



Social Work Program
Application for Advancement

Updated: 09/2018



Dear Student,

As you know, prospective advanced status social work majors must show they have met the prerequisite course work and apply for advancement into the Junior level courses. Attached are most of the materials you will need to complete the Advancement process. A check sheet is provided to help you keep track of all the requirements and tasks that you need to complete. (Please return it with the application.)

You will notice that 3 references are required. You must ask at least three people to complete the rating schedule for you. While friends and family are important people, please ask people who know your academic, work, internship, and/or volunteer backgrounds. When your references agree to help you, please (a) complete and give them the permission/waiver letter (provided), (b) give them the reference form (provided), and (c) give them a stamped, addressed envelope which is not provided in this packet of information. You should address the envelope to the following:

Social Work Advancement Committee
Department of Sociocultural & Justice Sciences
Thompson Hall
SUNY Fredonia
Fredonia, NY 14063

Please ask your references to send the forms to us as soon as possible. You should not return the forms but make sure to include the names of your references on the advancement application. This will help us keep track of received and outstanding reference forms.

Please pay attention to the deadline on the application materials, as we begin reviewing applications from that date. Having your applications in by the deadline will make the process a timelier one for you.

If you have any questions or concerns, please contact me at (716) 673-4611 or email me at Michael.Clarkson-Hendrix@fredonia.edu.

Sincerely,

Michael Clarkson-Hendrix, Ph.D., LCSW-R
Social Work Program Director

Name _____

**The State University of New York at Fredonia
Social Work Program**

Advancement Check Sheet

All second semester Sophomores and transfer students with 57 or more credit hours wishing to continue in the social work major must successfully complete the advancement process. Students will not be allowed into the practice methods courses (SOCW 325 and beyond) unless they are approved through this process. An application with supporting documents must be filed **by the last Friday of April** for first consideration. The following check sheet is meant to assist you in completing the application. Check off each of the following completed requirements and **RETURN THIS CHECK SHEET WITH YOUR APPLICATION.**

- _____ Application
- _____ Personal Statement
- _____ 3 Reference-Rating Schedules (you've asked your references to send these to us).
- _____ Prerequisites met
 - _____ 2.0 Cumulative G.P.A.
 - _____ 2.5 G.P.A. for the following courses together:
 - _____ Introductory Sociology
 - _____ Foundations of Psychology
 - _____ Statistics in the Real World or equivalent
 - _____ Human Biology
 - _____ Introduction to Social Work or transfer equivalent (Grade of "C" or better)
- _____ Copy of Transcripts (Transfer students ONLY)
- _____ Other: If you will not have your prerequisites completed by Fall, please include a letter explaining the situation and asking for an exception. Exceptions are granted on a case-by-case basis, for compelling reasons only.

NOTE: Students admitted to the program are required to satisfactorily complete a 450 hour field placement in their senior year. For placement into a practicum, agencies require personal information and conduct background checks. Agencies have the right to refuse placement. Agencies may deny placement for people with felony convictions, some misdemeanor convictions, or abuse and neglect charges. The Fredonia Social Work program will work diligently to place students, but students admitted into the program are not guaranteed placement into an agency. Additionally, students with a concern about their background issues should be aware that some other states require licensure for a BSW practitioner and states require licensure should a student pursue an MSW. Some states restrict or deny licensure for the above reasons. Students having such a situation might benefit from consulting with their state's social work licensing board before pursuing a social work degree.

The State University of New York at Fredonia
Social Work Program
ADVANCEMENT APPLICATION

I. Personal Information

Name: _____
Address for Correspondence: _____
Telephone Numbers: _____
Email Address: _____

II. Colleges Attended (*New incoming transfer students ONLY, please attach photocopies of transcripts to this application*):

(Name)	(Dates)	(Name)	(Dates)
Total Credit Hours Earned: _____		Cumulative G.P.A.: _____	

III. References - List three persons from whom you have requested references (forms attached).

1. Name: _____ Telephone Number: _____
Relationship to you: _____

2. Name: _____ Telephone Number: _____
Relationship to you: _____

3. Name: _____ Telephone Number: _____
Relationship to you: _____

IV. FAQ of Interest to Advancement Applicants – You must read the attached FAQ of Interest to Advancement Applicants in order to be considered for advancement in the social work program. Please check the box below and sign to indicate that you have received the FAQ sheet. (Your application cannot be processed without this.)

