



## BSW Program Summary of Application Process

### Introduction

All students interested in social work as their major must make formal application to the Social Work Program. Students should submit their application their sophomore year by the appropriate deadline.

### 2019-2020 Academic Year BSW Application Deadlines

- Early Application Deadline is November 1, 2019
- Late Application Deadline is January 24, 2020
- Transfer Student Application Deadline is July 15, 2020

Social work major course work, not including prerequisite courses, requires a minimum of four (4) semesters. Students must consider this prior to (1) changing majors and/or (2) transferring from another institution.

### Admission Criteria and Application Process

Every student must meet the following minimum criteria prior to applying for official admission to the Social Work Program.

1. Be living in compliance with the university expectations & responsibilities (found in the University's *Student Handbook*).
2. Have an overall GPA of at least 2.5.
3. Complete of the following pre-requisite courses: PSYC 150, SOCI 150, and SWRK 180 with a minimum of a "C" in each.
4. Complete a written program application, including the following:
  - a. Two recommendations (one academic, one professional/volunteer related)
  - b. A copy of your professional resume
  - c. A copy of your unofficial transcript for all coursework completed
  - d. Personal Narrative
5. Upon review of the application, student may be asked to participate in an interview with faculty.

### Admission Decisions

The BSW Admission Committee will review applications and interview content to make an admission decision. Students will receive a formal decision letter in the mail. Students must be formally admitted to the Program to enroll in Social Work Major courses beyond SWRK 180, unless they are completing the requirements of a Social Welfare minor.

1. Admission to the program may be conditional or probationary for one semester.
  - a. *Conditional* admission may be granted for candidates who lack a prerequisite or who are not yet completely certain if the major is an ideal "fit" for them.

- b. *Probationary* admission may be granted for candidates whose overall GPA is below the 2.5 requirement.

Students admitted under either the conditional or probationary classifications will not be able to enroll in field or practice courses until conditions are resolved and/or the student's overall GPA is raised to 2.5 and the GPA in social work prerequisite courses is a "C" or above. Any exceptions to this standard will be handled on a case by case basis.

2. Students admitted on probationary or conditional status must resolve any specified deficiencies within the next semester.
3. Retention in the Social Work Program will be based upon periodic faculty review.

George Fox University's BSW program requires a minimum cumulative GPA of 2.5. Students should be aware however, that most graduate programs require at least a 3.00 cumulative GPA for admission.

All students who meet the minimum requirements stated above are invited to apply, and no student will be denied admission on the basis of race, national or ethnic origin, gender, age, marital or veteran status, disability, religion, or sexual orientation. All students are expected to be in compliance with the standards set forth in the George Fox University Standards of Conduct.

### **Educational & Social Philosophy:**

It has been the historic practice of George Fox University to provide equal opportunity in education and employment without regard to race, national or ethnic origin, sex, age, or disability.

The BSW Program at George Fox University is set within the framework of Christian higher education and aims to provide liberal arts, pre-professional and professional training in a setting that is vitally Christian, intellectually vigorous, socially wholesome, and physically healthful. It is assumed that sound scholarship, Christian faith, and experience are mutually interdependent and meaningful, and that sound education must correlate these in the growing experience of the student.

The goal of the George Fox University lifestyle standard is to create a community in which individuals are encouraged to be transformed into the image of Christ. In addition, we desire that our common life would reflect the teachings and Spirit of Christ in all that we do and say. The Community Lifestyle Statement is available at: <http://www.georgefox.edu/about/beliefs/lifestyle.html>

George Fox University and the Social Work Program reserve the right to select students on the basis of academic performance and professional qualifications.



## Application for Admission Checklist for the BSW Program

**Use this sheet as a cover sheet for your application packet. Check off the items you have completed and sign below. Put all required materials in a manila envelope or folder and submit it to the Social Work Office (Meridian Street House) by the deadline.**

**2019-2020 Academic Year Deadlines:** Early Application Deadline is November 1, 2019; Late Application Deadline is January 24, 2020; Transfer Student Application Deadline is July 15, 2020.

- Read the BSW Program Student Handbook (on BSW website)
- Read the entire NASW *Code of Ethics* (on NASW website)
- Completed application and attached personal narrative
- Included a copy of professional resume
- Included a copy of unofficial transcripts for all coursework (GFU students can print this from MyGFU)
- Obtained two letters of recommendation (1 academic and 1 professional/volunteer; no friends or relatives)
- Read, signed, and submitted Attendance Policy form with application
- Read, signed, and submitted Semester Abroad Declaration form with application
- Completed all prerequisite courses for the program with a "C" or higher for the course grade
- Have at least a 2.5 cumulative GPA

In addition to the materials submitted, the BSW program may require a formal interview as part of the application process. Without formal admittance into the BSW program you will not be able to enroll in the remaining social work courses beyond SWRK 180.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

GFU ID#: \_\_\_\_\_

<b>Office Use Only</b>
Date Received: _____
Transcript Received: _____
Advisor _____



