

## Student Handbook

Social Work Program  
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## What is Social Work?

The primary mission of the social work profession is to enhance human well-being 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.

Social workers help people deal with their relationships with others; solve their personal, family, and community problems; and grow and develop by learning to cope with or shape the social and environmental forces affecting daily life. Social work is a profession for those with a spark of idealism, a belief in social justice, and a natural love of working with people. Social Work offers the chance to serve a diverse group of people from various ethnicities, cultures, socio-economic backgrounds, and environments.

Social workers assist people from all walks of life, with all kinds of problems, and in all kinds of settings. Social work offers a person a career with the chance to work with people who have all kinds of needs. Some career options in social work include:

- **Child and family social workers:** protect vulnerable children and help families in need
- **School social workers:** develop strategies to improve grades and social development
- **Healthcare social workers:** help patients understand diagnoses and adjust their lifestyle
- **Mental health and substance abuse workers:** help clients with mental illnesses or addictions
- **Probation officers and correctional specialists:** rehabilitate offenders
- **Policy and community social workers:** promote social change through education, legislation, and community interventions
- **Administrative social workers:** hold leadership roles in organizations such as nonprofits, hospitals, and schools

## Social Work Education

### What is the Bachelor's Degree in Social Work (BSW)?

- The undergraduate major in social work is designed to provide students with an opportunity to develop a broad background in the social and behavioral sciences.
- A common core of concepts, skills, tasks, and activities that are essential to the practice of social work are combined with a liberal arts education.
- The bachelor's degree in social work is recognized as a beginning level professional degree.
- Students graduating from the social work program at Kansas State University are eligible for [licensure](#) as bachelor degree social workers in the State of Kansas and are prepared for entry level, generalist social work practice.

- The intervention activities and tasks performed by social workers are derived from a common base of knowledge, values, and skills. Thus, social workers are uniquely qualified to provide resources and opportunities to individuals, groups, families, organizations, and communities.

### Social Work Accreditation

The Kansas State University Social Work Program is accredited by the [Council on Social Work Education \(CSWE\)](#). This demonstrates to the public and to potential employers that KSU graduates in social work have been educated in accordance with the high standards established by the Council.

### Declaring a major in social work

Students wishing to declare a major in social work may enroll directly in the social work curriculum (SOCWK) in the office of the Dean of Arts and Sciences in Calvin Hall. Formal orientation to the major will occur during students' individual advising sessions, which are held each semester prior to enrollment.

## Social Work Practice Sequence

The social work practice sequence is comprised of upper-level, intensive social work coursework during the last three semesters of a student's education.

You are in the social work program at K-State if you declare social work as a major. In order to obtain a degree in social work you must be formally admitted to the Practice Sequence prior to your last three semesters in the program.

### Eligibility requirements for admission to the Practice Sequence:

- Students must have taken or be enrolled in SOCWK 100, 315, and 510
- Students must have a 2.5 overall GPA and a 3.0 GPA in core Social Work classes
- Students must have a C or better in all Social Work core classes
- At least 80 hours of college coursework completed – or enough hours to graduate in three semesters after entering the practice sequence
- Have a long-range academic plan worked out with your advisor

### Application materials for applying to the Practice Sequence:

- A personal statement written based on provided instructions
- Two personal references
- Admissions interview
- Admissions application materials are due either the 1<sup>st</sup> Monday in October or the 1<sup>st</sup> Monday in March. These materials should be submitted via Qualtrics.

### Evaluation of Student for Admission to the Practice Sequence

Student applications for Practice Sequence are reviewed by the “Admissions Committee,” composed of the social work faculty and members of the social work program Community Advisory Committee. The following steps are taken in reviewing applications:

- The committee reviews the entire application of each candidate, including the content and quality of student’s personal statement, reference letters, and performance during the admissions interview.
- Committee members form an overall impression of the student based on direct experience with the student and reading the personal statement and references.
- After this information is gathered, the committee discusses the student and his/her suitability for admission into the social work program.
- Students are then sent provisional letters of acceptance or are notified that they have not been accepted into the program via email.
- Students not accepted are invited to discuss their status with the faculty.

### Continuing in the Social Work Program after Admission

To maintain good standing with the social work program, students must maintain GPA requirements (2.5 overall GPA; 3.0 social work GPA) and earn a C or above in all social work courses.

