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.

Revised: Fall 2022
INSTRUCTIONS

APPLICATION DUE DATE

Program applications are due by the end of the 5th week of Spring Semester (February 10th).

ADMISSION CRITERIA

Admission to the social work program at all program options are based on the following criteria:

1. Second semester sophomore standing or higher (minimum 32 credits). Unofficial transcripts from all colleges/Universities attended must be submitted to verify credits and prerequisite requirements.

2. Successful completion (Grade of C or better) of program core introductory foundation courses: SWK 250 and SWK 256.

3. A Social Work grade point average (GPA) of 3.0. GPA for Admission is calculated on SWK 250 and SWK 256. If other SWK courses have been completed prior to admission then the Social Work GPA will be calculated with all completed Social Work courses.

4. A cumulative GPA of 2.0

5. Successful completion and positive supervisor evaluation of a minimum of 25 hours volunteer experience taken in conjunction with SWK 250. Credit will not be granted for previous life, work, or volunteer experiences.

Note: The 25 hour volunteer requirement incorporated into the SWK 250 course was waived for the 2020-2021 (Fall/Spring) academic year due to Covid-19. Students who completed SWK 250 in this time frame do not need to submit proof of the 25 hour volunteer experience. Students who completed SWK 250 in Fall Semester 2021, Spring 2022, and beyond will be required to submit documentation of the 25 hour volunteer experience.

The following SWK 250 documents must be submitted with the program application and will remain in the student’s academic file:

- Volunteer Hour Time Sheet
- Student Self Evaluation
- Supervisor Evaluation

Note: It is the responsibility of the student to ensure these documents have been submitted. SWK 250 faculty are not required to provide this documentation to students for any purpose. Students must retain a copy of these documents prior to submitting them to their SWK 250 instructor.

Transfer students who have not completed the required volunteer experience hours within the parameters of the SWK 250 course, or believe they are eligible for course substitutions, must discuss their status with their Social Work Faculty Advisor prior to application.
6. Students are required to successfully complete, or be registered for, the following liberal arts and general education support courses prior to application for admission to the Social Work Program.

**Pre-Requisite Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<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>COMM 110</td>
<td>Fundamentals of Public Speaking</td>
</tr>
<tr>
<td>BIOL 111/Lab</td>
<td>Concepts of Biology or other Life Science</td>
</tr>
<tr>
<td>PSYC 111</td>
<td>Introduction to Psychology</td>
</tr>
<tr>
<td>SOC 110</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>POLS 115</td>
<td>American Government</td>
</tr>
<tr>
<td>SWK 250</td>
<td>Interpersonal Skills</td>
</tr>
<tr>
<td>SWK 256</td>
<td>Development of Social Welfare</td>
</tr>
</tbody>
</table>

**Course Substitutions**

Students who believe they have completed pre-requisite curriculum requirements from another college or university must meet with their advisor to discuss substitutions. An unofficial transcript is required and course descriptions or syllabi may be requested to determine if a course can be substituted for a prerequisite course or program requirement. All course substitutions are submitted to both the Social Work Program Director and APSW Department Chair for approval.

7. Applicants are required to complete and submit the NON-CRIMINAL JUSTICE REQUEST FOR CRIMINAL HISTORY RECORD INFORMATION located on the BCI website.


Use this information to complete the section of the form that states: **MAIL to ATTENTION of**

Rebecca Daigneault  
Minot State University  
500 University Ave. W  
Minot, ND 58707  
Phone: 701-858-3510

**Note:** Arrests, charges, or convictions of criminal offenses may limit acceptance into either the Social Work program or the Field Education program. It may also impact professional licensure and employment possibilities.

8. Completion of Statement of Understanding and Agreement
9. Completion of Personal Statement

10. Submission of a complete admission packet. It is recommended students save a copy for their own records as admission applications are maintained in the student’s academic record.

Successful Applicants Demonstrate:

- College level writing skills. The SWP utilizes the APA (American Psychological Association) writing style.
- Interpersonal skills, including the ability to establish rapport and work well with others (including other students, faculty, staff, supervisors)
- Overall presentation of self that includes attitude, maturity and judgment appropriate to the standards of the social work profession.
- The potential to effectively engage in professional social work practice as demonstrated by….
  a. Responsiveness to feedback and constructive criticism
  b. Willingness to address areas that might interfere with effectiveness as a future social work professional
  c. Initiative and self-directed behavior
  d. Motivation to pursue a career in the field of social work
  e. Reliability in carrying out responsibilities (class attendance, punctuality, dependability, meeting assignment deadlines,)
  f. Openness to learning and change
  g. Leadership abilities
- Personal behavior, ethics and values which illustrate acceptance of and compliance with the NASW Code of Ethics.
- Integrity and ethical behavior in adherence to MSU policies related to academic performance and student 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 lifestyles may be different from one’s own.
- A basic level of self-awareness and insight in assessing strengths and challenges as they might impact carrying out professional responsibilities.
- The potential for eligibility for field placement and licensure.

