**Welcome to Morehead State University Social Work Program**

The Council on Social Work Education mandates that all accredited social work programs have a procedure for "advancing" students through the requirements for the Bachelor of Social Work degree. The faculty of Morehead State University have agreed to the procedure outlined on the following pages.

Every campus that offers the BSW will have limited admission. The procedure allows the faculty to determine the most ready and qualified students to enroll in the junior classes every year on every campus. Before applying to the program, talk to an advisor or a campus facilitator. You will be counseled on the best time to submit your documentation for admission. If not accepted the first time, you can re-apply for admission the following year.

To find your advisor:

On the Morehead Campus talk to Cynthia Faulkner, 606-783-2702, c.faulkner@moreheadstate.edu

On the Prestonsburg Campus, talk to Elizabeth Bishop, 606-889-4829, e.bishop@mnoreheadstate.edu

On the Ashland Campus, talk to Angie Whitley, 606-783-8701, a.whitley@moreheadstate.edu

On the Mt. Sterling campus, talk to Monica Himes, 606-783-8854, m.himes@moreheadstate.edu

We look forward to accompanying you on your journey to a fascinating and fulfilling career in Social Work.

**Application and Instructions to the Social Work Program**
**Morehead State University**

## Demands of the Program

Students seeking a BSW degree should *carefully consider* the following demands of the Program:

1. Courses are offered in a cohort model and must be taken with co-requisites after all pre-requisites are met.
2. The program requires rigorous academic performance and professional commitment.
3. Students are required to complete a number of field experience hours throughout the Program as designated by course requirements (120 hours Junior year and 400 hours Senior year). Students must be available to meet the required field hours, course work, and classroom attendance during these semesters.

## Social Work Candidate Transition Points

**Admission.** Students seeking a Bachelor of Social Work degree must apply to the Social Work Program the semester before the first set of required core classes (SWK320, SWK324, and SWK325). Admission is limited to 120 students per academic year. The application deadline is three weeks prior to the first week of Advance Registration for classes. The deadline will be announced and advertised on each of the campuses with a contact person for whom they will schedule an interview. The Admissions Committee, consisting of the Regional Campus Facilitators and the Program Director, will evaluate all applicants and determine students that are accepted into the cohort on their campus.

The candidate completes the following materials and submits them to their Academic Advisor during the Admission Interview:

- Completed *Social Work Program Application,* which includes a *Personal Statement*
- Completed *Statement of Understanding for Admission*
- Printed results of completion of the **Interest Profiler**: http://www.mynextmove.org/explore/ip
- A copy of their unofficial transcript and/or program evaluation.

******Students will not be interviewed unless they have all the required documents.******

During the Admission Interview, the Academic Advisor meets with the candidate and completes the *Social Work Admission Record* and scores the *Personal Statement* using the *Faculty*

*Evaluation for Personal Statement.* The admission decision will be based on the highest scores on the *Social Work Admission Record*. The Admissions Committee will notify the applicants regarding the status of their application within two weeks of the Admission Interview.

**Retention.** Faculty have an opportunity to evaluate students' readiness and compatibility for social work practice prior to their senior-level coursework. The process to determine student Retention will be conducted during the second semester Junior year (SWK 326, SWK 451 & SWK 321) and is based on the following information:

a) Mid-term evaluation by agency supervisor completed during the 120-hour field experience in SWK 326: Generalist Practice Lab.
b) *Rubric for Assessing Professional Behaviors* completed by two social work instructors whom have had the student in a face-to-face class, one of which must be the SWK 326 instructor. At least one must be completed by a full-time faculty member and can be the students' advisor in the absence of a second SWK instructor.
c) Input from faculty members and advisor.

**Failing Grade**

Policy: Students must receive a grade of C or better to pass a required core Social Work course.

At the end of each semester, the faculty instructor will notify the Social Work Administrative Assistant of each student who received a failing grade (D, E, I, W or U) and will include in this notification the students name, identification number, course name and number, and the grade received. The Social Work Administrative Assistant will compile a list of all students with failing grades for each semester to be distributed to the faculty for follow-up advising. The students will be notified by letter sent from the Social Work Program Director that they are **not eligible to continue their core Social Work coursework and must contact their advisor to** discuss alternate course enrollment options and/or a change of major.

