

Student Steps of Responsibility for admission to the WSU BSW Program and Practicum Program	Description of Steps
1. Attend a BSW Program Orientation as early into your major as you can.	Orientations are held on the first Wednesday of every month, September - December and February - April. Students are required to attend one orientation before they can be admitted into the social work program.
2. Apply to the BSW Program and Practicum when you have met the minimum criteria.	Complete the attached application and forms. There are two deadlines 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.
3. Attend a practicum program orientation in the fall of your junior year.	These are held in the fall semester. Students are required to attend orientation as part of their practicum process.
4. Complete your Senior Form and 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 316-978-7250 or send an email to socialwork@wichita.edu
5. Complete your Senior Form and Application for Graduation with LAS Advising.	Schedule a time to meet with an advisor in the LAS Advising Center – www.wichita.edu/lasadvising
6. 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 Practicum information on your interests and availability for practicum. The due date for this form and resume will be announced at the mandatory Orientation for the Practicum Program.
7. Schedule your TEAMS interview for practicum in December of your junior year.	Call our office at 316-978-7250 or email socialwork@wichita.edu to schedule your practicum interview. At that interview, your next steps will be discussed for your progress into your placement.

BACHELOR OF SOCIAL WORK PROGRAM

Application for Admission

The following documents are necessary to complete the program application:

1. Application (no incomplete applications will not be considered)
2. Personal Narrative
3. Two References Forms
4. Copy of transcript or Degree Works – unofficial (WSU students can get a copy from myWSU Self Service. Go to Student Records, then Academic Transcript.)
5. WSU Model (photo) Release Form

Undergraduate Certificates

1. If you are also applying for the **Undergraduate Certificate in Social Work and Addictions**, please complete page 7, and answer additional personal narrative questions applicable to the certificate.
2. If you are also applying for the **Undergraduate Certificate in Social Work and Child Welfare**, please complete page 8, and answer additional personal narrative questions applicable to the certificate.

Program Information

Please check one box: Full-Time Student (12 hours or more) Part-Time Student (less than 12 hours)

Anticipated graduate date: Fall _____
Spring _____
Winter _____

Personal Information

My WSU ID# _____ Phone number _____

First Name _____

Middle Name _____

Last Name _____

Street Address _____

City, State, Zip Code _____

@shockers.wichita.edu email address _____

Alternative email address _____

Alternative email address _____

Personal Narrative

Attach a Personal Narrative

Your personal narrative must be TYPED, double-spaced, and one to two pages in length to support your application. It should address the following:

1. Why do you seek a degree for a career in social work?
2. What notable qualities do you regard as your strengths for entry into social work?
3. What qualities might you regard as personal limitations for entry into social work?
4. What interests, motivations and experiences do you have that would establish suitability for the social work profession?
5. Address your academic background. Describe in your own words any academic or transcript challenges that may affect you in the program.
6. Are there any personal, physical, or emotional barriers that will make it challenging for you to participate in the social work program(s)? If yes, please explain.
7. Are you receiving services through WSU Disability Services? If yes, would you need accommodations in an agency setting?

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

1. Why are you also interested in pursuing a specialized certificate in the addictions or child welfare areas?
2. Do you have any volunteer, paid employment, or personal experience related to issues in the addiction or child welfare areas?
3. 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 GAP of 2.0 or higher Current GPA _____

Completion of at least forty-five credit hours Number of hours completed _____

Course Requirement Completed (Grade C or better)	Completed Course	Grade
ENGL 100 English Composition or 101 College English	YES <input type="checkbox"/> NO <input type="checkbox"/>	
ENGL 102 College English II	YES <input type="checkbox"/> NO <input type="checkbox"/>	
COMM 111 Public Speaking	YES <input type="checkbox"/> NO <input type="checkbox"/>	
MATH 111 College Algebra, 131 Contemporary Mathematics or Precalculus Mathematics	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Course Requirement Completed OR Enrolled in Currently	Completed Course or Currently Enrolled	Grade
BIOL 106 Human Organism or Human Biology equivalent Lab (Any Natural Science Lab)	YES <input type="checkbox"/> NO <input type="checkbox"/>	
PSY 111 General Psychology	YES <input type="checkbox"/> NO <input type="checkbox"/>	
SOC 111 Introduction to Sociology	YES <input type="checkbox"/> NO <input type="checkbox"/>	
SCWK 201 Introduction to Social Work and Social Welfare or equivalent course from another college with a "C" or better	YES <input type="checkbox"/> NO <input type="checkbox"/>	

To be completed by the School of Social Work ONLY:

BSW Orientation: In Person Online Date Completed: _____

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 Other Prefer not to answer 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

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, the UCSWA Program or the UCSWC Program. However, depending on your 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, USCWA, 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.

