Appendix 1   
Bachelor of Social Work Application Instructions

Please ensure your application is complete prior to submitting. All required documents should be included in one submission file. Incomplete applications may be returned and not accepted for submission until the following semester.

Options for Submitting Applications

1. All required documents may be scanned and emailed directly to the Program Director. The email should include student's full name, address, and phone number.
2. All required documents may be submitted to the Social Work Program Director's office in a sealed manila envelope.

Submit to:

Mercedes Ray, LCSW

Program Director, Social Work Program

Southern Arkansas University

Peace Hall 122

[MercedesRay@saumag.edu](mailto:MercedesRay@saumag.edu)

**Application Requirements**

* Completion of at least 30 hours of general education
* Completion of the following social work courses:

-Introduction to Social Work (with at least a C) -Cultural Diversity (with at least a C)

-Social Policy (with at least a C) -HBSE I or HBSE II (with at least a C)

* No lower than a C in any social work course
* Cumulative minimum GPA of 2.5 and social work GPA 3.0 (Including transfer courses)
* Completion of an application to the social work program.
* Submission of a Personal-statement (Details found on page 33. Neatness, proper spelling, grammar, and punctuation are considered)
* Three letters of reference/recommendation as outlined below:
  + One from a SAU Faculty
  + One from a Community Leader
  + One from a person you have known for more than five years who you are not related.

(Letters may be emailed directly to the Program Director or submitted with application documents in sealed envelopes)

* Submission of a sample of your work from Introduction to Social Work, Cultural Diversity, or HBSE I or II (preferably a writing sample)
* Your unofficial college transcript(s)

**Southern Arkansas University BSW Application**

**Initial each statement indicating you have read and understand it.**

Falsification of information on this application is grounds for dismissal from the program.

initial

**Discrimination**

The Bachelor of Social Work program at Southern Arkansas University, Magnolia educates, trains, and promotes the most qualified applicants and students, without regard to age, class, color, culture, disability, ethnicity, gender identity and expression, immigration status, marital status, political affiliation or ideology, race, religion, sex, sexual orientation, or tribal sovereign status.

initial

**Ethics**

I have reviewed the National Association of Social Workers (NASW) Code of Ethics found on the NASW website (<http://www.socialworkers.org/pub/code/code.asp>), and have read, understand, and agree to abide by these ethical standards.

initial

**Criteria for Admission**

The student must have:

* A minimum current overall GPA of 2.5/SWK GPA 3.0
* Completion of at least 30 hours of general education requirements
* Received a minimum *C* or higher in:
  + Introduction to Social Work
  + Cultural Diversity
  + Social Policy
  + HBSE I or HBSE II
* Received no lower than a C in any Social Work course

initial

The admission committee may admit those students who are very close to but have not met the above requirements fully on a conditional basis for one semester.

initial

**Confidentiality**

The information you provide on this application will be shared with faculty within the Social Work program and the program Admissions Committee. Every effort will be made to respect your confidentiality; however, no guarantees can be made to you regarding strict protection of this information.

initial

**Rationale for the following questions**

Employment in the field of social work is dependent in many cases on not only your academic qualifications, but also some personal characteristics and past experiences. It is important therefore that for your sake as well as for the Social Work program that we advise you appropriately at this point in your career, in order to do that we need accurate information about you.

initial

Many of the potential field placements and future employers will administer certain screenings to include drug screens, background checks, central registry checks, and driving records history checks.

Initial

**Part I (Demographic Information)**

Name:

Address (include complete mailing address):

Email address (provide your SAU email address as well as an alternate email address. Print legibly.):

**Do you currently have:**

A valid Driver's License YES NO

Access to Reliable Transportation YES NO

Contact numbers:

Best number to reach you

Alternate number to reach you

Student ID Number:

**Grades:**

Current GPA: Letter Grade in Introduction to Social Work

**Information on gender, race/ethnicity and age is optional.**

Gender Race/Ethnicity \_\_\_\_\_\_\_\_\_\_\_\_ Age \_\_\_\_\_\_

Do you currently have a problem with substance abuse? Yes or No

If yes, describe:

Have you ever been convicted of a felony? Yes or No If yes, describe:

Has there ever been a substantiated report of domestic violence (child abuse or spousal abuse) against you? Yes or No

If yes, describe:

Describe any social service volunteer or paid experience you have had:

**Part II Diversity Information**

The following are examples of the populations social workers frequently work with. Indicate which of these populations you think you would be most helpful to and which you would have the most difficulty working with by putting an “H” for MOST helpful and “D” for difficulty in each of the following blanks.

Elderly

People in Poverty

\_\_\_\_\_\_ LGBTQ+ Community

Adults and children with disabilities

People of color

Women

Children

People with addictions

People who are abusive

People who have committed criminal acts

Ethnic minorities

In paragraph form describe why you would be MOST helpful to the populations above you have marked “H” for. Then explain why you would have the most difficulty working with the populations you have marked as “D.”

**Part III (Personal Statement)**

Attach a 3-5 page typed (APA style) paper discussing the following:

* How you became interested in the field of social work.
* The life experiences that you believe have influenced you to consider social work as your profession.
* Why you think people need help.

If you are requesting conditional admission, include an explanation of your circumstances and a plan to meet the full admission criteria.

Part IV (Unofficial Transcript and Signature)

Attach a current unofficial transcript with your application. Include all college transcripts. A copy of your SAU transcript can be printed from Campus Connect. Contact the college/university's registrar for this information from other institutions.

A copy of the Social Work Student Manual is located at [<https://web.saumag.edu/socialwork/>.](http://www.saumag.edu/socialwork)

**Your signature on this page indicates agreement with the following:**

I have read a copy of the SAU Social Work Student Manual. I have had an opportunity to ask questions regarding the information on this application as well as about the Social Work Program. I understand my rights and responsibilities as a student outlined for me in the SAU Student Handbook and the SAU Catalog. Information about my rights and responsibilities as a student specific to the SAU Social Work Program are identified in the SAU Social Work Student Manual. I understand that continuation, as a student in the Social Work Program, is contingent on my professional and academic performance as described in the Student Manual.

**INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT AND NOT PROCESSED UNTIL THE FOLLOWING SEMESTER.**

Social Work Faculty and the Department Chair will review your application. Once there is a consensus on a decision regarding your application you will be informed by letter. If you do not receive a letter within 30 days notify, the Social Work faculty.

It is important to keep the information on this application current. You may do so by contacting your advisor or the Social Work Program Director to make these changes.

No student may enter Field Education or Senior Seminar without having been formally accepted into the Social Work program.

Name: Date: