

BOWLING GREEN STATE UNIVERSITY
Social Work Program

STATEMENT OF ACKNOWLEDGEMENT

DIRECTIONS: Please sign and date form and attach it to the front of your “Social Work Application Packet.”

This verifies that I have read and understand all materials and information contained in the “Social Work Application Packet.”

1. I am submitting a “COMPLETE” application to the Social Work Program for for consideration. The Social Work program has the right to not accept my application if it is not “COMPLETE.”
2. I will retain, for my files, the SOCIAL WORK ADMISSION POLICY AND PROCEDURES sheet for future reference should my overall GPA and/or core GPA drop below a 2.50.
3. I have supplied a self addressed, stamped envelope which will be used to notify me of acceptance/rejection to the Program. I will notify the Social Work Program in advance of any address change.

SUBMIT and STAPLE IN ORDER (A-D) BELOW:

- A. Signed Statement of Acknowledgement
- B. Personal Information Sheet (Name, Address, etc.)
- C. Social Work Principles/Diversity Statement
- D. A transcript(s) (**with grades**) of all transfer credit from other universities/colleges.

PAPER CLIP E & F TO THE BACK OF APPLICATION PACKAGE

- E. Two reference letters from individuals in the helping profession.
- F. Self-addressed, stamped envelope for mailing acceptance/rejection letter.

(Student Signature)

(Date)

BOWLING GREEN STATE UNIVERSITY
SOCIAL WORK PROGRAM APPLICATION

PLEASE TYPE or PRINT THE REQUESTED INFORMATION. PRINT THIS FORM AND INCLUDE IT WITH YOUR PACKET.

The following are required for application to the Social Work Program:

1. Statement of Acknowledgement.
2. Personal Information Sheet.
 - A.) Complete a minimum of 30 semester hours of university academic work with a minimum grade point average of 2.50 in courses taken at BGSU.
 - B.) Complete the two basic courses (SOWK 110) and SOC 101) with a minimum grade of "C".
3. Complete 30 hours of volunteer work in a social service agency (within the last year).
4. Provide a typed Ethics/Diversity statement (See attached).
5. Provide **two** references on forms provided by the Social Work Program from professionals in helping professions (i.e. minister, guidance counselor ,high school teacher, nurse, etc.). Do not use college faculty or immediate family members. **One** of the reference letters must be from the supervisor of your volunteer work.. Reference must seal and sign the envelope. References from relatives and BGSU Social Work faculty are **not** acceptable. **The references must be attached to then back of the application and ONLY A COMPLETE Application will be accepted.**
6. Provide a transcript (**with grades**) of all transfer credit from other universities/colleges.

Please note: Meeting minimum application requirements does not guarantee acceptance.

Name: _____
(Last) (First) (Middle/Maiden)

Student Address: _____
(Street) (City) (State/Zip) (Phone)

Address to notify you of Acceptance or Rejection:

(Street) (City) (State/Zip) (Phone)

Permanent Address:

(Street) (City) (State/Zip) (Phone)

Academic hours completed at BGSU: _____ Accumulative GPA at BGSU: _____

Transfer hours: _____ SOWK 110 Grade: _____ SOC 101 Grade: _____

Semester and Year first entered BGSU _____ P#: _____

**BOWLING GREEN STATE UNIVERSITY
SOCIAL WORK PROGRAM APPLICATION REFERENCE FORM**

This section is to be completed by applicant prior to sending to reference respondents:

The Family Education rights and Privacy Act of 1974 (FERPA) and its amendments guarantee students to their educational records. Students may, however, waive their right of access to recommendations. The choice of the applicant regarding this recommendation is to be indicated below. Failure to sign will constitute acceptance of limited access.

_____ I **do** waive my right to inspect the contents of the following recommendation.

_____ I **do not** waive my right to inspect the contents of the following recommendation.

Signed: _____

Date: _____

Statement

Concerning: _____

(First Name)

(Middle)

(Last)

who is applying for admission to the BSSW program in _____

(Term)

(Year)

This section is to be completed by reference respondent. **Note:** Confidentiality of letters of recommendation cannot be guaranteed unless applicant waives right of access.

The student named above is making application for admission into our Social Work Program. As part of the application he/she is required to provide **two** references from persons in the helping professions. We will appreciate your giving us your frank assessment of this student's potential to become a professional social worker. Since the student's admission into the Program requires that your evaluation be considered, your early reply will be appreciated.

Please rate each item on the following scale: (If you rate 1, 4, or 5, please explain.

1. Excellent
2. Good
3. Fair
4. Poor
5. No opinion

A. The applicant's ability to relate to others and provide a feeling of warmth and compassion _____.

B. The applicant's ability to express his/her emotions verbally and non-verbally _____.

C. The applicant's personal suitability and motivation for the social work profession _____.

- D. The applicant's personal integrity _____.

- E. The applicant's ability to relate to different types of people _____.

- F. The applicant's commitment to working with economically or socially disadvantaged____

- G. Other comments about the applicant which you feel the Program should take into consideration in the screening process.

- H. In what relationship and over how long a period of time have you known the applicant?

Name: _____
(Please print)

Position/Title: _____

Address: _____

Date: _____ Signature: _____

Please return this form and accompany letter(s) to the applicant in a confidential envelope.
Be certain to seal and sign the envelope

SOCIAL WORK PRINCIPLES AND DIVERSITY STATEMENT

Directions:

As part of your application to the Social Work Program, you are being asked to write a statement concerning social work principles and diversity. Please respond to each of the following five points in three to five typed pages (total) in paragraph form. Attach your responses to the application, placing your name on each page.

1. What experiences (paid, volunteer, or extracurricular) have you had in helping people, especially those with backgrounds or cultures different than your own? How has this made an impact on your decision to major in social work?
2. Development of personal and professional values is seen as an ongoing process which pre-major students are just beginning to explore. Select **three** social work principles, as described on the attached page, and discuss why you think they are important to social workers. Use examples and discuss in detail.
3. Please discuss any social work principle(s) you believe to be in conflict with your own personal values. How do you think this conflict may cause you to experience an ethical dilemma?
4. Describe your short and long term learning and career goals. List **three** different fields (areas) of social work practice. Rank your list according to the type of the service that interests you most at this time. Describe how your choices relate to your personal values.
5. The social work profession values diversity (differences in race, ethnicity, gender, sexual orientation, religion, economic status, and physical ability) among its members and the people it serves. Please elaborate on the contributions you feel you can bring to the diversity of the profession.

Evaluation of criteria for admission

Criteria for admission to the Program is based on the following: GPA (2.50 minimum), having completed a minimum of 30 credit hours, letters of reference, and a written statement concerning social work principles and diversity. Each application is considered by the faculty as a committee interns of suitability for admission. The Social Work Program seeks to provide a course of study that supports cultural, racial, and economical diversity.

SOCIAL WORK PRINCIPLES

The social work profession is guided by a distinct set of abstract values and a Code of Ethics. These values are transformed into accepted practice principles for the purpose of informing our intervention with clients. What follows is a listing of nine Social Work Principles and a brief description of each.

Acceptance- Acceptance is a fundamental social work principle that implies a sincere understanding of clients. Acceptance is conveyed in the professional relationship through the expression of genuine concern, receptive listening, intentional responses that acknowledge the other person's point of view, and the creation of a climate of mutual respect.

Affirming Individuality- To affirm a client's individuality is to recognize and appreciate the unique qualities of that client. It means to "begin where the client is." Clients expect personalized understanding and undivided attention from professionals. Individualization requires freedom from bias and prejudice, an avoidance of labeling and stereotyping, a recognition and appreciation of diversity, and knowledge of human behavior.

Purposeful Expression of Feelings- Clients need to have opportunities to express their feelings freely to the social worker. As social workers, we must go beyond "just the facts" to uncover the underlying feelings.

Non-judgmentalism- Communicating non-judgmentalism is essential to developing a relationship with the client. It does not imply that social workers do not make decisions; rather it implies a non-blaming attitude and behavior. Social workers do not judge others as either good or bad, neither as worthy nor unworthy.

Objectivity- Closely related to non-judgmentalism, objectivity is the principle of examining situations without bias. To be objective in their observations and understanding, social workers must avoid injecting personal feelings and prejudices in relationships with clients.

Controlled Emotional Involvement- There are three components to a controlled emotional response to a client's situation: sensitivity to expressed or unexpressed feelings, and understanding based on knowledge of human behavior, and a response guided by knowledge and purpose. The social worker should not respond in a way that conveys coldness or lack of interest while at the same time cannot over-identify with the client.

Self-Determination- The principle of self-determination is based on the recognition of the right and need of clients to freedom in making their own choices and decisions. Social workers have a responsibility to create a working relationship in which choice can be exercised.

Access to Resources- Social workers are implored to assure that everyone has the necessary resources, services, and opportunities; to pay attention to expanding choices, and opportunities for the oppressed and disadvantaged; and to advocate for policy and legislative changes that improve social conditions and promote social justice.

Confidentiality- Confidentiality or the right to privacy implies that clients must give expressed consent before information such as their identity, the content of discussions held with them, one's professional opinion about them, or their record is disclosed.

Summarized from:

DuBois, B. & Miley, K.K (1992). Social Work: An Empowering Profession. Boston: Allyn and Bacon, pp. 135-141.