



**Laurentian University**  
**Université Laurentienne**

**TO:** Candidates, Admission to the Professional Years of the School of Native Human Services Honours Bachelor of Social Work Program

**FROM:** Sharon Corbiere-Johnston, Access Supervisor,  
School of Native Human Services, Arts Building - A 301-A

**RE:** Procedures for Application for Admission to the School of Native Human Services  
Professional Years Honours Bachelor of Social Work

**DATE:** **January 2013 for September 2013 Professional Year Admission**

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**THIS APPLICATION FOR ADMISSION TO THE PROFESSIONAL YEARS PACKAGE CONTAINS:**

**PART I -** Eligibility Criteria and the Admissions Process:

- a) Eligibility Criteria;
- b) Admissions Process.

**PART II** **Application** to the Professional Years in the School of Native Human Services -Honours Bachelor of Social Work Program;

- 1) Application Form;
- 2) Declaration Acknowledgement Form
- 3) Rating Guide to Personal Statement;
- 4) Personal Statement Writing Guide(s).
- \***Part II must be accompanied by a current Resume.**
- 5) Professional Suitability Policy

**PLEASE NOTE:**

1. All candidates are expected to complete **ALL** of the requirements for admission to the Professional Years. Please **READ** the contents of this admission package **CAREFULLY**. If you have any questions regarding your application, please contact Sharon Corbiere-Johnston at (705) 675-1151, ext. 5055#.
2. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**
3. The Professional Years procedures shall apply equally to all prospective applicants including: part-time and full-time students; students enrolled on campus at Laurentian, distance education students, special students and transfer students from other universities and to second degree candidates and college diploma students.
4. **THE CLOSING DATE FOR APPLICATION IS FRIDAY, MARCH 1, 2013 at 4:00 p.m. or otherwise granted.** The complete application to the Professional Years must be returned to: Laurentian University School of Native Human Services, Arts Building A-301, Ramsey Lake Road, Sudbury, Ontario, P3E 2C6.

**PART I**  
**ELIGIBILITY CRITERIA AND**  
**THE PROFESSIONAL YEAR ADMISSIONS PROCESS**

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**LIMITED ENROLMENT POLICY**

1. Admission to the Professional Years is governed by a limited enrolment policy. Current regulations allow for the admission of a maximum of 25 students on campus and 25 students at a distance.
2. Students applying to the Professional Years of the program will be assessed according to a ranking based on your final grades (worth 70%), and the Personal Statement (worth 30%) of the assessment criteria. After all eligible candidates have been rated in May, a rank order list of candidates will be established from highest to lowest scores. Offers of Acceptance will be made from this list until all spaces in the program are filled. A waiting list of candidates will be established to cover the possibility that some Offers of Admission to the Professional Years are declined or candidates fail to respond.

**ELIGIBILITY CRITERIA**

1. Students applying for professional year admission to the School of Native Human Services-Honours Bachelor of Social Work Program **must:**
  - a) Complete N/SWLF 1006 and N/SWLF 1007 or SWLF 1006/1007 with a minimum grade of 70%;
  - b) Successfully complete SOCI 1015, PSYC 1105, 12 elective credits from the Humanities or Social Sciences.
  - c) Maintain good academic standing with the university.
2. Calculation of academic grades is worth 70% of the assessment criteria and is conducted by the Laurentian University Admissions Office. Grades will be assessed using the following formula:

$$\frac{2 \times \text{N/SWLF}_{1006/1007} + \text{SOCI}_{1015} + \text{PSYC}_{1105} + 12 \text{ cr ELEC.}}{\quad} \times 70\% = \underline{\hspace{2cm}}$$

The grade point average of community college graduates will be substituted, where applicable, for university courses in the calculation of academic grades.

**\*If you are interested in applying to the Professional Years and do not meet the above criteria, please contact Sharon Corbiere-Johnston, Access Supervisor at (705) 675-1151, ext. 5055.**

### **APPLICATION PROCESS**

1. Your complete **Application to the Professional Years, Personal Statement and Resume must be received** no later than **Friday, March 1<sup>st</sup>, 2013 or otherwise granted.**
2. All candidates who meet the eligibility criteria for admission to the Professional Years will receive a letter acknowledging receipt of their application.
3. Students will be advised of whether or not they have been admitted to the Professional Years after final grades have been calculated. Offers of admission to the professional years will be sent to successful candidates no later than **Friday, June 7<sup>th</sup>, 2013**.
4. Formal appeals against an Admission decision must be submitted in writing to the School of Native Human Services Access Supervisor **and submitted within 10 days** of receipt of the admission decision.
5. All applications to the Professional Years of the School of Native Human Services are subject to **university policy regarding admission, course equivalence and the School of Native Human Services Professional Suitability Policy.**
6. **ALL students applying for Admission to the Professional Years must submit PART II of this application. Please read the following directions carefully.** Applications to the Professional Years of the School of Native Human Services – Honours Bachelor of Social Work that do not include the necessary documentation **will not be accepted.**
7. Professional Year Applicants who are; Non-Laurentian University students and Laurentian University Students, - **Please refer to the following appropriate section that applies to you;**

