IT IS YOUR RESPONSIBILITY TO PROVIDE ALL THE DOCUMENTS REQUIRED FOR THIS APPLICATION.

☐ Non-UI Students must apply and be accepted to the University of Iowa College of Liberal Arts and Sciences:
   http://www.uiowa.edu/admissions/undergrad/apply/xfer-apply.htm

☐ Grade report showing all college/university grades through the end of the Fall 2014 semester
   • Transfer Students who will be new to UI need to submit official transcripts to the admissions office and a copy transcript to the School of Social Work.
   • UI Students do not need an official transcript. You may submit a current print-out from ISIS; please include name and ID#.

☐ Print-out of courses currently registered for Spring 2015 semester

☐ This completed application form with your signature and date below

☐ Your Personal Statement

ADDITIONAL REQUIREMENT FOR TRANSFER STUDENTS WHO COMPLETED THE INTRODUCTORY LEVEL SOCIAL WORK CLASS(ES) AT ANOTHER SCHOOL:

☐ One completed Reference Form from the instructor of the introductory level social work class(es)

Please note that a reference will only be accepted in the case of transfer applications, where the student has completed the introduction to social work class at another institution.

NOTE THAT YOUR APPLICATION WILL NOT BE CONSIDERED BY THE ADMISSIONS PANEL IF THE ABOVE DOCUMENTS ARE NOT RECEIVED BY THE FEBRUARY 27, 2015 DEADLINE.

REQUIRED OF SPECIFIED STUDENTS UPON COMPLETION OF SPRING 2015 COURSE WORK *:

☐ If my cumulative GPA is near or below 2.5, or if it is specifically requested in my admission letter, I will send to the School of Social Work a grade report showing grades for current spring semester and current GPA, as soon as Spring 2015 semester grades are posted. This report does NOT need to be an official copy unless requested.

*All admissions to the School of Social Work are conditional upon maintaining one’s current level of academic performance verified by receipt of this second grade report.

X

Student Signature Date

Submit completed application materials to: Christy Thies, UI School of Social Work Des Moines Center, John and Mary Pappajohn Education Center, 1200 Grand Ave, Suite 130 Des Moines, IA 50309. Neither faxed nor emailed applications will be accepted.

To check the status of your application, contact Christy Thies at christy-thies@uiowa.edu or 515-235-4662.
September, 2014

Dear Applicant:

Thank you for your interest in The University of Iowa School of Social Work. Enclosed you will find information and application materials for our undergraduate program in social work. The BA completion program in Social Work began in Des Moines in the fall of 2010. It is ideally suited for students who are completing the 2+2 program at an Iowa community college.

Applicants who have the AA but have not followed the 2+2 guidelines, applicants with an AS in Human Services, and those with two years of transfer course courses completed at a four year college (including SSW:2222 Introduction to Social Work or transfer-equivalent course) may apply for admission to the program, but may need to complete more than a total of 120 semester hours for the BA degree. It is strongly recommended that applicants complete the foreign language requirement before applying. The requirement is either four years of the same foreign language in high school or the fourth level of a single foreign language at the college level.

The University of Iowa School of Social Work is accredited by the Council on Social Work Education. Admission to the School is selective, so please read the enclosed information very carefully. If you decide to pursue a bachelor’s degree in social work, we suggest you discuss the social work profession with a member of the social work faculty. We also strongly suggest you explore what it means to be a social worker through volunteer work.

Applicants are encouraged to discuss their future career plans and interest in the Des Moines program with Christy Thies, Des Moines Program Coordinator at an information session listed below, or by contacting her directly at christy-thies@uiowa.edu or 515-235-4662. Students applying to the program should indicate on the UI online application that they are applying to the Social Work program in Des Moines.

Information sessions will be held at the Pappajohn Education Center, 1200 Grand Avenue, Room 210, 4-5 pm, on the following dates: September 17, October 15, November 12, December 10, January 14 and January 28.

The BASW Program in Des Moines is sequenced, and full-time, two-year program students will take an average of two courses in social work each semester. Full-time students will also enroll in at least six semester hours of additional upper-division courses offered by the UI each semester including summer, to complete the degree in two years. Part-time, three-year program students will take an average of one social work course each semester and up to six semester hours of additional upper-division courses each semester, including summer. The social work major courses will be offered in Des Moines in a classroom setting. Other requirements will be offered online or through a combination of classroom and online methods.

