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. Students are expected to be familiar with candidacy requirements, as well as the expiration date of their catalog. Students wishing to earn a second 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. Students may apply for candidacy during the semester in which they are completing the university and BSW program requirements.

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:

- Applicant Information Sheet
- A professional résumé detailing your educational, professional, and volunteer experience
- Academic Plan Checklist; fill in the first page of the checklist only.
- Transcripts (unofficial copies are acceptable)
- Essay One and Essay Two
- Three letters of recommendation, submitted with your application in sealed envelopes with reference authors’ signatures across the back
- SOCWRK-201 Service-Learning Agency Evaluation Form; include with the letter of recommendation from your service-learning supervisor
- Criminal and Substantiated Abuse History Disclosure; signed and notarized
- Applicant’s Verification of Candor and Accuracy; signed and notarized
- Statement of Ethical Behavior; signed and notarized
- Criminal Background Check completed
PERSONAL INFORMATION / PROFESSIONAL RÉSUMÉ

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 they 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, respond to the following:

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 website located at https://hs.boisestate.edu/socialwork/undergraduate/application-materials/.

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 and sign the seal of the envelope, and turn both in to your SOCWRK-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, but they must provide a complete evaluation form.

NOTARIZED STATEMENTS

Included in this application packet are three documents: (1) Criminal & Substantiated Abuse History Disclosure; (2) Applicant’s Verification of Candor and Accuracy; and (3) Statement of Ethical Behavior.

Each of these forms must be accurately completed and signed by you in the presence of a notary. You may find a notary public on your own or you may bring the forms to the School of Social Work to have them notarized at no cost.

The School of Social Work offers professional education in preparation for social work licensure and practice. 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. Application for a license necessary to practice social work in Idaho and other states includes an evaluation of the license applicant’s criminal history.
In addition, the Idaho Department of Health and Welfare Administrative Rules list specific crimes and history which disqualify an individual from providing services, having access, being licensed, and/or being certified by the Department. You may want to consider contacting the appropriate state licensing board to learn how criminal history may affect future licensing and employment eligibility.

Social Work practicums, licensing agencies, and employers frequently require criminal background checks for students and employees. While a criminal history does not necessarily preclude an applicant’s admission to the BSW Program, it may affect the availability of practicum placements for the applicant and also the applicant’s future employability.

**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. The student may have to pay fees associated with these additional background checks.

Conviction of a criminal offense may impact a student’s eligibility for certain field settings and future career options, and students will be asked to disclose past convictions when they submit 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 options, please contact Dr. Robin Allen, BSW Program Coordinator at rallen@boisestate.edu.

All BSW program applicants are required to disclose their criminal history and also obtain a background check. Applicants who choose not to comply with these requirements or fail to cooperate with School of Social Work staff during follow-up discussion will be ineligible for field placement and their admission to the BSW program will be denied or rescinded. For the complete “Student Background Check Policy,” please contact the Boise State School of Social Work staff at (208) 426-1568.

Applicants to the BSW program are responsible for obtaining a background check. **Applicants to Boise State’s BSW Program should initiate the background check process no later than three weeks prior to the BSW application deadline.** In the event the background check is not completed before the admissions committee meets and you are selected for admission to the BSW program, you may be admitted conditionally until the background check results have been reviewed by the BSW Program Coordinator.

The background check report must be received by the School of Social Work before the first day of class. Results of your background check are treated confidentially. Background checks completed more than twelve (12) months before the program admission deadline associated with the semester for which you are applying cannot be used for admission to the BSW program.

**Background Checks cover these areas during the past 7 years:**

- Residency History
- Social Security Verifications
- County Criminal Records
- Nationwide Database Search
- Nationwide Sexual Offender Index
Factors considered when the School of Social Work reviews your background 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. In the event an applicant’s 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 BSW program (or if the applicant has been granted conditional admission pending receipt of a background check, the admission will be rescinded). The option to appeal this decision is available.

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

- A lack of candor or truthfulness in the submitted application materials or in any follow-up communications between the student and any University employee.

- Failure to fully disclose convictions, pending charges or indictments for crimes, substantiated child or vulnerable adult abuse, neglect, exploitation, or abandonment.

