APPLICATION TO ENROLL IN UPPER DIVISION SOCIAL WORK COURSES
AT THE UNIVERSITY OF MONTANA

REASON FOR APPLICATION PROCESS The UM social work major prepares students for beginning level professional social work practice. Social workers provide services to vulnerable populations such as young children, persons confused or overwhelmed by life’s problems, persons with a history of having been abused or exploited by others, persons with significant mental or physical disabilities, and the frail elderly. The School of Social Work is responsible for preparing students for these challenges, and also has an obligation to identify students who would not be suitable for the profession or not prepared to master the knowledge and skills taught in the upper division courses and to redirect them to another, more appropriate, academic major.

Social Work is a profession that demands skills in oral and written communication. This application process helps to identify students who may need additional assistance or advising because of poor writing skills or other problems that impede learning. In this sense, the application process serves to enhance student advising.

Students are reminded that a separate application process is required for the social work field practicum (Social Work 495). Departmental approval is required for all practicum placements. This application is submitted as students complete 300 level social work courses.

EXPLANATION (read carefully). A UM social work major or transfer student wishing to enroll in required social work courses at the junior level (i.e. SW 300, 310, 350, 360, 400, 410, 487, 488, 495) or senior level must apply for admission. An approved application is required prior to taking junior or senior level courses.

Students can apply for admission to the 300 level courses in the term preceding anticipated entrance into the 300 level social work courses.

INSTRUCTIONS (read carefully): Answer all the questions completely and truthfully. Falsification or the withholding of information may be grounds for the rejection of this application, for denying acceptance into a social work class and for refusing to approve your graduation with a major in social work. NOTE: Those reviewing your application may request your official college transcript(s) or seek verification of your statements.

ACADEMIC SUPPORT SERVICES INFORMATION
Students have access to a range of campus-based academic support services including Disabilities Services for Students (DSS), the Writing Center, the University College, the Educational Opportunities Program, and the American Indian Student Assistant Program. Students with disabilities who wish to request reasonable accommodations in social work courses or practicum placements must make those requests known to the instructor or the practicum coordinator, as well as to The University of Montana Disability Services for Students office. Together, the student, DSS, and the faculty

Applicant: You must submit an unofficial transcript with this application! (order from Cyberbear)
member and/or practicum coordinator will agree upon what accommodations are necessary and reasonable. DSS will authorize the implementation of those accommodations. The community agencies providing the practicum sites will also be involved in the design and implementation of accommodations.

**Equal Opportunity**

The University of Montana-Missoula is committed to a program of equal opportunity for education, employment and participation in University activities without regard to race, color, sex, age, religious creed, political ideas, marital or family status, physical or mental disability, national origin or ancestry, or sexual orientation.

**Statement of Law**


It is illegal in the State of Montana to discriminate against anyone because of race, religion, color, political ideas, age, marital status, sex, mental or physical disability, national origin or ancestry in employment, training, public accommodations, financing, education, and government services. With the exception of marital status, this also applies to housing.
300 LEVEL CATEGORIES OF ADMISSION AND DENIAL

This requirement applies to required social work courses only. Students may enroll in non-required SW 300 and above courses with permission of instructor.

FULL ADMISSION

Students meeting all of the following criteria will be granted FULL ADMISSION.

1. Overall grade point average (GPA) of 2.75
2. Social Work grade point average of 3.00
3. Completion of 5 of the 8 required extra-departmental courses

DENIAL OF ADMISSION

Students who do not meet the admission criteria will be DENIED admission to the SW 300 level courses. They may apply later when they meet the admission criteria, and are encouraged to meet with their advisor to discuss their options.

1. Overall grade point average below 2.75
2. Social Work grade point average below 3.00
3. Completion of fewer than 5 of the 8 required extradepartmental courses
4. Non-completion of SW 200
APPLICANT IS TO ANSWER ALL QUESTIONS BELOW

PART A
(General Information)

Student’s Name_____________________________________________________________

Student I.D.: 790-___________________________________________________________

Current Address: _________________________________________________________

street address    city    state    zip

Phone: _________________________  Email: ____________________________

Name of your UM Social Work advisor: ________________________________________

Total number college credits completed? _________________________________

Cumulative (overall) GPA :_______________as of ___________ semester.

