

## Baccalaureate Social Work Admissions Information and Application

Office #: (804) 524-1435

Email: [socialworkprogram@vsu.edu](mailto:socialworkprogram@vsu.edu)

### Equal Opportunity Statement

*Virginia State University's Social Work Program, in addition to full support of and compliance with the University's Americans with Disabilities Policy, is committed to equal opportunity to education and employment, prohibiting unlawful discrimination on the basis of race, color, creed, religion, marital status, sex, age, disability, political affiliation, or national origin. This encompasses all activities of the social work program, including but not limited to recruitment, retention, promotion, tenure, assignment and remuneration of program personnel. It also encompasses student recruitment, admissions, field placements and financial aid. Such non-discrimination, equal opportunity policies also extends into the classroom, field setting and the community and applies to all persons associated in any way with the Social Work Program at Virginia State University.*

#### **I. Admission to the Social Work Major**

All social work students must apply for formal acceptance into the Bachelor of Social Work Program (BSW). This admission process is separate from admission into the University and students are not eligible to apply until the second semester of their sophomore year. The BSW admission process is a pre-requisite for taking any upper level (300 level and above) social work courses. Applicants must satisfy the following requirements:

1. Submit the BSW Program Application packet which includes:
  - a. BSW Program Application
  - b. Personal statement - a three to five page essay, typed and double spaced, detailing:
    - 1.) Interest in social work
    - 2.) Leadership, strengths and experience in working with individuals, groups or communities
    - 3.) Personal and professional goals
    - 4.) Commitment to the completion of this program
  - c. A copy of all transcripts (unofficial are acceptable)
  - d. Three Recommendation Letters – two from current/previous professors and one from a past or current supervisor where the student has completed volunteer experience
  - e. Background Check
2. Have a minimum cumulative grade point average (GPA) of 2.5.
3. Documentation of 25 clock hours of volunteer/paid work experience in an approved social service agency within the past two years.
4. Complete the general education curriculum (33 credits).
5. Complete the three required pre-requisite courses with a C or better (S/SP are not acceptable):
  - SOWK 210 – Intro to Generalist SOWK Practice
  - SOWK 260 – History SOWK Policy 1600 to the Present
  - STAT 210 – Elementary Statistics I
6. Transfer students
  - a. Students who have taken social work courses from an accredited program must consult with the BSW Department Chair for admission into the program.

- b. Transfer students must complete the pre-requisite social work courses (SOWK 210, SOWK 260, & STAT 210) with a grade of C or higher.

## II. Procedures

- A. Application:** Enrolled VSU students must submit an application packet by the deadline date. Packets submitted after the deadline date will be processed at the discretion of the Admission Coordinator's schedule. Transfer students must meet with the BSW Department Chair prior to submitting an Application for Admission.
- B. Interview:** Once the application deadline has passed, the interview schedule will be emailed to all applicants at their VSU email address. Students will reserve their application day/time with the Administrative Assistant. The interviews will be conducted by VSU faculty/staff members and professional attire is required. If there are outstanding documents that were not submitted in the application packet, the student may submit those documents during the interview. Transfer students will be advised on the need for an interview during their meeting with the Department Chair (see Procedures, Bullet A).
- C. Admission Decision:** Students will be informed of their admission decision by email and formal letter, no later than two weeks after the interview. Notification will be emailed to their VSU email address and the formal letter will be mailed to the address listed on the application. Admissions decisions are one of the below:
  - A. Full Acceptance – no additional requirements needed
  - B. Conditional Acceptance – additional requirements need to be met and will be stated in the letter
  - C. Denial

## III. Criteria for Evaluating Student Application and Interview

- Thoroughness in completing the application packet.
- Presentation of the application (neat, spelling, grammar, etc.)
- Submission of a thorough and complete essay that displays: sound content, critical thinking abilities, a commitment to social justice, clarity of thought, and effective written communication skills.
- Letters of reference that reflect the student's: academic achievement, commitment to work, ability to follow directions and potential to become a social worker.
- Disposition and articulation of your thought(s) during the interview.

Students who have been granted conditional acceptance must successfully complete all outstanding requirements before full acceptance will be granted. Students who have been denied may appeal through the Department Chair.

## IV. Transfer Students

The VSU transfer policy states: any student who transfers to VSU with an associate degree (college prep track) from a community college in Virginia, is guaranteed a minimum of 60 credits of transfer credit. The student will be given complete credit for all general education requirements, with the residual hours coming from major, minor or elective course requirements. Course equivalency will be determined by the Office of Admissions in consultation with the departments. Students with associate degrees from other states will be considered on an individual basis.

