

Admissions Application Checklist

Prospective applicants to the B.S.W. Program are strongly encouraged to ensure that all required application material are adequately proofread, completed, and promptly submitted. Please note that, at the time of application, the student's transcript must demonstrate that the relative requirements listed below have been met. Applications must be submitted by 5:00pm to the B.S.W. Program office (Charles Moore Building, 3rd Floor, Suite 336) by October 15th to be considered for Fall admission and by February 15th to be considered for Spring admission. If October or February 15th falls on a weekend, the application must be submitted on the following Monday by 5:00pm. Applications for admission should be submitted in accordance to the criteria listed below.

I have met the following requirements regarding the B.S.W. Program Admissions process;

1. Admitted to the University;
2. Completed all developmental courses required by the University;
3. Completed or currently enrolled in ENG 104/105: Composition & Literature (must earn a "C" or better in each course);
4. Completed or currently enrolled in SW 200: Introduction to Social Work and SW 210: Professional Behaviors, Ethics and Communication (must earn a "C" or better in each course);
5. Removed all incomplete grades ("I") in courses;
6. Accessed and thoroughly reviewed the virtual orientation provided via Canvas;
7. Completed and proofread the *Application for Admission to the B.S.W. Program*;
8. Completed and provided a proofread Personal Statement;
9. Provided (2) Character References (from an employer, volunteer/service learning supervisor, minister, etc.);
10. Thoroughly reviewed and signed a copy of the Professional Expectations for Social Work Students;
11. Thoroughly reviewed and signed a copy of the Admissions Orientation Student Statement of Understanding;
12. **Achieved a minimum cumulative institutional grade point average of 2.5 by the end of the semester in which the student has applied for admission to the B.S.W. Program.**

I have completed, submitted, and/or met the requirements prescribed from the above checklist.

Student's Signature

Date

Student's Name (Print)

Admissions Policies & Procedures

Students may declare Social Work as a major upon entry to the University. Students are identified as pre-majors until they have been formally admitted to the B.S.W. Program. Admission to the University alone will not ensure admission to the B.S.W. Program.

The B.S.W. Program admit students during the Fall and Spring semesters. In order to be considered for admission into the program, the student must complete the application packet in its entirety. Each application packet includes an Admissions Application Checklist. This checklist includes all of the application items that are to be submitted. Students must sign and date the checklist after ensuring that all items have been **proofread** and ready for submission. The application packet will consist of the following: admission requirements, application for admission to the B.S.W. Program, requirements for personal statement, two character reference forms, the professional expectations for Social Work students and student statement of understanding.

The B.S.W. Program Admissions Committee consists of three to five Social Work faculty appointed by the B.S.W. Department Chair. The Admissions Committee will review the student's application. If the committee identifies concerns, for an example, about the applicant's GPA, application, personal statement, the incompleteness of General Education courses and/or behavior that is not exemplary of a potential Social Work student, the student may be invited for an in-person interview. On the day of the interview, students are to dress professionally, be prompt and prepared to answer questions proposed by the Admissions Committee and possibly other faculty members. Any inaccuracies, incomplete and/or unprofessionally submitted application items can result in being denied for admission into the B.S.W. Program.

Following the review of the student's application and potential interview, the Admissions Committee will make their conditional recommendation concerning the student's status to the Chair of the Admissions Committee. In turn, the Chair will render the final decision and a written notification of the admissions status will be provided to students in writing once grades are completed for the semester of application. Students not earning at least a 2.5 cumulative institutional grade point average at the end of the application semester will not be admitted and will be notified so that appropriate class choices for the following semester may be made.

Students whose GPA falls below 2.5 will be placed on probation for one academic semester and will be required to meet with the B.S.W. Program Admissions Committee to discuss the student's academic status. Be mindful that students will not be allowed to enroll in SW 489 and SW 499 with a cumulative institutional grade point average below 2.5. Those students will be advised to enroll in a semester of courses to intently achieve the minimum institutional requirement.

