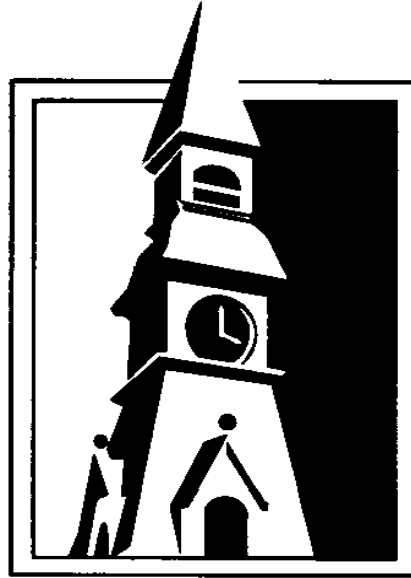


Department of Social Work



PARK
UNIVERSITY

BSW Application Packet
(Revised February 3, 2009)

**Park University
Department of Social Work**

**BSW Application Packet
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Application Guidelines

Admission to the Park University Department of Social Work is handled via a self-managed application process. This allows the applicant to ensure that all materials are submitted.

Applicants are responsible for completing and submitting ALL required documents in one envelope by the designated time period. Failure to enclose all materials listed on the enclosed checklist will result in the application being deemed incomplete, and therefore, forfeiting consideration for admission.

All BSW applications should be mailed to the Parkville campus. Applications should be sent to the following address:

Park University, Department of Social Work
BSW Admissions
8700 NW River Park Drive, Box #47
Parkville, MO 64152

1. Application to the professional undergraduate social work program is separate from application to Park University. Application materials may be obtained from the Department of Social Work Office (MA225, located underground across the hall from the bookstore) or on the department webpage (www.park.edu/socialwork).
2. The student is required to create and maintain an up to date student file in the Department of Social Work at the beginning of the admissions process.
3. Students interested in pursuing a BSW degree are welcomed and encouraged to visit the Department of Social Work at any point for information and advising.
4. Applicants must complete a declaration of major form and submit it to the Student Assistance Center located on the first floor of Norrington Hall.
5. Declaration of a major in social work does not mean that the student has been admitted nor accepted to the BSW Program, nor does it guarantee admission to the BSW Program.
6. All application materials must be assembled by the candidate and submitted to the Department of Social Work on or prior to April 15th for admission for the upcoming academic year.
7. The admission materials include a general application form, self disclosure statement, audio visual release form, two reference evaluation forms with request for reference letters, personal narrative, values statement, a resume and other forms.
8. The resume, references, values statement and the personal narrative are examined for all candidates. Such information supplements your academic record and may provide added weight for faculty decisions on admission to program.
9. Students are expected to monitor the progress of their application to insure that all materials are submitted.
10. The student must submit the original completed application materials no later than Feb. 28. Applications will be reviewed when the application packet is complete.
11. Notification of the admission review deadline will be sent electronically via email prior to Feb. 28.
12. Students should check their pirate email box on a regular basis for correspondence from the department.

13. Admission to the BSW program may be granted in full, provisional or denied status.
14. The Bachelor of Social Work Program does not grant academic credit for life experience or work experience in lieu of social work courses, nor for course or field content.
15. When mailing the application packet, applicants are encouraged to make copies of all admission materials prior to submitting the application and may wish to request additional copies of the reference letters from the originator at the writer's discretion.
16. Once the application is submitted to the Park University Department of Social Work, it becomes the property of the school. Its content or copies of its content will not be given back to the applicant under any circumstances. This includes reference letters, even when the applicant signs the waiver.

Academic requirements

17. The Admission Committee calculates all undergraduate grades shown on all transcripts. Therefore, the Cumulative Undergraduate Grade Point Average (GPA) used for the committee review may not correspond with what is listed on the applicant's final transcript.
18. Students may apply for admission to the Social Work major after completing a minimum of sixty credit hours. Eighteen (18) hours of which must be the following required courses: two basic english composition courses (EN105, EN106), basic statistics course (MA120), introduction to psychology course (PS101), introduction to sociology course (SO141), and introduction to social work course (SW205).
19. When applying to the BSW Program the student must have an overall minimum grade point average (GPA) of 2.5 based on a 1.0 - 4.0 scale; this may include transfer hours.
20. The 2.5 GPA must be maintained throughout your academic career while majoring in social work. If a student's GPA falls below 2.5 he/she may be dismissed from the BSW program.
21. A grade of C or higher must be achieved in all required social work courses.
22. Students majoring in social work who receive a grade lower than a C in a required social work course, must repeat the course to attain a grade of C or better.

