Table of Contents

General Information ..................................................................................................................................................................... 3

Application Packet Check List ................................................................................................................................................... 4

Your Application Packet should contain the following ........................................................................................................... 4

*Important Notices* ...................................................................................................................................................................... 4

Directions for Completing this Application .............................................................................................................................. 5-6

Additional Information .................................................................................................................................................................... 6-7

SOCIAL WORK PROGRAM APPLICATION FORM .............................................................................................................................. 8

Course Information ........................................................................................................................................................................ 9

General Education Courses .......................................................................................................................................................... 9

Social Work Courses ..................................................................................................................................................................... 9

Other Social Work Courses .......................................................................................................................................................... 9

GPA ..................................................................................................................................................................................................... 9

Ethics Statement ........................................................................................................................................................................... 10

Immunization Documentation Online ........................................................................................................................................... 11

Criminal History Statement of Understanding ................................................................................................................................... 12

Rubric for Assessing Professional Behaviors ............................................................................................................................... 13-15

Volunteer and Paid Experience in Human Services Form .......................................................................................................... 16

Reference Form ............................................................................................................................................................................ 17

Pre-Professional Competencies .................................................................................................................................................... 18
General Information

Thank you for your interest in the Lewis Clark State College Social Work Program.

Attached you will find information regarding the application process for the Baccalaureate in Social Work (BSW) program at Lewis-Clark State College. You may apply to the Social Work Program after:

1. The student has completed 30 credits of the General Ed core including Math (120's level or higher) and English 101. Provisional acceptance may be given to those concurrently enrolled in Math (120's level or higher).
2. The student has completed SW140 ( Lewiston) or SW240 (Coeur d’ Alene) and SW241 with a B- or better in both courses. Provisional acceptance may be given to those concurrently enrolled in SW241.
3. The student has achieved a minimum overall GPA of 2.5.
4. The student has achieved a minimum GPA of 2.7 in all social work courses.

Students cannot take SW443, SW480, SW497, SW498, or SW499 prior to admission into the program.

Following admission to the program social work students must maintain a minimum GPA of 2.7 in all social work courses, from the time of admission through graduation and receive a minimum of “B-” in all practice courses (SW341, SW342, SW443, SW480, SW497, and SW498). Students under certain conditions, including but not limited to, deficient GPAs, concurrently enrolled in SW140/240 and/or SW241, or concurrently enrolled in Math may be admitted to the social work program on a provisional status. Students admitted with a provisional status will meet with the program faculty to clarify the reason(s) for the provisional status and to develop a plan for improvement. The plan will be monitored and reviewed through the semester.

Applications are processed once a year. Complete applications must be submitted by October 1st.

Each application will be reviewed by a minimum of two faculty members. If one or more reviewing faculty marks a box other than, “Student has been accepted to the Program,” an Application Committee will be formed. The Application Committee will consist of the Director and at least one faculty from each site. Decisions will be final and made by a majority vote. Each student will be notified in writing of the decision.

If you have questions about the application process, please contact the Social Work office on the main campus at (208) 792-2866.
Your completed application packet should be sent to:

Lewis-Clark State College
Social Work Program
"Admission Application"
Expedition Hall Rm 19
500 8th Avenue
Lewiston, ID 83501

or

Lewis-Clark State College
Social Work Program
“Admission Application”
Harbor Center
1031 N. Academic Way, Suite 140
Coeur d’Alene, ID 83814

Application Packet Check List

Your Application Packet should contain the following:

- Social Work Program Information Form
- Personal Statement
- Course Information
- Degree Audit
- Copy of Unofficial transcripts
- Notarized Statement of Ethical Behavior
- Criminal History Statement of Understanding
- Immunization Documentation Online

Complete
In Progress

Rubric for Professional Behaviors From:

- SW241 Professor
- SW Professor of your Choice

Volunteer & Paid Experience in Human Services Including Hours

Three (3) Professional Reference Forms in Sealed, Signed Envelopes

Do not send any of the above information separately to the Social Work Office.

Application must be one complete packet.

