

ADMISSION APPLICATION STUDENT CHECKLIST

- √ This page is designed to help you complete each of the following tasks:
- READ THE ENTIRE APPLICATION THOROUGHLY BEFORE COMPLETION!**
(Please discuss any admissions questions immediately with your Faculty Advisor.)
 - SECTION I: GENERAL INFORMATION completed**
 - SECTION II: UNDERSTANDING OF THE PREREQUISITES TO ADMISSION**
 - SECTION III: STUDENT SELF EVALUATION ESSAY completed**
*Be sure that your completed essay is attached to your application.
In addition, include mention of special criteria {if any} that you believe the Admissions Committee should consider. Special criteria are items that you believe are crucial to be reviewed in the event that you do not meet specific admission requirements.*
 - SECTION IV/Part A: PRE-ADMISSION HUMAN SERVICE: GUIDELINES**
 - SECTION IV/Part B: PRE-ADMISSION HUMAN SERVICE: STUDENT EVALUATION**
(To be completed by the student. See attached PRE-ADMISSION VOLUNTEER/WORK EXPERIENCE GUIDELINES for details.)
 - SECTION IV/Part C: PRE-ADMISSION HUMAN SERVICE: SUPERVISOR EVALUATION**
(To be completed by the student's supervisor. See attached PRE-ADMISSION VOLUNTEER/WORK EXPERIENCE GUIDELINES for details.)
 - COPY OF THE CURRENT TRANSCRIPT ATTACHED**
(You can obtain one online at "eservice" on the MSUM home pages.)
 - SOCIAL WORK FACULTY ADVISOR APPOINTMENT SCHEDULED**
(Please do this well in advance of the semester deadline so that you and your advisor may then review together your application and changes or additions can be made.)
 - I HAVE READ THE NASW CODE OF ETHICS SUMMARY IN SECTION V**

Please ensure that materials are completed, clear, and promptly submitted **prior to the deadline** for the current semester. Failure to be formally admitted in the program *will* prevent enrollment in required social work courses. **Misrepresentation** of any information used for admissions purposes, or any other formal processes in the Social Work Department may be grounds for immediate dismissal!

PLEASE TALK WITH YOUR ADVISOR --- EARLY!!!

Each semester's submission date is posted in the department early in that semester

SECTION I: GENERAL INFORMATION

Name: _____ Date: _____

Local Address: _____ Dragon ID: _____

_____ Current Cumulative GPA: _____

_____ Faculty Advisor: _____

Local Telephone: (____) _____ Advisor Reviewed: _____

Permanent Address: _____ Same as Local

Permanent Telephone: (____) _____ Same as Local

Email Address: _____

PREREQUISITES FOR ADMISSION

1. The student must provide a copy of her/his *transcript* from most recent institution that shows the last cumulative GPA.
2. The student must obtain pre-admission grades of “C-” or better in ***all Social Work² courses*** and a “D” or better in ***all related requirements*** used for admission.
3. The student must have an ***overall Cumulative GPA of 2.5 or higher*** at the time of admission.²
4. The student must be enrolled in or have completed SW 250 (*final grade of “C-” or better*):
Date Enrolled _____ Grade _____ ***Currently Enrolled***
-or-Equivalent Course ¹ _____ Grade _____ University _____
5. The student must be enrolled in or have completed SW 330 (*final grade of “C-” or better*):
Date Enrolled _____ Grade _____ ***Currently Enrolled***
-or-Equivalent Course ¹ _____ Grade _____ University _____
6. The student must submit a self-evaluation. (Use Section III guidelines provided herein--any special criteria are included in this section, and should be discussed with your advisor.)
7. The student must complete at minimum 30 hours of supervised post high school experience in a human service setting, within the past ten years (Submit Section IV herein).
8. All admission materials must be completed and reviewed with your Social Work Faculty advisor by the fifth week of the semester in which the candidate applies. Students are notified of the admissions decision during that same semester.
 1. In the case of social work transfer students using SW 250 and SW 330 equivalents, applications should be submitted and prior to your first MSUM semester. Contact the department for details.
 2. Please note that students must receive a final grade of “C-” or better in all social work classes and related requirements attempted prior to internship and graduation.

ACTION: **APPROVE** **DENY** **DISCUSS**

SECTION II: AGREEMENT OF UNDERSTANDING FOR ADMISSION

Please write your initials in the space before or after each statement or question below. Your initials indicate that you have read and understand each prerequisite as listed below.

