Dear BSW Student:

This is your packet for entry into the Social Work Practice Sequence. Your completed packet is due on or before **Friday,** **October 11, 2019** and must include:

1. Your completed Resume Form (see attached or use one you have already created, providing it includes all information required);
2. Your essay (BSW Essay Instructions enclosed);
3. Two letters of reference which you may request from professors, employers, or others who can speak knowledgeably about your qualifications for a social work career. Read the directions on the Reference Letter Form carefully. Please provide the instructions to the person you ask to write a letter for you. The letters can be e-mailed to me at Kelly.jaksa@maine.edu;
4. A complete transcript of your college work including all courses through the end of the previous semester. You may print an unofficial transcript from Maine Street.
5. Your completed BSW Course Information Form signed and dated by your faculty advisor. This would also be a great opportunity to talk about the classes you need to register for in the spring semester of 2020.(see attached)

***[NOTE: The BSW Practice Sequence Review Committee will consider complete packets only.***

**Academic Requirements:** Students planning to enter the BSW Practice Sequence must have a cumulative grade point average of 2.0 or higher and must have completed the University of Maine general education credits. The degree progress tool in your student center is an excellent way to track your progress. In all of the social work prerequisite classes, you need to earn a C- or better. For all SWK classes, you need to earn a C or higher. You must have completed the social work prerequisites at the time of application or have an approved plan for completing remaining prerequisites in the coming spring semester. Students who have less than a 2.0 GPA, who need to retake a class, and who have not completed all the prerequisites will be granted conditional acceptance into the Practice Sequence.

* **SWK 101** Opportunities in Social Work
* **SOC 101** Introduction to Sociology
* **SOC 201** Social Inequality or **SWK 330** Diversity & Pluralism
* **POS 100** American Government
* **PSY 100 General** Psychology
* **ENG 201** Persuasive and Analytical Writing or **ENG 315** Research Writing in the Disciplines **ENG 317** Business and Technical Writing
* **SWK 320** Values, History and Practice in Social Work & Social Welfare
* **BIO 208** Anatomy & Physiology or **SWK 380** The Biological Person and the Environment may be substituted for the Human Anatomy & Physiology prerequisite. Consult with your academic advisor before making the substitution.

and **ONE** of the following:

* **PHI 100** Contemporary Moral Problemsor **PHI 230** Ethics; or **PHI 240** Social and Political Philosophy or **PHI 344** Theories of Justice.
* **STS 232 or PSY 241 (statistics courses)**
* **Please remember if you take a course at another institution you must complete a domestic study away form and make sure the transcript is sent to the University of Maine Office of Student Records.**

**Ethics**: Social Work students are expected to demonstrate professional behavior consistent with the ethics of the social work profession as reflected in the Code of Ethics of the National Association of Social Workers. Violations of these standards will be cause for review of the student's continued future in the social work major.

**Professional Conduct:** Because the role of social worker involves helping people from a variety of backgrounds and with a range of problems, it is important that social work students not permit personal issues to interfere with this role. Furthermore, it is important that they have the emotional and psychological resources to render effective assistance to those in need. Students who demonstrate that their own issues are not sufficiently resolved to be able to help and support others at this time may be asked to seek professional help or to withdraw from the program.

**Entry into the BSW Practice Sequence**: Students' packets are reviewed as a group. After packets have been reviewed and approved, students will be notified by a letter attached to an e-mail that they have permission to enter the Practice Sequence. If you receive conditional acceptance, you must review your plan to graduate with your academic advisor. All advisors are located in your student center.

Completed packets must be received in the School of Social Work office on or before **Friday,** **October 11th**. All students will be informed of the decision of the BSW Practice Sequence Review Committee on or before the first day of registration for the next semester's classes. Best wishes for a successful review. Questions or concerns may be directed to my Graduate Assistant, Kelly Doyle via email at [Kelly.r.doyle@maine.edu](mailto:Kelly.r.doyle@maine.edu)

Sincerely,

Kelly Jaksa, LCSW

BSW Coordinator

Enclosures:

Essay instructions

Instructions for letters of reference (two copies)

BSW Course Information Form

Resume Form

**Fall 2019 BSW Practicum Sequence Application**

**Resume Form**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Academic Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Academic History**

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| **Dates:** | **Schools Attended** | **Course of Study** | **Degree (If Any)** |
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| **Honors/Awards** | | **Date Received** | |
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**Unpaid Work/Volunteer Work History**

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| **Dates:** | **Location/Agency** | **Address** | **Position Held** |
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| **Honors/Awards** | | **Date Received** | |
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**Paid Work History**

