

# Christopher Newport University Baccalaureate Social Work Entrance Information and Application

## Equal Opportunity/Affirmative Action Statement

Christopher Newport University's Social Work Program, in addition to full support of and compliance with the University's Equal Employment Opportunity / Affirmative Action Policy, is committed to the principle of non-discrimination, equity and affirmative action for all students, faculty and any other program personnel, without regard to race, color, religion, sex, sexual orientation, age, ethnic group, national origin, disability, or political affiliation. This encompasses all activities of the social work program, including but not limited to recruitment, retention, promotion, tenure, assignment and remuneration of program personnel. It also encompasses student recruitment, entrance, field placements and financial aid. Such non-discrimination, equity, and affirmative action policies also extend into the classroom, field setting and the community and apply to all persons associated in any way with the Social Work Program at Christopher Newport University.

## I. Entrance to the Social Work Major

In addition to entrance as a classified student at CNU, and formal declaration of social work as your major with the Office of the Registrar, you **must** still apply for "entrance status" as a CNU baccalaureate social work major. This process is intended to provide a first screening mechanism as you proceed towards a career in the helping profession of social work. Entrance requirements include: 1) completion of at least 30 hours of academic work, primarily from the liberal arts base (general education requirements); 2) successful completion (a grade of C or better) of SOWK 260 or acceptable equivalent to insure at least a basic understanding of the career choice being made; 3) an overall grade point average (GPA) of 2.5 and a GPA of at least 2.75 in all courses required for social work, i.e. SOCL 201, 205, SOWK 210, 211, etc.; 4) one reference letter; 5) a written application, and entrance statement; and 6) a personal and/or panel interview.

**For continuation in the Social Work Major**, a student must demonstrate readiness to enter and continue in the professional or upper level courses in the baccalaureate social work program of study.

This requires:

- Personal and professional behavior consistent with the NASW Code of Ethics;
- Effectiveness in work with client systems as demonstrated through laboratory and field courses;
- Capacity to master the necessary skills of generalist social work practice.

The following further defines the non-academic conditions for continuance in the major:

1. **Ethics** – In addition to academic expectations, social work students are expected to demonstrate professional behavior that reflects a commitment to the ethics of the social work profession. Compliance with the National Association of Social Workers (NASW) Code of Ethics is expected. Behavior contrary to these ethics will be cause for review of the student's continuance in accepted status as a social work major. Examples of behavior which would warrant review of accepted standing in the major include but are not limited to: derogatory oral and written statements towards other students, faculty, and/or persons from populations reflecting racial ethnic, handicapped status, religious, socio-economic, gender, and sexual preference differences; disregard of the principles of confidentiality; etc.

2. **Behavior** – Since the role of a social worker involves helping people from a variety of backgrounds and with a range of problems, it is important that the social work student not permit personal issues to interfere with this role and that he/she has the emotional and psychological resources to render effective assistance to those in need. In instances where students demonstrate behaviors that suggest that their own difficulties are not sufficiently resolved to be able to help and support others, students may be asked to withdraw from the program.

## **Procedures**

1. **Entrance:** Applications for entrance to the social work major are accepted from students who are currently enrolled at the University, have at least 30 hours of academic work and have completed or are now enrolled in Introduction to Social Work (SOWK 260). Transfer students who meet these requirements and transfer a course evaluated by the Director of Social Work as equivalent to SOWK 260, may also apply. **Entrance packages may be obtained from the Social Work Office or from the Chair of the Social Work Program.**

Applications are accepted throughout the year, but students **MUST** be admitted to the social work major prior to enrollment in Social Work Practice I (SOWK 301) and its laboratory class (SOWK 301L).

2. **Interview:** Once a complete application package, including references (see above), is received, an interview or panel interview will be scheduled. Students may check with the Department secretary (Social Work Office) or Chairperson on the status of application materials and will be called for an appointment once everything is received. **Interviews are usually scheduled with the Director of Social Work. However, the applicant, a social work faculty member or the Director of Social Work may request an interview and decision by a panel of three Social Work Faculty members, in lieu of an individual interviewer and decision by the Chair of Social Work.**

3. **Disposition:** Students will be informed of the disposition of their application within two weeks of the interview or panel interview. The following dispositions are possible:

### **Full Entrance**

**Probationary Entrance** (spells out requirements for full acceptance)

### **Denial**

Students who have been granted probationary acceptance or who have been denied may appeal such decisions through the regular appeal channels of the University (see University Handbook, Student Handbook, or seek assistance from the Student Government or Registrar's Office).

## **Re-entrance**

Students who withdraw or are asked to withdraw from the program may reapply for entrance under the same requirements and procedures utilized for initial applications. It is recommended that students in this circumstance delay reapplication for at least one full semester or until such time as it may take to resolve any problems cited by the student or program at the time of withdrawal.

