

# SOUTHEASTERN UNIVERSITY



## **Social Work Program** BSW APPLICATION

**Deadline Submission**  
**Fall (Transfer Students): October 18, 2017**  
**Spring: February 28, 2018**

### MISSION STATEMENT

*He has shown you, O man, what is good; and what does the Lord require of you, but to act justly, to love mercy, and to walk humbly with your God?*  
*Micah 6:8*

Preparing students to fulfill their calls to serve others and create change in the world around them through generalist social work practice.

**SOUTHEASTERN UNIVERSITY  
SOCIAL WORK PROGRAM**

1000 Longfellow Blvd.  
Lakeland, FL 33801

[www.seu.edu](http://www.seu.edu)

APPLICATION REQUIREMENTS/CHECKLIST FOR THE  
BACHELOR OF SOCIAL WORK PROGRAM

Students wishing to pursue the Bachelor in Social Work degree must apply for admission to the major. This process will begin in the fall semester of the junior year. Those transferring who wish to pursue a social work degree at Southeastern University will be required to provide course syllabi and any further information to establish similar content for Social Work courses to be transferred. All applicants will be considered based on their qualifications and suitability without discrimination on the basis of race, color, creed, gender, ethnic or national origin, disability, age, or political orientation.

Each student applying for admittance to the Social Work Program will:

- Have a 2.5 grade point average.
- Apply in their 2<sup>nd</sup> semester of sophomore year and have at least 40 hours of credits.
- Have no less than a “C” in any Social Work class.
- Submit a written application.
- Complete a minimum of 40 hours of volunteer work in a social service agency.
- Have a letter of recommendation from a volunteer agency supervisor, minister, or other organizational setting where the student has been involved in direct contact with individuals seeking services.
- Have a letter of recommendation from an individual such as minister, campus life pastor, or residential assistant, who can attest to the student’s social skills and suitability for working with people.
- Demonstrate proficiency in written language. (Have a minimum grade of “C” in English Composition I and II.)
- Submit a personal narrative including interests, strengths and a suitability for a career in Social Work.
- Submit a values statement describing the “goodness of fit” between social work and your personal Values.
- Sign a statement confirming their commitment to uphold social work and Christian values as stated in the NASW Code of Ethics and the NACSW Statement of Faith
- Sign a self-disclosure statement regarding any criminal history.

Applicants for admission to the Social Work program will be asked if they have been convicted of a felony. Many volunteer organizations and field placement sites will require a background check and fingerprinting. A past conviction of a felony will not necessarily prevent a student from being admitted to the social work program, however, failure to report a felony conviction will result in termination from the program.

The application for admittance to the Social Work program can render one of three outcomes:

1. Admission.
2. Provisional Admission. If immediate admission is not granted, provisional admission may be granted. The student will be informed of terms and conditions in which they will be admitted. Provisional admission will be changed to admission or denial upon completion (or lack thereof) of the requirements that stipulated the “provisional admission” status. Students may take Social Work courses during this time, through the first Practice course.
3. Denial. The candidate will be notified in writing of specific reasons for his/her denial. The University’s appeals process is documented in the Southeastern University Student Handbook.

**SOUTHEASTERN UNIVERSITY  
SOCIAL WORK PROGRAM  
BSW Application for Admission**

**PERSONAL INFORMATION**

**Student ID#** \_\_\_\_\_

Name (include Mr., Mrs., Ms.): \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Email Address: \_\_\_\_\_

*Please note that you may choose not to provide the information we request below. This information will be reported anonymously as part of our reporting requirement to Council on Social Work Education (CSWE).*

Are you citizen of the United States of America?  Yes  No

Are you a full-time student or part-time?  Full-time  Part-time

Gender:  Male  Female

Marital Status:  Single  Married

**Ethnic Origin:**

- |   |  |
|---|--|
| <input type="checkbox"/> Asian American/Other Asian | <input type="checkbox"/> Puerto Rican                    |
| <input type="checkbox"/> White (non-Hispanic)       | <input type="checkbox"/> American Indian/Native American |
| <input type="checkbox"/> Other                      | <input type="checkbox"/> African American/Other Black    |
| <input type="checkbox"/> Chicano/Mexican American   | <input type="checkbox"/> Other Latino/Hispanic           |
| <input type="checkbox"/> Pacific Islander           | <input type="checkbox"/> Multiple Race/Ethnicity         |
| <input type="checkbox"/> Unknown                    |  |