### **NON - LAURENTIAN UNIVERSITY STUDENTS – Full Time Studies**

All transferring from another university or community College for – **FULL TIME STUDIES ONLY** must apply to the Ontario University Application Centre:

An OUAC 105 Application Form to the Ontario Universities' Application Centre in Guelph, Ontario can be obtained on-line at [www.ouac.on.ca](http://www.ouac.on.ca).

Phone: 519-823-1940 Fax: 519-823-5232 - Office Hours: 8:30 a.m. - 4:30 p.m. EST

Telephone Hours: Monday, Tuesday, Wednesday and Friday: 9:00 a.m. - 4:30 p.m. EST

Thursday: 10:00 a.m. - 4:30 p.m. EST

Address: Ontario Universities' Application Centre, 170 Research Lane  
Guelph ON N1G 5E2

Non Laurentian Students must have been granted admission to Laurentian University through the submission of all application forms and/or official transcripts and have been assigned a student identification number prior to this professional year application. If this has not been done, the student is not permitted to proceed with this application.

### **NON - LAURENTIAN UNIVERSITY STUDENTS – Part Time Studies**

Non Laurentian Students must have been granted admission to Laurentian University through the submission of all application forms and/or official transcripts and have been assigned a student identification number prior to this professional year application. If this has not been done, the student is not permitted to proceed with this application.

A **Laurentian University Application Form** for part-time studies may be obtained through the Laurentian University website at [www.laurentian.ca](http://www.laurentian.ca) or by calling the Office of Admission at 705-675-1151 and ask for Office of Admissions. First time admission fee is \$40.00. Official transcripts must accompany the application in order to receive transfer credits.

### **LAURENTIAN UNIVERSITY STUDENTS**

All students who have been admitted and currently registered in the School of Native Human Services.

All students who have been admitted and currently registered as a Special Student.

All students who have been admitted and registered in other programs at Laurentian University.

\*An administrative Program Change Form will be submitted on your behalf upon acceptance to the Professional Years.

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**PERSONAL STATEMENT INSTRUCTIONS**  
**(Worth 30%)**

Develop a Personal Statement outlining your interest in applying to the School of Native Human Services - Honours Bachelor of Social Work.

1. The statement should not exceed 1500 words.
2. It should be an original piece of work based on your personal thoughts and opinions.
3. Footnotes and bibliography are not required.
4. Please write your name on the top right-hand corner of the personal statement.
5. **PLEASE DO NOT STAPLE or BIND any parts of the application (i.e., no folders, binders etc).**
6. **PERSONAL STATEMENT WRITING GUIDE:**  
There are two writing guides in Part II:

The first one is for students ON-CAMPUS.

The second one is for ENVISION/DISTANCE EDUCATION students.

**Please ensure that you fill out the appropriate one and ATTACH with the complete application and discard the other one!**

7. The RATING GUIDE for the Personal Statement is also contained in PART II, please review. The Rating Guide is only enclosed to let you know how the Professor(s) will assess your Personal Statement. Please **enter your NAME ONLY on the form as indicated and attach the rating guide to your Personal Statement (DO NOT STAPLE)**.
- 8.

PLEASE KEEP ALL INFORMATION TO THIS POINT  
FOR YOUR PERSONAL RECORDS

**\* PART II and RESUME MUST BE RETURNED**

## **PART II**

### **SCHOOL OF NATIVE HUMAN SERVICES HONOURS BACHELOR OF SOCIAL WORK**

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#### **PROFESSIONAL YEAR APPLICATION CHECK LIST:**

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- Application for Admission to Professional Years**
- Declaration Form must be signed as indicated**
- Transfer Equivalency Report (if available/applicable)**
- Rating Guide (Only enter your name on this sheet)**
- Personal Statement**
- Personal Statement Writing Guide for: (Please attach appropriate one)**  
**On-Campus Students**  
**or**  
**Distance Education Students**
- Updated Resume**

**PART II**  
**SCHOOL OF NATIVE HUMAN SERVICES – HONOURS BACHELOR OF**  
**SOCIAL WORK PROFESSIONAL YEARS ADMISSIONS APPLICATION**  
**FORM**

## PERSONAL DATA

Student's Name: \_\_\_\_\_

Student's Date of Birth: Day                      Month                      Year

Ancestry:

Non Native:   Y     N     First Nation:   Y     N  
First Nation Affiliation\_\_\_\_\_

Sudbury Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Cell \_\_\_\_\_

Email Address:

Permanent Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Email: \_\_\_\_\_

**NOTE:** SINCE YOU WILL BE NOTIFIED BY MAIL OF ADMISSION TO THE PROFESSIONAL YEARS, IT IS IMPERATIVE THAT WE KNOW WHERE TO REACH YOU.