There are two steps to the admission process:

1. Complete and submit The University of Iowa transfer student application available online: http://www.uiowa.edu/admissions/undergrad/transfer/index.html.
On this online form, you are asked which college you are applying to. Select “College of Liberal Arts and Sciences”. When asked which major field of study, select “Social Work (BA Program in DM)”. It is important that you select this option rather than “Social Work” only (The print version of the application does not provide this option).

The **deadline for application** to The University of Iowa is **February 27, 2015**. Please note the deadline for applying to The University of Iowa in Iowa City is April 1, however, Des Moines applicants need to apply by March 1 due to additional processing for off-campus students. Note: effective 2016, the application deadline will be **February 15**.

2. Complete and submit the BA-DM Social Work application. The deadline for submission of additional materials for the BASW in DM Social Work application is also **February 27, 2015**. Note: effective 2016, the application deadline will be **February 15**.

These application materials are available on the School of Social Work web site: [http://clas.uiowa.edu/socialwork/undergraduate-program/admission](http://clas.uiowa.edu/socialwork/undergraduate-program/admission) -select: “BA in Social Work Application (Des Moines)”.

This part of the application cannot be completed online, so you will need to print the materials, complete them manually, and submit paper copies. Be sure to include a copy of your grade report through Fall 2014 and your spring registration with the application, personal statement and reference form, if necessary. These materials should be sent to: Christy Thies, UI School of Social Work Des Moines Center, John and Mary Pappajohn Education Center, 1200 Grand Ave, Suite 130, Des Moines, Iowa 50309.

Applications will be reviewed in March with decisions finalized in early April. Each admitted student will have a tentative, individualized plan to complete the program upon admission, based on their degree audit.

We are pleased you are considering a degree in social work. If you have any questions concerning application requirements or the application process, please contact Des Moines Program Coordinator Christy Thies: christy-thies@uiowa.edu, 515-235-4662, or Admissions Director Kate Kemp: kate-kemp@uiowa.edu, 319-335-1254, or 319-335-3500 and ask for the School of Social Work.

Sincerely,

*Sara Sanders*
Sara Sanders, Ph.D.
Associate Professor and BASW Program Director
College of Liberal Arts and Sciences Criteria for Admission for Fall 2015:

Applicants to the BA Social Work program must have met the College of Liberal Arts and Sciences (CLAS) requirements and be admitted to CLAS. Students are admitted to the CLAS on the basis of three criteria: completion of a set of high school unit requirements; high school class rank or college transfer grade-point average; and ACT/SAT results or a combination of high school/college records and standardized test scores. These requirements are further explained on the web: [http://www.uiowa.edu/admissions/undergrad/index.html](http://www.uiowa.edu/admissions/undergrad/index.html) and in the current University of Iowa General Catalog: [http://www.registrar.uiowa.edu/registrar/catalog/liberalartsandsciences/socialwork/](http://www.registrar.uiowa.edu/registrar/catalog/liberalartsandsciences/socialwork/). Applicants to the School of Social Work must meet additional criteria detailed below. Due to class size restrictions, not all students who meet the criteria are admitted when the applicant pool is large.

I. School of Social Work Criteria for Selective Admission for BA Social Work

A. Academic qualifications

1. A cumulative GPA of 2.50 (on a 4.0 scale) at the time of admission. Applicants who do not meet the minimum GPA but demonstrate strengths/potential in other areas may be granted consideration for admission on an individual basis.

2. A grade of C or above in SSW:2222(042:022)-Introduction to Social Work or comparable course taken in another college and approved by the School of Social Work.

B. Application form and personal statement

Completion of a current application form and a comprehensive statement which evidences the applicant's personal qualities and values that are considered essential for the professional practice of social work, including: good intellectual capacity and analytical skills combined with an ability to work constructively with others; good communication skills, judgment, adaptability, sense of responsibility, resourcefulness, caring and compassionate qualities; and a personal commitment to social justice, empowering individuals, and serving underrepresented groups. Applicants' willingness and interest in addressing social justice issues that affect human beings as a consequence of oppression, poverty, marginalization and alienation because of the intersection of multiple factors, including those identified by CSWE: class, color, culture, disability, ethnicity, gender identity and expression, immigration status, political ideology, race, sex, sexual orientation, and religious, non-religious or spiritual beliefs is fundamental to a successful experience in the School. These qualities are to be evidenced in the application.