I have received the FAQ of Interest to Advancement Applicants and understand that it is my responsibility to read the document.

Signature _____

V. Personal Statement - The Advancement Committee will carefully consider this statement in evaluating your application. It must be typed/word processed. The Committee is looking for a well written essay that responds to the following:

According to the National Association of Social Workers, the primary mission of the social work profession is to enhance human well-being and help meet the basic human needs of all people, with particular attention to the needs and empowerment of people who are vulnerable, oppressed, and living in poverty.

In approximately 500 words, please describe why you want to become a social worker and how this relates to the aforementioned primary mission of social work.

RETURN BY THE LAST FRIDAY OF APRIL TO:
Social Work Program Director, RE: Social Work Advancement,
Dept. of Sociocultural & Justice Sciences, State University of New York at Fredonia, Fredonia, New York 14063
OR
Deliver to the Sociocultural & Justice Sciences Department Office (W363 Thompson Hall)

Professional social workers assist individuals, groups, or communities to restore or enhance their capacity for social functioning, while creating societal conditions favorable to their goals. The practice of social work requires knowledge of human development and behavior, of social, economic and cultural institutions, and of the interaction of all these factors. – National Association of Social Workers (2009)

The State University of New York at Fredonia Social Work Program

F.A.Q. of Interest to Advancement Applicants

1. What social work degree does Fredonia offer?

Fredonia's social work program is a baccalaureate degree program (generically referred to as a BSW program). At graduation, Fredonia students receive a Bachelor of Science degree (B.S.). This is the degree designated by SUNY for social work majors. This degree was authorized when the New York State Education Department approved the major in 1997. The social work program is accredited by the Council on Social Work Education (CSWE).

2. What does accreditation mean?

Accreditation is the means by which many professions maintain quality education in their fields of study. Standards are developed by professional educators and programs are evaluated in terms of these standards. Accreditation by the Council on Social Work Education (CSWE) means that the curriculum and program meet the minimum standards created by the profession for social work education. The standards maintain the quality and relevancy of social work education. For Fredonia CSWE accreditation says to others that the Fredonia social work program has met these standards, and our educational experiences are equivalent to other accredited BSW programs.

There are other benefits to accreditation. Many states require licensure for social workers and some of these require their licensees to be graduates of accredited programs. Many Master of Social Work (MSW) degree programs offer a select group of graduates from accredited BSW programs the ability to proceed faster in their master's education programs through a course of study often referred to as Advanced Standing.

3. What do I have to do to earn a B.S. in Social Work degree from Fredonia?

You must **(a)** complete the general education program; **(b)** complete prerequisite social work courses; **(c)** successfully complete the Advancement process; **(d)** complete required social work courses; **(e)** complete 6 credit hours of approved diversity course work within the general education requirements; **(f)** maintain and complete a portfolio; **(g)** complete enough general elective hours and/or a minor to earn 120 credit hours; and **(h)** consistently demonstrate professional social work behavior (based on the National Association of Social Workers Code of Ethics).

4. What are the Required Courses?

Prerequisites to Advancement:

- 1) Introductory Sociology
- 2) Foundations of Psychology
- 3) Human Biology
- 4) Statistics in the Real World
- 5) Introduction to Social Work OR transfer equivalent (Grade of "C" or better required in this course.)

Foundation Courses: SOCW 249: Toward a Great Society
POLI 382: Social Welfare Policy
SOC 300: Research Methods
SOCW 325: Foundations of Generalist Social Work
SOCW 340: Human Behavior in the Social Environment I
SOCW 341: Human Behavior in the Social Environment II
SOCW 370: Generalist Practice Skills
SOCW 390: Practice with Individuals, Families, and Small Groups
SOCW 400: Practice with Organizations and Larger Systems
SOCW 480: Field Practicum I
SOCW 485: Field Practicum I with Seminar
SOCW 490: Field Practicum II
SOCW 495: Field Practicum II with Seminar
Six Hours of Approved Social Work Electives

Please note: No academic credit for life or work experience will be given as an equivalent for any required social work course or Introduction to Social Work.

5. What is Advancement?

All sophomores and transfer students who seek to enter the Junior year Foundation Methods courses must apply for advancement in the Sophomore year. The process begins in the Spring semester when application forms are made available. The process ends prior to the beginning of the Fall semester when all pre-requisites have been met.

