



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 Shaunna Millar, 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 – December 1 and July 1. 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 www.wichita.edu/socialwork .
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 socialwork@wichita.edu .
Complete your Senior Form/Application for Graduation with LAS Advising.	Schedule a time to meet with an advisor in the LAS Advising Center - www.wichita.edu/lasadvising .
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 www.wichita.edu/socialwork . These are due by December 1 in the School office, along with a copy of your resume.
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), please also answer the following questions in your narrative:

- * Why are you also interested in pursuing a specialized certificate in this arena?
- * Do you have any volunteer, paid employment, or personal experiences related to working with addiction issues?
- * How did you hear about the Undergraduate Certificate in Social Work and Addiction?

Demographic Information (optional)

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

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)			
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			
To Be Completed by the School of Social Work ONLY			
BSW Orientation: <input type="checkbox"/> In Person <input type="checkbox"/> Online		Date: _____	

Background Information

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 or from the UCSWA. 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 or UCSWA 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 or UCSWA. 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.

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

Signature of applicant (Type name if submitting electronically.)

Date

Application Packet

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

School of Social Work
Wichita State University
528 Lindquist Hall
1845 Fairmount
Wichita, KS 67260-0154
or submit electronically to socialwork@wichita.edu
or by fax to (316) 978-3328

Questions? Call the School of Social Work office at (316) 978-7250
or contact:
Shaunna Millar, BSW Program Director
(316) 978-5853, shaunna.millar@wichita.edu
or
Deah Davis, UCSWA Coordinator
(316) 978-7269, deah.davis@wichita.edu

Application deadlines are December 1st and July 1st. 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.



Ethical Agreement

I, _____, certify that I have read and understand the NASW *Code of Ethics* 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 my removal from the program.

Signature of applicant (Type name if submitting electronically.)
Date

Date

NOTE: The NASW *Code of Ethics* can be found on the NASW website at <http://www.socialworkers.org/>.



BSW Manual Acknowledgement

I, _____, certify that 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 Addiction certificate program, I understand I am expected to abide by these expectations throughout the course of my certificate participate, as well.

Signature of applicant (Type name if submitting electronically.)

Date

Computer Competency Statement

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:
 - Setting font size and type
 - Setting margins
 - Setting line spacing
 - Creating headers and footers
 - Inserting tables
 - Italicizing
 - Inserting page numbers – in a header
 - 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:
 - Presentation program (PowerPoint)
 - Spreadsheet (Excel)
 - Blackboard
 - 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 or UCSWA Program.

I, _____, have been informed of the expected computer competency for the Social Work program. 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.**

Signature of applicant (Type name if submitting electronically.)

Date



WICHITA STATE
UNIVERSITY

FAIRMOUNT COLLEGE OF
LIBERAL ARTS AND SCIENCES

School of Social Work

Practicum Statement

I, _____, understand that I will be required to attend practicum orientation as part of the application process for the practicum program. I also will be required to complete a practicum inventory, along with completion of a resume and Senior Form. This must be completed during the fall semester of my junior year by **December 1st**.

Signature of applicant (Type name if submitting electronically.)

Date



WICHITA STATE
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School of Social Work

Liability Insurance Notification

I, _____, certify that it **will be** required for me to obtain Student Liability Insurance as part of my practicum application process.

Signature of applicant (Type name if submitting electronically.)

Date

NOTE: The NASW Social Work Student Professional Liability Insurance can be obtained by members of NASW. To apply for membership online, go to www.socialworkers.org. Application forms for the NASW student liability insurance can be found at <http://www.naswassurance.org/malpractice/student-liability-individuals/>. There are other options for liability insurance, as well, through private providers or your own insurance group. You are not required to purchase liability insurance through NASW.

BSW Certificate Program in Social Work and Addiction

Students interested in the BSW Certificate Program in Social Work and Addiction should also complete this section.

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

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)

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

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

Course Planning Worksheet

Student Name _____ myWSU ID _____

Date _____ Advisor _____ Year _____

FALL SEMESTER	SPRING SEMESTER	SUMMER SEMESTER

Year _____

FALL SEMESTER	SPRING SEMESTER	SUMMER SEMESTER

Year _____

FALL SEMESTER	SPRING SEMESTER	SUMMER SEMESTER

Year _____

FALL SEMESTER	SPRING SEMESTER	SUMMER SEMESTER

Student to do list:
