



**SOCIAL WORK PROGRAM
ADMISSION APPLICATION PACKET**

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.

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

Application Process

Applications are processed once a year. Completed applications (in its entirety) must be submitted by **October 1st**. Please send the completed application and personal statement to socialwork@lcsc.edu with the student's initials in the subject line. Each application will be reviewed by a minimum of two faculty members. If one or more of the reviewing faculty mark "discuss application" on their reviewing rubric, 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.

Admissions Interviews

Some applicants to the program will be interviewed by a panel of social work faculty. Interviews will be scheduled by email after applications 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. Interviews will be located on the student's home campus. Hybrid students will have the option to meet via zoom.

Admission to 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 admitted with a provisional status will receive a letter clarifying the reason(s) for the provisional status and steps to achieve full admittance.

If you have questions about the application process, please contact the Social Work office on the main campus at (208) 792-2866 or at socialwork@lcsc.edu.

Supplemental Requirements

Students desiring admission to the Social Work program must submit the following (3) supplemental requirements to complete the application process.

1. Write a Personal Statement

Applicants are required to submit a personal statement addressing:

- a. Why you want to pursue a social work career;
- b. Your experience related to social work;
- c. Your experience in working with diverse and oppressed populations;
- d. Your plan for managing the stress of working in the social work field;
- e. Your values as they relate to the six (6) NASW Code of Ethics (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, no longer than 5 pages (not including the title page), 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.
- ❖ The Personal Statement should be completed within a separate document and sent to socialwork@lcsc.edu along with your completed application packet.

2. Rubric for Professional Behavior

Applicants are required to submit two (2) Professional Behavior Rubrics completed by Social Work faculty. One (1) Rubric should be completed by your SW241 professor and the other one (1) by any other Social Work Professor you have had as an instructor. These can be sent to socialwork@lcsc.edu. Professional behavior, as defined within the rubric, will continue to be monitored and assessed through the student's enrollment. Please refer to the student handbook for more details.

3. Professional References

Applicants are required to submit three (3) Professional Reference Forms. Relatives, friends, or fellow student references will not be accepted. Of the three (3) reference forms, one (1) must come from a person who supervised your volunteer (or paid human services) experience. Please select one of the two provided email scripts. One email script acknowledges your right to waive viewing the completed professional reference form. The

other script instructs your professional reference to return the professional reference form back to the student.

Supplemental requirements checklist:

- The student has submitted a separate document with their personal statement.
- The student has had two (2) Professional Behavior Rubric Forms completed from:
 - SW241 Professor
 - SW Professor of the student's choice
- The student has sent out three (3) Professional Reference Forms and emailed directions to:
 - Volunteer/Paid Human Service Supervisor (1)
 - Professional Reference of the student's choice (2)
- Submit Professional Reference Forms that have been sent to the student.

Social Work Program Personal Information Form

I am currently enrolled 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: _____

Emergency Contact:

Name: _____ Relation: _____

Phone Number: _____

Educational History

General Education Courses	Completed:	Currently Enrolled:
Math (120 or above)	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>
English 101	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>
30 Credits of Core Requirements	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>

Social Work Courses	Grade:	Currently Enrolled:
SW140/240 – Intro to Social Welfare (B- or better)	<input style="width: 60px; height: 20px;" type="text"/>	<input type="checkbox"/>
SW241 – Generalist Social Work Practice (B- or better)	<input style="width: 60px; height: 20px;" type="text"/>	<input type="checkbox"/>
SW226 Biological Basis of Behavior	<input style="width: 60px; height: 20px;" type="text"/>	<input type="checkbox"/>
SW320 History of Social Welfare	<input style="width: 60px; height: 20px;" type="text"/>	<input type="checkbox"/>
SW321 HBSE I	<input style="width: 60px; height: 20px;" type="text"/>	<input type="checkbox"/>
SW322 HBSE II	<input style="width: 60px; height: 20px;" type="text"/>	<input type="checkbox"/>
SW340 Social Welfare Policy	<input style="width: 60px; height: 20px;" type="text"/>	<input type="checkbox"/>
SW341 Generalist Practice (Micro) (B- or better)	<input style="width: 60px; height: 20px;" type="text"/>	<input type="checkbox"/>
SW342 Generalist Practice (Mezzo) (B- or better)	<input style="width: 60px; height: 20px;" type="text"/>	<input type="checkbox"/>
SW386 Research Methods	<input style="width: 60px; height: 20px;" type="text"/>	<input type="checkbox"/>