Students must also practice within the Social Work program’s professional performance standards and conduct themselves in accordance with the requirements of the [National Association of Social Workers Code of Ethics](#) to continue. Alleged breaches of conduct related to the Code of Ethics or professional performance standards will be reviewed by the faculty to determine appropriate action.

### Student Professional Performance Issues

Faculty concerns about students that are related to the program’s Professional Performance Standards, the NASW Code of Ethics and the Core Competencies may be addressed through the Student Review Process.

The student review process can be requested by a faculty member who has concerns about student performance and/or behavior inside or outside of the classroom. These issues reflect a lack of adherence with program standards and/or a degree of severity that warrant a formal response by the faculty, in its entirety.

The student review process consists of the following steps:

- 1) Faculty member(s) brings student concern to the faculty for discussion and consideration for initiation of the Student Review Process.
- 2) Faculty approves initiation of the Student Review Process.

- 3) A faculty member agrees to act in the Student Support role. This individual will meet with the student and support them while they construct comments to be made to the faculty and to provide emotional support throughout the process.
- 4) The Program Coordinator contacts the student and informs them that the Student Review Process has been initiated, the reasons, and the faculty member who will act in the Student Support Role.
- 5) The student has the option to choose a faculty member to act in the Student Support role with the agreement of that faculty member.
- 6) A date for the Student Review meeting will be scheduled by the Program Coordinator.
- 7) The faculty member acting as the Student Supporter will meet with the student.
- 8) The Student Review meeting will occur. During this meeting, the concerns will be presented, the student will respond, and the faculty will ask questions. The Student Supporter will lend support to the student during the process to assist them with nerves or if they become emotionally overcome.
- 9) The student will be allowed to have one individual from outside of the program to act as additional support during the Student Review Meeting with faculty. This individual will not participate in the meeting but will be in attendance.
- 10) The meeting with the student will be limited to sixty minutes. The student and their outside supporter will be excused. The faculty will meet and discuss options for the resolution of the issue(s). During this process, the faculty member serving as the Student Supporter may share information gathered in the meeting with the student that will be relevant to the decision-making process. As a result of this process, the faculty will reach a decision by consensus on the outcome of the Student Review Process based on identified options.
- 11) The student will be notified by the Program Coordinator of the outcome of the Student Review Process or by the faculty group immediately following their deliberation.

Outcomes of the student review process may include the following:

- Corrective action to assist the student so he/she may continue in the practice sequence
- Or*
- Dismissal from the Social Work Practice Sequence

### Social Work Program Dismissal Policy

Students may be dismissed from the Social Work Practice Sequence for any of the following:

- Grades of D or F in Social Work courses
- Student's GPA falls below program standards (2.5 overall GPA/3.0 social work GPA)
- Student fails to adhere to the requirements of the National Association of Social Workers Code of Ethics  
<https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>
- Student fails to adhere to [Professional Performance Standards](#) of the program and/or fails to achieve program's core competencies required by Council on Social Work Education

- Based upon the faculty's observation of the student in professional or classroom setting the student is not making sufficient progress to fully achieve the core competencies by the end of the social work degree
- Knowingly misrepresenting oneself in the admission process.

### Student Appeal Process

If a student is dismissed from the social work program as a result of a grade in a social work course, and the student believes he/she has been graded incorrectly or unfairly, they may appeal their course grade. Grade appeals should be addressed through the university grade appeal process. Students will not be permitted to enroll in future social work classes until the appeal process is completed. The undergraduate student grievance procedures are outlined in the Social Work Student Handbook and in the [KSU Undergraduate General Catalog](#).

If students are unsuccessful in a grade appeal and, therefore, fail to meet program academic standards, they may ask the faculty to consider granting an exception so that they may continue in the Social Work Program Practice Sequence. In only extraordinary student circumstances will the faculty consider exceptions to the program's academic (GPA and/or course grade of C or better in Social Work Core classes) standards policy. Students may request that such an exception be made by contacting the Program Coordinator, who will then initiate a meeting with the faculty and student to discuss circumstances and options. Possible outcomes of such an exception may include:

- Retaking the course while staying in the Practice Sequence
- Sitting out of the Practice Sequence while retaking the course
- Retaking the course without having to reapply to the Practice Sequence
- Retaking the course and being required to reapply to the Practice Sequence

If the student fails to meet program academic standards and no exception is granted by the faculty they will be dismissed from the Social Work Practice Sequence.