Criteria for Advancement:

1. Student must be a Sophomore who will have Junior standing at the beginning of the Fall semester (57 credit hours completed).
2. Student must file a completed application by the deadline date.
3. Student must submit a typed response to questions posed on the application.
4. Student must have a 2.5 average for the prerequisite course work.
5. Student must have a grade of "C" or better in SOC 218: Introduction to Social Work or its transfer equivalent
6. Student must have a cumulative grade point average of 2.0 or higher.
7. Three (3) letters of recommendation must be filed.
8. Transfer students must provide a transcript of previous course work when making application.
9. Student has demonstrated behavior, qualities, and characteristics expected of a professional social worker.

Note: The social work faculty reserves the right to require an interview with an applicant prior to making an advancement decision.

6. Do I get to do an internship in this major?

Yes, but we don't call it an internship because it is much more intense. As a senior, you will enroll in Field Practicum courses each semester. A practicum is an education experience in which you begin to practice social work under the supervision of a professional social worker. Our Field Practicum is one singular experience spread out over two semesters totaling 450 hours of activities in the same agency. Students are expected to complete 225 hours in the same agency in both the Fall and Spring semesters while concurrently taking other required and elective course work. Field Practicum courses are listed in the catalog as SOCW 480, 485, 490 and 495. Field practicum students are expected to engage in practice with systems of all sizes: individuals, families, groups, organizations, and communities.

7. In the College Catalog it says that social work students must stay “in sequence”, what does that mean?

After successfully passing Advancement into the Junior foundation practice courses, students must take the foundation practice courses in the order presented. This is because the Fredonia social work curriculum is developmental in nature. Each course builds on the material learned in the course that comes before it. See the back of this sheet for the basic curriculum sequencing of our program.

8. Can I transfer or enroll in the Spring?

Because the foundation practice courses are sequenced, the social work program is considered a “*Fall Admission Only*” program. In reality, students can transfer or enroll in the Spring semester but their course selection is limited to general education and general elective choices and their matriculation at Fredonia will extend past 4 full time semesters. If this situation applies to you, check with your advisor or the Social Work Program Director to explore your options.

9. What are the expectations for professional conduct?

Social work is also a professional field with expectations of professional behavior. Students who meet the published criteria but who have evidenced a pattern of unprofessional, unsuitable behavior may be denied advancement and/or dismissed from the program. Students may also be dismissed from the program for academic reasons. Students must earn a grade of “C” or better in their required social work foundation courses to continue in the major. More specific expectations and policies are detailed in the student handbook.

Admission to the Social Work major and Advancement is based upon the published criteria. Race, color, religion, creed, gender, ethnic or national origin, disability, age, political orientation, veteran status, or sexual orientation play no role in the admission’s decision.

Table 1: Sequence of Courses in the SUNY Fredonia Social Work Program

<p>First Year and Sophomore Year</p> <p>Fredonia Foundations (General Education) Requirements</p> <p><u>Prerequisite Courses:</u></p> <ul style="list-style-type: none"> -Introductory Sociology -Foundations of Psychology -Statistics in the Real World -Human Biology -Introduction to Social Work or transfer equivalent (with grade of "C" or better) <p>Advancement</p>	<p style="text-align: center;">↑</p>	<p>Practice Sequence</p> <p>SOCW 325: Foundations of Generalist Practice</p>	<p>Fall Semester Junior Year</p> <p>SOCW 249: Toward a Great Society</p>	<p>Spring Semester Junior Year</p> <p>SOCW 370: Generalist Practice Skills</p>	<p>Fall Semester Senior Year</p> <p>SOCW 390: Practice with Individuals, Families, and Small Groups</p>	<p>Spring Semester Senior Year</p> <p>SOCW 400: Practice with Organizations and Larger Systems</p>
<p style="text-align: center;">↑</p>	<p>Policy Sequence</p> <p>SOCW 249: Toward a Great Society</p>	<p>SOCW 340: Human Behavior in the Social Environment I</p>	<p>POLI 382: Social Welfare Policy</p>	<p>SOCW 341: Human Behavior in the Social Environment II</p>	<p><i>"Evidence-based Social Work across the Curriculum"</i> (Research objectives are required in each Practice Methods, HBSE, and Field Education course)</p>	<p>SOCW 490: Field Practicum II</p> <p>SOCW 495: Field Practicum II with Seminar</p> <p>Integrative Capstone pulling together all content areas</p>
<p>Research</p> <p>SOC 300: Social Research Methods (recommended semester; required before SOCW 480/485)</p>	<p>Practicum</p> <p>SOCW 480: Field Practicum I</p> <p>SOCW 485: Field Practicum I with Seminar</p>	<p>SOCW 490: Field Practicum II</p> <p>SOCW 495: Field Practicum II with Seminar</p> <p>Integrative Capstone pulling together all content areas</p>				

