

# **Social Work Program Admission Packet**

### **Directions for Completing this packet**

Read the entire packet before attempting to complete any portion. Remember, there are deadlines for the completion of this packet. It is important to stay on top of the documentation in order to be prepared for the interviews which will be held. This may be your first professional interview, therefore take this process seriously.

### **Required steps to be taken by the Student (use this as a checklist)**

1. \_\_\_\_\_ Read this entire packet
2. \_\_\_\_\_ Secure the date for the admission consideration interview through invitation.
3. \_\_\_\_\_ Complete the Admission Application online
4. \_\_\_\_\_ Complete the required child abuse clearance, criminal clearance, and FBI fingerprint clearances according to the outline provided on the Clearance Page. These are required prior to entering your Junior Practicum. Clearances must be current within a year prior to the start of the fall semester of your senior year. There are fees associated with these clearances as well as time requirements for the return of the clearances.
5. \_\_\_\_\_ Complete the documentation for Christian Service.
6. \_\_\_\_\_ Identify 3 references:
  - 1 personal
  - 1 professional/vocational
  - 1 academic/educational (non-Social Work professor)
7. \_\_\_\_\_ Once references are identified, send the references the necessary e-mail in which they will complete the reference.
8. \_\_\_\_\_ Write your self-assessment following the guidelines from the application and on the Self-Assessment directions page.
9. \_\_\_\_\_ Complete and provide an updated resume.
10. \_\_\_\_\_ Gather all required information in one packet for discussion at the interview

## Social Work Program Admission Requirements

Students are able to declare their study within the Social Work Program upon admission to Lancaster Bible College. However, students unable to achieve a minimum, overall GPA requirement of 2.5 will NOT be invited to apply for admission to the Social Work Program. The student's advisor will counsel them regarding other academic options.

Should the student receive a formal notice of invitation, they will be guided in preparation for formal acceptance into the Social Work Program once the following requirements are met:

- Students MUST take the following Social Work courses and must have a "C" or better to be formally admitted to the BSW program.
  - SWK102: Introduction to Social Work
  - SWK 202: Social Work Policy
  - SWK 204: Cultural Diversity
  - SWK 206: Human Behavior and the Social Environment I
  - SWK 207: Human Behavior and the Social Environment II
- Students MUST have a 2.5 cumulative GPA in order to be invited to apply for admission.
- Students MUST have fulfilled the 2 semester requirement of Christian Service and document this in their Portfolio.
- Students MUST write a self-assessment of their progression in understanding their developing role as a professional social worker.
- Students MUST submit letters of recommendation: one personal, one professional/vocational and one educational (from a non-social work professor).
- Students MUST complete the application form.
- Students MUST provide a current resume.

Once these requirements are met, the student makes an appointment with the Social Work Program Director (to occur no later than the last week in April for fall admission) to discuss their interest and intent regarding the Social Work Program.

Interviews will be scheduled with interested students prior to the end of the semester. Each student will receive written notification of the decision pertaining to their admission into the Social Work Program once all of the requirements have been met. The Admission Committee is comprised of the Social Work Program Director, Social Work Program Field Director, and other social work faculty members.

Of important notice, in the evaluation of transfer credits or past experiences, academic credit is not given in Lancaster Bible College's Social Work Program for life experience or previous work experience.

A student who does not fully meet one or more of the admission criteria may be admitted to the Social Work Program on a provisional basis, primarily due to not completing one of the foundational social work courses. This decision is made by the Admission Committee. Students will only be invited to apply to the admissions process if their GPA is 2.5 or greater. Students must also maintain a 2.5 or greater overall GPA in order to remain in good standing with the Social Work Program. Students who fall below the 2.5 GPA requirements will be given ONE semester (15-18 credits) to improve their GPA to acceptable standards (2.5 or greater). Faculty will monitor the student's progression with their GPA. The following serves as some recommended activities for the student to consider if there are ongoing academic struggles:

- Attend weekly tutoring through the Ally and Writing Centers
- Consider participation in study groups or private tutoring
- Re-evaluate work or extra-curricular activities
- Attend all classes and minimize the use of skips for emergency purposes
- Proactively meet with the professors if academic challenges exist in the courses
- Consider using the free services of the C3 Counseling program
- Develop an organization system for course assignments
- Consider taking summer/winter courses in order to lighten the academic load during the Fall or Spring semesters

A student who fails to meet the GPA requirement by the end of their Junior year is ineligible to participate in their Field Internship during their Senior Year. Failure to demonstrate satisfactory academic performance within the timeframes will result in dismissal without possibility of re-admission to the Social Work Program. The student would be advised to consider changing their major to Biblical Studies with a Human Services concentration. The Social Work Program also complies with the Lancaster Bible College's policy on Academic Probation outlined in the following section.

