Baccalaureate In Social Work Application

Students wishing to earn a baccalaureate degree in social work must use this packet to apply for candidacy in the BSW Program. Candidacy requirements are specified in the University Catalog under which you were originally admitted to Boise State University. Students are expected to be familiar with candidacy requirements, as well as the expiration date of their catalog. Students wishing to earn a 2nd Baccalaureate degree in Social Work must also use this packet to apply for candidacy in the BSW Program.

Students may apply for candidacy by the first Friday of October for Spring admission into the BSW Program, or by the first Friday in March for Fall admission. Depending on the calendar year, specific deadlines will be set by the School. Check with the School of Social Work at the start of each semester for more information. Students may apply for candidacy during the semester in which they are completing the University/BSW Program requirements.

Please do not put this application in a folder of any kind. Use one staple in the upper left-hand corner.

If you have any questions regarding the application process, please contact the BSU School of Social Work at 208-426-1568 or send an e-mail to socialwork@boisestate.edu.

Application Materials

All of the following materials must be submitted as part of your application. Please include all the following information in this order:

APPLICATION MATERIALS CHECKLIST

☐ Applicant Information Sheet (page 4 of this document)
☐ A professional résumé detailing your educational, professional, and volunteer experience
☐ Academic Plan Checklist (fill in the first page of checklist only)
☐ Transcripts (unofficial copies are acceptable)
☐ Essay One (description on page 2 of this document)
☐ Essay Two (description on page 2 of this document)
☐ Three Letters of Recommendation (submitted with your application in sealed envelopes with reference authors’ signatures across the back) – see page 2 of this document for details
☐ SOCWRK-201 Service-Learning Agency Evaluation Form (include with the Letter of Recommendation from your service-learning supervisor – see page 2 of this document for details)
☐ Statement of Criminal Record (signed and notarized, form located on page 8 of this document)
☐ Statement of Ethical Behavior (signed and notarized, form located on page 9 of this document)
☐ Criminal Background Check Completed

End Note

If you have any questions regarding the baccalaureate application process or would like to meet with an academic advisor for guidance on the application process, please contact the Boise State School of Social Work.
Application Materials Explained

PERSONAL INFORMATION/PROFESSIONAL RÉSUMÉ
As noted earlier, you must include the personal information form located in this document along with a professional résumé.

ACADEMIC PLAN CHECKLIST
Fill out both the classes and the accompanying grades for all classes on the first page of the checklist. You must complete all prerequisite classes with a “C” grade or better (“B” grade or better for SOCWRK-101 and SOCWRK-201) in order to be accepted into the program. If you haven’t completed all required classes but will complete the classes before the semester you hope to begin the program, you may still apply. In those cases, instead of marking your grade, place an “IP” in the box to indicate classes you’re currently taking or enter the semester you plan to take the class.

TRANSCRIPTS / TRANSCRIPT EVALUATIONS
Please include a copy of the following:
Boise State University transcripts (unofficial adviser’s copy)
Transcript Evaluations from all other institutions you have attended (An external credit report was sent to you, by the transcript evaluator, when you transferred to BSU. Do not include a copy of your previous school’s transcripts—we are not able to determine anything from them.)

ESSAYS
The application for candidacy in Social Work requires two Essays, which should be typed, double-spaced, 1-inch margins, 3-4 pages in length per essay.

Your Essays should reflect serious thought, as it will be evaluated carefully and seriously. The topics of the Essays are as follows:

Essay One: The primary mission of the social work profession is to enhance human well-being and help meet the basic human needs of all people, with particular attention to the needs and empowerment of people who are vulnerable, oppressed, and living in poverty. Keeping this mission in mind:
   a. Beyond your personal desire to assist people, discuss why you have chosen to pursue a degree in social work.
   b. In what ways will you contribute to the profession and the above stated mission?
   c. Briefly, discuss your personal strengths and limitations as they relate to your success as a social work student and a future social worker.