Students may appeal faculty decisions regarding program dismissal due to grades, Code of Ethics violations, compliance with program standards and/or grades in individual courses through the undergraduate [Student Grievance Procedures](#).

## Bachelor of Social Work

### BS or BA Degree— what's the difference?

- Within the social work major it is possible to complete either a BA or BS degree.
- The difference between these two degrees is that, in addition to the general education requirements and the major requirements, a BA degree requires 15 hours in a single foreign language, and a BS degree requires a three-hour natural science course with a prerequisite in the same department.

- The program recommends that students consider the development of a second language proficiency, but this is not required.

### Secondary Majors

The College of Arts and Sciences offers secondary majors in Biological Engineering, Gerontology/Long-term Care Administration Emphasis, International Studies, Latin American Studies, Natural Resources and Environmental Sciences, and American Ethnic studies.

These secondary majors are designed to be taken concurrently with a primary major such as social work. Secondary majors generally can be completed within the 120 hours required for graduation.

- See the [KSU Undergraduate General Catalog](#) for a complete discussion of these options.

### Dual Majors

- Within the College of Arts and Sciences, it is possible to have more than one major.
  - For instance, it is possible to obtain a BA or BS in social work and sociology, or in social work and psychology.
- It may be difficult to complete such additional majors within 120 hours for BA degree candidates due to the hours of foreign language required.
- Students should consult with a faculty advisor about this possibility.

### General Distribution Requirements

- The BA and BS degrees require 120 credit hours for graduation. These hours are accumulated through required courses, major courses, and electives in the basic disciplines: humanities (fine arts, philosophy, western heritage and literary/rhetorical arts), social sciences, natural sciences (life and physical sciences) and international studies overlay.
- Students should be familiar with the General Requirements section for Arts and Sciences in the [KSU Undergraduate General Catalog](#).
- Plans for meeting general requirements should be completed with a program advisor. <http://www.k-state.edu/kstate8/>. Some courses that meet general education requirements are more relevant to the social work major than other courses. Students ultimately have the right to select the courses they wish to take to meet requirements when those courses are not required by the major or specified in the general education section of the [KSU Undergraduate General Catalog](#)

## Social Work at Kansas State University

### Mission Statement

The mission of the Social Work Program at Kansas State University is to graduate competent and ethical social workers.

### Program Goals

The fundamental goals of the social work program are to:

- Prepare students for beginning generalist professional social work practice with individuals, families, groups, organizations, and communities in a diverse society.
- Provide students with the academic foundation for further study and professional development.
- Use social work values, knowledge, and skills in service to the practicing social work community and the people of Kansas.

### Program Core Competencies

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

- make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision making, ethical conduct of research, and additional codes of ethics as appropriate to context;
- use reflection and self-regulation to manage personal values and maintain professionalism in practice situations;
- demonstrate professional demeanor in behavior; appearance; and oral, written, and electronic communication;
- use technology ethically and appropriately to facilitate practice outcomes; and
- use supervision and consultation to guide professional judgment and behavior.

#### **Competency 2: Engage Diversity and Difference in Practice**

- apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels;
- present themselves as learners and engage clients and constituencies as experts of their own experiences; and
- apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies.

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

- apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels; and
- engage in practices that advance social, economic, and environmental justice.

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

- use practice experience and theory to inform scientific inquiry and research;
- apply critical thinking to engage in analysis of quantitative and qualitative research methods and research findings; and
- use and translate research evidence to inform and improve practice, policy, and service delivery.

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

- Identify social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services;
- assess how social welfare and economic policies impact the delivery of and access to social services;
- apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice.

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

- apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies; and
- use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies.

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

- collect and organize data, and apply critical thinking to interpret information from clients and constituencies;
- apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies;
- develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies; and
- select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies.

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

- critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies;
- apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies;

use inter-professional collaboration as appropriate to achieve beneficial practice outcomes;

- negotiate, mediate, and advocate with and on behalf of diverse clients and constituencies; and
- facilitate effective transitions and endings that advance mutually agreed-on goals.