Matriculation

The criteria for **remaining** in the B.S.W. Program include:

- Maintain a cumulative **institutional** grade point average (GPA) of 2.5.
- Must earn a minimum grade of “C” in all Social Work courses.
- Adhere to all academic expectations of the University and Social Work Program.
- Continue to demonstrate an aptitude for a career in Social Work.
- Adhere to the National Association of Social Workers Code of Ethics.
- Adhere to the Professional Expectations for Social Work Students.
- Provide valid documentation of assistance from the Richard Wright Center for students identified with writing deficiencies.

Failure to comply may result in the denial of continuous enrollment in B.S.W. Program courses

Credit for Life Experience

Academic credit for life experience and previous work experience shall not be given, in whole or in part, in lieu of social work courses. This policy will be provided to members of the Social Work Advisory Board and documented in the B.S.W. Student Handbook, the updated University Catalog and on the School of School Social Work’s website.

Transfer of Credits

In accordance with the policies of the B.S.W. Program and the University, transfer credits may be applied toward the B.S.W. degree. The first step of this process is the review of the student’s transcript from the other institution(s) by the University’s Office of Admissions to determine whether it meets the University’s policies for awarding credit for work transferred from other institutions (see the current *Jackson State University Undergraduate Catalog* for information on the University’s policies). Liberal arts courses and courses from disciplines other than social work are evaluated by the University’s Office of Admissions to determine course equivalents. After this initial evaluation, the B.S.W. Program, through its faculty advisors and Department Chair, determines whether to award transfer credit for social work courses. Academic credit for social work courses is evaluated in accordance with the following policies.

1. Students who wish to transfer other social work courses from CSWE accredited institutions must submit a copy of the course syllabus for each course taken at the other institution. The course syllabus is reviewed by the B.S.W. Department Chair in consultation with the B.S.W. Program faculty to determine whether there is a comparable course in the B.S.W. Program for which credit may be given.
2. Social Work courses from non-CSWE accredited institutions may be transferred as general work electives.
3. A minimum of thirty semester hours toward the B.S.W. degree must be completed at Jackson State University.
4. Only social work courses completed within the last ten years of re-admission or transfer to Jackson State University will apply toward B.S.W. degree requirements.
5. Currently enrolled students who plan to enroll in courses elsewhere with the intention of transferring those courses back to Jackson State University are advised to consult with their advisor and Department Chair first to ensure that the courses will be accepted toward the B.S.W. degree.

All University policies governing transfer of credits for undergraduate students (see the current *Jackson State University Undergraduate Catalog*) are applicable to B.S.W. students, including the stipulation that the last semester of residence or its equivalent must be completed at the university.

**B.S.W. Program Admissions
Student Statement of Understanding**

Please read each item below, place an (X) in the box directly beside the respective statement, then sign and date the form.

- The B.S.W. faculty strongly encouraged me to join and participate in the Social Work Student Association (SWSA) as well as other campus organizations and with the appropriate grades, join Phi Alpha Honor Society. I am aware that active membership includes regularly attending association meetings, participating in sponsored events and satisfying annual membership fees.
- The B.S.W. faculty informed me that the minimum institutional grade point average for B.S.W. Program admissions, matriculation through the program and to enter Field Practicum is a 2.5. I am aware that if my grade point average falls below a 2.5, my admissions status in the B.S.W. Program will be in serious jeopardy, which could result in my being advised to change my major.
- I am aware that if I do not exhibit ethical behavior throughout my tenure in the B.S.W. program and/or in Field Practicum, I can **IMMEDIATELY** be removed from the program and/or Field.
- The B.S.W. faculty informed me that satisfactory completion of the English 400: English Proficiency exam and/or ENG 399: Functional Writing are graduation requirements. Additionally, for entering Freshmen (120) hours and for transfers (60) hours of community/service learning is required for graduation.
- The B.S.W. faculty informed me that all students will be assessed before being assigned to Field Practicum. It is of the program's discretion to determine the readiness in assigning students to Field. **In essence, admission into Field Practicum is not guaranteed.**
- All coursework must be completed prior to enrolling in SW 489: Field Practicum and SW 499: Integrative Seminar, to include the English Proficiency Exam or satisfactory completion of the ENG 399: Functional Writing Course.
- The B.S.W. faculty informed me that at the end of the B.S.W. Program curriculum, students are required to complete a 420 hour Field Practicum (Internship). The majority of the placements are traditionally unpaid. **Only day placement sites exist (NO EVENING or NIGHT PLACEMENTS).** In addition, in some cases background checks will be required prior to entering Field Practicum. **The final decision on assigned field placement sites is exclusively at the discretion of the B.S.W. Field Director.** Becoming a licensed social worker in the State of Mississippi will be in jeopardy if I am a sex offender, not a U.S. citizen or legal resident, received a felony within the last (10) years, mentally incompetent, dependency on alcohol or drugs, and/or have pending disciplinary action.