### **Academic Probation**

Students with a cumulative grade point average below 2.00 will be placed on Academic Probation. Students on Academic Probation who have the following grade point average or below may participate in one extracurricular activity at any one time:

Freshman (up to 29 hours)	1.70 GPA
Sophomore (30–59 hours)	1.80 GPA
Junior (60–89 hours)	1.90 GPA
Senior (90 or more hours)	2.00 GPA

Students below these minimum GPAs may not participate in any extracurricular activities.

All probationary students must attend two weekly appointments with a tutor in the Reaching Academic Potential (RAP) Center, the College's academic assistance program. In addition, they must sign-up for two weekly study halls. Study halls are offered throughout the day as well as the evening. Hours are chosen at the convenience of the student. The specific schedule for RAP is posted on campus the beginning of each semester.

The Veteran's Administration will be notified if a student receiving VA benefits does not meet the academic progress requirements after serving a probationary period of two semesters.

### **Academic Dismissal**

Any student whose cumulative grade point average is below the minimum standards at the end of an academic year will receive notification of his/her academic dismissal from the Dean of Undergraduate Education. The minimum standards are:

#### Hours Registered Toward Graduation Requirements

0–17	No Minimum
18–59	1.50 GPA
60–89	1.75 GPA
90+	1.90 GPA

Appeals of academic dismissal may be made by the student, in writing, to the Undergraduate Student Appeals Committee.

### **Academic Mentoring Services**

The College provides academic mentoring and support services at no cost to all currently enrolled LBC students. Peer tutors and professional personnel provide assistance with major projects, budgeting and organizing study/work/personal time, reviewing of class material, test-taking skills and study strategies. Free 11x17 semester calendars for plotting out assignments/projects/exams and 3x5 note cards are also available. The Ally Center is generally open for appointments during the school term Monday through Thursday, 8:00 AM to 5:00 PM and 6:00 PM to 8:00 PM, and Friday, 8:00 AM to 3:00 PM.

Students may sign up for semester-long weekly appointments or make appointments as needed. Appointments can be made by stopping by the Center, signing one's initials on the calendar in the Ally Center (if the Center is closed when stopping by), or calling the Center (ext. 5389) during business hours to schedule with the Department Assistant.

For more information regarding AMS, stop by the Center located in the Teague Learning Commons.

### **Retention in the Social Work Program**

Students who are admitted to the Social Work Program need to maintain an overall GPA of 2.5. They must obtain a "C" or greater in all of their required social work courses. Effective for the class of 2020, all students MUST receive a "C" or greater in social work electives.

Due to the nature of social work practice and the expectations of a professional program, academic standards for continuance in the Program include professional behaviors and practices. All policies and procedures contained in this Handbook as well as the Field Manual are expected to be maintained. Social Work students are expected to adhere to the National Association of Social Workers (NASW) Code of Ethics (see appendices).

The Academic Integrity Policy is attached in the appendices. The Lancaster Bible College Disciplinary and Judicial Process is attached in the appendices.

### **Goodness of Fit Policy**

This policy reflects the collaboration between the Social Work faculty and student representatives from Phi Alpha.

#### **Purpose:**

The purpose of this policy is to provide guidance to students who experience significant interpersonal difficulties while studying at LBC which may prevent them from demonstrating competence needed to enter the Social Work Program.