This Personal Statement is a significant part of the application materials. This document should be approximately 5 pages (double-spaced) and must be typed. Note that your Personal Statement itself will be used to evaluate your written communication ability. The Personal Statement should address the following qualities and competencies:

PART I:

- A discussion of how paid, volunteer, and life experiences relevant to social work have influenced the applicant's decision to pursue or continue a career in social work at the B.A. level.
- A description of any experience relative to working with those different from the applicant in background or other characteristics and any experience relative to problems of economically and socially disadvantaged, marginalized or oppressed people.
- Discussion of how these experiences demonstrate that your personal values are congruent with the Social Work Code of Ethics*. Code of Ethics may be found online: [www.socialworkers.org/pubs/Code/code.asp](http://www.socialworkers.org/pubs/Code/code.asp)

PART II:

- Discussion of the applicant's motivation for, expectations regarding, and commitment to the social work program at The University of Iowa. Discuss any factors which have assisted toward the decision to enter or continue in the field of Social Work, and any experiences which the applicant believes will be helpful as a student in Social Work, including: 1) employment; 2) education; 3) special interests; 4) family influences; 5) volunteer service, and/or other.
• Identification of particular assets that the applicant would bring to the School and to the profession, as well as areas in which the applicant would most like to grow academically and professionally.
• Description of the applicant's plan for achieving and maintaining academic success in the social work program, including identifying the resources the applicant will draw upon to do so. Consider such resources as: personal, professional, academic, financial.
• Discussion of the applicant's readiness to undertake study toward a professional degree and anticipated satisfaction or challenges with regard to the choice of the social work profession.
• Identification of short and long term goals as a professional social worker.

C. The accuracy and quality of writing in this statement will be evaluated as evidence of the Candidate's potential for professional written communication.

D. Materials must be submitted by the application deadline of February 27, 2015 for the next academic year. Note: effective 2016, the application deadline will be February 15.

II. Who Can Apply

Applicants for the Social Work major may include Social Work Interest majors, students transferring from other majors such as sociology or psychology, or students transferring from other institutions. All applicants must complete the BA Social Work application (described above) which is reviewed by members of the admissions panel. Transfer students who have completed the Introduction to Social Work course, or equivalent course at another institution, are required to submit a completed reference form from that course instructor. No other references will be accepted. Applicants who are not accepted on their first attempt may apply the following year. There is a maximum of two attempts to apply to the BA program.

Social Work Interest Majors

Students interested in applying to the School of Social Work may declare 42P (Social Work Interest) through the University's Academic Programs Office at any point during the first 3 years in their academic program but usually when sufficient time remains to complete the program within the normal four year schedule. Students who have earned more than 72 hours are not permitted to declare 42P. The pre-major declaration qualifies them to be advised by Social Work faculty (once they have at least sophomore standing) and to participate in the Student Association and other activities of the School, but they are not permitted to register for required social work major courses. (Freshman students are advised by The Academic Counseling Center. The BA Program Director and/or Program Administrator confer with these advisors upon request and meet annually with the advising staff to provide updates on social work requirements.) The student will remain a Social Work Interest major until formal admission to the BA Social Work major or until they exceed 72 hours when they must declare another major to register for classes. Students are expected to enroll in SSW:2222 Intro to Social Work and apply to the major in their sophomore year. Juniors are permitted to apply and if they do so, it is with the expectation that at least one additional summer semester of coursework will be necessary to complete all of the requirements of the major, due, in part, to the sequencing of social work courses.

Transfer students

Transfer students should follow the admissions process delineated above, noting the February 27, 2015 deadline for application. If the transfer student has taken the introductory social work course at another institution, the student shall obtain a completed reference form from the previous institution. The reference should be sent to Christy Thies, UI School of Social Work Des Moines Center, Pappajohn Education Center, 1200 Grand Ave, Suite 130, Des Moines, IA 50309 prior to the February 27, 2015 deadline. Note: effective 2016, the application deadline will be February 15.

Upon admission to the College of Liberal Arts and Sciences, transfer students' transcripts are evaluated by Undergraduate Admissions and the Registrars' Office and the student is informed of their remaining general educational requirements by the University's Office of Admissions Degree Evaluation form. Transfer students who have taken an equivalent introductory social work course elsewhere may apply to be reviewed for admission during the annual review period. Previously earned credits which may apply to the major are evaluated by the Undergraduate Program Director on a case-by-case basis for applicability to the Social Work major. Generally, courses earned more than 10 years ago will not be accepted. Transfer students are expected to present a transcript and syllabi of courses for which they are requesting social work course requirement equivalency or waiver. The BA Program Director or Program Administrator meets individually with each student to determine if equivalent course content has been covered. A plan is developed, based upon this review and filed for the student and student's advisor's information. In the case of social work courses, only courses earned in a CSWE accredited program are
considered equivalent, except for the Intro to Social Work course. If sufficient similar course content has been covered, an individual study may be designed or waiver granted but the hours must be taken in social work.

