



# SOCIAL WORK PROGRAM

## APPLICATION INFORMATION PACKET

***All required information is on CANVAS.***

***Please do NOT submit this 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, SW483, SW484, SW485, SW486, SW487, or SW488 prior to admission into the program. They can however take 200 or 300 level Social Work Courses prior to admission to the program.

Students may apply for admission to the Social Work program when:

1. The student has completed 30 credits of the General Education Core including Math (123/153 or higher) and English 101: College Writing. Provisional acceptance will be given to those concurrently enrolled in Core Math or English.
2. The student has completed SW140: Introduction to Social Work and SW241: Social Work Practice Foundations with a B- (or better) in both courses. Provisional acceptance will be given to those concurrently enrolled in SW140 and/or 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.

### 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 1st**.

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/Online) 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/online students will have the option to meet via Microsoft Teams.

### 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, SW343, SW443, SW480, SW485, and SW486). 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 required 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 do 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 Assessing Academic & Professional Behaviors

Applicants are required to submit two (2) Rubric for Assessing Academic & Professional Behaviors 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/Online Program ☐

Anticipated graduation semester and year: \_\_\_\_\_

Please provide a phone number we can reach you at: \_\_\_\_\_

#### Emergency Contact:

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

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

### 5. 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)		
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

I understand that the Social Work Program no longer requires the submission of medical documentation prior to entry into field education. However, I acknowledge that I am strongly encouraged to be up to date on the following: Measles, Mumps, and Rubella (MMR); Meningococcal; Tetanus, Diphtheria, and Pertussis (Tdap); Hepatitis B; Varicella (Chickenpox); and COVID-19. I also understand that some field education internship sites may require additional medical documentation, including but not limited to proof of TB testing and health insurance coverage.

I acknowledge that it is my sole responsibility to ensure I have the necessary medical documentation required by my field education placement site. I understand that failure to provide required documentation to a placement agency may result in a delay in the start of my internship hours and/or may limit my placement options, including the possibility of being unable to secure placement at my preferred agency.

By marking True, I affirm that I have read, understand, and accept the responsibility for meeting the medical documentation requirements set forth by potential internship agencies.

## 8. Criminal History Statement of Understanding

A student's legal background, including felony charges or convictions, does not prevent admission to the Social Work Program. However, the Program has a responsibility to inform incoming students of potential challenges related to entering the field of Social Work with a criminal history.

Important Considerations:

- The Social Work Program does not require students to disclose their criminal history or undergo a background check for admission.
- Students should be aware that many field placement agencies do require a criminal background check, and some agency policies may prohibit individuals with certain criminal records from interning at their sites.
- The Social Work Program cannot guarantee field placement for any student. While the program will make reasonable efforts to assist all students in securing a placement, a criminal record may limit available options.
- Social Work Faculty Liaisons will support students in identifying potential internship sites by initiating contact with up to three community agencies. If a student is declined by all three agencies after interviewing, the Program reserves the right to dismiss the student from Field Education, which may also affect their standing in the Social Work Program.
- A criminal history may also have implications for a student's future employability in the social work profession.

Licensure Notice:

Each state establishes its own requirements for social work licensure. Students should be aware that the licensure process may include a review of an applicant's criminal history. It is the responsibility of each student to research and understand the licensure policies in the state(s) where they intend to practice.

By marking True, I affirm that I have read, understand, and 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.

## 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. A current copy of the Social Work Program Student Handbook is located at <https://www.lcsc.edu/social-sciences/social-work> under each program option.

## 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)