



Bachelor of Social Work Program at Aurora University School of Social Work



Orientation to Online Adult Degree Completion Students



Orientation to Online Adult Degree Completion Students

Welcome

Welcome to the School of Social Work at Aurora University. We are proud of our program, and even more proud of our students and graduates. The Council on Social Work Education (CSWE) has accredited our program, making it even more valuable to you as you finish your degree and seek graduate study or licensure in your state. This orientation material will introduce you to the faculty and adjuncts in the BSW program, provide you with information about admissions, registration, field instruction, as well as other details that are essential for the BSW student. Thank you for choosing AU!

My name is Alison Arendt, MSW, LCSW. I am currently serving as Assistant Professor of Social Work, and Chair of the BSW program. My duties include teaching, managing admissions, managing full-time and adjunct faculty, and monitoring our program for compliance with CSWE accreditation standards.

The BSW program includes four full-time faculty members, and multiple adjunct instructors. Each of our classroom and online classroom instructors brings a wealth of professional experience to share with students. Our commitment to quality education is visible, as our goal is to advance the field of social work by producing highly professional and academically trained graduates from our program.

Our curriculum, accredited by the Council on Social Work Education (CSWE), provides students with a generalist study of the field of social work. Classes focusing on group work, communities, social policy, practice with individuals & families, research, human behavior and the social environment, and field instruction courses are essential areas of social work learning. In each of these courses, students are challenged to make ethical decisions and seek potential change processes for oppressed and/or vulnerable populations. Students completing a generalist BSW program may choose to continue to graduate social work programs where specialized study is encouraged. The Aurora University MSW program offers specialized study in school social work, child welfare, addictions treatment, social work in healthcare settings, faith based social work, advanced clinical social work, and leadership (MBA course electives).

What does it mean to be a BSW Student?

The BSW program functions like many other majors and many other accredited schools of social work. Students entering the program meet admissions standards, and maintain academic standards throughout the completion of their degree.

You may recall the following **admissions requirements** for the BSW major:

1. Completion of 60 semester hours in order to begin the 3000 level (junior year courses)
2. A cumulative grade point average of 2.5 or better (maintenance of a 2.8 grade point average in social work courses is required for graduation from AU).
3. An application which includes a typed mini-autobiography answering specific prompts from the application instructions.
4. Completion of 3 required liberal arts pre-requisite courses: PSY 1100 Introduction to Psychology, SOC 1100 Introduction to Sociology, and PSC 2110 US. Government.
5. A national background check done at the time of admission to the BSW program.

Once admitted into the major, students are able to register for 3000 and 4000 level courses. Students admitted into the BSW major are subject to the [BSW Student Handbook](#). The handbook can be accessed from the aurora.edu webpage.

Students in the BSW, MSW, DSW, and all post graduate certificate programs are also expected to meet the standards of professional ethical behavior that are outlined in the [NASW Code of Ethics](#). This guide to professional conduct and ethical decision making is as important for students to follow, as it is for professionals working in the field. The School of Social Work expects students to utilize this Code of Ethics to guide behavior in the classroom, as well as in the field placement experience.

Student Organizations-

Social Work Association (SWA)

SWA is the student organization for social work students at AU. Students in the undergraduate and graduate programs work together in SWA to sponsor awareness events on campus, fund raise, and sponsor transportation and meals for students attending Advocacy Day in Springfield, IL. SWA is governed by a student elected board each year. Students are notified of SWA events through AU email.

Human Rights Organization (HRO)

HRO is a student organization popular among social work students, but open to any major campus wide. This organization sponsors a Human Rights Awareness Week on the main campus each year.

Veterans and Military Service Organization

This student organization organizes events on Veterans Day, and also organizes fund raisers to benefit veterans or veterans groups. This organization is popular among social work majors, and is open to all majors.

Other resources for AU students are:

The “A Book” - the student handbook for Aurora University Students

The “[A Book](#)” describes the policy for academic integrity, the Title IX policies for reporting abuse or harassment, as well as the process for appealing grades.

