social Work services described.

Important: A license may still be required even if the job does not require direct client contact, the job title is not Social Worker, or if the employer does not require licensure. It is on YOU, the person with the BSW who is working in a Social Work practice setting, to obtain licensure! Practicing without a license can be grounds for disciplinary action by the Minnesota Board of Social Work.

More information is available from the State of Minnesota Licensing Board.

Minnesota Board of Social Work
335 Randolph Ave., Suite 245
St. Paul, MN 55102-5502
612-617-2100
Toll free: 888-234-1320
TTY: 888-234-1320
Fax: 651-215-0956
Email: social.work@state.mn.us

Action Steps for Applying for Minnesota Licensure

Submit your application for license and pay the application fee

1. Complete the fingerprint-based criminal background check
2. Register for, take, and pass the ASWB Exam
3. Submit the required supporting documentation following graduation (official transcript, ASWB passing score documentation)
4. Apply for a temporary license, if you are employed right away, but still waiting on final transcripts
5. Pay the initial License fee

Social Work Licensing in Wisconsin

Department of Safety and Professional Services
4822 Madison Yards Way

Madison, WI 53705
608-266-2112 OR 877-617-1565
Email: dsps@wisconsin.gov
Website

Licensure Examination Information

Association of Social Work Boards

Part VI. Application Instructions

Please give yourself plenty of time to complete the process. Some components of the application, including admission to the university if a transfer student, background study, and the advisor meeting, can take weeks. Please plan accordingly.

Application Deadlines

Priority Admission Deadline

Applicants who wish to receive priority consideration for admission to the social work program should submit complete BSW Social Work Program applications by:

- Fall Start: 3rd Tuesday in February by 3:30 pm
- Spring Start: 1st Tuesday in October by 3:30 pm

Secondary Admission Deadline

The Bachelor of Social Work program will consider additional applications **if space allows** via a Secondary Admission cycle. Applicants must submit complete BSW Program applications by:

- Fall Start: 1st Tuesday in April by 3:30 pm
- Spring Start: 2nd Tuesday in November by 3:30 pm

Admission Deadlines for the 2026-2027 Academic Year

Fall (for Spring 2027 start): Priority Admission Deadline - October 6, 2026
Secondary Admission Deadline – November 10, 2026

Spring (for Fall 2027 start): Priority Admission Deadline – February 16, 2027
Secondary Admission Deadline – April 6, 2027

Please note: Only applications completed in full by the deadlines will be reviewed by the BSW faculty and considered for admission.

All correspondence regarding the BSW application will be sent to your WSU email.

Step-by-Step Process for Applying to the BSW Program

Direct Transfer Students

You must be accepted to Winona State University before you have access to the online application. If you have not applied to Winona State University, please do so.

*It can take Admissions a few days to a few weeks to complete your academic review for acceptance depending on your academic situation. Please plan accordingly.

Once you have been accepted to WSU, please declare your major. By declaring your major, you will be assigned a Social Work advisor. You will need to meet with your Social Work advisor as part of the BSW program application process.

Current WSU Students

If you do not have Social Work declared as your major, please do so. By declaring your major, you will be assigned a Social Work advisor. You will need to meet with your Social Work advisor as part of the BSW program application process.

All Applicants

All BSW program applicants must submit a Minnesota Department of Human Services Applicant Background Study s**pecifically for the WSU College of Nursing and Health Sciences** as part of the application per Minnesota State Statute. If a MN DHS Background study has been completed for another agency, another one will need to be done for this application. Please be aware that the background study can take anywhere from a few days to weeks to get back and may involve fingerprinting.

To initiate the application go to the Social Work Application Form on WarriorSpace. Please note that you must be admitted to WSU for the semester you are completing the application to access the form. Contact WSU admission to confirm you are admitted to the university for the current semester.

Once you have submitted the first part of the application, you can go to the Warrior Space link above to access your application.

The application is in three parts:

1. Part 1 consists of questions regarding:
    - if you are a transfer student,
    - which program option (Winona or Rochester Hybrid) you are applying for,
    - the semester requesting to start the BSW program,
    - if you are interested in learning more about the Title IV-E Child Welfare Scholars Program, and
    - names of two people who will complete reference forms for you (one academic and one professional) with email addresses for each.
        - Your academic reference should be someone who has taught you a college course. Please note that you cannot use any of the WSU BSW faculty.
        - Your professional reference should be someone who has supervised you in paid employment or volunteer work.

    Please note: When you click submit on the first part of the application, the people listed as references will receive an automated email with a link to complete the electronic recommendation form. They will have 28 days to complete the recommendation form and will receive an automated reminder after 14 days if not completed. Both recommendations must be completed by the application deadlines listed above to have your application reviewed and considered for admission.

2. Part 2 involves a meeting with your BSW advisor. Upon completion of part 1, you will receive an automated email from the Warrior Space system instructing you to set up a meeting with your BSW advisor to discuss your academic readiness for starting the BSW program.

3. Part 3 asks you to upload some documents as PDF files. After your advisor completes part 2 with you, you will be notified via an automated email from Warrior Space with a link about uploading the following documents:

    a. A PDF of your Application Essay. Please submit a three to five-page, typed, double spaced application essay addressing the three areas listed below with emphasis on **experiences as a college student and/or working professional**. The essay will be used to assess your basic writing skills and readiness for the Social Work program.

        1. Discuss the major reasons for your interest in the profession of Social Work.
        2. Describe experiences you have had working with people (voluntary or paid). Please indicate the type of setting and the length of your experiences.
        3. Respect for diversity is a hallmark of the Social Work profession.
            a) Describe experiences you have had working with people who are different from you. This is inclusive of religious, racial, ethnic, ability, socio-economic, gender identity, age, sexual orientation, and more.
            b) Identify any challenges you anticipate working with people who are difference from you.

    b. A PDF copy of your MN Department of Human Services Applicant Background Study.

    c. A PDF of your Current Resume.