

## APPLICATION FOR ADMITTED MAJOR STATUS

### Fall 2020 Cohort

University of Wyoming  
College of Health Sciences  
Division of Social Work

When you declared social work as your major, you were classified as a Tracking Major. The Division of Social Work adopted this procedure to give you an opportunity to make an informed and positive choice to adopt social work as an academic major and a profession. Now, it is time for you to seriously reflect on your choice and decide if you wish to continue as a social work major. Both scholarly and personal attributes are very important to a career in social work, and given your introductory course work and time as a Tracking Major, you should be in a position to assess both your long term interest and suitability for such a career.

If you decide to continue as a social work major, please complete the attached Application for Admitted Major Status and submit it for review by the BSW Committee. You must be accepted into Admitted Major status to take the professional social work courses in the fall. **Admission is competitive.**

**In order for applications to be reviewed, all social work prerequisites must be successfully completed by the end of the spring 2020 semester.**

Following the BSW Committee's review, an email will notify you whether or not you have been selected for Admitted Major status. Selected applicants who are currently enrolled in prerequisites will be conditionally/provisionally admitted into the fall 2020 cohort. After final grades have been posted for the semester in which you completed the prerequisites, grades and GPA will be reviewed and qualified applicants will be fully accepted into Admitted Major status. Students must maintain a 2.5 GPA or above in order to enroll in the fall 2020 professional social work courses. For more information on this process, please consult the [Bachelor of Social Work Student Handbook](#).

For your convenience, the following items have been compiled into a checklist, which can be found on pages 3 and 4 of this document. Students must meet the following criteria to be accepted into Admitted Major status:

1. Students must be a student at the University of Wyoming (UW). If the applicant is not currently admitted at UW, he or she must [apply for admission to UW](#) through UW Admissions and submit his or her Admitted Major application to the Division of Social Work concurrently. Students must be accepted at UW before being accepted into Admitted Major status.
2. Students must earn a minimum grade point average (GPA) of 2.50 in all UW course work and all course work completed at other academic institutions. The student's GPA is calculated using all college and university credit counted toward graduation from the University of Wyoming.
3. Students must earn a grade of C or higher in a Human Biology course, STAT 2050 or 2070, Macroeconomics (ECON 1010), General Psychology (PSYC 1000), Sociological Principles (SOC 1000), American and Wyoming Government (POLS 1000), and Introduction to Social Work (SOWK 2000) or their equivalents.
4. Students must have junior status (completed 60 credit hours) by the end of spring semester.
5. Students must agree to adhere to the [NASW Code of Ethics](#).

6. Students cannot exhibit behavior that will infringe on the student's present or future ability to fulfill responsibilities as a social work professional.
7. Students must submit the Social Work Professional Recommendation Form. The individual completing the Professional Recommendation Form **cannot** be the instructor for SOWK 2000, a family member, or a friend. Suitable recommenders include work or volunteer supervisors, professors, or coaches. Select an individual who can address the following areas:
  - a. Your integrity and responsibility;
  - b. Your willingness to learn;
  - c. Your openness to new experiences and ideas;
  - d. Your academic, work, or volunteer experience;
  - e. Your interpersonal skills within the classroom, work, or volunteer experience; and
  - f. Your ability to manage stress.
8. Students must sign statements declaring that they have:
  - a. Read and understood the current [BSW Handbook](#);
  - b. Read, understood, and agree to adhere to the [UW Student Code of Conduct](#)
  - c. Read, understood, and agree to adhere to the [NASW Code of Ethics](#)
  - d. Read and understood the academic and non-academic Reasons for Dismissal from the BSW Program
9. Students must complete a background screening, in accordance with the [College of Health Sciences policy](#). Criminal convictions may result in the student's rejection for admission to Admitted Major. Please see the Criminal Background Screening section in the [BSW Handbook](#). If you would like to notify us of a criminal offense of which you have been convicted, submit a written statement describing the incident to the BSW Program Director. If needed, the BSW Program Director may ask for court documents that confirm successful completion of court requirements.
10. Students must submit the application fee of \$30 through [TouchNet](#).
11. Students must complete the admitted major application by the posted deadline. Applications submitted in fall term are due **November 22, 2019, by 5 pm**. Applications submitted in spring term are due **April 10, 2020, by 5 pm**. If space allows, a summer deadline will be posted to our website, [www.uwyo.edu/socialwork](http://www.uwyo.edu/socialwork).

Applications can be hand delivered on campus to:

Health Sciences 310 in Laramie, WY **or** University Union 434 in Casper, WY

Or mailed to:

Division of Social Work  
1000 E University Ave  
Dept 3632  
Laramie, WY 82070

*If applications are mailed, they must be postmarked by the deadline*

## Checklist for Admitted Major Application

*Before you submit your application, do you have:*

\_\_\_\_\_ GPA of 2.5 or higher, both UW and overall

\_\_\_\_\_ Minimum 60 credit hours, transferrable to UW

\_\_\_\_\_ Completed with a C or better, or are currently enrolled in all 7 prerequisites

|  |   |
|--|---|
|  | Human Biology (At UW, we will accept PSYC 2080, KIN 2040, or ZOO 2040. Please contact the Division of Social Work to find out which courses are acceptable from other institutions) |
|  | STAT 2050 (Fundamentals in Statistics) or STAT 2070 (Intro to Statistics for Social Sciences)   |
|  | ECON 1010 (Macroeconomics)  |
|  | PSYC 1000 (General Psychology)  |
|  | SOC 1000 (Sociological Principles)  |
|  | POLS 1000 (American and Wyoming Government)   |
|  | SOWK 2000 (Intro to Social Work)  |

*Before you submit your application, have you read and understood:*

\_\_\_\_\_ [BSW Handbook](#)

\_\_\_\_\_ [UW Student Code of Conduct](#)

\_\_\_\_\_ [NASW Code of Ethics](#)

\_\_\_\_\_ Academic and Non-academic reasons for termination

\_\_\_\_\_ [College of Health Sciences Background Check Policy](#)

*Submit your application:*

\_\_\_\_\_ Application Information Sheet (pages 5 and 6 of this document)

\_\_\_\_\_ Certification of Information and Background Check Policy signature sheet (page 6 of this document)

\_\_\_\_\_ BSW Student Handbook signature sheet (page 7 of this document)

\_\_\_\_\_ UW Student Code of Conduct and NASW Code of Ethics signature sheet (page 8 of this document)

\_\_\_\_\_ Non-academic termination signature sheet (page 9 of this document)

\_\_\_\_\_ Essay (prompt is on page 10 of this document)

\_\_\_\_\_ **Unofficial** transcripts for all undergraduate work

\_\_\_\_\_ Completed Professional Recommendation Form, *which must be sealed in an envelope with the recommender's signature on the seal.* (Request letter, to be given to your recommender, can be found on page 11 of this document, and the Professional Recommendation Form is page 12 of this document)

*Also:*

\_\_\_\_\_ Pay the \$30 application fee via [TouchNet](#)

\_\_\_\_\_ Initiate your background check via [Viewpoint](#), *do not submit the results to the Division of Social Work*

\_\_\_\_\_ Submit official transcripts for all undergraduate work to the UW Registrar

\_\_\_\_\_ [Apply to the University of Wyoming](#), if you have not already done so

Applications can be hand delivered on campus to:

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Laramie, WY 82070

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**BSW Application Information Sheet**

University of Wyoming  
College of Health Sciences  
Division of Social Work

*Applications submitted in fall term are due **November 22, 2019, by 5 pm.**  
Applications submitted in spring term are due **April 10, 2020, by 5 pm.***

**I am applying to the:**

\_\_\_\_\_ UW Laramie campus program

\_\_\_\_\_ UW Casper campus program

**Student Information:**

Name: \_\_\_\_\_

W#: \_\_\_\_\_ Email address: \_\_\_\_\_

Phone #: \_\_\_\_\_ UW Email address: \_\_\_\_\_

Local address:

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

Permanent address, if different from local address:

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

Correspondence should be mailed to my:

\_\_\_\_\_ Local address

\_\_\_\_\_ Permanent address

**Please list the institution at which you completed the following prerequisite courses. If you have not completed a prerequisite, please indicate in which semester and from which institution you will be taking the course.**

