

## Minnesota State University Mankato, Department of Social Work

### *Steps to Apply for the Social Work Undergraduate Major SOWK 441*

#### **1. Determine Eligibility**

- \* GPA greater than or equal to 2.8 (overall and SOWK)
- \* Completion of (currently in) Foundation courses (Soc, KSP, Bio, Econ, PoliSci, EthnStu)
- \* Completion of (currently in) 190/210/214/305
- \* Completion of (currently in) Junior Field, 312, with at least “average” supervisor’s ratings
- \* Course Plan (minimum 75 total credits at application; appropriate plan for degree completion)
- \* Written & Verbal skills sufficient for professional practice
- \* Professional Behaviors & Attitudes conducive to professional practice
- \* Completion of General Education requirements

#### **2. Download Application.**

Go to SOWK Department webpage. Download and read application to the major. First page provides an overview.

< [sbs.mnsu.edu/socialwork/undergraduate/admission/admissiontomajor.html](http://sbs.mnsu.edu/socialwork/undergraduate/admission/admissiontomajor.html) >

#### **3. Gather supporting documentation.**

- A. Current unofficial MSU transcript. You can probably get this on-line.
- B. DARS for Social Work signed and dated by the College Advising U (AH114)
- C. SW 312
  - (1) Final evaluation if completed course or,
  - (2) Mid-term evaluation if currently taking or,
  - (3) Copy of first page of the SOWK 312 application.
- D. Unofficial academic transcripts from each university attended.

#### **4. Complete draft of application.** (You will be showing this to your advisor).

- Calculate GPA
- Complete course plan.
- Write essays.

#### **5. Meet with advisor.** An advisor signature will be needed after you complete the application.

- A. Have advisor sign any needed substitution forms (If foundation course taken was different than course required or taken outside of MNSCU schools.  
-Not needed if indicated on DARS for social work).
- B. Review course plan
- C. Make any necessary changes.
- D. Finalize application including supporting documents.
- E. Put application and documents in manila folder and put your name on it.
- F. Get advisor signature.
- G. Bring finalized application to SOWK office before Monday March 2 at 12:00

## Order of application materials for SOWK Major

Purchase a manila folder and write your name and SOWK 441 on the tab of the folder.

Place application and supporting materials in the folder in the following order:

1. \_\_\_ Cover Letter asking for exceptions or explaining information you believe admissions committee should know.  
(See page 12 of the application, Item C: Request for exceptions. ***It is not necessary to have a cover letter.***)
2. \_\_\_ Application pages 3-8, 10, and 12 completed and stapled together (Pages 9 and 11 provide instructions and do not need to be included).
3. \_\_\_ DARS for social work (signed and dated by college advising U office)
4. \_\_\_ Transcript(s)
5. \_\_\_ Any substitution forms
6. \_\_\_ Documentation regarding SOWK 312 (Evaluation from Agency or 1<sup>st</sup> page of SOWK 312 Application).
7. \_\_\_ Three (two page) essays.