



Baccalaureate Social Work Admissions Information and Application

Equal Opportunity Statement

Virginia State University's Social Work Program, in addition to full support of and compliance with the University's Americans with Disabilities Policy, is committed to equal opportunity to education and employment, prohibiting unlawful discrimination on the basis of race, color, creed, religion, marital status, sex, age, disability, political affiliation, or national origin. This encompasses all activities of the social work program, including but not limited to recruitment, retention, promotion, tenure, assignment and remuneration of program personnel. It also encompasses student recruitment, admissions, field placements and financial aid. Such non-discrimination, equal opportunity policies also extends into the classroom, field setting and the community and applies to all persons associated in any way with the Social Work Program at Virginia State University.

I. Admissions to the Social Work Major

In addition to admission as a classified student at VSU, and formal declaration of social work as your major with the Office of the Registrar, you **must** still apply for "accepted status" as a VSU baccalaureate social work major. This process is intended to provide a first screening mechanism as you proceed towards a career in the helping profession of social work.

Social work majors must be formally admitted to the BSW program before enrolling into social work [300 level and above] courses. Application to the BSW program is separate from application to the University. Criteria and procedures for admission to the BSW program are outlined in the BSW Student Handbook.

The BSW program admission process is a prerequisite for taking any 300-level social work course. In order to be formally admitted into the BSW program, students are required to make formal application during their sophomore year. To be accepted into the social work major, the student must have satisfied the following requirements:

1. Accepted by or in good academic standing with the University.
2. Completed Application for Admission to the BSW program, including recommendations, an essay and discussion of their commitment to social justice.

3. A copy of transcript(s)
4. Successful completion with documentation of 25 pre-approved clock hours of volunteer or paid work experience in an appropriate social service agency within the past two years.
5. Completed the general education curriculum (33 credits) and the pre-social work required coursework (12 credits) with a minimum 2.5 cumulative GPA (transfer students 2.7).
6. Transfer students holding an Associate degree will need to complete the pre-professional [STAT 210, SOWK 210, & SOWK 260] social work courses (with a grade of C or higher) for admission into the social work major. Transfer students who have taken social work courses from an accredited program elsewhere must consult with the BSW Program Director for admission into the social work major.
7. Grade C or better in the pre-social work courses required for admission into the social work major.
8. Three reference letters [from 2 professors and 1 volunteer supervisor]
9. Personal Statement – three to five page essay (typed & doubled spaced) detailing the following:
 - a. Interest in social work
 - b. Leadership, strengths, and experience in working with individuals, groups or communities.
 - c. Personal and professional short and long-term goals
 - d. Commitment to completion of VSU BSW Program

Continuation in the Social Work Major, a student must demonstrate readiness to enter and continue in the professional or upper level course in the baccalaureate social work program of study. This requires:

1. Academic achievement (maintenance of overall 2.5 and 2.5 in the required courses for social work);
2. Student must successfully and satisfactorily complete 600 hours of field practicum and seminar
3. Personal and professional behavior consistent with the NASW Code of Ethics
4. Effective work with client systems as demonstrated through practice laboratory and field courses;
5. Capacity to master the necessary non-academic areas for continuance in the major. The following further defines the non-academic conditions for continuance in the major:

Ethics – in addition to academic expectations, social work students are expected to demonstrate professional behavior which reflects a commitment to the ethics of the social work profession. Compliance with the National Association of Social Workers (NASW) Code of Ethics is expected. Behavior contrary to these ethics will be cause for review of the student’s continuance in accepted status as a social work major.

Examples of behavior which will warrant review of accepted standing in the major include but are not limited to: derogatory oral and written statements towards other students, faculty, and/or persons from populations reflecting racial, ethnic, disabled status, religious, socio-economic, gender, and sexual orientation differences; disregard of the principles of confidentiality, etc.

Behavior – Since the role of a social worker involves helping people from a variety of backgrounds and with a range of problems, it is important that the social work student not permit personal issues to interfere with this role and that he/she has the emotional and psychological resources to render effective assistance to those in need. In instances where students demonstrate behaviors which suggest that their own difficulties are not sufficiently resolved to be able to help and support others, students may be asked to withdraw from the program.