Transfer students must:

- Complete the pre-requisite courses, SOWK 210, SOWK 260, and STAT 210 (with a C or better)
- Provide documentation of 25 approved clock hours of volunteer or paid work experience in an appropriate social service agency within the past two years.
- Have a cumulative GPA of 2.5 or higher

Transfer students with fewer than 30 semester hours are required to complete VSU's Freshman Studies course. Also, students who have taken social work courses from a Council of Social Work Education (CSWE) accredited program, must consult with the Department Chair for admission into the program.

#### **V. Readmission**

Students who withdraw from the program may reapply for admission under the same requirements and procedures utilized for initial application. Students are eligible to reapply after one semester or until such time as it may take to resolve any problems cited by the student or program at the time of withdrawal.

#### **VI. Continuation in the Program, GPA, and other requirements**

A student must demonstrate readiness to enter and continue in professional/upper level courses. This requires:

1. \*Academic achievement (minimum cumulative GPA of 2.5 in core courses and overall GPA);
2. Successfully complete 600 hours of field practicum and seminar;
3. Personal and professional behavior consistent with the National Association of Social Workers (NASW) Code of Ethics;
4. Effective work with client systems as demonstrated through practice laboratory and field courses;
5. Capacity to master the necessary non-academic areas for continuance in the major, which include the following;

**Ethics** – 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. Compliance with the NASW Code of Ethics is expected. Behavior contrary to these ethics will be cause for review of the student's continuance in accepted status as a social work major.

Examples of behavior which will warrant review include but are not limited to: derogatory oral and written statements towards other students, faculty, and/or persons from populations reflecting racial, ethnic, disabled status, religious, socio-economic, gender, and sexual orientation differences; disregard of the principles of confidentiality, etc.

**Behavior** – Since the role of a social worker involves helping people from a variety of backgrounds and with a range of problems, it is important that the social work student not permit personal issues to interfere with this role and that he/she has the emotional and psychological resources to render effective assistance to those in need. In instances where students demonstrate behaviors which suggest that their own difficulties are not sufficiently

resolved to be able to help and support others, students may be asked to withdraw from the program.

\* Automatic review of a student's academic performance occurs when grades of "D" or "F" are made in any major course or when a student is on academic probation. Probationary status in the major prevents a student from entering the Junior Field Practicum (SOWK 399) course. Readmission to good standing will be determined by GPA and approval of the Department Chair and/or a panel of the Social Work faculty.

**VII. Successful Completion of SOWK 370 –Generalist Practice I/Lab**

A written evaluation of generalist practice skills demonstrated in the Generalist Practice I class, completed by the SOWK 370 instructor, will become part of the student's permanent record. A grade below a "C" or an unfavorable lab evaluation of skills will result in automatic probationary status and denial of entry into the SOWK 399 class until such time as accepted status is reinstated.

**VIII. Application Deadline**

The BSW Program is a full-time program with a new cohort starting each fall. Applications are accepted throughout the academic year, however, applications will not be accepted after February 28<sup>th</sup> for the upcoming fall semester. Applicants will be notified in writing about their admissions decision by November of the fall semester and April of the spring semester. Students MUST be formally admitted to the social work major prior to enrollment in 300 level courses.

## SOCIAL WORK PROGRAM ADMISSION APPLICATION

Date Applied:			
Name:			
	<i>Last</i>	<i>First</i>	<i>M.I.</i>
Address:			
	<i>Street Address</i>		
	<i>City</i>	<i>State</i>	<i>Zip Code</i>
Phone # (include area code):			
Email Address:			
Applying for the fall of what year:			

\_\_\_\_\_ I have completed 45 to 60 hours of college course work with a minimum of 2.50 GPA (2.7 GPA for Transfers Students) and am applying as a (select one of the below):

	VSU student who declared Social Work as a major during his/her freshman year.
	VSU student that wants to change their major.
	Current major:
	Transfer student
	Name(s) of previous institution:
	Did you graduate?
	Is yes, what type of degree (Ex. AA, AS, BS)?
	What was your cumulative GPA?
	Former social work student seeking readmission to the program.
	What was the last semester and year that you were in the program?
	Did you complete the field practicum?
	Student who is seeking a second Bachelor's degree.
	What is your current degree and major?
	Other (explain)

Which of the following courses have you completed? Indicate the semester/year (e.g. fall 2010) and final grade. If you are currently taking the course listed, indicate by selecting “IP” (in progress).

