



The College of
St. Scholastica

**APPLICATION FOR ADMISSION TO
THE COLLEGE OF ST. SCHOLASTICA
SOCIAL WORK PROGRAM
TRANSFER STUDENT**

2007-2008

2007-2008 Social Work Program Application Procedure

1. **Complete the "Application for Admission to the Social Work Program" form. Please sign and date the form.** The application is located on the CSS Website <http://resources.css.edu/swk/TransferApplication.pdf> Students applying for **Junior status** in the Social Work Program should complete this application during their sophomore year. Students needing assistance with completion of this application should contact Liz Smith at ESmith2@css.edu, or call 218-723-5981, or 800-447-5442 (our toll-free line) as soon as possible
2. **Attach a current transcript.** Transfer students must attach **ALL** transcripts (may be unofficial copies of actual transcripts) from other institutions attended. For all applicants, if your transcript(s) indicate deficiencies in admission requirements, please identify and describe how these deficiencies will be rectified. Deficiencies may include:
 - **Prerequisite courses not yet completed.** Please include a description of how the prerequisites will be completed prior to Fall Semester.
 - **Individual grades below C in any required social work course.**
 - **Overall GPA below 2.5 (on a 4.0 scale) and/or cumulative.**
 - **"Incompletes" which appear on the transcript.**
3. **Submit a minimum of three references.** These should include:
 - One reference from a faculty member who does not teach in the CSS Social Work Program.
 - One reference from an agency/employment supervisor who has observed your interaction with clients.
 - One personal or professional reference.
4. **Complete a 5-6 page typewritten essay.** The essay should include the following:
 - A discussion of the way in which your previous academic work (including general education classes) has prepared you for the social work profession.
 - Why do you want to be a Social Worker?
 - A description of your personal values and ethics.
 - Review the Six Ethical Standards of the National Association of Social Workers *Code of Ethics* (may be obtained from NASW's Website at <http://www.socialworkers.org/pubs/code/code.asp>). Discuss how you think these six standards apply to you as an applicant to the Social Work Program. Describe your strengths and/or challenges in upholding **each** of the six standards during your undergraduate social work education.
5. For priority consideration of your admission, please submit all application materials on or before **April 1, 2007**.
6. **Return application, essay, and references to:**

The College of St. Scholastica
Department of Social Work
1200 Kenwood Avenue
Duluth, MN 55811

Application Status Inquires:
(218) 723-5981
(800) 447-5444 - toll free
(218) 733-2253 - fax

THE COLLEGE OF ST. SCHOLASTICA
Duluth, Minnesota

APPLICATION FOR ADMISSION TO THE SOCIAL WORK PROGRAM

INSTRUCTIONS:

Students applying for **Junior status** in the Social Work Program should complete this application during sophomore year. Students needing assistance with completion of this application should contact a Social Work faculty member as soon as possible. See **Application Procedures**.

IDENTIFYING INFORMATION: (Please print or type.)

NAME: _____
First Middle Last

Student Identification Number

Local Address (CSS Box # or other)

() _____
Local Telephone

Permanent Mailing Address
(if different from above)

() _____
Permanent Telephone
(if different from above)

Email Address

Current Advisor (If applicable)

College(s) Attended:	Degree/Certificates Received (or anticipated):	Date Received:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Check the category or fill in the spaces as they apply to you:

Do you plan to attend school: full-time: ____ or part-time: ____

Which campus will you attend? Duluth : ____ St. Paul : ____ Fond du Lac : ____

Anticipated Date of Graduation? Semester: _____ Year: _____

OVERALL Grade Point Average: _____

Grade Point Average in PSY/SOC/SWK courses: _____

Do you plan to attend graduate school in the future? Yes: _____ No: ____ Uncertain: _____

If yes, what field if other than social work? _____

Do you plan to be employed while you complete your degree? Yes: ____ No: _____

If yes, approximately how many hours per week do you intend to work? _____

Background and Goals:

- Work and Volunteer Experiences:** Describe your work and volunteer experience(s). Please give a more detailed description of any social work related experiences. Use an additional sheet of paper if necessary. Specify a distinction between paid work and volunteer work.

Agency

Dates and Hours

Supervisor

Duties

2. **Professional Goals:** Describe your short and long range professional career goals.

3. **Strengths:** Describe your personal strengths which you think will help you develop into a good social worker.

4. **Support and Consideration:** Briefly describe any physical, emotional, learning challenges, or major responsibilities (e.g., employment, childcare, elderly parents, ill family member, etc.) that may require extra support or consideration to help you succeed in the Social Work Department.

5. **Personal History:** Describe your background and the influences you believe have made an important contribution to your identity and to your choice of social work as a career.

