**UNIVERSITY OF LOUISIANA AT MONROE – Social Work Department**

INSTRUCTIONS FOR THE SOCIAL WORK APPLICATION TO PRACTICUM TRACK

**PLEASE READ THE INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE APPLICATION PACKET.**

**Rationale for the Application:** According to the Council on Social Work Education, the social work profession must hold itself accountable to the public it serves. To do so requires an assurance of competence of degreed social workers which may only be guaranteed by meeting CSWE academic and professional standards and the expectations of the Louisiana and other state licensing laws for undergraduate and graduate social workers. This application establishes a gate keeping process to identify those students who will provide the public assurance of social work competence it deserves. A gate keeping process also seeks to ***screen in and encourage to the fullest potential possible*** those students most inclined for competent social work personally as well as academically. In keeping with the values of the social work profession, the application process serves to assist students who may not be suited for social work with the public to a more suitable career choice. In no instance, however, may students be discriminated against for any reason based on information in the application form, the attached autobiography, or reference information, as is consistent with the Louisiana Licensing Law and the social work profession, as well as the ULM Student Policy.

The application includes all aspects of review and expected information that would be required of graduated students seeking full-time employment in fields of social work practice. This information includes a **brief legal history, volunteer experience related to social work, self assessment of personal stability, references, and a statement of certification (also known as authenticity).** The application also requires the attachment of an autobiographical statement which will (1) help students develop self-awareness necessary for the field and (2) allow the student to demonstrate his/her current level of writing skills. Good, clear, succinct writing skills are a crucial function of the social work profession. In addition, you are requested to complete the *Social Response/Personal Reaction Inventory*, which is a **standardized assessment tool**, designed to provide a single “score” that will inform you, your selection committee, and your faculty of areas of socialization in the profession you may want to refine.

**INSTRUCTIONS:**

1. **Student Identifying Information:** Self-explanatory. *Be sure you give* ***current*** *addresses where you want to receive mail, as you will receive time-sensitive immediate responses for scheduling follow-up meetings and time/date/place of your actual interview.* ***Your failure to provide accurate information for mail or telephone calls to reach you at the time of your enrollment during the semester you apply for admission is not an excuse for missed deadlines, appointments with your advisor, or your interview.***

List your best estimate of your anticipated graduation date; it does not have to be exact. See your advisor if you need help with this estimation (or for any aspect of this application).

1. **Prerequisites:** Grades for your completed prerequisites can be obtained from your Arrow account. Find your transcript on your Arrow account and fill in grades you received as recorded on your transcript. To calculate your Prerequisite GPA, multiple the credit hours for each course in the blocks by the value for the grade received. *(When recording your Prerequisite GPS and you completed both SOCL 101 and PSYC 201,* ***use only the highest grade of the two you received.)*** To calculate your Overall GPA of courses required for the degree, multiple the courses on the *right* side of your degree sheet using the **sample** formula below (which is the same method you learned in your FRYS class):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Course | Credits |  | Grade (Value) |  | QUALITY POINTS |
| ENGL 101 | 3 | X | A (4.0) | = | 12.0 |
| ENGL 102 | 3 | X | B (3.0) | = |  9.0 |
| MATH 118 | 3 | X | C (2.0)` | = |  6.0 |
| SOCW 101 | 3 | X | A (4.0) | = | 12.0 |
| SOCW 102 | 3 | X | B (3.0) | = |  9.0 |
| SOCW 205 | 3 | X | C (2.0) | = |  6.0 |
| SOCL 101 (or PSYC 201) | 3 | X | D (1.0) | = |  3.0 |
|  TOTAL CREDITS = 21 |  TOTAL QUALITY PTS. = 57.0 |
| Divide: 57 (Quality Pts.) ÷ 21 (Credits) = 2.71 *This is your Prerequisite GPA* |

1. **Brief Legal History Information:** Self-explanatory. Required to prepare students of the possibility of providing this information for some field placement choices. Currently, this information cannot be used against you for consideration of your admission to the major, but may be reviewed with you concerning your employment potential or field placement choices.

A copy of your license and auto insurance is requested to verify your information. Again, this is in anticipation that you **may** be required to provide this information for some field placement sites or future employment. A “bad” driver’s record or invalid driver’s license may prevent field placement or work in some places. Whether or not you have a valid driver’s license or a “clean driver’s record” **cannot be used to determine your eligibility for admission to the major,** but it may be reviewed with you concerning your employment potential or field placement choices.

