

# WRIGHT STATE UNIVERSITY

-- Department of Social Work – 270 Millett Hall, Dayton, OH 45435 -- (937) 775-2751

## SOCIAL WORK APPLICATION

**HELLO!!** Attached is your application for admission to the Wright State University Social Work Major. Your decision to apply for admission to Social Work indicates you have given careful consideration to your interests, abilities, and commitments relevant to helping people resolve the social problems which affect them.

Acceptance of a student into the Social Work major is decided upon by the Social Work faculty. The decision to admit a student into the program indicates a commitment by the faculty to assist you in your educational and professional development.

Below is a checklist of all of the items which must be submitted to the Social Work Office by 5:00 p.m. on **January 8**. Social work applications are only reviewed once each year.

**Return all materials together as a packet to: Department of Social Work**

***Attn: Bachelors of Arts in Social Work Application  
Wright State University  
270 Millett Hall  
Dayton, OH 45435***

**Any application not having all of the following items in the Social Work Advisor's office by 5 P.M. on January 8 may not be reviewed until the following January 8<sup>th</sup>.**

- A. \_\_\_ Passed SW 270 – *Social Work as a Profession* with a minimum grade of C.
- B. \_\_\_ Passed or enrolled in (circle one) SW 271 - *Social Welfare and Social Services*. Must pass with minimum grade of C.
- C. \_\_\_ Passed or enrolled in (circle one) SW 272 – *Cultural Competency in a Diverse World*. Must pass with a minimum grade of C.
- D. \_\_\_ Completed the following additional course content within the liberal arts foundation for the social work curriculum. The course meeting the content at WSU is in parenthesis. Students may take an equivalent course at another college that was approved by the chair of the WSU Social Work Department.
- |   |   |
|---|---|
| ___ English Composition I (ENG 101)       | ___ Social Life (SOC 200)                 |
| ___ English Composition II (ENG 102)      | ___ Political Life (PLS 200)              |
| ___ Interpersonal Communication (COM 104) | ___ Economic Life (ECON 200)              |
| ___ Introduction to Psychology (PSY 105)  | ___ Human Biology (BIO 107 or<br>BIO 111) |
| ___ Lifespan Development (PSY 341)        |   |
- E. \_\_\_ A minimum, overall GPA of 2.25.

F.\_\_\_\_ Your application contains: Two letters of PROFESSIONAL references.

Suggestions about your letters:

- Letters must be on professional letterhead.
- Letter should come from employers, professors outside the Dept of SW, and/or volunteer coordinators.
- Letters should NOT come from friends, employees you work with who are not your supervisor/s, your neighbors, or others that cannot speak to your professional abilities.
- Letters should be written by people with whom you have had recent (2years-present) professional contact.

G.\_\_\_\_ Student performance evaluation from your SW 270 instructor.

H.\_\_\_\_ Student performance evaluation from your SW 271 instructor.

I.\_\_\_\_ Student performance evaluation from your SW 272 instructor.

J.\_\_\_\_ Complete criminal background disclosure statement.

K.\_\_\_\_ Social Work Professional Statement for admission.

L.\_\_\_\_ Application for the major in Social Work.

M.\_\_\_\_ Social Work Department obtains agency mini-practicum evaluation (SW 271).

N.\_\_\_\_ Copy of transcripts with grades of all classes taken at another college or university.

Social work faculty may request an interview to discuss your application, including if you do not follow the instructions for the Professional Statement and Professional References. The faculty may also request that you rewrite sections of the application if some items are not clear.

If you have taken courses at another university please arrange an appointment with me **before the due date** to discuss which courses may meet requirements for the Social Work Major.

If you have any questions about this application do not hesitate to call me at 775-2751.

Sincerely,

Dr. Carl F. Brun, Chair  
Department of Social Work

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## APPLICATION TO THE MAJOR IN SOCIAL WORK

**Please PRINT or TYPE and complete fully**

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First MI Maiden

Mailing  
Address: \_\_\_\_\_  
Number & Street City State Zip

Phone: (\_\_\_\_\_) \_\_\_\_\_ (home)  
(\_\_\_\_\_) \_\_\_\_\_ (work)  
(\_\_\_\_\_) \_\_\_\_\_ (cell)

Permanent  
Address: \_\_\_\_\_  
Number & Street City State Zip

Phone: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

The Council of Social Work Education requires schools accredited by the Council to report student populations by minority identification. The information requested here will assist in meeting this requirement and will provide statistical data for the department. RESPONSE IS OPTIONAL.

\_\_\_\_ African-American      \_\_\_\_ Puerto Rican      \_\_\_\_ Foreign (specify):  
\_\_\_\_ Mexican-American      \_\_\_\_ Asian American  
\_\_\_\_ Native American      \_\_\_\_ Anglo American      \_\_\_\_ Other(specify):  
\_\_\_\_ FEMALE      \_\_\_\_ MALE      UID \_\_\_\_\_

**SUMMARY OF VOLUNTEER AND WORK EXPERIENCE.** Please list in reverse chronological order, beginning with the most recent experience.

