

APPLICATION TO THE SOCIAL WORK MAJOR

Revised 02/08

Dear Prospective Social Work Major:

Thank you for your interest in the social work program. Applying to the Social Work major is a serious professional decision; one to which we know you have given much thought and effort. Acceptance to the social work program represents a major step in your life.

The application to the social work major is very detailed. It is designed to assist you to demonstrate to the social work faculty that you have met an established set of rigorous expectations and training and that you are well-prepared to continue your development as a generalist social work practitioner. It is in your best interest to begin the process well in advance of the application deadline. Faculty recommend the following steps to ensure a successful application process.

1. Read the Minnesota State University, Mankato Department of Social Work *Undergraduate Social Work Handbook*, in particular the information about program requirements and applying to the major.
2. Read the Minnesota Board of Social Work Statutes and Practice Act and the NASW Code of Ethics (see *Section III C of this application packet for more information*).
3. Review the application packet carefully. Make note of any questions or areas of confusion and meet with your advisor as soon as possible to get clarification.
4. Complete the application, including gathering ALL supporting documents.
5. Meet with your advisor to review the application as your advisor's signature is required on the completed application. If you have not already done so, make sure you have been assigned a social work advisor before beginning the application to the major process.
6. Make and keep a copy of all application materials.
7. Submit the completed application in a manila file folder to the Department Secretary by the posted deadline.

Successful applicants to the social work program have demonstrated through their academic and pre-professional accomplishments their commitment to the profession of social work. As graduates of Minnesota State Mankato Department of Social Work program, they make significant and lasting contributions to the quality of life for the citizens and communities they serve. We look forward to your future as a generalist social work practitioner.

Sincerely,

Department of Social Work Faculty

Minnesota State University Mankato is committed to providing equal education and employment opportunities to all persons and does not discriminate on the basis of race, religion, color, veteran's status, national origin, sex, sexual orientation, age, marital status, physical and mental disability, creed, status due to receipt of public assistance, or any other group against which discrimination is prohibited by Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Minnesota Statute Chapter 363, and other applicable state or federal laws, or State University System policy.



Department of
Social Work

MINNESOTA STATE UNIVERSITY MANKATO

ADMISSION CRITERIA

1. The MSUM Department of Social Work typically admits 25-30 students per semester. The faculty reserves the right to limit class size as needed.
2. Failure to complete applications in professional and timely manner will result in a delay or denial of admission to the major.
3. Students who meet the following criteria are given priority in the decision making process.

A. Preparation for Advanced Curriculum

1. Grade Point Average (GPA)

- GPAs of 2.8 or better for Overall MSUM and for Social Work required courses.
- Earned a grade of 'C' or better in all required social work foundation, introductory, integrating AND any advanced social work courses AND a grade of 'P' in SOWK 312 AND received 'Average or better' on all items in the SOWK 312 End of Semester Evaluation.

2. Application and Graduation Credits and Course Workload

- Completed or in the process of completing 75 or more credits hours at the end of the semester in which you are submitting your social work major application.
- A Course Plan that meets, at a minimum, the 128 credit hours required for graduation AND demonstrates the appropriate sequencing of Social Work advanced curriculum.
- A carefully considered course and credit workload after you are admitted to the major that reflects your academic strengths/limitations, work, family, and other responsibilities.
- A realistic plan for completing courses for a minor or second major (if applicable).

3. General Education Categories

- Completed ALL or in the process of completing your final general education courses.

4. Foundation Courses

- Completed ALL or in the process of completing your final Foundation Courses (Soc 101, EthSt 100, Bio 100, KSP 235, Econ 100, PolSc 111).
- with the exception of your required Stats which should be successfully completed before registering for SOWK 469.

5. Introductory and Integrative Social Work Courses

- Completed SOWK 190, SOWK 210 and SOWK 214.
- Completed or in the process of completing SOWK 305 and SOWK 312.

B. Oral and Written Communication Skills

- Can write, think critically, and engage in verbal skills to apply the knowledge, values, and skills of the profession at a level required for successful completion of the advanced curriculum and for beginning generalist social work practitioner.