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

- select and use appropriate methods for evaluation of outcomes;
- apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes;
- critically analyze, monitor, and evaluate intervention and program processes and outcomes; and
- apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels.

Faculty of the KSU Social Work Program will:

1. Contribute to the social work knowledge base through publication and presentation at professional meetings.
2. Participate in the life of the university and local communities.
3. Engage in consultation, evaluation, and development of social and related services in Kansas.

## Academic Advising

Academic advising is taken very seriously by the social work program. Students entering the social work major for the first time meet with an academic advisor for orientation to the program and the development of an eight- semester plan. The student is assigned to a permanent academic advisor and a faculty mentor with whom they may discuss career and other professional issues. All advisees are seen by their academic advisor during pre-enrollment periods. Students may not obtain permissions to enroll without seeing an advisor.

Each student's record contains a plan for completing the degree requirements that is reviewed at each pre-enrollment advising session. This insures that advisees are making satisfactory progress toward the degree and that they are meeting the standards required for graduation with a social work major

### What do I need to do to prepare for my advising appointment?

- Students are expected to sign up for advising the week before their enrollment date.
- Students are also expected to come to the advising appointment with prospective classes and sections identified. This will speed up the process for all students.

- A list of classes offered each semester may be obtained by looking up the [course schedule](#) for the designated semester.
- Be sure to come prepared. If you have questions about which classes you need, check your student record through your DARS report on [KSIS](#).

### Transfer Credit

Most credits from community colleges, four-year colleges, and universities are transferable to K-State. Official transcripts are evaluated by the Office of Admissions to determine the hours transferred and the K-State requirements met by those hours. The Dean's office in the College of Arts and Sciences makes the final determination about which courses fulfill college requirements. Social Work faculties determine which transfer courses are counted toward the major. The Program accepts transfer credit of core curriculum courses only from CSWE accredited social work programs, with one exception. The Program accepts a basic introduction to social work course from any college or university if it can be documented that the course was taught by someone with at least an MSW and if the University accepts the transfer credit.

### Credit for Life Experiences

Credit for life experience and/or previous work experience is not accepted to fulfill any of the required course content in the curriculum.

## Social Work Curriculum

- The social work major requires a comprehensive set of courses that integrate knowledge, skills, and values to prepare students for entry into the social work profession. These requirements, plus the field placements, are designed to produce individuals, both as citizens and as social work professionals, who function intelligently and responsibly to serve the special needs of the less fortunate in our society.
- A student achieving a BA or BS with a major in social work must complete 48 hours of core courses and 18 hours of related courses.
- In order to graduate with a major in social work, a student must maintain a 3.0 GPA in the core courses; with no core course grade below a "C") and a 2.5 GPA in all courses taken at KSU.
- There are a number of recommended elective courses available from other programs, departments and colleges. These should be discussed with an academic advisor.
- A minimum of 120 hours are required for graduation with a 2.5 overall GPA, as well as a maintained 3.0 GPA and a "C" or better in the core social work courses.

## Course Descriptions

- **SOCWK 100:** Social Work: The Helping Profession. An introduction to the profession of social work and the various fields of social service by observing, experiencing, and analyzing social work and its place in society. An opportunity for the student to test social work as a possible career choice.

