

Instructions for the Application for Admission to the Social Work Major

We welcome your interest in majoring Social Work. Enrollment in the BSW Program requires a formal application. Students interested in majoring in social work must demonstrate the characteristics and potential required for competent social work practice as defined in the mission statement of the BSW Program and the standards of the profession.

Admission Requirements

The minimum requirements for consideration for admission to the program are as follows:

- Completion of a minimum of 45 credit hours with a 2.5 cumulative grade point average (GPA) on a 4.0 scale.
- Satisfactory completion of SOW 300. Introduction to Social Work with a grade of C or higher.
- Attainment of a minimum grade of C in all social work courses completed.
- Completion of the Social Work Major Application Form, accompanied by an essay, resume and reference letters.
- Submission of two reference letters from faculty whom the student has had as an instructor for at least one course. A completed copy of the Social Work Major Application Reference form must be attached to each reference letter submitted.

Essay

This essay is an opportunity to discuss your reasons for pursuing the Bachelor of Social Work. Your essay must respond to the following. The essay must be at least 500 words and typed.

- Why have you chosen social work as your major?
- What do you feel are some of your strengths and how will these contribute to your ability to be a competent social worker?
- In what areas do you feel you need additional professional development and growth before seeking a position as a social worker?
- Discuss one problem area or issue that you would like to address when you are a social worker.

Reference Letters.

Please ask two faculty members with whom you have taken at least one class to submit a reference letter to the Director of the Social Work Program. The Application for Admission to the Social Work Major Reference Form Instruction Sheet describes areas that the reference letters should address.

Each reference letter **must** be submitted in a sealed envelope with the faculty signature across the sealed portion of the back of the envelope. A copy of the Application for Admission to the Social Work Major, Reference Form Instruction Sheet must be attached each reference letter indicating whether or not you waive your right to inspect the contents of the letter of recommendation.

Due Dates and Decision.

The Application for Admission to the Social Work Major must be submitted to the Director of the Social Work Program on or before April 15 or August 15 for admission the following fall semester, and on or before November 15 for admission the following spring semester.

SOCIAL WORK MAJOR APPLICATION FORM

Name: _____ Date: _____
Local/Current: _____ City: _____
Zip Code: _____ Telephone: _____
Permanent Residence Address: _____
City/State/Country: _____ Zip Code: _____
Telephone(s): _____

I hereby submit my application to the social work major. I have met the necessary prerequisites.

- I have completed the following social work courses with a grade of C or higher:

Social work course number/name	College (e.g., Florida Memorial University)	Semester/Year	Grade
SOW 300 – Introduction to Social Work			
SOW 301 – Human Behavior & Dynamics			
SOW 302 – Human Behavior & the Social Environment			
SOW 303 – Research Methods			
SOW 405 – Social Policy			

- My Cumulative Grade Point Average is: _____
- My Grade Point Average in social work courses is: _____
- I have submitted reference letters from the following two faculty members:

- I have attached an essay and my resume.

Signature: _____ Date: _____

**APPLICATION FOR ADMISSION TO THE SOCIAL WORK MAJOR
REFERENCE FORM INSTRUCTION SHEET**

_____ is applying for admission to the Social Work major for the _____
student's name semester, year

term. As part of the application process, the applicant is required to provide two reference letters from faculty. The above named student has asked that you write a reference letter to accompany the application. Please provide a frank assessment of the applicant's potential, sharing your overall impression of the applicant's personal suitability and motivation for the social work profession. Also include in your reference letter consideration of the applicant's:

- personal integrity.
- ability to relate to different types of people.
- diligence in performing academically in your class(es).
- ability to express him/herself verbally and in writing.

To the applicant:

Your must complete this section prior to asking faculty member to write a reference letter. As indicated below, confidentiality of letters of recommendation cannot be guaranteed unless you waive your right of access. The Family Education Rights and Privacy Act of 1974 and its amendments guarantee you access to your educational records. You may, however, waive your right of access to recommendations. Please indicate below your choice concerning whether the recommendation is confidential. Failure to sign will constitute acceptance of limited access.

Regarding the reference letter to be written by _____,
(name of reference)

- I waive** my right to inspect the contents of the following recommendation.
- I do not waive** my right to inspect the contents of following recommendation.

Your signature: _____

Date: _____