II. Procedures

- A. Application:** Applications for admission to the social work major are accepted from student who are currently enrolled at the University and have completed or currently enrolled in the Introduction to Generalist Social Work Practice (SOWK 210) and/or Introduction to Social Welfare Policy (SOWK 260). Transfer students who meet these requirements and transfer courses evaluated by a Social Work faculty member as equivalent to SOWK 210, SOWK 260 and STAT 210 may also apply. **Application packages may be obtained from the Social Work Program Office (Trinkle Hall the FACP Office, First Floor).**
- B. Interview:** Once a complete application package, including references (see above), is received, an interview or panel interview may be scheduled. Students may check with the Social Work Program Administrative Assistant (located in Trinkle Hall the FACP Office) on the status of application materials and will be emailed for an appointment once everything is received. **Interviews are scheduled with a faculty member. However, the applicant, a social work faculty member or the Director of Social Work may request an interview and decision by a panel, in lieu of an individual interview.**
- C. Disposition:** Students will be informed of the disposition of their application, in writing or email, within two weeks of the interview or panel interview. The following dispositions are possible
- A. Full Acceptance
 - B. Conditional Acceptance
 - C. Denial

III. Criteria for Evaluating Student Application to the Social Work Program

- Following directions to complete the application

- Presentation of the application [neat, spelling, grammar, etc.]
- Submission of an essay that will be evaluated for content, following directions, critical thinking abilities, commitment to social justice, clarity of thoughts and written communication effectiveness.
- Documentation of completion of 25 hours of service learning volunteer experience at a social service agency.
- Letters of reference reflect the student's learning, commitment to work, learn and follow directions; and potential to become a social worker.

Students who have been granted conditional acceptance or who have been denied may appeal such decisions through the regular appeal channels of the University (see University Handbook, Student Handbook, or seek assistance from the Student Government, Student Life or Registrar's Office).

IV. Transfer Students

The transfer policy is in accordance with the University's transfer policy and guidelines for general education coursework. The VSU transfer policy states: Any student who transfers to Virginia State University with an associate degree (college prep track) from a community college in Virginia (students with associate degrees from other states will be considered on an individual basis) is guaranteed a minimum of 60 credits of transfer credit. The student will be given complete credit for all General Education requirements, with the residual hours coming from major, minor or elective course requirements. Course equivalency will be determined by the University Registrar in consultation with the departments.

A key component of the General Education Program is the Freshman Studies course which is required of all first-year students (including transfer students with fewer than 30 semester hours). The Freshman Studies course is designed not only to orient students to the University's history, legacy, and operational procedures but also to develop students' research and information literacy skills and critical thinking.

Prospective BSW transfer students desiring to apply to the social work major must successfully [C or better] complete the pre-social work courses [STAT 210, SOWK 210, & SOWK 260] and successfully complete with documentation 25 pre-approved clock hours of volunteer or paid work experience in an appropriate social service agency within the past two years.

In addition to the aforementioned items students need to have a cumulative GPA of 2.5 or higher to be considered for admission into the social work major. Students will not be allowed to substitute other social work coursework for 300 and 400 level social work courses. Transfer students who have taken social work courses from an accredited program elsewhere must consult with the BSW Program Director for admission into the social work major.

V. Readmission

Students who withdraw or are asked to withdraw from the program may reapply for admission under the same requirements and procedures utilized for initial application. It is recommended that students in this circumstance delay reapplication for at least one full semester or until such time as it may take to resolve any problems cited by the student or program at the time of withdrawal.

VI. Continuing GPA and other requirements

Automatic review of accepted standing occurs when grades of “D” or “F” are made in any required course in the major or when a student is on academic probation. Probationary status in the major prevents a student from entering the Junior Field Practicum (SOWK 399) course. Readmission to good standing will be determined by GPA and approval of the Director of Social Work and/or a panel of the Social Work faculty.

VII. Successful Completion of SOWK 370 –Generalist Practice I/Lab

A written evaluation of generalist practice skills demonstrated in the Generalist Practice I class, completed by the SOWK 370 instructor, will become part of the student’s permanent record. A grade below a “C” or an unfavorable lab evaluation of skills will result in automatic probationary status and denial of entry into the SOWK 399 class until such time as accepted status is reinstated.

