

## Application Process Check Sheet:

If after a thorough review of this document you wish to make application to the Social Work Program you are required to submit the following information. Use this form as a checklist to insure you have met all application criteria.

- \_\_\_\_\_ Completion of BIO 110, ENG 111, PSY 111, SOC 110, and POL 110 with a grade of C or better;
- \_\_\_\_\_ A cumulative grade point average of 2.75 or higher;
- \_\_\_\_\_ Completion of SWK 210 with a grade of C or better;
- \_\_\_\_\_ Completion of a BSW Program Application form submitted to the Carver School of Social Work Admissions Coordinator;
- \_\_\_\_\_ An official transcript containing all college credits obtained at Campbellsville University and institutions previously attended;
- \_\_\_\_\_ Three letters of recommendation from community leaders, pastors, teachers, or professionals who have knowledge of your interpersonal and learning skills (**no relatives please**): Form attached.
- \_\_\_\_\_ Social Work Professional & Technical Standards (signed by applicant)

Students must complete each item listed on the application process check sheet. No incomplete file will be granted acceptance into the BSW Program. Students who have not completed the application process as required will not be allowed to enroll in SWK 220 Practice I. Please consult with your advisor if you have questions about the application process. Additional information may be requested on a case by case basis.

\*\*\*Please fill out the entire application. Submit via email to Beth Sprowles, Admissions Coordinator, at [basproles@campbellsville.edu](mailto:basproles@campbellsville.edu), fax to 270-789-5542, or send by mail to:

Campbellsville University  
Carver School of Social Work  
Bachelor of Social Work Program 1  
University Drive UPO 855  
Campbellsville, KY 42718-2799

\*\*\*\**Students may be denied admission to the social work program for, but not necessarily limited to, any of the following non-academic reasons which are personal or professional:*

1. Attitudes, values, and behaviors in opposition to or contrary to the NASW Code of Ethics;
2. Current enrollment in inpatient or intensive outpatient substance abuse treatment or an inpatient mental health treatment facility.
3. Emotional, social or physical difficulties that impair social work student practice abilities.
4. Dishonesty, including lying, cheating, or plagiarizing in course work;
5. Current active probation, parole, court diversion or any pending criminal legal case.

## Social Work Faculty & Staff

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Carver School Office  
270-789-5049

## SOCIAL WORK PROGRAM

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Last name	First name	Initial	Date of Birth	Home phone
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Home address	City	State	Zip code
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University P.O. Box #	Cell/Home Phone # (if applicable)	Personal Email
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GPA Address	# of completed College credits	University Email
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Previous College attended	Address	Credit hours earned
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Previous college attended	Address	Credit hours earned
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*Please check the pre-requisite courses you have taken along with date completed and grade received.*

Introduction to Psychology (Psy 111)    \_\_\_\_\_ Date completed \_\_\_\_\_ Grade \_\_\_\_\_

Introduction to Sociology (Soc 110)    \_\_\_\_\_ Date completed \_\_\_\_\_ Grade \_\_\_\_\_

Biology (Bio 110)    \_\_\_\_\_ Date completed \_\_\_\_\_ Grade \_\_\_\_\_

Pol. Science / American Gov. (Pol 110)    \_\_\_\_\_ Date completed \_\_\_\_\_ Grade \_\_\_\_\_

Into to Social Work (SWK 210)    \_\_\_\_\_ Date completed \_\_\_\_\_ Grade \_\_\_\_\_

**Enrollment Plans**

Do you plan to attend face-to-face classes, or will you be enrolling in the BSW program fully online?  
If attending face-to-face classes, please indicate how/where you will take courses.

\_\_\_ Face-To-Face

    \_\_\_ Main campus

    \_\_\_ Somerset

    \_\_\_ Harrodsburg

    \_\_\_ Louisville

\_\_\_ Online

**Field Practicum**

Students seeking a degree in social work from Campbellsville University must conduct 450 hours of direct field practice at an approved agency and complete a weekly seminar, either in-person or online. In order for the social work field director to help the student select an appropriate fieldwork placement, the following information is needed. This information is for the purpose of:

- protecting clients
- enabling the Program to respond to certain agency requirements for persons working in the agency. (Some agencies may also require specific background checks/disclosures, urine or blood analysis; these will be addressed on an individual basis.)

Disclosure of this information will not in and of itself preclude admission to the Social Work Program. Instead, program faculty will discuss your individual situation with you in order to help both you and the Program determine whether it is likely that you will meet the professional and ethical responsibilities of social work education and practice.

**No student will be accepted in the Social Work Program prior to completion of this statement and its submission to the program director.**

1. Have you ever been convicted of violating any law or have any pending criminal charges (omit minor traffic violations)? If yes, please list conviction(s)/pending charges, date(s), place(s) and an explanation.

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Is there any information about behaviors, conditions, illnesses, or addictions, which could impair your ability to function in a social welfare agency in a social work capacity? This could include, but is not limited to, drug or alcohol abuse, domestic violence, child abuse.

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. I agree to notify the BSW Program Director of any criminal charges/convictions that I may experience while enrolled in the BSW program at Campbellsville University.

YES \_\_\_\_\_ NO \_\_\_\_\_





## Reference for Admission to the Bachelor of Social Work Program

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**To be completed by applicant:**

Name \_\_\_\_\_

The Family Educational Rights and Privacy Act of 1974 opens many student records for the student's inspection. This law also permits the student to sign a waiver relinquishing the right to read this reference. Please indicate your choice.