C. Professional Behaviors and Attitudes

- Demonstrates positive academic, personal, and pre-professional behaviors and attitudes in multiple learning and practice environments (fieldwork) that are conducive to successful Social Work education and practice.
- Behaves a manner that is both legal and in compliance with the NASW Code of Ethics and MN Board of Social Work Standards of Practice.

D. Volunteer and/or Work Experiences

- Participation in paid or unpaid human service or other types of volunteer activities.

ADMISSION PROCESS

Your application is reviewed by the Admissions Coordinator to ensure that it is complete. Next, the members of the BSSW Admissions Committee review your application and make a recommendation to the BSSW faculty regarding your readiness for admission to the major. After a decision about your admission status is made, a formal letter with your admission decision that also provides you with information about the next steps is mailed to you. For more information about the admission process, read *Section V of your Department of Social Work Student Handbook.*

I. IDENTIFYING INFORMATION

INSTRUCTIONS:

- Place a checkmark “v” in the box by either the ‘Local Address’ or ‘Permanent Address’ box to let the Department know which to use for formal correspondence.
- Faculty will frequently communicate with you in regards to your application and admission status using your Mavmail email address. Please check your Mavmail account routinely.

| | |
|-------------|----------------|
| NAME | TECH ID |
|-------------|----------------|

| | | |
|-------------|--------------|---------------|
| LAST | FIRST | MIDDLE |
|-------------|--------------|---------------|

LOCAL ADDRESS

STREET/BOX

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|-------------|--------------|------------|
| CITY | STATE | ZIP |
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PERMANENT ADDRESS

STREET/BOX

| | | |
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| CITY | STATE | ZIP |
|-------------|--------------|------------|

TELEPHONE NUMBERS

| | | |
|--------------|------------------|-------------|
| () | () | () |
| LOCAL | PERMANENT | CELL |

MAVMAIL ADDRESS

II. APPLICANT AND ADVISOR SIGNATURES

I understand that my signature indicates that I have met with my advisor to review my application, I have thoroughly reviewed all components and to the best of my knowledge my application is complete. I am ready to be considered for admission to the social work major at Minnesota State Mankato.

Student Signature | Date

I have met with the student, I have reviewed all components and to the best of my knowledge the application is complete. The student is ready to be considered for admission to the social work major at Minnesota State Mankato.

Advisor Signature | Date

III. GRADUATION, LEGAL, AND PROFESSIONAL STATEMENT OF UNDERSTANDING AND AGREEMENT

Students who want to be generalist social work practitioners must be fully informed of the commitment they are making to the legal, professional and client community and must be prepared to accept the responsibility and the consequences of this commitment. Read the Admission, Legal, and Professional Statements of Responsibilities in this section carefully, including the Minnesota Board of Licensing information and the NASW Code of Ethics that are linked to this packet. This section must be signed, dated and placed in your application folder.

A. IN ORDER TO GRADUATE WITH A BSSW DEGREE FROM THE MSUM DEPARTMENT OF SOCIAL WORK, A STUDENT MUST:

1. Successfully complete all foundation courses and social work introductory and integrative courses and all advanced social work courses (SOWK 412, SOWK 469 and SOWK electives) with a grade of 'C' or better and a 'P' in SOWK 312, Junior Field Placement and with 'Average or better' checks/scores on the SOWK 312 'Agency Evaluation of Student Final Evaluation'.
2. Earn a grade of C or better in each practice course (SOWK 441, 443, 445, and 447) in order to be allowed to register and complete each successive practice course.
3. Document as requested by faculty progress in the social work program.
4. Complete an application for permission to enter the SOWK 450 Senior Seminar and SOWK 455 Senior Practicum and complete 440 hours in a social service agency during their final semester. Agencies may have particular requirements or may require additional information from students to assure the safety of clients, the confidentiality of services, and the absence of conflicts with agency programs and policies. Students are expected to comply with agency requests that do not infringe on their individual rights.
5. Complete background checks as requested at SOWK 312 and SOWK 450/455 entry points.
6. Remain in 'good standing' in the social work program.

