



Student Steps of Responsibility for admission to the Wichita State University BSW Program and Practicum Program	Description of Steps
Attend a BSW Program Orientation as early into your major as you can.	These are held twice a year, as part of the Social Work Friday event at the WSU School of Social Work. Students are required to attend one orientation before they can be admitted into the social work program.
Meet with the BSW Program Director as early into your major as you can.	Call 316-978-7250 to schedule a meeting time to discuss your progress into the Social Work program. In this meeting, a class plan for your future semesters will be discussed.
Apply to the BSW Program and Practicum when you have met the minimum criteria.	Complete the attached application and forms. There are two deadline dates per year – October 15 and March 15. Applications are reviewed by the BSW Admissions Committee, and students are notified of their entrance status into the program. Forms are also available online at <a href="http://www.wichita.edu/socialwork">www.wichita.edu/socialwork</a> .
Attend a practicum program orientation in the fall of your junior year.	These are held in the fall semester, as part of the Social Work Friday event at the WSU School of Social Work. Students are required to attend orientation as part of their practicum process.
Complete your Senior Form/Application for Graduation with your social work faculty advisor.	Meet with your assigned social work advisor to complete this form in the fall semester of your junior year. If you're unsure who your assigned advisor is, please call the WSU School of Social Work office at 978-7250 or an email to <a href="mailto:socialwork@wichita.edu">socialwork@wichita.edu</a> .
Complete your Senior Form/Application for Graduation with LAS Advising.	Schedule a time to meet with an advisor in the LAS Advising Center - <a href="http://www.wichita.edu/lasadvising">www.wichita.edu/lasadvising</a> .
Complete a practicum inventory and submit your resume in the fall of your junior year.	The practicum inventory provides the Director of Field Practicum and the Associate Director of Field Practice information on your interests and availability for practicum. This form is available at the practicum orientation. The form is also available online at <a href="http://www.wichita.edu/socialwork">www.wichita.edu/socialwork</a> . The due date for this form and resume will be announced at the mandatory Orientation for the Practicum Program.
Schedule your campus interview for practicum in December of your junior year.	Call our office 316-978-7250 or stop by the School office in LH 528 to schedule your practicum interview with practicum faculty. At that interview, your next steps will be discussed for your progress into your placement.



*Personal Narrative*

**Attach a personal narrative** (TYPED, double-spaced, one to two pages in length) to support your application. It should address the following:

- \* Why do you seek a degree for a career in social work?
- \* What notable qualities do you regard as your strengths for entry into social work?
- \* What qualities might you regard as personal limitations for entry into social work?
- \* What interests, motivations and experiences do you have that would establish suitability for the social work profession?
- \* Address your academic background – describe in your own words any academic or transcript challenges that may affect you in the program.
- \* Are there any personal, physical, or emotional barriers that will make it challenging for you to participate in the social work programs? If yes, please explain.
- \* Are you receiving services through WSU Disability Services? If yes, would accommodations be needed in an agency setting?

**To applicants for the Undergraduate Certificate in Social Work and Addiction (UCSWA) OR the Undergraduate Certificate in Social Work and Child Welfare (UCSWC), please also answer the following questions in your narrative:**

- \* Why are you also interested in pursuing a specialized certificate in the addictions or child welfare areas?
- \* Do you have any volunteer, paid employment, or personal experiences related to issues in the addiction or child welfare areas?
- \* How did you hear about the social work undergraduate certificate programs in addiction or child welfare?

*Pre-Program Requirements*

**Please check that you have met the following requirements for application to the BSW Program.**

**Cumulative GPA of 2.0 or higher.** **Current GPA:** \_\_\_\_\_

**Completion of at least 45 credit hours.** **Number of hours completed:** \_\_\_\_\_

<i>Course Requirement Completed (Grade C or better)</i>	<i>Semester Taken</i>	<i>Grade</i>	
ENGL 100 English Composition or 101 College English			
ENGL 102 College English II			
COMM 111 Public Speaking			
MATH 111 College Algebra, 131 Contemporary Mathematics or 112 Precalculus Mathematics			
<i>Course Requirement Completed or Enrolled in Currently</i>	<i>Semester Taken</i>	<i>Grade</i>	
BIOL 106 Human Organism or Human Biology equivalent Lab (Any Natural Science Lab)			
PSY 111 General Psychology			
SOC 111 Introduction to Sociology			
SCWK 201 Introduction to Social Work and Social Welfare or equivalent course from another college with “C” or better			
<b><i>To Be Completed by the School of Social Work ONLY</i></b>			
<b>BSW Orientation:</b> <input type="checkbox"/> In Person <input type="checkbox"/> Online			<b>Date:</b> _____

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*Demographic Information (optional)*

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Demographic information is optional and is for statistical purposes only. It will in no way affect the consideration of your application.

