

Missouri Southern State University

Application to Bachelor of Social Work

Every student who plans to complete obtain a Bachelor of Social Work (BSW) at Missouri Southern State University must make formal application. These forms can be found the Social Work web-page.

The application will be filed during the second semester of the sophomore year. Transfer students who are classified as juniors or seniors must make formal application at the end of their first semester in residence at Missouri Southern State University. Applications are made available in December with a firm due date of February 28th for priority placement consideration for following academic year. A secondary application timeframe may be re-opened in same spring semester if cohort spots are still available with firm deadline of June 30th. Only completed applications will be evaluated and considered.

Students will receive an official notice from the Social Work Department about the status of their application via MSSU email listed on application. Be sure to check the email listed on application packet for all correspondence.

Student applications require the following:

Students whom are planning to pursue a BSW degree must complete the following steps:

1. Submit a formal application including the application form, a professional resume, two references including professional and/or an academic, a transcript, and professional essay statements. Application materials for Social Work is available online.
2. Read and sign the Social Work Student Statement Form found in the BSW application packet. The NASW Code of Ethics is found on the Social Work Admission webpage.
3. Submit the completed application packet to the Social Work Department. **Please be sure to save this application, then send via email at socialworkdept@mssu.edu. Incomplete applications may result in not being considered.**

Please use tab or mouse to proceed to the next area. Use the space bar or mouse to check a checkbox.

Personal Information

Name: _____ Date: _____

Full mailing address: _____ MSSU Email: _____

Student ID: _____ Social Security Number: _____

Cell Phone Number: _____

Applying for: Full time Part Time

Academic Information

Current MSSU Student: Yes No

Completed Credit Hours: _____ Current (In-Progress) Semester Hours: _____

What is your cumulative GPA:

If your GPA is below 2.70, please provide a brief narrative below explaining your current GPA and identify how you will increase GPA and overall academic performance.

Indicate if you have completed the following:

SW 231 Introduction to Social Work

PSY 100 General Psychology

SOC 110 Introduction to Sociology

Completed all general education requirements

If you have not completed the above requirements, please indicate the courses left to complete and semester you plan on enrolling.

The Bachelor of Social Work can be completed as a full-time or part-time status. See Social Work website for Degree Plan of Study. All applicants must indicate which status they are applying for.

Full-Time Status

Part-Time Status

References

References are required to fill out the reference form **and** write a letter of recommendation

Please have your reference contacts email the reference forms & letters directly to socialworkdept@mssu.edu.

Provide the name, title, email, and phone number of your first reference.

Provide the name, title, email, and phone number of your second reference.

Professional Essays

Application to the Social Work Program requires a personal statement which should be typed, in APA format, and be 3-5 pages. (Title and reference page are not included in the page number requirement). This statement is an important part of the application and should briefly and thoroughly address each question.

1. Describe your understanding of the importance of diversity in a community including an example.
2. Discuss two strengths that will help you as a social worker.
3. Conclude by providing an overview of your career goals and areas of interest in social work.
4. Social Work is a professional program that requires maintaining a 2.7 cumulative and major GPA, class attendance, and completion of 450 hours of practicum experience in an agency. Describe your process to prepare for the expectations of this program; including balance of personal, work, and school hours.

Social Work Student Statement form

Please read the following statements carefully before signing. By clicking each box, you understand that you are expected to adhere to all of these statements while you are a student in the MSSU Social Work Program. Each item needs to be marked and the form electronically signed showing that you understand and agree to adhere to each. The application form needs to be signed to be eligible for admission to the MSSU Social work Program.

