



Social Work Program Admission Instructions & Application Packet

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 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 2021**

INSTRUCTIONS

ATTENTION: Some changes have been made to the MSU SWP admission process due to Covid-19. These changes are identified in red text throughout the document.

APPLICATION DUE DATE

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

ADMISSION CRITERIA

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:

- Second semester sophomore standing or higher (minimum 32 credits)
- Successful completion (Grade of C or better) of program core introductory foundation courses: SWK 250 and SWK 256.
- A Social Work grade point average (GPA) of 2.50. GPA for Admission is calculated on SWK 250 and SWK 256. Students must maintain a "C" or better in all Social Work courses. If other SWK courses have been completed prior to admission then the Social Work GPA will be calculated with all completed Social Work classes.
- A cumulative GPA of 2.0
- 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 complete SWK 250 in Fall Semester 2021 and Spring Semester 2022 will be required to submit documentation of the 25 hour volunteer experience.

The following SWK 250 documents should 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 in the admission application if the program option does not directly collect them for the purpose of admission. For example – transfer students.

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.

- 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

ENGL 110	College Composition I
ENGL 120	College Composition II
COMM 110	Fundamentals of Public Speaking
BIOL 111/Lab	Concepts of Biology/lab or BIOL 126, or BIOL 150, or BIOL 220
PSYC 111	Introduction to Psychology
SOC 110	Introduction to Sociology
POLS 115	American Government
SWK 250	Interpersonal Skills
SWK 256	Development of Social Welfare

Course Substitutions

Students who believe they have completed prerequisite curriculum requirements from another college or university must meet with their advisor to discuss substitutions. 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 department chair for approval.

Successful Applicants Demonstrate:

1. College level writing skills. The SWP utilizes the APA (American Psychological Association) style.
2. Interpersonal skills, including the ability to establish rapport and work well with others (including students, faculty, staff, and supervisors)
3. Overall presentation of self that includes attitude, maturity and judgment appropriate to the standards of the social work profession.
4. 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, etc.)
 - f. Openness to learning and change
 - g. Leadership abilities
5. Personal behavior, ethics and values which illustrate acceptance of and compliance with the NASW Code of Ethics.
 6. Integrity and ethical behavior in adherence to MSU policies related to academic performance and student conduct
 7. 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.
 8. A basic level of self-awareness and insight in assessing strengths and challenges as they might impact carrying out professional responsibilities.
 9. The potential for eligibility for licensure.

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

- Completion of Statement of Understanding and Agreement
- Completion of Personal Statement
- Submission of a complete admission packet. It is recommended students save a copy for their records. Admission applications are maintained in the student's academic record for a period of five years.

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 (**waived for Fall 2020-2021 Spring due to Covid 19**), completion of prerequisite coursework, and qualifications as stated in the admissions criteria. The 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 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.

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 two semesters and then destroyed.

PERSONAL CHARACTERISTICS

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 appropriately resolve conflicts;
- Active substance abuse (no history of rehabilitation);
- 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.
- Denied admission to Field Education.
- Asked to withdraw 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 improve their grade. 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. 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.

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.

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

- Staple your application (do not use binders, paperclips, or submit loose papers).
- Do not submit pages one to seven (the instructions).
- Do not attach any documents that are not requested by the program.
- Submit the application to the appropriate program option.

Complete the following pages and order them as follows:

1. Social Work Program Admission Application
2. Personal Statement
3. Statement of Understanding & Agreement
4. Signed Student Admissions Contract & Code of Conduct
5. Attach unofficial transcripts from all Colleges/Universities you have attended
6. Attach 25 hour human service volunteer experience documentation including:
 - Volunteer Hour Time Sheet
 - Student Self Evaluation
 - Supervisor Evaluation

Note: Paperwork related to the Volunteer Hours is not required for Fall 2020-2021 Spring due to Covid 19.

7. Print & attach the Social Work Program Admissions Checklist & Faculty Note page. Do not write on these pages as they are for faculty use.

Submit Applications to the Following Program Faculty

Students attending classes on the Minot Campus 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...

Dr. Amy Phillips, MSSW/PHD
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

1. Name							
2. Student ID Number							
3.	Current Address						
	City, State, Zip Code						
4. Current Phone Numbers:	Home						
	Work						
	Cell						
5. E-mail Address							
6. Number of Completed Credits							
7. Social Work Faculty Advisor							
8. Identify the grades you received in any Social Work classes you have completed. Write "IP" if you are currently enrolled in a class. Attach an unofficial transcript from all colleges/universities you have attended.							
Course	Grade	Course	Grade	Course	Grade	Course	Grade
SWK 250		SWK 256		SWK 330		SWK 340	
SWK ____		SWK ____		SWK ____			

9. Identify the grades you received in the following required support courses. If you are currently enrolled in a class, indicate "IP"

Grade	Course	Grade	Course	Grade	Course
	ENGL 110 ENGL 120		BIOL 111, 126, 150, or 220 (circle one)		COMM 110
	POLS 115		PSYC 111		SOC 110

10. What is your **Social Work GPA** (based on SWK 250 & 256 and any other social work courses you have taken)?

11. What is your official cumulative **GPA** (found on your transcript)? _____

Admission to the Social Work program is separate from admission to Minot State University
 To complete an admission application with MSU please use this link <https://www.minotstateu.edu/enroll/transfer/>

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 is to 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 you have confronted in pursuing your education, work, and 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.**
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 that reflect differences in religion, race, ethnicity, physical abilities, gender, socioeconomic status, immigration status, and sexual orientation?**
7. **What experiences have you had that might present difficulties in working with any of the groups listed above?**
8. **What are your current strategies for enhancing your strengths and working towards the goal of becoming a Social Worker?**

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/date the documents.

STATEMENT OF UNDERSTANDING AND AGREEMENT

I understand that if admitted to the social work program, 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 reassess my suitability for continuation in the Social Work Program (SWP) and a Formative Performance Evaluation may be implemented. _____

I understand that I must maintain a 2.00 MSU GPA, a 2.50 GPA in Social Work classes, and a grade of "C" or better in all required Social Work courses 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 Record/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 failure of admittance into the program or dismissal from 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 ability to receive Social Work licensure. _____

Prior to Field Education, the Social Work Program will carry out a background check facilitated by Castlebranch as well as Child Abuse and Neglect background checks. I will be expected to share any information received from these checks with Field Education agencies. _____

Field agencies may also request other background checks and/or fingerprinting. _____

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 that some offenses may impact my ability to become licensed to practice social work. If there are questions regarding licensure, it is my responsibility to check with the appropriate boards of social work to determine whether my situation will impact my ability to be licensed. _____

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 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 gives 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

Faculty Use Only

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 Volunteer Agreement, Student Self-Evaluation, and Supervisor Evaluation from SWK 250.			
3. Cumulative GPA of 2.00			
4. 2.5 Social Work GPA from SWK 250 and SWK 256			
5. "C" or better in all SWK courses			
6. Unofficial transcripts attached			
7. Personal Statement attached			
8. All pre-requisites completed			
ENG 110 & 120	POLS 115		
BIOL 111/Lab or BIOL 126, or BIOL 150, or BIOL 220	SWK 250		
SOC 110	SWK 256		
PSYC 111	COMM 110		
9 Minimum of 32 credits completed			
10. Signed/Initialed Statement of Understanding and Agreement			
11. Signed/Initialed Student Admissions Contract & Code of Conduct			



FACULTY USE ONLY

Acceptance Decision: YES _____ NO _____ PROVISIONAL _____

Provisional Acceptance Requirements

Rationale for Non-Acceptance