**Please circle ○ or ✓ your appropriate response;**

1. Have you been admitted to Laurentian University? YES NO

➔ If YES, please enter your student number \_\_\_\_\_

➔If NO, are you in the process of applying for Admission?    YES            NO

2. Are you making Professional Year Application to the ON CAMPUS or DISTANCE/CORRESPONDENCE component of the Native Human Services Program?

ON CAMPUS \_\_\_\_\_ DISTANCE/CORRESPONDENCE \_\_\_\_\_

3. Are you presently enrolled in the School of Native Human Services Honours Bachelor of Social Work program?

YES OR NO

If no, please enter in which program/discipline are you currently registered?

\_\_\_\_\_

4. By April 2013, will you have completed a Bachelor degree from another University or a College Diploma? Please circle.

YES - which one: University \_\_\_\_\_ / College \_\_\_\_\_ OR NO

Name of university / college: \_\_\_\_\_

Department Major / college diploma: \_\_\_\_\_

5. The following 1<sup>st</sup> Year requirements must be successfully completed at/by July 2013 for this application;

N/SWLF 1006/1007 or N/SWLF 1005, PSYC 1105, SOCI 1015 and 12 credits of Electives in either (Social Sciences or Humanities) (Refer to Eligibility Criteria in PART I- 30 cr.)

Will you have completed all 1<sup>st</sup> year requirements at July 2013?

YES OR NO

If NO, please list outstanding courses:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## **Professional Suitability Policy for the School of Native Human Services.**

### Introduction:

Welcome to the School of Native Human Services (SNHS) and the Honours Bachelor of Social Work (HBSW) Program. You belong to the only Native-specific HBSW program in Ontario. For Native students, we hope to help you strengthen your Native cultural identity. If you did not learn your people's history, language and culture, we hope to offer you teachings that will encourage you to learn more about your own peoples or to nurture your own identity as a Native person. We want our Native graduates to be proud of who they are. For non-Native students, we hope to develop your knowledge and ability to be respectful of, and participate in, the cultural, social and political lives of the Native peoples with whom you will work. We hope that all of our students graduate as strong, healthy, balanced (Spiritually, Emotionally, Physically, Mentally) professional helpers who strive to live by the Seven Grandfather Teachings and are able to work well with Native children, families and communities.

### Purpose:

On Campus, Envision and Partnerships students involved in the SNHS - HBSW professional education program are expected to learn about Native traditional teachings (i.e. Circles, Sweats, Ceremonies and Smudging), theories and practices as well as acquire conventional social work theories and practices throughout the professional years of the program (second, third, and fourth years). The purpose of the expectation is two fold: (1) it will assist students to determine their suitability for the field of Native social work practice; (2) it will allow the SNHS - HBSW staff to determine and assess the comfort level of students through course assignments.

### Professional Suitability:

During the students' course of study, they will be evaluated with regard to aspects of traditional knowledge, including Native worldview, ceremonies and theoretical frameworks for practice which will demonstrate the student's ability to understand and meet both written and group assignment deadlines and express this knowledge in the context of their behaviours, attendance, assignments and practice.

In the event that concerns of professional suitability might arise, a Faculty member will bring the concerns to a Faculty meeting to determine feasibility of application. If the concerns are shared by other staff, a meeting with the student will be organized by the Director. The Director, Elder, Faculty and the student will set a date to meet at a mutually agreed-upon time to discuss the concern. Recommendations will be noted on the student file and sent to the Office of the Registrar. In the event concerns still persist with the same student, a second meeting will be organized. At this second meeting, the recommendations from the last meeting will be reviewed and a decision will be made as a collective (Director, Elder, Faculty and Student) on a consensus basis of all parties involved. Should the collective determine that the student is not suitable for the field of Native social work practice; the collective may require the student to withdraw from the program. The student will then be given the opportunity to exercise his or her right to

engage in the institutional mechanisms that are set out in the policies of Laurentian University (i.e. Student Code of Conduct, Registrar Regulations, Student Appeals etc).

## **DECLARATION OF ACKNOWLEDGEMENT FORM**

I hereby apply for Admission into the Professional Years of the School of Native Human Services - Honors Bachelor of Social Work Program.

