Minot State University Social Work Program:
The admission procedures and standards of Minot State University Social Work Program are organized and implemented with compliance to the principles of the state of North Dakota and the federal government pertaining to civil rights and equal opportunity, including Title IX of the 1972 Education Amendments. Minot State University policy prohibits discrimination on the basis of race, gender, religion, age, color, creed, national or ethnic origin, marital status, or disability in the recruitment and admission of students and the employment of faculty, staff, and students and in the operation of all college programs, activities, and services. Evidence of practices which are inconsistent with this policy should be reported to the Human Resource Director in the Administration Building. (MSU Undergraduate Catalog 2013-2014)

Revised: October 17, 2013
GENERAL ADMISSIONS CRITERIA

Fall applications are due the 5th week of the fall semester for admission into the subsequent spring cohort. Spring applications are due the 5th week of spring semester for admission into the subsequent fall cohort.

The Social Work Admission Faculty has the responsibility to review Student Admission Application packets for acceptance into the Social Work Program (SWP). Decisions for admission to the social work program are based on the following criteria:

1. Successful completion of program core introductory foundation courses, SWK 250 and SWK 256.

2. Successful completion and evaluation of a minimum of 25 hour Volunteer experience taken in conjunction with SWK 250. Note that credit will not be granted for previous life, work, or volunteer experiences.

Transfer students must meet with the Social Work Program Director and/or designated person to be evaluated on an individual basis. Transfer students who have not completed the required volunteer experience hours or believe they are eligible for course substitutions must discuss their status with their Social Work Faculty Advisor prior to application.

3. Social Work grade point average (GPA) of 2.50, and a cumulative Minot State University GPA of 2.0. GPA for Admission is calculated on SWK 250 and SWK 256. Applicants may consult with their advisor to include SWK 330 and/or SWK 331 in their GPA compilation in order to meet the 2.50 GPA. Students must have a “C” or better in all social work courses.

Students may not take SWK 335: Social Work Methods I, or any other advanced social work courses (with the exception of SWK 401 and SWK 402) until they have been formally accepted into the SWP and have successfully completed the pre-requisite courses including SWK 250, 256, 330 and 331.

4. The SWP is built on a strong liberal arts foundation. Students are required to successfully complete the following liberal arts and general education support courses prior to application for admission to the Social Work Program.

Successful completion of required Liberal Arts and General Education course prerequisites as outlined below:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>ENGL 110</td>
<td>College Composition I</td>
</tr>
<tr>
<td>ENGL 120</td>
<td>College Composition II</td>
</tr>
<tr>
<td>BIOL 111</td>
<td>Concepts of Biology &amp; Lab</td>
</tr>
<tr>
<td>PSY 111</td>
<td>Introduction to Psychology</td>
</tr>
<tr>
<td>SOC 110</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>ECON 105/201/202</td>
<td>Elements of Economics, Principles of Microeconomics OR Principles of Macroeconomics</td>
</tr>
<tr>
<td>POLS 115</td>
<td>American Government</td>
</tr>
</tbody>
</table>
Students who believe that they have completed curriculum requirements from another college or university must submit a Course Substitution Form (available online) to their advisor for initial approval. Students are advised to review the curriculum expectations and make necessary course substitution requests well ahead of application to the program.

5. Second semester sophomore standing or higher (minimum 32 credits).

6. Satisfactory review and submission of an original copy of the application packet by the advisor, who will present to the program faculty for formal approval of admission into the SWP. (Students should save a copy for their records).

7. Applicant demonstration of:
   - the potential to effectively engage in social work practice;
   - personal behavior, ethics and values which illustrate acceptance of and compliance with the NASW Code of Ethics; and,
   - the potential for eligibility for licensure.

8. Additionally, the Social Work Faculty will consider the following factors in its admission selection:
   - Demonstrated successful academic performance and other work performance, as applicable
   - Critical thinking skills and problem solving abilities
   - A basic level of communication skills and oral expression
   - College level writing skills
   - Interpersonal skills, including the ability to establish rapport and work well with others (fellow students, faculty, staff, supervisors, etc.)
   - Overall presentation of self that includes attitude, maturity and judgment appropriate to the standards of the social work profession
   - Potential for professional development, as demonstrated by:
     - responsiveness to feedback and constructive criticism
     - willingness to address areas that might interfere with effectiveness as a future helper
     - initiative and self-directed behavior
     - motivation to pursue a career in the field of social work
     - reliability in carrying out responsibilities (class attendance, punctuality, dependability, observes assignment deadlines, etc.)
     - openness to learning and change
     - leadership abilities
   - Integrity and ethical behavior in adherence to the National Association of Social Workers (NASW) Code of Ethics and Student Code of Conduct.
   - Sensitivity to and respect for human diversity, with ability to relate to people who are different from oneself and a basic capacity for nonjudgmental behavior toward individuals whose values, beliefs and lifestyle may be different from the student’s own.
• A basic level of self-awareness and insight in assessing strengths and challenges as they might impact carrying out professional responsibilities.