*****Failure to meet one or more of the above conditions can negatively impact a student's status as 'a student in good standing in the MSUM Department of Social Work' resulting in the inability to graduate from the social work program.***

B. DISABILITY RIGHTS AND RESPONSIBILITIES

In accordance with University Policy, the Department of Social Work is committed to ensuring equal educational opportunity and full participation for qualified persons with disabilities as is legally required under the Rehabilitation Act of 1973 including section 504 and the Americans with Disabilities Act. All students with a disability may request accommodation through the Office of Disability Services. Visit the Office of Disabilities Services at 132 Memorial Library or call 507-389-2825 (V/TTY). Student disability accommodations will be made by faculty based upon the advisement of the Office of Disability Services. *(Adopted: September 12, 2007)*

C. PROFESSIONAL BEHAVIORS AND ATTITUDES AND THEIR IMPACT ON LICENSING AND EMPLOYMENT AS A SOCIAL WORK PRACTITIONER

Social workers and students in social work programs are expected to demonstrate high standards of academic, professional and personal behavior and attitudes. Your first obligation is to clients. A social worker's academic, personal and/or professional behaviors or attitudes must not be allowed to interfere with service to clients. Read the:

Minnesota Board of Social Work <<http://www.socialwork.state.mn.us>> AND
Statutes and Practice Act <<http://www.revisor.leg.state.mn.us/stats/148B/>>.
National Association of Social Work <<http://www.socialworkers.org/>> AND
Code of Ethics at <<http://www.socialworkers.org/pubs/code/default.asp>>.

1. Academic Readiness and Professional Behavior and Attitudes

Applicants to the social work program should be committed to developing and enhancing their academic skills and professional behaviors and attitudes in all learning and fieldwork environments including a commitment to developing good written and oral communication skills. Academic and professional behaviors and attitudes that are not consistent with the University/MnSCU Student Codes of Conduct, with the Department’s policies and procedures, with the profession’s Code of Ethics and the profession’s standards of practice can impact a student’s standing in the social work program.

2. Barriers to Professional Service

Students admitted to the social work program must assume responsibility for recognizing and removing academic, personal, and professional barriers that limit their ability to serve clients either during coursework, fieldwork or future employment. Difficulty with written and oral communication skills should be addressed prior to graduation. Other personal or professional behaviors that impact a student’s ability to function as a social worker should be recognized and responded to also. For example, chemical dependency, poor physical or mental health, emotional problems, and/or severe unrelieved stress may impair service to clients and should be identified and addressed throughout one’s academic and professional career.

3. Background Checks and Criminal Convictions

Because social workers work with many vulnerable populations, security background checks are required for MSUM Department of Social Work students when students request permission to complete their fieldwork courses. In addition, background checks are often required for employment in human service fields. Students should be aware that past legal problems may limit fieldwork and employment opportunities. Students with criminal conviction(s) or pending criminal case(s) should consult with their advisors and discuss the implications for required fieldwork and future employment. For example, substantiated complaints of maltreatment against children and vulnerable adults can limit fieldwork and employment opportunities in settings related to those populations. Previous termination from volunteer, internship, or paid positions because of sexual abuse or sexual harassment can also significantly limit fieldwork and employment opportunities. Applicants with a history of violence, sexual harassment, or chemical dependency should have successfully completed rehabilitation. Criminal convictions are also reviewed when application is made for social work licensure in Minnesota. A conviction of a felony, gross misdemeanor, and some misdemeanors can keep you from being licensed as well and significantly limit your employment options.

STATEMENT OF UNDERSTANDING AND AGREEMENT

PLEASE READ, CHECK “√” EACH BOX BELOW, AND SIGN.