#### **Rationale:**

The LBC Social Work Program evaluates student performance in line with the NASW Code of Ethics. "Social workers who function as educators or field instructors for students should evaluate students' performance in a manner that is fair and respectful." (NASW Code of Ethics, 3.02b—Ethical Responsibilities in Practice Settings)

Occasionally, a student may present with interpersonal characteristics that may prevent them from providing ethical service to clients through their Practicum or Internship. The Code of Ethics outlines the following ethical responsibilities to colleagues:

### ***2.09 Impairment of Colleagues***

*(a) Social workers who have direct knowledge of a social work colleague's impairment that is due to personal problems, psychosocial distress, substance abuse, or mental health difficulties and that interferes with practice effectiveness should consult with that colleague when feasible and assist the colleague in taking remedial action.*

*(b) Social workers who believe that a social work colleague's impairment interferes with practice effectiveness and that the colleague has not taken adequate steps to address the impairment should take action through appropriate channels established by employers, agencies, NASW, licensing and regulatory bodies, and other professional organizations.*

### ***2.10 Incompetence of Colleagues***

*(a) Social workers who have direct knowledge of a social work colleague's incompetence should consult with that colleague when feasible and assist the colleague in taking remedial action.*

*(b) Social workers who believe that a social work colleague is incompetent and has not taken adequate steps to address the incompetence should take action through appropriate channels established by employers, agencies, NASW, licensing and regulatory bodies, and other professional organizations.*

#### **Scope:**

This policy applies to all Intent to Major Social Work students and may also be reviewed once a student is admitted to the Social Work Program.

Process:

- Social Work faculty observes each student in the classroom setting during their foundational years of study. In the course of the observation, faculty document student interpersonal concerns. Conditions that would warrant concern on the part of the faculty may include, but not be limited to, the following observable behaviors:
  - Chronic tardiness to class
  - Racially offensive words or behaviors
  - Lack of participation in class discussions
  - Failure to complete assignments in a timely fashion
  - Chronic excuses for missed work or academic performance
  - Excessive classroom disruptions
  - Inappropriate communication with faculty or others either in the classroom or outside, also including e-mail or social media communication
  - Failure to comply with faculty directives to correct behaviors
  - Dishonesty
  - Other concerning interpersonal challenges which interfere with learning in the following areas:
    - Communication skills
    - Cognitive skills
    - Appreciation of Diversity
    - Coping skills
    - Professional commitment
    - Professional conduct
    - Self-awareness
    - Ethical obligations
- Social Work faculty document the concerning behaviors in the student's electronic file
- Social Work advisors interact with one another to ensure the concerning behaviors are communicated during advising
- Social Work faculty and advisors provide students with opportunities to seek counseling through C3. Students may sign a release of information for the faculty advisor to communicate with the counseling staff.
- Prior to Social Work Admission invitations, Social Work faculty meet with any student who has demonstrated any above-mentioned concern. This meeting is intended to discuss the interpersonal status of student performance as noted by the social work faculty.
- Students who have failed to make adequate corrections of their behaviors in the classroom and/or through advising will NOT be invited to apply for admission until satisfactory demonstration of interpersonal competence.
- Invitations for Admission submission will only be sent to those students who have demonstrated interpersonal competence.

Interview Committee Decision for the Student Admission to the Social Work Program

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

Advisor: \_\_\_\_\_

The above mentioned student has been formally admitted to the Social Work Program. The following requirements have been met:

\_\_\_\_\_ The student demonstrated academic proficiency by achieving a GPA of 2.5 or better.

\_\_\_\_\_ The student completed the foundational courses prior to entrance to the Field Instruction of their senior year.

\_\_\_\_\_ The student completed the 2 semester requirement of Christian Service

\_\_\_\_\_ The student completed a self-assessment of their progression in understanding their developing role as a professional social worker.

\_\_\_\_\_ The student submitted 3 letters of recommendation: one personal, one professional/vocational and one educational (non-social work professor).

\_\_\_\_\_ The student completed the Social Work Program application form.

\_\_\_\_\_ The student participated in an interview to review the above mentioned information

\_\_\_\_\_ The students provided an updated resume

Admission status:

\_\_\_\_\_ Full admission

\_\_\_\_\_ Provisional admission with the following recommendations:

\_\_\_\_\_ Denied admission

\_\_\_\_\_  
Kurt E. Miller, MA, MSW  
Social Work Program Director

\_\_\_\_\_  
Date

## Admission Application Instructions

### Steps to Completion:

1. Use the following link to access the application:  
  
[https://lbc.formstack.com/forms/untitled\\_form\\_170](https://lbc.formstack.com/forms/untitled_form_170)
  
2. The following sections are contained on the Admission Packet:
  - a. Demographics
  - b. Academic Information
  - c. Legal Information
  - d. Self-Assessment
  - e. Personal Information
  - f. References Section
  - g. Agreements and Signature Section
  
3. Note about Life Experience: In the evaluation of transfer credits or past experiences, academic credit is not given in Lancaster Bible College's Social Work Program for life experience or previous work experience.
  