- Failure to provide the School of Social Work notification of the student’s arrest within two business days for any misdemeanors or felonies, regardless of type. The University may check the arrest records of students without prior notification.

- New information discovered during any additional background check which may be required by field agencies (such as drug and alcohol screening or immunization verification).
Background Check Procedure
For All BSW Program Applicants

Each applicant for admission to Boise State University’s School of Social Work BSW program is responsible for initiating a background check, paying for the background check, and confirming that the School of Social Work received the background check results. Boise State University has chosen CastleBranch as an approved provider of background checks. **You must use portal.castlebranch.com/BJ53 to obtain a background check** as part of your application for admission to the BSW program. The cost is approximately $45.00.

Steps:

1. Go to [portal.castlebranch.com/BJ53](http://portal.castlebranch.com/BJ53), and enter Boise State University School of Social Work’s package code (BJ53).
2. The applicant will pay the required fee.* The applicant enters payment information and follows the online instructions to complete the order.
3. The applicant will set up a CastleBranch account. At a minimum the applicant needs to supply their full name, date of birth, social security number, current address, phone number, and email address. Additional information may be requested.
4. Results will be made available to the applicant and the School of Social Work. Results are typically available in 3-5 business days.

*A limited amount of funds from the School of Social Work are available to current students experiencing financial hardship and who are unable to pay the background check processing fee. Current students may contact the Director of the School of Social Work to request financial assistance to complete a background check.
Applicant Information

NAME AND CONTACT INFORMATION

Full Name: _________________________  BSU ID: _________________________
Home/Mobile Phone: _________________________  Work Phone: _________________________
Email: _________________________

MAILING ADDRESS

City: _________________________  State: _________________________
Zip: _________________________

ALTERNATE MAILING ADDRESS

City: _________________________  State: _________________________
Zip: _________________________

*Note – official correspondence regarding your application will be sent to applicant’s listed primary mailing address. Correspondence returned to the School of Social Work will be sent to the alternate mailing address if the applicant cannot be contacted.
# 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.

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<tr>
<th>Course</th>
<th>Grade</th>
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<td>ENGL101</td>
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<td>ENGL102</td>
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### English Composition: (6 credits)

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<th>Course</th>
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<td>UF 200</td>
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<th>Course</th>
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<td>*POLS 101</td>
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<td>*PSYC 101</td>
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<tr>
<td>*SOC 101</td>
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<td>3</td>
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<tr>
<td>*SOC 230</td>
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<tr>
<td><em>SOCWRK 201</em>*</td>
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*Transfer students who are core certified will not need to take UF 100 or UF200

**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

### 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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<thead>
<tr>
<th>Course</th>
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<td>DLV</td>
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<td>DLL</td>
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<td>*DLN BIOL 100, 191 OR 227</td>
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<td>DLN</td>
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<td>DLM Math</td>
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<td>*DLS: COMM 101</td>
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<tr>
<td><em>DLS: SOWRK 101</em>*</td>
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### 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>Fall Semester</th>
<th>Spring Semester</th>
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<tbody>
<tr>
<td>Course</td>
<td>Credit</td>
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<tr>
<td>SOCWRK 301</td>
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<td>SOCWRK 320</td>
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<td>SOCWRK 380</td>
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<td>Elective and/or Diversity cluster course</td>
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<td>Total Credits</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>
<th>Spring Semester</th>
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<tr>
<td>Course</td>
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<tr>
<td>SOCWRK 444</td>
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<td>SOCWRK 480</td>
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<td>SOCWRK 498</td>
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<td>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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<tr>
<th>Course</th>
<th>Credit</th>
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<tbody>
<tr>
<td>SOCWRK 301</td>
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<tr>
<td>SOCWRK 320</td>
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<td>SOCWRK 333</td>
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<td>SOCWRK 380</td>
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**Spring Semester**

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**Total Credits**

### Second Year of Upper Division classes for Candidates for a Social Work Degree

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<td>SOCWRK 420</td>
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<td>SOCWRK 444</td>
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<td>SOCWRK 480</td>
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<td>SOCWRK 498</td>
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**Fall Semester**

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<td>SOCWRK 499</td>
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<tr>
<td>SOCWRK Upper Division Elective</td>
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**Spring Semester**

