

BSSW APPLICANT INFORMATION & SIGNATURE FORM

NAME					
LAST	FIRST	MIDDLE	TECH ID#		
<i>Place a "✓" in the box by either the 'Local Address' or 'Permanent Address' to let the Department know which address to use for formal mail correspondence. Consider if you will be moving in the next 3 months when completing this section.</i>					
<input type="checkbox"/> LOCAL ADDRESS			<input type="checkbox"/> PERMANENT ADDRESS		
STREET/BOX			STREET/BOX		
CITY	STATE	ZIP	CITY	STATE	ZIP
TELEPHONE NUMBERS W/ AREA CODE: CELL ()			OTHER ()		
*MAVMAIL ADDRESS:			OTHER EMAIL ADDRESS:		

**Faculty uses your MavMail email address as your primary email contact method.*

This Application Package Includes (check all that apply):

Application Information AND Academic and Professional Behaviors Statement.

- ☐ Electronic Signature of Applicant on page 2
- ☐ Discuss and review my readiness to apply to the BSSW Program with my advisor

Letter(s)

- ☐ Letter to Request a Variance in Admission Criteria or Course Sequencing *[Required only if applicant does not meet one or more admission requirements or is requesting change from the 3-semester sequencing. See template for more information.]*
- ☐ IF APPLICABLE: From past Social Work Program Director *stating that you left the program in good standing if you are transferring after having been accepted into another Social Work Program.*

Academic/Curriculum Information

- ☐ Course Plan for advanced curriculum and degree completion
- ☐ Current DARS with cover sheet SIGNED by Advising Center
 - ☐ SOWK GPA Calculation Form, *if SOWK GPA is not accurately reflected on the DARS, or there is a discrepancy with other records.*
 - ☐ Other: Unofficial transcripts, Course Substitution/Waiver Forms, and/or other academic documents, if needed.

Professional Documents

- ☐ Resume (1-2 pages). *Submitted separately from the application documents above electronically.*
- ☐ Outside Reference Form. *Download separately on Application to the BSSW Program page*

Essays

- ☐ 3 Essays with 1 title page and 1 reference page. *Submitted separately from the application documents above electronically in one document.*

Bachelors of Science in Social Work (BSSW) Program Academic and Professional Behaviors Statement

Students admitted to the BSSW Major at Minnesota State University, Mankato are expected to know, understand, and adhere to social work ethics and boundaries. This includes, but is not limited to the academic and professional behaviors as identified in the following documents:

The BSSW Program Student Handbook,
The University Statement of Student Responsibilities Policy,
The National Association of Social Workers (NASW) Code of Ethics,
Minnesota State Statute 148 E,
Policies of agencies in the community of which students practice, and
Professional and programmatic guidelines pertaining to my use of social media.

I understand and agree that it is my responsibility to address any academic, personal, and professional behaviors, including legal, social, mental, and emotional issues, which may affect my ability to perform duties as a social work student and future social work professional.

I understand that failure to meet one or more of the academic and/or professional policies or expectations described in these documents may affect my ability to perform competently as a social work student and/or as a future social work professional. I am aware that violations of any policy listed in this document may result in disciplinary action including possible dismissal from the program.

I, _____, agree to follow the **BSSW Program Academic and Professional Behaviors Statement**.

I respectfully submit my application to the BSSW Program at Minnesota State University Mankato.

- ❖ *All information provided in this application is honest and accurate and my application packet is complete.*
- ❖ *I understand that it is possible to meet the admission requirements but not be accepted into the major for this application cycle.*

STUDENT SIGNATURE: _____ **/ DATE:** _____

I have discussed and reviewed the BSSW Program application process with my advisor.

PRINT BSSW ADVISOR NAME: _____

BSSW PROGRAM COURSE PLAN

Student Name:

Tech Id:

Second Major:

Minor(s):

TOTAL CREDITS COMPLETED PRIOR TO CURRENT SEMESTER = 73

CURRENT SEMESTER/YEAR:	Spring 2021	NEXT SEMESTER/YEAR:	Summer (if needed)
Course #, Name (Indicate if Gen Ed Category/Minor/other Major)	# Credits	Course # Name (Indicate if Gen Ed Category/Minor/other Major)	# Credits
Current course #1	4	No required curriculum courses are offered in the Summer	
Current Course #2	4	Extra course(s) if needed	
Current Course #3	4		
Total Credits	= 85	Total Credits	= 85

SEMESTER/YEAR:	Fall 2021	SEMESTER/YEAR:	Spring 2022
Course # Name (Indicate if Gen Ed Category/Minor/other Major)	# Credits	Course # Name (Indicate if Gen Ed Category/Minor/other Major)	# Credits
SOWK 441 Generalist Practice	4	SOWK 443 Interview & Counseling Skills	4
SOWK 410 Social Welfare Policy	4	SOWK 446 Org & Comm Practice	4
SOWK Elective (Not all electives are offered every semester)	3	SOWK 435 Applied Social Work Research	4
Total Credits	= 96	Total Credits	= 108

SEMESTER/YEAR:	Fall 2022	SEMESTER/YEAR:	
Course # Name (Indicate if Gen Ed Category/Minor/other Major)	# Credits	Course # Name (Indicate if Gen Ed Category/Minor/other Major)	# Credits
SOWK 450 Integrative Seminar	4		
SOWK 455 Practicum	8		
It is not recommended to take any additional courses this semester.			
Total Credits	= 120	Total Credits	=
Total Credits at Graduation (must be 120 credits or more) =			120