Human Biology: \_\_\_\_\_

Statistics: \_\_\_\_\_

Macroeconomics: \_\_\_\_\_

General Psychology: \_\_\_\_\_

Sociological Principles: \_\_\_\_\_

American and Wyoming Government: \_\_\_\_\_

Intro to Social Work: \_\_\_\_\_

### **Certification of Information and Background Check Policy Signature Sheet**

#### **Health Sciences Background Check Policy**

Students seeking admission into a College of Health Sciences program are required to obtain and pay for a criminal background check. These background checks are routinely required by schools, hospitals, and other agencies that participate in the clinical and practice education of our students. The results of your criminal background check may determine if you will be admitted into our program. You must inform the Dean of the College of Health Sciences if you are convicted of a crime while enrolled in your program. Depending on the requirements of your program, you may also be required to update your criminal background check each year. Each training site will be informed that you have completed a background check prior to your placement at that site.

Signing this form verifies:

1. You have completed the necessary steps to apply for Admitted Major status;
2. The information you have provided is correct to the best of your knowledge; and
3. You have read the Health Sciences Background Check Policy (above) and understand the requirements and consequences

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Student Signature

Date

Submit these pages, three signature pages, essay, unofficial transcripts, and Professional Recommendation Form in a signed and sealed envelope to:

Health Sciences 310 in Laramie, WY **or** University Union 434 in Casper, WY

Or mailed to:

Division of Social Work

1000 E University Ave

Dept 3632

Laramie, WY 82070

*If applications are mailed, they must be postmarked by the deadline*

**BSW Student Handbook Signature Sheet**

University of Wyoming  
College of Health Sciences  
Division of Social Work

I, \_\_\_\_\_, have read the BSW Student Handbook.

I am aware of the policies and procedures that guide the Division of Social Work and that the BSW Student Handbook is a guide for students. It is not a contract and does not supersede University and Trustee regulations. I understand that I should use the BSW Student Handbook as a resource to proceed smoothly through the social work program.

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Student Signature

Date

**UW Student Code of Conduct and NASW Code of Ethics Signature Sheet**

University of Wyoming  
College of Health Sciences  
Division of Social Work

I, \_\_\_\_\_, have read the UW Student Code of Conduct and the NASW Code of Ethics. I understand that all students who attend the University of Wyoming must adhere to the UW Student Code of Conduct. The NASW Code of Ethics are the national standards that define the professional behavior of social workers. I agree to behave according to the UW Student Code of Conduct and the NASW Code of Ethics. I am aware that I may be sanctioned, placed on probation, or terminated from the social work program for violating the UW Student Code of Conduct and/or the NASW Code of Ethics. I also understand that I may utilize the Student Grievance Procedure articulated in the UW Student Handbook, the BSW Student Handbook, and the Field Practicum Handbook if I believe the decision to terminate was made with “prejudice, capricious, or arbitrary treatment”.

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Student Signature

Date



### Non-academic Termination Signature Sheet

University of Wyoming  
College of Health Sciences  
Division of Social Work

I, \_\_\_\_\_, understand that I may be sanctioned, placed on probation, or terminated from the social work program for non-academic reasons. These reasons are articulated in the UW Student Handbook, the BSW Student Handbook, and the Field Practicum Handbook.

Non-academic termination may be initiated if one or more of the following occurs:

- Student violates the UW Student Code of Conduct
- Student fails to behave according to the NASW Code of Ethics
- Student fails to meet generally accepted standards of professional conduct, personal integrity, or emotional stability requisite for professional practice
- Student fails to demonstrate the effective interpersonal skills necessary to perform professional helping relationships
- Student displays inappropriate or disruptive behavior toward clients, colleagues, faculty, or staff, which interferes with professional judgement or jeopardizes the best interest of those to whom the social work student has a professional responsibility

I understand that I will be notified before being sanctioned, placed on probation, or terminated from the social work program and may utilize the Student Grievances Procedure articulated in the UW Student Handbook, BSW Student Handbook, and Field Practicum Handbook if I believe the decision to terminate was made with “prejudice, capricious, or arbitrary treatment”.

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Student Signature

Date

### **Essay Prompt**

University of Wyoming  
College of Health Sciences  
Division of Social Work

Please write a 3-4 page response (approximately 1200 words), typed, double spaced, that responds to the following questions. We expect that your response will provide insight into who you are and how you imagine you will be as a future social worker. There is no “right” response to the below questions. We want to learn about you and how you have come to apply to the social work program.