<b>General Education Courses</b>			
<b>Course #</b>	<b>Name/Course Type</b>	<b>Semester/Year</b>	<b>Grade</b>
ENGL 110	Composition I		
ENGL 111	Composition II		
MATH 112	Basic Mathematics I		
MATH 113	Basic Mathematics II		
BIOL 116	Biological Science & Lab		
	GE Humanities (PHIL required)		
	GE Health & Wellness		
	GE History		
	GE Social Science		
	GE Literature		
	GE Global Studies		
PSYC 101 or 212*	Intro to Psychology or Human Growth & Devl.		
SPEE 214*	Introduction to Public Speaking		
<b>SOWK Pre-requisite Courses</b>			
SOWK 210	Intro to Generalist SOWK Practice		
SOWK 260	History of Social Welfare Policy		
STAT 210	Elementary Statistics I		
<b>SOWK Core Course (credits must be from a CSWE accredited program)</b>			
SOWK 315	Social Work Research I		
SOWK 320	Human Behavior & Social Environment I		
SOWK 321	Human Behavior & Social Environment II		
SOWK 330	Diversity & Cultural Competence in SOWK Practice		
SOWK 340	Social Welfare Policy		
SOWK 370	Generalist Practice I		

\*Indicate additional general education courses that are required by the Social Work Department. Substitutions are made at the discretion of the advisor &/or Department Chair.

**EMPLOYMENT INFORMATION**

Are you currently employed?			
Type of employment		Work Study	
Will you be employed while enrolled at VSU?			
If yes, will you be employed full/part time during your educational process?			
Have you had any paid social work experience?			
Have you had any volunteer experience in a social service agency			
If yes to the question directly above, provide an overview of the experience:			

**CRIMINAL HISTORY**

Have you ever been arrested? (If no, proceed to the next section)		
If yes, was it a felony or misdemeanor?		
Were you convicted?		
What was the charge?		
When did this occur?		
What was the disposition of the case?		

**DRUG AND ALCOHOL HISTORY**

Have you ever sought treatment at a Drug/Alcohol Treatment or Detoxification Center?		
If yes, please explain:		
Dates of treatment(s):		
Name and address of the facility:		
Did you complete the treatment(s) prescribed?		
If no, please explain:		

**MENTAL/EMOTIONAL HISTORY**

Have you ever have required any of counseling/psychotherapy?		
If yes, what was the nature of the counseling/psychotherapy? (Provide a general account, do not provide in-depth details. If you see the need to give specific details, attach an additional confidential information)		
Have you ever been hospitalized for any type of mental/emotional conditions?		
If yes, provide the following information for each time you were hospitalized (additional sheets may be attached).		
Hospitalization Date(s):		
Name and Location of the hospital(s):		

**ADMISSION STATEMENT:**

As a part of your application for admission to the Social Work Program, you are to write a statement which addresses the six areas listed below. This statement will be used to assist the Social Work Admission’s Committee in its decision making process in reference to your application. **Your typed admission statement is to be attached to your application.** The Admission Statement should be from three to five pages and well-written.

1. Discuss the major reasons for your interest in the Social Work profession.
2. Describe some of the successes you have achieved in school, employment, and your personal life.
3. Describe any barriers you have had to overcome while pursuing your education, employment or personal goals.
4. Describe any experiences that you have had while working with people that you felt you were able to use a skill you thought at the time was related to the Social Work profession.
5. Describe what you consider to be one of the most pressing social problems. How pervasive is the problem: What, in your opinion, causes this problem (cite and document scope, causes, implications, etc. using information from social work literature)?
6. Discuss your commitment to social justice issues and experiences that you have had that make you feel that you could effectively provide services to individuals from diverse populations reflecting religious, racial, ethnic, physical, socio-economic, gender, and sexual orientation differences?
  - a. Identify your strengths, weaknesses, and any concerns related to your potential career in social work.
  - b. List your long-term career goals.

I certify that the information on this application is true and valid.

---

Name (typed)	Date
--------------	------

Signature

\*\*\*\*\*  
 \*\*\*\* OFFICIAL OFFICE USE (Do not sign below until interviewed)

**STATEMENT OF UNDERSTANDING**

I understand that the Social Work Major Curriculum requires 60 credit hours in upper-division courses, including a 15 hour Field Placement and a three credit hour Integrative Seminar course. I further understand that I will need to complete a formal Application for Field Placement the semester prior to being assigned to an agency. While I shall be consulted as to my interests and choice of location for field placement, I am aware that my preference/choice may not be possible. I also understand that I will need to secure a mode of transportation to and from my field placement.

I understand that I must have an overall grade point average of 2.50 for admission into the Social Work Program. Once admitted, I must maintain a 2.50 overall GPA to be assigned in field placement. The Social Work Faculty have advised me that I would need to maintain a “B” or better in all Social Work core requirements to be considered for graduate school.

Date Interviewed: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature Admissions Committee Chair Signature  
\*\*\*\*\*

Date Application Received: \_\_\_\_\_ Received by: \_\_\_\_\_

**COMMITTEE DECISION (circle one):** **Fully Accept**  
**Conditionally Accept**  
**Denied**

**Panel Members:**

<b>Print Name</b>	<b>Signature</b>	<b>Date</b>
<b>Print Name</b>	<b>Signature</b>	<b>Date</b>
<b>Print Name</b>	<b>Signature</b>	<b>Date</b>