

**Radford University School of Social Work
Portfolio Requirements and Evaluation Criteria**

Section I

Resume and Other Related Materials

Required for application to the SOWK major and SOWK 489

Official application

Resume:

- Resume should be in proper format and on quality paper
- Include only current and relevant information
- Presentable and ready to give to a prospective employer
- May be completed with the help of Loretta Criner from the RU Career Services Center. (phone 540-831- 5374)
- The school of Social Work will offer a resume workshop as part of SOWK 210. It will take place early in the semester so that the student can have their resume completed on time. A second resume workshop will be offered to students before they apply to SOWK 489 so that their resume can be properly updated.

Letters of reference

- Must be submitted unopened in an envelop with a signature by the referring source across the flap

Section II

Plan of Study

Required for application to the SOWK major and SOWK 489

- Completed with and signed by the student's advisor, provide the most recent plan in your portfolio
- Complete and current – update the plan of study each semester (if applicable)

Section III

Knowledge and Skills for the Generalist Practice of Social Work

***This section requires that the student write a reflection piece (typically 1-2 paragraphs) stating why he/she chose to put this particular work in this section of their portfolio.

***The student can include graded works from ALL of their classes, not just social work classes.

***If the student does not have enough academic works to include in their portfolio, he/she can do work on their own. This can include writing a short reflection on a

magazine, journal or newspaper article. The student can also include handouts from conferences they have attended or speakers they have seen.

Human Behavior in the Social Environment

- § (Required for application to the SOWK major and SOWK 489)
Include information about which theories the student prefers and some justification for their choice. This information can come from courses in social work, biology, psychology, sociology, etc.
- § (Required for application to SOWK 489)
 - Demonstrate that the student is able to apply at least one theory to an event, meeting, interview, or observation of a real life event

Social Welfare Policy and Services

- § (Required for application to the SOWK major and SOWK 489)
Demonstrate knowledge of the relationships between various sectors of society and how they develop. This can come from courses in political science, economics, etc.
- § (Required for application to SOWK 489)
 - Show that the student has a knowledge of and respect for the history of social work as a profession and policy analysis

Research

- § (Required for application to SOWK 489)
 - Demonstrate proper use of research questions and research methods
 - Demonstrate ability to analyze findings and draw conclusions
 - Demonstrate an understanding of the ethics of conducting research

Social Work Practice

- § (Required for application to the SOWK major and SOWK 489)
 - Include a process and summary recording
- § (Required for application to SOWK 489)
 - Include a self assessment, genogram, and a family bio-psycho-social assessment (if available)

Field Instruction

- § (Required for application to the SOWK major and SOWK 489)
 - Include a learning agreement. It is to be completed and signed by the student, field liaison and field supervisor.
 - Include the mission statement, goals, programs and activities of the agency in which the placement occurred.

Social Work Values and Ethics

- § (Required for application to the SOWK major and SOWK 489)
 - Include the NASW Code of Ethics and the student's personal response to the Code

- May include the student's *Life Book* project (or other product if student has not done a Life Book project)
- Demonstrate any other areas in which the student has strong personal values or beliefs

Social and Economic Justice and Populations-at-risk

- § (Required for application to the SOWK major and SOWK 489)
 - Provide information demonstrating what areas of social and economic injustice are most important to the student and why
 - Include information about the population(s) that the student is most interested in working with and why
 - Include information about the population(s) the student has difficulty working with and why
 - Explain what areas of social work promote justice and how they do so
 - Include information on various forms of oppression
 - Include information about any other populations with which the student has worked

Diversity

- § (Required for application to the SOWK major and SOWK 489)
 - Demonstrate that the student has gained knowledge and understanding of various cultural and demographic groups other than their own