Application Review

The admissions review is conducted by faculty serving on the BSW Admissions Committee. In evaluating applicants, faculty reviewers take into consideration the following factors:

1. Past and present academic performance as reflected in a cumulative undergraduate GPA based on grades from all institutions of higher education attended by the applicant.
2. Past and present performance and attendance in social work and other courses.
3. Written communication skills based on a reviewing of the application materials (particularly the personal narrative and values statement).
4. Judgments by faculty reviewers of the candidate's commitment to social work and suitability for the profession as evidenced by personal qualities considered important for the practice of social work.
5. (2) Letters of reference and evaluation forms.
6. Work and/or volunteer experience related to the field of social work.

Note: A personal interview may be required as a part of the admission process.

Application Materials Checklist

Please check off each item as you complete it and fill in the blanks with the appropriate information requested.

Admission to the BSW program is a self-managed process and it is your responsibility to see that all of the materials listed below are sent together in the same envelope. Your signature on this checklist acknowledges your understanding that all parts of the application have been included and the packet is complete. Your application may not be processed for review if items are missing or incomplete.

Once you have completed this checklist, please submit it along with the rest of the application.

- _____ Application Form
- _____ Student Handbook Receipt (found on the social work website www.park.edu/socialwork)
- _____ Self Disclosure Statement
- _____ Personal Narrative
- _____ Values Statement
- _____ Resume and copy of Park University ID card

_____ Two (2) Letters of Recommendation with evaluation forms
Names of Referees:

- 1) _____
- 2) _____

An Official Transcript from **EACH COLLEGE OR UNIVERSITY ATTENDED excluding PARK UNIVERSITY**

Please note:

Official transcripts are sealed documents. ***If you have submitted official transcripts to Park University, you do not need to submit transcripts to the BSW Program.*** Application files will not be reviewed without official transcripts. We suggest you follow up with the college/university to ensure your transcript is sent to us. Due to the volume of applications we receive, we will not be able to acknowledge the receipt of transcripts.

List the University name(s) of enclosed transcript(s) or transcript(s) you have submitted to Park University.

- _____ 1) _____
- _____ 2) _____
- _____ 3) _____
- _____ 4) _____

Print Name: _____ ID #: _____

Signature of Applicant: _____ Date: _____



BSW Application

Congratulations on making a decision to pursue a degree in social work. Please complete this application form and arrange a time for an appointment with a Social Work faculty advisor to discuss your educational plans. Please print legibly.

Name _____ Student ID # _____

Permanent Address:

Street _____ Apt _____

City _____ State _____ Zip Code _____

Other Address:

Street _____ Apt _____

City _____ State _____ Zip Code _____

Home Phone _____ Cell Phone _____

Email Address _____

From the following list of courses please indicate which you have completed, when, where and the grade you received.

| Course | Where completed | When completed | Grade |
|--------------------------------------|-----------------|----------------|-------|
| EN 105 Writing Strategies & Concepts | | | |
| EN 106 Writing Purposes & Research | | | |
| MA120 Basic Concepts of Statistics | | | |
| PS 101 Introduction to Psychology | | | |
| SO 141 Introduction to Sociology | | | |
| SW 205 Introduction to Social Work | | | |

Have you been accepted to Park University? yes/no If yes, will you be a full-time _____ part-time _____ student?

What is the total number of college/university credit hours you have completed as of today? _____

What is your current grade point average, on the 1.0 to 4.0 scale? _____

Have you formally declared Social Work as your major through the Admissions or Registrar's office?

Yes _____ No _____ if yes when? _____

What is your anticipation date of graduation? _____

Making a false, incomplete, deceptive or misleading oral or written statement in the application process may result in denial of admission to the program, or if learned after admission may result in dismissal from the program.

Student Signature _____ Date _____



Department of Social Work
SELF DISCLOSURE STATEMENT

Have you ever been arrested for, charged with, pleaded guilty or no contest to, or been convicted of a felony or sex offense? Yes No

If yes, when and where? _____

Do you currently have felony charges pending against you? Yes No

Please explain yes responses: _____

Conviction for past criminal activity or conduct will not automatically preclude admission to the BSW Program. However, students are advised that past or future criminal activity or conduct may limit or inhibit the student from securing a social work field placement which is required for completion of the BSW degree. In addition, the student may be ineligible for state certification for licensure.

Name (print) _____ ID# _____

Signature _____ Date _____



BSW APPLICATION
PERSONAL NARRATIVE

Completed BSW admission applications may be submitted any time during the year, but are reviewed annually when the Admission Committee meets. To be eligible for "Full Admission Status" students must have evidence confirming a grade point average of 2.5 or higher, successful completion of 60 credit hours including EN105, EN106, MA120, PS101, SO141, and SW205 with a grade of C or better. In addition, the student must satisfactorily complete and return all forms found in the admission packet.