## Application to the Bachelor of Social Work Program

### Personal Information

Name (Last, First, Middle): \_\_\_\_\_

Student #: \_\_\_\_\_

Local mailing address: \_\_\_\_\_

Street \_\_\_\_\_ Box # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Cell Phone: (    ) \_\_\_\_\_ Alternative Phone: (    ) \_\_\_\_\_

GFU e-mail address: \_\_\_\_\_

Personal email address if not a GFU student: \_\_\_\_\_

Permanent mailing address: \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Date of Birth (month/day/year): \_\_\_\_/\_\_\_\_/\_\_\_\_

Sex:  Female  Male

### Racial/Ethnic Background

\_\_\_\_ African American/Other Black (non-Hispanic)

\_\_\_\_ American Indian/Native American

\_\_\_\_ Asian American

\_\_\_\_ Pacific Islander

\_\_\_\_ Mexican American

\_\_\_\_ Puerto Rican

\_\_\_\_ Other Latino/Hispanic

\_\_\_\_ White (non-Hispanic/Caucasian)

\_\_\_\_ Other Groups (please specify)

### Academic Qualifications

Cumulative GPA: \_\_\_\_\_

Number of credit hours completed to date: \_\_\_\_\_

**Check the BSW program course prerequisites that you have completed and indicate the grade received. If you are currently enrolled in a class, please put an "E" for enrolled in the blank.**

#### Course

General Psychology

Introduction to Social Welfare

#### Grade

\_\_\_\_\_

\_\_\_\_\_

#### Course

Introduction to Sociology

#### Grade

\_\_\_\_\_

**Other college(s) attended:**

College/University: \_\_\_\_\_ Location: \_\_\_\_\_

Major(s): \_\_\_\_\_ Dates of Attendance: \_\_\_\_\_ Degree Awarded: \_\_\_\_\_

College/University: \_\_\_\_\_ Location: \_\_\_\_\_

Major(s) \_\_\_\_\_ Dates of Attendance: \_\_\_\_\_ Degree Awarded: \_\_\_\_\_

**Prior Social Work Education**

Have you ever been dismissed from a social work program at another institution?  Yes  No

If yes, please explain:

**Legal History**

\*Have you ever been arrested or convicted of a misdemeanor or a felony?  Yes  No

If yes, please explain:

*\* Please note, a yes response does not automatically mean that you will be denied admission to the BSW program.*

**Volunteer and Work History**

Please list the last three paid or volunteer positions you have held. Start with the most recent.

<b>Employer/Agency</b>	<b>Job Description</b>	<b>Dates of Service</b>
Name:  Location:	<input type="checkbox"/> Paid <input type="checkbox"/> Volunteer What I did:	Dates:  Reason for leaving:
Name:  Location:	<input type="checkbox"/> Paid <input type="checkbox"/> Volunteer What I did:	Dates:  Reason for leaving:
Name:  Location:	<input type="checkbox"/> Paid <input type="checkbox"/> Volunteer What I did:	Dates:  Reason for leaving:

**Additional Work History**

Do you expect to be employed while completing this major? (Including work-study)  Yes  No

How many hours per week do you plan on working? \_\_\_\_\_

## Program Questions

How did you first hear about GFU's BSW Program? \_\_\_\_\_

What most attracted you to GFU's BSW Program? \_\_\_\_\_

## Personal Narrative

Respond to the below areas in a 3-4 page (typed, double spaced) personal narrative that will assist us in understanding your motivation for pursuing a BSW degree. Ensure your name is on each page of the document and attach it to this application.

1. Describe your family (both of origin and current).
2. What is your personal motivation for wanting to study social work?
3. What are your future career goals?
4. What are your personal strengths and limitations related to a future social work career?
5. What have been your experiences in helping others, including others with backgrounds and characteristics different from your own? How well do you deal with value differences and diversity? Are there any groups you feel you could not help? Provide examples.

I certify that the information I have provided in this application is true and accurate to the best of my knowledge. I understand that withholding or falsifying information on this application is sufficient cause for denial of admission or dismissal from the program once admitted. Information submitted with this application will be kept in individual student files under double lock. Access to individual student files will be limited to the Social Work Program faculty/staff and the Social Work Program Admissions Committee. Individual social work students may access all information in their own files excluding any personal recommendations that have been denoted for non-release. The information submitted will be used by the Social Work Program Admissions Committee in making decisions regarding acceptance to and/or continuation in the program and by program faculty for advisement of individual students.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_



## General Instructions for Letters of Recommendation

As part of your application to the BSW program, you are required to provide **two** letters of recommendation. The form for the recommendation letters follows these instructions. You should provide a letter from each of the below areas.

- 1) **Professional Reference** – from someone who has supervised you in a work or volunteer setting.
- 2) **Academic Reference** – from a professor or an academic advisor who is familiar with your academic work.