**Volunteer Experience in Social Services from High School Graduation to Present**

Agency/Employer	Job Title	Dates	Hours/Week

**Paid Experience in Social Services**

Agency/Employer	Job Title	Dates	Hours/Week

**Other relevant paid or volunteer experience**

Agency/Employer	Job Title	Dates	Hours/Week

I certify that the information contained in this application for admission to the Social Work major is correct and completed by me. I recognize that false representation may result in dismissal from the Social Work major.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## APPLICATION FOR ADMISSION

### SOCIAL WORK PROFESSIONAL STATEMENT GUIDELINES

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As a part of your application for admission to the Social Work Department we ask that you write a statement responding to the items listed below. Your statement will be read by members of the Social Work Faculty. It will be assessed for the **relevance of content** as well as the **clarity of expression**. Apply the knowledge and experiences you have gained in your social work classes to complete this statement.

You are expected to respond to all of the items. Your statement must be typed and double-spaced. Make sure your name is on both the professional statement and social issue paper.

- (1) Students make a decision to pursue a career in social work for a variety of reasons including volunteer and/or work experiences, course work, personal values, and life experiences,. Please develop a **500 word statement** discussing your own specific reasons for wanting to become a social worker.

Include:

- Specific strengths you currently have to bring to this professional role.
- Identify areas of social work practice you need to strengthen before entering practice
- Specify your hopes for how the social work curriculum will assist you in your professional growth.

Tips for professional statement:

- Stick to the 500 word minimum.
- Address each aforementioned bullet point.
- Be specific – you need to support claims that you make with examples from your classroom learning, volunteer experiences, research, etc.
- Information about your personal life story that has influenced your desire to be a social worker should be one paragraph or less.
- Proofread your document – your grammar, spelling, sentence structure, and paragraph usage will be evaluated.
- Use 12 point times new roman font.
- Use 1 inch margins.
- Label the top of the paper with the heading ‘Professional Statement’.

- (2) Discuss a social issue that is of particular interest to you. Prepare a **250 word statement** in response. Describe how you believe:

- Our society should address this issue.
- How you might contribute to its resolution.

Tips for social issue paper:

- Stick to the 250 word minimum.
- Address each aforementioned bullet point.
- Be specific – you need to support claims that you make with examples from your classroom learning, volunteer experiences, and/or research.
- Proofread your document – your grammar, spelling, sentence structure, and paragraph usage will be evaluated.
- Use 12 point times new roman font.
- Use 1 inch margins.
- Label the top of the paper with the heading ‘Social Issue’.

(3) Is there any additional information which you believe might be important for the faculty to know as we consider your application for admission?

Tips for Reference Letters

- Letters must be on professional letterhead.
- Letter should come from employers, professors outside the Dept of SW, and/or volunteer coordinators.
- Letters should NOT come from friends, employees you work with who are not your supervisor/s, your neighbors, or others that cannot speak to your professional abilities.
- Letters should be written by people who you have had recent (2years-present) professional contact with you.

■■■ **NOTE** ■■■

It is advisable to retain a copy of these materials for your personal records.

## Criminal Records Disclosure

Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Ohio Counselor, Social Worker, and Marriage and Family Therapist Licensing Board requires that you complete a form detailing any criminal history. To help prepare you for this process and to help screen potential senior placements, we are asking you to complete this application. You will NOT automatically be denied admission to the Department of Social Work or, in the future, a license to practice. However, failure to accurately provide this information will be considered falsification. If you have any questions about this process, please make an appointment with Dr Carl Brun.

The following language has been taken from the Licensing Board and also applies to the WSU Department of Social Work application :

*The Board does not pre-evaluate criminal convictions; the evaluation is a part of the application process. Since the Board has the responsibility to protect the public, a primary objective of the Board is to ensure applications for licenses from applicants with criminal convictions have documentation on file that gets an appropriate review. For this reason, the Board evaluates all misdemeanors and felony convictions in the same manner for each type of professional license.*

*All applicants are required under law to report all misdemeanor and felony convictions unless they are only minor traffic violations. All charges and/or convictions require a "yes" answer, even if the original charge and conviction is in an expunged status. Failure to report any police record is falsification of an application and is grounds for denial of an application. When reporting convictions, the applicant is required to provide a complete explanation of the underlying circumstances, sufficient rehabilitation evidence and a copy of the court documents. The Board evaluates each application with any reported convictions on a case-by-case basis to make a determination concerning the applicant's ability to practice with safety to the public. Included in the Board's evaluation is the nature and severity of the offense, additional subsequent acts, timeframe of crime, compliance with sanctions, and evidence of rehabilitation. (<http://cswmft.ohio.gov> or <http://cswmft.info@cswb.state.oh.us>)*

Please answer the following questions:

1. Have you ever been convicted of a misdemeanor, other than a traffic offense?

\_\_\_NO

\_\_\_YES. If yes, please provide detailed information, and include any disciplinary actions.