I certify that the information included in this application is true and correct to the best of my knowledge. I agree that a submission of false information shall be grounds for dismissal and the School shall have the right, if deemed necessary, to require medical and/ or psychiatric reports to help assess my suitability for the program and the Social Work profession, with my knowledge and consent in accordance with the School of Native Human Services Professional Suitability Policy.

Further, I hereby acknowledge that the School of Native Human Services through its faculty and appropriate committees, reserves the right to expel a student who, notwithstanding his/her academic performance, fails to maintain ethical and professional standards incumbent upon members of the social work profession.

In accordance with the ethical and professional standards, I further acknowledge that a Criminal Reference Check will be required by an agency prior to the commencement of field education (NSWK 3605 and NSWK 4605) and that failure to meet the criminal reference check requirement may result in my inability to meet the School of Native Human Services – Honours Bachelor of Social Work degree requirements and that I may have to choose an alternate program of study.

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*Signature*

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*Date*

**APPLICATION TO PROFESSIONAL YEARS OF THE  
SCHOOL OF NATIVE HUMAN SERVICES – HONOURS BACHELOR OF SOCIAL  
WORK**

**FACULTY RATING GUIDE TO PERSONAL STATEMENT (Worth 30%)**

**Name of Applicant:** \_\_\_\_\_

*(Please enter your **name only**. This faculty rating guide is to inform you of the criteria for the personal statement assessment.)*

**Program:** School of Native Human Services - Honors Bachelor of Social Work Program

**Instructions:** The reader should check to see that all questions are answered. **Each section below is worth six (6) points.** (Six being the highest)

Logic, organization, clarity .....

Maturity (self-confidence, personal identity, awareness) .....

Sensitivity and sincerity .....

Social Conscience .....

Overall impression .....

(This might include such factors as courage of convictions, willingness to take risks, sense of humor, etc.)

**TOTAL** \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

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N.B. Faculty/Reviewers are encouraged to write comments regarding their assessment. This will help applicants understand the rationale for the assessment.

**On-Campus Students - Personal Statement Writing Guide**

**CONSIDER ALL OF THE FOLLOWING QUESTIONS IN THE DEVELOPMENT OF YOUR STATEMENT:**

1. Why did you choose the Native Social Work Profession?
2. What abilities and personal attributes do you associate with being a professional social worker? Describe those which you see yourself having and others which you may need to develop (i.e. your personal strengths and weaknesses).
3. The School of Native Human Services Honours Bachelor of Social Work (HBSW) Program places heavy emphasis on your own personal healing. Why do you think this is important?
4. The School of Native Human Services (HBSW) Program, especially the Professional Years, involves 3rd and 4th year field placements while maintaining a full course load. How do you anticipate coping with the demands and stress of the professional years?
5. Social work as a profession is committed to social change. How does this "fit" with your interest in entering social work?

**Envision/Distance Education Student - Personal Statement Writing Guide**

**CONSIDER ALL OF THE FOLLOWING QUESTIONS IN THE DEVELOPMENT OF YOUR STATEMENT:**

1. Why did you choose the Native Social Work Profession?
2. What abilities and personal attributes do you associate with being a professional social worker? Describe those which you see yourself having and others which you may need to develop (i.e. your personal strengths and weaknesses).
3. The School of Native Human Services (HBSW) Program places heavy emphasis on your own personal healing. Why do you think this is important?
- 4) Rationale: Students enrolled in Distance education courses of the School of Native Human Services (HBSW) program are experiencing difficulty in completion of assignments and unable to meet curriculum requirements of the program. Of the 120 credit requirement, 66 are bi-cultural social work courses. Included in the 102 credits are NSWK 3305 Native Theories and Perspectives in Social Work Practice I and II, and two Field components (NSWK 3605 and NSWK 4605).

The abilities, awareness and understanding which the program seeks to impart cannot be learned from textbooks or simulated learning activities. Contact with a native community is an essential part of training to be a Native Human Services worker. Contact with a native community's importance derives from the objectives of the School of Native Human Services Program. In particular, the first three objectives, which are;

- the ability to apply professional social work methods at a level of competence suitable for beginning practice, and in a manner that is cultural-appropriate to First Nations individuals and communities;
- a good understanding of the cultural commonalities and differences that affect helping relationships with Native People;
- an awareness of social problems and concerns of Native people, and the effect of these on their social and emotional development (Laurentian University, Academic Calendar 2006, p.156).

Therefore, those students who plan to pursue their studies through Distance Education must have contact with a native community during the course of study.

Please explain how you will meet this requirement?

5. Social work as a profession is committed to social change. How does this "fit" with your interest in entering social work?