- **SOCWK 200:** Basic Skills for Working with People. Course develops basic skill components for the helping professions. Students learn fundamentals of interpersonal communication.
- **SOCWK 310:** Topics in Social Work. Supervised independent study projects. Prerequisite: Consent of the instructor.
- **SOCWK 315:** Human Behavior in the Social Environment. An introduction to the relationship among biological, social, psychological, and cultural systems as they affect or are affected by human behavior as it relates to the social work model of practice. Emphasis on social systems understanding of human development and behavior.
- **SOCWK 320:** Dynamics of Working with Older Adults. This course will provide students in all fields a unique foundation upon which successful interaction with older adults is built. Specific communication techniques will be taught along with the knowledge, skills, and values necessary to understand working with, or on the behalf of, older consumers, clients, patients, and family members.
- **SOCWK 330:** Introduction to Social Work Research. The first of two research courses. An emphasis on social work research methodology. Examines the ethics and processes of research.
- **SOCWK 510:** Social Welfare. The development and present status of social welfare in meeting changing human needs and the requirements of other parts of our social system; the analysis of present-day philosophy and the functions of social welfare.
- **SOCWK 530:** Seminar in Applied Social Work Research. Second of two research methods courses. Emphasis on designing and conducting social work research projects appropriate for baccalaureate social work practice. Attention given to research strategies for the evaluation of social work practice.
- **SOCWK 550:** Field Practicum Preparation. Social work majors take this course in the semester before enrollment in SOCWK 562 Field experience various fields of practice in social work settings and work with the instructor to plan their practicum for the following semester.
- **SOCWK 560:** Social Work Practice I. Continued development of social work practice skills. The social systems perspective is used to guide the development of a problem-solving methodology with attention to information gathering, assessment, and problem identification. The values of clarification and self-awareness are emphasized and the skills needed for intervention, termination and evaluation are introduced.
- **SOCWK 561:** Social Work Practice II. Continuation of SOCWK 560 with emphasis on skill development in intervention techniques, and practice evaluation from a social systems perspective. A variety of intervention strategies and techniques are presented with emphasis on the development of a social work frame of reference.
- **SOCWK 562:** Field Experience. Supervised field experience in community agencies and programs as a practical application of social work knowledge and skills gained from major course work. Emphasis on direct work with clients, whether individuals, groups or

communities. Seminars make use of student's experiences to analyze social work theory and practice.

- **SOCWK 564:** Social Work Professional Seminar. A review of various theories in the behavioral sciences that influence the practice of social work. Primary focus of the course is on the use of these theories in implementing change in various client systems.
- **SOCWK 565:** Social Policy Formulation and Analysis. Examination of policies and programs developed to cope with various social problems. Emphasis will be placed on analysis of existing programs and policies and the formulation of alternative policies. Attention will be given to policy change through organizational and legislative action.
- **SOCWK 568:** Macro Practice and Theory. Continuation of social work practice sequence with focus on skills development for macro-level social work practice and an understanding of macro-systems using the ecological perspective as a framework. Community and organization intervention strategies with emphasis on the development of a social work frame of reference. Focus on institutional racism, institutional discrimination, and the importance of recognizing these functions within society.
- **SOCWK 570:** Social Work with Groups. Course provides the theoretical framework for effective generalist social work practice with groups, facilitates the development of group leaders who possess an understanding of group dynamics and effective leadership skills through group discussion, experiential exercises and leadership experiences.

## Social Work Student Organizations

Students can get more involved in the social work program at Kansas State University by joining one of our student organizations – *Social Work Organization (SWO)* and *Phi Alpha*.

### Social Work Organization

The KSU Student Social Work Organization (SWO) is a registered student organization with the Office of Student Activities and Services at K-State. SWO is student-led--the activities and leaders are decided by the students. SWO members are encouraged to participate according to individual needs and circumstances. The organization serves as a vehicle for enhancing student-faculty relationships, facilitates social action on issues of concern, provides an opportunity for participating in social activities with peers and enables students to affiliate with regional and national social work student organizations.

### Phi Alpha

Phi Alpha is the social work honor's society and students in the top 35% of their class are eligible for admission. The purpose of Phi Alpha Honor Society is to provide a closer bond among student 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.

## Social Work Licensure

Social work is a licensed profession in the state of Kansas, and the social work program at Kansas State University prepares students to meet requirements to become a licensed bachelor's-level social worker in the state of Kansas upon successful graduation from the program. The agency charged with regulating social work licensure in the state of Kansas is the Behavioral Sciences Regulatory Board (BSRB). For more information, please contact the BSRB directly at 785-296-3240. BSW students who are in their last semester of degree requirements may start the process of applying for licensure.

Social work program requirements at Kansas State University are only aligned with licensure requirements for the state of Kansas; however, social work program requirements may also fulfill requirements for licensure in other states. Students can explore licensure requirements by state through the [Association for Social Work Boards](#).

## National Social Work Organizations

### National Association of Social Workers

Membership in the National Association of Social Workers (NASW) is available to degreed (from accredited schools) social workers and students in accredited schools of social work. Associate membership may be obtained by those working in the field who hold non-social work degrees. Membership includes the Journal of Social Work and other available benefits. Please contact [NASW](#) for services and benefits.

Students are required to obtain professional liability insurance coverage prior to beginning practicum. Such coverage is available through a large group policy at a reasonable price to NASW members.