Applicant Name:

Address:

Dear _____,
(Reference name goes here)

The above named student has applied for entrance into the upper division practice courses in the Fredonia Bachelor of Science in Social Work Program. Please complete the attached rating schedule and return this letter and the schedule in the enclosed envelope. In evaluating potential candidates, personal and ethical qualities are important along with past academic achievement.

Thank you for your assistance in this important process.



Michael Clarkson-Hendrix, PhD, LCSW-R
Social Work Program Director

Phone: 1-716-673-4611
FAX: 1-716-673-3332

Student Permission and Waiver

I, _____, give permission for the reference identified above to give confidential information in connection to my application for advancement into the upper division social work practice courses at SUNY Fredonia.

Check one:

I waive my right to read the reference rating schedule.

I do not waive my right to read the reference rating schedule.

Signed _____ Date _____

Applicant Name:

Instructions: Rate the candidate on the factors listed below. Base your evaluation on the following scale. Most items are based on expectations and observations gained in the student/faculty relationship, but there are additional items for individuals who have worked with the student as an internship instructor or human service employer.

- 1 — Far below expectations, needs much improvement, a concern
- 2 — Below expectations, needs some improvement to meet standards
- 3 — Acceptable, meets standards at average level for student
- 4 — Above expectations, performs above average level for student
- 5 — Far above expectations, a definite strength, performs well beyond average level for a student
- NA — Not applicable or not enough information to form a judgment

EXPECTATIONS

	Far Below 1	Below 2	Acceptable 3	Above 4	Far Above 5	N.A.
1. Applicant displays strong academic potential.						
2. Applicant displays strong analytical ability.						
3. Applicant conceptualizes well.						
4. Applicant displays good writing skills.						
5. Applicant displays strong oral communication skills, including listening skills.						
6. Applicant takes responsibility for his/her own behavior.						
7. Applicant demonstrates the ability to work in groups.						
8. Applicant verbalizes a non-blaming attitude toward populations in need.						
9. Applicant displays a strong commitment to social work ethics including the right to confidentiality, privacy, and self-determination of clients.						
10. Applicant displays emotional stability.						
11. Applicant displays an appropriate level of self-awareness and recognizes the impact of their attitudes, values, and interpersonal style on others.						
12. Applicant demonstrates respect for the needs, ideas, opinions of others in the classroom.						

On the next page, please give a **summary evaluation** of the applicant as a candidate for the social work program. We are particularly interested in the student's potential for professional growth, personal qualities, ethics, and capacity for objective involvement with clients.

SUMMARY COMMENTS:

If you have supervised the student as a human services employee or intern, please respond to the next items.

EXPECTATIONS

	Far Below 1	Below 2	Acceptable 3	Above 4	Far Above 5	N.A.
13. Applicant shows an ability to establish appropriate relationships with clients/consumers.						
14. Applicant uses appropriate entry level relationship-building skills with clients/consumers.						
15. Applicant shows an awareness of the limits and scope of his/her knowledge and skills.						
16. Applicant shows the ability to objectively and systematically assess human problems and needs.						
17. Applicant shows ability to withstand stresses of working with people.						
18. Applicant demonstrates the ability to acknowledge and establish boundaries between self and clients.						
19. Applicant is tolerant of people's differences in culture, ethnicity, race, gender, disability, age, sexual preference and socio-economic status.						
20. Applicant relates well with co-workers.						
21. Applicant utilizes supervision well.						
22. Applicant shows potential for the field of social work.						

Relationship to Applicant (Professor, Employer, Etc.)	How long have you known the applicant?
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Signature	Date	Name of Agency/Institution	Position
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