Essay Two: The profession of social work is committed to social and economic justice for all people and anti-discriminating practice with diverse groups:
   a. Discuss your understanding of the statement above
   b. What experiences have you had which make you think that you can work effectively with people from diverse populations that reflect differences in religion, race, ethnicity, physical and mental abilities, age, gender, socioeconomic status, and sexual orientation?
   c. What experiences have you had that might present difficulties in working with any of the groups listed above?
THREE LETTERS OF RECOMMENDATION
You must include three letters of recommendation with your application. The BSW Letter of Recommendation Form is available at the Boise State School of Social Work web site located at http://www.boisestate.edu/socwork.

SOCWRK-201 Service-Learning Agency Evaluation & Letter of Recommendation Form
This reference must come from the person who supervised your 45 hours of volunteer work at a Human Service Agency, as required by SOCWRK-201 (Foundations of Social Work). The supervisor must include the SOCWRK-201 Service-Learning Agency Evaluation (completed as part of SOCWRK-201) and the completed BSW Letter of Recommendation Form. You will have your supervisor complete the form, sign the seal of the envelope, and then you will turn in to your Social Work 201 instructor.

General Letters
The second and third recommendations must come from people who know you well enough to provide insight to your potential as a social worker. These can be from past supervisors, employers, professors, or professional social workers with whom you have worked. References from a member of your own family, personal friends, clients, or former service providers such as a personal therapist, are not appropriate. These references are not required to write a letter of recommendation; they must provide a complete Evaluation Form.

Statement of Criminal Record and Statement of Ethical Behavior
A one-year field placement is required for the BSW Program. Many field agencies require students to complete a criminal background check before beginning a field placement. Conviction of a criminal offense can impact a student's ability to be eligible for certain field settings and future career options and students will be asked to disclose past convictions when they complete their application for a field placement. The School of Social Work makes no presumptive judgments regarding the criminal history of a student and will make reasonable efforts to identify a suitable field agency for a student with a criminal record. If you have any questions about how a past conviction might impact your field placement or future career options, please contact Dr. Cynthia Sanders, BSW Program Coordinator at cynthiasanders@boisestate.edu

Included in this packet are two documents: the Statement of Criminal Record and the Statement of Ethical Behavior. Each of these forms must be filled out, signed, and notarized. You may find a notary public on your own or you may bring both forms to the School of Social Work to have them notarized at no cost.

For the Statement of Criminal Record you must fully disclose your criminal background, which may Not be limited to Idaho. Carefully read the Statement of Criminal Record before signing it, as failure to fully disclose may result in dismissal from the social work program.

For the Statement of Ethical Behavior, you must affirm you have read the National Association of Social Workers Code of Ethics. This is available by picking visiting the NASW webpage https://www.socialworkers.org/pubs/code/code.asp

Criminal Background Check – Please read the following pages for directions on completing a criminal background check prior to submitting your application materials.
Background Check Requirement

Requirement for all students prior to starting the BSW Program

A background check is required for all Social Work students. To ensure the safety and well-being of all clients/patients, background checks are becoming a standard requirement for employment in social services and healthcare. Background checks are required by most agencies that serve as field placement sites for social work students. While a criminal history does not necessarily preclude admission to the Social Work degree program, past legal issues may limit or prevent placement into a required practicum based on field placement site requirements. In addition, some criminal history may render a graduate ineligible to receive a social work license and/or unable to obtain employment in the field. It is therefore important that students within our program obtain a background check before an applicant can be fully admitted into the degree program.

The School of Social Work offers professional education in preparation for social work licensure and practice. Evaluation for the license to practice social work in Idaho and other states also includes a review of the applicant’s criminal record. After graduation, a past conviction may impact the ability to be licensed as well as employability. You may also want to consider contacting the appropriate state licensing board to learn how criminal history can affect your employment eligibility.

All students selected for admission to the Baccalaureate of Social Work program, will be admitted conditionally until criminal history background check results are reviewed. Students are responsible for completing background checks. Background Checks will cover these areas during the past 7 years:

- Residency History
- Social Security Verifications
- County Criminal Records
- Nationwide Database Search
- Nationwide Sexual Offender Index

Background check reports completed more than twelve (12) months before the program admission deadline associated with the semester you are applying for cannot be used for admission to Boise State University’s Social Work program.

