

APPLICATION INSTRUCTIONS FOR ADMISSION TO THE PROFESSIONAL SOCIAL WORK CURRICULUM

You must read and follow the instructions carefully before completing your application.

Rationale for the Application: According to the Council on Social Work Education (CSWE), 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 Louisiana and other state licensing laws for undergraduate and graduate social workers. This application establishes a gatekeeping process to identify those students who will provide the public assurance of social work competence it deserves. A gatekeeping process also seeks to *screen in and encourage to the fullest potential* those students most inclined for competent social work personally and academically. In keeping with the values of the social work profession, the application process assists students who may not be suited for social work with the public in making 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, the social work profession, and the ULM Student Policy.

The application includes all aspects of review and expected information required of graduated students seeking full-time employment in social work practice fields. This information consists of a **brief legal history, community/service learning experience related to social work, self-assessment of personal stability, references, and a certification statement (also known as authenticity)**. The application also requires the attachment of an autobiographical statement, which will (1) help students develop the self-awareness necessary for the field and (2) allow the student to demonstrate their current writing skills. Good, succinct writing skills are crucial to the social work profession.

INSTRUCTIONS:

A. Student Identifying Information: Self-explanatory. *Be sure you give **the current** email address where you want to receive notifications, as you will receive time-sensitive immediate responses for scheduling follow-up meetings and the time/date/place of your actual interview. **Your failure to provide accurate information for mail or telephone calls to reach you during 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).

B. Prerequisites: Grades for your completed prerequisites can be obtained from your ULM *Degree Works* account. Find your transcript on your *Banner Web* and fill in the grades you received as recorded on your transcript. To calculate your Prerequisite GPA, multiply the credit hours for each course in the blocks by the value of the grade received. (*When recording your Prerequisite GPS and you completed both SOCL 1001 and PSYC 2001, **use only the highest grade of the two you received.***) To calculate your Overall GPA of courses required for the degree, multiply the courses on the *right* side of your degree sheet using the **sample** formula below (which is the same method you learned in your University Seminar class):

Course	Credits		Grade (Value)		QUALITY POINTS
ENGL 1001	3	X	A (4.0)	=	12.0
ENGL 1002	3	X	B (3.0)	=	9.0
MATH 1108	3	X	C (2.0)	=	6.0
SOCW 1001	3	X	A (4.0)	=	12.0
SOCW 1002	3	X	B (3.0)	=	9.0
SOCW 2005	3	X	C (2.0)	=	6.0
SOCL 1001(or PSYC 2001)	3	X	D (1.0)	=	3.0
TOTAL CREDITS = 21		TOTAL QUALITY PTS. = 57.0			
Divide: 57 (Quality Pts.) ÷ 21 (Credits) = <u>2.71</u> ← This is your Prerequisite GPA					

- C. Brief Legal History Information:** Required to prepare students for the possibility of providing this information for some field placement choices. 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.
- D. Community/Service Experience:** Read this section carefully. If you have *no* Community/Service learning/service learning 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 community/service learning experiences you list – not *just* the class-required community/service learning work you may have completed – the better review you may have in your application process. Community/Service learning work throughout your life, in various capacities – even participating in a walk-a-thon for work or church – can give insight into your potential for success in the social work profession! Contacts for community/service learning work are **required**, so keep that in mind when you list your experiences. They may be contacted by telephone, possibly by mail/email.
- 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 before coming to college, sororities, fraternities, church organizations, and social groups on or off campus, all typically involve meeting specific 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:** List your course load for the recent semester.
- G. Student Self-Assessment:** There are two parts to the Student Self-Assessment. This section is to determine your insight. Social workers are expected to develop the capacity for empathetic interventions with clients and communities—even when writing social policies that 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 on page 4 of the application form. You may comment in the boxes under each item, but comments are not required.
- H. Autobiographical Statement:** The following format instructions and content outline must be followed precisely. Applications that do not meet **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 must apply for admission the following semester.** Failure to follow the instructions exactly, therefore, can delay graduation with a social work degree, as you must be admitted to the professional level of the major before you continue.
- I. References:** You must provide at least two references willing to complete and return a reference form. The names you list on page 6 must be the persons you requested to complete a reference form. Download and print two reference forms. Provide one form and a stamped, addressed envelope to each person completing the form. Address the envelope to:

ULM Social Work Department
700 University Avenue, Strauss Hall, Room 226,
Monroe, LA 71209-0334
ATTN: Christian Specks, Chair, SW 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 **deadline for applications, _____, by 4:00 p.m. Reference letters may not be opened if they are attached to the submitted completed application.**

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 and can attest to your capacities in social work activities and 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 professional level of 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.*

A. AUTOBIOGRAPHICAL FORMAT INSTRUCTIONS:

1. Autobiographies must be completed 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.
2. Margins **must** be **exactly** 1” on all sides (top, bottom, left, and right). Do not justify margins; margins must be aligned **only** by the left margin.
3. Margins **must** be **exactly** 1” on all sides (top, bottom, left, and right). Do not justify margins; margins must be aligned **only** by the left margin.
4. The student’s last name, SSN (same as the student Number), and semester application are 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 the **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 _____ CWID No. _____ Semester, Year _____ Page 1
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5. Autobiographies **must not** exceed **seven** pages and may not be less than **four** 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 Professional Level
University of Louisiana at Monroe

(Skip six lines)

MM/DD/YY

7. 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 application form pages must appear first, with your complete autobiography attached.

8. 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 exceptions to the deadline rule are made **only with the presentation of a formal, original ULM letterhead or from an administrative branch of ULM (such as the Dean of Division of Enrollment Management, the President, Dean of College of Business and Social Sciences, etc.) Moreover, an original ULM Social Work Program letterhead memo written by the student's ULM Social Work advisor with their original signature is evident.** Only an original letter/memo from the ULM Social Work advisor is required. However, if the student seeks other approval of extraordinary circumstances to seek an 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: As much as you are comfortable disclosing, address every aspect of the following areas. Your autobiography may have a short introductory paragraph labeled as an **introduction**, but it should not pre-empt any of the following. Each heading **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 precisely 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 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 for the current semester. What are challenges/exceptionalities, strengths/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 you believe will be the most useful to you as a social work professional?
3. **Work Experience:** Briefly describe any paid or community/service learning 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? What are your religious beliefs? Your politics? How do you believe 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 significant **current** social problems or social issues today. How do you imagine social workers – including yourself as a future social worker – can address this problem?

- 6. Future Plans:** What are your 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 perform social work professional tasks as you understand them adequately? 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 complete the degree at ULM successfully and your further academic and professional advancement.