The Retention Process consists of the following steps:

Student Responsibilities:

1. Student will make an appointment with their advisor before or during advanced registration.
2. Student will identify the faculty members to complete the *Rubric for Assessing Professional Behaviors* and ensure that these faculty members have a copy of the Rubric and sufficient time to complete it prior to their appointment with advisor. Rubrics will be given directly to the students' advisor and not to the student.
3. Students will ensure that they have a copy of their midterm field evaluation(s) from their Supervisor to take to the appointment.
4. Student will print out a current Program Evaluation, Mid-Term Grade Report, and unofficial Transcript to bring to the Interview.

Advisor Responsibilities:

1. Advisor will review all paperwork and will discuss with the student their accomplishments and any areas of concern.
2. Recommendations will be brought to Faculty Meeting. All faculty members have the right and responsibility to discuss and vote on a student who may be considered for “conditional” or “denied” retention in the program.
3. Recommendations will be documented as “approved,” “conditional,” or “denied” for retention in the Social Work Program.
4. Advisors will notify student of final decision.

Conditional: One or more retention criteria have not been met but faculty feels that the student has the potential to meet criteria under a Plan of Action developed between the Advisor and the Student to address the specific conditions and/or behaviors. If the student fails to comply with all aspects of the Plan of Action at any time during their enrollment as a Social Work student, the student will be immediately dismissed from the program

Denied: If a student is “denied” continuation in the Program, the student will be notified by the Program Director in writing of the decision and the appeal process.

**Social Work Program**
**Admission Record**
*See point system for advisor use on next page*

Candidate_____ID#_____

Date Received_____

_____Student has been unconditionally admitted to Morehead State University

_____Student has declared Social Work as their major (Area of Concentration)

_____Student has met with assigned faculty advisor or off-campus facilitator

_____Student has completed 60 hours of credit *towards degree* including *pending hours*.
Total Hours _____

_____Student has completed all University General Education requirements

_____Student has completed or is currently enrolled in SWK 210 and SWK 230

_____Student has a "C" or better in SWK 210 and SWK 230 and other core social work classes as noted on program evaluation or unofficial transcript. Actual SWK GPA_____

_____Student has a University GPA of 2.5 or greater University or Other GPA _____

_____Student has completed online Interest Profiler (results provided)

_____Student has provided an up-to-date MSU unofficial transcript or copy of official transcript(s) if a transfer student

_____Student has provided a university generated Program Evaluation (if applicable)

_____Student has written a Personal Statement as outlined in the Student Handbook

_____Student has signed and dated the Application and Statement of Understanding

Notes:

Reviewer: _____ Date of Interview: _____

Original: Advisor; Copy: Student

Revised 2013

**Social Work Program**
**Admission Record Score Sheet**

Candidate_____ID#_____

| Value | Student Score | |
|---|---|---|
| 1 | _____ | Student has been unconditionally admitted to Morehead State University |
| 1 | _____ | Student has completed 60 hours. Hours toward degree_____ |
| 1 | _____ | Student has completed all University General Education requirements |
| 0-2 | _____ | Student has completed (or is in process of completing) SWK 210 and SWK 230 |
| 0-4 | _____ | Student has a 2.5 or better University or overall GPA. Actual GPA: _____ |
| 1 | _____ | Student has completed the online Inventory |
| 0-10[2] | _____ | Student has completed a personal statement as outlined in the Student Handbook |

Total: Up to 20 points

1. If *both* SWK 210 and SWK 230 are completed or in progress = 2 points
   If *either* SWK 210 or SWK 230 are completed or in progress = 1 point
   If *neither* SWK 210 or SWK 230 are completed or in progress = 0 points

2. Grade Point Average – 0 if below 2.5; score is GPA if above 2.5

3. See Rubric for SWK Program Personal Narrative Record

**Social Work Program**
**Student Application**

Name:_____Date:_____

Address: (local)_____Phone:_____

Email address: _____

Student ID #_____ Date of Birth:_____

Are you a Kentucky Resident? Yes____ No ____

If yes, in which County do you reside?_____

Have you ever been convicted of a crime? Yes ____No___

If yes, please list convictions(s), dates(s), place(s) and an explanation and attach to this application.
* Do not fail to apply because of a previous criminal record. Applications will be considered on a case by case basis.