As a part of the application process, students are expected to demonstrate their writing ability through a 5-7 page personal narrative. This statement enables faculty to consider whether the student has the writing skills, motivation, and aptitude necessary to successfully perform in the BSW program. Applicants should be certain that their narrative statement is a fair sample of their ability to express themselves in writing.

There are several characteristics generally deemed valuable for students who are seeking to have a career in social work. Among these are maturity, good judgment, openness to new ideas, the capacity to develop self-awareness, the willingness to change and the acceptance of differences in people. Other essential qualities include a commitment to social work's role in serving vulnerable populations through direct service or in institutional change, as well as the possession of values consistent with the National Association of Social Work Code of Ethics. Please identify your strengths and areas in need of improvement related to the above qualities and characteristics.

This statement should include a description of the student's educational, work, and/or life goals and objectives, social work experience, and any other information the student feels may be valuable to the committee when considering their application for admission. Paid or volunteer work in social service or civic organizations is viewed favorably.

Please sign, date and attach this sheet as a cover letter to your personal narrative.

Name (print) _____ ID # _____

Signature _____ Date _____

Note: This document must be typed, double spaced in Times New Roman font, size 12.



BSW APPLICATION: VALUES STATEMENT

There are certain values that underlie social work practice. The six central values are noted below:

- A. ***Service***: Social workers' primary goal is to help people in need and to address social problems
- B. ***Social Justice***: Social workers challenge social injustice.
- C. ***Dignity and worth of the person***: Social workers respect the inherent dignity and worth of the person.
- D. ***Importance of human relationships***: Social workers recognize the central importance of human relationships.
- E. ***Integrity***: Social workers behave in a trustworthy manner.
- F. ***Competence***: Social workers practice within their area of competence and develop and enhance their professional expertise.

-
1. Select one of the above values.
 2. Define the value.
 3. Why is it important in the field of social work?
 4. Discuss the significance this value holds for you as an individual.

Please type your statement on a separate sheet of paper. Sign below and attach this sheet as a cover letter to your statement.

Name (print) _____ ID # _____

Signature _____ Date _____

Note: This document must be typed, double spaced in Times New Roman font, size 12.



BACHELOR OF SOCIAL WORK (BSW) Request for Reference

DEAR REFERENCE WRITER, _____,
(Print name of individual who will be completing this recommendation form)

You have been selected to complete the following recommendation form for _____.
(Print your name as the applicant)

Your candid assessment of the applicant will greatly assist the Admissions Committee in determining whether the candidate should be admitted to the Baccalaureate Social Work Program. Application to the Park University Department of Social Work program is a self-managed process; therefore, the **applicant is responsible** for collecting and submitting all reference materials. When complete, please seal this request for reference form and letter in a business size envelope and sign across the sealed flap. The applicant will then submit the sealed envelope to the Park University Department of Social Work.

RETURN IT TO THE APPLICANT at the following address:

Applicant's Address _____

I _____ will pick these materials up after you have completed them
(Applicant's Name)
Yes _____ No _____

TO BE COMPLETED BY THE APPLICANT:

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. I also understand that by submitting this letter of recommendation with my application packet, it becomes the property of the Park University Department of Social Work and therefore, my right of access is limited to **viewing** the document **only** at the school and I will **not** be allowed to obtain a copy of the letter from the school. I also understand that my ability to view these documents is contingent on my being admitted and enrolling in the BSW program at Park University.

_____ It is my desire that this letter be written in confidence, and therefore I wish to waive my right of access to this letter.

_____ I wish to retain my right of access to read this document once I have been admitted to the program and enroll.

Date _____ Signature _____

You must sign and indicate whether or not you wish to waive your right of access if this letter is to be included in your admission file.

SUMMARY EVALUATION:

Using the chart below, please rate the applicant relative to others whom you have known in a similar capacity.

| | Outstanding (Top 5%) | Excellent | Above Average | Average | Below Average | No Basis for Judgment |
|---|-------------------------|-----------|------------------|---------|------------------|--------------------------|
| Intellectual potential | | | | | | |
| Ability to work with others | | | | | | |
| Emotional stability | | | | | | |
| Sense of responsibility | | | | | | |
| Communication skills: Oral | | | | | | |
| Communication skills: Written | | | | | | |
| Ability to accept constructive feedback | | | | | | |
| Ability to analyze a problem and formulate a solution | | | | | | |
| Motivation for proposed study in social work | | | | | | |
| Concern with social issues | | | | | | |
| Demonstrated commitment to work on behalf of oppressed populations | | | | | | |

It is important to the Admissions Committee for evaluation purposes, to have any additional information that you deem critical in the assessment of this candidate for probable success in our BSW program and future professional social work practice. ***On a separate sheet of your agency letterhead stationary, provide a statement*** pertaining to the applicant's scholarship, critical thinking skills, personality, character, professional promise, strengths and weaknesses.

