

Social Work Student Portfolio Checklist

Name _____ ID No. _____ Enrollment Date _____

Section No.	Item	Completion Date
SECTION I - STUDENT INFORMATION	1. Student Personal Data Form	
	2. Application to major <ul style="list-style-type: none"> a. Acceptance Letter b. Denial Letter 	
	3. Initial Advisement/Briefing Overview (Refer to the Social Work Student Handbook) <ul style="list-style-type: none"> a. Freshman Year Courses b. Sophomore Year Courses c. Junior Year Courses d. Senior Year Courses 	
	4. Acknowledgement of Understanding the Social Work Program and Guidelines	
	5. Acknowledgement and Understanding of Social Work Student Handbook	
	6. Acknowledgement and Understanding of the Social Work Program Field Manual	
	7. Acknowledgement and Understanding of the current semester Social Work course syllabus and course instructions.	
SECTION II - ESSENTIAL ESSAYS, LEADERSHIP, AND PROFESSIONAL DEVELOPMENT ACTIVITIES	1. Essay on understanding the Fort Valley State University mission	
	2. Essay on understanding the Social Work Program mission and goals	
	3. Essay on career aspirations (junior year in the program)	
	4. Essay on final thoughts (graduating seniors) <ul style="list-style-type: none"> a. Reflect on your educational experience. Discuss your growth from a freshman or transfer student to a Social Work professional. How have you changed? What are your next steps? Discuss your plan for lifelong learning to keep you fresh and revitalized within your work? Where do you see yourself as a professional in 5 to 10 years from now? 	
	5. Social Work Club/NASW, Off and On Campus Activities, etc.	
	6. Student Resume' (graduating seniors)	
SECTION III - DEMONSTRATION/EXAMPLES OF COMPETENCY ACHIEVEMENT	Listing of CSWE Accreditation Standards and 41 Practice Behaviors <ul style="list-style-type: none"> ○ For each competency, write one paragraph describing your achievement of that competency. <ul style="list-style-type: none"> ▪ When and where did you learn about this concept? ▪ What is an example of implementation (practice behavior) associate with this competence? 	
SECTION IV - CURRENT TRANSCRIPT AND WORKING BALANCE SHEET	1. Current Banner Transcript	
	2. Working Social Work Program Balance Sheet	
	3. Final Audit Documents (Copy of Typed/Signed Balance Sheet, Audit Form, and Transcript)	