* This is the recommended course plan from the BSSW Program. Note that some students may need to take additional courses to reach the required 120 credits. SOWK Electives may be offered during the Summer semester but none of the required core curriculum is offered in the Summer semester.*

BSSW PROGRAM COURSE PLAN

Student Name:

Tech Id:

Second Major:

Minor(s):

TOTAL CREDITS COMPLETED PRIOR TO CURRENT SEMESTER = _____

CURRENT SEMESTER/YEAR:		NEXT SEMESTER/YEAR:	
Course #, Name (<i>Indicate if Gen Ed Category/Minor/other Major</i>)	# Credits	Course # Name (<i>Indicate if Gen Ed Category/Minor/other Major</i>)	# Credits
<i>Total Credits</i>	=	<i>Total Credits</i>	=

SEMESTER/YEAR:		SEMESTER/YEAR:	
Course # Name (<i>Indicate if Gen Ed Category/Minor/other Major</i>)	# Credits	Course # Name (<i>Indicate if Gen Ed Category/Minor/other Major</i>)	# Credits
<i>Total Credits</i>	=	<i>Total Credits</i>	=

SEMESTER/YEAR:		SEMESTER/YEAR:	
Course # Name (<i>Indicate if Gen Ed Category/Minor/other Major</i>)	# Credits	Course # Name (<i>Indicate if Gen Ed Category/Minor/other Major</i>)	# Credits
<i>Total Credits</i>	=	<i>Total Credits</i>	=
Total Credits at Graduation (must be 120 credits or more) =			

BSSW PROGRAM APPLICATION ESSAYS

Writing Instructions

- Use APA formatting, for example: 1-in margins, double-spaced, 12 pt. font.
- Include a single title page and a single reference page.
- Each essay should be 2 pages in length.
- All essays should be submitted in **ONE** document (8 pages total).

Essay 1: Social Work Knowledge and Application

The term *social work* has many meanings and often the public has a limited understanding of social work. In this essay, explain social work as if you are speaking to someone in the general public. Reference the professional literature from your social work courses. Show that you understand what is expected of a generalist social worker in a chosen field of practice. In the essay:

- Provide a definition of social work as a profession.
- Discuss a social work field of practice in which you are interested.
- Describe and apply one (1) core social work theory, perspective, or model to your selected field of practice.
- Describe two (2) roles and tasks of social work professionals in the field of practice you identified above.

Essay 2: Values Knowledge and Application

The National Association of Social Work's Code of Ethics is based on six (6) core values. In this essay,

- Discuss the value, *Integrity*, AND
- Select two (2) additional values to discuss.
- Provide a specific example of when you demonstrated or saw each of the 3 values demonstrated, detailing the experience, and any insight you gained.

Essay 3: Decision to Become a Social Worker

Tell us about your commitment to the social work profession.

- What influenced your decision to want to become a social worker?
- What strengths, skills, characteristics, or perspectives will you bring to the profession?
- What contribution(s) do you foresee making to the social work profession in the future?

RESUME

Create a header with your Name

Address

Telephone number & email address

*For Header, choose a font that is professional and easy for to read (which helps your name to stand out).
Can be 2 pages.*

Objective statement

Tell the reader why you are creating this resume and what your education or employment goal is in 1-3 sentences.

Education

List. Included your previous degree(s) or your current anticipated degree with a date.
Add your current GPAs.

Related Work Experience

List. You may want to think about the six core NASW values & SOWK roles/tasks when including your work experience tasks in this section. *If you have an extensive work history, you can report last 5 years or highlight relevant experience(s). Add more Related Work Experience summaries if needed.*

Job title & place of work, location

- Describe tasks
- Describe tasks
- Describe tasks

Date(s) of work experience

part or full time?

Job title & place of work

- Describe tasks
- Describe tasks
- Describe tasks

Date(s) of work experience

part or full time?

Internships, Volunteer, and Leadership Experience

List. *Use format for Related Work Experience above.*

Certifications, Awards, Honors, and Memberships

List names and dates.

Additional skills, abilities, experiences

List any that you have not already mentioned. This is a great area to highlight that you are knowledgeable about different computer software programs, speak other languages, other specialized training such as First Aid/CPR, etc.

Add **References available upon request** at the bottom of the resume.

BSSW APPLICATION LETTER IF Requesting a variance to the admission criteria or a significant change in course sequencing

Write a professionally formatted cover letter for your application packet. If you need assistance, make an appointment with the Career Development Center <http://www.mnsu.edu/cdc/resumes/>.

- *Use a header. Hint: this should be same as the one you use on your Resume*
- *1-2 pages. Complete in Microsoft Word document (or similar software; not in PDF)*
- *Use Format Below for letter:*

Enter Date

Enter your address

Address the letter to: BSSW Program Faculty

In the letter, include a paragraph for each of the following (that apply):

- a. Purpose: Informs reader why you are writing this letter
- b. One or more Admission Requirements NOT met: Identify the problem, how it occurred and what you plan to do to address this.
- c. Significant Change to Course Sequencing in final 3 semesters: Identify the change in the sequence of courses, why it is needed.
- d. Summary: Thank the reader/committee and restate your commitment or interest in this opportunity and readiness to address any issues as identified above. Offer contact information or share where it is for your reader to follow-up with you.

Sincerely,

{Personal Signature}

Typed Name