Name (please print): _____ **Date** _____

Signature: _____

Title/Position: _____

Agency/Organization: _____

Address: _____

Telephone: _____ **Email:** _____

How long and in what capacities have you known the applicant? _____

RECOMMENDATION:

Please indicate the strength of your overall recommendation by checking one category below:

- ☑☑☑ Yes, I highly recommend for admission
- ☑☑☑ Yes, I recommend
- ☑☑☑ Yes, I recommend with reservation
- ☑☑☑ No, I do not recommend for admission

Please accept our appreciation of your time and effort in helping us determine this applicant's suitability for baccalaureate social work education



BACHELOR OF SOCIAL WORK (BSW)
Request for Reference

DEAR REFERENCE WRITER, _____,
(Print name of individual who will be completing this recommendation form)

You have been selected to complete the following recommendation form for _____.
(Print your name as the applicant)

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(Applicant's Name)
Yes _____ No _____

TO BE COMPLETED BY THE APPLICANT:

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_____ It is my desire that this letter be written in confidence, and therefore I wish to waive my right of access to this letter.

_____ I wish to retain my right of access to read this document once I have been admitted to the program and enroll.

Date _____ Signature _____

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SUMMARY EVALUATION:

Using the chart below, please rate the applicant relative to others whom you have known in a similar capacity.

| | Outstanding (Top 5%) | Excellent | Above Average | Average | Below Average | No Basis for Judgment |
|---|-------------------------|-----------|------------------|---------|------------------|--------------------------|
| Intellectual potential | | | | | | |
| Ability to work with others | | | | | | |
| Emotional stability | | | | | | |
| Sense of responsibility | | | | | | |
| Communication skills: Oral | | | | | | |
| Communication skills: Written | | | | | | |
| Ability to accept constructive feedback | | | | | | |
| Ability to analyze a problem and formulate a solution | | | | | | |
| Motivation for proposed study in social work | | | | | | |
| Concern with social issues | | | | | | |
| Demonstrated commitment to work on behalf of oppressed populations | | | | | | |

It is important to the Admissions Committee for evaluation purposes, to have any additional information that you deem critical in the assessment of this candidate for probable success in our BSW program and future professional social work practice. ***On a separate sheet of your agency letterhead stationary, provide a statement*** pertaining to the applicant's scholarship, critical thinking skills, personality, character, professional promise, strengths and weaknesses.

Name (please print): _____ **Date** _____

Signature: _____

Title/Position: _____

Agency/Organization: _____

Address: _____

Telephone: _____ **Email:** _____

How long and in what capacities have you known the applicant? _____

RECOMMENDATION:

Please indicate the strength of your overall recommendation by checking one category below:

- ☑☑☑ Yes, I highly recommend for admission
- ☑☑☑ Yes, I recommend
- ☑☑☑ Yes, I recommend with reservation
- ☑☑☑ No, I do not recommend for admission

Please accept our appreciation of your time and effort in helping us determine this applicant's suitability for baccalaureate social work education



Department of Social Work

Petition for Invoking Academic Forgiveness

An applicant who believes that her or his individual circumstances warrants exceptional consideration and wishes to appeal for Grade Forgiveness must petition the BSW Admissions Committee. The waiver should be submitted by the applicant in the form of a statement entitled "Petition for Academic Forgiveness," and be attached to this cover letter which should be signed and dated at the bottom.

The petition should include a statement indicating how the minimum admission requirement of a 2.5 GPA does not provide the applicant a fair and adequate opportunity to present her or himself in a favorable light. The applicant should briefly discuss how she or he has/will demonstrate a capacity for successful academic achievement. For example, an applicant might provide evidence of superior grades during the most recent semesters indicating a trend toward improved performance.

The applicant should also discuss how, if granted admission to the BSW program, she or he plans to address potential obstacles to successfully complete the program. For example, if a low grade point average was the result of personal circumstances, the applicant should discuss what he/she will do to ensure that this will not have a negative impact during her/his enrollment in the BSW program.

Finally, the applicant should attest to the accuracy of all information provided in the petition by signing and dating this document. In order to be considered for academic forgiveness this petition must be submitted with the application packet.

Name (print) _____

ID# _____

Signature _____

Date _____