*Important Notices*

- Any falsification in the application for admission may be grounds for dismissal from the program.
- The Social Work program cannot grant credit for previous life experience.
- The LCSC Social Work program is a professional program. The program reserves the right to deny any students to the program and revoke admission status after admission has been granted. See Student Handbook for details.
Directions for Completing this Application

1. **Complete the Social Work Program Information Form**
   Please print your name on the first line

2. **Write a Personal Statement**
   Students desiring admission to the social work program must submit an application letter addressing:
   1) Why you want to pursue a social work career;
   2) Your experience related to social work;
   3) Your experience in working with diverse and oppressed populations;
   4) Your plan for managing the stress of working in the social work field. Provide a detailed explanation and examples to support your explanation;
   5) Your values as they relate to the NASW Code of Ethics. Please address all six (6): service, social justice, dignity and worth of a person, importance of human relationships, integrity and competence. The student should use the critical thought process to link the criteria to personal and professional experiences which will assist the admission committee in determining if the student is a good fit for the social work program.
   
   *The letter should be typed, double-spaced, free of errors and written at a college level.*

   ☧ *Excluding any of the five areas required for discussion, or submitting a poorly written statement, will result in discussion by faculty for a possible opportunity to rewrite or denial to the program.*

3. **Complete the Course Information**
   Fill out the course information form.

4. **Degree Audit**
   Attach a current degree audit.

5. **Unofficial Transcripts:**
   Please include unofficial transcripts if you attended other colleges or universities other than LCSC.

6. **Complete the Ethics Statement Form**
   Applicants must review the NASW Code of Ethics and agree to abide by the code throughout the time they are enrolled in the social work program. **This form must be signed and notarized.** Failure to engage in ethical behavior while attending the program could result in dismissal from the program. NASW Code of Ethics can be found at [NASW Code of Ethics](https://socialwork.utexas.edu/dl/files/academic-programs/other/nasw-code-of-ethics.pdf)
7. **Complete the Criminal History Statement of Understanding Form**
   
   This form must be signed. Applicants with a felony conviction are strongly urged to explore the prospects for social work licensure with the Idaho Bureau of Occupational Licenses prior to applying to the social work program. Print your name on the first line.

8. **Immunization Documentation Online** (see page 10 for more details)
   
   a) Check if you have completed the documentation online
   
   b) Check if you are in progress of completing the documentation online

9. **Rubric for Professional Behaviors from:**
   
   One Rubric should be completed by your SW241 professor and the other one by any other Social Work Professor you have had as an instructor.

10. **Complete the Volunteer and/or Paid Experience in Human Services**
    
    Fill out this form with all the volunteer and/or paid experience service you have had over the last five (5) years. Please include dates and hours. Signatures or proof from agencies are not required.

11. **Acquire Three (3) Professional References**
    
    Applicants are required to submit three professional references. (No relatives, friends, or fellow students). Of the three references, one must come from a person who supervised your volunteer (or paid human services) experience. Please print three (3) copies of the reference form from the appendix section of the application. Fill in the student section prior to giving the form to your reference. Reference forms should be sealed in an envelope with the references signature across the flap. Do not open sealed references; simply include them in your packet.

---

**Additional Information**

**Admissions Interviews**

Some applicants to the program will be interviewed by the panel of social work faculty. Interviews will be scheduled by email after application packets are received and evaluated. Not all students will be interviewed. If you receive a letter of acceptance this means you will not go through the interview process. Interviewees should dress in professional attire and be prepared to discuss their desire to become a social work professional. Students who do not show up for scheduled interviews will not be considered for admittance to the program.
Expected Behavior and Performance for Acceptance and Continued Enrollment in the Social Work Program