Year in School: ___Freshman, ___Sophomore, ___Junior, ___Senior

Did you transfer credits to UM from another college or university?  ____ no  ____ yes

If yes, name college(s): ___________________________________________________
PART B
(Pre-Requisites & Grades)

For each of the courses listed below, mark with an (X) whether each course has been taken and if so, what grade was received. If explanation is necessary, do so at bottom of page. Students are required to have completed no fewer than 5 of the 8 extra departmental requirements listed below in order to APPLY to enroll in 300 level and above social work coursework. (ALL 8 ARE REQUIRED FOR THE DEGREE)

IMPORTANT: STUDENTS MUST HAVE A C- OR BETTER GRADE IN ALL REQUIRED SOCIAL WORK COURSES AND EXTRADEPARTMENTALS LISTED BELOW.

**EXTRADEPARTMENTAL REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Course taken</th>
<th># of credits</th>
<th>Grade Received</th>
<th>Semester taken/ or to be taken</th>
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<tbody>
<tr>
<td>1. BIOB 101N</td>
<td>1</td>
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<tr>
<td>or PSYX 250N</td>
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<td>2. ECON 101S</td>
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<td>3. PSYX 100S</td>
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<td>4. PSYC 230*</td>
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<td>5. PSYC 233*</td>
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<td>6. PSCI 210S</td>
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<td>7. SOC 101S</td>
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<td>8. SOCI 220S</td>
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<td>or ANTY 122S</td>
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<td>or GPHY 121</td>
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*PSYX 230 “Sec C” from the College of Technology is equivalent to PSYX 230 & 233

For each University of Montana social work course listed below, list instructors’ name, grade received, and the semester it was taken.

<table>
<thead>
<tr>
<th>Course</th>
<th>Instructor (last, first)</th>
<th>Grade</th>
<th>Semester</th>
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<tbody>
<tr>
<td>SW 100</td>
<td>________________________</td>
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<tr>
<td>SW 200</td>
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</table>
List below any other social work courses taken at The University of Montana (or at other colleges and universities) and list instructor's name, grade received and college or university where course was taken.

<table>
<thead>
<tr>
<th>Course</th>
<th>Instructor</th>
<th>Grade</th>
<th>Semester</th>
<th>Where?</th>
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In space below, you may offer additional description or explanation that may help the faculty understand your academic background and performance.

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

**Academic Assistance**

___ yes  ___ no  Do you need additional information about UM's services for students having academic support needs? (e.g., Writing Center, Study Skills Workshops, Text Anxiety Workshops, Disability Student Services, TRIO)
PART C
(Expectations of Professional Skills, Competencies, & Ethical Conduct)

The *BSW Student Handbook* describes the professional skills, competencies, and ethical conduct required of BSW students at The University of Montana. It also includes guidelines for ethical practice in the classroom and practicum. Prior to admission to the 300 level of social work courses, students are expected to read the *BSW Student Handbook*, UM Student Conduct Code, and the National Association of Social Workers (NASW) Code of Ethics. Ethical social work practice and the dilemmas therein are addressed throughout the BSW learning experience. Students are expected to conduct themselves in line with the NASW Code of Ethics and to seek consultation and supervision from faculty members or agency field instructors when ethical questions arise.

In addition, given the nature of social work practice, students are expected to demonstrate appropriate personal and professional conduct on campus, in the practicum setting, and in the community. All students in the BSW Program are also considered members of the social work profession. As such, students must adhere to the professional, ethical, and legal standards prescribed for the practice of social work. The *BSW Student Handbook* describes a set of professional skills, competencies, and ethical conduct relative to the cognitive, physical, emotional, and personal requirements necessary to provide reasonable assurance that students can successfully complete the course of study and participate fully in every facet of social work education and professional practice and in the development of sound professional knowledge, skills, and judgment.

These professional skills, competencies and ethical conduct include the areas of cognitive functioning, communication skills, self-awareness, appropriate personal and professional conduct, professional commitment, empathy, ability to receive and utilize supervision, and knowledge base for social work practice. Further detail on these can be found in the *BSW Student Handbook*.

The School of Social Work has a professional responsibility to ensure that students graduating with the BSW degree have met minimum standards of competence and do not exhibit behavior that could place social work clients or colleagues at risk of physical and emotional harm. If a student is not meeting minimum standards of competence or if a student exhibits behavior that could be harmful to clients or colleagues, corrective action will be taken. Action may include: referral to a faculty support team; referral to UM Counseling and Psychological Services; referral to the Dean of Student Services; recommendation for a leave of absence with a plan to re-enter the program; or recommendation for termination from the program.