III. Admission Decisions
The applicant will be notified prior to the early registration period in the spring of acceptance or non-acceptance. Decisions regarding applicants who are currently enrolled in but have not yet completed the introductory social work course, or for applicants who do not meet the minimum GPA, may be delayed until the spring semester’s grades have been submitted. Effort is made to assure representation of persons underrepresented in social work practice and from a diversity of social, cultural, and economic groups. Diversity includes, but is not limited to, gender, ethnicity, age, religion, sexual orientation, ability, and socioeconomic class.

IV. Records
All admission materials will be retained until the student graduates, at which time they will be destroyed. All materials submitted by a non-accepted student will be retained for two years.

V. Review Procedures
The admission criteria, policies, and procedures are reviewed annually by the Program Administrator. Major changes in policies or procedures are reviewed by the Admissions Committee and reported to the Faculty of the Whole. Questions regarding the Undergraduate Admissions Policy should be directed to the Program Administrator, Kate Kemp, 319-335-1254, or email: kate-kemp@uiowa.edu.
Please read the BA Admissions Policy and Guidelines for Application before completing this form.

The University of Iowa, School of Social Work requests this information for the purpose of evaluating your application for admission. No persons outside the University are routinely provided this information, except for directory information such as name and local address. Responses to items marked "optional" are optional; all other items are required. If you fail to provide the required information, the School of Social Work may lack sufficient information to adequately evaluate your application for admission.

Return this form and necessary attachments to: Christy Thies, UI School of Social Work Des Moines Center, Pappajohn Education Center, 1200 Grand Ave, Suite 130, Des Moines, IA 50309. Neither faxed nor emailed applications will be accepted.

Name: ____________________________ UI-ID #: 00
If you don’t have a UI ID#, leave blank

Applying for the program location: [ ] Des Moines [ ] Iowa City [ ] 2-year Full-time [ ] 3-year Part-time

Mailing Address: __________________________________________________________

City: ____________________________ State: _____ Zip: ______________________

Cell Phone: (____)________________ Work Phone: (____)________________ Home Phone: (____)________________

Email addresses: __________________________________________________________

Birth date (optional): ____________________________ Gender (optional): ____________________________

Racial/Ethnic/Tribal information (optional):
Are you Hispanic/Latino/a [ ] yes [ ] no
What race do you consider yourself to be? (indicate one or more):
[ ] Alaskan Native or American Indian (please list Tribal/Nation Affiliation below) [ ] African American/Black [ ] Asian
[ ] Native Hawaiian or other Pacific Islander [ ] White [ ] Other(specify below) [ ] No Response

Please feel free to list any information related to your ethnicity

How did you learn about UI's Des Moines BA in Social Work program? __________________________________________

Have you ever been convicted of a crime other than a simple traffic violation or PAULA? [ ] Yes* [ ] No
*If you answer Yes to this question, Please note: Applicants with a criminal history record may not be eligible for social work licensure. For more information contact the Board of Social Work licensure in the state that you wish to reside and be licensed.
(A listing of Boards by state is available online: http://www.aswb.org)

List College(s) or University(ies) in which you are currently enrolled: __________________________________________

What is your official major? ______________________ Are you a participant in the UI 4-Year Graduation Plan? [ ] yes [ ] no

Who is your Academic Advisor? ______________________ How many Semester hours are you taking now? __________
Have you applied to the BA in Social Work program in previous years? □ yes □ no If so, when? ________________

If accepted, how many total semester hours do you expect to have earned when you start the program in Fall 2015: __________

Please list all Colleges or Universities in order that you have attended with dates, list current institution(s) first:
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

*Current Cumulative semester hours ______ G.P.A. _______
*for all institutions, including hours through end of Fall 2014 semester, using 4.0

University of Iowa Cumulative semester hours ______ G.P.A. _______

Transfer from other colleges Cumulative semester hours ______ G.P.A. _______

Introduction to Social Work course grade (SSW:2222)* _______ Instructor _________________________ Year taken_____
*write “spring” instead of grade if currently enrolled

*Transfer students: if you did not take SSW:2222 at the University of Iowa, list equivalent course(s), when and where taken, instructor name(s) and grade(s) received in the course(s). If you are currently enrolled in the course(s), write “spring” instead of the grade. Please confirm equivalent courses with your academic advisor or Admissions: 319-335-3500 and ask for an undergraduate admissions counselor or the School of Social Work. Transfer students are required to provide a reference on the attached form from the instructor of the equivalent course.