Admissions and Retention Procedure and Policy

- 1) Student submits an Application for Admission to the Social Work Program.
- 2) Application to the program includes the following:
 - a) written application from the student;
 - b) one recommendation from a non-social work faculty member;
 - c) one recommendation from an agency supervisor who has observed the student in relationship to a client population;
 - d) one recommendation from a community member;
 - e) a structured writing sample;
 - f) transcripts from all colleges attended; and
 - g) possible interview by the Social Work Program Admissions Committee.
- 3) The Program Director informs the student in writing of action taken within 3 weeks of application priority deadline. Possible actions include:
 - a) Acceptance of application.
 - b) Provisional acceptance of application.
 - c) Denial of application. Students who are denied admission to the Social Work Program have the right to appeal the decision.
- 4) A decision on admission to the program must be made by the Social Work Program Admission Committee prior to enrollment in SWK 3370.
- 5) Once accepted into the program and before beginning junior-level social work classes incoming social work students must meet the following standards to remain in the Social Work Program:
 - Student must declare their major as social work through the Registrar's Office.
 - Earn a grade of 'C' or better in each social work course. Courses with grades of 'C-' or lower must be repeated.
 - Maintain a cumulative GPA of 2.5.
 - Demonstrate understanding of the NASW *Code of Ethics* and a consistent and growing commitment to ethical practice in accordance with this code. Major violations of any standard in the code will be addressed with the student's academic advisor and the Social Work Program Director.
 - 100% attendance is expected. In-class assignments and skill activities missed due to absences must be negotiated with individual instructors.
 - Students must submit proof of professional liability insurance and a conclusion report from the Minnesota Bureau of Criminal Investigation (criminal background check) prior to client contact.
 - Obtain evaluations from the junior field placement agency supervisor and Social Work Program Field Coordinator addressing satisfactory or unsatisfactory progress, strengths and areas of concerns, and recommendations for further areas of study. Expectations and standards of behavior are addressed in the Social Work Program Field Manual and the NASW *Code of Ethics*.
 - Students must make separate application and be admitted into SWK 4555- Sr. Field Practicum. This is accomplished while taking SWK 4449 – Preparation for Senior Practicum.

- Obtain periodic progress evaluations during senior field practicum from the agency supervisor and Social Work Program Field Coordinator affirming that satisfactory progress is being made towards competent, ethical professional social work practice. Expectations and standards of behavior are addressed in the Social Work Program Field Manual and the *NASW Code of Ethics*.
- Obtain a final field practicum evaluation from the agency supervisor and SWK Program Field Coordinator affirming that the student is adequately prepared to be graduated as a professional social worker. Expectations and standards of behavior are addressed in the Social Work Program Field Manual and the *NASW Code of Ethics*.
- Maintain ongoing evidence of meeting accepted standards of professional conduct, personal integrity, and emotional stability requisite for professional practice. Actions consistent with the above expectations include:

1. Maintaining high standards of conduct in the capacity or identity as a social work student.
2. Acting in accordance with the highest standards of professional integrity.
3. Treating classmates and instructors with respect, courtesy, fairness and good faith.

For a fuller definition of acceptable standards, please refer to the *NASW Code of Ethics*.

Actions inconsistent with the above expectations include:

1. Inappropriate or disruptive behaviors towards colleagues, faculty, or staff members (at the college or in field placements)
2. Failure to demonstrate effective interpersonal skills necessary for forming professional helping relationships (such as demonstrating a judgmental attitude and/or controlling decisions for clients).
3. Using any type of illegal drugs or abusing legal drugs while in class or at field placement.
4. Engaging in inappropriate acts which jeopardize the social worker-client relationship and are in direct violation of the *NASW Code of Ethics*.
5. Violating a standard in the *NASW Code of Ethics*.

Should a student make unsatisfactory progress in their class(es) or field placement, and/or engage in unethical behavior, they will be placed on probationary status or may be removed from the Social Work Program. Students placed on probationary status will be required to meet with the Social Work Program Director and develop a contract for progress and correction of difficulties. The contract will address issues of concern, set goals for change, and list objectives to assist the student in making satisfactory progress. The contract will also include dates when decisions are to be made regarding the student's progress and the student's continuance in the program. Regular meetings will be scheduled between the student and Social Work Program Director or designate. Reports will be made to the student's academic advisor.

If a student does not meet the terms of the contract, they will be required to withdraw from the Social Work Program. Decisions made by the Social Work Program can be grieved according to program and college policies.

Note: Students who have left the Social Work Program (as a Social Work major) may be required to re-apply for admission. Issues that led to the decision to leave the Social Work Program must be addressed prior to being readmitted to the Program. Being readmitted to College of St. Scholastica does not constitute readmission to the Social Work Program.

The Social Work Program reserves the right of accepting and retaining only those students who, in the judgment of the social work faculty, Admission Committee and Grievance Committee, satisfy the requirements of scholarship and the integrity of the social work profession as set forth in the *NASW Code of Ethics*

In submitting this application, I am aware of the above admission criteria and requirements for continued eligibility to be enrolled in the Social Work Program.



Signature

Date