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**Total Credits**

#### Diversity Cluster (6-9 credits)

Choose courses from approved list. Complete up until graduation

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**Total**

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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
- Gender 303: Introduction to Women’s Studies
- Geography 200: The Global Neighborhood
- Health Science (HLTHST) 410: Health and Aging
- History 310: Causes and Consequences of the Modern Refugee Crisis
- History 324: The History of Women
- 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 Chicanas/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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**Total**

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

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**Total Minimum Credits to Graduate 120**
Criminal & Substantiated Abuse History Disclosure

Please note: This disclosure is NOT limited to your criminal and substantiated abuse history in Idaho. Carefully read and respond to the disclosure questions below before signing this disclosure, as a lack of candor in making a full and complete disclosure may result in denial or revocation of your admission to the BSW program and/or your dismissal from the BSW program. This must be completed in addition to obtaining the required criminal background check.

(1) Do you currently have any criminal actions pending? ☐ Yes ☐ No
(2) Have you pled guilty to, no contest to, entered into a plea-in-abeyance, or been convicted of a misdemeanor in any jurisdiction within the past ten (10) years? (Motor vehicle offenses such as driving while impaired or intoxicated must be disclosed but minor traffic offenses such as parking or speeding violations need not be listed.) ☐ Yes ☐ No
(3) Have you ever pled guilty to, no contest to, or been convicted of a felony in any jurisdiction? ☐ Yes ☐ No
(4) In the past ten (10) years have you been allowed to plea guilty or no contest to any criminal charge that was later dismissed (i.e. plea-in-abeyance or deferred sentence)? ☐ Yes ☐ No
(5) Have you ever been incarcerated for any reason in any county, state or federal correctional facility in any jurisdiction or been on probation/parole in any jurisdiction? ☐ Yes ☐ No
(6) Have you ever received notice from a state or local agency of substantiated child or vulnerable adult abuse, neglect, exploitation or abandonment? ☐ Yes ☐ No

If you answered “Yes” to any of the above questions, please enclose with your application complete information with respect to all circumstances and the final result, if such has been reached. You must submit a complete narrative of the circumstances that occurred for each and every criminal action, conviction, plea-in-abeyance, and/or deferred sentence, including the year of disposition, and also an explanation of your plans to cope with potential post-MSW limitations on your practice of social work. You must also enclose copies of all applicable police report(s), court record(s), and probation/parole officer report(s). If you are unable to obtain any of the required records, you must submit documentation on official letterhead from the police department and/or court indicating that the documentation is no longer available.

A “Yes” answer to the above questions does not necessarily mean you will be denied admission to the School of Social Work. Additional documentation and/or information may be requested if the submission with your application is deemed insufficient.

I hereby make the above full disclosure of my criminal and substantiated abuse history from all jurisdictions.

Applicant’s Signature: ________________________________
Date: ________________________________

State of ________________________ )
County of ________________________ )

On this _____ day of __________, 20____, before me, _________________________ a Notary Public, personally appeared _________________________, personally known to me or proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument, and acknowledged to me that he/she executed the same.

Seal

______________________________
Notary Public
My Commission Expires on ____________
Residing at ________________________
Applicant’s Verification of Candor & Accuracy

My application for admission to Boise State University’s School of Social Work Baccalaureate of Social Work ("BSW") degree program is complete and accurate. I understand that an incomplete or inaccurate statement or representation in any of my application materials may result in denial or revocation of my admission to the BSW program, or if discovered after my admission, may result in my dismissal from the BSW program.

Applicant’s Signature: _______________________________________________

Date: _________________________________

State of ________________ )
County of ________________ )

On this _____ day of ________, 20___, before me, __________________________ a Notary Public, personally appeared ______________________________, personally known to me or proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument, and acknowledged to me that he/she executed the same.

Seal

___________________________________________
Notary Public
My Commission Expires on ____________
Residing at _______________________________
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: _________________________________

On this ______ day of ________, 20____, before me, ________________________, a Notary Public, personally appeared ________________________________, personally known to me or proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument, and acknowledged to me that he/she executed the same.

Notary Public in and for the State of: ____________________
Residing at: _________________________________________
My commission expires on: ___________________________
Signature: _________________________________________