

Student Handbook

Social Work Program
204 Waters Hall
Kansas State University
Manhattan, KS 66506-4003

Social Work: The Helping Profession

What is social work?

- Social work is a profession for those with a spark of idealism, a belief in social justice and a natural love for working with people.
- Social work is a dynamic, changing, and challenging profession with a vast array of career options and rich opportunities for deep personal satisfaction.
- Professional social workers are experts who help people obtain the resources they need to live with dignity.
- Social workers are also committed to making society more responsive to people's needs.
- Social work's historical mission has been helping the disadvantaged, those who have been excluded from participation in the ideal of a just and equitable society.
- Contemporary social workers also 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 and for people of all kinds and needs.

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Where do social workers work?

- Wherever there are people, there are social workers to be found.
- They are in hospitals, working everywhere from the obstetrics unit to intensive care.
- There are social workers in schools, helping children, teachers, and parents cope with a variety of problems.
- They work in mental health clinics and in psychiatric hospitals.
- There are social workers in public agencies, from the employment office to the social services unit.
- Private family service agencies have social workers helping with everything from counseling to finding housing or transportation.
- Social workers are deeply involved in child welfare, providing essential investigative, foster care and adoption services.
- They are increasingly in the work place, helping employees solve personal problems and employers resolve personnel problems.
- There are social workers in universities, teaching and doing research.
- There are social workers helping the aged and helping military personnel and their families.
- They are in private practice, helping people of all ages cope with problems of daily life.
- Social workers are administrators of large government agencies as well as heads of philanthropic organizations.
- Social workers are increasingly elected to public office, from the local town council to the state legislature and even to the U.S. Congress.

- A useful way to see the social worker’s role is as “the professional in the middle.”
 - On one side are the individual families with their concerns; on the other, the community and its resources.
 - The social worker goes back and forth between the two—assessing, understanding, developing relationships, counseling, coordinating, mobilizing, and initiating—helping people build their own lives and helping the community create and deliver the services and supports that many people sometimes need.



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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.
- Students are required to complete a field placement (during their senior year) and this provides students with an opportunity to integrate classroom material within actual practice experience in a professional setting.
- 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, services, and opportunities to individuals, groups, families, organizations, and communities.

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.

How do I declare 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 Eisenhower Hall. Formal orientation to the major will occur during students' individual advising sessions, which are held each semester prior to enrollment. During these sessions you will be required to sign the following forms in order to continue in the major:

- [Informed consent](#)
- [Background disclosure](#)
- [Statement that you support and will conduct yourself according to the core values of the social work profession](#)

Admission to the Social Work Program

Social work is a professional program, thus requiring formal admission. You should apply for admission to the program following completion of Social Work 100: Social Work the Helping Profession. Admission requirements are as follows:

- Completion of SOCWK 100: Social Work: The Helping Profession.
- Grade of "C" or better in SOCWK 100
- Core (social work classes) GPA minimum of 2.75
- Overall GPA minimum of 2.3
- Students are admitted provisionally to the program; that is, their grades must meet the above criteria by the end of the semester in which they submit their applications.
- These GPA requirements must be maintained to continue in the major after admission to the program.
- Students must have completed 20 documented hours of volunteer experience.

How Do I Go About Getting Admitted to the Social Work Program?

Admissions application materials are due either the 1st Monday in October or the 1st Monday in March. These materials must be placed in a manila envelope and turned into the main office, Waters 204:

- Personal statement
- Documentation of your 20 hours of volunteer experience
- Two references on form provided (one from volunteer placement and one from a professional who can speak to your potential for social work).

Continuing in the Social Work Program

Before being allowed to enter the Practice Sequence (SOCWK 525 Human Behavior and the Social Environment II; SOCWK 530 Seminar in Applied Social Work Research; SOCWK 560 Social Work Practice I) the faculty will conduct a formal review of your progress in the program, which includes GPA as well as your compliance with the program's core competencies. The core competencies are required by the Council on Social Work Education. These competencies are listed on the program's [website](#) and are used to continually evaluate your performance throughout the program. You will be evaluated on your potential to fully achieve the program competencies by the end of your social work education.

The Admissions Process: Other Relevant Information

- All admissions materials are to be assembled by the candidate and submitted to the Admissions Committee by the first Monday in October during the Fall term or by the first Monday in March during the Spring term.
- No student will be allowed to enroll in the practice sequence prior to a formal review by the faculty.
- Candidates will be notified in writing of the Admission Committee's decision.

Evaluation of Student for Admission to the Program

The “Admissions Committee” is composed of the social work faculty and members of the social work program Community Advisory Committee.

- The committee reviews the application of each candidate.
 - The committee evaluates and examines the content and quality of each student’s written work (personal statement).
 - Written work is evaluated on organization of ideas, spelling, grammar and content.
 - Students’ classroom performance and behavior is evaluated.
 - Reference letters are also evaluated during the admissions process.

- 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.

- Students not accepted are invited to discuss their status with the faculty.

Once Admitted to the Social Work Program

What are my obligations?

