

**EAST TENNESSEE STATE UNIVERSITY  
DEPARTMENT OF SOCIAL WORK  
BSW ADMISSION APPLICATION**

If you have questions about admission into the social work program, schedule an interview with your faculty advisor before submitting your application. Students are not permitted to enter the social work practice coursework (SOWK 3310, 4330, 4340) or field placement until they are formally accepted into the program. Students should apply to the program in the semester following completion of SOWK 1010, 1020, and 1030; Or when taking SOWK 3000 by October 1<sup>st</sup>.

**Explanation of Academic Standards for Admission to the Program**

Expectations for academic performance in social work, as a professional program, are more comprehensive than is true in other programs that are strictly “academic” in nature. Therefore, the social work program’s academic standards include those that are of a cognitive, skill, and scholastic nature, as well as those that are affective and professional in nature. These academic standards in combination are seen as primary indicators of professional readiness for practice in the field of social work. Therefore, social work students are expected to behave in a manner that is consistent with the values and requirements of the profession of social work in their three primary roles in the program: as learners, as students in a professional program, and as future professional helpers.

**As learners** students must demonstrate personal integrity in meeting the objectives of the social work program and in fulfilling all program requirements. Such behavior includes respectful, nondisruptive, and nondiscriminatory behavior towards peers, clients, faculty, staff, field instructors, and in other collegial relationships. If prejudices and other judgmental attitudes present themselves as a result of individual socialization, the student may remain in the program as long as s/he demonstrates a willingness to examine personal biases and makes continuing efforts to validate diversity and grow toward professionalism.

**Students in a professional program** are expected to demonstrate potential for adherence to ethical expectations and obligations as contained in the *NASW Code of Ethics* and as otherwise understood and operationalized by the practice community. Further, students must possess the emotional and mental stability that would facilitate sound judgment and performance in the program and in the field of social work. According to the *NASW Code of Ethics*, personal problems, psychosocial distress, substance abuse, and mental health difficulties are viewed as potentially interfering forces in relation to professional judgment and performance.

**As future professional social workers** students must be able to demonstrate interpersonal skills that would support the ability to form and to sustain effective helping relationships. Although the ultimate test of a student’s interpersonal skills is in relationship to clients, inability to interact effectively and appropriately with faculty, staff, peers, field instructors, and in other collegial relationships may raise serious questions about the student’s suitability for professional social work.  
Information on submitting an application and the review process:

1. **Students will complete the attached application packet and turn it in to the Social Work Department, first floor, at Lyle House, by October 1<sup>st</sup> when taking SOWK 3000. The application materials are to be placed in a large envelope clearly labeled with the following information on the outside of the envelope: BSW Program Application and your name. The envelope should be large enough for the papers without folding.**

**Your application must include the following:**

- ◆ the cover sheet
  - ◆ your self-assessment
  - ◆ documentation of your 60 hours of service activity on our form(s); it is encouraged that up to 30 hours be social justice related which the remainder be direct human service activity
  - ◆ copy of the certificate received for attendance at a BSW Program Orientation
  - ◆ your personal essay, following the guidelines in this packet
2. **Applications that are incomplete will NOT be reviewed. Applications that are not turned in on time will NOT be reviewed, and the student will have to re-apply during the next admissions cycle for entry to the program a semester later (which means enrollment in the practice courses is not possible).**
  3. **If the Admissions Committee has questions about your application, you will be contacted for an interview. An Academic Performance Review may be scheduled if the student's application or input from faculty suggests the student's inability to meet any of the program's Academic Performance Standards when his or her application is reviewed by the BSW Program Committee.**
  4. **Applications are reviewed and rated by BSW faculty, using a rating sheet designed for that purpose. The decision reached by the committee may be one of the following:**
    - ◆ Approved as a social work major
    - ◆ Approved on condition(s), which will be identified in the admission letter.
    - ◆ Denied admission to the social work major
    - ◆ Decision deferred for a specified period time, with reasons stated.
  5. **Once the committee has reached its decision, the student is notified in writing, and reasons or conditions for the committee's actions are explained. Any student not satisfied with the committee's decision has the opportunity to appeal the decision. The appeal must be made within 30 days of the date on the notification letter.**

Date \_\_\_\_\_  
**EAST TENNESSEE STATE UNIVERSITY**  
**DEPARTMENT OF SOCIAL WORK**

**Cover Sheet of Application for Admission to the Undergraduate Program**

**NAME** \_\_\_\_\_ **STUDENT E #** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_

**CITY AND ZIP CODE** \_\_\_\_\_

**TELEPHONE** \_\_\_\_\_ **CELL PHONE** \_\_\_\_\_

**E-MAIL** \_\_\_\_\_

**Total Credit Hours Earned to Date** \_\_\_\_\_

**Overall Grade Point Average** \_\_\_\_\_

**Grade Point Average for Required  
Social Work Courses Completed\*** \_\_\_\_\_

**Number of Human Service Hours** \_\_\_\_\_

**Number of Social Justice Hours** \_\_\_\_\_

**Please identify and explain any circumstances that might affect your attendance in classes, field trips, or field experiences. (Please attach additional page if more space is needed.)**

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*\*Check your overall GPA on Goldlink and use the Total Institution overall GPA rather than the Institution Combined overall GPA. See instructions on the next page for calculating the social work GPA for your 3 required courses.*

## SELF-ASSESSMENT OF SCHOLASTIC APTITUDE

**Include the self-assessment forms in your application to the major.**

**Scale**

- 0 = Don't Know/Not Applicable**
- 1 = Outstanding**
- 2 = Above Average**
- 3 = Average**
- 4 = Below Average**

	0	1	2	3	4
<b>Motivation to learn</b>					
<b>Self-Discipline</b>					
<b>Academic abilities</b>					
<b>Writing ability</b>					
<b>Performance on course assignments</b>					
<b>Classroom participation</b>					

Below, list ALL social work courses completed and grades earned, *although the Social Work GPA for admission to program includes only the 3 courses required for admission.*

COURSE PREFIX AND NUMBER	COURSE	CREDIT HOURS	GRADE	GRADE POINTS
SOWK 1010	Introduction	3		
SOWK 1020	Values and Ethics	3		
SOWK 1030	Cultural Diversity	3		
SOWK		3		XXX
SOWK		3		XXX
SOWK		3		XXX
SOWK		3		XXX

To calculate your social work GPA, translate the grades in the 3 required courses to grade points (A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C = 2.0), add the grade points, and divide this sum by 3. For example, if you have two "A" grades and one "B" grade, your calculations would be as follows: 4.0 + 4.0 + 3.0 = 11 divided by 3 (grades) = 3.66. *Note: All required courses must have a grade of C or better. A grade of C- is unacceptable.*

**Your 3 grade points are** \_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_ **divided by 3 =** \_\_\_\_\_ **GPA**

## SELF-ASSESSMENT OF PROFESSIONAL APTITUDE

Using the scale on the previous page, rate your aptitude for a career in social work by putting an *X* in the appropriate box. See scale at the top of the previous page for definition of numbers.

	0	1	2	3	4
<b>Ability to form and sustain individual relationships</b>					
<b>Ability to communicate verbally</b>					
<b>Ability to relate to others in a group situation</b>					
<b>Assertiveness</b>					
<b>Leadership ability</b>					
<b>Ability to empathize</b>					
<b>Ability to be flexible</b>					
<b>Ability to work with others regardless of race, color, gender, sexual/affectional orientation, age, religion, national origin, marital status, political belief, mentally or physically challenging condition, or any other personal characteristics, conditions, or status.</b>					
<b>Indicate which of these areas, if any, present issues for you (0 = no issue and 1 = some issue)</b>					
<b>Race</b>					
<b>Color</b>					
<b>Gender</b>					
<b>Sexual/Affectional Orientation</b>					
<b>Age</b>					
<b>Religion</b>					
<b>National Origin</b>					
<b>Marital Status</b>					
<b>Political Belief</b>					
<b>Mentally or Physically Challenging Condition</b>					
<b>Any Other Personal Characteristics, Conditions, or Status</b>					
	<b>0</b>	<b>1</b>			

**Ability and desire to practice social work within the Code of Ethics, as taught in your social work courses**

**Ability to manage stress**

**Emotional maturity**

**Self-awareness**


## PERSONAL STATEMENT ESSAY GUIDELINES

Use the following outline to write an essay and include the essay when you submit your application. Essays must be typed, double spaced, and on 8 ½ x 11 paper. A header is to be placed on each page with your last name and the page number in the top, right header area of the page. The completed essay is to be 900-1200 words total. Use the underlined words as headings in your essay.

1. Briefly summarize your personal background, including (at your discretion) your family background, significant life experiences, special interests, achievements, etc. (Please limit to 1-2 paragraphs)
2. Describe your human service and, if completed, social justice experience, both paid and volunteer. Identify your personal strengths or assets you brought to this experience. What did you gain from the experience? Were there any concerns you had about the experience? (Be sure to attach the documentation of your 60 hours to your application.)
3. Describe what you consider to be one of the most pressing social problems that concerns you. What have you learned from your social work courses about this problem? Describe how you could address this problem as a social worker.
4. Based upon your self-assessment, address the following areas of professional development. Identify *at least* three personal attributes that might detract from your ability to be a professional social worker and your plan for strengthening these areas (be specific). Identify *at least* three personal characteristics and strengths that contribute to your ability to be a professional social worker.
5. What are your immediate and long term professional and educational goals?
6. Additional Information. Please add any other information you believe is relevant to this application, which would support your application, or which you think is important for the Admission Committee to consider, including any special needs, experiences, concerns, requests, and so on.