Social Work Program GPA_____University GPA_____

Grades (use midterm grades if appropriate):

SWK 210: Orientation to Social Work _____
SWK 230: Social Welfare History and Ethics _____

Write your Personal Statement (see next page). Include the life events that shaped your values and goals and influenced your decision to be a social worker. Completed narrative should be at least 4-8 typed pages, written in a professional manner.

An unofficial transcript of all courses completed plus a current program evaluation must accompany your application.

I understand that professional advising is an essential component of professional education, and that the materials related to my admission to the social work major will be reviewed and discussed by the Social Work Program faculty. I give my permission to the Social Work Program faculty to discuss my on-going academic and professional development.

_____ _____

Student Signature Date

**Personal Statement**--*To be included with your application*

1. Life Experiences

   a. What life experiences/milestones led you to be the person you are today?

   b. How did your interest in social work develop?

   c. Have you tested this interest in volunteer or employed social service experience?

2. Self-Assessment

   a. Describe the strengths you possess which you believe would contribute to the practice of social work.

   b. Based upon your self-assessment, identify at least three areas of needed personal and/or professional development and your plan for growth in these areas. (Be specific.)

3. Goals and Questions

   What are your educational goals and what do you expect from an undergraduate social work program? Have you identified an area/s for future practice? Identify any questions you have about the Morehead State University Social Work Program or about the social work profession.

4. Statement of Social Problem

   Describe one of the most pressing social problems that concerns you. As a social worker, how do you hope to impact the problem you identify?

Expected Length of Paper: (4-8 pages typed)

# Social Work Program Admission
# Statement of Understanding

I, _____, understand that I may be terminated from the social work program for nonacademic reasons. These reasons are articulated in the Student Handbook and Field Practicum Manual. Non-academic termination may be initiated if one or more of the following occurs:

- Fails to meet generally accepted standards of professional conduct, personal integrity or emotional stability required for professional practice;
- Fails to demonstrate the effective interpersonal skills necessary to perform professional helping relationships;
- Fails to adhere to the NASW *Code of Ethics*;
- Has been found guilty of criminal misconduct that affects the student's ability to be licensed as a social worker; or
- Displays inappropriate or disruptive behavior toward clients, colleagues, faculty, or staff which interferes with professional judgment or jeopardizes the best interest of those to whom the Social Work student has a professional responsibility.

I understand that I will be notified before termination from the social work program and may utilize the Student Grievance Procedure articulated in the Student Handbook and Field Practicum Manual if I believe the decision to terminate was made with prejudice, capricious, or arbitrary treatment.

_____ _____

Signature Date

Revised January 2014

**Faculty Evaluation of Personal Statement for Admission to Social Work Program**

Student Name: _____ Rater: _____

Overall Score: _____ (Range from 0-10 points)

| | Score |
|---|---|
| **Content** (7 points)<br><br>6 – 7 Content shows an exceptional ability to self-reflect (i.e., self-assessment); all personal experiences are presented with professional language and are connected to professional potential as a social worker; can identify an important/relevant social problem for social work and discuss appropriately<br><br>4 – 5 Content shows average ability to self-reflect (i.e., self-assessment); most personal experiences are presented with professional language and are connected to professional potential as a social worker; important/relevant social problem was identified, but not fully discussed<br><br>2 – 3 Content shows average ability to self-reflect (i.e., self-assessment); some personal experiences are presented with professional language and are connected to professional potential as a social worker; may have identified a social problem with little relevance to social work and/or did not fully develop the idea<br><br>0 – 1 Content shows no ability to self-reflect (i.e., self-assessment); no personal experiences are presented with professional language and are connected to professional potential as a social worker; did not identify a relevant social problem for social work | |
| **Organization** (1 point)<br>1 – Well organized, easy to follow; logical and adheres to outline<br>.5 – Organization is logical and generally follows outline<br>0 – Paper disorganized; information is hard to follow | |
| **Mechanics** (1 point)<br>1 – Adheres to standard rules of grammar, usage, mechanics, punctuation and spelling<br>.5 – Generally, adheres to standard rules; Contains errors in mechanics<br>0 – Contains significant errors that detract from understanding or create difficulty for the reader | |
| **Writing Style** (1 point)<br>1 – Writing style is uniform and sentences are generally well-constructed with paragraphs of appropriate length<br>.5 – Generally provides clear transition between paragraphs with varied sentence structure.<br>0 – Sentences sometimes awkward with run-on and fragments; paragraphs are too long or too brief or do not transition effectively | |