

## **BSW APPLICATION MATERIAL**

Applications are accepted to the BSW program *September 1 through October 1 for Fall applicants* and *February 1 through March 1 for Spring applicants*. If you have any questions regarding the application process, please contact Mrs. Laura Armstrong, MSW, LCSW, BSW Program Director at (919) 530-6954 or [larmstr6@nccu.edu](mailto:larmstr6@nccu.edu) or [Dr. Blenda Crayton](mailto:Dr.BlendaCrayton), Chair, Department of Social Work at (919) 530-7329 or send an email to [bcrayton@nccu.edu](mailto:bcrayton@nccu.edu).

### **APPLICATION MATERIALS CHECKLIST**

- \_\_\_\_\_ Demographic Information on a google form (you will also upload the below doc's to that google form)
- \_\_\_\_\_ Personal Narrative (1 page)
- \_\_\_\_\_ Professional Résumé
- \_\_\_\_\_ Diversity Essay (2 pages)
- \_\_\_\_\_ Two letters of recommendation (on letterhead)
- \_\_\_\_\_ Transcripts (unofficial copy acceptable)
- \_\_\_\_\_ BSW Plan of Study

### **EXPLANATION OF MATERIALS**

**Application** - The application should be legibly (a typed application is preferred) and completed with no information left blank.

**Professional Résumé** - The professional resume should include information regarding work, and community/volunteer experience.

**Narrative Statement** - The narrative should be between 250-300 words. You should discuss why you have chosen social work as your career goal. Your discussion should describe the experiences that influenced your decision to become a social worker; the personal attributes that may help you become a professional helping person, and your area(s) of interest (e.g., child welfare, school social work, mental health, etc.). The narrative should be typed following the APA style of writing (e.g., doubled-space, 12 font size, and Times New Roman font style). Be sure to sign your name at the bottom of the narrative statement.

**Two Letters of Recommendation** - The letters of recommendation should be written on letterhead and speak to the writer's knowledge of your potential in becoming a social worker. These are professional recommendations who can speak to your desire to become a social worker. All letters should be signed by the writer, if the writer does not have letterhead, they must include an email and phone number in their signature. Letters are collected by the student and submitted with the rest of the documents. (Examples of professional references: Professors, teachers, supervisors, volunteer coordinator (at a site you might have volunteered consistently), school counselor, etc)

**Transcript** - A copy of the NCCU transcript should be included. An unofficial transcript is acceptable. Applicants should have a recorded cumulative GPA or at least one semester at NCCU before making application to the BSW program.

**Diversity Essay** - Write a two-page paper (APA format) discussing your experiences/interactions with individuals who are different from you. Be clear and thoughtful in your discussion. As you write, consider that one of the core competencies in the BSW program is "Engage diversity and difference in practice."

"Social workers understand how diversity characterizes and shapes the human experience and is critical to the formation of identity. The dimensions of diversity are understood as the intersectionality of multiple factors including age, class, color, culture, disability, ethnicity, gender, gender identity and expression, immigration status, political ideology, race, religion, sex, and sexual orientation. Social workers appreciate that, as a consequence of difference, a person's life experiences may include oppression, poverty, marginalization, and alienation as well as privilege, power, and acclaim." (CSWE, Educational Policy and Accreditation Standards, 2015).

**BSW Plan Study** - Include the BSW plan of study in your application packet. Highlight the courses you have satisfied and the courses you are enrolled in at the time you are making application to the BSW program. At the top of the plan of study, list your advisor's name and if you are in the University College.

**CRIMINAL BACKGROUND CHECK: This is ONLY for your information.** Some field practicum agencies have special requirements that they must adhere to in order to determine the student's eligibility for that particular agency placement. One of the requirements might be a criminal background check. This is especially true when students will be working with children, older adults, and within the criminal justice system. If you feel the need to discuss this matter in greater detail contact Director of Field Education Ms. H. Dionne Moore at (919) 530-6272.