If the student’s performance or behavior does not meet the standards of generally accepted social work practices, the social work program faculty member will communicate concerns to the student immediately upon observation or knowledge of the problem, discuss interventions to improve the deficit during weekly supervision, and inform the student’s advisor and the social work program director that a problem exists. The faculty member, advisor, and student will discuss a plan to improve behavior or performance. Examples of unacceptable behavior include: chronic tardiness; a large number of absences; behaving in an inappropriate or unprofessional manner; and acting unprofessionally in the classroom, such as inappropriate displays of emotions or displays of immature behavior. Some examples of ethical violations include: academic dishonesty; initiating a physical confrontation with a fellow student, staff, or faculty member; exhibiting impaired functioning due to the use of alcohol or other substances; and acting in a discriminatory manner toward a fellow student, staff, or faculty member.
SOCIAL WORK PROGRAM PERSONAL INFORMATION FORM

I intend to enroll in the:

Lewiston Campus ☐ Coeur d’Alene Campus ☐ Hybrid Program ☐

Printed Name: ____________________________________________________________

Student Lewis Clark School College ID #: ___________________ Graduation Year: ______

Mailing Address: ___________________________________________________________

City: _______________________________ State: __________ Zip Code: ______________

Home Email Address: _______________________________________________________

Lewis Clark State College Email Address: ______________________________________

Home Phone: ___________________________ Cell Phone: _________________________

This information is optional but will assist the social work program with student demographics.

Signature: ____________________________ Date: ________________________________
Course Information

General Education Courses

GPA calculator: LCSC GPS Calculator
(Required for admission to the program)

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade Received</th>
<th>If Currently Enrolled State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English 101</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Social Work Courses

(Required for admission to the program)

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade Received</th>
<th>If Currently Enrolled State</th>
</tr>
</thead>
<tbody>
<tr>
<td>SW 140/240 – Intro to Social Welfare (B- or better)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SW 241 – Generalist Social Work Practice (B- or better)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other Social Work Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade Received</th>
<th>If Currently Enrolled State</th>
</tr>
</thead>
<tbody>
<tr>
<td>SW 226 Bio Basis of Behavior</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SW/HIST 320 History and Social Welfare</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SW 321 HBSE I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SW 322 HBSE II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SW 340 Policy &amp; Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SW 341 Generalist Practice (Micro)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SW 342 Generalist Practice (Mezzo)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SW 386 Research Methods</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

GPA

Social Work Course GPA

Overall GPA (Including cumulative transfer)

Students must have an overall GPA of 2.5 for admission into the program. Additionally a minimum of a “B-” must be received in SW 140/240 and SW 241 in order to apply to the social work program.

Please Attach an Unofficial Transcript
Ethics Statement

I ____________________________, have read, I understand, and I agree to abide by the NASW Code of Ethics. I acknowledge that I may be dismissed from the Lewis-Clark State College Social Work Program if, in the professional judgment of the social work faculty, a violation of this code occurs. NASW Code of Ethics (https://socialwork.utexas.edu/dl/files/academic-programs/other/nasw-code-of-ethics.pdf)

Student Signature: ____________________________________________________________

The information below must be filled out by a Notary.

Subscribed and sworn before me this _________ day of ________________________, __________.

State of _____________________, County of _________________________________.

Signature: ________________________________

(Seal)
Immunization Documentation-Online

The immunization requirements of the Lewis-Clark State College Social Work Program ensure that students entering their Field Education internships have adequately prepared to reduce the risk of exposure to communicable diseases for both the students and their clients. The following are required of students entering their internship:

- Mumps, Measles, Rubella (MMR)
- Varicella (Chickenpox)
- Tuberculosis (TB)

Students who are unable to provide the required information, or who decline to, will have a limited number of internship placements from which to choose.

The social work program uses Castlebranch, an outside company, to track student immunization records. Directions for setting up your account with Castlebranch are below. Castlebranch charges a $35 fee for your account. Students are responsible for this fee.

When you upload your documents to your Castlebranch account, please make sure they are legible. The documents must be from your provider, hospital or clinic. It must show the provider's name, your name and the date of visit. Detailed instructions on the types of documentation that are acceptable can be found in your account information. Unless otherwise noted: All requirements are due by October 1, 2019 when your application is due. If you are working toward this requirement, but have not yet completed it by October 1, please indicate this on your application, and submit your application by the due date.