Date of birth: \_\_\_\_\_ Gender:  Male  Female Veteran:  Yes  No

Race / Ethnicity:

Are you Hispanic or Latino?  Yes  No

Please select one or more of the following racial groups:

Asian  American Indian or Alaskan Native  Black or African American  
 White  Native Hawaiian or other Pacific Islander

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*Background Information*

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Have you ever been convicted of a felony or misdemeanor as an adult?  Yes  No

Has any governmental agency ever substantiated allegations made against you for physical, mental or emotional abuse or neglect, sexual abuse, or exploitation of (1) a child, (2) a resident of an adult care home, medical care facility, psychiatric hospital or state institution for the mentally retarded, or (3) an adult?  Yes  No

**If you answered yes to either of the above, please attach an explanation.**

Answering “yes” does not automatically disqualify you for admission to the BSW program the UCSWA Program or the UCSWC Program. However, depending on circumstances, it may affect your ability to be placed in a field practicum, which is necessary to complete the BSW program or certificate requirements. Please contact the BSW Program Director, UCSWA Program Coordinator, or UCSWC Program Coordinator if you have any questions.

I understand that prior convictions, diversions or pending charges may affect my ability to be placed in a field practicum, which is necessary to complete the BSW program, UCSWA, or UCSWC. This means that while you may be admitted to the program, you may not be able to complete the degree or certificate if there is something in your background that would prevent you from being placed in a field practicum. Many agencies require background checks. Some criminal charges may affect your ability to be licensed in the State of Kansas.

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*Ethical Agreement*

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I have read and understand the *NASW Code of Ethics* (can be found at <http://www.socialworkers.org>), and I will abide by this code of ethics to the best of my ability. I aspire to learn more about social work’s values, knowledge and practice skills throughout my student and professional years. I will seek professional growth through interaction with faculty, colleagues and other assigned tasks in the Wichita State University School of Social Work program. I understand that failure to demonstrate Social Work Ethics in my time in the BSW Program may result in removal from the program.

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*BSW Manual Acknowledgement*

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I have been advised to read the Wichita State University School of Social Work BSW Manual, located at <http://webs.wichita.edu/?u=socialwork&p=/bsw/bswstudentmanual/>. I agree to follow the expectations outlined in that manual throughout the course of my BSW program experience. If also admitted to the Undergraduate Certificate in Social Work and Addictions Program or the Undergraduate Certificate in Social Work and Child Welfare Program, I understand that I am expected to abide by these expectations throughout the course of my certificate participation as well.

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*Practicum Insurance*

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I understand that I may be placed with an agency that requires one or more of the following types of insurance coverage: (a) professional liability, (b) automobile liability, and/or (c) health/medical. **By signing this application, I hereby acknowledge that, if placed with an agency that requires such coverage, I am obligated to obtain, at my sole cost and expense, such insurance and maintain the requisite coverage during the duration of my practicum. I further understand and acknowledge that Wichita State is under no obligation to provide such insurance coverage on my behalf and indeed does not and will not provide such insurance coverage on my behalf.** I may request a practicum placement with an agency that does not require some or all of the above insurance requirements. While Wichita State University will make a reasonable attempt to accommodate this request, I understand and acknowledge that such accommodation is not guaranteed.

I hereby request to be placed in a practicum that does not require the following (*check all that are applicable*):

- Professional liability insurance in the amount of \$1,000,000 in each instance/\$3,000,000 in the aggregate.
- Automobile (including liability) insurance
- Health/medical insurance (including hospitalization coverage)

**NOTE:**

The NASW Social Work Student Professional Liability Insurance can be obtained by members of NASW. To apply for membership online go to <https://www.socialworkers.org/nasw/join/default.asp>.

If you are a member of NASW, Student Liability Insurance application forms can be found at <http://www.naswassurance.org>.

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*Computer Competency*

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Students admitted to the School of Social Work are expected to demonstrate competency with the following computer skills:

1. Word Processing (WORD or Word Perfect preferred - *not Microsoft Works*), with the following formatting skills:
  - a. Setting font size & type
  - b. Setting margins
  - c. Setting line spacing
  - d. Creating headers and footers
  - e. Inserting tables
  - f. Italicizing
  - g. Inserting page numbers - in a header
  - h. Centering text; right and left justification
2. Sending and receiving email with attachments from Shocker email
3. Accessing the internet
4. Students are expected to have familiarity with the following:
  - a. Presentation program (PowerPoint)
  - b. Spreadsheet (Excel)
  - c. BlackBoard
  - d. Presentation software, such as PowerPoint or Prezi

Students **not competent** with the above computer skills **must complete a computer workshop or class** prior to entering the Social Work BSW, UCSWA or UCSWC Programs.

I have been informed of the expected computer competency for the Social Work programs. I understand that it is my responsibility to demonstrate competency in the stated skills. **I understand that my grades may be significantly affected by poor application of the above computer skills.**

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*Practicum Statement*

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I understand that I will be required to attend practicum orientation as part of the placement process for the practicum program. I also will be required to complete a practicum inventory, along with a resume. These must be completed during the fall semester of my junior year by **December 1<sup>st</sup>**. After this point, I will be required to schedule a practicum interview to help determine my practicum placement.