Results of your background check will be treated as confidential by the appropriate employees in the School of Social Work at Boise State University.

Factors considered when the School of Social Work reviews your background check include:

- Severity or nature of the criminal behaviors.
- Number and pattern of criminal behaviors.
- Circumstances surrounding the criminal behaviors that would help determine risk.
- Relationship of the criminal behaviors to the care of children or vulnerable adults.
- Activities since the criminal behaviors that may be evidence of rehabilitation.
- Individual’s age at the time of the criminal behavior.
- Time elapsed since the criminal behaviors.
- Probation or parole status.
An applicant may be denied admission if criminal history makes that applicant unfit for social work practice. If a criminal history demonstrates behavior deemed to be unprofessional or puts clients, other students, faculty, agencies, or the profession at risk, the applicant will be denied admission to the Social Work degree program. The option to appeal this decision is available.

Admitted students may be removed from the program based on the following factors:

- Failure to fully disclose convictions, pending charges or indictments for crimes, substantiated child or vulnerable adult abuse, neglect, exploitation, or abandonment.
- Failure to provide notification of arrest within two business days for any misdemeanors or felonies, regardless of type. The school may check the arrest records of students without prior notification.
- New information discovered during an additional background check required by field agencies (such as drug and alcohol screening or immunization verification). The student may have to pay fees associated with these additional background checks.

Finally, applicants and students who choose not to comply with the background check process or cooperate with program staff during follow-up discussion will not be eligible for field placement and their admission to the Social Work program will be rescinded.

For the complete “Student Background Check Policy”, please contact the Boise State School of Social Work staff at (208) 426-1568.

Students applying to Boise State’s BSW Program should initiate the process as described below approximately three weeks prior to the BSW application deadline. In the event the criminal background check is not complete before the admissions committee meets and you are selected for admission to the Social Work program, you will be admitted conditionally until the background check results have been reviewed by the Program Coordinator. The background check report must be received by the School of Social Work before the first day of class. The latest deadline would be the last day to drop a class without penalty.

You will be responsible for initiating and paying for the background check process and confirming the School of Social Work received the results. Boise State has a contract with a company who will provide the criminal history report. You must use this company.

**Procedure**

Students must have a background check performed by CertifiedBackground.com. The cost is approximately $45.00

**Steps:**

1. Applicants or students will go to [www.Certifiedprofile.com](http://www.Certifiedprofile.com) and enter Boise State University School of Social Work’s package code (BJ53).
2. The applicant or student will set up a Certified Profile account. At a minimum the applicant needs to supply full name, date of birth, social security number, current address, phone number, and email address. Additional information may be requested.
3. The applicant or student will pay the required fee.
   a. A limited amount of funds from the School of Social Work are available to applicants experiencing financial hardship and are unable to pay the background check processing fee. Applicants or students should contact the Director of the School of Social Work to request financial assistance to complete a background check.
4. Results will be made available to the applicant and the School of Social Work. Results are typically available in 3-5 business days.
Applicant Information

Full Name: ___________________________________ ID#_________________________________

Local Address: _________________________________________________________________

City: __________________________ State: _______ Zip: _______

Alternate Address: ______________________________________________________________

City: __________________________ State: _______ Zip: _______

Home/Mobile Phone: ______________ Work Phone: __________________________

E-mail: ____________________________________
Social Work Major Academic Plan Checklist
(updated January, 2016)

Name: _________________________________ Student ID Number: _________________

Phone Number(s): __________________________________ ____________________________

Email address: __________________________ Faculty Advisor: _____________________

This checklist is prepared to assist you. It is not a substitute for regular consultation with your advisor. Be sure to review the requirements in the catalog you are using for graduation purposes. Ultimately students are responsible for being aware of these requirements. In addition, this checklist reflects the most current social work BA degree requirements. You need to follow the requirements for the catalog that you are planning to graduate under. See a BSU catalog for the catalog policy.

BSU/SOCIAL WORK FOUNDATION/DL/Other (52-55 credits):

Complete with “C” or higher (“B” or higher in SOCWRK 101 & 201) and overall GPA ≥ 2.5 for admittance to BSW Program. Apply for admittance to Candidacy or admission into upper division social work courses the semester you are completing the Foundation/DL/Other courses.