4. The Application must be completed at least one week prior to the student's interview.

## Clearances Information Page

All Social Work students and professionals routinely must complete clearances to ensure that they meet certain standards for volunteer and employment opportunities. If you have not completed these clearances, please follow these steps closely. When the clearances return, make copies of them for your records. If you have current clearances, understand that most volunteer agencies will need current clearances within a year of your start, therefore, it is highly encouraged for the student to have the most current clearances prior to the start of their Junior Year. The interview committee will want to see the clearances OR documentation that you have begun the process of clearances so as to measure your commitment to the Social Work Program.

There are 3 clearances that most social service providers will require: Child Abuse, Criminal, FBI. All 3 clearance information can be found on the home page at the following website, if you read it carefully: <http://www.dhs.pa.gov/provider/childwelfareservices/childabusehistoryclearanceforms/>. From this page, make sure that you click on the link for the Department of Public Welfare and NOT the Department of Education link. However, each has a separate webpage that will be covered below.

### 1. PA Child Abuse (electronic submission)

Fee: \$10 (access the fee for “employment” as it covers a broader base compared to “volunteer”)

You will find detailed instructions for the PA Child Abuse clearances at the following website:

<https://www.compass.state.pa.us/cwis/public/home>

- You will need to create a login. Through this process you will need to have an active e-mail address and respond with the temporary password they provide and then login again and change your password
- You will need to have all the addresses you lived at since 1975
- You will also need to know all the household members’ names and ages since 1975
- You must pay \$10 with a credit card
- You want to check the box that indicates Child Care Employment
- You must digitally sign and date the form
- After you complete this, you will receive an e-mail which you want to follow to get the results of the clearance
- **Print a copy for yourself and we will keep a copy in your Student Record.**

**Time frame for return: Immediate, unless there is a history**

### 2. PA State Criminal Clearance (electronic submission)

Fee: \$10 (payable by credit card)

You will find detailed instructions for the PA State Criminal Clearance at the following website:

<https://epatch.state.pa.us/Home.jsp>

- This is an electronic filing clearance
- Click on the link to “Submit a new record check”
- Accept the Terms and Conditions
- Complete the highlighted fields. Purpose should be for “Employment”
- Follow the instructions and await the report to be generated
- Print out the results when completed. IMPORTANT: It will only allow you one time of printing, so make sure that you are able to print this and make copies for yourself.

**Time frame for return: Immediate, unless there is a history**

3. FBI Clearances (fingerprints)

Fee: \$27.50 (payable by MONEY ORDER only)

You will find detailed instructions for the Department of Public Welfare’s FBI clearances at the following website:

[https://www.pa.cogentid.com//index\\_dpw.htm](https://www.pa.cogentid.com//index_dpw.htm)

- Follow the link to the “Register Online” link
- There is a comprehensive registration process
- Once you received confirmation of registration you must go to a location to complete the fingerprints
- Look on the above mentioned website for the 3 location sites (2 Lancaster, 1 Ephrata) for fingerprints

Time frame for return: 2-4 weeks

If you are having problems, ask questions early on in the process.

## Letters of Recommendation

As part of the admission to the Social Work Program several references will need to be completed which documents the student's preparation for a career in Social Work.

3 references are required:

- One personal reference (non-academic)
- One professional/vocational reference (non-academic)
- One educational reference (non-Social Work professor)

The following link has been provided for the reference to complete:

[https://lbc.formstack.com/forms/untitled\\_form\\_204\\_copy](https://lbc.formstack.com/forms/untitled_form_204_copy)

### **Instructions:**

- **Contact the persons to be the reference and obtain their permission**
- **Send them the following information in an e-mail:**

“Thank you for agreeing to be a confidential reference for the purposes of admission to the Lancaster Bible College Social Work Program. The survey should take approximately 5 minutes to complete. There will be an opportunity to provide your contact information for follow-up by the Social Work Program Director, Kurt Miller, if necessary. The link for the survey can be found at:

[https://lbc.formstack.com/forms/untitled\\_form\\_204\\_copy](https://lbc.formstack.com/forms/untitled_form_204_copy)

Admission to the Social Work Program cannot be processed until all references are received prior to the admission interview. Should you have any questions, please feel free to contact Kurt Miller at (717) 569-7071, x5354 or via e-mail: kmiller@lbc.edu. I appreciate your assistance with this process. “

**Make sure you personalize this with your name at the end of the e-mail.**

### Social Work Admission Rubric

Student: \_\_\_\_\_

Total Score: \_\_\_\_\_

Criteria	Exemplary=4	Accomplished=3	Developing=2	Beginning=1	Total
<b>Self-Assessment</b>					
Service : The student communicates the ability to empathize with vulnerable populations	Excellent evidence of empathy in written report	Adequate evidence of empathy in written report	Superficial evidence of empathy in written report	Limited or missing evidence of empathy in written report	
Social Justice: The student communicates a concern for vulnerable populations	Excellent evidence of concern for vulnerable populations in written report	Adequate evidence of concern for vulnerable populations in written report	Superficial evidence of concern for vulnerable populations in written report	Limited or missing evidence of concern for vulnerable populations in written report	
Dignity and Worth of the Person: The student describes human value from a strengths perspective	Excellent evidence of strengths of others identified in written report	Adequate evidence of strengths of others identified in written report	Superficial evidence of strengths of others identified in written report	Limited or missing evidence of strengths of others identified in written report	
Importance of Human Relationships: The student demonstrates an ability to positively interact with others	Excellent evidence of experience positively interacting with others in written report	Adequate evidence of experience positively interacting with others in written report	Superficial evidence of experience positively interacting with others in written report	Limited or missing evidence of experience positively interacting with others in written report	
Integrity: The student expresses a commitment to integrity.	Excellent evidence of commitment to integrity in written report	Adequate evidence of commitment to integrity in written report	Superficial evidence of commitment to integrity in written report	Limited or missing evidence of commitment to integrity in written report	
Competence: The student displays competence as confirmed by academic success	Excellent evidence of academic competence (GPA of 3.0 or greater)	Adequate evidence of academic competence (GPA between 2.5 and 3.0)	Limited evidence of academic competence (GPA of 2.0 and 2.5 or greater)	Academic probation: Below 2.0	
Total					

Interview					
Criteria	Exemplary=4	Accomplished=3	Developing=2	Beginning=1	Total
Service: The student communicates the ability to empathize with vulnerable populations	Excellent evidence of empathy in spoken word	Adequate evidence of empathy in spoken word	Superficial evidence of empathy in spoken word	Limited or missing evidence of empathy in spoken word	
Social Justice: The student communicates a concern for vulnerable populations	Excellent evidence of concern for vulnerable populations in spoken word	Adequate evidence of concern for vulnerable populations in spoken word	Superficial evidence of concern for vulnerable populations in spoken word	Limited or missing evidence of concern for vulnerable populations in spoken word	
Dignity and Worth of the Person: The student describes human value from a strengths perspective	Excellent evidence of strengths of others identified in spoken word	Adequate evidence of strengths of others identified in spoken word	Superficial evidence of strengths of others identified in spoken word	Limited or missing evidence of strengths of others identified in spoken word	
Importance of Human Relationships: The student demonstrates an ability to positively interact with others	Excellent evidence of experience positively interacting with others in spoken word	Adequate evidence of experience positively interacting with others in spoken word	Superficial evidence of experience positively interacting with others in spoken word	Limited or missing evidence of experience positively interacting with others in spoken word	
Integrity: The student expresses a commitment to integrity.	Excellent evidence of commitment to integrity in spoken word	Adequate evidence of commitment to integrity in spoken word	Superficial evidence of commitment to integrity in spoken word	Limited or missing evidence of commitment to integrity in spoken word	
Competence: The student displays competence as confirmed by professionalism	Excellent evidence of professionalism displayed through appearance and conversation	Adequate evidence of professionalism displayed through appearance and conversation	Limited evidence of professionalism displayed through appearance and conversation	Lacking evidence of professionalism displayed through appearance and conversation	
Total					