1. How did you first become interested in social work as a possible career? How do you know the degree is a “good fit” for you?
2. What are your personal strengths and qualities that will help you become an effective social worker?
3. Identify two values from the NASW Code of Ethics. Based on the two selected values, describe how you believe social work integrates with your personal values.
4. Discuss your experiences with people who differ from you in the areas of race, ethnicity, physical ability, intellectual ability, gender, sexual orientation, religion, political ideology, marital status, and age.
5. Include any additional comments that you wish the BSW Admissions Committee to consider.



1000 East University Avenue, Dept 3632  
Laramie, WY 82071-3632  
Phone (307) 766-6112  
Fax (307) 766-6839  
[sowkmail@uwyo.edu](mailto:sowkmail@uwyo.edu)  
[www.uwyo.edu/socialwork](http://www.uwyo.edu/socialwork)

Dear \_\_\_\_\_,

\_\_\_\_\_ is requesting the completion of a Professional Recommendation Form from you concerning his or her suitability to be admitted into the professional program for a Bachelor's of Social Work degree (BSW). Because federal legislation requires student access to educational records, the Division of Social Work cannot guarantee the confidentiality of your statement.

The Professional Recommendation Form will not be accepted from any family members of the applicant, friends of the applicant, or the instructor who taught the applicant in SOWK 2000 (Introduction to Social Work) or its equivalent.

Social work is a professional degree that emphasizes well-being with a focus on social justice. Social workers assist individuals, families, groups, communities, organizations, and institutions to plan and institute change through the use of many professional skills and techniques, including the use of the problem solving process.

The Council on Social Work Education (2015) states:

“The purpose of the social work profession is to promote human and community well-being. Guided by a person and environment construct, a global perspective, respect for human diversity, and knowledge based on scientific inquiry, the purpose of social work is actualized through its quest for social and economic justice, the prevention of conditions that limit human rights, the elimination of poverty, and the enhancement of the quality of life for all persons, locally and globally.”

Because social work is a demanding profession that works with vulnerable individuals, we ask that you rate the individual in the categories specified on the Professional Recommendation Form and provide comments that will help inform the review committee of the applicant's strengths and challenges.

If you have any questions regarding the Professional Recommendation Form or the application process, please feel free to contact me at [vthomps4@uwyo.edu](mailto:vthomps4@uwyo.edu) or 307-766-5639.

Please submit this form directly to the applicant in a sealed envelope with your signature across the seal. Thank you for providing this information and assisting us with our application process.

Sincerely,

Valerie Thompson-Ebanks, PhD, MSW  
BSW Program Director

## Professional Recommendation Form for Social Work Admitted Major

Printed name of applicant: \_\_\_\_\_

Please provide a recommendation concerning the person named above. Information is particularly desired concerning his or her suitability to be admitted into the professional program for a Bachelor of Social Work degree.

|  | Poor | Fair | Average | Good | Excellent |
|--|------|------|---------|------|-----------|
| Integrity and responsibility   |      |      |         |      |           |
| Comments:  |      |      |         |      |           |
| Willingness to learn   |      |      |         |      |           |
| Comments:  |      |      |         |      |           |
| Openness to new experiences and ideas                                  |      |      |         |      |           |
| Comments:  |      |      |         |      |           |
| Academic or work/volunteer experience                                  |      |      |         |      |           |
| Comments:  |      |      |         |      |           |
| Interpersonal skills within the classroom or work/volunteer experience |      |      |         |      |           |
| Comments:  |      |      |         |      |           |
| Ability to manage stress and challenges                                |      |      |         |      |           |
| Comments:  |      |      |         |      |           |
| Ability to get along well with people                                  |      |      |         |      |           |
| Comments:  |      |      |         |      |           |

Relationship to applicant: \_\_\_\_\_ Years known: \_\_\_\_\_

Signature of Recommender: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Recommender: \_\_\_\_\_

Agency: \_\_\_\_\_

Title/Position: \_\_\_\_\_

**Submit completed reference in a sealed envelope with your signature across the seal directly to the applicant.**