9. Completion of Statement of Understanding and Agreement

10. Completion of Personal Statement

Note: Arrests, charges, or convictions of criminal offenses may limit professional licensure and/or employment possibilities.

ADMISSION

Acceptance to the Social Work Program is based upon the applicant’s grade point average, written application, volunteer service experience, and qualifications as stated in the general admissions criteria. The program faculty will make the final decision.

All applicants will be notified in writing of the decision. If the student is denied, the student will be provided the rationale for the decision and the specific conditions the student needs to fulfill to be accepted into the program at a later date.

Students must sign and return their letter of acceptance/denial prior to their official admittance to the Social Work Program. This letter is maintained in students’ academic files. Only after the student is formally admitted can they proceed with core social work courses in the major.

The student may appeal the decision through the appropriate structures of the Program (See below) or through the appeals process of the University (see University Handbook).

APPEAL PROCEDURES

If students choose to appeal the admissions decision, they have a right to take the following action:

1. Discuss decision with faculty advisor; if unresolved:
2. Take the appeal to the Program Director in writing; if unresolved:
3. Take the appeal to the Department Chair; if unresolved:
4. Take the appeal to the Dean of Education and Health Sciences; if unresolved:
5. Take the appeal to the Vice-President of Academic Affairs; if unresolved:
6. Take the appeal to the University President.

Failure to meet the application deadline or to follow the application procedures may result in delayed entry into the program and/or delay graduation beyond the minimum four semesters required to complete the Social Work Program.

Applications not processed during the faculty review of applications will be considered inactive and will be kept for two semesters, and then destroyed.
PERSONAL CHARACTERISTICS

In addition to the academic expectations, social work students are expected to demonstrate professional behavior which reflects a commitment to the ethics of the social work profession and the NASW Code of Ethics. Students are expected to demonstrate personal behavior which upholds professional standards of conduct, and shows acceptance of appropriate responsibility for one’s own behavior. Conflicts in values and ethics are not uncommon and students are encouraged to self-examine and clarify their own attitudes and beliefs through discussion and collaboration with their peers, faculty, and individual advisors.

Behavior contrary to these ethics will be cause for review of the student's admission to the program or continued future as a social work major. Examples of behavior which would warrant such a review might include discriminatory or derogatory oral and/or written statements towards students, faculty, and/or other persons; the inability to appropriately resolve conflicts, un-rehabilitated substance abuse, and/or conviction of an offense that could impinge on the individual’s ability to practice social work.

Since the role of social worker involves helping people from a variety of backgrounds and with a wide range of problems, it is important that the social work student not permit personal issues to interfere with this role and that he/she have the emotional and psychological resources to render effective assistance to those in need. In instances where students demonstrate behavior which suggests that their own difficulties are not sufficiently resolved to be able to help and support others at this time, students may be denied admission to the program or once admitted, may be asked to withdraw from the program until personal issues have been resolved. (Students are expected to work with their advisor for appropriate referral and advisement).

STUDENT SUCCESS PLAN

The SWP utilizes a formative evaluation model to assess students’ performance throughout the curriculum, and nurture them either toward successful completion of the program, or the selection of another major. Known as the Student Success Plan (SSP), all students are assessed academically to determine whether they have mastered the knowledge necessary for entry-level social work practice. Additionally, students are monitored non-academically to determine whether they can function effectively and professionally in a field placement, and ultimately as autonomous licensed professionals. Therefore, the SWP equally emphasizes both academic and non-academic performance standards during all phases of the evaluation process to determine students’ professional potential.