PROGRAM ACCEPTANCE

Acceptance to the Social Work Program is based upon the applicant’s grade point average, written application, volunteer-service experience in conjunction with SWK 250 and required paperwork, completion of pre-requisite coursework, BCI background check, and other qualifications as stated in the admissions criteria. Program faculty make the final decision and 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 (if any) the student needs to fulfill to be accepted into the program at a later date.

Students must sign and return their letter of acceptance prior to receiving official admittance to the Social Work Program. This letter will be maintained in the students’ academic file. Only after the student is formally admitted can they proceed with social work methods courses: SWK 335, 426, 427, 490, & 491.
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 Vice-President of Academic Affairs; if unresolved:
5. 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 delayed 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. They will be kept for one semester and then destroyed.

PROFESSIONAL EXPECTATIONS

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 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 the NASW code of 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,
- Mental health difficulties which could impair an individual’s ability to practice Social Work
- 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 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 their own difficulties are not sufficiently resolved to be able to help and support others; students may be:

- Denied admission to the program.
- Removed from the program until personal issues have been resolved.
STUDENT SUCCESS PLAN

The SWP utilizes a formative evaluation model to assess students’ performance throughout the curriculum, and support 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 nonacademic 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 take the course again to graduate with the BSW degree. A grade of “F” in any general education and/or required social work support course 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. Program acceptance will expire if the student is not enrolled in any social work courses within three consecutive semesters (Fall, Spring, or Summer) after admission.

In addition, if a student has been out of the SWP program for three semesters or longer, the student will have to submit a new admission application and be readmitted into the program.

All SWP students are expected to meet at least once per semester with their faculty advisor to confirm program requirements are being met. Prospective students are strongly advised to make an appointment with program option faculty advisors at the earliest possible time to discuss prerequisite requirements and/or transfer credits. Faculty advisors will need access to unofficial transcripts from all Colleges/Universities attended.
ASSEMBLING & SUBMITTING THE APPLICATION

Note: Do not submit instructions (pages 1-7), staple your application (do not use binders/paperclips & do not submit loose papers), do not attach any documents that are not requested by the program.

Complete the following pages and order them as follows:

1. Social Work Program Admission Application
2. Personal Statement
3. Signed/Initialed Statement of Understanding & Agreement
4. Signed/Initialed Student Admissions Contract & Code of Conduct
5. Attach unofficial transcripts from all Colleges/Universities you have attended
6. Attach the 25 hour human service volunteer experience documentation including:
   - Volunteer Hour Time Sheet
   - Student Self Evaluation
   - Supervisor Evaluation
7. Print & attach the Social Work Program Admissions Checklist & Faculty Note page. Do not write on these pages as they are for faculty use.
8. Submit the BCI Background check and pay the $15.00 fee. The results of the background check will be mailed to Rebecca Daigneault at Minot State University.

Submit Applications to the Following Program Faculty

Students attending classes on the Minot Campus (MSU) submit applications to…

Rebecca Daigneault, LMSW
Minot State University
Department of Addiction Studies, Psychology, & Social Work
MSU Memorial Hall 230 C
500 University Avenue West
Minot ND, 58707

Students attending classes on the Bismarck (BSC) campus submit applications to…

Nancy Gordon, LMSW
MSU @ BSC
Social Work Program Director
1613 Edwards Ave.
Bismarck ND, 58501

Students attending classes on the Fargo (NDSU) campus submit applications to...

Kali Heyen
MSU @ NDSU, HDFS Dept.
1310 Centennial Blvd., EML 277
Fargo, ND 58102
**SOCIAL WORK ADMISSION APPLICATION**

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

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<td>1.</td>
<td>Name</td>
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<td>2.</td>
<td>Student ID Number</td>
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<td>3.</td>
<td>Current Address</td>
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<td></td>
<td>City, State, Zip Code</td>
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<td>4.</td>
<td>Current Phone Number</td>
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<td>Home Work Cell</td>
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<td>5.</td>
<td>E-mail Address</td>
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<td>6.</td>
<td>Number of Completed Credits</td>
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<td>7.</td>
<td>Social Work Faculty Advisor</td>
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</table>

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.**

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

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

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<tr>
<th></th>
<th>Grade</th>
<th>Grade</th>
<th>Grade</th>
<th>Grade</th>
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<tbody>
<tr>
<td></td>
<td>ENGL 110</td>
<td>ENGL 120</td>
<td>BIO 111</td>
<td>ECON 105</td>
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<td>Or _____</td>
<td>201</td>
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<tr>
<td></td>
<td>PSY 111</td>
<td>SOC 110</td>
<td>POLS 115</td>
<td>ECON 202</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 reflect college level writing skills. It is recommended you copy and paste the bold text questions into a word document and submit your answers under each question.