WRITING YOUR PERSONAL STATEMENT

Applicants must provide evidence of a combination of personal qualities and values that are considered essential for the professional practice of social work: good intellectual capacity and analytical skills combined with an ability to work constructively with others; good communication skills, judgment, adaptability, sense of responsibility, resourcefulness, caring and compassionate qualities; and a personal commitment to social justice, empowering individuals, and serving under-represented groups. See I-B in Admissions Policy Statement.

Evidence of this combination of personal qualities and professional experience should be demonstrated through your Personal Statement. This Personal Statement is a significant part of the application materials. This document should be approximately 5 pages (double-spaced) and must be typed. Note that your Personal Statement itself will be used to evaluate your written communication ability. Your Personal Statement should address the following qualities and competencies:

PART I:
• Discuss how paid, volunteer, and life experiences relevant to social work have influenced your decision to pursue or continue a career in social work at the B.A. level.
• Describe any experience relative to working with those different from you in background or other characteristics and any experience relative to problems of economically and socially disadvantaged, marginalized or oppressed people.
• Discuss how these experiences demonstrate that your personal values are congruent with the Social Work Code of Ethics.*
  *Code of Ethics may be found online: www.socialworkers.org/pubs/Code/code.asp

PART II:
• Discuss your motivation for, expectations regarding, and commitment to the social work program at The University of Iowa. Discuss any factors which have assisted toward the decision to enter or continue in the field of Social Work, and any experiences which you believe will be helpful as a student in Social Work, including: 1) employment, 2) education, 3) special interests, 4) family influences, 5) volunteer service, or other.
• Identify particular assets that you would bring to the School and to the profession, as well as areas in which you would most like to grow academically and professionally.
• Describe your plan for achieving and maintaining academic success in the social work program, including identifying the resources the applicant will draw upon to do so. Consider such resources as: personal, professional, academic, financial.
• Discuss your readiness to undertake study toward a professional degree and anticipated satisfaction or challenges with regard to the choice of the social work profession.
• Identify your short and long term goals as a professional social worker.
SOCIAL SERVICE EXPERIENCE

List your volunteer and professional experience, start with the most recent. You may include another sheet.

Service Organization____________________________________________________phone________________________
Check one: □ volunteer  □ volunteer for course credit  □ paid position
Supervisor_______________________________________________________ dates of service:_____________________
Your tasks:
__________________________________________________________________________________________________

Service Organization____________________________________________________phone________________________
Check one: □ volunteer  □ volunteer for course credit  □ paid position
Supervisor_______________________________________________________ dates of service:_____________________
Your tasks:
__________________________________________________________________________________________________

Service Organization____________________________________________________phone________________________
Check one: □ volunteer  □ volunteer for course credit  □ paid position
Supervisor_______________________________________________________ dates of service:_____________________
Your tasks:
__________________________________________________________________________________________________

Service Organization____________________________________________________phone________________________
Check one: □ volunteer  □ volunteer for course credit  □ paid position
Supervisor_______________________________________________________ dates of service:_____________________
Your tasks:
__________________________________________________________________________________________________

List other activities and offices that you have held (designate high school/college/other):
One form is required and accepted only for transfer students who completed the approved introductory level social work class or equivalent class(es) at a school other than The University of Iowa. The form should be completed by the instructor of that course.

APPLICANT complete this section in full:

X Applicant's Name (Print) ____________________________________________________________

Email addresses ____________________________________________________________ phone: _______________________________

X Print your reference’s name: ___________________________________________________________________________________________

You should provide a copy of this form to your instructor, with this section completed, including your signature.

For the convenience of the person completing this form, you should provide a stamped envelope addressed to the School of Social Work, alternatively, this form may be faxed, (address and fax # on the back). Your signature is required on this form.

Under the Family Educational Rights Act of 1974, students are entitled to review their records, including letters of recommendation. It is your option to waive your right to review this recommendation, or you may decline to do so. If you waive your right to review your recommendation forms, these evaluations will be considered confidential by The University of Iowa and will not be available for your inspection or released to any third party. (Note: Applicants not approved for admission have no access to their file). Please mark the appropriate statement below, indicating your choice of options, and sign your name. Your choice has no bearing on admission decisions.

☐ I waive my right to review this recommendation. ☐ I do not waive my right to review this recommendation.