The School of Social Work recognizes that persons seeking to enter the profession bring unique life experiences to bear. It is a goal of the School to help students access resources and support to overcome personal obstacles that may hinder their success in the profession. The School also has a duty to the profession to ensure that those entering the profession are personally, professionally, and legally able to carry out a full range of social work responsibilities, often with vulnerable clients.
A number of social work settings with responsibility for vulnerable populations prohibit persons who have past criminal and/or DUI or drug offense records from securing employment. Therefore, the BSW program requires students to disclose any convictions of a crime of violence against a person (e.g. assault, child abuse, child sexual abuse, rape, sexual assault, incest, domestic abuse, homicide), or convictions of a DUI or drug offense that have occurred prior to student’s entry into the program or during time in the program.

A criminal record does not necessarily prevent a student from entering or completing the program. However, it may affect practicum placement opportunities. Therefore students are expected to report any past record as well as any arrests or criminal charges that occur during time in the program to the Chair of the School of Social Work or the student’s faculty advisor. Minor traffic offenses are not required to be reported.

The abuse or dangerous use of alcohol and other drugs, which interferes with student performance, will result in corrective action, which may include: referral to a faculty support team referral to UM Counseling and Psychological Services: referral to the Dean of Students; recommendation for a leave of absence with a plan to re-enter the program; or recommendation for termination from the program.

The practice of social work can often be stressful. As part of the professional development experience students are expected to demonstrate the emotional and behavioral maturity required to manage stressful situations and do no harm to clients. If a student is not demonstrating the emotional and behavioral ability to manage such situations, corrective action will be taken, which may include: referral to the Dean of Students; recommendation for a leave of absence with a plan to re-enter the program or recommendation for termination from the program.

In keeping with the requirements described above, carefully and truthfully answer the following questions:

___yes ___no  Do you understand that the UM School of Social Work has a professional responsibility to insure that students graduating with a BSW have met minimum standards of competency and do not exhibit behavior that could place social work clients at risk of physical and emotional harm?

___yes ___no  Have you read the National Association of Social Workers (NASW) Code of Ethics?

___yes ___no  Is the NASW Code of Ethics compatible with your personal values and believe and can you abide by its principles? If no, explain.

________________________________________________________________________

________________________________________________________________________
___yes ___no Have you ever been convicted of a crime of violence against a person (e.g. assault, child abuse, child sexual abuse, rape, sexual assault, incest, domestic abuse, homicide). If yes, describe the offense and when it occurred.

________________________________________________________
________________________________________________________
_______________________________________________

___yes ___no Do you understand that you are expected to report any arrests or criminal charges during the time you are in the BSW Program?

___yes ___no Do you understand that the abuse or dangerous use of alcohol and other drugs which interferes with your performance is reason for dismissal from the BSW program and reason for refusing to approve of graduation for a social work major?

___yes ___no Do you understand that a student’s personal, emotional, mental or behavioral stability are necessary to avoid placing social work clients at risk of physical or psychological harm and are therefore required for all social work majors?

___yes ___no Social work practice can often be stressful. Do you understand that coping with high levels of job-related stress and working appropriately in emotionally charged situation may be required for successfully completing the social work program?

___yes ___no Do you agree to abide by the expectations of professional skills, competencies, and ethical conduct listed above and in the BSW Student Handbook?

___yes ___no Do you understand that if you fail to meet these expectations you may be expected to follow through on a corrective action plan and that you may be recommended for termination for the BSW Program if you are not able to meet these expectations?

(By your signature, you testify that the answers given above are truthful).

Student’s Signature _____________________________Date Signed: __/__/__
PART D
(Application Resume)

Please include a one-page resume with your application. This resume is not only a description of your experiences, but it is also a measure of your ability to follow directions and pay attention to detail. Therefore, please prepare your resume with both thought and care.

There are different formats for a resume, and you may select the one that you prefer. However, please include the following in your one-page resume:

Name/address/contact information

Education

Paid Work Experience

Volunteer Experience

You may include other categories that you believe are noteworthy, but those four should be the focus of your resume.

Max Page Limit – 2

Career Counseling Resume Link:

http://www.umt.edu/career/CareerCounseling/Handouts/Employment/Resume/default.php

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