The Academic Success Center

Most BSW students access the Academic Success Center for help with writing or proofreading papers. This free service is available to online students, you are encouraged to utilize this to enhance your writing and learning outcomes.

The Disability Resource Office

Students needing accommodations in the classroom will begin by contacting the Disabilities Resource Office to determine their needs and potential accommodations for which they are eligible.

Advising

BSW students are encouraged to maintain communication with their AU advisor from the moment they enroll and throughout their degree program. Students may monitor their own degree progress through WebAdvisor by viewing their academic evaluation and transcript. All students are encouraged to view their progress and monitor their progress toward graduation.

Field instruction- Andrew Kutemeier, the Director of Field Instruction

Expectations

BSW students are expected to complete a 450 hour field work/field instruction experience during the Fall and Spring semesters of their senior year. The phrases “field work” and “field instruction” are simply the profession of social work’s version of an internship. This internship will provide the opportunity to practically apply all of the information learned in classes to real world experiences.

On average, BSW students should accrue 15 hours per week while engaged in their field placement, and BSW must accrue 225 hours per semester in order to receive credit for their field placement.

Learning Experiences

BSW internships must occur in organizations/agencies that serve vulnerable populations and with whom a social worker is present and can instruct the student. The student intern is expected to have learning experiences in the following areas:

- Client Assessments
- Individual and/or Group Intervention facilitation
- Case management
- Community resource referrals
- Professional documentation

Field Supervisor

This social work supervisor at the internship is referred to as the “Field Supervisor”. This social worker must have an MSW from a CSWE accredited social work program and at least two years of post-graduate experience. The Field Supervisor has a variety of responsibilities to the student during the course of the placement including:

- Instruction and/or demonstration of required tasks
- Modeling of ethical behavior/decision-making
- Provide clinical supervision for intern
- Being available for ad-hoc feedback to intern regarding internship tasks
- Completing required paperwork (learning agreement and evaluations)

Supervise Sessions

The field supervisor must provide one hour of clinical supervision per week. This supervision can occur in either an individual or group format, and it can be broken into smaller segments like two half hour supervision sessions per week. This supervision session should be:

- Structured
- Consistently carried out
- Provide ongoing feedback to the intern about their progress

- Be the venue to complete required paperwork like the learning agreement and evaluations

Securing Field Placements

Online BSW students in the geographic area of Aurora University (Illinois, Wisconsin, and Indiana) may use the resources that all BSW students utilize to find, apply to, and secure BSW field placements. Online BSW students living outside of the geographic area of Aurora University will be required to utilize the parameters above to search for their own placements at new agencies in their geographic area.

Technology

Online students will manage most of their learning through the use of **Moodle** to engage with their online instructor and peers. BSW students are also informed of private or public messages through the AU email system. All BSW students are encouraged to monitor their **AU email** each week to ensure that they receive critical information about field instruction, events, and other news worthy events. Faculty and staff will communicate with enrolled students through their AU email addresses only.

Another online resource for students is WebAdvisor. As mentioned earlier, this program is an essential online area for students to monitor their degree program, their student accounts, and financial aid.

Lastly, the Report- It form can be found on the Intranet from the AU webpage. This is an online form used to report events of concern by students and/or faculty. The information from this report is routed to the Behavior Intervention Team, and the event is investigated.

Checklist of Orientation topics

- _____ [NASW Code of Ethics](#)
- _____ AU SSW Student Handbook
- _____ [Aurora University Code of Academic Integrity](#)
- _____ I completed the required background check.
- _____ I received information about advising and registration and how to monitor my own degree plan.
- _____ I received information about the generalist degree program.
- _____ I received information regarding student organizations.
- _____ I am aware of the supportive services at the Student Success Center and Disability Resource Office.
- _____ Program Chair: [Alison Arendt](#), MSW, LCSW; 630-844-5793

Please keep this resource for your records