X Applicant’s Signature (REQUIRED): _____________________________________________________________________ Date: _____________________

Applying to Center: ☐ Des Moines ☐ Iowa City

REFERENCE WRITER complete this section, pages 1 and 2:

You have been asked to complete an evaluation of the above named individual who is applying for admission to The University of Iowa School of Social Work in order to earn a BA in Social Work degree. Your candid opinion will help us evaluate this applicant. Your comments will be confidential if the applicant has waived rights of review. All recommendations are destroyed once an applicant has matriculated. (Note: Applicants not approved for admission have no access to their file).

1. In what capacities have you known the applicant? ☐ Professor/SW class ☐ Academic Advisor ☐ Volunteer Supervisor ☐ Other ____________________________ How long have you known the applicant? _____/yrs. _____/mos.

2. Please rate the applicant’s academic and professional behaviors:

<table>
<thead>
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<th></th>
<th>Exceptional (top 5%)</th>
<th>Superior (top 10%)</th>
<th>Good (top 25%)</th>
<th>Average (top 50%)</th>
<th>Below Average (bottom 50%)</th>
<th>Not Observed</th>
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<tbody>
<tr>
<td>1.</td>
<td>Capacity for accepting diversity</td>
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<td>2.</td>
<td>Classroom performance: attendance</td>
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<td>3.</td>
<td>Classroom performance: respectful contributions</td>
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<td>4.</td>
<td>Oral communications</td>
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<td>5.</td>
<td>Written communications</td>
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<td>6.</td>
<td>Openness to learning with capacity to change</td>
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<td>7.</td>
<td>Interpersonal skills: ability to work with classmates</td>
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<td>8.</td>
<td>Interpersonal skills: ability to work with faculty</td>
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<td>9.</td>
<td>Volunteer work: attendance</td>
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<td>10.</td>
<td>Evidence of growth/self-awareness in volunteer work</td>
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<td>11.</td>
<td>Completion of volunteer hours</td>
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<td>12.</td>
<td>Behaviors reflecting social work values and ethics</td>
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<td>13.</td>
<td>Maturity/Emotional Stability</td>
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</table>

This is a 2-page form. Please complete and sign page 2.
3. Does the Introduction to Social Work (or Human Services) course that this student took require a volunteer or service learning component?

☐ Yes  ☐ No

4. If on the previous ranking you rated the applicant particularly high or particularly low on any item, please comment.

5. Success as a social worker requires intelligence, maturity, sound judgment, compassion, self-awareness, adaptability, a sense of responsibility and resourcefulness. Please assess the applicant's academic and professional promise within this context. We would appreciate any additional comments as well as specific examples of the applicant's experiences as they reflect a desire and ability to enter the profession of social work. You may attach a separate letter, however, not required; your notes on this form will be considered adequate.

6. Please check one:

   ☐ I recommend highly.
   ☐ I recommend.
   ☐ I recommend with reservations.
   ☐ I do not recommend.

Reference Writer Signature ___________________________________________ Date __________________

Name (print or type) ______________________________________________________________________________________________________

Title ____________________________________________ Organization ________________________________________________________________

Address _______________________________________________________________________________________________________________

______________________________________________________________________________________________________________________

Phone _______________________________ email ______________________________________________________________

Please print applicant's name: _____________________________________________________________________________________________

Thank you for submitting this reference as soon as possible. Please note the admissions deadline is February 27, 2015. If the reference form does not arrive by the deadline, the applicant file will be incomplete and NOT reviewed for the 2015 session.

Mail COMPLETED FORM to:  Christy Thies  
UI School of Social Work Des Moines Center 
Pappajohn Education Center 
1200 Grand Avenue, Suite 130 
Des Moines, IA 50309

or

Fax COMPLETED FORM to  515-235-4667

If you have questions about this form, contact Christy Thies at christy-thies@uiowa.edu or 515-235-4662.
Goals of the BA Program
The BA program prepares undergraduate students to function as active and informed citizens with a liberal arts perspective. It advances their careers in social work practice by preparing them for:

- Beginning professional social work practice as generalists
- Graduate study in social work or allied professions

The goals of the program are to prepare students for employment in public and private social services in home and community-based settings such as public welfare, child welfare, health, mental health, elderly services, and corrections; to prepare students for informed community participation in social welfare issues; and to provide a base for graduate study in social work or allied professions. The resources of the University, including its faculty, challenge students to excel academically, think analytically, and apply theory to practice, thus enhancing their readiness for continued education at the graduate level.

