



Bachelor of
Social Work
Program

Admission Application

Dear Prospective Student,

Thank you for your interest in the social work program at St. Augustine College. Since its beginning in 1998, the BSW program has earned a reputation for graduating students whose knowledge, skills, and values of social work makes them well-prepared for professional generalist practice in social work.

This application contains five sections. Make sure to complete all application requirements as stated in Section 1 of this application. Once all BSW application requirements are completed, please turn in the application to a faculty member of the social work department.

Again, thank you for your interest in the BSW program at St. Augustine College. The social work faculty are committed to helping you to succeed in this very rewarding profession. If you have any questions, feel free to call one of the social work faculty listed below.

Sincerely,

Dr. Marcia Pantell, MSW, MPH, PhD
773-878-3978
Department Chair

Rebeca Davila, MSW, L.Ac
773-878-3265
Assistant Professor

Sheila Frost, MSW
773-878-3718
Associate Professor and
Field Director

Section 1: Application Requirements and Admission Process

BSW Application Requirements

1. Completion of *General Information* form (Section 3) and signature stating student has received, understood, and will follow the SWK Code of Ethics as well as the Student Code of Conduct while at SAC.
2. Provision of two reference forms that are completed on the Department's reference forms (Section 4). References from relatives or peers will not be accepted.
3. Completion of a BSW writing sample. The writing sample will be done during the SWK 315 course or can be arranged during faculty advising days (TU,WED,TH) or during registration in August and January..
4. Completion of the *BSW Department Policy Regarding Students with a Felony Conviction* (Section 5).

Admission to the BSW Program and Upper Level Courses

Full admission to the social work program requires the following:

- Completion of the BSW application
- A cumulative GPA of 2.75 (on 4.0 scale).
- Completion of the general education course requirements for the St. Augustine AA-LAS with SOC 101 and MAT 225 (or provision of official transcripts from an accredited college showing completion of an AA or AS degree).
- Completion of SWK 200, 305 and 315 with a grade of C or above.

Applications will be formally reviewed during December and May of each year by Social Work faculty. Once the department reviews the application, the student will be notified of the department's decision. Students may be admitted on a conditional basis. A student who is denied admission has the right to appeal to the department of academic affairs. Students who pre-register prior to being accepted for admission may have their pre-registration returned or denied if they fail to meet admission requirements prior to validating their registration.

Section 2: Student Conduct

NASW Code of Ethics

Students in the BSW program are expected to abide by the St. Augustine College Code of Student Conduct regarding behavior on campus, academic honesty, and to abide by the NASW Code of Ethics as it applies to their studies in the social work program. Students in the social work program are to obtain a copy of the NASW Code of Ethics, and sign in Section 2 that they have read the NASW Code of Ethics. A copy of the NASW Code of Ethics can be downloaded off the Internet from www.socialworkers.org.

Technology and Email Expectations

All students are responsible for maintaining a free St. Augustine College e-mail account (provided through the school) and are expected to use it weekly for student –faculty communications. It is also recommended that students purchase a personal laptop computer with internet access before taking upper level courses at SAC. While this is not yet a formal requirement, it is helpful in meeting course requirements. Students are advised to consult with the Department of Institutional Technology before purchasing new laptops so that their computer will be compatible with the resources of the school and on-line library. The IT department may be able to assist in recommending low cost laptops or software purchase options.

BSW Course Grades

Social Work courses must be passed with a grade of C or above. After admission if a student's G.P.A. falls below 2.75 a student may be placed on probation. Students will not be able to progress to field practicum courses (or graduate) until a 2.75 G.P.A. is achieved.

Assessment

Students in the BSW program they will be asked to participate in various activities for program and curriculum assessment. These assessments are needed for the improvement and ongoing accreditation of the BSW program. Participation in all assessment tests is voluntary. All assessment scores are confidential. Assessment is used to assess academic skills, curriculum, and teaching.

Student support services

St. Augustine College offers tutoring for students in math, science, and composition courses. Tutoring can be requested through the Office of the Dean of Instruction. Social Work faculty are available for tutoring social work content on an as-needed basis.

Learning Disabilities and Learning Assistance (ADA) Policies and Procedures

St. Augustine College follows the provisions of the Americans with Disabilities Act, as amended in 2008, and Section 504 of the Rehabilitation Act of 1973 that prohibit discrimination on the basis of an individual's disability and offers disabled persons the opportunity to participate fully in all educational programs and activities.

