



Social Work Program Admission Instructions & Application

Social Work Program
Minot State University
500 University West
Minot, North Dakota 58707

Minot State University Social Work Program:

The admission procedures and standards of the 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, sexual orientation, religion, age, color, creed, national or ethnic origin, marital status, political affiliation, 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: Spring 2024**

Applicants Must Read, Initial, & Submit all of the Program Policies & Procedures!

Social Work Program Policies & Procedures

APPLICATION DUE DATE

Program applications are completed in the SWK 250 Interpersonal Skills course and are due to your MiSU instructor during finals week. Check the date of the application and only use the Spring 2024 application packet. If you are not taking SWK 250 through MiSU – email Nancy Gordon (Program Director) at nancy.l.gordon@minotstateu.edu for further instructions.

ADMISSION CRITERIA

Admission to the social work program at all program options is 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 (SWK) 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 SWK courses.
4. A cumulative GPA of 2.0
5. Successful completion of the 25 hour volunteer experience taken in conjunction with SWK 250 Interpersonal Skills. The supervisor evaluation completed at the end of the volunteer experience is reviewed and a positive evaluation is required for admission into the Social Work program. Credit will not be granted for previous life, work, or volunteer experiences.

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.

6. Applicants are required to complete and submit the NON-CRIMINAL JUSTICE REQUEST FOR CRIMINAL HISTORY RECORD INFORMATION located on the BCI website.
7. Completion of program application packet, personal statement, and timely submission of application.

INITIALS _____

Students are required to successfully complete, or be registered for, the following prerequisite courses prior to Social Work program admission.

Note: Syllabi or course descriptions may be requested to validate course work.

PRE-REQUISITE COURSES

ENGL 110 College Composition I

ENGL 120 College Composition II

COMM 110 Fundamentals of Public Speaking

MATH 210 or PSY 241 Elementary Statistics or Introduction to Statistics

**Students at the Fargo program option do not need to take statistics prior to program admission*

PHIL 210 Ethics

PSYC 111 Introduction to Psychology

SOC 110 Introduction to Sociology

POLS 115 or 215 American Government

SWK 250 Interpersonal Skills

SWK 256 Development of Social Welfare

Course Substitutions

Students who believe they have completed curriculum requirements from another college or university must meet with a MiSU Social Work 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 by the student's advisor to both the Social Work Program Director and APSW Department Chair for approval.

PROGRAM ACCEPTANCE DECISION & NOTIFICATION PROCESS

Acceptance to the Social Work Program is based upon: the applicant's cumulative grade point average, SWK grade point average, written application, volunteer experience in conjunction with SWK 250 and required paperwork, completion of pre-requisite coursework, BCI background check, personal statement, and other qualifications as stated in the admissions criteria. Program faculty make the final decision and all applicants will be notified of the decision in writing by email. 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. Only after the student is formally admitted to the program can they proceed with the following Social Work methods courses: SWK 335, 426, 427, 442, 490, & 491.

INITIALS _____

APPEAL PROCEDURES

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

1. Discuss decision with their assigned 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

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

SUCCESSFUL COMPLETION OF THE SOCIAL WORK PROGRAM

Students must receive a “C” or better in all courses with an SWK prefix

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 program for one semester. Students who receive grades of “D” or “F” in social work courses (SWK prefix) 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 program, 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, Summer) post admission.

When a student has been out of the program for three semesters or longer, the student will have to submit a new admission application (including BCI background check) and be readmitted into the program. Readmission into the program is not guaranteed and students who are readmitted will be subject to any new admission policies and catalog requirements.

All 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.

Transfer students who do not enter the program with either a Bachelor’s degree, Associate of Arts, or Associate of Science, will not be considered General Education complete. The Associate of Applied Science is not a transfer degree. It is the responsibility of the student/program applicant – not the faculty advisor – to establish themselves as Gen Ed complete with Minot State. All students accepted into the program will be advised based on MiSU General Education requirements until they are established as Gen Ed complete with Minot State. If you are an applicant with one of the transfer degrees listed above – you must ensure Minot State receives a transcript listing the degree. **INITIALS** _____

STUDENT PERFORMANCE EVALUATION & STUDENT SUCCESS PLAN

It is assumed that all students who are admitted to the program have the academic and personal potential for successful completion of the BSW degree and are expected to maintain standards set by both the Minot State University Social Work Program and those held by the social work profession. Should questionable student conduct or performance warrant attention beyond the normal advisement process, criteria has been established for review by program faculty.