- The B.S.W. faculty strongly emphasized that I carry the primary responsibility to understand the curriculum and ensure that my coursework is completed. The department advisors will work closely with each student to reassure that this process is taken place. In addition, I was strongly encouraged to pre-register early for the following semester

- **Important due dates: B.S.W. Program Admissions Application**-Fall Admission-October 15th and Spring Admission-February 15th. **Field Practicum (Internship) Application**-Fall Field Practicum-September 15th and Spring Field Practicum-February 15th by 5pm. If these dates fall on a weekend, the application must be submitted on the following Monday by 5:00pm.

I agree, fully understand and have made note of the terms and due dates of the statement listed above. I hereby agree to abide by the statements outlined in this document.

Signature of Student

Date

Professional Expectations for Social Work Students

Students in the School of Social Work are required to adhere to the following expectations, which are linked to their ability to become effective Social Work professionals. Students in the School of Social Work are expected to:

1. **Maintain a cumulative institutional GPA of 2.5.**
2. Successfully complete prerequisites for Social Work courses.
3. Demonstrate honesty and integrity by being truthful about background, experiences, and qualifications; doing one's own work; and refrain from plagiarizing.
4. Demonstrate behavior that is consistent with the NASW Code of Ethics and other Social Work Codes of Ethics, as applicable, the University's Student Handbook and established laws both on and off campus.
5. Demonstrate behavior that is consistent with professional standards of care in agency settings, to include reporting to agencies on time, properly dressed, and ready to provide service to the organization and its clients.
6. Demonstrate responsibility in classroom obligations, i.e., consistent and timely attendance in classes and at agencies, complete assignments within time frames given, appropriate conduct in the classroom, and following up on recommendations of instructors for skill improvement.
7. Demonstrate respectful attitudes, appropriate behavior, and effective interpersonal skills in interactions with peers, faculty, University and agency staff, and clients. Students should also use appropriate channels for resolving conflicts.
8. Refrain from attending class or agency settings under the influence of alcohol or other mood altering substances, except where medication is deemed necessary by a licensed physician.
9. Exhibit behavior that demonstrates respect for and avoids discrimination against any person, group, or class on the basis of age, class, color, disability, ethnicity, gender, marital status, national origin, race, religion, and/or sexual orientation.
10. Demonstrate clear, appropriate and culturally sensitive boundaries. Refrain from sexually harassing others; making verbal or physical threats; becoming involved in sexual relations with clients, supervisors, or faculty; abusing others in physical, emotional, verbal, or sexual ways; or participating in dual relationships where conflicts of interest may exist.

I hereby agree to abide by the expectations outlined in this document. I understand that adherence to these expectations are required for continuation in the School of Social Work at Jackson State University. Disciplinary sanctions for violations of these expectations will be considered, but not limited to dismissal from the B.S.W Program.

Signature of Student

Date

Print Name

Requirements for Personal Statement

Directions: Please complete your personal statement by adequately addressing each of the items listed below. The personal statement should be typed and double-spaced using 11 to 12-point font (Times New Roman or Calibri) and one-inch margin. Your personal statement shall not exceed 4 pages in length. In addition, students must answer questions in paragraph form with no fewer than 5 sentences. You are **required** to use subheadings as you organize your thoughts in addressing each of the items and so that the reader clearly identify where you are attempting to address each. You may also include any special circumstances that you would like the admissions committee to consider. **Proofread your document very carefully and correct any grammar and/or punctuation errors before submitting it to the B.S.W. Program Admissions Committee.** The Richard Wright Center for Writing, Rhetoric and Research (<http://www.jsu.edu/wrightcenter/>) is available for guidance.