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*Disabilities / Modifications*

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Wichita State University is committed to providing equal access to employment, educational programs, and activities for students with disabilities. The University recognizes that students with disabilities may need accommodations to have equally effective opportunities to participate in or benefit from University educational program, services and activities and will make reasonable modifications to the environment, policy and practice and/or provide auxiliary aids and services when the Office of Disability Services determines such modifications are needed for equal access.

Reasonable accommodation will be considered and may be made to qualified students who disclose a disability, so long as such accommodation does not significantly alter the essential requirements of the curriculum and the training program, or significantly affect the safety of others.

I also understand, and acknowledge that it is my responsibility to notify Wichita State University if I am in need of an accommodation. I further understand and acknowledge that it is my responsibility to notify Wichita State University if there is any reason I cannot meet the expectations of the Social Work Program, **with or without reasonable accommodations**.

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I certify that the information on this application form is accurate and complete.

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Signature of applicant (type name if submitting electronically)

Date

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*Application Packet*

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Return completed application form together with the personal narrative, two references and a copy of transcript or Degree Works to:

School of Social Work  
Wichita State University  
528 Lindquist Hall  
1845 Fairmount  
Wichita, KS 67260-0154

or submit electronically to  
[socialwork@wichita.edu](mailto:socialwork@wichita.edu)

or by fax to (316) 978-3328

Questions?

Questions? Call the School of Social Work office  
at (316) 978-7250 or contact:

BreAnn Gilkey, BSW Program Director  
[breann.gilkey@wichita.edu](mailto:breann.gilkey@wichita.edu)

Deah Davis, UCSWA Coordinator  
[breann.gilkey@wichita.edu](mailto:breann.gilkey@wichita.edu)

Rheanna Pierce, UCSWC Coordinator  
[rheanna.pierce@wichita.edu](mailto:rheanna.pierce@wichita.edu)

**Application deadlines are October 15 and March 15.  
Applications are reviewed by committee after each deadline.  
Late applications will not be accepted.**

**Notice of Nondiscrimination:** Wichita State University does not discriminate in its programs and activities on the basis of race, religion, color, national origin, gender, age, sexual orientation, marital status, political affiliation, status as a veteran, genetic information or disability. The following person has been designated to handle inquiries regarding nondiscrimination policies: Director, Office of Equal Employment Opportunity, Wichita State University, 1845 Fairmount, Wichita KS 67260-0205; telephone (316) 978-6791.

# BSW Certificate Program in Social Work and Addiction

Yes, I want to apply for the BSW Certificate Program in Social Work and Addiction

I understand that I must complete the online Application for Degree indicating that I am applying for this certificate. (Available on the myWSU Portal, myClasses tab, under Graduation Links.)

No, I'm not interested in applying for the certificate program

**Rank:**  Freshman  Sophomore  Junior  Senior

**Current WSU Student?**  Yes  No, current college/university: \_\_\_\_\_

I've already graduated with a degree in social work, in \_\_\_\_\_ (year)

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**If you are not a current student, please attach transcripts from all universities attended.**

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**Be sure to address the questions in your narrative, as stated on page 3 of this application packet.**

# BSW Certificate Program in Social Work and Child Welfare

Yes, I want to apply for the BSW Certificate Program in Social Work and Child Welfare

I understand that I must complete the online Application for Degree indicating that I am applying for this certificate. (Available on the myWSU Portal, myClasses tab, under Graduation Links.)

No, I'm not interested in applying for the certificate program

**Rank:**  Freshman  Sophomore  Junior  Senior

**Current WSU Student?**  Yes  No, current college/university: \_\_\_\_\_

I've already graduated with a degree in social work, in \_\_\_\_\_ (year)

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**If you are not a current student, please attach transcripts from all universities attended.**

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**Be sure to address the questions in your narrative, as stated on page 3 of this application packet.**



# MODEL'S RELEASE

I hereby grant **Wichita State University** and/or parties designated by Wichita State University (including clients, purchasers, agencies and periodicals or other printed matter and their editors the right to reproduce, use, exhibit, display, broadcast, distribute and create derivative works from **University-related photographs and/or audio recordings and/or video images** of the undersigned person. This grant includes, without limitation, the right to publish such images and/or audio, with or without my name or with a fictitious name, in the University newspaper, alumni magazine, and/or public relations / promotional materials, and any other marketing and admissions publications, advertisements, fund-raising materials, and any other University-related publication. The images and/or audio may appear in any of the wide variety of formats and media now available to the University and that may be available in the future, including but not limited to print, broadcast, videotape, CD-ROM, and electronic / online media.

**I affirm that I am 18 years old or older:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed name \_\_\_\_\_

Witnessed by \_\_\_\_\_ Date \_\_\_\_\_

**If under 18 years old:**

I am the parent or legal guardian of \_\_\_\_\_

I hereby approve the foregoing consent to Wichita State University's use subject to terms mentioned above. I affirm that I have legal right to issue consent.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed name \_\_\_\_\_

Witnessed by \_\_\_\_\_ Date \_\_\_\_\_

LOCATION:	DESCRIPTION:
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