**Age:**

- Under 25 years     25-34 years     35-44 years     45 years or older     Age unknown

**Language Fluency:**

Do you speak any language other than English \_\_\_\_\_

Physical Limitations: \_\_\_\_\_

**EDUCATION**

**High School:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Dates Attended: \_\_\_\_\_

**College/University:** \_\_\_\_\_ **Type of Degree:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Dates Attended: \_\_\_\_\_

**College/University:** \_\_\_\_\_ **Type of Degree:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Dates Attended:** \_\_\_\_\_

**College/University:** \_\_\_\_\_ **Type of Degree:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Dates Attended:** \_\_\_\_\_

**PAID AND VOLUNTEER WORK HISTORY**

Please list any paid or volunteer experience that are pertinent to your interest in social work.

**Employer/Agency**

<b>Name:</b> _____	<b>Supervisor:</b> _____
<b>Address:</b> _____	<b>Phone:</b> _____

Paid  Volunteer **Beginning & Ending Dates:** \_\_\_\_\_

**Job Description:**

**Reason for Leaving:**

\_\_\_\_\_  
\_\_\_\_\_

**Employer/Agency**

<b>Name:</b> _____	<b>Supervisor:</b> _____
<b>Address:</b> _____	<b>Phone:</b> _____

Paid  Volunteer **Beginning & Ending Dates:** \_\_\_\_\_

**Job Description:**

**Reason for Leaving:**

\_\_\_\_\_  
\_\_\_\_\_

**Employer/Agency**

<b>Name:</b> _____	<b>Supervisor:</b> _____
<b>Address:</b> _____	<b>Phone:</b> _____

Paid  Volunteer **Beginning & Ending Dates:** \_\_\_\_\_

**Job Description:**

**Reason for Leaving:**

\_\_\_\_\_  
\_\_\_\_\_

**Employer/Agency**

<b>Name:</b> _____	<b>Supervisor:</b> _____
<b>Address:</b> _____	<b>Phone:</b> _____

Paid  Volunteer **Beginning & Ending Dates:** \_\_\_\_\_

**Job Description:**

**Reason for Leaving:**

\_\_\_\_\_  
\_\_\_\_\_

**SOUTHEASTERN UNIVERSITY  
SOCIAL WORK PROGRAM  
BSW APPLICATION FOR ADMISSION  
Personal Narrative Cover Sheet**

Prepare a personal narrative, not to exceed two pages. Your response must be typed. Please respond to all the items listed below. This Personal Narrative is a critical part of your application folder. Consider it your opportunity to communicate to those individuals involved in assessing your application for admission. Type your name on each page at the top right corner.

1. How did you become interested in social work? Who, or what, facilitated your interest?
  
2. Why have you chosen social work and not another career?
  
3. Please identify, if you know, the specific areas of Social Work employment in which you are interested.
  
4. What strengths do you have that uniquely suit you for a career working with people?
  
5. What is your understanding of the requirements of the social work program?

*Please sign and date below and attach this as a cover sheet to your narrative.*

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SOUTHEASTERN UNIVERSITY  
SOCIAL WORK PROGRAM  
BSW APPLICATION FOR ADMISSION  
Values Statement Cover Sheet**

This is the Values paper required in the Intro to Social Work class. If you have already taken this course at SEU, please submit an ungraded copy of your Values paper with this application. Students who did not take this course, have taken this course at a school other than SEU, and/or have taken this course at SEU but have lost their copy of the Values paper *must* respond to the following prompt:

Discuss each of the six core values addressed by the NASW Code of Ethics (The Code of Ethics can be accessed at <http://www.socialworkers.org/>). Describe what you understand each to mean and reflect on how these core principles mirror your personal values/ beliefs and practices. Give concrete examples from your own life.

