

~ APPENDIX A ~

CSSW STUDENT CODE OF CONDUCT

Columbia University School of Social Work Student Code of Conduct

CSSW develops leaders in the social work profession whose work advances professional values, knowledge and skills through programs and policy that enhance well-being and promote human rights and social justice at the local, national and global level.

In preparing students for careers in social work practice, CSSW expects all students to adhere to the highest academic and professional standards, which include CSSW’s Essential Attributes of a Social Worker, the NASW Code of Ethics, and the School and University policies on academic honesty, and professional comportment.

To signify knowledge and acceptance of CSSW’s standards for academic, ethical and professional conduct, every student is asked to review and sign the following pledge.

<p>Demonstrate the Key Attributes of a Social Worker</p> <p>I have carefully reviewed the ‘Key Attributes of a Social Worker,’ as outlined in the Student Handbook and understand that these standards, distinguished from academic standards, describe the physical, cognitive, emotional and character requirements to provide reasonable assurance that I can complete the entire course of study and participate fully in all aspects of social work education and practice. I understand that I am expected to meet these standards in the classroom, in my field practica, administrative and faculty offices, and other School and University facilities associated with my program.</p>	<p><u>Student’s Initial</u></p> <p>_____</p>
<p>I understand that the Key Attributes of a Social Worker expect that I possess the following abilities and attributes: communication skills, self-awareness, professional commitment, knowledge base for social work practice, objectivity, empathy, energy, acceptance of diversity, interpersonal skills and professional behavior.</p>	<p>_____</p>
<p>Attention to these standards will be part of evaluations made by instructors responsible for evaluating my classroom and practicum performance. If I fail to demonstrate these key attributes consistently, I may be terminated from the program.</p>	<p>_____</p>
<p>Adhere to the National Association of Social Workers Code of Ethics</p> <p>I understand that in all aspects of school activities, I am expected to adhere to the National Association of Social Workers Code of Ethics adopted by the Delegate Assembly of August 1996 (https://www.socialworkers.org/About/Ethics/Code-of-</p>	<p>_____</p>

<p>Ethics/Code-of-Ethics-English). It is my responsibility to become acquainted with the NASW Code of Ethics and with relevant field education agency documents. I understand that violations of the NASW Code of Ethics, other forms of personal misconduct and academic dishonesty will be addressed by the CSSW Ethics Board. I also understand that detailed information about academic dishonesty, particularly plagiarism; personal and professional misconduct; and the Ethics Board’s policies and procedures can be found in the <i>Student Handbook</i> (https://socialwork.columbia.edu/wp-content/uploads/student-handbook.pdf).</p>	
<p>Being Responsible for Degree and Academic Requirements</p> <p>I am responsible for knowing the School’s degree requirements and for adhering to all academic requirements of my program.</p>	<p>_____</p>
<p>Demonstrating Academic Integrity</p> <p>I will complete my academic work with honesty and integrity, and will submit my original work with properly attributed ideas that are my own, according to established academic procedures. If I am unsure of what constitutes ‘proper academic procedure,’ it is my responsibility to consult the instructor, my advisor, the Office of Advising or other appropriate administrative offices. I understand that plagiarism is taken very seriously at CSSW, and will lead to review and action by the Ethics Board. I acknowledge that any of my instructors may require that I submit my work to Turnitin, a Web-based learning tool to prevent and detect plagiarism. This would be done to protect the academic integrity of my work and also ensure that I am utilizing proper academic citation skills.</p>	<p>_____</p>
<p>Demonstrating Professional Comportment</p> <p>I understand that I am expected to comport myself in a professional manner during all interactions with my peers, instructors, administrators and staff, both at Columbia University and at my field placement. Inappropriate and unprofessional behavior could warrant that I be referred to the CSSW Ethics Board or be subject to Dean’s Discipline. I have familiarized myself with the Ethics Board and Dean’s Discipline policies and procedures, as outlined in the CSSW Student Handbook.</p>	<p>_____</p>
<p>Knowing Policies and Procedures outlined in Student Handbook</p> <p>I understand that it is my responsibility to review the CSSW Student Handbook in order to familiarize myself with the School’s policies and procedures. Any questions I have about these policies or procedures will be directed to the appropriate administrator or administrative office.</p>	<p>_____</p>
<p>Knowing of Policies and Procedures outlined in Field Manual</p> <p>I have read the CSSW Field Education Manual and understand the field education policies for my program; the requirements for successfully completing field education (including meeting stated competencies); the responsibilities of the agency, my field</p>	<p>_____</p>

<p>instructor and advisor; my responsibilities as a student in field; the responsibilities of the School; and evaluation methods for field education. If I have any questions about field education or the Field Education Manual, I understand that it is my responsibility to direct such inquiries to my advisor, the Office of Advising, and/or the Field Education Department.</p>	
<p>Knowing Columbia Essential Policies for the Columbia Community</p> <p>I understand that I am responsible for reviewing and adhering to the University’s Essential Policies for the Columbia Community, which addresses policies related to communication, use of University property, campus safety (including harassment and discrimination), confidentiality of student records, drug and alcohol use, and political activities, among many others (https://www.essential-policies.columbia.edu/).</p>	<p>_____</p>
<p>Knowing Columbia Gender-Based Misconduct Policies for Students</p> <p>I understand that Columbia University is committed to providing a learning environment free from gender-based discrimination and harassment. As such, I understand that the University does not tolerate any kind of gender-based discrimination or harassment -- which includes sexual assault, sexual harassment, and gender-based harassment –and have carefully reviewed the University’s Gender-Based Misconduct Policies for Students (including Sexual Assault, Sexual Harassment and Gender-based Harassment Policies and Procedures).</p>	<p>_____</p>
<p>Knowing Columbia Computing, Network, and Information Policies</p> <p>I agree to comply with the University’s Computing, Network and Information policies, and will respect copyright of all materials to which I have access (http://cuit.columbia.edu/it-policy-summaries).</p>	<p>_____</p>
<p>I understand that violation of any of these policies could result in disciplinary or other action. By signing this document, I acknowledge that I have read and understand all of the information outlined above, and have also carefully reviewed and understand the additional documents, handbooks and websites referenced above.</p>	<p>_____</p>

Name: _____

Signature: _____

Date: _____