



Bachelor of Social Work Degree

Application for Admission

8600 University Boulevard Evansville, IN 47712

www.usi.edu/liberal-arts/social-work 812-465-7116

Candidate Information	
Complete Legal Name:	
Name(s) appearing on transcripts if different from the applicant's current name	
Social Security Number: <i>(Social Security Number is required to complete Zachary Law Check)</i>	Student ID: (USI Students Only)
Home Phone:	Email:
Cell Phone:	Work Phone:
Local Address:	
Permanent Address:	

The information in the section below is requested solely for the purposes of reporting data to the Council on Social Work Education and determining compliance with federal civil rights. Your response to the following questions is completely voluntary and will not affect consideration of your application.

Date of Birth:	Country of Citizenship:	Sex:
Race/Ethnicity:		
<input type="checkbox"/> White	<input type="checkbox"/> Asian American	<input type="checkbox"/> American Indian
<input type="checkbox"/> African American	<input type="checkbox"/> Alaskan Native	<input type="checkbox"/> Foreign (in U.S. on student visa)
<input type="checkbox"/> Hispanic/Latino/Spanish American	<input type="checkbox"/> Other U. S. Minority	<input type="checkbox"/> Unknown

Education			
<b>List in order all colleges and universities attended. Send an unofficial copy of your transcript(s) with your application for admission. Send official transcript(s) from all institutions attended to the USI Registrar's Office. (Students do not have to submit transcripts from the University of Southern Indiana).</b>			
Name and Location	Dates attended	Major	Degree

### Prerequisite Requirements

Have you completed each of the following courses (or the equivalent) with a grade of C or better? If you are currently enrolled in a course, write EN (enrolled) in the grade column. If you plan to take the prerequisite during a summer session, indicate the summer session if SU#1, SU#2, or SU#3 in the grade column.

Course number and Title	College/University and Semester/Year Completed	Grade
English- One composition course		
Biology 105-Human Biology		
Math 100 or higher		
Psychology 201 Principles of Psychology		
Psychology 261 Lifespan Development		
Sociology 121 Principles of Sociology		
Political Science 102		
Social Work 221 Introduction to Social Work		
Social Work 222 Social Welfare		
Social Work 239 Human Behavior		
Social Work 241 Social Work Intervention		
Number of Hours Completed:	Cumulative Grade Point Average:	

### Program Standing

Have you attended a BSW program at another institution?

If dismissed from the program, please state the reason(s) why

### Volunteer or Field Experiences

Indicate where internship or placement was completed (i.e. social work, human services, psychology, criminal justice), or indicate volunteer experience.

Agency/Degree Program	Duties	Dates

### Employment

List all employment. If work experience has been extensive, please attach resume

Agency	Location/Job Title	Dates of Employment

### References

Students are required to review the reference form and request references from **two university or college faculty members** who will be able to answer a majority of the questions asked. Each category scored as, "unable to judge" will result in a lower score. The person who completes the reference form must return it to you in a signed and sealed envelope. **The reference forms must be submitted with the application packet.**

**List names and addresses of your two academic references**

Name	Address	City, State Zip	Phone Number

### Criminal History

Have you ever been convicted of a felony? (Information necessary for license application)	_____ Yes	_____ No
Have you ever been convicted of a misdemeanor? (Information necessary for license application)	_____ Yes	_____ No
Have you ever been convicted of a sex offense against children? (Requirements of Indiana P.L. 11-1994).	_____ Yes	_____ No

**Final admission to the program is contingent upon the completion of a satisfactory certified criminal record check (Due one month after BSW program orientation).**

**Public Law 11-1994**

In order to fully comply with Indiana Public Law 11-1994 (conviction of sexual offenses against children), the Social Work Department will conduct a criminal history check of students requesting admission to the Bachelor of Social Work Program. This check will be conducted at the point of admission and upon entering each field placement. A student who has been convicted of sex offenses against children as identified in P.L. 11-1994 will not be granted admission to or allowed to continue in the Bachelor of Social Work Program

Individuals who were convicted of such crimes outside of the state of Indiana are required to report their intent to reside for more than seven days in an area within Indiana to local law enforcement authorities having jurisdiction in the area of intended residence.

