[ Academic and Professional Integrity ]

Brown School students must understand the unconditional imperative for honesty and ethical behavior in all scholastic and professional endeavors as well as in everyday conduct outside the Brown School community. The Brown School orientation will acquaint incoming students with standards concerning such matters as using proper methods of documentation in written or oral representation of research findings, respect for confidentiality, and proper use of library resources. Brown School students entrusted with practicum responsibilities are expected to be cognizant and respectful of all agency personnel and clients with whom they become associated.

GUIDELINES

The following guidelines must be honored if the University community is to maintain academic integrity:

1) Use proper methods of documentation:
   a) Enclose every short quotation in quotation marks: if the quotation is longer than three typed lines, it should be set off from the context by indenting it the same amount as your paragraph indent (this is called a “block” quote and does not employ quotation marks). Correct citation of the source follows in both cases; instructors will indicate in which format they prefer citations.
   b) Every idea that is not originally yours must be correctly cited, whether it is a paraphrase, a direct quotation, a summary, data, facts not generally known as common knowledge, dates, etc. in order to avoid plagiarism. Instructors will suggest which format they prefer for citations.
   c) Citations of sources will appear in two places: within the paper itself, either as footnotes or parenthetical citations, and at the end of the paper on the References page(s)
   d) Acknowledge the source of material obtained from lectures, interviews, or other oral forms of communication including the name of the speaker, the occasion, the place, and the date.
   e) Follow the form of model footnotes and bibliography entries in a standard handbook of style or the form recommended by the instructor.

2) Acknowledge to the instructor in the endorsement of a paper all the help of persons who have contributed to the researching or writing of that assignment.

3) Get permission from instructors in all courses concerned before submitting written work that is substantially the same to meet the requirements of more than one course.

4) Do not willfully damage classroom, field, or laboratory efforts of other students.

5) Do not steal, deface, or damage academic facilities or materials.

6) Do not forge another person’s name on any University document.

7) Do not use prepared materials or consultants in writing an in-class examination except as approved by the instructor. Take in-class examinations in person. Follow the instructor’s specific guidelines in writing a take-home examination.

8) Do not write on or make erasures on any test material or class assignment being submitted for regrading.

9) Do not collaborate with other students planning or engaged in any form of academic dishonesty.

10) Do not engage in any other form of academic dishonesty.
POLICIES AND PROCEDURES

Academic integrity in the completion of tests, oral presentations and written assignments is expected. Violations of academic integrity (e.g., plagiarism) are very serious offenses. Violations will result in notification to the Assistant Dean for the appropriate (MSW or MPH) program and may result in referral to the Academic and Professional Integrity Committee, which could lead to dismissal from the program. Please review and adhere to the entire set of Academic Integrity guidelines in the student handbook on Inside Brown.

The Academic and Professional Integrity Committee is responsible for reviewing questions and/or investigating alleged violations of academic and professional integrity. This is an ad hoc committee consisting of three faculty and two student members. Any member of the Brown School community can make referrals to the committee. The Associate Dean for Social Work appoints members on a case-by-case basis. Student members are elected by the student body. A student involved in acts of academic dishonesty reviewed by the Academic and Professional Integrity Committee has the right of representation by any member of the Brown School community of the student’s choice. In those cases where the student is found to have violated standards of integrity and honesty, the Committee shall recommend a course of action to the Dean. The Dean makes the final decision on what action is to be taken and announces his decision directly and personally to the individual(s) involved. The exceptions are cases of suspension and expulsion, which are subject to appeal to the designated Executive Vice Chancellor under the provisions of the Washington University Judicial Code.

The Academic and Professional Integrity Committee believes that only by following the above standards and the principles inherent in them can the University community create and maintain an atmosphere conducive to intellectual curiosity and growth.

PROFESSIONAL INTEGRITY

Social Work is a practice profession involving the management of complex systems and interpersonal relationships with diverse peoples, many who are vulnerable in a variety of ways for myriad reasons. The Brown School requires that students entering the social work profession possess the skills to manage these relationships responsibly. The School maintains policies on academic integrity and academic progress that allow it to implement sanctions, including suspension and dismissal, to address deficiencies related to those areas. The faculty of the Brown School also understands that sometimes conduct that does not necessarily fall under the rubrics of academic integrity or academic progress provides sufficient indication that a student is not appropriate for the practice of social work. The faculty has developed a statement of expectations and procedures that will help them address issues of conduct that raise serious concerns about a student’s capacity for responsible social work practice.

