



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, LCSW

Associate Professor and Department Chair
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773-878-3978

Teresa P. Mateus Bennet, MSW, LCSW, E-RYT 200

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Associate Professor and Interim Director of The Center for the Advancement of Teaching and Learning
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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 NASW Code of Ethics, the policies in the BSW Program Manual, and the SAC Code of Student Conduct while in the program.
2. Provision of two reference forms that are completed on the Program's reference forms (Section 4). References from relatives or peers will not be accepted.
3. 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 by BSW faculty during December and May of each year. Students are notified by e-mail of their admission status and any contingent conditions after the review.

Section 2: Student Conduct

Students are responsible for knowing and abiding by the BSW program policies found in the BSW Manual. The manual can be found online at www.staugustine.edu within the Bachelor of Social Work webpage.

NASW Code of Ethics

Students in the BSW program are also expected to abide by the NASW Code of Ethics as it applies to their studies in the social work program. Applicants to the social work program are to read the NASW Code of Ethics prior to applying and sign in the following section to confirm that they have read the Code of Ethics. A copy of the Code of Ethics can be accessed at 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 Academic Performance

Students must pass all BSW Required Core Courses with a “C” grade or better to graduate from the program. Additionally, students must maintain a 2.75 minimum cumulative GPA to avoid being given an Academic Warning. Academic Warning means that the student must reach the required cumulative GPA of 2.75 before starting field placement and before graduating.

Assessment

Students enrolled in BSW courses and/or admitted to the BSW program may take a number of assessment tests or submit assignments used for assessment purposes. All assessment measures help the program determine whether the college is meeting the mission, learning goals, and outcomes of the program. Students are encouraged to ask questions and become informed about the assessment process and the competencies for social work.

Tutoring services

St. Augustine College offers tutoring for students in math, science, and English writing. Social Work faculty are available for tutoring social work content on an as-needed basis.

Learning Disabilities and Learning Assistance (ADA) Policies and Procedures

Students who have a special, documented need for a reasonable accommodation based upon a permanent, temporary or episodic disability in order to perform to the expectations of college work, must provide that documentation to the Office of Academic Advising at any St. Augustine campus and complete a Request for Services Form.

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 _____

Personal E-mail _____

School Information

1. Do you have a high school degree or GED certificate? _____
If yes, please list the school that awarded the degree _____

2. 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 _____

3. Please list all the colleges/universities you have attended, beginning with the most recent:

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

4. Have transcripts from the above schools been sent to St. Augustine College? _____
Students are responsible to submit official transcripts for all courses they are planning to transfer. An accurate study plan cannot be completed until all official transcripts have been received and reviewed by the Registrar's office.

Student Conduct

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

- I have read and agree to abide by Section 2 of this Admission Application: *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

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 applicant will assist the Social Work Program in determining whether she/he will be admitted into the program. 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	Unsure
Academic ability					
Able to work professionally					
Maturity and responsibility					
English skills in speech, writing, and reading					

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 skills and areas that may need improvement. _____

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

Recommender's Signature _____ Date _____

Thank you in advance for your assistance.

Section 4: Reference Form Two

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 applicant will assist the Social Work Program in determining whether she/he will be admitted into the program. 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.

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	Excellent	Good	Average	Less than Average	Unsure
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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 skills and areas that may need improvement. _____

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

Recommender's Signature _____ Date _____

Thank you in advance for your assistance.

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 have offered childcare in the past and may in the future, 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 _____