References					
Service: The student communicates the ability to empathize with vulnerable populations	Excellent evidence of service seen by others in the community	Adequate evidence of service seen by others in the community	Superficial evidence of service seen by others in the community	Limited or missing evidence of service seen by others in the community	
Social Justice: The student communicates a concern for vulnerable populations	Excellent evidence of concern for vulnerable populations seen by others in the community	Adequate evidence of concern for vulnerable populations seen by others in the community	Superficial evidence of concern for vulnerable populations seen by others in the community	Limited or missing evidence of concern for vulnerable populations seen by others in the community	
Dignity and Worth of the Person: The student describes human value from a strengths perspective	Excellent evidence of strengths seen by others in the community	Adequate evidence of strengths seen by others in the community	Superficial evidence of strengths seen by others in the community	Limited or missing evidence of strengths identified in spoken word	
Importance of Human Relationships: The student demonstrates an ability to positively interact with others	Excellent evidence of experience positive interactions seen by others in the community	Adequate evidence of experience positive interactions seen by others in the community	Superficial evidence of experience positive interactions seen by others in the community	Limited or missing evidence of experience positive interactions seen by others in the community	
Integrity: The student expresses a commitment to integrity.	Excellent evidence of commitment to integrity seen by others in the community	Adequate evidence of commitment to integrity seen by others in the community	Superficial evidence of commitment to integrity seen by others in the community	Limited or missing evidence of commitment to integrity seen by others in the community	
Competence: The student displays professionalism within the community	Excellent evidence of professionalism seen by others in the community	Adequate evidence of professionalism seen by others in the community	Limited evidence of professionalism seen by others in the community	Lacking evidence of professionalism seen by others in the community	
Total					

Total self-assessment: \_\_\_\_\_ Total interview: \_\_\_\_\_ Total Reference: \_\_\_\_\_

## Sample Resume

Jane A. Smith  
100 South Prince Street • Lancaster, PA 17603  
717-555-3968 • [janeasmith@yahoo.com](mailto:janeasmith@yahoo.com)

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Ambitious and motivated individual with varied experience evidencing initiative and ability to work independently. Proven ability to educate, communicate and build rapport with difficult clients. Demonstrated skill in team participation and customer service.

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### **EXPERIENCE**

Water Street Ministries (August 2014-present)

Supervise homeless shelter resident community in the women's and family shelter. This is a weekend position, and on-call as needed.

Child Care Provider, Self Employed (2008-2011)

Over 1,000 hours of direct child care experience with families, local church Sunday school and youth group programs.

Starbucks, Lancaster PA (August 2012 – August 2014)

Server and cash register employee. Excelled in customer service. Received 2 promotions during a two year period and was promoted to assistant weekend manager.

### **PRACTICUM EXPERIENCE**

Boys and Girls Club of Metropolitan Baltimore (2014)

Assisted with organizing youth events, tutored elementary student, coordinated middle and high school group activities, and taught self-care curriculum. 30 hour Practicum during Junior year of college.

COBYS

Currently shadowing and assisting in the DINA program. This program seeks to reduce children's aggressive and disruptive behavior, increase pro-social behavior, and problem-solving strategies, as well as increased emotional literacy. Will complete 30 hour Practicum during Junior year of college.

### **LBC CHRISTIAN SERVICE EXPERIENCES**

Westminster Presbyterian Church (2011-2012)

Assisted in the Refugee Outreach Program. Attended weekly outreach meetings providing conversational English assistance to program participants. Assisted in coordination of snacks and weekly activities for refugee children.

### **REFERENCES**

John Jones, Water Street Ministries:	(717) 765-4321	<a href="mailto:johnjones@wsm.org">johnjones@wsm.org</a>
Beth Wilson, Starbucks	(717) 987-6543	<a href="mailto:bethwilson@starbucks.org">bethwilson@starbucks.org</a>
Jack Brown, Boys and Girls Club	(717) 876-5432	<a href="mailto:jackbrown@BGC.org">jackbrown@BGC.org</a>
Cindy Myers, COBYS	(717) 321-7654	<a href="mailto:cindymyers@cobys.org">cindymyers@cobys.org</a>

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### **EDUCATION**

Anticipated Graduation, May 2015  
Lancaster Bible College, Lancaster PA  
Bachelor of Social Work (BSW)