- I have read and agree to abide by the guidelines as outlined in this document, MSUM/MnSCU student Codes of Conduct, the Minnesota State Mankato Department of Social Work *Undergraduate Social Work Student Handbook*, the legal and professional expectations of the accrediting and licensing bodies to which the Department of Social Work and to which social work practitioners are obligated and by the federal, state and local government laws and policies that impact social work practice.
- I have reviewed the Minnesota Board of Social Work Statutes and Practice Act and the NASW Code of Ethics. I understand I am assuming professional obligations and attest that I will study and practice social work within the ethical bounds of the profession. I expect to use my education to promote social justice, strengthen human relationships, uphold the dignity and worth of all people, and practice with the utmost of integrity.
- I have read the information above about limitations to social work licensing and employment and my responsibility for addressing any academic characteristics, personal and professional behaviors and attitudes, and/or legal/other impairment which may impact my ability to competently perform my duties as a social work student and/or as a future social work professional.

Student Signature

Date

IV. ACADEMIC AND CURRICULUM INFORMATION

Applicants to the MSUM Department of Social Work program are required to demonstrate that they have met a rigorous set of academic and curriculum responsibilities. Use this section to provide information related to your academic readiness for admission to the social work major.

A. PREVIOUS COMMUNITY COLLEGES, TECHNICAL SCHOOLS AND/OR OTHER UNIVERSITIES ATTENDED

| COLLEGE | CITY/STATE | DATES | MAJOR | DEGREE/CERTIFICATE |
|---------|------------|-------|-------|--------------------|
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B. GENERAL EDUCATION REQUIREMENTS

INSTRUCTIONS:

- Place a checkmark “✓” in the ONE box that applies below.

I have completed my general education requirements via transfer of an AA/AS degree.
 AA @ _____ (MONTH)/ _____ (YEAR)

I have completed my general education requirements at MSUM.

I will complete my general education requirements at the end of this semester.

I **WILL NOT** have my general education requirements by the end of this semester. I have the following courses/categories to complete.

| CATEGORY #/NAME OF COURSE | TO BE COMPLETED WHEN SEMESTER/YEAR |
|---------------------------|------------------------------------|
| | |
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SPECIAL INSTRUCTIONS: Your COURSE PLAN in Section IV. G.(page 9-10) of this application must show the categories/courses/semester/year you plan to complete the missing general education course(s)

C. Social Work Foundation, Introductory, Integrative, and Advanced Courses

| INSTRUCTIONS: <ul style="list-style-type: none"> • Write the letter grade(s) you received in each of the Social Work courses that you have completed. Include ALL grades from ALL courses, <i>including D's or F's and indicate plans to retake.</i> • If you are currently enrolled in a course, place a checkmark "√" in the space provided for grade. • If you plan to take or retake one or more courses, indicate the semester & year (Sem/Yr) you plan do so. • NOTE: The term 'SubForm' used below in the 3rd & 7th columns refers to the 'substitute form' that you advisor and you complete if you took a course(s) at another university or college that is equal to one of our 'required' courses. | | | | | | | |
|---|--------------|--|----------------------------|---|--------------|--|----------------------------|
| REQUIRED SOCIAL WORK FOUNDATION COURSES | | | | REQUIRED SOCIAL WORK (SOWK) INTEGRATIVE & ADVANCED COURSES | | | |
| <i>Course (or equivalent transfer course)</i> | <i>Grade</i> | <i>Transfer & SubForm Complete (if needed)</i> | <i>Will Take -- Sem/Yr</i> | <i>Course (or equivalent transfer course)</i> | <i>Grade</i> | <i>Transfer & SubForm Complete (if needed)</i> | <i>Will Take -- Sem/Yr</i> |
| Bio 100 | | | | SOWK 190 (Social Welfare Services) | | | |
| Econ 100 | | | | SOWK 210 (Intro to Social Work) | | | |
| EthSt 100 | | | | SOWK 214 (Community Service Projects) | | | |
| KSP 235 | | | | SOWK 305 (Human Behavior) | | | |
| PolSc 111 | | | | SOWK 312 (Intro to Junior Field Experience) | | | |
| Soc 101 | | | | SOWK 412 (Policy) | | | |
| Stats | | | | SOWK 469 (Research) | | | |
| | | | | SOWK Elective (SOWK 255 or 4XX) | | | |
| | | | | SOWK Elective (SOWK 255 or 4XX) | | | |
| | | | | SOWK Elective (SOWK 255 or 4XX) | | | |
| SPECIAL INSTRUCTIONS: <ul style="list-style-type: none"> • Remember, when computing your SOWK GPA to use all the above courses/grades, including grades that ARE less than 'C'. • Indicate on your COURSE PLAN in Section IV. G. (page 9-10) of this application, the Semester/Year that you plan to take the required foundation, introductory and/or integrative courses that you have not yet taken or must retake. | | | | | | | |