1. Explain how you became interested in Social Work or your career choice. Who and/or what influenced this decision?
2. Describe your career goals and aspiration.
3. How do you think your personal values would affect your work with a problematic or difficult client?
4. What personal strengths do you possess that will be useful to you as a Social Worker or in your chosen career field? What are your limitations/weaknesses? How do you plan to improve in these areas?
5. Explain how your life experiences can help you work effectively with people from diverse populations in reference to religion, race, ethnicity, physical challenges, socio-economic status, gender and sexual orientation? Discuss your personal values and biases as it relates to working with a diverse population.



Application for Admission to the B.S.W. Program

Directions: Please provide the requested application information below. All items must be typed.

Name _____ J Number _____

Institutional Grade Point Average (GPA) _____ JSU E-mail _____

University/Local Address _____

University/Local/Cell Telephone Number _____

Permanent Address _____

Permanent Telephone Number _____

A. List Social Work courses taken below:

Name of University	Course Taken	Grade

B. Have you been assigned a Social Work pre-major faculty advisor? ____Yes ____No If yes, name of advisor _____

C. Do you have any Incomplete ("I") grades in courses? ____Yes ____No

Please answer the following questions. The questions are required to ensure that we can find a field placement (internship) for you and that you will be eligible for licensure.

Questions	Yes	No
1. Have you ever been arrested for and/or convicted of a felony?		
2. Do you have any felony charges pending against you?		
3. Do you have any conditions that may limit your ability to complete the requirements of the B.S.W. Program (ex. mental health, physical restrictions, substance abuse)?		
4. Are you listed on a Sex Offender Registry?		
5. Have you ever been denied admission to a Social Work undergraduate program?		

****See MBOE (Requirements for Licensure-Rule 2.2 B)**

If you answered **YES** to questions 1, 2, 3, and/or 4, please schedule a meeting **IMMEDIATELY** with the B.S.W. Field Director and/or B.S.W. Department Chair. **Failure to arrange a meeting could result in the student being denied admission into the program or removal from the program.** Any falsification of information may result in the student being denied admission into the B.S.W. program.



Character Reference Form

_____ (PRINT STUDENT'S NAME) is applying for admission to the B.S.W. Program at Jackson State University. **After completing this form, please return the completed form in a sealed envelope to the applicant.**

_____ (Print Name of Reference)

_____ (Date)

_____ (Phone Number)

_____ (Email)

_____ (Signature of Reference)

_____ (Place of employment)

Approximately how long have you known the applicant? ____ Years ____ Months

How well do you know the applicant? ____ Thoroughly ____ Somewhat ____ Little knowledge

What is or was your relationship to the applicant?
 ____ Instructor ____ Volunteer Supervisor ____ Employer ____ Co-Worker ____ Minister ____ Other _____

Do you have a Social Work Degree? ____ Yes ____ No If yes, what's your highest degree? _____

Please place an (X) under the corresponding rating of each skill relative to the applicant:

	Exceptional Top 5%	Outstanding Top 10%	Good Top 35%	Average Top 50%	Below Average Bottom 50%	N/A
Potential to enhance the lives of people						
Commitment to Social Justice						
Ability to work with others						
Maturity						
Integrity and Honesty						
Leadership Skills						
Sense of Responsibility						
Motivation						
Initiative						
Judgment						
Written Communication Skills						
Verbal Communication Skills						
Overall Academic Potential						
Ability to accept feedback						

We Appreciate Your Time in Completing this Form!!!

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Do you have a Social Work Degree? ____ Yes ____ No If yes, what's your highest degree? _____

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Commitment to Social Justice						
Ability to work with others						
Maturity						
Integrity and Honesty						
Leadership Skills						
Sense of Responsibility						
Motivation						
Initiative						
Judgment						
Written Communication Skills						
Verbal Communication Skills						
Overall Academic Potential						
Ability to accept feedback						

We Appreciate Your Time in Completing this Form!!!