A formative performance evaluation (Student Success Plan) is used to assess students' performance throughout the curriculum, and encourage them either toward successful completion of the program, or the selection of another major. 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 program equally emphasizes both academic and non-academic performance standards during all phases of the evaluation process to determine students' professional potential.

SUCCESSFUL SOCIAL WORK STUDENTS DEMONSTRATE

- College level writing skills including the APA (American Psychological Association) writing style. Social Work students are expected to write in APA.
- Interpersonal skills; including the ability to establish rapport and work well with other students, faculty, staff, field instructors, volunteer supervisors, clients, and MiSU support staff.
- 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 & dependability as it relates to carrying out program responsibilities such as course attendance, punctuality, and meeting assignment due dates.
 - 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 MiSU policies related to academic performance and student conduct.
- Sensitivity to and respect for human diversity, with an 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.
- The ability to demonstrate anti-racist and anti-oppressive social work practice.
- A basic level of self-awareness and insight in assessing strengths and challenges that may impact a student's ability to carry out professional responsibilities.
- The potential for eligibility for field placement and licensure.

INITIALS _____

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.

<https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>

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 work within an anti-racist and anti-oppressive practice mindset including issues with respecting diversity and difference.
- 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 and the student is able to provide proof of resolution.

INITIALS _____

(PAGE GAP)

HOW TO ASSEMBLE & SUBMIT THE APPLICATION PACKET

- Staple your application (do not use binders/paperclips & do not submit loose papers)
- Do not attach any documents that are not requested.
- Applications can be hand delivered or mailed. **DO NOT send screenshots.**
- If you plan to mail the application – use the correct postage to avoid delay. Applications with incorrect postage will be returned.

1. Return pages 2-6 with initialed policies and procedures of the Social Work Program.
2. Complete and return the Social Work Program Admission Application form.
3. Complete and return the typed Personal Statement.
4. Complete and return the Signed/Initialed Statement of Understanding & Agreement
5. Complete and return the Signed/Initialed Student Admissions Contract & Code of Conduct
6. Submit copies of unofficial transcripts from all Colleges/Universities you have attended
Note: We do not have access to your records and cannot retrieve your transcripts.
7. Attach copies of the SWK 250 25 hour volunteer experience documentation including:
 - Volunteer Hour Time Sheet
 - Student Self Evaluation
 - Supervisor Evaluation

Note: If volunteer experience documentation is not available you must contact the program director Nancy Gordon at nancy.l.gordon@minotstateu.edu for further instruction.

8. Attach the Social Work Program Admissions Checklist & Faculty Note page. Do not write on these pages as they are for faculty use.
9. **Submit the BCI Background check and pay the \$15.00 fee directly to BCI.** The results of the background check will be sent to Rebecca Daigneault at Minot State University.

Note: Do not submit the BCI application or fee with your admission packet. Send it directly to BCI.

Applicants are required to complete and submit the PUBLIC REQUEST FOR CRIMINAL HISTORY RECORD INFORMATION located on the BCI website (use this link)

<https://attorneygeneral.nd.gov/wp-content/uploads/2023/08/SFN50744-Public-Request-for-Criminal-History-Record-Infomaiton.pdf>

**Use this information to complete the section of the form that states Requester Information:
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 future employment in the field of Social Work. Applicants with hits on their background check will be interviewed by both the Field Director and the Program director prior to an admission decision.

10. Submit Completed Applications to the Following Program Faculty

Students attending classes on the Minot Campus (MiSU) submit applications to....

Dr. Lacey Corneliusen
Minot State University, Dept. of Addiction Studies, Psychology, & Social Work
MSU Memorial Hall
500 University Avenue West, Minot ND, 58707

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

Stephanie Little, SWK 250 Interpersonal Skills Instructor (or)

Nancy Gordon
Social Work Program Director
4023 State St. Suite 25, Bismarck ND, 58503

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

Kali Heyen
MSU @ NDSU, HDFS Dept.
1310 Centennial Blvd., EML 283
Fargo, ND 58102

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MiSU SOCIAL WORK PROGRAM ADMISSION APPLICATION FORM

| | |
|---|--|
| 1. Name (First, Middle, Last) | |
| 2. Student ID Number (EMPL ID) | |
| 3. Current Address | |
| 4. Phone Number | |
| 5. Email Address | |
| 6. Number of Completed Credits | |
| 7. Name of Transfer Degree completed (AA, AS, Bachelors) NA if you do not have a degree | |
| 8. Name of SWK 250 Instructor & Location | |
| 9. Name of program location you plan to attend *Minot, Bismarck, or Fargo | |
| 10. Are you accepted to Minot State? *write yes or no | |
| 11. What is your cumulative GPA? | |