I certify that I have never been convicted of a sex offense against a child in Indiana or in any other jurisdiction outside of Indiana. I am aware that the Social Work Department will conduct a criminal history check as outlined in P.L. 11-1994 as part of the admission process and field placement process for the Social Work Program. I am aware that any such conviction will result in my removal from the Bachelor of Social Work Program. I understand it is my responsibility to correct any errors in the registry that result in my name being incorrectly listed in the registry, and provide verification of such correction to the University prior to any further consideration of admission to or continuance in the Bachelor of Social Work Program

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

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

**\*NOTE:**

Acknowledgment of criminal activity, (except P.L. 11-1994), is not automatic grounds for denial of an application. The admissions committee realizes that many people go into fields such as social work after facing and dealing with their own personal life issues. The purpose of this section is to ensure that students who are admitted to the program are not actively dealing with issues or exhibiting behaviors that would impair their ability to: 1) succeed in a rigorous program of study; 2) deal with people as an effective, helping professional; and/or 3) conform to the standards and expectations of the profession.

## Personal Statement

The personal statement provides you the opportunity to describe your qualities outside of your academic performance. The committee is looking for thoughtful, honest, yet professional narratives, demonstrating excellent writing skills, critical thinking, insightfulness, self-awareness, in comprehensive yet brief responses. The personal statement should be a typewritten, double spaced essay of no more than 4 pages. The personal statement submitted is evaluated on punctuation, spelling, grammar, syntax, organization, and the ability to clearly express ideas.

Address the following topics in your narrative.

- **Brief autobiographical sketch** – Discuss your life up to now; your family, friends, home, work, and community. We are interested in those experiences most relevant to you becoming a professional social worker. Discuss any extenuating circumstances which may have affected past academic performance.
- **Values-** Discuss why you want to be a social worker. What is your understanding of the social work profession? What particular areas of social work interest you the most?
- **Experiences-** Discuss employment and/or volunteer work which have contributed to your decision to apply to the Bachelor of Social Work program.
- **Strengths/Challenges-** Discuss any strengths you feel you currently possess which may help you in the field of social work. Discuss any weaknesses or characteristics you feel you will strive to improve or change in order to function as a competent social worker. (Example: personal characteristics, intervention skills, communication skills, knowledge base, etc.)
- **Summary-** Provide a final summary of your statement, highlighting what you consider are the most important points of your essay for the admission committee to know about your application to the Bachelor of Social Work Program.

## Submission Process

A finished application should include:

1. The **BSW Application Packet** may be mailed or delivered in person with the following materials in a large manila envelope:
  - Original plus one copy of the **BSW Application Form**, signing/dating all copies;
  - Original plus one copy of the **Personal Statement**;
  - Two **references** in signed/sealed envelopes
2. All first time transfer students must complete the USI Application for Admission, pay \$40 fee, and deemed eligible for undergraduate admission at USI.

## Evaluation Process

### Evaluation Process

Admission decisions for the BSW Program are based on evidence that the applicant:

1. Meets the GPA requirements
2. Has completed the required prerequisite classes
3. Has a commitment to social work values
4. Has a basic understanding of generalist social work practice
5. Demonstrates professional behaviors and attitudes
6. Demonstrates emotional maturity
7. Demonstrates stable mental/emotional process
8. Demonstrates excellent writing skills (The personal statement submitted is evaluated on punctuation, spelling, grammar, syntax, organization and the ability to clearly express ideas).
9. Demonstrates excellent communication skills
10. Demonstrates good critical thinking and analytic ability, including evidence of good judgment
11. Has relevant work and/or volunteer experience
12. Submits appropriate references.

## Certification

### **THIS APPLICATION IS INCOMPLETE UNLESS SIGNED AND DATED BY THE APPLICANT**

I understand that failure to submit all required materials, changing this form, withholding information requested on this form or giving false information may make me ineligible for admission to the Bachelor of Social Work program at the University of Southern Indiana or subject to dismissal. I certify that the statements I have made on this form are correct and complete.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

It is the policy of the University of Southern Indiana and the Social Work Dept. to be in full compliance with all federal and state nondiscrimination and Equal Opportunity laws, orders, and regulations relating to age, race, sex, religion, disability, national origin, sexual orientation, or status as a disabled veteran or a veteran of the Vietnam era. Additionally, in accordance to the NASW Code of Ethics, the Social Work Dept. does not discriminate in regards to political preference or English as a second language. Questions or concerns should be directed to the Affirmative Action Officer, USI Human Resources Dept. Room FA 166, University of Southern Indiana, 8600 University Blvd., Evansville, IN 47712 (Telephone: 812/ 464-1770). Office hours are 8:00a.m.-4:30p.m. Monday - Friday.

