



**SOCIAL WORK PROGRAM**  
**APPLICATION INFORMATION 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. They can however take 200 or 300 level Social Work Courses prior to admission to the program.

### Application Process

The application instructions, forms, and submissions are located in a Canvas course. Students will be invited to the course a year and a half prior to entering their Field Education Experience with the Program. If you believe that you should be enrolled in this course, but are not, please contact the Program.

Applications are processed once a year. All components of the Social Work Program Application should be completed in and/or submitted within the Application Canvas course by **October 1<sup>st</sup>**.

The Social Work faculty will then evaluate each component and submit a score. The scores inform the faculty which components of the application are complete and to what degree. The faculty utilize a rubric to evaluate the application components.

Each application will be evaluated by a minimum of two faculty members. Each faculty member has the responsibility of recommending one of two options, (1) recommend accept or (2) recommend discuss as faculty. If one or more reviewing faculty marks "recommend discuss as faculty," then an Application Committee may be formed. The Application Committee will consist of the Director and at least one faculty from each program option (Lewiston, CDA, and Hybrid) and discuss the details of the application. The Application Committee then discusses whether they will (1) accept the application, (2) interview the applicant, (3) deny admission, or (4) give provisional acceptance. 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](mailto:socialwork@lcsc.edu).

## Application Requirements

**The requirement information provided below is displayed so that students may know what to expect on the Canvas Application course and may gather necessary documents or prepare otherwise.**

**Please do NOT turn in or email hard copies of these forms to the Social Work Office.**

### 1. Write a Personal Statement

Applicants are required to submit a personal statement on Canvas 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 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.

### 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. 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.

### 4. Personal Information Form

I am currently enrolled in the:

Lewiston Campus  Coeur d'Alene Campus  Hybrid Program

Graduation semester and year: \_\_\_\_\_

Please provide a phone number we can reach you at:

#### Emergency Contact:

Name: \_\_\_\_\_

Relation: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### 5. Educational History

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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"/>
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Social Work Courses	Grade	Currently Enrolled
SW140/240 – Intro to Social Welfare (B- or better)		
SW241 – Generalist Social Work Practice (B- or better)		

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 [lcsc.edu](http://lcsc.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.*

## 6. 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:** \_\_\_\_\_

## 7. Medical Documentation Statement of Understanding

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 1<sup>st</sup>**. Immunization documentation may be released to outside agencies by request of the student.

I acknowledge that all required medical documentation will be submitted and approved by the Field Application deadline of December 1<sup>st</sup>: Yes  No

## 8. Criminal History Statement of Understanding

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.
  - The LC State: Social Work Program does not guarantee field placement.
  - The Program will provide reasonable efforts towards finding students a placement.
  - 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.

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. Yes  No

## 9. Student Handbook Statement of Understanding

Please read and initial the following statement:

\_\_\_\_\_ 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>)

## 10. NASW Code of Ethics Statement of Understanding

Read the NASW Code of Ethics in its entirety before acknowledging below.

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. Yes  No

## 11. 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.

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. Yes, I agree  No, I do not agree

Signature:  Date: \_\_\_\_\_

(Typed or digital signature will be accepted)