_____ I have read and agree to abide by the NASW Code of Ethics (see Section V.).

_____ I have read and understand the Social Work Department's policies and procedures for the Formative Performance Evaluation Process as outlined in the Department's Student Handbook.

_____ I have read and understand the University's student policies as well as student rights and responsibilities as articulated in the University's and the Social Work Department's handbooks.

_____ I understand that my GPA may be reviewed periodically to determine compliance with the social work major requirements.

_____ I understand that my misrepresentation of any information requested as part of admissions or any other formal process used in the Social Work Department may be grounds for denial of admission or dismissal from the program.

_____ I understand that the material in the admissions packet shall be confidential, and used only during the admissions process, and only by the admissions committee to help determine my writing capabilities and suitability for the social work profession.

Were you ever convicted of an adult offense other than minor traffic violations?

- If Yes, Please attach a statement explaining the conviction.
- If No, Please sign and date

Student's Name Printed

Student's Signature

Date

SECTION III: STUDENT SELF EVALUATION SURVEY

Please write an essay, not to exceed three typed, double spaced pages that answers the following:

- What stimulated your interest in social work practice (e.g., critical life events, etc.)?
- What are key values in your life and how do they relate to those embraced in social work?
- What strengths do you have that will enhance your professional social work practice?
- In what areas do you need/wish to grow and develop in order to enhance your professional social work practice abilities?
- Please list any special criteria, which you think should be considered when evaluating your application for admission. Please discuss these circumstances with your faculty advisor, who will present any special criteria to the School of Social Work.

Attach a copy of the essay to your application.

SECTION IV: PRE-ADMISSION HUMAN SERVICE EXPERIENCE

PART A: PRE-ADMISSION VOLUNTEER/WORK EXPERIENCE GUIDELINES

The overall goal of the requirement for volunteer/work experience prior to admission to the social work program is to enable the student to receive initial exposure to working with people in a human service setting. Toward this end, the following guidelines have been established:

Guidelines

1. The experience must have been completed after completing high school yet within 10 years prior to application.
2. The experience must have been in a formal human service setting.
3. The experience must have involved direct contact with some client system that does not include members of your own family.
4. The experience must have enabled the student to reflect on her/his potential for working in the field of social work with people seeking services from social work providers.
5. The experience must be documented by completion of Parts A, B, and C of Section IV of this application for admission to the Social Work Program.
6. This experience must be completed before acceptance into the major.

SECTION IV: PRE-ADMISSION HUMAN SERVICE EXPERIENCE

PART B: PRE-ADMISSION VOLUNTEER/PAID HUMAN SERVICE EXPERIENCE:
THE STUDENT REPORT AND SELF EVALUATION

Student's Name: _____

Human Service Setting: _____

Address: _____ **Telephone:** (____) _____

Name of supervisor: _____

Position of supervisor: _____

Dates of Human Service experience: _____

Total Hours Completed (minimum of 30 required): _____

Briefly describe your activities and responsibilities in this experience, focusing particularly on the client system(s) with which you had contact.

What did you learn about yourself and your potential for professional social work practice through this experience?

What kinds of problems, if any, did you experience?

I understand this material will be used for the admissions process.

(Student's Signature)

(Date)

SECTION IV: PRE-ADMISSION HUMAN SERVICE EXPERIENCE

**PART C: PRE-ADMISSION VOLUNTEER/PAID HUMAN SERVICE EXPERIENCE:
THE SUPERVISOR'S REPORT AND EVALUATION**

Student's Name: _____

Human Service Setting: _____

Address: _____ **Telephone:** (____) _____

Name/Position of supervisor: _____

Dates of Human Service experience: _____

Total Hours Completed (minimum of 30 required): _____

What were the activities and responsibilities assigned to this student while at your agency?

How did the student carry out her/his responsibilities while at your agency?

How would you evaluate this student's relationship skills with both clients and co-workers?

Please describe areas for growth if this student is to become a professional social worker?

How would you see this student as a future professional social worker? (Use back as needed.)

(Supervisor's Signature)

(Date)

SECTION V: ETHICAL CONDUCT

CODE OF ETHICS

National Association of Social Workers

Approved by the 1996 NASW Delegate Assembly and revised by the 1999 NASW Delegate Assembly

The National Association of Social Workers Code of Ethics is intended to serve as a guide to the everyday professional conduct of social workers. The Code offers a set of values, principles, and standards to guide decision making and conduct and ethical issues arise. Below are the **VALUES**, **ETHICAL PRINCIPLES**, and the **STANDARDS** of the Code of Ethics.

VALUES

SERVICE

Ethical Principle: *Social worker's primary goal is to help people in need and to address social problems.* Social workers elevate service to others above self-interest. Social workers draw on their knowledge, values, and skills to help people in need and to address social problems. Social workers are encouraged to volunteer some portion of their professional skills with no expectation to significant financial return (pro bono service).

SOCIAL JUSTICE

Ethical Principle: *Social workers challenge social injustice.* Social workers pursue social change, particularly with and on behalf of vulnerable and oppressed individuals and groups of people. Social workers' social change efforts are focused primarily on issues of poverty, unemployment, discrimination, and other forms of social injustice. These activities seek to promote sensitivity to and knowledge about oppression and cultural and ethnic diversity. Social workers strive to ensure access to needed information, services, and resources; equality of opportunity; and meaningful participation in decision making for all people.

DIGNITY AND WORTH OF THE PERSON

Ethical Principle: *Social workers respect the inherent dignity and worth of the person.* Social workers treat each person in a caring and respectful fashion, mindful of individual differences and cultural and ethnic diversity. Social workers promote clients' socially responsible self-determination. Social workers seek to enhance clients' capacity and opportunity to change and address their own needs. Social Workers are cognizant of their dual responsibility to clients and to the broader society. They seek to resolve conflicts between clients' interests and the broader society's interests in a socially responsible manner consistent with the values, ethical principles, and ethical standards of the profession.

IMPORTANCE OF HUMAN RELATIONSHIPS

Ethical Principle: *Social workers recognize the central importance of human relationships.* Social workers understand that relationships between and among people are an important vehicle for change. Social workers engage people as partners in the helping process. Social workers seek to strengthen relationships among people in a purposeful effort to promote, restore, maintain, and enhance the well-being of individuals, families, social groups, organizations, and communities.

INTEGRITY

Ethical Principle: *Social workers behave in a trustworthy manner.* Social workers are continually aware of the profession's mission, values, ethical principles, and ethical standards and practice in a manner consistent with them. Social workers act honestly and responsibly and promote ethical practices on the part of the organizations with which they are affiliated.

COMPETENCE

Ethical Principle: *Social workers practice within their areas of competence and develop and enhance their professional expertise.* Social workers continually strive to increase their professional knowledge and skills and apply them in practice. Social workers should aspire to contribute to the knowledge base of the profession.

CODE OF ETHICS

(continued)

National Association of Social Workers

Approved by the 1996 NASW Delegate Assembly and revised by the 1999 NASW Delegate Assembly

BRIEF SUMMARY OF ETHICAL STANDARDS

1. SOCIAL WORKER'S ETHICAL RESPONSIBILITIES TO CLIENTS:

Areas include commitment to clients, self-determination, informed consent, competence, cultural competence and social diversity, conflicts of interest, confidentiality, payment of services, interruption and termination of services, access to records, physical contact, sexual harassment, derogatory language, clients who lack decision-making capacity.

2. SOCIAL WORKER'S ETHICAL RESPONSIBILITIES TO COLLEAGUES:

Areas include respect, confidentiality, interdisciplinary collaboration, consultation, referral for services, sexual relationships, sexual harassment, impairment and incompetence of colleagues, unethical conduct.

3. SOCIAL WORKER'S ETHICAL RESPONSIBILITIES IN PRACTICE SETTINGS:

Areas include supervision and consultation, education and training, performance evaluation, client records, billing, client transfer, administration, continuing education, commitments to employers, labor-management disputes.

4. SOCIAL WORKER'S ETHICAL RESPONSIBILITIES AS PROFESSIONALS:

Areas include competence, discrimination, private conduct, dishonesty, fraud, and deception, impairment, misrepresentation, solicitations, acknowledging credit.

5. SOCIAL WORKER'S ETHICAL RESPONSIBILITIES TO THE SOCIAL WORK PROFESSION:

Areas include integrity of the profession and evaluation and research.

6. SOCIAL WORKER'S ETHICAL RESPONSIBILITIES TO THE BROADER SOCIETY:

Areas include social welfare and public participation.