Please type your statement on a separate sheet of paper. Sign below and attach this cover sheet to your statement.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SOUTHEASTERN UNIVERSITY  
SOCIAL WORK PROGRAM  
BSW APPLICATION FOR ADMISSION  
Request for Reference**

**DEAR EVALUATOR,** \_\_\_\_\_  
*(Print name of individual who will be completing this recommendation form)*

You have been selected to complete the following recommendation form for \_\_\_\_\_  
*(Print your name as the applicant)*

Your candid assessment of the applicant will greatly assist the Admissions Committee in determining whether the candidate should be admitted to the baccalaureate social work program. When finished, please seal this reference form in a business size envelope and sign across the sealed flap. Then **RETURN TO THE UNIVERSITY** at the address below or scan and email to the address provided.

**Southeastern University  
Marleen Milner, PhD., MSSW  
Social Work Program Director  
1000 Longfellow Blvd.  
Lakeland, FL 33801  
Contact: Georgia McMillen  
Program Administrative Assistant  
(863) 667-5253  
glmcmillen@seu.edu**

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**TO BE COMPLETED BY THE APPLICANT:**

Notice of Waiver

I am aware of my rights under the Family Educational Rights and Privacy Act of 1974 to have access to letters of recommendation written on my behalf. I also understand that by submitting this letter of recommendation with my application packet, it becomes the property of the Southeastern University of Social Work and therefore, my right of access is limited to viewing the document only at the school and I will not be allowed to obtain a copy of the letter from the school. I also understand that my ability to view these documents is contingent on my being admitted and enrolling into the BSW program at the Southeastern University School of Social Work.

\_\_\_\_\_ It is my desire that this letter be written in confidence, and therefore I wish to waive my right of access to this letter.

\_\_\_\_\_ I wish to retain my right of access to read this document once I have been admitted to the program

Date \_\_\_\_\_ Signature: \_\_\_\_\_

**You must sign and indicate whether or not you wish to waive your right of access if this letter is to be included in your admission file.**

**SUMMARY EVALUATION**

Using the chart below, please rate the applicant relative to others whom you have known in a similar capacity.

	Outstanding (Top 5 %)	Excellent	Above Average	Average	Below Average	Non Applicable
Intellectual potential						
Ability to work with others						
Emotional stability						
Sense of responsibility						
Communication skills: Oral						
Communication skills: Written						
Ability to analyze a problem and formulate a solution						
Motivation for proposed study in social work						
Concern with social issues						
Demonstrated commitment to work on behalf of oppressed populations						

How long and in what capacities have you known the applicant?

---

**In this box**, we would like a statement from you concerning the applicant’s scholarship, critical thinking skills, personality, character, and professional promise. Please include in the statement an assessment of strengths and weaknesses. Please comment on your view of the applicant’s philosophical congruence with the values and ethics of social work, if applicable. Finally, it is important to the Admissions Committee for evaluation purposes, to have any additional information that you deem critical in the assessment of this candidate for probable success in our BSW program and future professional social work practice.



**RECOMMENDATION:**

**Please indicate the strength of your overall recommendation by checking one category below:**

\_\_\_\_\_ **Yes, I highly recommend for admission**

\_\_\_\_\_ **Yes, I recommend**

\_\_\_\_\_ **Yes, I recommend with reservation**

\_\_\_\_\_ **No, I do not recommend for admission**

Name (please print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Agency/Organization: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Address: \_\_\_\_\_

Degree: \_\_\_\_\_

*Please accept our appreciation of your time and effort in helping us determine this applicant's suitability for baccalaureate social work education.*

**SOUTHEASTERN UNIVERSITY  
SOCIAL WORK PROGRAM  
BSW APPLICATION FOR ADMISSION  
Request for Reference**

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*(Print name of individual who will be completing this recommendation form)*

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*(Print your name as the applicant)*

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**Southeastern University  
Marleen Milner, PhD, MSSW  
Chair, Social Work Program  
c/o Georgia McMillen  
1000 Longfellow Blvd.  
Lakeland, FL 33801  
(863) 667-5253  
glmcmillen@seu.edu**

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\_\_\_\_\_ It is my desire that this letter be written in confidence, and therefore I wish to waive my right of access to this letter.

\_\_\_\_\_ I wish to retain my right of access to read this document once I have been admitted to the program and enroll.

Date \_\_\_\_\_ Signature: \_\_\_\_\_

**You must sign and indicate whether or not you wish to waive your right of access if this letter is to be included in your admission file.**

## SUMMARY EVALUATION

Using the chart below, please rate the applicant relative to others whom you have known in a similar capacity.