Account Set Up with Castlebranch:

1. Go to Castlebranch.com to create your new immunization tracker account.
2. Choose Place Order from the menu.
3. Use LQ28im for the package code.
4. From the menu choose your graduating cohort. The year refers to the spring in which you will graduate and not the fall. So, if you begin your senior year in Fall 2020, your graduating cohort will be 2021.
5. There is a one-time $35 account set-up fee to do this.
6. You will then be able to upload the necessary documentation into your account.
Criminal History Statement of Understanding

I acknowledge receipt of this information. I understand that it is my responsibility to read this information and be aware of the implications thereof.

Name_________________________________________________________ DOB: __________________

Address: ________________________________________________________________________________

City, State, & Zip Code: ________________________________________________________________________________

Email: __________________________________________________________________________ Phone: __________________

While a student’s legal background, including felony charges and convictions, does not prevent admission to the Lewis-Clark State College (LCSC) Social Work Program, it is our responsibility to inform incoming students of the difficulties that may be faced upon choosing to enter the field of social work. The LCSC Social Work Program does not request or require a declaration of past criminal record or a background check. However, you should be made aware of the following:

• The Social Work Program requires students to complete a social work practicum. Many agencies will require a background check and their agency policy may prohibit you from working as an intern in their agency.
  • The LCSC Social Work Program does not guarantee practicum placement.
  • The Program will provide reasonable efforts towards finding students a placement.
  • LCSC Field Liaisons will assist students in finding an internship placement by interacting with up to three agencies in the community. However, if a student is turned down by three agencies with which the student has interviewed, the Social Work Program maintains the right to drop the student from Field Education which will also impact the student’s standing in the Social Work Program.

• Criminal history may affect a student’s future employability.

• Each state has its own policy regarding the licensing of social workers. It is the student’s responsibility to be aware of said policy. Examination for social work licensure may include an evaluation of an applicant’s criminal record.

By signing below, I acknowledge that I have read and understand the information on this form.

_________________________________________________________ ________________
Student Signature Date
Rubric for Assessing Professional Behaviors

Students must demonstrate the ability to maintain scores of 3 or 4 in each of the 15 professional behavior areas listed below to be considered for admission into the social work program.

<table>
<thead>
<tr>
<th>Professional Behaviors</th>
<th>1 Unacceptable</th>
<th>2 Needs Improvement</th>
<th>3 Acceptable</th>
<th>4 Outstanding</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Attendance: Attends classes and related meetings</td>
<td>Student has missed 20% or more of total class time in one or more classes</td>
<td>Student missed class for reasons unrelated to allowable emergencies such as convenience; and/or student has skipped one class to do work for another class</td>
<td>Student attends all classes except in truly rare or unusual circumstances that are considered excusable by the professor</td>
<td>Student attends all classes</td>
<td></td>
</tr>
</tbody>
</table>

Comments:

2. Punctuality: Is punctual and present | Student has been late to class or left early from class 3 or more times in a semester | Student has occasionally been late to class or left early from class, but no more than once per semester | Student is on time to class and stays until the end except in truly rare or unusual circumstances that are considered excusable by the professor | Student is always on time and stays until the end of class |       |

Comments:

3. Communication: Maintains efficient communication with professor | Student does not usually contact the instructor to inform of tardiness or absence from class and/or provides no reason for absences | Student contacts the professor to inform of tardiness or absence, but does it after already missing a class or meeting | Student contacts the professor prior to the beginning of class most times (at least 90%) to inform of tardiness or absence. In the very rare instances when this is not done prior, the student contacts the professor immediately after | Student always contacts the professor prior to the beginning of class to inform of anticipated tardiness, illness, etc., except in true emergencies, and then contact the professor immediately thereafter. |       |

Comments:

4. Respect: Demonstrates respect and support in relationships | Student is frequently disrespectful to and non-supportive of classmates, staff, and/or faculty | Student is occasionally disrespectful to and non-supportive of classmates, staff, and/or faculty | Student is usually respectful to and supportive of classmates, staff, and/or faculty | Student is always respectful to and supportive of classmates, staff, and/or faculty |       |

Comments:

5. Self-Awareness: Demonstrates self-awareness | Student rarely shows self-awareness about the impact of verbal and non-verbal communications | Student only occasionally shows self-awareness about the impact of verbal and non-verbal communications | Student almost always maintains a high level of self-awareness about the impact of verbal and non-verbal communications | Student always maintains a high level of self-awareness about the impact of verbal and non-verbal communications |       |

Comments:

6. Diversity Awareness: Demonstrates awareness and responsiveness to diversity | Student’s classroom or student-related interactions rarely | Student only occasionally reflects respect for and | Student’s classroom or student-related interactions almost | Student’s classroom or student-related interactions always |       |
<table>
<thead>
<tr>
<th>Professional Behaviors</th>
<th>1 Unacceptable</th>
<th>2 Needs Improvement</th>
<th>3 Acceptable</th>
<th>4 Outstanding</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>reflect respect for and appreciation of diverse opinions, experiences, and/or people</td>
<td>appreciation of diverse opinions, experiences, and/or people in the classroom or during student-related interactions</td>
<td>always reflect respect for and appreciation of diverse opinions, experiences, and/or people</td>
<td>reflect respect for and appreciation of diverse opinions, experiences, and/or people</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:

7. **Collegiality:** Demonstrates collegiality and collaborative interactions

| | Student has not demonstrated collaborative skills in work with others and/or student has poor relationships with classmates or others involved in student learning | Student is reluctant to collaborate with others and/or struggles with maintaining positive relationships | Student almost always works collaboratively with team members and/or student almost always engages positively with others | Student always works collaboratively with team members and/or student always engages positively with others |

Comments:

8. **Oral Expression:** Strives for a high level of oral expression

| | Student consistently gets feedback from instructor that oral expression is unprofessional and does not make efforts to correct | Student frequently gets feedback from instructor that oral expression is unprofessional and rarely makes adjustments and/or efforts to correct | Student frequently displays appropriate oral expression and, when necessary, makes clear effort to correct errors when provided feedback | Student consistently displays appropriate and professional oral expression |

Comments:

9. **Written Expression:** Strives for a high level of written expression

| | Student consistently gets feedback from instructors that written expression is unacceptable or unprofessional and/or grades on papers are reduced significantly because of writing | Student's written work lacks clarity and has some errors and/or grades on papers are reduced somewhat because of writing | Student almost always expresses ideas or concepts clearly, with very few errors; and/or grades on papers are reduced only slightly because of writing | Student always expresses ideas or concepts clearly, with an absence of errors and/or grades on papers are reduced minimally because of writing |

Comments:

10. **Initiative & Reliability:** Demonstrates initiative, reliability, and dependability

| | Student rarely takes initiative to plan and complete work in a timely manner and/or student rarely submits assignments on time | Student only occasionally takes initiative to plan and complete work in a timely manner, as a result coming to class minimally prepared | Student almost always takes initiative to plan and complete work in a timely manner and/or almost always submits assignments on time | Student always takes initiative to plan and complete work in a timely manner and/or always submits work on time |

Comments:

11. **Responsiveness to Feedback:** Demonstrates evidence of motivation to improve self

| | Student has not demonstrated receptiveness to suggestions and feedback from others and, therefore, makes no effort to adjust performance accordingly | Student is usually receptive to suggestions and feedback, but does not adjust performance accordingly | Student is almost always receptive to suggestions or feedback and adjusts performance accordingly | Student is always receptive to suggestions or feedback from others, and adjusts performance accordingly |

Comments:

12. **Compliance with Professional Requirements:** Demonstrates compliance with the professional conduct

| | Student demonstrates significant problems in complying with | Student only moderately demonstrates compliance with the | Student almost always demonstrates compliance with the | Student consistently demonstrates compliance with the Social Work |

Comments:
<table>
<thead>
<tr>
<th>Professional Behaviors</th>
<th>1 Unacceptable</th>
<th>2 Needs Improvement</th>
<th>3 Acceptable</th>
<th>4 Outstanding</th>
<th>Score</th>
</tr>
</thead>
</table>

Comments:

13. **Compliance with the NASW Code of Ethics:** Demonstrates compliance with the Code of Ethics in its entirety