BSW Applicant Expectations Checklist

I agree to all of the following statements:

<input type="checkbox"/>	I have been accepted into Missouri Southern State University.
<input type="checkbox"/>	I have completed a minimum of 42 hours of general education courses.
<input type="checkbox"/>	I have a combined GPA (MSSU and transfer) of 2.70 or higher on a 4.0 scale.
<input type="checkbox"/>	I have completed/concurrently enrolled in PSY 100 General Psychology and Soc 110 Introduction to Sociology.
<input type="checkbox"/>	I have read and will adhere to the NASW Code of Ethics available at www.socialworkers.org .
<input type="checkbox"/>	I have read and agree with the policies outlined in the MSSU Social Work Student Handbook found on the MSSU Social Work webpage; including the MSSU Social Work Professional Behaviors found on page 17.
<input type="checkbox"/>	I understand that I should meet with my assigned BSW advisor each semester for advisement.
<input type="checkbox"/>	I know I am ultimately responsible for adhering to my degree plan and knowing the classes and steps I need to take to graduate on-time.
<input type="checkbox"/>	I understand this program requires me to take part in activities that occur outside of the classroom and I will be available to participate in these activities.
<input type="checkbox"/>	I know that I am applying to a professional degree program that requires a large commitment. I recognize that some extra-curricular activities and/or a full-time job might make it difficult to be successful in this program.

Students who are accepted into the BSW program with a conviction are required to meet with the Field Education Coordinator to discuss field practicum options/limits prior to their junior year of classes.

Has any governmental agency ever substantiated allegations made against you for physical, mental, or emotional abuse or neglect, sexual abuse, or exploitation of (1) a child, (2) a resident of an adult care home, medical care facility, psychiatric hospital, or state institution for vulnerable populations, or (3) an adult? ☐ Yes ☐ No

Please check to indicate you have read the below statements **(even if you don't have any criminal history)**:

<input type="checkbox"/>	I understand that prior convictions, diversions, pending, and/or future charges may affect my ability to be placed in a field practicum which is necessary to complete the BSW program.
<input type="checkbox"/>	I realize that while I may be admitted into the program, I may not be able to complete my degree if there is something in my background that would prevent me from being placed in a field agency.
<input type="checkbox"/>	I recognize that many field agencies require background checks and might deny me based upon previous criminal history and/or substantiated allegations.
<input type="checkbox"/>	I understand that some criminal charges might affect my ability to become licensed in the State of Missouri and I know it is my obligation to contact the Missouri licensure board to explore if my criminal charges and/or substantiated allegations could prevent me from licensure.

Electronic Signature

By clicking the "I accept" button, you understand that you are agreeing to this application and are signing the application electronically. Your electronic signature is the equivalent to your handwritten signature.

You consent and agree that your electronic signature signifies that you have read, understand, and agreed to all the information on this application form and in the MSSU Social Work Student Handbook.

You understand that any violations may impact your ability to complete the BSW degree and stay in the Social Work Program.

☐ I accept ☐ I do not accept

Signature:

Date:

Applicant Checklist

Bachelor of Social Work Application Form

Two Professional and or Academic forms **and** letters of references

Professional Essays

Accepted into MSSU

Transcripts: Unofficial transcripts to Social Work Department; Official Transcript to MSSU Registrar's Office.

Application Review and Decisions

Once applications are deemed complete, the application and supporting documents are carefully reviewed by the social work faculty to verify that all requirements are met.

Students will be notified by the Social Work Department Chair to **student's MSSU email** of full acceptance, conditional acceptance, or non-acceptance into the social work major. Applicants are requested to send a return **from their MSSU email** stating their acceptance or non-acceptance of the admission offer. Emails will be placed in student files. All applicants will be notified prior to registration.

1. Acceptance
 - Student is granted full admission to the program.
2. Conditional Acceptance
 - The student may be conditionally accepted into the program with specific conditions or recommendations that the student will need rectify, such as improve GPA or professional behavior. The conditions that need to be remedied will be outlined for the student in the written communication they receive.
3. Non-Acceptance
 - Student is denied acceptance into the program. The reasons for non-acceptance will be provided to the student. For example, failure to comply with GPA requirement or serious concerns regarding the student's professional behavior.

Students accepted will be admitted to the BSW program and meet with a faculty advisor to ensure understanding of the Social Work plan of study. Students who are accepted conditionally will have a plan outlining specific strategies and requirements to be fully accepted into the social work program. Students will notify the Social Work Department Chair within 5 working days if they agree to the plan. Students can also meet with the Social Work Chair and/or Social Work faculty advisor. A completion timeline will be documented in the plan and the plan will be placed in the students file. Students not admitted will be responsible for meeting with their advisor to transition into another major.