	Outstanding (Top 5 %)	Excellent	Above Average	Average	Below Average	Non Applicable
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Ability to work with others						
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Concern with social issues						
Demonstrated commitment to work on behalf of oppressed populations						

How long and in what capacities have you known the applicant?

---

**In this box**, we would like a statement from you concerning the applicant's scholarship, critical thinking skills, personality, character, and professional promise. Please include in the statement an assessment of strengths and weaknesses. Please comment on your view of the applicant's philosophical congruence with the values and ethics of social work, if applicable. Finally, it is important to the Admissions Committee for evaluation purposes, to have any additional information that you deem critical in the assessment of this candidate for probable success in our BSW program and future professional social work practice.

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**Please indicate the strength of your overall recommendation by checking one category below:**

**Yes, I highly recommend for admission**

**Yes, I recommend**

**Yes, I recommend with reservation**

**No, I do not recommend for admission**

Name (please print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Agency/Organization: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Address: \_\_\_\_\_

Degree: \_\_\_\_\_

*Please accept our appreciation of your time and effort in helping us determine this applicant's suitability for baccalaureate social work education.*

**SOUTHEASTERN UNIVERSITY  
SOCIAL WORK PROGRAM  
BSW APPLICATION FOR ADMISSION  
Self Disclosure Statement Regarding a Felony Conviction**

Failure to report a felony that appears in a background check is reason for termination from the program.

Have you ever been convicted of a felony?  Yes  No

If yes, when and where? \_\_\_\_\_  
\_\_\_\_\_

Comments:

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SOUTHEASTERN UNIVERSITY  
SOCIAL WORK PROGRAM  
BSW APPLICATION FOR ADMISSION  
Acknowledgement of NASW Code of Ethics  
Acknowledgement of NACSW Statement of Faith**

**NATIONAL ASSOCIATION OF SOCIAL WORKERS  
Code of Ethics Acknowledgement**

I acknowledge that I have accessed and read the National Association of Social Workers Code of Ethics as available on the NASW website, <http://www.socialworkers.org/>, and agree to uphold those values as stated in the NASW Code of Ethics.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**NORTH AMERICAN ASSOCIATION OF CHRISTIANS IN SOCIAL WORK  
Statement of Faith Acknowledgement**

I acknowledge that I have accessed and read the North American Association of Christians in Social Work Statement of Faith as available on the NACSW website, <http://www.nacsw.org/>, and agree to uphold those values as stated in the NACSW Statement of Faith.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Southeastern University  
Social Work Program  
Mission Statement**

*“He has shown you, O man, what is good; and what does the Lord require of you, but to act justly, to love mercy, and to walk humbly with your God?”  
Micah 6:8*

preparing students to fulfill their calls to serve others and create change in the world around them through generalist social work practice.

**Program Goals:**

**The program goals reflect the unique mission of Southeastern University to integrate faith with higher learning and “challenge students to prepare professionally so they can creatively serve their generation in the Spirit of Christ.” These goals encompass the purpose and values of the social work profession. The goals of the program are:**

1. To equip student to engage in the planned change process with systems of all sizes within a variety of fields and practice contexts.
2. To promote identification with the social work profession, commitment to social work values and the ability to apply social work ethical principles to guide professional practice.
3. To prepare students to become change agents who think critically about social issues, understand the dynamics of oppression and discrimination, can plan and implement equitable social policies, and are committed to advancing social justice across (global contexts).
4. To encourage respect for human dignity and worth, an understanding and appreciation of human diversity, and a commitment to strengths based practice with individuals from diverse populations.
5. To create a learning context that fosters critical thinking, and enables students to apply theoretical frameworks and research to practice with people within their environments.
6. To prepare students to integrate faith and spirituality within social work practice ethically and with sensitivity to the diversity of settings and populations of practice.

## BSW Student Handbook Acknowledgement

I hereby acknowledge that I have accessed and that I have read the BSW handbook. I acknowledge that I am responsible for its contents. I agree to comply with the contents of handbook on issues where my compliance is expected.

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Student Name (Please Print)

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Student Signature

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Date