

**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 courses. Details about the admissions policy can be found in the [Social Work Student Handbook](#) (refer to the 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. Gate keeping 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 ENG 111 and 112 with a minimum grade of “C” in each course). Students transferring credit for ENG 111 and 112 may be required to complete a writing competency exam administered by the English Department.
- (4) Prepare a 2 to 4 page evaluation 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.
- (6) Provide at least two letters of reference (on letterhead). The content of the letters should tell you 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 Child Abuse and Neglect Central Registry. Although not a sole criteria for denial or admission, the existence of a history of a misdemeanor or felony may affect 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. PERSONAL INFORMATION:

1. Name _____ Date of Birth _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Business Phone _____

2. University ID Number _____ Name of Advisor _____

_____ I waive my right of access to the information contained in this packet-reference letters and personal statement inclusive.

_____ I do not 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 down load a copy of the full Code of Ethics of the National Association of Social Workers from the NASW website (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

Reference for Applicant to the Social Work Program

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 categories have you known the applicant?

<i>Characteristic</i>	<i>Exceptional</i>	<i>Outstanding</i>	<i>Above Average</i>	<i>Average</i>	<i>Below Average</i>	<i>No basis for Judgment</i>
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 Wellbeing of Others						
Motivation for Chosen Field						

Comments _____

Signature _____ Date _____

Place the completed form and any accompanying letter(s) in an envelope, seal, and sign across the seal and return to the applicant who will submit the sealed envelope to the Social Work Department.

UNIVERSITY OF MICHIGAN-FLINT
Social Work Department

Reference for Applicant to the Social Work Program

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 Education 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/Alternative _____

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 categories have you known the applicant?

<i>Characteristic</i>	<i>Exceptional</i>	<i>Outstanding</i>	<i>Above Average</i>	<i>Average</i>	<i>Below Average</i>	<i>No basis for Judgment</i>
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 Wellbeing of Others						
Motivation for Chosen Field						

Comments _____

Signature _____ Date _____

Place the completed form and any accompanying letter(s) in an envelope, seal, and sign across the seal and return to the applicant who will submit the sealed envelope to the Social Work Department.

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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 field placement and/or removal from the social work program.

Signature

Date

Code of Ethics

of the

National Association of Social Workers

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

Preamble

The primary mission of the social work profession is to enhance human well-being and help meet the basic human needs of all people, with particular attention to the needs and empowerment of people who are vulnerable, oppressed, and living in poverty. A historic and defining feature of social work is the profession's focus on individual well-being in a social context and the well-being of society. Fundamental to social work is attention to the environmental forces that create, contribute to, and address problems in living.

Social workers promote social justice and social change with and on behalf of clients. "Clients" is used inclusively to refer to individuals, families, groups, organizations, and communities. Social workers are sensitive to cultural and ethnic diversity and strive to end discrimination, oppression, poverty, and other forms of social injustice. These activities may be in the form of direct practice, community organizing, supervision, consultation, administration, advocacy, social and political action, policy development and implementation, education, and research and evaluation. Social workers seek to enhance the capacity of people to address their own needs. Social workers also seek to promote the responsiveness of organizations, communities, and other social institutions to individuals' needs and social problems.

The mission of the social work profession is rooted in a set of core values. These core values, embraced by social workers throughout the profession's history, are the foundation of social work's unique purpose and perspective:

- service
- social justice
- dignity and worth of the person
- importance of human relationships
- integrity
- competence

This constellation of core values reflects what is unique to the social work profession. Core values, and the principles that flow from them, must be balanced within the context and complexity of the human experience.

Purpose of the NASW Code of Ethics

Professional ethics are at the core of social work. The profession has an obligation to articulate its basic values, ethical principles, and ethical standards. The *NASW Code of Ethics* sets forth these values, principles, and standards to guide social workers' conduct. The *Code* is relevant to all social workers and social work students, regardless of their professional functions, the settings in which they work, or the populations they serve.

The *NASW Code of Ethics* serves six purposes:

1. The *Code* identifies core values on which social work's mission is based.
2. The *Code* summarizes broad ethical principles that reflect the profession's core values and establishes a set of specific ethical standards that should be used to guide social work practice.
3. The *Code* is designed to help social workers identify relevant considerations when professional obligations conflict or ethical uncertainties arise.
4. The *Code* provides ethical standards to which the general public can hold the social work profession accountable.
5. The *Code* socializes practitioners new to the field to social work's mission, values, ethical principles, and ethical standards.
6. The *Code* articulates standards that the social work profession itself can use to assess whether social workers have engaged in unethical conduct. NASW has formal procedures to adjudicate ethics complaints filed against its members. *In subscribing to this *Code*, social workers are required to cooperate in its implementation, participate in NASW adjudication proceedings, and abide by any NASW disciplinary rulings or sanctions based on it.