- Students who are admitted to the major must maintain the academic performance requirements as well as the Social Work program's 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 will be reviewed by the faculty to determine appropriate action.
 - Your performance in the program will be continually monitored by social work faculty relative to your potential to fully achieve the program's core competencies by the end of your social work education.
 - Action taken by the faculty may result in dismissal from the social work program.

Social Work Program Dismissal Policy

- When, in the collective assessment of the faculty, a student is not capable of achieving the core competencies of the program, the Program Coordinator contacts the student to inform him/her of the initiation of the dismissal process. The student identified may participate with the faculty in the faculty's review of dismissal from the program. The dismissal process is initiated when any of the following problems arise:
 - Cumulative GPA below a 2.3;
 - Core GPA below a 2.75;
 - Grade of "D" or "F" in a core class;
 - Based upon the faculty's observation of the student in a professional or classroom setting the student does not show potential to fully achieve the core competencies by the end of the social work degree.

- In the judgment of the faculty, the student fails to conduct him/herself in an ethical and professional manner in accordance with the [NASW Code of Ethics](#) and the values of the social work profession.
- Knowingly misrepresenting oneself in the admission process.

Dismissal Process

- There will be a full review of the facts presented by the faculty with the student having the opportunity to present facts directly to the faculty. After the review, the faculty may decide to do the following:
 - Take no action
 - Dismiss the student from the program
 - Take remedial action

Appeal Process

- Grades in individual courses may be appealed through the undergraduate [student grievance procedures](#).
- An appeal of a dismissal from the program based upon the standards described in the Social Work Dismissal Policy may also be brought under the undergraduate student grievance procedures.
- A student 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](#).
- Students may appeal faculty decisions regarding code of ethics violations, compliance with program standards and/or grades in individual courses through the undergraduate [Student Grievance Procedures](#). Students may use these procedures to appeal faculty actions that may result in dismissal from the program.

Which Degree: BA or BS?

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 faculty 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](#).

Program Objectives

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

Graduates of the KSU Social Work Program will be able to:

- 1. Identify as a professional social worker and conduct oneself accordingly.**
 - a. Advocate for client access to the services of social work.
 - b. Practice personal reflection and self-correction to assure continual professional development.
 - c. Attend to professional roles and boundaries.
 - d. Demonstrate professional demeanor in behavior, appearance, and communication.
 - e. Engage in career-long learning and use supervision and consultation.
- 2. Apply social work ethical principles to guide professional practice.**
 - a. Recognize and manage personal values in a way that allows professional values to guide practice.
 - b. Make ethical decisions by applying standards of the National Association of Social Workers Code of Ethics and, as applicable, of the International Federation of Social Workers/International Association of Schools of Social Work Ethics in Social Work,

Statement of Principles.

- c. Tolerate ambiguity in resolving ethical conflicts.
- d. Apply strategies of ethical reasoning to arrive at principled decisions.

3. Apply critical thinking to inform and communicate professional judgments.

- a. Distinguish, appraise, and integrate multiple sources of knowledge, including research-based knowledge, and practice wisdom.
- b. Analyze models of assessment, prevention, intervention, and evaluation.
- c. Demonstrate effective oral and written communication in working with individuals, families, groups, organizations, and communities.

4. Engage diversity in practice.

- a. Recognize the extent to which a culture's structures and values may oppress, marginalize, alienate, or create or enhance privilege and power.
- b. Gain sufficient self-awareness to eliminate the influence of personal biases and values in working with diverse groups.
- c. Recognize and communicate their understanding of the importance of difference in shaping life experiences.
- d. View themselves as learners and engage those with whom they work as informants.

5. Advance human rights and social and economic justice.

- a. Understand (can identify and articulate) the forms and mechanisms of oppression and discrimination.
- b. Advocate for human rights and social and economic justice.
- c. Engage in practices that advance social and economic justice.

- 6. Engage in research-informed practice and practice-informed research.**
 - a. Use practice experience to inform scientific inquiry.
 - b. Use research evidence to inform practice.
- 7. Apply knowledge of human behavior and the social environment.**
 - a. Utilize conceptual frameworks to guide the processes of assessment, intervention, and evaluation.
 - b. Critique and apply knowledge to understand person and environment.
- 8. Engage in policy practice to advance social and economic well-being and to deliver social work services.**
 - a. Analyze, formulate, and advocate for policies that advance social well-being.
 - b. Collaborate with colleagues and clients for effective policy action.
- 9. Respond to contexts that shape practice.**
 - a. Continuously discover, appraise, and attend to changing locales, populations, scientific and technological developments, and emerging societal trends to provide relevant services.
 - b. Provide leadership in promoting sustainable changes in service delivery and practice to improve the quality of social services.
- 10. Engage, assess, intervene, and evaluate with individuals, families, organizations, and communities.**
 - a. Substantively and affectively prepare for action with individuals, families, groups, organizations, and communities.
 - b. Use empathy and other interpersonal skills.
 - c. Develop a mutually agreed-upon focus of work and desired outcomes.
 - d. Collect, organize, and interpret client data.
 - e. Assess client strengths and limitations.
 - f. Develop mutually agreed-upon intervention goals and objectives.
 - g. Select appropriate intervention strategies.
 - h. Initiate actions to achieve organizational goals.
 - i. Implement prevention interventions that enhance client capacities.
 - j. Help clients resolve problems.
 - k. Negotiate, mediate, and advocate for clients.

