

BSSW Progression Application Packet

Checklist:

- _____ Application completed and signed
- _____ Personal essay completed
- _____ Codes of Conduct signed
- _____ Certificate of Completion for APA Tutorial
- _____ Certificate of Completion for Plagiarism Tutorial

You may submit this application packet (Application, Personal Essay, and Codes of Conduct) one of three ways:

By mail: Gina Middleton
The University of Tennessee, College of Social Work
1618 Cumberland Avenue, 301 Henson Hall
Knoxville, TN 37996

In person: 301 Henson Hall

By Email: gcox@utk.edu

**THE UNIVERSITY OF TENNESSEE
COLLEGE OF SOCIAL WORK**

Application to Progress in Social Work

Due Dates:

February 1 for Fall Progression (with an intent to enroll in SW 312 in fall semester)

September 1 for Spring Progression (with an intent to enroll in SW 312 in spring semester)

Name _____ Student ID# _____ Date _____

Local Address _____ Phone _____

_____ UT E-mail address _____

City _____ State _____ Zip _____

When did you declare social work as your major?

_____ as a freshman at UT

_____ I began in another major at UT but switched to social work. My other major was

_____.

_____ when I transferred to UT from a community college or another university

Have you completed at least 45 credit hours including English 101 and 102 and other general education requirements? YES _____ NO _____

Have you completed an Introduction to Social Work course (i.e., SW 200/207 at UT)?

YES _____ NO _____

What was your final grade in SW 200 or SW 207? _____

Have you completed a Social Welfare course (i.e., SW 250 at UT)? YES _____ NO _____

What was your final grade in Social Welfare? _____

What is your current cumulative grade point average? _____

How many hours of service have you completed through BSWO (Bachelor's Social Work Organization) _____

How many hours of service have you completed through another organization? _____

Which organization? _____

Do you have an interest in any of the following: (If yes, contact your advisor for more information)

School Social Work	Yes ___ No ___	Child Welfare Certification	Yes ___ No ___
Studying Abroad	Yes ___ No ___	Completing a minor	Yes ___ No ___

If there are any questions or concerns about this application, you will be contacted for a follow-up interview.

I certify that the information given by me in this application is true and accurate and I understand that any falsification or omission shall be sufficient cause for refusal of admission or dismissal from the BSSW Program.

Student's Signature

Date

Personal Essay

To progress as a social work major (prior to enrolling in SW 312 or any 300-level or 400-level required social work course) all BSSW students must complete a **2-3 page typed, double-spaced**, personal essay. The content and writing style will provide important information about you and your understanding of the social work profession.

Please use the underlined words as subheadings in your essay:

- 1) Describe your human service experience, both paid and volunteer (include dates). What did you learn about yourself from these experiences?
- 2) What motivated you to pursue a career in social work, as opposed to another helping profession such as psychology or counseling? Please include a discussion of your career goals and specific areas of interest within the social work profession.
- 3) What personal characteristics/traits do you possess that you believe will help you to have a successful career as a social worker?
- 4) Discuss how your personal values and beliefs are compatible or are not compatible with the goals and values of the social work profession.

The University of Tennessee College of Social Work BSSW Program Code of Conduct

Since social work is a professional program, the expectations for BSSW students are more comprehensive than those in other undergraduate majors that are strictly academic in nature. Students in a professional social work program are expected to uphold the core values and ethical standards of the social work profession. Specifically, there are certain cognitive, emotional and character requirements that BSSW students must possess in order to complete the entire BSSW program and participate fully in all aspects of the professional practice of social work. All BSSW students in the University of Tennessee College of Social Work are expected to meet these standards in the classroom as well as in their field practicum. As part of the requirement for entry into the major, a student is asked to read the following code of conduct derived from the NASW Code of Ethics.