## **II. Continuing – GPA and other requirements**

Automatic review of entrance standing occurs when grades of "D" or "F" are made in any required course

in the major or when a student is on academic probation. Probationary status in the major prevents a student from entering or continuing in 400-level social work (SOWK) courses. Re-entrance to the program as a "student in good standing" will be determined by GPA and approval of the Director of Social Work and/or a panel of three Social Work Faculty members.

### III. Successful Completion of SOWK 301 and 301 L ("C" or better)

A written evaluation of generalist practice skills demonstrated in the Social Work Practice I Laboratory class, completed by the 301L instructor(s), will become part of the student's permanent record. A grade below a "C" or an unfavorable lab evaluation of skills will result in automatic probationary status, and denial of entry to 400-level classes until such time as accepted status is reinstated.

### IV. Field Instruction Application

1. Senior status;
2. Successful completion ("C" or better) of SOWK 301 and 301L, with favorable evaluation of skill performance in 301L;
4. Overall GPA of 2.5 and GPA of 2.75 in the courses required for the major;
5. Completed and approved application for entrance to Field Instruction I (SOWK 401).

An application for Field **must be filed with the Field Instruction Coordinator in the Spring semester directly preceding fall placement, by the last day for withdrawing from classes without penalty of failing grade.** The application consists of a completed application form (**available in the Social Work Office or from the Field Instruction Coordinator**), three typed copies of the applicant's resume, and an interview with the Field Instruction Coordinator.

**Important Note:** All of the foregoing may be appealed by students through regular University appeals channels.

## Christopher Newport University Social Work Major Application for Entrance to the Major

**Important:** All information you provide is confidential and will be used by the social work program only for educational purposes.

### I. Personal Information

Name: \_\_\_\_\_ University ID # \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Permanent Address: \_\_\_\_\_  
Home Phone: (\_\_\_\_) \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Campus Address: \_\_\_\_\_  
Phone: (757) \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
E-Mail Addresses: \_\_\_\_\_

### II. Demographic Information (for data purposes only)

Ethnic Background: (check one of the following)  
American Indian \_\_\_\_\_ Hispanic \_\_\_\_\_ Asian American \_\_\_\_\_  
African American \_\_\_\_\_ Caucasian \_\_\_\_\_ Other (specify) \_\_\_\_\_  
Gender: Female \_\_\_\_\_ Male \_\_\_\_\_

Year entered CNU: \_\_\_\_\_ Anticipated date of graduation: \_\_\_\_\_

Year/semester declared Social Work as major: \_\_\_\_\_

### III. Application Information

Current Overall GPA: \_\_\_\_\_ Semester Hours Completed: \_\_\_\_\_

If you are a transfer student:

College/University Dates (from/to)	# of Hours
Institutions attended:	
(note degrees earned) _____	
_____	
_____	
_____	

Check one of the following:

\_\_\_\_\_ I completed SOWK 260 (Introduction to Social Work) with a grade of \_\_\_\_\_.  
\_\_\_\_\_ I am currently enrolled in SOWK 260 (Introduction to Social Work).

**Please attach an advisor's copy of transcript to this application.**

### IV. Other Information

1. Have you been convicted of a crime? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please indicate offense(s) for which convicted, the date(s) of conviction, the jurisdiction in which the conviction was received, and the sentence received.

2. Disabilities: The Social Work Program of Christopher Newport University is committed to providing reasonable accommodation to those students who declare disabilities through the Advising Center (Admin 125 594-8763). Due to the rigor of the social work curriculum and requirements for skills and competencies noted elsewhere in this application package, **students should feel free to advise the Program at this time of any issues or obstacles you wish considered which would affect your ability to meet the requirements of the curriculum and/or ability to function with maximum professional skill and competence as a beginning social work practitioner.** While reasonable accommodation will be made, the student ultimately and necessarily retains responsibility for successfully completing the curriculum.

\_\_\_\_\_ I am not requesting consideration of a disability.

\_\_\_\_\_ I am requesting consideration of the following disability in this entrance decision:

## V. References

Three references are **required and must be sent directly to the Director of Social Work**. One should be a professor who knows your academic abilities and two should be from a non-relative, preferably a professional or other unbiased person who can address your suitability and readiness for entry into the social work profession. **It is your responsibility to give the attached reference forms directly to the individuals named below. Your application will not be processed until all three references are received.** Please indicate the individuals from whom letters of reference have been requested:

1. Name \_\_\_\_\_ Title \_\_\_\_\_

2. Name \_\_\_\_\_ Title \_\_\_\_\_

3. Name \_\_\_\_\_ Title \_\_\_\_\_

## VI. Entrance Statement

As part of your application for entrance to the Social Work Major, you are to submit a typewritten statement which addresses the five areas listed below. This statement will be used as a method of assessing your basic writing skills and to aid in the decision on your application for entrance. Your statement should be a separate attachment to this form, and be approximately three to five pages in length. Please follow the outline headings as used below to organize your written statement. The five areas that you are to address in your statement are:

1. Discuss the major reasons for your interest in the profession of social work.
2. Describe some of the successes you have achieved in school, work, and in your personal life.
3. Describe any barriers you have had to overcome in pursuing your education goals, work goals, and personal goals (e.g., lack of funds, family crisis, etc.).
4. Describe any experiences that you have had in working with people (voluntary or paid). Please indicate the type of setting and the length of your experiences.
5. Respect for diversity of values, heritages, customs, and lifestyles is an important part of social work practice.
  - a. What experiences have you had which makes you feel that you can work effectively with people from diverse populations (i.e., religious, racial, ethnic, disability, socio-economic, gender, and sexual orientation differences).
  - b. What difficulties would you feel you might have as an individual in working with any of the groups listed above? Please be specific.

## VII. Signature

I certify that the information provided on this application, including any attachments, is true and correct. I understand the Social Work Program is relying upon the information provided, and that providing untrue and/or incorrect information can result in action under the Christopher Newport University Handbook honor policies, including required resignation from the program.

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

\_\_\_\_\_  
Date

**Bring or send completed application materials to: Social Work Program, Christopher Newport University, 1 University Place, Newport News, VA 23606. Be aware that you must be admitted to accepted status in the major prior to registering for SOWK 399 and 399L (Spring of Junior year).**

**Christopher Newport University  
Social Work Program  
Undergraduate Recommendation Form**

**NAME OF APPLICANT** \_\_\_\_\_

The above named student is applying for acceptance into the Social Work major at Christopher Newport University. You have been selected by the applicant as someone who will be helpful in evaluating readiness and qualifications for social work practice. The applicant and the Social Work Program will appreciate your completing this form and returning it promptly. If you would care to add a letter of reference in addition to this form, please feel free to do so.

A major concern of the Program is to arrive at a decision that will serve the best interest of the applicant and the Social Work Profession. Your responses will therefore serve as an important aid in making a decision regarding this student's application. All information you provide is confidential and will be used only for the evaluation of the application for entrance to the undergraduate social work major at Christopher Newport University.

I hereby (do) / (do not) waive my right to review this completed recommendation. (Circle choice)

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

1. Approximately how long have you known the applicant? \_\_\_\_\_ Years \_\_\_\_\_ Months
2. How well do you feel you know the applicant? \_\_\_\_\_ Casually \_\_\_\_\_ Well \_\_\_\_\_ Very well
3. What was the nature of your contacts with the applicant?  
\_\_\_\_\_ Instructor in one class \_\_\_\_\_ Employer \_\_\_\_\_ Co-worker  
\_\_\_\_\_ Instructor in more than one class \_\_\_\_\_ Counselor \_\_\_\_\_ Other (specify)  
\_\_\_\_\_ Major advisor \_\_\_\_\_

4. What do you consider to be the applicant's major strengths?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. What do you consider to be the applicant's major weaknesses?  
\_\_\_\_\_  
\_\_\_\_\_

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6. Please rate the applicant in the following areas by using this scale:

**0-1 Poor**            **2-3 Below Average**   **4-6 Average**            **7-8 Above Average**            **9-10 Exceptional**

- a. Maturity and emotional stability \_\_\_\_\_
- b. Willingness to accept criticism \_\_\_\_\_
- c. Intellectual ability \_\_\_\_\_
- d. Ability to respect and work with differences \_\_\_\_\_
- e. Sensitivity to needs and feelings for others \_\_\_\_\_
- f. Leadership ability \_\_\_\_\_
- g. Resourcefulness and creativity \_\_\_\_\_
- h. Willingness to accept direction and/or supervision \_\_\_\_\_
- i. Writing skills \_\_\_\_\_
- j. Motivation and enthusiasm for knowledge \_\_\_\_\_
- k. Ability to express ideas verbally \_\_\_\_\_
- l. Commitment to work toward solving social problems \_\_\_\_\_

7. Please express your views on any of the items above and on any other relevant strengths or weaknesses about which you have knowledge.

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8. In summary:

- \_\_\_\_\_ I strongly recommend this applicant.
- \_\_\_\_\_ I recommend this applicant with reservation.
- \_\_\_\_\_ I recommend this applicant.
- \_\_\_\_\_ I am unable to recommend this applicant.

**Signature of Evaluator** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Name (Print or Type)** \_\_\_\_\_ **Title** \_\_\_\_\_

**Name of Agency/School/Business** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**Telephone** \_\_\_\_\_

Please return this form before mid-October to: **Chair, Social Work Program**  
**Christopher Newport University**  
**1 University Place**  
**Newport News, VA 23606-2998**