I waive my right to read this reference. \_\_\_\_\_  
Signature Date

I do not waive my right to read this reference. \_\_\_\_\_  
Signature Date



## Reference for Admission to the Bachelor of Social Work Program

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**To be completed by reference:**

Name \_\_\_\_\_ Date \_\_\_\_\_

Occupation or Title \_\_\_\_\_

Name of Applicant \_\_\_\_\_

What is your relationship to the applicant? \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Please rate the applicant on the following qualities. Circle the appropriate number. 5=excellent, 4=above average, 3=average, 2=below average, 1=poor and #=No Knowledge.

Assumes responsibility for own behavior and learning	5	4	3	2	1	#
Intellectual curiosity	5	4	3	2	1	#
Written communication skills	5	4	3	2	1	#
Responsibility/dependability	5	4	3	2	1	#
Ability to work collaboratively	5	4	3	2	1	#
Ability to succeed in undergraduate studies	5	4	3	2	1	#
Values and moral character	5	4	3	2	1	#
Potential to practice advanced social work	5	4	3	2	1	#

**Please respond to the following items:**

Please comment as to the applicant's ability to succeed in the undergraduate level studies.

Briefly describe this applicant's strengths and weaknesses as a potential social worker.

Please comment on the values and moral character of the applicant.

How long have you know this applicant and in what setting?

Additional comments

**Recommendation:**

- Recommend highly
- Recommend with reservations
- Recommend
- Do not recommend

Printed Name of Respondent \_\_\_\_\_ Title \_\_\_\_\_

Signature of Respondent \_\_\_\_\_ Date \_\_\_\_\_

Please return to:  
Campbellsville University  
Carver School of Social Work  
Bachelor of Social Work Program  
1 University Drive UPO 855  
Campbellsville, KY 42718-2799



# Social Work Professional and Technical Standards

## MASTERS AND BACHELORS DEGREE PROGRAMS

The technical standards outlined below are required for completion of programs from the Carver School of Social Work at Campbellsville University. These standards describe the physical, cognitive, emotional and behavioral requirements of social work students. They are designed to provide an overview of non-academic criteria required for students to fully participate in all aspects of coursework and the field practicum.

**1. Observation:** Students must be able to:

- Accurately observe clients to effectively assess their situations.
- Have the sensory and motor abilities to carry out effectively the necessary assessment activities.

**2. Communication:** Students must be able to:

- Communicate effectively with other students, faculty, staff, clients, and other professionals, and exemplify a willingness and ability to listen to others.
- Demonstrate effective communication in presentations, written assignments, small group settings, and through electronic means.
- Perceive and interpret nonverbal communication.
- Use spoken and written English to understand the content presented in the program.
- Comprehend reading assignments and search and evaluate the literature.
- Demonstrate competency in writing skills.

**3. Sensory and Motor Functions:** Students must have sufficient sensory and motor abilities to:

- Attend/participate in class and complete the required number of hours during their field practicum.
- To attend and perform safely and satisfactorily in the classroom/online setting and in social work agency settings.

**4. Intellectual, Conceptual, Integrative and Quantitative Functions:** Students must have the ability to:

- Think critically, analyze and interpret objective and subjective data, and apply effective problem solving skills. These skills allow students to make proper assessments, use sound judgment, appropriately prioritize therapeutic interventions, and measure and report client outcomes.
- Demonstrate cognitive ability to effectively use and apply program's knowledge/skills.

**5. Self-Awareness:** Students must exhibit:

- Knowledge and openness to learning how one's values, attitudes, beliefs, emotions and past experiences affect thinking, behavior and relationships.
- Willingness to examine and change their behavior when appropriate and work effectively with others in subordinate positions as well as with those in authority.

**6. Emotional and Mental Stability:** Students must demonstrate the ability to:

- Deal with current life stressors through the use of appropriate coping mechanisms effectively by using appropriate self-care and developing supportive relationships with colleagues, peers, and others.
- Effectively use help for medical or emotional problems that interfere with academic and clinical performance.

## Professional Performance Standards

The Carver School of Social Work recognizes that preparation for professional practice requires more than scholastic achievement. The program expects students to exhibit behaviors that are consistent with professional performance. Such behavior is expected not only in the classroom but throughout the University and the larger community. Some specific examples of professional performance standards are outlined below.

Students must demonstrate:

- A commitment to the goals of social work and to the ethical standards of the profession, as specified in the NASW Code of Ethics.
- The essential values of social work including the respect for the dignity and worth of every individual and his/her right to a just share of society's resources (social justice).
- Behaviors that are in compliance with program policies, institutional policies, professional ethical standards, and societal laws in the classroom, field and community.
- Responsible and accountable behavior by knowing and practicing within the scope of social work, respecting others, being punctual and dependable, prioritizing responsibilities, attending class regularly, observing deadlines, completing assignments on time, keeping appointments or making appropriate arrangements, and accepting supervision and criticism in a positive manner.
- A commitment to serve in an appropriate manner all persons in need of assistance, regardless of the person's age, class, race, religious affiliation (or lack of), gender, disability, sexual orientation and/or value system.

I have read, understand and acknowledge receipt of the Social Work Professional and Technical Standards.

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

Technical Standards may be met with, or without, accommodations. The University complies with the requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990. Requests for accommodations should be directed to the Office for Disability Accommodations (ODA) and follow established university policies and procedures. For more information, contact ODA at 270-789-5450 or visit <https://www.campbellsville.edu/academics/academic-affairs/academic-support/disability-services/>.

Based on Mississippi State University document