Each applicant MUST respond to the following questions:

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 areas or field of practice in Social Work is of interest to you?**

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

4. Compare your personal value system with the values expressed in the preamble to the *NASW Code of Ethics*, and the MSU Social Work Program’s *Student Admissions Contract and Code of Conduct*. **What areas of the code do not match up with your personal values?**

5. **Describe any barriers (including legal) you have confronted in pursuing your education, work, or personal goals and discuss how you have overcome those barriers. What do you see as a personal limitation or barrier you may have relative to pursuing a career in social work?** Barriers include legal issues that may prevent you from working with vulnerable populations or prevent you from obtaining a field placement. If you are aware of any legal issues that will show up on your BCI background check you will be required to disclose them in your personal statement.

6. The concept of cultural responsiveness places an emphasis on respecting and appropriately responding to diverse values, heritages, customs, and lifestyles. **What experiences have you had which make you feel you can work effectively with people from diverse populations including religion, race, ethnicity, physical abilities, gender, socioeconomic status, immigration status, and/or sexual orientation.**

7. **What experiences have you had that might present difficulties in working with any of the groups listed above?** Use this section to discuss any bias you might have towards the diverse populations listed in question six.

As you read through the *Statement of Understanding & Agreement and the Student Admissions Contract & Code of Conduct* on pages 10 and 11; write your initials after each statement and then sign and date the documents.
STATEMENT OF UNDERSTANDING AND AGREEMENT

I understand that if my academic and 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 will be implemented. _____

I understand that I must maintain a 2.00 cumulative GPA, a 3.00 special GPA in Social Work courses, and complete all SWK courses with a grade of “C” or better to remain in the program. _____

I understand that it is my responsibility to know the curricular requirements of the MSU Social Work program and to periodically check my Campus Connection Academic Requirements Report to stay current on my progress toward graduation including what courses I will need to take or substitute. _____

I have answered all questions in the Personal Statement truthfully, and I understand that any false information given to the Social Work Program (SWP) may result in program rejection or dismissal from the program. ______

I acknowledge that past, current, or future criminal charges may impact my ability to enter the Field Education program, and ultimately may impact my ability to receive Social Work licensure. _____

Prior to Field Education, the Social Work Program will carry out a second background check facilitated by Castlebranch as well as State of ND Child Abuse and Neglect background checks. _______

I understand I will be expected to share information received from background checks with Field Education agencies upon request _____

I understand that Field Education agencies may also request other background checks and/or fingerprinting. ______

I understand background checks will be repeated by the North Dakota Board of Social Work Examiners when I apply for Social Work licensure, and I am aware some offenses may impact my ability to become licensed to practice Social Work._______

I understand if I have questions regarding licensure, it is my responsibility to check with the appropriate state boards of Social Work to determine whether or not my situation will impact my ability to become a licensed Social Worker. _______

My signature below indicates I have read, understood, and agree to adhere to the above stated information. It also indicates 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/

Student Signature: ______________________  Date: __________
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).

The following expectations of students are adapted from the *NASW Code of Ethics and CSWE’s Educational Policies and Accreditation Standards.*

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 progress in the Social work program with the program director, department chair, 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 and the Minot State University Code of Conduct. ______

*My signature below indicates I have read and agree to abide by the NASW Code of Ethics and the MSU Social Work Program Student Admissions Contract and Code of Conduct as outlined above.*

Student Signature: ________________________ Date: ________
# Social Work Program
## Admissions Checklist

**To be completed by MSU Faculty**

**Faculty initials ____**

**The student has:**

<table>
<thead>
<tr>
<th>No.</th>
<th>Requirement</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Verification of successful completion of 25 volunteer hours in SWK 250. Time sheet completed.</td>
<td></td>
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<tr>
<td>3.</td>
<td>Cumulative GPA of 2.00</td>
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<tr>
<td>4.</td>
<td>3.0 Social Work GPA from SWK 250 and SWK 256</td>
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<tr>
<td>5.</td>
<td>“C” or better in all SWK courses</td>
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<tr>
<td>6.</td>
<td>Unofficial transcripts attached</td>
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<tr>
<td>7.</td>
<td>Personal Statement attached</td>
<td></td>
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<tr>
<td>8.</td>
<td>All pre-requisites completed</td>
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<td>ENG 110 &amp; 120</td>
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<td>POLS 115</td>
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<td>BIOL 111/Lab or Life Science</td>
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<td></td>
<td>SWK 250</td>
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<td>SOC 110</td>
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<td>SWK 256</td>
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<td>PSYC 111</td>
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<td>COMM 110</td>
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<td>9.</td>
<td>Minimum of 32 credits completed</td>
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<tr>
<td>10.</td>
<td>Signed/Initialed Statement of Understanding and Agreement</td>
<td></td>
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<tr>
<td>11.</td>
<td>Signed/Initialed Student Admissions Contract &amp; Code of Conduct</td>
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<tr>
<td>12.</td>
<td>Submitted the BCI Background Check</td>
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</table>
Acceptance Decision: YES ____ NO ____ PROVISIONAL ____

Provisional Acceptance Requirements

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Rationale for Non-Acceptance