

**The University of Michigan-Flint
School of Education and Human Services
Social Work Program**

THE SOCIAL WORK PROGRAM ADMISSIONS POLICY STATEMENT:

Students wishing to concentrate in social work must indicate their intention by completing a Social Work Program application form ([see criteria listed below](#)). The applicant will be assigned a social work advisor and will be permitted to enroll in upper division social work classes. Details about the admissions policy can be found in the [Social Work Student Handbook](#) (see social work department website).

Admissions and gate keeping are based on an expectation that each student has the academic and personal skills needed to successfully complete the program and engage in professional social work practice. Gatekeeping is the process of determining whether or not a student should enter and/or continue in the social work program. Admissions represents the steps that must be completed to begin the academic preparations for a professional social work career. It also begins the commitment of faculty to work with individual students toward the successful completion of the program. The academic advisor is the primary contact between the program and the student, while the individual instructor is the primary contact between the student and course content.

In order to be formally admitted to the social work program, a student must:

- (1) Have completed 45 credit hours of course work **with a minimum GPA of 2.40.**
- (2) Have completed SWK 200 and an additional course in social work with a minimum letter grade of “**C**” in each course (students must maintain a grade of “**C**” or better in all social work courses).
- (3) Demonstrate competency in written and oral communication (student must complete ENG111 and 112 with a minimum grade of “**C**” in each course). Students transferring credit for ENG111 and 112 may be required to complete a writing competency exam administered by the English Department.
- (4) Prepare a 2 to 4 page *evaluative statement of interest, readiness, and suitability* for a career in social work. A good statement will include:
 - a) **biographical data** to include information about the range of events from your life experience that you feel may have contributed to your interest or attraction to the field of social work,
 - b) employment and/or volunteer information/experience,
 - c) personal reflection, and

- d) information about the purpose of social work, including its knowledge base, and values. The purpose of this self evaluation is: to demonstrate competency in written expression of the English language and to reflect the applicant's commitment to the goals and purposes of the social work profession.
- (5) Sign a statement indicating that you have read and will be guided by the Code of Ethics of the National Association of Social Work. (<http://www.socialworkers.org/Code/ethics.htm>)
- (6) Provide at least two letters of reference (on letterhead). The content of the letters should tell about your scholarly potential, general character, and potential for social work practice.
- (7) Students transferring course-work from another accredited social work program will be expected to provide a reference from a social work faculty member from the previous school.
- (8) Required disclosure statement. This program requires disclosure of specific information relating to a conviction of a felony or misdemeanor of any kind, including any reporting of your name on the Michigan Register of Child Abuse of Neglect. Although not a sole criteria for denial of admission, the existence of a history of a misdemeanor or felony may effect an individual's suitability, chance and availability for participation in a field placement assignment. **Failure to disclose such information may result in immediate removal from a field placement site and possibly from the social work program.**

In addition to the above criteria, disclosure may be necessary to determine suitability for particular direct service areas. Suitability will be determined after an admissions decision, but prior to a field placement assignment. This process may include questions regarding: (a) current alcohol and or substance abuse dependency problems and treatment; (b) current emotional problems and/or mental illness and treatment; and (c) conviction of any felony, or misdemeanor that involved bodily harm to another.

Applicants will be notified in writing of the decision of the Social Work Program Admissions Committee. There are THREE possible outcomes of this admission process:

- (1) Full acceptance into the program.
- (2) Conditional acceptance into the program
- (3) Denial

Please see the *Social Work Student Handbook* for a detailed explanation about the admission process. Review of new applications is an ongoing process throughout the academic year.

The application packet should consist of (1) a signed program application form; (2) personal statement; (3) two reference letters; (4) disclosure statement.

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Social Work Program Application

A.	<u>PERSONAL INFORMATION:</u>
1.	Name _____ Date of Birth _____ Address _____ City _____ State _____ Zip _____ Home Phone _____ Business Phone _____
2.	University ID Number _____ Name of Advisor _____
_____ I <u>waive</u> my right of access to the information contained in this packet – reference letters and personal statement inclusive.	
_____ I <u>do not</u> waive my right of access to the information contained in this packet – reference letters and personal statement inclusive.	

Progression into the junior/senior years of the social work concentration requires a process of review by faculty of the student's progress toward successful completion of all requirements for this professional degree. The process includes several procedures which comply with CSWE accreditation standards requiring systematic evaluation of the program and its' students. Students must meet all requirements before being allowed to begin the *Professional Block* referred to on the *course requirement summary sheet*.

Since this is a program of preparation for beginning professional practice, students are expected to subscribe to the social work Code of Ethics. Violation of the Code may be grounds for dismissal from the program. Please note the attached Preamble, Statement and the six Ethical Principles. If you decide to proceed with your application for admission to the program, we expect you to download from the World Webb a copy of the full Code of Ethics of the National Association of Social Workers (www.socialworkers.org/Code/ethics.htm). Your completion of this application and signature indicates your agreement to abide by the provisions of the Code.

IN THE PRESENCE OF YOUR FACULTY ADVISOR, PLEASE SIGN THE COMPLETED FORM. ATTACH YOUR PERSONAL STATEMENT, INCLUDING REFERENCES, AND SUBMIT YOUR APPLICATION PACKAGE TO THE PROGRAM DIRECTOR.

Student Signature _____ Advisor Signature _____ Date _____

UNIVERSITY OF MICHIGAN-FLINT
Social Work Department

INSTRUCTIONS TO THE APPLICANT: Read and complete this form in detail and provide it to your recommender. The recommender must return the completed recommendation to you in a sealed envelope for submission with your application packet. Sign below only if you are waiving your right of access to the information recorded by the recommender.

Under the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), and applicable state law, you (if admitted and enrolled) will have access to the information provided below by the recommender unless you waive such access.

_____ I waive my right of access to the information contained in this recommendation.

_____ I do not waive my right of access to the information contained in this recommendation

 Signature of Applicant
 Date

If there is no signature above, this recommendation will be treated as non-confidential

Name of Applicant _____
UMID Number _____ Home Address _____ City _____ State _____ Zip _____
Phone _____ Work/Alternate _____
Recommender's Name (Print) _____ Phone _____
Institution _____
Position (Title) _____
Address _____

Instructions to recommender: The person named above is seeking admission to the Social Work Program. Individuals who are accepted must be able to show that they have met the academic

requirements to enter the program and should possess personal characteristics and qualifications necessary in professional practice in social work.

We appreciate your assistance in our evaluation of this candidate. Using an "X", please indicate your evaluation in the appropriate category.

How long have you known the applicant and in what capacities have you known the applicant? _____

Characteristic	Exceptional	Outstanding	Above Average	Average	Below Average	No Basis for Judgment
Intellectual Capacity						
Emotional Maturity						
Leadership Skills						
Sense of Responsibility						
Ability to Work with People						
Integrity						
Ability to Adapt to New Situations						
Ability to Make Sound Judgments						
Ability in Oral Communication						
Ability in Written Communication						
Concern for the Well-being of Others						
Motivation for Chosen Field						

Comments _____

Signature _____ Date _____

Place the completed form and any accompanying letter(s) in an envelope, seal, sign across the seal and return to the applicant who will submit the sealed envelope containing your recommendation to us as part of the application process.

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Disclosure Statement

I have disclosed in my personal statement any and all specific information relating to a conviction of a felony or misdemeanor of any kind, including any reporting of my name on the Michigan Register of Child Abuse or Neglect.

I understand that failure to disclose this information may result in removal from a field placement or possibly removal from the social work program.

Signature

Date