Admission to the Social Work Major
The School of Social Work Criteria for Selective Admission for BA Social Work is detailed in the BA Social Work Admissions Policy Statement and Guidelines for Application. They include: 1) a cumulative GPA of 2.50 (on a 4.0 scale) at the time of admission. Applicants who do not meet the minimum GPA but demonstrate strengths/potential in other areas may be granted consideration for admission on an individual basis. 2) A grade of C or above in the introductory social work course SSW:2222 (042:022) or comparable course taken in another college and approved by the School of Social Work. 3). Completion of an application form, and a comprehensive statement, received by the deadline of March 1st prior to the fall semester for which you are applying. Transfer students who have completed the equivalent of Intro to Social Work at another institution must also submit a letter of reference and transcripts. Letters of reference will otherwise not be accepted.

The Curriculum
The social work major includes a minimum of 32 s.h. of required social work courses and a minimum of 6 s.h. of social work electives after SSW:2222 (042:022) Introduction to Social Work. Transfer students are permitted to substitute the Intro to Social Work course with a course from another institution which has been evaluated as equivalent by the School of Social Work. The following 13 s.h. of courses (or equivalent transfer courses) are also required for the major. When completing the General Education Program, it is acceptable to use these courses where they may apply.

Specific Science Course:
Biol:1140 (002:021) Human Biology. 4 s.h.

Social Science courses:
Poli:1100 (030:001) Introduction to American Politics (3 s.h.)
Psy:1001 (031:001) Elementary Psychology (3 s.h.)
Soc:1010 (034:001) Introduction to Sociology: Principles (3 s.h.)

An additional 6 s.h. of courses in one discipline of the student's choice will also be included as a major requirement. Students typically select courses in disciplines closely related to social work, such as Psychology, Sociology, Political Science, Gender, Women's and Sexuality Studies, Anthropology, etc, or they may select additional classes in social work. Students completing a minor or certificate may apply 6 s.h. of that program towards this requirement.

Recommended Course Sequences
The school recommends that students apply in their sophomore year and begin the required courses in the Third Year. Required courses are to be taken in the following sequence. Most social work courses are offered only once each year.

First and Second Years
Biol:1140 (002:021) Human Biology. 3-4 s.h.
Poli:1100 (030:001) Introduction to American Politics 3 s.h.
PSY:1001 (031:001) Elementary Psychology 3 s.h.
SOC:1010 (034:001) Introduction to Sociology: Principles 3-4 s.h.
SSW:2222 (042:022) Introduction to Social Work 4 s.h.
6 s.h. in social work electives may be taken prior to admission to the major
6 s.h. in another discipline (or additional social work electives) may be taken prior to admission to the major

Also recommend completing foreign language requirement during the first two years of coursework and prior to transferring to the UI.

Students accepted into the **two-year program** will follow the social work sequence of courses below. The number and type of Gen Ed/co-requisite courses to be completed depend upon the requirements remaining for each student to complete the degree.

<table>
<thead>
<tr>
<th>Fall YR 1</th>
<th>S.H.</th>
<th>Spring YR 1</th>
<th>S.H.</th>
<th>Summer YR 1</th>
<th>S.H.</th>
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<tbody>
<tr>
<td>SSW:3840 Human Behavior in the Social Environment</td>
<td>4</td>
<td>SSW: 3845 SW Processes</td>
<td>4</td>
<td>Gen Ed./co-requisite**</td>
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<tr>
<td>SSW:3847 Discrimination Oppression Diversity</td>
<td>3</td>
<td>SSW:3844 Intro to Social Work Research</td>
<td>4</td>
<td>Gen Ed./co-requisite**</td>
<td>**</td>
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<tr>
<th>Fall YR 2</th>
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<th>S.H.</th>
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</thead>
<tbody>
<tr>
<td>SSW:3841 Fundamentals of Practice</td>
<td>3</td>
<td>SSW:4193 Field</td>
</tr>
<tr>
<td>SSW:3842 Interpersonal Skills Lab</td>
<td>2</td>
<td>SSW:4189 Field Experience Seminar</td>
</tr>
<tr>
<td>SSW:4843 Social Welfare Policy and Practice</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Gen Ed/co-requisite**</td>
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Students accepted into the **three-year program** will follow the social work sequence of courses below. The number and type of Gen Ed/co-requisite courses to be completed depend upon the requirements remaining for each student to complete the degree.

