

Appendix C

Admissions Packet

ADMISSION TO THE SOCIAL WORK PROGRAM

Process

A Bachelor of Social Work degree (BSW) is a professional degree, and the Social Work Program evaluates admission to its Program with the utmost care. Because the Program wishes highly qualified students to enter into the social work profession, it must be selective. Students are expected to have good attendance, arrive on time to class, be respectful of instructors and other students, complete assignments on time, contribute in the classroom, and exhibit strong oral and written communication skills.

The Social Work Program will accept and process Admissions applications one time a year in January, closely following the completion of SW 2300: Introduction to Social Work. Application should be made immediately following completion of SW 2300. Students are expected to have completed the majority of the General Education/Liberal Arts requirements prior to applying for admission into the Social Work Program. Students entering the Social Work Program must have completed between 45-60 s.h. of General Education requirements, thereby assuring an adequate liberal arts foundation and demonstrating suitable academic potential. Students must be admitted into the Program before proceeding into senior level social work courses and applying for Field Practicum.

Admission to the Program is handled by a self-managed application process. Applicants are responsible for completing and submitting all required documents in one packet by the posted deadline. Incomplete or late applications will not be processed until the following year. Application packets are to be submitted to the Social Work Secretary on Main Campus or the designated Site Facilitator in Gaylord. Once the application packet is submitted, it becomes the property of the Program, and its contents will not be returned to the applicant.

The Social Work Program Admissions Committee will meet shortly thereafter to review and process the applications and will notify each applicant of its decision by mail. The five possible outcomes are:

- **Admission Approved** - Applicant satisfies all Admission Criteria.
- **Admission Approved/Pending** - Applicant satisfies all Admission Criteria except for successful completion of a social work support course in which the student is enrolled at time of application.
- **Conditional Admission** - Applicant does not satisfy all of the criteria, but evidence of potential success exists provided that certain conditions are met, to be spelled out in notification letter. Applicants granted Conditional Admission will be re-reviewed when conditions have been met and upon written request of the student.
- **Admission Denied** - applicant does not satisfy the Admission Criteria. A student identified as not having the necessary skills or aptitude for social work practice may be asked to meet with their advisor to develop a plan to enhance the student's potential or may be advised to select an alternate major. A denied applicant may choose to re-apply at a future regular Admissions Committee meeting if applicant feels the criteria have been met. If the applicant does not complete the application process in two review periods, the applicant will have to reapply.
- **Unable to Determine** - Admissions Committee is unable to determine suitability for admission at the time of review. Reasons for decision will be spelled out in notification letter.

Criteria

In order to be admitted to the Social Work Program, the student must meet the following criteria:

1. Formal admission to Madonna University;
2. Official declaration of social work as a major;
3. A cumulative grade point average of 2.5 or higher at the time of application;
4. Completion of SW 2300: Introduction to Social Work with a grade of C or better;
5. Completion of Social Work Program prerequisites with a grade of C or better;
6. Completion of at least 45 s.h. of General Education requirements;
7. Attendance at a Social Work Program Orientation;
8. Completion of a formal advisement session with their Social Work advisor;
9. Demonstration of aptitude for competent social work practice.

Application Deadline

For the Academic Year 2011-2012 the following deadline to receive Social Work Program Applications applies:

Friday, January 13, 2012 - 12:00 noon

PLEASE NOTE:

A non-admitted student continues on in the Program beyond SW 2300 “at one’s own risk.”

Formal admission is required before a student may be accepted for senior level social work courses and the Field Practicum.

Application Packet

The application packet includes:

- < The Application for Admission to the Social Work Program Form;
- < A personal statement which details your reasons for wishing to become a social worker. This statement will be carefully read and assessed as one of several criteria used to evaluate each applicant. The statement should be approximately three to five typewritten, doubled spaced pages in length. Be sure to address each of the following questions:
 1. Explain when and how you became interested in social work as a profession. Identify and discuss a client population you would like to work with. Also, identify and discuss a social problem that concerns you.
 2. Comment on how your background and experiences (social, familial, educational, employment) relate to the field of social work. Be descriptive in the experiences you share.
 3. Social work involves working with people of diverse backgrounds. Comment on your background and experiences with people different from yourself.
 4. Many demands are made upon professional social workers. How do you view your own strengths and challenges in meeting those demands while: a) relating to people; b) relating to people different from yourself; and c) working in a stressful environment. Please cite specific examples and how you might address them as a practicing social worker.
 5. The BSW degree is an intensive and demanding program. Identify any potential barriers that may make successfully completing your degree difficult. Describe any resources, supports and strategies that you plan to use in order to help assure your successful completion of the BSW Program.
- < The Prerequisites Completed Form.
- < The signed Student Agreement Form.
- < Three Recommendation Forms, including at least one from a Madonna University social work faculty member. Only the required number of recommendations will be reviewed. It is highly recommended that academic and/or professional (paid or volunteer) recommendations be presented when possible. Recommendations from family members are not acceptable. Each recommendation form must be sealed in a business size envelope and signed across the seal by the writer.

**MADONNA UNIVERSITY
APPLICATION FOR ADMISSION TO THE
SOCIAL WORK PROGRAM**

PERSONAL INFORMATION

Date _____

Name _____ SS# _____

Mailing Address
Number _____ Street _____ Student ID# _____

City _____ State _____ Zip _____

Telephone (code & number)
Home _____ Work _____ Cell _____

E-Mail Address _____

Next of Kin/Person to Contact in Case of Emergency

Name _____ Phone _____

Mailing Address
Number _____ Street _____ City _____ State _____ Zip _____

ACADEMIC STATUS

Officially admitted to Madonna University? _____ Yes _____ No

Declaration of Social Work as a major? _____ Yes _____ No

Number of semester hours completed not including current term (Transfer & M. U.) _____

Cumulative MU grade point average _____ Expected date of graduation _____

Transferred from _____ No. of semester hrs. _____

Transfer Degree _____ Transfer Major _____

Social Work Advisor _____

Date of most recent advisement session _____

Have you ever been convicted of a criminal offense other than a traffic violation, or have you been found to be delinquent by a juvenile court, or are there any such charges pending against you?
Yes or No. (If yes, please explain on a separate piece of paper.)

PROFESSIONAL EXPERIENCES

Briefly describe professional experience (paid or volunteer) relevant to the field of social work. Give dates if possible.

PROFESSIONAL TRAINING

List seminars, workshops, and presentations relevant to the field of social work that you have attended. Give dates, if possible.

COMMUNITY INVOLVEMENT

List all of the civic or community work in which you have been involved. Give dates, if possible.

ORGANIZATIONAL MEMBERSHIP

List and note if you served as an officer. Give dates, if possible.

Use a separate sheet of paper if necessary.

**SOCIAL WORK PROGRAM
PREREQUISITES COMPLETED***

Name _____ Date _____

<u>Required Course</u> (or equivalent)	<u>When taken</u>	<u>Where</u>	<u>Course #</u>	<u>Title</u>	<u>Grade Rec'd</u>
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BIO 1010: Introductory Biology	_____	_____	_____	_____	_____
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CIS 2380: Introduction to Computers	_____	_____	_____	_____	_____
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PSC 2510: American Government	_____	_____	_____	_____	_____
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PSY 1010: General Psychology	_____	_____	_____	_____	_____
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SOC 1010: Introduction to Sociology	_____	_____	_____	_____	_____
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SOC 2140: Conflict Resolution	_____	_____	_____	_____	_____
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SW 2160: Empathy Listening Skills	_____	_____	_____	_____	_____
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*** If not yet completed, please enter the term you are planning to fulfill this requirement.**

**MADONNA UNIVERSITY
SOCIAL WORK PROGRAM**

STUDENT AGREEMENT

I have reviewed the Social Work Program *Student Handbook* and understand and accept the following:

1. Mission, Philosophy, Goals, Competencies, Curriculum, Policies, Procedures and Admissions Criteria of the Program.
2. Admissions applications to the Social Work Program are processed once a year. Late or incomplete applications will be held over for the following year.
3. A grade of “C” or better in SW 2300 is required to be admitted into the Program. Continuing to take social work courses beyond SW 2300 without being admitted to the Program is at the student’s own risk.
4. A grade lower than a “C” in a prerequisite or professional core course necessitates that the course must be repeated per University policy. A professional core course may only be repeated once.
5. A grade of “Incomplete” is not given except in case of emergency at the end of the term which prevents completion of the final exam or final paper. Documentation must be provided (i.e .doctor’s note, funeral memorial, etc.) and only with class instructor approval.
6. A cumulative GPA of 2.5 must be maintained.
7. Pre-field service learning experiences of 60 hours must be successfully completed under the conditions stated in the assignments in SW 2300 and SW 3700. Signed verification of hours are required and will be filed in the student’s Social Work Program file.
8. 400 hours of Senior year Field Practicum is required for two consecutive terms in the Fall and Winter terms on Main Campus and the Spring/Summer and Fall terms in Gaylord. Formal admission to the Program is required before a student may be accepted for the Field Practicum. Student Orientation to the Field Practicum and application process for the Field Practicum will take place several months prior to beginning the practicum. Field Practicum must be completed with a “C” or better grade the first semester and a “B” or better grade the second semester. Failure to meet these criteria will result in the necessity of repeating Field Practicum the following year, postponing graduation.
9. The University’s Assumption of Risk and Release for Off Campus Activities form must be completed before participation in any service learning or Field Practicum activities.

10. Information presented in class of a sensitive or confidential nature is not to be discussed outside of the class.
11. Assessment of professional aptitude is continuous throughout the sequence of courses. Even if formally admitted, if my professional aptitude is found to be unsatisfactory I may be advised to terminate from the Program.
12. Any form of harassment as per the Madonna University *Student Handbook* is grounds for termination from the Program.
13. I have read the National Association of Social Workers *Code of Ethics* (1999) and agree to abide by the ethics and values reflected therein, including while enrolled as a social work student.
14. I certify that all the information in this application is completely and accurately presented. I understand that falsifying any part of this application may result in a denial of admission or termination from the Program.

Signature: _____

Name Printed: _____

Date: _____

MADONNA UNIVERSITY
Livonia, Michigan

RECOMMENDATION FOR SOCIAL WORK PROGRAM APPLICANT

Student's Name _____

Date _____

This evaluation will be used by the Social Work Review Committee as part of the materials which determine a student's aptitude and potential necessary for professional social work practice. We would appreciate responses that will help us in this process. If there are particular challenges identified we will then be able to work effectively and on an individual basis with the student.

Please check:

	Superior	Above Average	Average	Below Average	Unacceptable	Unable to Assess
ASSESSMENT OF ATTITUDE						
1. Takes initiative						
2. Willing to use supervision						
3. Takes suggestions in a positive way						
4. Relationship with others (team work)						
5. Shows concern for people						
ASSESSMENT OF PERSONAL QUALITIES						
1. Appropriate dress and grooming						
2. Demonstrates integrity						
3. Demonstrates reliability						
4. Is emotionally stable						
5. Handles situations in a mature and appropriate way						
6. Ability to be self-directed						
ASSESSMENT OF INTELLECTUAL QUALITIES						
1. General intelligence						
2. Creativity						
3. Resourcefulness						
4. Insight/Analysis						
ASSESSMENT OF SOCIAL QUALITIES						
1. Leadership quality						
2. Cooperative						
3. Has poise and tact						
4. Ability to work with diverse populations						

ASSESSMENT OF PROFESSIONAL SKILLS						
1. Punctual						
2. Handles self as a professional						
3. Ability to organize work						
4. Ability to work independently						
5. Ability to follow directions						
6. Ability to meet time deadlines						
7. Ability to carry through plans						
8. Ability to problem-solve						
9. Decision making ability						
10. Written communication						
11. Empathetic listening skills						
12. Ability to communicate						
FINAL IMPRESSIONS						
1. Overall quality of work						
2. Overall quantity of work						
3. Overall sound judgment						
4. Overall interpersonal skills						
POTENTIAL FOR SOCIAL WORK						
1. Ability to be flexible						
2. Ability to gain broad base of knowledge						
3. Ability to master wide range of complex skills						

COMMENTS: Please comment (particularly on strengths and/or challenges). Thank you.

Signed

Relationship to Applicant

Title

Date

Organization

Address

THIS DOCUMENT IS CONFIDENTIAL

Please return this form to the applicant as soon as possible, sealed in an envelope with your signature across the seal of the envelope. Thank you.