Additional documentation may be required.

2. Have you ever been convicted of a felony?

\_\_\_NO

\_\_\_YES. If yes, please provide detailed information, and include any disciplinary actions.

Additional documentation may be required.

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## PROFESSIONAL LETTER OF RECOMMENDATION

Under the provisions of the Family Educational and Privacy Act of 1974 the applicant will have access to the information provided unless you waive such access.

I hereby waive my right to the information contained in this recommendation.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_ has applied for admission to the Wright State University Department of Social Work and requests your letter of recommendation concerning her/his potential for the study of social work.

Please complete the recommendation and **return it to the applicant** in a sealed envelope as soon as possible, but **no later than the January 8 deadline.**

1. Recommender's Name \_\_\_\_\_

2. How long have you known the applicant? \_\_\_\_\_

3. In what capacity have you known the applicant? \_\_\_\_\_

4. Please rate the applicant on the following qualities:

Personal Quality	Exceptional	Very Good	Good	Fair
Reliability				
Self Awareness				
Acceptance of Diversity				
Concern for Others				
Critical Thinker				

5. Please attach a letter on your professional letterhead which describes the qualities of the applicant which prepares her/him for the Social Work major.

6. Please indicate the strength of your overall recommendation by placing an "X" in the appropriate space below:

- Highly Recommend     Recommend With Reservation  
 Recommend             Not Recommend

Signature of

Recommender \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Thank you for your attention to this request. If you have any questions about the recommendation, please call Dr. Carl Brun, Social Work Advisor, at 937/775-2751.

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4. Please rate the applicant on the following qualities:

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Critical Thinker				

5. Please attach a letter on your professional letterhead which describes the qualities of the applicant which prepares her/him for the Social Work major.
6. Please indicate the strength of your overall recommendation by placing an "X" in the appropriate space below:

- Highly Recommend     Recommend With Reservation  
 Recommend             Not Recommend

Signature of Recommender \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_ Phone \_\_\_\_\_

Thank you for your attention to this request. If you have any questions about the recommendation, **please call Dr. Carl Brun, Social Work Advisor, at 937/775-2751.**

Applying To the Social Work Major

**SUMMARY OF STUDENT PERFORMANCE**  
**Social Work 270/271/272 (Circle One)**

**Important Dates:**

You must apply to the Social Work major by January 8<sup>th</sup>. The SW faculty member will fill this form out on each student enrolled in SW 270, 271, or 272 and submit to the SW Department.

Student Name: \_\_\_\_\_ Course: \_\_\_\_\_ Grade: \_\_\_\_\_  
Instructor: \_\_\_\_\_ Quarter: \_\_\_\_\_

All of the following are important characteristics needed in a professional social worker. The Instructor will evaluate how well you demonstrated them in your class.

**Critical Thinking Skills:** Demonstrated by performance on exams, other written work, and by in-class discussion.

\_\_\_\_ May be a good candidate for the social work major

\_\_\_\_ Some concerns: \_\_\_\_\_

\_\_\_\_ Remediation/Supports that may be helpful: \_\_\_\_\_

Comments:

**Writing Skills:** Demonstrated by clearly organized written work with good grammar, punctuation, etc.

\_\_\_\_ May be a good candidate for the social work major

\_\_\_\_ Some concerns: \_\_\_\_\_

\_\_\_\_ Remediation/Supports that may be helpful: \_\_\_\_\_

Comments:

**Participation:** Demonstrated by prompt attendance and contributions to class discussions.

\_\_\_\_ May be a good candidate for the social work major

\_\_\_\_ Some concerns: \_\_\_\_\_

\_\_\_\_ Remediation/Supports that may be helpful: \_\_\_\_\_

Comments:

**Oral Presentation:** Demonstrated by a well organized and clearly delivered presentation.

\_\_\_\_ May be a good candidate for the social work major

\_\_\_\_ Some concerns: \_\_\_\_\_

\_\_\_\_ Remediation/Supports that may be helpful: \_\_\_\_\_

\_\_\_\_ Not Applicable

Comments:

**Social Work Values: Demonstrated in exams, in written work, and through class participation.**

May be a good candidate for the social work major

Some concerns: \_\_\_\_\_

Remediation/Supports that may be helpful: \_\_\_\_\_

Comments:

**Practicum Ratings: Based on feedback, either written or verbal, from supervisor.**

May be a good candidate for the social work major

Some concerns: \_\_\_\_\_

Remediation/Supports that may be helpful: \_\_\_\_\_

Not Applicable

Comments:

**Overall Assessment**

Student may be a good candidate for the social work major

Student may be ready for the major with the supports listed under the previous categories

Student is unacceptable for admission because \_\_\_\_\_