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<th>Summer YR 1</th>
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<th>S.H.</th>
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<td>Gen Ed./co-requisite**</td>
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<tr>
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<th>S.H.</th>
</tr>
</thead>
<tbody>
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Four-Year Graduation Plan
The following checkpoints list the minimum requirements students must complete by certain semesters in order to stay on the University's four-year graduation plan. (Courses in the major are those required to complete the major; they may be offered by departments other than the major department). Admission to the School of Social Work is by application; the four-year graduation plan does not apply to students who are not admitted by their fifth semester. **Before the third semester** begins: at least one-quarter of the semester hours required for graduation. **Before the fifth semester** begins: SSW:2222 (042:022), four courses that can be applied to the major (may include concentration area), admission to the major, and at least one-half of the semester hours required for graduation. **Before the seventh semester** begins: six more courses in the major and at least three-quarters of the semester hours required for graduation. **Before the eighth semester** begins: four or five more courses in the major and finalized field placement. During the eighth semester: enrollment in all remaining course work in the major, all remaining General Education courses, and a sufficient number of semester hours to graduate.

Honors
The School of Social Work has an honors program leading to a Bachelor of Arts with honors in social work. A cumulative grade-point average of at least 3.33 is required for participation in the program, which enables students to do in-depth study in subjects that interest them.
Tips for Writing the “Personal Statement” of Your BASW Application

1. Address all Components of Parts I and II. The Personal Statement has two parts. Each part can be broken into several areas that you need to discuss. Make sure you fully discuss each part.

2. Balance the Personal with the Professional. For example, it is appropriate to discuss personal challenges that you have experienced. However, these challenges should be used, for example, to demonstrate how they increased your knowledge or skills, or as a basis for understanding your motivation and commitment to the Social Work program and profession.

3. In thinking about your life experiences and attitudes that have shaped your interest in the Social Work profession (Part I), you might consider such questions as:
   - Who has most influenced my choice of the profession? How did they influence my choice?
   - What life events, both positive and negative, have influenced my choice of the profession? What did I learn from these experiences?
   - How have my experiences with persons who are different from me (by color, gender, sexual orientation, age, belief systems, etc) influenced my choice of the profession?
   - How have my paid or volunteer experiences influenced my choice of the profession? What important lessons about a choice of Social Work as a career did I learn from these experiences?
   - Using the Code of Ethics of the National Association of Social Workers and its Preamble (provided at their website http://www.socialworkers.org/pubs/Code/code.asp), how are your values consistent with the Code? Avoid simply stating that “my values are consistent with the Code of Ethics”…tell the readers HOW they are reflected in your experiences or world-view and choice of the profession.

4. In thinking about material that you might include in Part II of the Personal Statement, consider such questions as:
   - Why am I applying to the University of Iowa School of Social Work instead of many other programs in Social Work? What “fit” do I think I have with the BASW program at Iowa? (Consider looking at the School’s website if you don’t feel adequate in addressing this question: http://clas.uiowa.edu/socialwork/).
   - What are my strengths and in what areas do I hope to grow as a student in this Program?
   - What issues or experiences have I experienced (or are currently experiencing) that may affect my choice of the profession and/or ability to complete the degree requirements?
   - What are my short term and long term goals as a professional social worker? Do I have special interests in working with a particular problem (such as homelessness, violence, substance abuse, etc) or with a particular population (youth, the elderly, etc.)? How do these interests influence my choice of goals?

5. Because of the page limit of the Personal Statement, (approximately 5 pages, double-spaced), be selective in the material you present. Obviously you cannot respond to every question posed in #3 and #4; they are questions to ponder as you reflect on what material you will write about to satisfy Part I and Part II of the Personal Statement.

6. No Bad Grammar Please. The Personal Statement will be used to evaluate your written communication skill. Make sure your grammar and spelling are correct. Use topic sentences to begin paragraphs. If you have difficulty with your writing skills, get help from a Writing Lab on-campus. These skills are important not only in writing your Personal Statement; they will be invaluable as you write papers for your Social Work courses and as you write reports in the future as a professional Social Worker.

7. Get feedback. Ask someone to read the criteria for the Personal Statement, read your personal statement, and give you critical feedback about its organization and content. Because members of the Admission Committee cannot read and give you feedback about your Personal Statement in advance of your submitting it, other possible feedback might be obtained from other social workers with whom you might have contact in your volunteer placement etc.

8. Do not wait until the night before it’s due to write this essay! Give yourself time to reflect on the point you want to make. Seek information that you need from books, websites, etc. Write a draft. Sleep on it. Re-write the draft as a polished product. Get feedback. Re-write as necessary to improve the organization or content of the paper.