In addition, **please do not use a friend, relative, or George Fox Social Work faculty member for any of the above references.**

### **Please note:**

- 1) You must fill out the “To the Applicant” box on each of your reference letter forms prior to giving it to your reference. You must choose whether you are waiving your right to see the letter, and you must sign each reference form. Forms that are received and have not been properly completed may not be accepted.
- 2) You should provide your reference with a printed reference form and an envelope. You should have your reference put the letter in the envelope and sign across the back. If your reference is at a distance and will need to mail the letter, you should provide them with a stamped envelope that is addressed to YOU. **You should turn in both unopened reference letters with your application packet. *Please do not have your references mail the letters to the Social Work Office.***
- 3) You are responsible for making sure you get the two reference letters back in time to turn in with the rest of your application materials by the application deadline.

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Bachelor of Social Work Program  
 414 North Meridian Street, Box 6047  
 Newberg, Oregon 97132  
 (503) 554-2740



## Letter of Recommendation for the BSW Program

**To the Applicant: Please read and complete this section of the form.** Deliver or mail this form to the person who will write your recommendation. Ask the person writing the recommendation to return it to you in a sealed envelope with their signature across the seal. Submit both letters of recommendation with your application and other required documentation by the deadline.

Name of Applicant (print) \_\_\_\_\_  
Last First Middle

In accordance with the Family Education Rights and Privacy Act of 1974 (FERPA), you may waive your right to inspect this recommendation by signing the statement below.

**I choose to  waive  not waive my right of access to this letter.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To the Reference:** The above listed person is applying for admission to George Fox University’s Bachelor of Social Work (BSW) program. Thank you for providing us with your honest assessment of this applicant in order to assist us in determining this applicant’s suitability for social work. **Please return this form in a sealed envelope with your signature across the seal to the applicant.** Please note, in accordance with the Family Education Rights and Privacy Act of 1974 (FERPA), it is possible that an applicant may read your reference unless he or she waives that right.

How long have you known the applicant? \_\_\_\_\_ Nature of Relationship \_\_\_\_\_

Please rate the applicant relative to other students, employees, or people interested in social work that you have known:

	Superior	Good	Average	Below Average	Unsatisfactory	Unknown
Service to others						
Academic potential						
Intellectual ability						
Maturity, Emotional stability						
Verbal communication skills						
Written communication skills						
Critical thinking ability						
Leadership potential						
Ability to work with others						
Self-Awareness						
Constructive use of feedback						

**Additional Comments (attach a letter to this form if needed):**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_  
 Name (Print): \_\_\_\_\_ Title: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Organization: \_\_\_\_\_



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Critical thinking ability						
Leadership potential						
Ability to work with others						
Self-Awareness						
Constructive use of feedback						

Additional Comments (attach a letter to this form if needed):

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_

Name (Print): \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Organization: \_\_\_\_\_



## Semester Abroad Declaration

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I do **not** plan to spend a semester abroad (*please sign at bottom*)

**STOP** – you do not need to complete the rest of this form if you are not going abroad

I do wish to spend a semester abroad. *Please answer the following questions:*

1. **Have you decided on a location for your semester abroad?**  YES  NO

If yes, which program? \_\_\_\_\_

What semester and year are you planning to apply for? \_\_\_\_\_

Have you met with the staff of the Global Studies office?  YES  NO

2. **What is the application deadline for your chosen program?** \_\_\_\_\_

I don't know. I need to find out.

3. **Do you wish to complete your social work internship abroad?**  YES  NO

4. **Are you aware that acceptance into global locations with or without a social work internship is a competitive process?**  YES  NO

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



## Attendance Policy for Bachelor of Social Work Program

Students are expected to attend all classes. Attendance demonstrates commitment to learning and preparation for the profession of social work. The behavior pattern demonstrated in class attendance may be indicative of commitment in a field practicum setting.

If a student is unable to attend a scheduled class session the student is responsible for notifying the instructor in advance by phone, email or written note explaining the need for absence. Absence from twenty percent (20 %) or more of the scheduled class sessions is considered excessive absence. The twenty percent includes all types of absences (illness, sanctioned university events, etc.). Any student who misses more than twenty percent (20 %) of classes in a required social work course will be asked to **drop** the course or will be given a **failing grade** of C- or below.

Students who request an excused absence due to personal or family emergency should obtain documentation from the Dean of Students Office and provide it to the course instructor. Students who miss three or more consecutive classes due to personal illness should obtain documentation of extended illness through the Student Life Office or Health and Counseling Services.

### Appeal Process

If a student wishes to appeal a decision based on the attendance policy, the appealing student must submit a written request for an exception to the attendance requirement prior to the drop/passing date to the course instructor and the BSW Program Director. The instructor in consultation with the program director has the authority to deny or grant any such petition.

### Professional Conduct

As developing social work professionals, students are expected to demonstrate courtesy and professional behavior in their interactions with faculty, staff, field personnel, clients, and peers. Expected professional behavior in the classroom includes being on time, being prepared for class, remaining on task in class, active listening, and treating others in a respectful manner regardless of difference. Students are expected to abide by the NASW *Code of Ethics* and the Professional Expectations for Social Work Students outlined in the *BSW Program Student Handbook* and the *BSW Field Practicum Manual*. Students will be evaluated in their classes using the BSW Program's Professional Behavior Rubric, and their score on the rubric will be factored into the final grade of their classes.

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Student Signature

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Date