Ethical Agreement

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.

BSW Manual Acknowledgement

I have been advised to read the Wichita State University School of Social Work BSW Manual. If you need access to a copy, you can request a copy at socialwork@wichita.edu. 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.

Computer Competency

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

1. Word Processing (Microsoft Office preferred), 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 software, such as PowerPoint or Prezi
 - Spreadsheet (Excel)
 - Blackboard

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.**

Practicum Statement

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 1st.** After this point, I will be required to schedule a practicum interview to help determine my practicum placement.

Disabilities / Modifications

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 accommodations 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 need 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.

I certify that the information form is accurate and complete.

Signature _____

Date _____

Application Packet

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

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

Questions?

Call the School of Social Work at (316) 978-7250

OR submit electronically to
socialwork@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 the 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 am not interested in applying for the certificate program.

Rank: Freshman Sophomore Junior Senior

Current WSU Student? Yes No – current college/university _____

I have already graduate with a degree in social work Year graduated _____

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.

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 the 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 am not interested in applying for the certificate program.

Rank: Freshman Sophomore Junior Senior

Current WSU Student? Yes No – current college/university _____

I have already graduate with a degree in social work Year graduated _____

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BSW REFERENCE FORM

TO BE COMPLETED BY THE APPLICANT:

Provisions of the Family Education and Privacy Act of 1974 give you the right to retain or waive access to this recommendation. Waiving access is not required by the Admissions Committee. Indicate below to your evaluator whether or not you waive or retain your right of access to this recommendation. Indicate your choice:

I retain my right of access.

I waive my right of access.

Signature _____

Date _____

REFERENCE FOR (Please print) _____

The above applicant has applied for admission into our advanced curriculum in social work. Please return this reference as soon as possible. Progression in the undergraduate program prepares students for a supervised agency practicum, state examination, and a professional license. Your comments will allow us to consider more than academic ability in this first step of admission into the social work program.

Return to: Wichita State University, School of Social Work, 1845 N. Fairmount College, Wichita, KS 67260-0154 **OR** Email: socialwork@wichita.edu

Mark **ONLY** those qualities where you have developed distinct impressions of the character of the applicant:

1 - Variable/inconsistent/needs further development **2** - Average level or consistency **3** - Superior level and consistent

___ COMMUNICATIVE ABILITY

___ EMPATHY

___ INTEGRITY

___ OPEN MINDED

___ ACCEPTING OF OTHERS

___ DECISIVENESS

___ MANAGES TENSION/CONFLICT

___ SETS REALISTIC GOALS

___ SENSE OF HUMOR

___ CREATIVITY

___ EFFICIENCY

___ HONESTY

___ DEPENDABILITY

___ LISTENING

___ SINCERITY

___ SELF-DISCIPLINE

___ DECISION-ABILITY

___ RESPECT FOR DIFFERENCES

___ UNDERSTANDING

___ INITIATIVE

- Circle the three traits above which seem to be the strongest qualities of this person.
- What qualities does this person have that would prompt you to encourage a friend to seek help from this person? **OR** Would you consider hiring this person to work with you? Why?
- What other information do you feel should be considered by the admission committee for this applicant?

Please provide the following information about Yourself. THANK YOU!

NAME _____ **DATE** _____

JOB TITLE & AGENCY (If relevant to the reference): _____

ADDRESS _____

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4. Circle the three traits above which seem to be the strongest qualities of this person.
5. What qualities does this person have that would prompt you to encourage a friend to seek help from this person? **OR** Would you consider hiring this person to work with you? Why?
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NAME _____ DATE _____

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ADDRESS _____