<table>
<thead>
<tr>
<th>Score</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:

14. **Responsiveness to Communication:** Uses departmental communications

<table>
<thead>
<tr>
<th>Score</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:

15. **Professional Appearance:** Displays professional appearance that does not interfere with professional relationships/responsibilities

<table>
<thead>
<tr>
<th>Score</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comment

**Rubric Total Score**

Instructor’s Signature: ____________________________ Date: ________________

Student’s Printed Name: ___________________________________________________________

Student’s Signature: ____________________________ Date: ________________

*(Adapted from the Tarleton State University Social Work Program, Fall 2013)*
Volunteer and Paid Experience in Human Services
(Students must have a minimum of 40 verifiable hours in order to submit an application to the program).

<table>
<thead>
<tr>
<th>Agency:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Supervisor Name:</td>
</tr>
<tr>
<td>Phone:</td>
</tr>
<tr>
<td>Dates of Experience: From:</td>
</tr>
<tr>
<td>To:</td>
</tr>
<tr>
<td>Number of hours:</td>
</tr>
</tbody>
</table>

Briefly describe the nature of the work you were involved in at this agency and the population you served.

<table>
<thead>
<tr>
<th>Agency:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Supervisor Name:</td>
</tr>
<tr>
<td>Phone:</td>
</tr>
<tr>
<td>Dates of Experience: From:</td>
</tr>
<tr>
<td>To:</td>
</tr>
<tr>
<td>Number of hours:</td>
</tr>
</tbody>
</table>

Briefly describe the nature of the work you were involved in at this agency and the population you served.

<table>
<thead>
<tr>
<th>Agency:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Supervisor Name:</td>
</tr>
<tr>
<td>Phone:</td>
</tr>
<tr>
<td>Dates of Experience: From:</td>
</tr>
<tr>
<td>To:</td>
</tr>
<tr>
<td>Number of hours:</td>
</tr>
</tbody>
</table>

Briefly describe the nature of the work you were involved in at this agency and the population you served.

Use the back of this form if you need additional space. Make sure to include the information contained in the boxes above.
Professional Reference Form

Student Name: __________________________________________ Date: ______________________

The Family Rights and Privacy Act of 1974 allows a student to inspect letters of recommendation written in support of applications for admission. The law also permits students to waive that right, if they choose, although such a waiver cannot be a condition of admission or award. If you wish to waive your right to examine this Letter of Recommendation, please sign the waiver below.

I waive my legal right to inspect this Letter of Recommendation.

Signature: __________________________________________

The above named student has applied for admission to the social work program at Lewis-Clark State College and has listed you as a reference. Please complete the following:

Reference Name: __________________________________________

Title: __________________________________________

Agency/School: __________________________________________

Address: __________________________________________

Phone: __________________________________________

Based on your experience with this individual, please answer the following questions including the matrix on the second page.

1. How long have you known the student? __________________________________________

2. Capacity in which you’ve known this student: __________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________
# Pre-Professional Competencies

Please check appropriate boxes for each skill or behavior

<table>
<thead>
<tr>
<th>Competency</th>
<th>Not Acceptable</th>
<th>Needs Improvement</th>
<th>Acceptable</th>
<th>Outstanding</th>
<th>Not Observed</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethical Behavior</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Reliability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to Manage Stress</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to Relate to People</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Appearance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self-Awareness</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Respect for Others</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organization &amp; Motivation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Critical Thinking</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oral &amp; Written Communication</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Recommendation**

<table>
<thead>
<tr>
<th>Recommendation</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>Score (Include Comp. &amp; Rec.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I do not feel this student is an appropriate candidate for this field</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I have concerns about the student entering this field</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>With education, student could be a good social work candidate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student is an appropriate social work candidate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student is a terrific social work candidate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Appropriate candidate for the Social Work Program

Signature: __________________________ Date: ______________

Please elaborate on any of the ratings or add further comments, or attach a letter if you choose:

__________________________________________________________________________

*Thank you very much for your time!*

*Please return this form directly to the student in a sealed envelope with your signature across the flap.*