*For information on NASW adjudication procedures, *NASW Procedures for the Adjudication of Grievances*.

The *Code* offers a set of values, principles, and standards to guide decision making and conduct when ethical issues arise. It does not provide a set of rules that prescribe how social workers should act in all situations. Specific applications of the *Code* must take into account the context in which it is being considered and the possibility of conflicts among the *Code's* values, principles, and standards. Ethical responsibilities flow from all human relationships, from the personal and familial to the social and professional.

Further, the *NASW Code of Ethics* does not specify which values, principles, and standards are most important and out to outweigh others in instances when they conflict. Reasonable differences of opinion can and do exist among social workers with respect to the ways in which values, ethical principles, and ethical standards should be ranked when they conflict. Ethical decision making in a given situation must apply the informed judgment of the individual social worker and should also consider how the issues would be judged in a peer review process where the ethical standards of the profession would be applied.

NASW Code of Ethics

Ethical decision making is a process. There are many instances in social work where simple answers are not available to resolve complex ethical issues. Social workers should take into consideration all the values, principles, and standards in this *Code* that are relevant to any situation in which ethical judgment is warranted. Social workers' decisions and actions should be consistent with the spirit as well as the letter of this *Code*.

In addition to this *Code*, there are many other sources of information about ethical thinking that may be useful. Social workers should consider ethical theory and principles generally, social work theory and research, laws, regulations, agency policies, and other relevant codes of ethics, recognizing that among codes of ethics social workers should consider the *NASW Code of Ethics* as their primary source. Social workers also should be aware of the impact on ethical decision making of their clients' and their own personal values and cultural and religious beliefs and practices. They should be aware of any conflicts between personal and professional values and deal with them responsibly. For additional guidance social workers should consult the relevant literature on professional ethics and ethical decision making and seek appropriate consultation when faced with ethical dilemmas. This may involve consultation with an agency-based or social work organization's ethics committee, a regulatory body, knowledgeable colleagues, supervisors, or legal counsel.

Instances may arise when social workers' ethical obligations conflict with agency policies or relevant laws or regulations. When such conflicts occur, social workers must make a responsible effort to resolve the conflict in a manner that is consistent with the values, principles, and standards expressed in this *Code*. If a reasonable resolution of the conflict does not appear possible, social workers should seek proper consultation before making a decision.

The *NASW Code of Ethics* is to be used by NASW and by individuals, agencies, organizations, and bodies (such as licensing and regulatory boards, professional liability insurance providers, courts of law, agency boards of directors, government agencies, and other professional groups) that choose to adopt it or use it as a frame of reference. Violation of standards in this *Code* does not automatically imply legal liability or violation of the law. Such determination can only be made in the context of legal and judicial proceedings. Alleged violations of the *Code* would be subject to a peer review process. Such processes are generally separate from legal or administrative procedures and insulated from legal review or proceedings to allow the profession to counsel and discipline its own members.

A code of ethics cannot guarantee ethical behavior. Moreover, a code of ethics cannot resolve all ethical issues or disputes or capture the richness and complexity involved in striving to make responsible choice within a moral community. Rather, a code of ethics sets forth values, ethical principles, and ethical standards to which professionals aspire and by which their actions can be judged. Social workers' ethical behavior should result from their personal commitment to engage in ethical practice. The *NASW Code of Ethics* reflects the commitment of all social workers to uphold the profession's values and to act ethically. Principles and standards must be applied by individuals of good character who discern moral questions and, in good faith, seek to make reliable ethical judgments.

Ethical Principles

The following broad ethical principles are based on social work's core values of service, social justice, dignity and worth of the person, importance of human relationships, integrity, and competence. These principles set forth ideals to which all social workers should aspire.

Value: *Service*

Ethical Principle: *Social workers' 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 of significant financial return (pro bono service).

Value: *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.

Value: *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 to 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.

Value: *Importance of Human Relationships*

Ethical Principle: *Social workers recognize the central importance of human relationships.*

NASW Code of Ethics

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.

Value: *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.

Value: *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 to apply them in practice. Social workers should aspire to contribute to the knowledge base of the profession.