CONTINUED ENROLLMENT IN THE SOCIAL WORK PROGRAM

Students must receive a “C” or better in all social work courses. Students are only allowed to repeat a social work course once. Students who fail to obtain a “C” or better after two attempts will automatically be suspended from the SWP for one semester. Students who receive grades of “D” or “F” in social work courses are expected to meet with their instructors and their advisor as soon as possible to discuss their plan for improving their grade. A grade of “F” in any general education and/or required
social work support courses must be successfully repeated in order to receive the BSW degree.

When a student is accepted into the SWP, the student is expected to progress toward graduation within a reasonable time period. Therefore, once a student is accepted into the program, the acceptance will expire if the student is not enrolled in any social work courses within five consecutive semesters after admission or is terminated from the program (this does not include the field practicum). In addition, if a student has been out of the SWP program for three years or longer, the student will have to submit a new admission application and be readmitted into the SWP (Implemented 12/20/00).

It is expected that all SWP students meet regularly with their faculty advisors to confirm that program requirements are being met. Transfer students are strongly advised to make an appointment with their faculty advisors at the earliest possible time to discuss any additional requirements regarding acceptance of transfer credits as well as regarding Minot State University BSW graduation requirements.
SOCIAL WORK ADMISSION APPLICATION

Complete and return applicable pages. Do not submit instructions or general informational criteria.

1. Name
2. Student ID Number
3. Current Address
   City, State, Zip Code
4. Current Phone Number
   Home
   Work
   Cell
5. E-mail Address
6. Number of Completed Credits
7. Social Work Faculty Advisor
8. Identify the grades you received in the Social Work classes you have completed and your Social Work Grade Point Average (GPA). Add any additional Social Work courses you have completed. Distance sites indicate appropriate course numbers. **Attach an unofficial transcript.**

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Course</th>
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<th>Course</th>
<th>Grade</th>
</tr>
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<tbody>
<tr>
<td>SWK 250</td>
<td></td>
<td>SWK 256</td>
<td></td>
<td>SWK ___</td>
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<tr>
<td>or _____</td>
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<td>or _____</td>
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<tr>
<td>SWK 330</td>
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<td>SWK 331</td>
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<td>SWK ___</td>
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<td>or _____</td>
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<td>or _____</td>
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</table>

9. Identify the grades you received in the following required support courses.

<table>
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<tr>
<th>Course</th>
<th>Grade</th>
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<th>Grade</th>
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<th>Grade</th>
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<tbody>
<tr>
<td>ENGL 110</td>
<td></td>
<td>ENGL 120</td>
<td></td>
<td>BIO 111</td>
<td></td>
<td>ECON 105</td>
<td>or</td>
</tr>
<tr>
<td>PSY 111</td>
<td></td>
<td>SOC 110</td>
<td></td>
<td>POLS 115</td>
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</table>

10. What is your Social Work GPA? _________
11. What is your cumulative **MSU or transfer (from other institutions) GPA?** _________
PERSONAL STATEMENT

The personal statement must be typed and must reflect college level writing skills. Please include the question (retype or copy each question) with the response. Each applicant is to respond to the following questions in full.

1. What are the main reasons for your interest in the profession of social work? Discuss any relevant life events or experiences that have contributed to your interest. Include why the social work profession is your career choice as compared to other helping professions.

2. What personal qualities and strengths do you possess that will be useful and effective in serving others as a social worker?

3. Compare your personal value system with the values expressed in the NASW Code of Ethics, and the MSU Social Work Program's Student Admissions Contract and Code of Conduct. What areas of the codes may be incongruent with your personal values?

4. Describe any barriers you have confronted in pursuing your education, work, and personal goals and discuss how you have overcome those barriers. What do you see as any personal limitations or barriers you may have relative to pursuing a career in social work?

5. The concept of cultural diversity sensitivity places an emphasis on respecting a diversity of values, heritages, customs, and lifestyles.

   - What experiences have you had which make you feel that you can work effectively with people from diverse populations that reflect differences in religion, race, ethnicity, physical abilities, gender, socioeconomic status and sexual orientation?

   - What experiences have you had that might present difficulties in working with any of the groups listed above?

   - What are your current strategies for enhancing your strengths and improving your ability to be an effective social worker? Be specific.

6. Are there any particular areas or field of practice in social work of interest to you?

7. Are you interested in pursuing a Master’s in Social Work degree? If so, what would be your preference in delivery methods of courses:

   - [ ] face-to-face
   - [ ] online only
   - [ ] combination of online or other technology and face-to-face
STATEMENT OF UNDERSTANDING AND AGREEMENT

I understand that although I am admitted to the social work program, if my professional development is not deemed satisfactory by the social work faculty (and/or field instructor), the program has the right and responsibility to request reassessment of my suitability for continuation in the Social Work Program (SWP) and a Formative Performance Evaluation may be implemented.