D. Grade Point Average (GPA)

INSTRUCTIONS:

- To calculate your SOCIAL WORK GPA and for a list of courses to include in this calculation, refer to the handout "How to calculate your GPA in the Major" on the Undergraduate Social Work Department webpage (<http://www.mnsu.edu/socialwk/>).
- For your SOWK GPA, you must include ALL grades earned, including D's and F's in the social work required foundation, integrative, and advanced courses that you have taken.

| | |
|------------------------|--|
| Overall GPA: _____ | Transfer GPA (Transfer Students only): _____ |
| Social Work GPA: _____ | MSUM GPA (Transfer Students only): _____ |

E. Social Work 312: Junior Field Experience

INSTRUCTIONS:

- Students are expected to have completed or should be completing the SOWK 312 Junior Field course.
- Place a checkmark “√” next to the appropriate response option.

- I have completed SOWK 312.
- With a grade of ‘P’
- I did not earn a grade of ‘P’.
- I have completed SOWK 312 and have placed a copy of the Final Agency Evaluation of Student in this application. On the SOWK 312 Final Agency Evaluation of the Student:
- “Average’ or higher criteria have been checked for all items.
- One or more ‘Below Average or Poor’ criteria have been checked.
- I will complete SOWK 312 this semester and I have placed a copy of my mid semester agency evaluation of student in this application.
- I have not taken SOWK 312.
- I plan to take SOWK 312 _____ (enter Semester/Year) AND
- I have attached a copy of my *Intent to Register for SOWK 312* form.

INSTRUCTIONS:

- Provide information about the organization(s) in which you completed, are in the process of completing or in which you plan to complete your SOWK 312 Junior Field experience.

| Organization Name | City/State | Supervisor Name |
|-------------------|------------|-----------------|
| | | |
| | | |

F. Human Service and Volunteer Experience

INSTRUCTIONS: Provide the names of organizations, dates, and brief descriptions of any previous paid or volunteer human service experiences.

| Organization Name | Dates | Description of Experience |
|-------------------|-------|---------------------------|
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G. COURSE PLAN

INSTRUCTIONS:

- **ADVISOR:** Consult with your advisor to ensure that your course plan fulfills **ALL** Social Work requirements.
- **CREDITS**
 - Start with your credits **BEFORE** this semester, add/running total for each semester
 - YOU MUST have at least 128 or more credit hours at the end of the semester in which you plan to graduate.
- **GENERAL EDUCATION REQUIREMENTS:**
 - If you have general education requirements to complete, list the course(s) in the semester you plan to take it (them) and indicate the category it is fulfilling in the “course name” column.
- **SOCIAL WORK FOUNDATION, INTRODUCTORY AND INTEGRATIVE COURSES:**
 - If you have not completed the required foundation or social work introduction and integrating courses you must include these courses in your plan.
- **ADVANCED SOCIAL WORK COURSES:**
 - Your course plan must show the four practice courses in appropriate sequence/semesters (SOWK 441, SOWK 443, SOWK 445, and SOWK 447), Social Welfare Policy (SOWK 412) and Social Work Research (SOWK 469), if not completed, and, one or more of the social work electives, if not completed, and senior practicum/seminar (SOWK 450/455).
- **MINOR/MAJOR:**
 - If you are completing a minor or major, indicate the major/minor area the course meeting in the “course name” column.