St. Augustine College's Office of Academic Advising coordinates and ensures services and accommodations for registered students with disabilities. These services provide equal educational opportunities to students by minimizing the impact of functional limitations upon their academic lives and offer disabled persons the opportunity to participate fully in all educational programs and activities.

Any student with an appropriately documented disability is eligible for services. The Office of Academic Advising will serve students with permanent, temporary or episodic disabilities including psychological, medical, physical, visual, hearing and learning disabilities, including ADHD/ADD. Students seeking ADA and Section 504 services should contact the Office of Academic Advising as early as possible, including during the admission or registration process. With the provided accommodations, students are expected to demonstrate the learning mastery required to receive a grade in and credit for the course(s) in which the student is enrolled.

Section 3: General Information

Note: Please write clearly. All information is kept strictly confidential.

Personal Information

Name _____ SAC Student ID# _____

Address _____ City _____ Zip _____

Home Phone _____ Cell Phone _____

SAC E-mail _____ Home email _____

School and Technology Information

1. Do you have the internet and email access at your home? _____
2. Do you have a working computer at home? _____
3. Do you have a high school degree or GED certificate? _____
If yes, please list the school that awarded the degree _____
4. Have you completed an Associate Degree from an accredited college? ____ Yes ____ No
If yes, please list the type of Associate Degree _____
The College/University that awarded the Degree _____
5. Please list all the colleges/universities you have attended, beginning with the most recent:

College Name	City/State	Dates Attended	Degree Earned (if applicable)

6. Have transcripts from the above schools been sent to St. Augustine College? Yes ____ No ____
Explanation:

Student Conduct

Please sign here stating that you have read and agree to the information in Section 2: *Student Conduct*, and **have read and agree to abide by the NASW Code of Ethics found at www.socialworkers.org.**

- I have read and agree to abide by Section 2: Student Conduct
- I have read and agree to abide by the NASW Code of Ethics (found at www.socialworkers.org)

Name

Date

Section 4: Reference Form One

These references should be written by professionals who believe that you have the ability to be a successful student and professional in the field of social work. References from peers or relatives will not be accepted.

To be completed by Applicant:

Student Applicant Name _____ SAC ID # _____

Please check one:

I waive my right to review this reference form.

I DO NOT waive my right to review this reference form.

Applicant Signature _____ Date _____

To be completed by person giving the recommendation:

Name of Recommender _____

Address and Phone Number _____

Important information about the social work program:

Social work is a very demanding profession that requires people who are committed to service and social justice, and who are expected to practice with a high degree of integrity and competence. Your assessment of the person asking for your reference will assist the Department of Social Work in determining whether this applicant will be allowed to study for the BSW degree. Please be as honest as you are able when completing this form.

When finished, please place this form in a sealed envelope and return it to the applicant.

I. Please rate the applicant on the following areas:

	Excellent	Good	Average	Less than Average	Unable to comment
Academic ability					
Able to work professionally					
Maturity and responsibility					
English skills in speech, writing, and reading					
Relational Skills					

Please answer the following questions about the applicant.

II. Does the applicant speak other languages outside of English? Yes ____ No ____
If yes, please list the other languages spoken by the applicant. _____

III. How long and in what context have you known the applicant? _____

IV. What qualities does the applicant possess in order to be a successful social worker?

V. Please describe the applicant's strengths and areas that may need improvement or be a challenge

VI. What other valuable information might help us in considering the applicant's admission into this program? _____

Recommender's Signature _____ Date _____
Contact information _____

Section 4: Reference Form Two

These references should be written by professionals who believe that you have the ability to be a successful student and professional in the field of social work. References from peers or relatives will not be accepted.

To be completed by Applicant:

Applicant Name _____

Please check one:

I waive my right to review this reference form.

I DO NOT waive my right to review this reference form.

Applicant Signature _____ Date _____

To be completed by person giving the recommendation:

Name of Recommender _____

Address and Phone Number _____

Important information about the social work program:

Social work is a very demanding profession that requires people who are committed to service and social justice, and who are expected to practice with a high degree of integrity and competence. Your assessment of the person asking for your reference will assist the Department of Social Work in determining whether this applicant will be allowed to study for the BSW degree. Please be as honest as you are able when completing this form.