### Council on Social Work Education (CSWE)

CSWE is the national organization for social work educators in this country. You would be eligible to join under the following circumstances:

- As a BSW student
- As an MSW student
- As a practicum instructor for a school of social work
- As a provider of any kind of in-service training for social workers
- As an administrator in an agent providing practicum instruction or in- service training for social workers
- As a full-or part-time member in an accredited BSW or MSW social work program.

The Council is the policy-making organization for social work education. It is made up of constituent groups (such as students, faculty, deans and directors, practicum instructors, etc.)

Each constituency votes for representatives to the House of Delegates and the Board of Directors. It is the CSWE that makes policy guiding the accreditation process. As a member, you receive news about developments in social work education, the Annual Program Meeting and other opportunities for professional development.

## University Policies

### Notice of Nondiscrimination

Kansas State University is committed to nondiscrimination on the basis of race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, military status, veteran status, or other non-merit reasons, in admissions, educational programs or activities and employment, including employment of disabled veterans and veterans of the Vietnam Era, as required by applicable laws and regulations. Responsibility for coordination of compliance efforts and receipt of inquiries concerning Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans With Disabilities Act of 1990, has been delegated to the Office of Institutional Equity, Kansas State University, 103 Edwards Hall, Manhattan, KS 66506-0124, (Phone) 785- 532-6220; (TTY) 785-532-4807.

### Plagiarism

Plagiarism, taking someone else's intellectual work and presenting it as your own, covers unpublished and published sources. Borrowing another's term paper, including a phrase, sentence or paragraph from someone else's work without properly citing the source, handing in a paper purchased from an individual or agency, or submitting papers from a living group, club, or organization files are all punishable as plagiarism. The standard for attribution and acknowledgement of literary indebtedness is set by each discipline. Students should consult with their department or with recognized handbooks in their field if in doubt. The guidelines apply to faculty and research assistants in their possible use of students' and colleagues' research and ideas, as well as to students' use of source materials and authorities, and student use of other students' ideas and work. Please also refer to [Plagiarism at Kansas State](#) for more information regarding University regulations.

### Other forms of Academic Cheating

Other forms of academic dishonesty subject to penalties include, but are not limited to, consultation of books, library materials, or notes during a test; use of crib sheets or hidden notes during an examination or looking at another student's test; having a confederate supply of questions or answers from an examination to be given or in progress; having another person stand in on an exam or other graded activity; deliberate falsification of lab results; submission of falsified data; procurement or alteration, without permission, of examinations or other academic exercises; collaborating on projects where collaboration is forbidden; and other forms of academic dishonesty and fraud. Please refer to [Other Forms of Academic Cheating](#) for more information regarding University regulations.

### Ethics

While the instructor may exercise considerable discretion in assessing penalties for dishonest practices, if in doubt as to the proper course of action the student should report any observed case of plagiarism or cheating. Social work majors are expected to report all such situations to the appropriate course instructor immediately. Social work is a profession governed by a code of ethics which requires a high level of personal responsibility on the part of individual practitioners for insuring the integrity of the profession. Failure to abide by this code of ethics and/or the Honor Code in reporting abuses is a serious matter which will be reviewed by the Social Work Program faculty in determining the appropriateness of the student continuing in the major.

### Honor System Mission Statement

The Honor System Honor Council is an organization of students and faculty who seek to preserve the integrity of the Honor Pledge at Kansas State University. It aims to secure justice for any student under suspicion of dishonesty, to vindicate his or her name if innocent and if guilty, to protect the honor and standing of the remaining students by imposing the appropriate sanction as set forth in the By-laws. Students may access more information about the Honor System at <http://www.k-state.edu/honor/>.

### Other policies

- [Philosophy of Student Conduct](#)
- [Undergraduate Honor System](#)
- [Undergraduate Student Grievance Procedures](#)

## Appendices

Appendix A: [Core Competencies](#)

Appendix B: [Admissions Forms](#)

Appendix C: [NASW Code of Ethics](#)

Appendix D: [CSWE Educational Policy and Accreditation Standards](#)

Appendix E: [K-State Social Work Program Field Manual](#)

Appendix F: [Course Descriptions](#)

Appendix G: [Professional Performance Standards](#)