**English Composition:** (6 credits)

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<td>ENGL102 (3):</td>
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**Foundations:** (6 credits)*

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<th>Course</th>
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<td>UF 200</td>
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*Transfer students who are core certified will not need to take UF 100 or UF200

**Disciplinary Lens courses in Visual and Performing Arts (DLV); Literature and Humanities (DLL); Natural, Physical, and Applied Sciences (DLN); Mathematics (DLM); and Social Sciences (DLS): (22-25 credits)**

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<th>Course</th>
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<td>DLV</td>
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<td>*DLN BIOL 100, 191 OR 227</td>
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<tr>
<td>DLN</td>
<td>3-4</td>
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<tr>
<td>DLM Math</td>
<td>3-4</td>
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<tr>
<td>*DLS: COMM 101</td>
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<tr>
<td><em>DLS: SOWRK 101</em>*</td>
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**Other Requirements:** (18 credits)

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<th>Course</th>
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<td>*ECON 201 or 202</td>
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<td>*POLS 101</td>
<td>3</td>
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<td>*PSYC 101</td>
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<td>*SOC 101</td>
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<td>*SOC 230</td>
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<tr>
<td><em>SOCWRK 201</em>*</td>
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*These courses must be completed regardless of completion of an AA or AS degree, or core certification from an Idaho junior college

**Must earn a “B” or better
## First Year of Upper Division classes for Candidates for a Social Work Degree

**Plan A:**
Upper-Division Social Work Students – Students following this plan will apply for Candidacy Status in the Spring of the Preceding academic year and will begin taking upper division social work courses in the Fall Semester.

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<th>Course</th>
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<td>SOCWRK 301</td>
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<td>SOCWRK 333</td>
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<td>SOCWRK 320</td>
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<td>SOCWRK 420</td>
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<td>SOCWRK 380</td>
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## Second Year of Upper Division classes for Candidates for a Social Work Degree

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<th>Course</th>
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<tr>
<td>SOCWRK 444</td>
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<td>SOCWRK 455</td>
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<td>SOCWRK 480</td>
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<td>SOCWRK 481</td>
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<td>SOCWRK 498</td>
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<td>Elective</td>
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<td>SOCWRK Upper Division Elective</td>
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**Diversity Cluster (6-9 credits)**
Choose courses from approved list. Complete up until graduation

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<th>Course</th>
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### First Year of Upper Division classes for Candidates for a Social Work Degree

**Plan B:**
Upper-Division Social Work Students – Students following this plan will apply for Candidacy Status in the Fall of the academic year and will begin taking upper division social work courses in the next Spring Semester.

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<th>Course</th>
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<tr>
<td>SOCWRK 301</td>
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<td>SOCWRK 380</td>
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### Second Year of Upper Division classes for Candidates for a Social Work Degree

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<th>Fall Semester</th>
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<td>SOCWRK 444</td>
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<th>Spring Semester</th>
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**Diversity Cluster (6-9 credits)**
Choose courses from approved list. Complete up until graduation

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School of Social Work Diversity Cluster Courses