When finished, please place this form in a sealed envelope and return it to the applicant.

Thank you in advance for your assistance.

I. Please rate the applicant on the following areas:

	Excellent	Good	Average	Less than Average	Unable to comment
Academic ability					
Able to work professionally					
Maturity and responsibility					
English skills in speech, writing, and reading					
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II. Does the applicant speak other languages outside of English? Yes ____ No ____

If yes, please list the other languages spoken by the applicant. _____

III. How long and in what context have you known the applicant? _____

IV. What qualities does the applicant possess in order to be a successful social worker?

V. Please describe the applicant's strengths and areas that may need improvement or be a challenge.

VI. What other valuable information might help us in considering the applicant's admission into this program? _____

Recommender's Signature _____ Date _____

Contact Information: _____

Section 5: BSW Department Policy Regarding Students with a Felony Conviction

Students in the St. Augustine College BSW program are prepared for generalist social work practice. As part of the program, students complete a field practicum (internship) under formal supervision in a social service agency. Some of these agencies require that student interns undergo a formal background check before being accepted as an intern. A felony conviction for which the sentence has been served does not need to be a barrier to completing a BSW internship or a future career in social work. In some cases rehabilitative programs may have provided valuable life experience that will transfer to the practice of social work. For many the experience of rehabilitation has resulted in increased skills and empathy for others, as well as the motivation to extend the learning from life experience and rehabilitation to others.

However, a student with a felony conviction may find that the opportunities in the social work field are limited. For example, social workers often serve vulnerable populations and therefore social service agencies have a responsibility to minimize the risk of harm for these populations. This may result in policies that include not hiring persons with a felony conviction. Some states may also refuse to license, as a social worker, those graduates with some types of felony convictions. Additionally, being convicted of a felony while being a student at St. Augustine may affect a student's ability to start the field practicum, secure a field placement, or in some cases graduate from the BSW program.

Students are encouraged to inform the BSW field director, the chair of the BSW program, and potential field practicum sites if they have been convicted of a felony. The BSW program may be requested to let potential field practicum sites know that a potential intern has a past felony conviction, and the nature of the conviction, so that appropriate internship activities can be planned and protection of vulnerable individuals assured. This honesty may decrease the number and kinds of field opportunities that students are eligible to do in the field practicum.

A student's disclosure of a felony conviction will be kept confidential. However, depending on the field placement, St. Augustine may be required to share the information with the internship agency. Prior to SAC sharing any information regarding a felony conviction with outside agencies, a release of information must be signed by the student allowing the school to share the information.

Evidence of the nature of the charges should be provided to the BSW program at the time of program application and prior to field placement, in order to advise the student appropriately regarding field placement agencies and career options. If felony charges occur while the student is in the BSW program, the student is required to immediately provide evidence about the nature of the charges and may be suspended from the BSW program until information is received to assure safety.

The social work program will make every effort to help students select and obtain a field placement to complete the BSW program. However, the program cannot guarantee a field placement for students with a felony conviction. The BSW program will provide support to the student while she/he is searching for a field placement. It is the student's responsibility for locating an appropriate field placement and seeking out the support provided by the BSW program while finding a field placement. Students cannot get the BSW degree without completing the required field practicum.

Students who have had past felony convictions are advised to seek legal help to have their felony record expunged if possible because of the barrier it can create.

BSW Restrictions

- Students who are awaiting trial for a felony charge, and those currently serving time under house arrest for a felony, are not eligible to start the field practicum until the trial is completed or the sentence is served and documentation of fulfillment of the sentence is provided by the court.
- The student must grant permission to the school to receive copies showing the nature of the charges and the terms of parole for students still mandated to see a parole officer for a felony charge. A release of information form can be requested by the Social Work Department.
- Because all St. Augustine College sites offer childcare, individuals that are registered as sex offenders will not be admitted into the program.

Please check the box that best answers each statement below:

I have been convicted of a felony.

Yes No

I am currently involved in a case where felony charges have been brought against me.

Yes No

I have been convicted of a crime that requires that I be registered as a sex offender.

Yes No

Your signature below indicates that you understand and agree to the above policy regarding students with a felony conviction.

Student signature: _____ Date: _____

Student Name Printed: _____

Student ID: _____

Reviewed by

BSW Faculty Signature: _____ Date _____