



## **Social Work Program**

# **Admissions 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 2017

## **GENERAL ADMISSION CRITERIA**

**Applications are due the 5<sup>th</sup> week of the Spring semester (BSC Campus) 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 (Grade of C or better) of program core introductory foundation courses: SWK 250 and SWK 256.
2. 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.

The following SWK 250 documents should be in the student's academic file:

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

**It is the responsibility of the student to ensure these documents have been submitted.**

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. 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.

Students may take SWK 330, SWK 331, SWK 340, SWK 401, or SWK 402 without being admitted to the Social Work Program.

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

4. A cumulative MSU GPA of 2.0
5. 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.

## Pre-Requisite Courses

ENGL 110	College Composition I
ENGL 120	College Composition II
BIOL 111/Lab Or BIOL 126/Lab Or BIOL 150/Lab	Concepts of Biology/Lab, Human Biology/Lab, General Biology/Lab
PSYC 111	Introduction to Psychology
SOC 110	Introduction to Sociology
ECON 201 or 202 Or ECON 105	Principles of Microeconomics <u>OR</u> Principles of Macroeconomics Elements of Economics
POLS 115	American Government
SWK 250	Interpersonal Skills
SWK 256	Development of Social Welfare

Students who believe they have completed pre-requisite curriculum requirements from another college or university must meet with their advisor to discuss substitutions. Students are advised to review the curriculum expectations and make necessary course substitution requests well ahead of application to the program.

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

7. Applicant demonstration of:

- Successful academic performance and other work performance as applicable.
- Critical thinking skills and problem solving abilities
- College level writing skills
- 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, etc.)
  - 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 licensure.

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

**Minot State University Students submit applications to....**

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

**Bismarck State College Students submit applications to.....**

Nancy Gordon  
 Social Work Program Director  
 1815 Schafer St. Office 126  
 Bismarck ND, 58501

**ADMISSION**

Acceptance to the Social Work Program is based upon the applicant's grade point average, written application, volunteer service experience, completion of pre-requisite coursework, 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 receiving 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.

## **APPEAL PROCEDURES**

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

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 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.

<http://www.socialworkers.org/pubs/code/default.asp>

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, 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.

## **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 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 take the course again to improve 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 (Policy Implemented 12/20/00).

All SWP students are expected to meet at least once per semester with their faculty advisor 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 requirement.



## 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.**

	Grade		Grade		Grade		
SWK 250 Or _____		SWK 256 or _____		SWK ____			
SWK 330 or _____		SWK 331 or _____		SWK ____			

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

	Grade		Grade		Grade		Grade
ENGL 110		ENGL 120		BIO 111/lab Or _____		ECON 105 ECON 201 ECON 202	
PSY 111		SOC 110		POLS 115			

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 with the exception of question eight.

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 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 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 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 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?
6. What are your current strategies for enhancing your strengths and improving your ability to be an effective social worker? Be specific.
7. Are there any particular areas or field of practice in social work of interest to you?
8. If you are interested in pursuing a Master's in Social Work degree, what would be your preference in the delivery method of the courses?  
\*\*\*Please check one option.

Face to Face \_\_\_\_\_

Online Only \_\_\_\_\_

Combination of online/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 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 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 my Social Work 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 I will be expected to share any information received from these checks with Field Education agencies in which I 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 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 that I have read, understand, and agree to adhere to the above stated information. It also indicates that 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 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 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 Advisor*

Advisor's 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	SWK 250, 256		
BIOL 111/Lab or BIOL 126/lab	PSYC 111		
Or BIOL 150/Lab	ECON 105, 201 or 202		
SOC 110	POLS 115		
9. Minimum of 32 credits completed			
10. Signed Statement of Understanding and Agreement			
11. Signed Student Admissions Contract & Code of Conduct			



**FACULTY USE ONLY**

**Notes or Other Areas of Discussion**

---

---

---

---

---

---

---

---