- Anthropology 307: Indians of North America
- Anthropology 320: Latin American Prehistory
- Basq-Std 335: Basque Culture
- Canadian Studies 302: Controversial Issues in Contemporary Canada
- Communication 351: Intercultural Communication
- Communication 485: Studies in Gender and Communication
- Education Literacy, Language and Culture/ED-LLC 200: Cultural Diversity in the School
- Education Literacy, Language and Culture/ED-LLC 205: Migration Studies in Education
- Early and Special Education/ED-ESP 250: Exceptionality in Schools
- English 216: Cultural Exchange in Transnational Literatures
- Gender 300: Introduction to Gender Studies
- Geography 200: The Global Neighborhood
- Health Science (HLTHST) 410: Health and Aging
- History 310: Causes and Consequences of the Modern Refugee Crisis
- Early Modern and Modern Europe
- History 326: History of the Holocaust
- History 341: The Indian in U.S. History
- History 344: History of Women in America from the Colonial Era to the Present
- History 346: Women in America: The Western Experience
- History 348: American Religious History
- History 349: History of Multicultural America
- History 351: North American Environmental History
- History 362: Modern Latin America
- History 363: History of Mexico
- History 366: History of Modern Africa
- History 368: The Islamic Middle East
- History 369: The Modern Middle East
- History 371: History of Modern South Asia
- History 372: History of Modern Southeast Asia
- History 373: History of Modern China
- History 375: Living Religions: A Comparative Historical Study
- International Business 220: Go Global, You and the World Economy
- Kinesiology 242: Human Sexuality
- Psychology 219: Cross-Cultural Psychology
- Psychology 229: Psychology of Gender
- Psychology 261: Human Sexuality
- Psychology 419: Children and Families: Multicultural Perspectives
- Sociology 305: Racial and Cultural Minorities
- Sociology 306: Sociology of African Americans
- Sociology 307: The Asian American Social Experience
- Sociology 330: Sociology of Violence
- Sociology 332: Introduction to Mexican-American Studies
- Sociology 333: Contemporary Issues of Chicana/Chicanos
- Sociology 371: (Gender 371) The Social Psychology of Gender
- Sociology 421: Social Inequality
- Sociology 425: Urban Sociology
- Sociology 426: Rural Sociology
- Sociology 440: Environmental Sociology
- Sociology 471: (Gender 301) Feminist Theory
- Sociology 472: Sociology of Aging
- Sociology 481: Sociology of Gender and Aging
- Social Work 407: Principles of Refugee Resettlement
- Social Work 408: Working with Refugees Across Cultures
- Social Work 409: Case Management with Refugees
- Social Work 410: Intro to Refugee Program Supervision and Mgt.
- Social Work 411: Advanced Refugee Macro Practice
- Social Work 412: Macro Practice Capstone Class

World Languages – see catalog for list of courses

**General Electives (19-22 credits):** Choose any upper or lower division courses offered at BSU. Grades A, B, C, D and P are accepted. (Complete up until graduation.)

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<th>Course</th>
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**Upper Division Electives to total 40 credits (0-4 credits):** Choose any upper (300/400 level) course offered at BSU.

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<td>Total Minimum Credits to Graduate 120</td>
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STATEMENT OF CRIMINAL RECORD – complete this addition to your background check

The School of Social Work offers professional education in preparation for social work licensure and practice. An examination for social work licensure is a prerequisite to practice in Idaho and other states. Examination for licensure includes an evaluation of the applicant’s criminal record.

☐ Yes  ☐ No Have you ever been convicted of a felony? This includes all felonies and is not limited to Idaho. If yes, provide dates and an explanation (attach a full explanation to this document before submitting our application):

☐ Yes  ☐ No Have you ever been convicted of any crime that involved harm or the threat of harm to another person? If yes, provide dates and an explanation (attach a full explanation to this document before submitting your application):

My application for candidacy for the Baccalaureate Social Work degree is complete and accurate. I understand that an incomplete or inaccurate statement may result in my withdrawal from candidacy for the Baccalaureate degree in Social Work.

Signature:_________________________________________  Date: _________________________________

I, ________________________________________ a notary public, do hereby certify that on this ___________ ___day of ______________________, _________, personally appeared before me _______________________________, known or identified to be the person whose signature is affixed to the within instrument.

Notary Public in and for the State of ______________________

Residing at _______________________________________

My commission expires on __________________________

Signature:_________________________________________
ETHICAL STATEMENT

I have read and understand the National Association of Social Workers Code of Ethics (https://www.socialworkers.org/pubs/code/code.asp). I understand, and agree to abide by this code of ethics. I acknowledge that I may be terminated from the Boise State University Social Work Program if in the professional judgment of the social work faculty, a violation of this code occurs.

Signature: ___________________________________________ Date: _________________________________

I, ____________________________________________, a notary public, do hereby certify that on this ____________ day of _____________________, ________, personally appeared before me ________________________________, known or identified to be the person whose signature is affixed to the within instrument.

Notary Public in and for the State of __________________________

Residing at ______________________________

My commission expires on ______________________________

Signature: ___________________________________________