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| **Dates:** | **Location/Agency** | **Address** | **Position Held** |
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| **Honors/Awards** | | **Date Received** | |

**You may use a resume if you have one instead of the form above.**

**BSW ESSAY INSTRUCTIONS**

The essay is intended to help the BSW Practice Sequence Review Committee assess your readiness to enter the Practice Sequence. Before you begin to write, you should download (*nasw.org)* and review the Code of Ethics of the National Association of Social Workers carefully and consider the fit between these professional standards and your personal values and ethics. Your essay must be typed and limited to three (3) pages. In your essay you should:

Describe briefly your life experiences that have contributed to your interest in social work;

Discuss your reasons for wanting to become a professional social worker and identify your career goals;

Describe how experiences in social work classes that you have taken or are currently taking have affected your understanding of the profession of social work;

Compare your personal value system with the values expressed in the NASW Code of Ethics;

**ESSAYS ARE CONSIDERED CONFIDENTIAL**

**AND WILL BE TREATED AS SUCH.**

**Reference letters are also confidential.**

**Please remember not to over share personal information in your essay. If you want to talk about a personal experience, please use generalizations as much as possible.**

**BSW COURSE INFORMATION FORM**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade Point Average: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Instructions:* Complete the form below, adding the grade if you have already taken the course or noting in the box, “Plan for Completion,” if you are currently enrolled in the course or plan to take it in a future semester. Where multiple courses satisfy a requirement, circle the one you took. Enter any Social Work electives you may have taken or plan to take. If you have been waived from any course requirements, indicate that information under “Grade”.

|  |  |  |
| --- | --- | --- |
| **Prerequisite Courses** | **Grade** | **Plan for Completion** |
| SWK 101[[1]](#footnote-1) |  |  |
| SOC 101 |  |  |
| SOC 201 or SWK 330 |  |  |
| PSY 100 |  |  |
| POS 100 |  |  |
| BIO 208 or SWK 380 |  |  |
| ENG 201 or ENG 315 or ENG 317[[2]](#footnote-2) |  |  |
| PHI 100/230/235/240 or 344 |  |  |
| SWK 320 |  |  |
| STS 232 or PSY 241[[3]](#footnote-3) |  |  |
| SWK 350 |  |  |
| SWK 395 (Fall) |  |  |
| SWK 395 (Spring) |  |  |
| SWK 440 |  |  |
| SWK 491 |  |  |

**Check List:** Your completed packet should include: \_\_\_\_\_ Resume \_\_\_\_\_ Transcript

\_\_\_\_\_\_2 letters of recommendation \_\_\_\_Essay \_\_\_\_BSW Course Information Form

When is your anticipated graduation date\_\_\_\_\_\_\_\_? Please confirm this date with your

Academic advisor.

Faculty Advisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

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| This section to be filled in by applicant. (Please print or type)  Maine Street ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Last Name) (First Name) (Middle Name) Department Degree Sought  OPTIONAL: (This waiver is not required as a condition for admission to or receipt of financial aid or any other services and benefits  from the University.) All rights of access to this letter of recommendation conferred by the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380) as amended, or otherwise, are hereby voluntarily waived.  DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

To those asked to submit references:

You have been asked to write a recommendation for this student who is seeking enrollment in the Practice Sequence in the University of Maine Baccalaureate Social Work Program. Our mission is to prepare competent and effective beginning level social work professionals who are committed to practice in public and not-for-profit private agencies serving the people of rural areas and small communities characteristic of the State of Maine.

In your letter of recommendation please describe how long and in what capacity you have known the student and give your assessment of the student's strengths and limitations relevant to a career in professional social work. We are especially interested in your evaluation of the student's values, ability to relate to people different from herself/himself, written and oral communication skills, and ability to accept and use constructive criticism. Please identify any factors that may need to be surmounted in order for the student to become a competent social worker or which indicate that the student should not pursue social work as a career.

Please seal your letter in the envelope provided by the student, sign your name across the flap, and return it to the student for forwarding to the School of Social Work. You may also e-mail the letter to me at [Kelly.jaksa@maine.edu](mailto:Kelly.jaksa@maine.edu)

If you have questions about the screening process or wish additional information about our BSW Program, please contact me at (207)581-2405. Thank you very much for your contribution to this process. Your early response will expedite the review process for this student.

Sincerely,

Kelly Jaksa, LCSW and BSW Program Coordinator

1. SWK 101 – Most transfer students are waived from this course [↑](#footnote-ref-1)
2. ENG 212 is also acceptable (no longer offered) [↑](#footnote-ref-2)
3. STS 232 – has also been listed as MAT 232 [↑](#footnote-ref-3)