- l. Facilitate transitions and endings.
- m. Critically analyze, monitor, and evaluate interventions.

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 faculty.
- Students entering the social work major for the first time meet with an advisor for orientation to the program and the development of an eight-semester plan.
- The student is assigned to a permanent advisor, but students may elect to change advisors.
- The program maintains a record of each student and the assigned advisor.
- All faculty maintain regular office hours and are available to advise during that time or by appointment.
- All advisees are seen by social work faculty 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 during the week before pre-enrollment starts.
- Sign up sheets are on the office doors of assigned advisors.

- 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 [iSIS](#).

Transfer Credit

Most course credits from community colleges, four year colleges, and universities are transferable to KSU. Official transcripts will be evaluated by the Dean's Office to determine the hours transferred and the KSU requirements met by those hours. Social work faculty determine which transfer courses are counted towards the major.

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 50 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 2.75 GPA in the core courses (with no core course grade below a “C”) and a 2.3 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 a faculty advisor.
- A minimum of 120 hours are required for graduation with a 2.3 overall GPA, as well as a maintained 2.75 GPA and a “C” or better in the core courses.
- Students are encouraged to take additional courses in the humanities to provide a broader educational experience than may be obtained in the basic curriculum.
- Courses in English, Art, Music and Philosophy are examples of humanities courses. The general catalog provides a comprehensive listing of humanities courses. Students are also encouraged to take at least one additional writing course (such as Intermediate Composition) if their writing skills are not strong.

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 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 525: Human Behavior and the Social Environment II.** Continuation of SOCWK 315 with a focus on large systems (organizations and communities). Social systems and ecological perspectives as a framework for understanding macrosystems. Structure and function of large systems and their impact on people. Institutional racism and other forms of institutional discrimination, and the importance of recognizing the functions and the effects of racial, ethnic, and other forms of community diversity.

- 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, in preparation for the field practice experience. Students explore 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: Social Work Practice III. Continuation of social work practice sequence with focus on skills development for macro-level social work practice. Community and organization intervention strategies are presented with emphasis on the development of a social work frame of reference.
- SOCWK 570: Social Work with Groups. Taken concurrently with SOCWK 561. 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.

KSU Student Social Work Organization

Students are involved in the development of the curriculum through their participation in the social work organization. In addition, 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. See the bulletin board outside Waters 252 for announcements of activities, meetings and officers.

Social Work Licensure

Student who expect to work as social workers in the State of Kansas must be licensed (LBSW). A license may be obtained by graduating from a social work program that meets the Behavior Sciences Regulatory Board (BSRB)

requirements and by passing the social work licensing examination offered by the [BSRB](#).

Normally, a student should plan to take the examination during the semester in which the field practicum will be completed. It is necessary to pre-register for this exam approximately two months in advance. Check with your faculty advisor if you have any questions.

In all categories, the license must be renewed every two years. During that time, 40 hours of continuing education are required for license renewal. Please refer to the [BSRB](#) website for current information about CEU's, registration for the exam and laws and policies affecting social work licensure.

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)

The Council 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 House 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.

Kansas Civil Service

To work for the State of Kansas as a social worker, you must qualify for civil service and hold a social work license. Please refer to the [State of Kansas Civil Service website](#) for information about civil service jobs and the application process.

Financial Aid/Student Employment/GSL

How to Apply for Financial Assistance

K-State students must pick up their application forms from the Office of Student Financial Assistance (Fairchild 104.) Students are not guaranteed renewal of their aid. All recipients of financial assistance must apply each year in order to be considered for aid. Please refer to the [Kansas State Financial Aid website](#) for the most current information about financial resources for students.

When to apply for financial assistance

Please refer to [“Get Help Paying for College”](#) for more information on the deadlines for financial aid application.

Employment—Student Employment Center (FAIRCHILD 104)-College Work Study

Student work-study opportunities exist throughout campus. Please refer to the [Federal Work-Study website](#) for information about eligibility for this program.

Other Employment

Many KSU students are employed under a non-work study program on campus (campus payroll) as well as in the community. If you are employed on campus and receive financial aid, your earnings will be estimated in your award package.

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 Director of Affirmative Action, Kansas State University, 214 Anderson Hall, Manhattan, KS 66506-0124, (Phone) 785-532-6220; (TTY) 785-532-4807.

Please refer to K-State’s [Philosophy of Student Conduct](#).

Please refer to the [Undergraduate Honor System](#) for information about Kansas State's Honor System.

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 www.ksu.edu/honor/.

Please visit the [UNDERGRADUATE STUDENT GRIEVANCE PROCEDURES](#) website for a detailed description of the University grievance procedures.

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](#)