1. **Volunteer Experience:** Read this section carefully. If you have ***no*** volunteer experience whatsoever at the time of this application, check **No** and move on to page 3. If you check **Yes,**  read the rest of the page carefully and complete **all** required information. The more volunteer experiences you list – not ***just*** the class required volunteer work you may have completed – the better review you may have in your application process. Volunteer work throughout your life, in various capacities – even participating in a walk-a-thon for work or church – can give insight about your potential for success in the social work profession! Note that contacts for volunteer work are **required** – so do keep that in mind when you list your experiences. They will be contacted by telephone, possibly by mail.

**E. Extracurricular Activities/Memberships:** Complete the information requested as described for this

section. Note that any organization you were a member of, including those in high school prior to coming to college, sororities, fraternities, church organizations, social groups on or off campus, all typically involve meeting certain standards of membership and performance. Make sure you note such things such as your membership to SSWA or other student organizations or participation in other university events—such as If you have been a member of SSWA, Student Government Association (SGA), an editor or contributor to the ULM Newspaper, *The Hawkeye,* in a chorus or any other production on campus or off.

**F. Current Semester Course load:** Self-explanatory. List your course load for the recent semester.

**G. Student Self Assessment:** There are two parts to the Student Self-Assessment. This section is for purposes of determining your personal insight. Social workers are expected to develop the capacity for empathetic interventions with clients and communities—even to be empathetic when writing social policies which may affect the well-being of individuals, families, groups, or communities. This is part of your professional skill development in social work and is consistent with any professional process of specific skill development. Your self-assessment will help your committee members and your faculty advisors assist you in the best possible development of these professional skills. The first part asks you to rate yourself using the scale listed on page 4 of the application form. You may make comments in the boxes under each item if you wish, but comments are not required.

The second student self-assessment, called the Social Response Inventory/Personal Reaction

Inventory is a separate form from the application form itself. When you complete this 6 page self-assessment, it will be “scored” by the Practicum Admission Coordinatorand reduced to a single score which is provided to your committee members. This “score” is not a pass or fail or a determination of “inclusion” or “exclusion” to the social work major. Like the Student Self-Assessment, it is simply a **standardized assessment form** to help provide more information to assist you in your professional development as a social worker. While your comments may be provided to the committee members and Social Work faculty, the form itself and your answers are not provided—only the score. This score will be reviewed with you in your interview. **Your self-assessment section on this admission process** ***CANNOT by itself be used to deny your admission to the major.***

**H. Autobiographical Statement:** The following format instructions and content outline must be followed

exactly. Applications that do not meet **any one of these criteria** will not be accepted and will be returned to the student for correction. If not corrected and returned before the interview date, the student will have to apply for admission the following semester. Failure to follow the instructions exactly, therefore, can result in delay in your graduation with a social work degree as you must be admitted to the major before you continue.

**I. References:** You must provide at least two references that will be willing to complete and return a

reference form for you. The names you list on page 6 must be the same persons you request to

 complete a reference form for you. Download and print two reference forms. Provide one form along with a stamped, addressed envelope to each person completing the form. Address the envelope to:

 **ULM Social Work Department**

 Stubbs Hall, Room 217, 700 University Avenue

 Monroe, LA 71209-0334

 **ATTN: Social Work Practicum Admission Coordinator**

 Be sure to tell your references that the form should be returned to the Social Work Program at the time of the application deadline. They must be in the Social Work Office no later than the specified

 deadline, if they not accompany your application; otherwise, you will not be considered for

 admission.

 You may ask one of your ULM Social Work Faculty to complete one of your reference letters. It is generally preferred, however, that these two references be persons who have observed you in and can attest to your capacities in social work activities, as well as character. You may wish to ask one of your professors in another discipline or a president of a student organization or other group you have been involved in to be a reference for you.

**J.** Certifications/Signatures: DO NOT forget to read and sign this certification page. If you do not, you cannot be interviewed or admitted to the major. This is a testament and verification of your

 understanding of the process of academic training in the social work profession, as well as your

 informed commitment to perform according to academic, professional, and ethical standards expected

 of social work professionals, which apply to you as a student, as well as to you as a professional when

 you graduate.

**DETAILED INSTRUCTIONS FOR WRITING YOUR AUTOBIOGRAPHY**

**REMEMBER!** Your autobiography represents you. It should be ***an example of your best writing and a GOOD demonstration of your ability to follow instructions.***

1. **AUTOBIOGRAPHICAL FORMAT INSTRUCTIONS:**
2. Autobiographies must be typed in Word and **double spaced.** Times New Roman font must be used. Font size may **only** be 10 or 12 pt.; no **larger size may be used.** Do not use italics as your primary font or italicize the appropriate font throughout your paper.