I hereby agree to abide by the standards that I must maintain a 2.00 overall GPA, a 2.5 GPA in social work, and a grade of “C” or better in all required foundation social work courses to remain in the program.

I have answered these questions honestly, truthfully, and understand that any false information given to the Social Work Program (SWP) may result in failure of admittance into the program.

I acknowledge that past, current, or future criminal charges may impact my ability to enter certain Field Education agencies, and ultimately, may impact my licensure. Prior to Field Education, the Social Work Program will carry out Bureau of Criminal Investigation and FBI criminal background checks (including fingerprints), as well as Child Abuse and Neglect background checks, and the student will be expected to share any information received from these checks with Field Education agencies in which they wish to interview. These background checks will be repeated by the North Dakota Board of Social Work Examiners when I apply for my Social Work license, and I am aware that some offenses may impact my ability to become licensed to practice social work. If there are questions regarding licensure, it is the student’s responsibility to check with the appropriate boards of social work to determine whether her/his situation will impact the ability to be licensed.

My signature below indicates that I have read and understand the above stated information related to background checks and licensing.

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<tbody>
<tr>
<td>Student Signature</td>
<td>Date</td>
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</table>

I have read and understand the North Dakota Board of Social Work Examiners (NDBSWE) Rules & Regulations and agree to adhere to the code of ethics, [http://www.ndbswe.com/](http://www.ndbswe.com/)
STUDENT ADMISSIONS CONTRACT AND CODE OF CONDUCT

Social work is a profession whose members are required to adhere to standards advanced by the National Association of Social Workers (NASW); social work students are expected to also meet standards advanced by the Council on Social Work Education (CSWE).


1. The social work student is expected to maintain high standards of personal conduct and act in accordance with the highest standards of integrity.

2. The social work student must not engage in any form of discrimination based on an individual’s race, ethnicity, gender, sexual orientation, age, religion, or other personal characteristics, beliefs, status, or conditions.

3. The social work student will uphold and advance the values, ethics, and mission of the profession.

4. The social work student is expected to treat fellow students, faculty, supervisors, and staff with regard for individual worth and dignity, and advanced by mutual participation, acceptance, confidentiality, and honesty.

5. The social work student engaged in service delivery holds as primary his or her responsibility to clients.

6. The social work student must respect the privacy of clients and hold in confidence all information obtained in the course of professional service.

7. The social work student must not participate in, condone, or be associated with dishonesty, fraud, deceit, or misrepresentation.

8. The social work student engaged in study and research must be guided by the conventions of scholarly inquiry.

9. The social work student will continue his or her professional development through regular faculty assessment of academic and professional aptitude and performance.

10. The social work student will give his or her faculty advisor permission to discuss the progress in the social work program with the director, dean, other social work faculty members, and field instructors.

11. The social work student must adhere to commitments made to the Minot State University social work program.
My signature below indicates I have read and agree to abide by the NASW Code of Conduct and the Minot State University Social Work Program Student Admissions Contract and Code of Conduct.

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
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<table>
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<tr>
<th>Advisor Signature</th>
<th>Date</th>
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</table>
# Social Work Program Admissions Checklist

Advisor’s initials: ____

The student has:

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Verification of successful completion of 25 hours of volunteer service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Cumulative GPA of 2.00</td>
<td></td>
<td></td>
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<tr>
<td>3. 2.5 Social Work GPA</td>
<td></td>
<td></td>
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<tr>
<td>4. “C” or better in all SWK courses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Unofficial transcript attached</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Personal Statement attached</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. All pre-requisites completed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 110, 120</td>
<td>SWK 250, 256</td>
<td></td>
</tr>
<tr>
<td>BIOL 111</td>
<td>POLS 115</td>
<td></td>
</tr>
<tr>
<td>PSY 111</td>
<td>ECON 105, 201 or 202</td>
<td></td>
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<tr>
<td>SOC 110</td>
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</table>

8. Minimum of 32 credits completed: ____

9. Signed/completed Statement of Understanding and Agreement: ____

## FOR FACULTY ONLY

10. Any areas needed for further discussion: 

______________________________________________________________________________________________________________________________________________________________
______________________________________________________________________________________________________________________________________________________________

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