VIII. Application Deadline

The BSW Program is a full-time program. Please complete all sections of the application form and submit all required materials. Applications are accepted throughout academic year. Applicants will be notified in writing about the admissions decision by November of the Fall semester and April of the Spring semester. Students **MUST** be admitted to the social work major prior to enrollment in 300 level courses.

SOCIAL WORK PROGRAM APPLICATION FOR ADMISSION

Telephone: (804) 524 6276
Fax: (804) 524 2137

Date Applied: _____

BIOGRAPHICAL DATA:

VSU V# _____

NAME: _____ DOB: _____
(Last) (First) (Middle)

Permanent Address:

(Street) (City) (State) (Zip)

Local Address:

(Street) (City) (State) (Zip)

Local Phone: _____ Permanent Phone _____
(Area Code) (Number) (Area Code) (Number)

Indicate Semester and Year Applying For: Fall: _____ Spring: _____
(Year) (Year) (Cell Phone Number or E-mail address)

I have completed 45 to 60 hours of college course work with a minimum of 2.50 GPA (2.7 GPA for Transfers Students) and am applying as a:

- _____ Freshman who declared Social Work as a Major
- _____ Transfer Student with an AA from: _____
- _____ Major Change (VSU): Current Major _____
- _____ Transfer Student from: _____
- _____ Former Social Work Student Returning: Last Year/Semester in School _____
- _____ Social Work Student who did not complete Field Practicum
- _____ Student Seeking Second Bachelor's Degree: Identify First Degree: _____
- _____ Other (Explain)

ACADEMIC HISTORY: List all colleges and/or universities attended:

College	Location	Dates	Hrs.
College	Location	Dates	Hrs.
College	Location	Dates	Hrs.
College	Location	Dates	Hrs.

Degree Awarded:

_____ A.A.	Date Awarded: _____	Institution: _____	G.P.A. _____
_____ B.A./B.S.	Date Awarded: _____	Institution: _____	G.P.A. _____
_____ Other	Date Awarded: _____	Institution: _____	G.P.A. _____

Which of the following courses are you taking now or have completed? Indicate the semester, year (e.g. Fall, 2010) and grade. If you are currently taking courses that are listed, indicate by typing “NOW”.

Course No.	Course Name	Semester/Year	Grade
_____	English 110	_____	_____
_____	English 111	_____	_____
_____	MATH 112	_____	_____
_____	MATH 113	_____	_____
_____	HIST xxx	_____	_____
_____	Soc. Science Elective	_____	_____
_____	BIOL 116	_____	_____
_____	HPER xxx	_____	_____
_____	PSYC 101, 124 or 212	_____	_____
_____	Elective _____	_____	_____
_____	SOWK 210	_____	_____
_____	SOWK 260	_____	_____
_____	Literature xxx	_____	_____
_____	Global Studies	_____	_____
_____	STAT 210	_____	_____
_____	PHIL xxx	_____	_____
_____	SPEE 214	_____	_____
_____	Elective _____	_____	_____
_____	Elective _____	_____	_____
_____	Elective _____	_____	_____

Which of the following courses in the Social Work curriculum are you taking now or have completed? Indicate the semester, year and grade.

Course No.	Course Name	Semester/Year	Grade
SOWK 210	Introduction to Social Work	_____	_____
SOWK 260	Introduction to Social Welfare Policy	_____	_____

SOWK 320	Human Behavior & Social Environment I	_____	_____
SOWK 321	Human Behavior & Social Environment I	_____	_____
SOWK 330	Diversity and Cultural Competence in SOWK Practice	_____	_____
SOWK 340	Soc. Welfare Policy	_____	_____
SOWK 370	Generalist Practice I	_____	_____
SOWK 315	SW Research I	_____	_____

EMPLOYMENT INFORMATION

Are you currently employed? ____ Yes ____ No ____ Full-time ____ Part-time ____ Work Study

Will you be employed while enrolled at Virginia State University? ____ Yes ____ No

If yes, will you be employed part-time or full-time throughout your educational process? ____ Full-Time
____ Part-Time

Have you had any paid Social Work Experience? ____ Yes ____ No

Have you had any volunteer experience in a social service agency? ____ Yes ____ No

If yes to experience(s) in a paid or volunteer setting, give an overview of the experience(s):

CRIMINAL HISTORY

Have you ever been arrested? ____ Yes ____ No Felony/Felonies? ____ Yes ____ No
When? _____

If yes to either question, were you convicted? ____ Yes ____ No

If yes to the conviction, what was the charge?