University of Southern Indiana students with disabilities can receive accommodation assistance through the Office of Disability Resources. Information on services are posted on the website <https://www.usi.edu/university-division/disabilities>. Students requesting services are encouraged to register with Disability Resources in the Science Center at least 30 days prior to date needed.



**BACHELOR OF SOCIAL WORK (BSW) REFERENCE**

**TO BE COMPLETED BY THE APPLICANT**

Name of Applicant \_\_\_\_\_

Name of Reference \_\_\_\_\_

This recommendation will become a part of your admission file it will be used solely for admissions consideration and will not be disclosed to any unauthorized individual without your consent. If you are admitted to the Bachelor of Social Work Program, you will be accorded access to its contents unless you voluntarily waive your right of access.

**Notice of Waiver**

I am aware of my rights under the Family Educational Rights and Privacy Act of 1974 to have access to letters of recommendation written on my behalf. You must sign and indicate whether or not you wish to waive your right of access.

\_\_\_\_\_ I would like to have this reference written in confidence, and I, therefore wish to waive my right of access to this reference.

\_\_\_\_\_ I wish to retain rights of access should I be admitted to the BSW Program.

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

**TO THE EVALUATOR**

The applicant listed above has selected you as a reference. Completion of this form and a frank assessment of the applicant will greatly assist the Admissions Committee in determining whether the candidate should be admitted to the Social Work Program. Under the 1974 Family Education Rights and Privacy Act, the applicant will have access to this recommendation unless he/she has waived that right.

The BSW degree involves an intensive program of study with an expectation that the applicant will have a commitment to a professional career of serious responsibility. Sound intelligence, good judgment, the ability to think clearly and communicate effectively are vital qualifications. Equally important are basic interpersonal skills, exemplified by good relationships with others. Emotional stability and maturity are essential for social work practice. Although people continue to grow and mature, a person who enters a professional program without a good degree of readiness in all areas risks failure. Motivation to enter the field of social work should include an awareness of social issues as well as a deep concern for people.

Please answer the questions on the form as fully as possible. After completing this form, please place it in an envelope, seal the envelope, and sign it across the seal. Additional observations by letter are acceptable if accompanied by the completed reference form. **Return the signed, sealed envelope to the applicant well before the deadline indicated.** Typing is preferred but not required. Thank you for your assistance.

Sincerely,

A handwritten signature in black ink that reads "C. Christy Baker".

C. Christy Baker, Director, BSW Program & Admission

Please answer the following questions as thoughtfully as possible. (Use separate sheet if needed)

1. In what capacity and how long have you known the applicant?
  
2. Based on your direct contact or knowledge, evaluate the applicant's performance of assigned tasks. Indicate the nature of the experience and give examples.
  
3. What do you consider the applicant's strengths as a candidate for professional education in social work?
  
4. In what areas, and to what degree, does the applicant need to be strengthened as a potential professional social worker?
  
5. Utilizing the table below, please evaluate the applicant in each category.

	Unable to Judge	Below Average	Average	Above Average	Outstanding
Level of maturity					
Intellectual ability					
Emotional stability					
Communication skills: written					
Communication skills: verbal					
Responsibility					
Understanding of self					
Ability to respect and work with diverse populations (class, race, culture, age, ethnicity...)					
Ability to work with others					
Ability to analyze a problem and develop a solution					
Willingness to accept direction and/or supervision					
Commitment to work toward solving social problems					
Interest in the field of Social Work					

**RECOMMENDATION:** \_\_\_\_\_ Yes, I highly recommend this applicant for admission  
 \_\_\_\_\_ Yes, I recommend  
 \_\_\_\_\_ Yes, I recommend with reservation  
 \_\_\_\_\_ No, I do not recommend for admission

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

Agency/Organization \_\_\_\_\_ Title/Position \_\_\_\_\_





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

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Sincerely,

C. Christy Baker, Director of BSW Program & Admissions

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

Agency/Organization \_\_\_\_\_ Title/Position \_\_\_\_\_