The following courses are used to calculate your Social Work GPA including SWK 250/256 which are program prerequisite courses. Write down the grade you received for each course you have completed. If you have completed other courses with a SWK prefix – write in the course number, name of course, and grade received. All SWK courses need to be completed with a grade of C or higher and a 3.0 SWK GPA is required.

| | | | | | |
|------------------|------------------|------------------|------------------|------------------|-----------------------------------|
| SWK 101 _____ | SWK 250 _____ | SWK 330 _____ | SWK 340 _____ | SWK 428 _____ | Course Name/Number/Grade _____ |
| SWK 225 _____ | SWK 256 _____ | SWK 331 _____ | SWK 402 _____ | SWK 430 _____ | Course Name/Number/Grade _____ |

The following prerequisite requirements need to be successfully completed (D grade or above) or in progress prior to program admission. Write down the grade you received in the course. If you have not taken the course leave it blank. If you have taken a similar course – write the course prefix/name/grade in a blank box. **Note:** *The Fargo Program Option does not require MATH 210 or PSY 241 as a prerequisite course.*

| | | | | | |
|-------------------|-------------------|-------------------|---------------------------------|-------------------|------------------------------------|
| ENGL 110 _____ | ENGL 120 _____ | COMM 110 _____ | MATH 210 or PSY 241 _____ | PHIL 210 _____ | POLS 115 (or) POLS 215 _____ |
| PSY 111 _____ | SOC 110 _____ | | | | |

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. **What areas of the NASW code do not match up with your personal values?**

Compare your personal value system with the values expressed in the preamble to the NASW Code of Ethics at the following link <https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>

And with the MiSU Social Work Program's Student Admissions Contract and Code of Conduct (page 11 of this application).

5. Describe any legal barriers you have confronted while pursuing your education, work, or personal goals and discuss how you have overcome those barriers.

You must disclose 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 are required to disclose them in your personal statement. If you do not have any legal barriers state: Not Applicable.

6. What do you currently see as a personal limitation or barrier you may have relative to pursuing a career in social work?

7. 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?

The concept of cultural responsiveness places an emphasis on respecting and appropriately responding to diverse values, heritages, customs, and lifestyles.

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

Use this question to discuss any bias you 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 agency field instructor), the program has the right and responsibility to request reassessment of my suitability for continuation in the Social Work Program 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 MiSU 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 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 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 and licensing boards may also request additional 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 in the state where I want to work. _____

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: _____

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 also expected to 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, field instructors, and University 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 their professional development through regular faculty assessment of academic and professional aptitude and performance. _____
10. The Social Work student will give their faculty advisor permission to discuss progress in the Social work program with the program director, field 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 MiSU 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 MiSU Faculty

Faculty Initials _____

The student has:

YES NO

| | | |
|---|---|--|
| 1. Verification of successful completion of 25 volunteer hours in SWK 250. Time sheet completed. | | |
| 2. Verification of completed Time Sheet, Student Self-Evaluation, and Supervisor Evaluation from SWK 250. | | |
| 3. Cumulative GPA of 2.00 | | |
| 4. 3.0 Social Work GPA from SWK 250/SWK 256 & any other SWK courses. | | |
| 5. "C" or better in all SWK courses | | |
| 6. Unofficial transcripts attached | | |
| 7. Personal Statement attached | | |
| 8. All pre-requisites completed | | |
| ENGL 110 & 120 COMM 110 | SOC 110 | |
| PHIL 210 | SWK 250 | |
| POLS 115 or 215 | SWK 256 | |
| PSYC 111 | MATH 210 or PSY 241 *Fargo students are exempt from Stats | |
| 9 Minimum of 32 credit hours completed | | |
| 10. Signed/Initialed Statement of Understanding and Agreement | | |
| 11. Signed/Initialed Student Admissions Contract & Code of Conduct | | |
| 12. Received results of the BCI Background Check | | |



FACULTY USE ONLY

Acceptance Decision: YES _____ NO _____ PROVISIONAL _____

Provisional Acceptance Requirements

Rationale for Non-Acceptance

Date letter emailed to student: _____