What was the disposition of the case? Explain.

Have you ever been arrested for a misdemeanor or misdemeanors? ____ Yes ____ No
When? _____

If yes, what was the charge?

What was the disposition of the case? Explain.

DRUG AND ALCOHOL HISTORY

Are you currently or have you ever been in a Drug and/or Alcohol Treatment or Detoxification Center as a client?
___ Yes ___ No

If yes, explain: _____

Dates of Treatment(s): _____

Name and Address of Facility: _____

Did you complete the treatment(s) prescribed? _____ Yes _____ No

If no, please provide an explanation _____

MENTAL / EMOTIONAL HISTORY

Are you currently receiving or ever have required any type of counseling/psychotherapy? ___ Yes ___ No

If yes, what was the nature of the counseling/psychotherapy problem? (Please do not give in-depth details; if you see the need to give specific details, attach additional confidential information). _____

Have you ever been hospitalized for any type of mental/emotional conditions? ____ Yes ____ No

If yes, please provide the following information for each time you were hospitalized (additional sheets may be attached).

Hospitalization Date(s): _____

Name and Location of Hospital(s): _____

ADMISSION STATEMENT:

As a part of your application for admission to the Social Work Program, you are to write a statement which addresses the six areas listed below. This statement will be used to assist the Social Work Admission’s Committee in its decision making process in reference to your application. **Your typed admission statement is to be attached to your application.** The Admission Statement should be from three to five pages and well-written.

1. Discuss the major reasons for your interest in the Social Work profession.
2. Describe some of the successes you have achieved in school, employment, and your personal life.
3. Describe any barriers you have had to overcome while pursuing your education, employment or personal goals.
4. Describe any experiences that you have had while working with people that you felt you were able to use a skill you thought at the time was related to the Social Work profession.
5. Describe what you consider to be one of the most pressing social problems. How pervasive is the problem: What, in your opinion, causes this problem (cite and document scope, causes, implications, etc. using information from social work literature)?
6. Discuss your commitment to social justice issues and experiences that you have had that make you feel that you could effectively provide services to individuals from diverse populations reflecting religious, racial, ethnic, physical, socio-economic, gender, and sexual orientation differences?
 - a. Identify your strengths, weaknesses, and any concerns related to your potential career in social work.
 - b. List your long-term career goals.

I certify that the information on this application is true and valid.

Signature Date

Type Name

OFFICIAL OFFICE USE (Do not sign below until interviewed)

STATEMENT OF UNDERSTANDING

I understand that the Social Work Major Curriculum requires 60 credit hours in upper-division courses, including a 15 hour Field Placement and a three hour Integrative Seminar. I further understand that I will need to make a Formal Application to the Social Work Program for field placement the semester prior to being assigned to an agency. While I shall be consulted as to my interests and choice of location for field placement, I am aware that my preference/choice may not be possible. I understand that I must have an overall grade point average (GPA) of 2.50 for admission into the Social Work Program. Once admitted, I must maintain a 2.50 overall GPA to be assigned in

field placement. The Social Work Faculty has advised me that I would need to maintain a “B” or better in all Social Work Core Requirements to be considered for graduate school.

Date Interviewed: _____

Student’s Signature

Committees Chairs Signature

Date Application Received: _____ Received by: _____

COMMITTEE’S DECISION: _____ **Accepted** _____ **Rejected** _____ **Accepted Conditionally**

Date Director Received _____

Director’s Signature

Panel Members:

Print

Signature

Date

Print

Signature

Date

Print

Signature

Date

Print

Signature

Date