Professional Behaviors

The BSSW student behaves professionally by knowing and practicing within the scope of social work, adhering to the National Association of Social Workers Code of Ethics and the Tennessee Board of Social Worker Standards of Conduct (1365-01-.10) as found in the Tennessee Board of Social Work Certification and Licensure General Rules and Regulations, <http://www.state.tn.us/sos/rules/1365/1365-01.20100729.pdf>

Interpersonal Skills

The BSSW student communicates and interacts with other students, faculty, staff, clients and professionals in a professional manner, and demonstrates respect for and consideration of other students, faculty, staff, clients and professionals in spoken, written and electronic form. The BSSW student expresses her/his ideas and feelings clearly and demonstrates a willingness and ability to listen to others.

Self-awareness

The BSSW student is willing to examine and change his/her behavior when it interferes with her/his working with clients and other professionals, and is able to work effectively with others in subordinate positions as well as with those in authority.

Professional Commitment

The BSSW student has a strong commitment to the essential values of social work (the dignity and worth of every individual and her/his right to a just share of the society's resources). The BSSW student is knowledgeable about and adheres to the National Association of Social Workers Code of Ethics and the Rules of the Tennessee Board of Social Worker Certification.

Self-care

The BSSW student recognizes the signs of stress, develops appropriate means of self-care, and seeks supportive resources if necessary.

Valuing Diversity

The BSSW student appreciates the value of human diversity. BSSW students do not impose their own personal, religious, sexual, and/or cultural values on other students, faculty, staff, clients or professionals. BSSW students are willing to serve in an appropriate manner all persons in need of assistance, regardless of the person's age, class, race, religious affiliation, gender, disability, sexual orientation and/or value system except for alleged academic dishonesty, which shall be addressed through the procedures set forth in *Hilltopics*, code of conduct violations will be addressed through the CSW Professional Standards Committee.

PLAGIARISM

Plagiarism is using the intellectual property or product of someone else without giving proper credit. The undocumented use of someone else's words or ideas in any medium of communication (unless such information is recognized as common knowledge) is a serious offense, subject to disciplinary action that may include failure in a course and/or dismissal from the university. Specific examples of plagiarism include, but are not limited to:

- Using without proper documentation (quotation marks and a citation) written or spoken words, phrases, or sentences from any source;
- Summarizing without proper documentation (usually a citation) ideas from another source (unless such information is recognized as common knowledge);
- Borrowing facts, statistics, graphs, pictorial representations, or phrases without acknowledging the source (unless such information is recognized as common knowledge);
- Collaborating on a graded assignment without the instructor's approval; and
- Submitting work, either in whole or in part, created by a professional service and used without attribution (e.g., paper, speech, bibliography, or photograph).

More information about what plagiarism is and how to avoid it can be found at <http://libguides.utk.edu/style> and <http://youtu.be/ugCEPRFN2Xw>

All social work majors must complete the plagiarism tutorial at <http://www.lib.usm.edu/legacy/plag/plagiarismtutorial.php>

Email the results to yourself and then print out your post test score (from the email) and submit with the progression application packet. You may email your results to gcox@utk.edu if you wish.

APA GUIDELINES

Social work majors will be required to follow APA guidelines and formatting for many of their written class assignments. APA is a form of formatting used in social work and the social sciences. APA offers guidelines for overall paper layout, citations, abstract, style, and references."

All social work majors must complete the APA guidelines tutorial at <http://www.lib.usm.edu/legacy/tutorials/apatutorial/tutorialindex.html>

Email the results to yourself and then print out your post test score (from the email) and submit with the progression application packet. You may email your results to gcox@utk.edu if you wish.

Pledge to Adhere to Codes of Conduct

Being admitted into the BSSW program requires students to adhere to the professional values, ethics and standards identified in the National Association of Social Workers Code of Ethics as well as the University of Tennessee College of Social Work BSSW Program Code of Conduct.

The student's signature indicates that the student has read and understands the National Association of Social Workers Code of Ethics, the BSSW Program Code of Conduct, and the statement on plagiarism.

If faculty determine my professional development is less than satisfactory, the BSSW program has the responsibility to review my suitability for the social work profession.

Name (please print) _____

Signature _____

Date _____