**INSTRUCTIONS FOR APPLICATION TO SOCIAL WORK PRACTICUM TRACK (Cont.)**

1. Margins **must** be no more and no less than **exactly** 1” on all sides (top, bottom, left, and right). Do not justify margins; margins must be aligned **only** by the left margin.
2. Margins **must** be no more and no less than **exactly** 1” on all sides (top, bottom, left, and right). Do not justify margins; margins must be aligned **only** by the left margin.
3. The student’s last name, SSN (same as the student Number), semester application is made, and **page numbers** may not be penciled in and must appear at the top right in the running head on **every page after the title page.** The first page of **narrative is page 1.** Running Head may be in a size 8 font, but the font must be consistent with the total paper. An example of a running head:

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SS No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester, Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Page 1

**5.** Autobiographies **must not** exceed 7 pages and may not be less than 5 pages, excluding the title page.

**6.** Do not include a table of contents. All autobiographies must be ordered according to the content outline, with all areas addressed, with only a title page. Each title page must have information centered **both vertically and horizontally centered on the page** and include the following information:

**Autobiography for [Your name goes here}**

**Submitted for Consideration of the ULM Social Work Admissions Committee**

**For my Admission to The ULM Social Work Practicum Track**

**University of Louisiana at Monroe**

(Skip 6 lines)

**MM/DD/YY**

1. Do not bind the autobiography in any manner. Do not use graphics of any sort. After printing your application and autobiography, staple your autobiography to the application form in the upper left corner. Remove these instruction sheets and **do not attach them to your completed application.** Both pages of your application form must appear first, with your complete autobiography attached.
2. No late applications will be accepted; you will be denied an interview this semester unless you seek late submission **under extraordinary circumstances**. Circumstances are considered extraordinary and exception to the deadline rule are made **only with presentation of a formal, original ULM letterhead or form an administrative branch of ULM (such as the Dean of Division of Enrollment Management, the President, Dean of College of Arts and Sciences, etc.) AND an original ULM Social Work Program letterhead memo written by the student’s ULM Social Work advisor with his/her original signature evident.** Only an original letter/memo from the ULM Social Work advisor is required, but if the student seeks other approval of extraordinary circumstances to seek extension of the deadline for late admission to the major, the **ULM Social Work advisor must also be notified, as will only be evidenced by the original letter/memo.**

**B. CONTENT OUTLINE AND INSTRUCTIONS:** In as much as you are comfortable in disclosing, address each and every aspect of the following areas. Your autobiography may have a short introductory paragraph and may be labeled as **introduction**, but should not pre-empt any of the following. Each of the following headings **must** appear in your document as an underlined subheading for each paragraph or group of paragraphs that address the heading.

 **Please Note!** Only the heading must appear exactly in your autobiography. The descriptions of each heading are **suggestions only**. The descriptions of headings are intended to assist you in what to write about for each head **as it may relate to your social work career choice**. You **may** use this guide exactly, but you may also be creative and address the heading in your own style and choice of content.

1. **Family Background:** Briefly describe your family of origin and, if you have one, a family of procreation. Describe it in the context of how and why you believe it shaped your career choice or may guide you in developing a social work career.
2. **Educational History:** Briefly describe your educational history to the current semester. What are challenges/exceptionalities, strength/weaknesses, favorite subject areas, etc.? What if anything in your educational pursuits throughout your life contributed to your choice of social work as a career? What has been the most important educational experience so far that your believe will be the most useful to your as a social work professional?
3. **Work Experience:** Briefly describe any paid or volunteer work experiences. If possible, relate these experiences to your social work career choice.
4. **Self-Assessment:** Describe yourself. What are your strong points, strengths, and ambitions? What personal characteristics? What are your guiding philosophies about life? Your religious beliefs? Your politics? How do you believe any of these characteristics, philosophies, or beliefs will help you be effective as a social work professional? How might they potentially compromise your effectiveness, if you perceive they might?
5. **Awareness of Social Issues:** Describe what you believe to be one of the major current social problems or social issues in society today. How do you imagine social workers – including yourself as a future social worker – can address this problem?
6. **Future Plans:** What are your future plans as a social work professional? How will you use this degree? What area of specialization do you believe you are interested in now?
7. **Professional Work Performance:** Are there any factors that may restrict your ability to adequately perform social work professional tasks as you understand them? In your final statement, briefly describe how you expect yourself to perform professionally as a social worker. Briefly discuss what you think might benefit you from your advisor or other ULM Social Work faculty to be successful in completion of the degree at ULM and your further academic and professional advancement.