SAMPLE BEGINNING COURSE PLAN

Credit Hours EARNED PRIOR to current semester: 60

SEMESTER/YEAR: SPRING/07-08

| Course # | Course Name | # Credit Hours |
|--|---------------------|----------------|
| SOWK 305 | HBSE | 4 |
| SOWK 312 | Junior Field | 5 |
| Soc 202 | Stats | 3 |
| | | 3 |
| # Credits Taken Current Semester Total # Cumulative Credits to date | | 15 75 |

CURRENT SEMESTER/YEAR: FALL/08-09

| Course # | Course Name | # Credit Hours |
|--|---|----------------|
| SOWK 441 | Practice I | 4 |
| SOWK 412 | Social Welfare Issues & Policy | 3 |
| SOWK 415 | Child Welfare | 3 |
| GEOG 101 | Introduction to Physical Geography – GenEd Category #3 | 3 |
| CORR 452 | Victimology (Minor, or Second Major) | 3 |
| # Credits Taken Current Semester Total # Cumulative Credits to date | | 16 91 |

GO TO NEXT PAGE TO COMPLETE YOUR FORMAL COURSE PLAN

COURSE PLAN

Credit Hours Earned PRIOR to current semester: _____

CURRENT SEMESTER/YEAR: _____ / _____

| Course # | Course Name | # Credit Hours |
|---|-------------|----------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| # Credits Taken Current Semester | | |
| # Cumulative Credits | | |

NEXT SEMESTER/YEAR: _____ / _____

| Course # | Course Name | # Credit Hours |
|---|-------------|----------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| # Credits Taken Current Semester | | |
| # Cumulative Credits | | |

NEXT SEMESTER/YEAR: _____ / _____

| Course # | Course Name | # Credit Hours |
|---|-------------|----------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| # Credits Taken Current Semester | | |
| # Cumulative Credits | | |

NEXT SEMESTER/YEAR: _____ / _____

| Course # | Course Name | # Credit Hours |
|---|-------------|----------------|
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| | | |
| | | |
| | | |
| # Credits Taken Current Semester | | |
| # Cumulative Credits | | |

NEXT SEMESTER/YEAR: _____ / _____

| Course # | Course Name | # Credit Hours |
|---|-------------|----------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| # Credits Taken Current Semester | | |
| # Cumulative Credits | | |

Please insert a copy of this page if you need another Course Plan page.

V. PROFESSIONAL STATEMENT

As a student and as a future generalist social work practitioner you must be able to clearly communicate, orally and in written form, to the public and to other professionals your professional worldview and your understanding of the knowledge, values, and skills of the profession. In addition, as a successful applicant to the social work major, you should be able to identify and assess your strengths and challenges as a learner and, in the future, as a generalist social work practitioner. You should, at this point in your academic career, know the historical context of generalist social work practice and possess a beginning knowledge of the theories and perspectives that form the foundation of generalist social work practice. You should also be familiar with the social work professional value base and ethical practice behaviors/attitudes and be able to discuss your personal and pre-professional value development. Finally, you should also demonstrate that you understand and value the role of diversity in our society and be committed to advocacy and social justice.

The **REQUIRED ESSAYS** provide you the opportunity to demonstrate your academic readiness and your awareness of your professional development as well as allow you to present your understanding of the social work profession and generalist social work practice.

INSTRUCTIONS: For EACH essay, write a 2-page, double-spaced essay using a 12 point font and 1 inch margins. Please label each essay.

ESSAY A: ACADEMIC READINESS

Assess your strengths and challenges in each of the four areas:

1. Academic abilities and achievements
2. Oral and written communication skills
3. Teamwork skills
4. Leadership abilities

Provide examples from your academic experience which highlight your abilities. Describe the steps that you have taken or plan to take to improve areas in which you identified challenges. *You do not need to attach copies of your cited evidence, just report it.* Examples of student learning activities that can be (but not a comprehensive list) cited as evidence:

- GPA
- Scholarships and/or university honors; Membership in Honor societies
- Faculty evaluation and feedback of class assignments, class presentations, participation in class discussions; evaluation of class experiences requiring cooperative learning
- Exemplary papers from social work classes
- Self/faculty evaluation of assertiveness
- Volunteer experiences in human service area
- Service-learning projects
- Participation in campus or community organizations
- Holding a position of responsibility in university or community organizations
- Voluntary attendance at university, community or professional lectures/workshops related to the social work field

ESSAY B: DEFINITION OF SOCIAL WORK

The term, social work, has many meanings to many people. Often the general public has a very limited understanding of social work. In this essay, present an explanation of social work, drawn from the professional literature you read in your social work courses, that is understandable by the general public and that can also help to promote the profession. This explanation should include:

1. Definition of social work as a profession.
2. Identification/discussion of one or more core theories/perspectives/models (i.e. strengths, systems, person in environment, empowerment).
3. Identification/discussion of one or more social work fields of practice.
4. Roles and tasks of social work professionals.

ESSAY C: PROFESSIONAL GOALS AND DEVELOPMENT

People choose the social work profession for many reasons. In this essay:

1. Explain the reason(s) you chose social work as a profession.
2. Discuss your professional goals as a generalist social work practitioner.
3. Identify **several** the NASW Code of Ethics core social work values that you possess and discuss how they will guide your development and practice as a generalist social worker.
4. Discuss your potential strengths and challenges as a social worker in an increasingly diverse society

VI. SUPPORTING DOCUMENTS

Use this section to ensure that you have compiled the required documents to complete your application.

INSTRUCTIONS: Place a checkmark “√” in the box next to each item to indicate the item is included in your application packet. Place supporting documents in the order listed below at the back of the application packet.

A. DOCUMENTS REQUIRED FROM ALL STUDENTS

- Current** unofficial Minnesota State Mankato **academic transcript**.
- Minnesota State Mankato **Degree Audit Reporting System (DARS)** Report **signed and dated** by CSBS Advising U staff to confirm your completion or plan for completion of your General Education categories.

NOTE: DARS can be obtained at the HUB in CSU or the College of Social and Behavioral Sciences (CSBS) Advising U (Armstrong Hall 114). When requesting your DARS Report, ask for the report to be run “as if you were a social work major”.

- SOWK 312 Agency Evaluation of Student.** If your Agency Evaluation of Student is not complete, submit your SOWK 312 Midterm Evaluation. A copy of the Final Agency Evaluation of the Student will be required when available. If you have not taken SOWK 312, submit an ‘Intent to Register for SOWK 312’ form.
- Course substitution form(s)**, if applicable, which must be completed by your Advisor.

B. ADDITIONAL DOCUMENTS REQUIRED FROM TRANSFER STUDENTS

- Academic transcripts (unofficial or official) from **ALL** additional colleges or universities attended.
-

C. REQUEST FOR EXCEPTIONS

INSTRUCTIONS: Place a checkmark “√” in the box next to each exception that applies to you. Submit a typed letter in which you (a) describe the special circumstance for each exception,(b) a plan for addressing this exception, AND (c) describe the action you want the faculty to consider.

Curriculum

- One or more General Education Requirements** will not be completed by the end of the current semester.
- One or more of the required **social work foundation courses** (Soc 101, EthSt 100, Bio 100, KSP 235, Econ 100, PolSc 111, Stats) will not be completed by the end of the current semester.
- One or more of the required **introductory or integrating social work courses** will not be completed by the end of the current semester (SOWK 190, 210, 214, 305 and 312).
- A grade of less than a ‘C’** was received in one or more social work foundation, introductory, integrative, and/or advanced course(s).
- SOWK 312** has not been satisfactorily completed with a grade of ‘P’ and with ‘Average’ or better on all checklist criteria on the Final Agency Evaluation of the Student.

Course Plan

- One or both GPAs are lower than 2.8:** _____ Overall GPA _____ Social Work GPA
- Course Credit** at end of the current semester will be less than 75 credit hours.
- Change in **curriculum sequencing**.
- Workload** Concerns.

Other

- Oral and Written Communication skills
- Professional Behaviors and Attitudes