STATEMENT OF MINIMAL EXPECTATIONS

The faculty minimally expects that students in the MSW program will do the following:

- Conduct themselves in a manner consistent with the Code of Ethics adopted by the National Association of Social Workers.
- Conduct themselves in a manner consistent with the University’s Code of Conduct.
- Demonstrate an ability to speak and listen respectfully.
- Demonstrate clarity of thinking, including an ability to process information, conceptualize, and integrate knowledge.
Demonstrate honesty in interactions with students, staff, faculty, and at the practicum agency and an ability to be responsible, including such things as reporting practicum hours, keeping appointments and attending class regularly.

Appreciate and value diversity and demonstrate an ability to suspend personal biases in interactions with others, including not inappropriately imposing personal, religious, and cultural values on others.

Represent their backgrounds, experiences, and qualifications honestly.

Seek and use help for medical and emotional problems that interfere with scholastic and professional performance, including engaging in treatment for substance abuse and mental disorders when needed.

Not engage in behavior that is exploitative of other’s vulnerabilities or lack of power.

Evidence that a student is meeting or failing to meet these expectations may come from a variety of sources, including observation of student behavior in the classroom, in the field practicum, in interactions with fellow students, faculty and staff, personal statements, self-assessments, taped interview situations and feedback from students, staff or people in the community.

**PROCEDURES**

Faculty and staff members who have cause to believe that a student may not be meeting one or more of these basic expectations are first encouraged to discuss their concerns with the student. If they remain concerned about the student’s appropriateness for the profession, they are encouraged to notify the Associate Dean for Social Work. Field Instructors who believe that a student is not meeting one or more of these basic expectations should notify the Director of Field Education, who will consult with the Associate Dean for the Academic Affairs. In all cases where a student is asked to leave a field placement, the Director of Field Education will notify the Associate Dean for Social Work. Students should also notify the Associate Dean for Social Work if they have cause to believe that another student is not meeting one or more of these basic expectations.

The Associate Dean for Social Work will notify a student and his/her advisor when a matter has been referred. The Associate Dean has a number of options. The Associate Dean may decide the referral requires no action at the time, or decide to meet with the student or with others to gather more information. The Associate Dean may confer with other faculty and administrators, the Dean, the University’s Office of General Counsel, or Student Health Services about the best course of action. The Associate Dean may specify conditions for correcting problem behaviors or make a referral to the Academic and Professional Integrity Committee. The Associate Dean for Social Work will notify the referring party and advisor of actions taken.

The Academic and Professional Integrity Committee may be convened to address issues of unresolved doubt about a student’s capacity for or appropriateness for social work practice. A student has the right of representation by any member of the Brown School community of the student’s choice at this meeting. The student has the right to be present during all presentations of evidence to the Academic and Professional Integrity Committee and to question any of the presenters. After all presentations, the Academic and Professional Integrity Committee will meet and formulate a recommendation to the Dean. They may recommend continuing in the MSW program with no conditions, continuing in the MSW program if certain conditions are met, a leave of absence from the MSW program until certain conditions are met, suspending the student from the MSW program for one or more semesters, counseling the student to leave the MSW program, and/or terminating the student from the MSW program.
The Dean makes the final decision on what action is to be taken and announces this decision directly to the student involved. All decisions are final, except that terminations and suspensions may be appealed to the Chancellor designee under the provisions of the Washington University Judicial Code.

In order to protect the safety of any student or other member of the Brown School community, the Chancellor designee has the option of suspending a student from attending classes or other school functions. If this temporary suspension is to last more than one week, the matter will be referred to the Academic and Professional Integrity Committee for recommendation. The student may remain suspended while awaiting the final decisions from the Dean. Temporary suspensions may be appealed to the Chancellor designee under the provisions of the Washington University Judicial Code.