GPA

Social Work Course GPA (Minimum of 2.7 required)

Cumulative GPA (Including cumulative transfer credits) (Minimum of 2.5 required)

To find your GPA go to lscs.edu and log into your Warrior Web account. From there please select “Student Account Activity & Statement” under the Student Account section. Then select the Academics section within the left side menu and go to “Student Planning” and select “My Progress.” Within this document you will be able to find both your Social Work and Cumulative GPA.

Volunteer and/or Paid Experience in Human Service
(Minimum of 40 hours required)

Agency: _____

Supervisor Name: _____ Phone Number: _____

Hours of Service: _____ Population Served: _____

Have these hours been completed within the past 5 years: Yes No

Agency: _____

Supervisor Name: _____ Phone Number: _____

Hours of Service: _____ Population Served: _____

Have these hours been completed within the past 5 years: Yes No

Agency: _____

Supervisor Name: _____ Phone Number: _____

Hours of Service: _____ Population Served: _____

Have these hours been completed within the past 5 years: Yes No

Total Number of Service Hours: _____

Castlebranch Required Medical Documentation

The Social Work program utilizes Castlebranch, an outside company, to track student immunization records. Directions for setting up your account with Castlebranch are listed in the field application. Castlebranch charges a **\$35 fee** for your account. Students are responsible for this fee.

Students applying for senior field placement are required to provide medical documentation demonstrating immunization against:

1. Mumps, Measles, Rubella (MMR)
2. Varicella (Chickenpox)
3. Tuberculosis (TB)

Students can fulfill this requirement by providing medical documentation of vaccination against and/or immunity from those conditions.

In order to attend field orientation, field fair, and obtain a senior year field placement all medical documentation requirements must be submitted and approved by **December 1st**. Immunization documentation may be released to outside agencies by request of the student.

Criminal History

While a student's legal background, including felony charges and convictions, does not prevent admission to the Lewis-Clark State College 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 LC State 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:

1. The Social Work Program requires students to complete a Social Work field placement. Many agencies will require a background check and their agency policy may prohibit you from working as an intern in their agency.
 - a. *The LC State: Social Work Program does not guarantee field placement.*
 - b. *The Program will provide reasonable efforts towards finding students a placement.*
 - c. *Social Work Faculty 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.*

2. 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.

Statements of Understanding

Please read and initial the following statements:

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

_____ I acknowledge that all required medical documentation will be submitted and approved by the Field Application deadline of December 1st.

_____ I have read, understand, and 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) (https://socialwork.utexas.edu/dl/files/academic-programs/other/nasw-code-of-ethics.pdf)

_____ I have read, understand, and agree to abide by the Lewis-Clark State College Social Work Program Handbook. I acknowledge that I may be dismissed from the Lewis-Clark State College Social Work Program if, in the professional judgement of the social work faculty, a violation has occurred. [Social Work Program Student Handbook](https://www.lcsc.edu/media/6895153/social-work-student-handbook.pdf) (https://www.lcsc.edu/media/6895153/social-work-student-handbook.pdf)

_____ I hereby consent for LC States: Social Work Program to utilize my name, recordings of my voice, visual likeness, pictures, and/or features for promotional, advertisement, and education purposes.

Certification

I testify that my application to Lewis-Clark State College's Bachelor of Social Work Program application is complete and accurate. I understand that an incomplete and inaccurate statement or representation in any of my application materials may result in denial of application of my admission to this program. I understand that making false statements may result in the denial of admission to the Lewis-Clark State College Bachelor of Social Work Program.

Signature: _____ Date: _____

(Typed or digital signature will be accepted)