

**UNIVERSITY OF MONTEVALLO**  
**SOCIAL WORK PROGRAM**  
**ADMISSION PROCEDURES, CRITERIA, AND APPLICATION**

Students apply for admission to the social work program when they have met the academic and nonacademic criteria. Admission to the program usually occurs when the student is taking SWK 350, *Introduction to Social Work Practice*, and after all prerequisites have been completed with the required GPA.

**Students will secure an application for admission from the Social Work Program Director and submit the completed form to the Program Director by the announced deadline. After reviewing the application for admission, the Program Director and student will arrange an appointment for the admissions interview.**

Following the interview, the social work faculty will meet to review all completed applications. The faculty will make a decision based on the academic and nonacademic criteria. The possible decisions are as follows:

**Admitted** to the social work major represents that in the judgment of the social work faculty the student meets criteria for admission to the social work program.

**Denied** admission to the social work major represents that in the judgment of the social work faculty the student does not meet criteria for admission to the social work program. A student will be denied Admission to the social work program if they do not meet the academic and/or non-academic criteria. In order to get the requisite GPA, the course to be repeated should be the one taken most recently in which the student made the lowest grade. (For example, if a student makes a C in SWK 308 and a B in SWK 322, the student would be required to repeat SWK 308).

A **deferred** decision represents that in the judgment of the faculty the student does not meet all the criteria for admissions but is offered the opportunity to develop and implement a written plan for remediation and will be reconsidered at a later date.

The Program Director will communicate the decision and rationale of the faculty in writing to each student.

**Grievance Procedure**

If the student questions the decision of the faculty, the student may request that his/her application for admission be reconsidered by the faculty. This request for reconsideration must be made in writing to the Program Director within 30 days of the date of the letter informing the student of the original decision by the faculty. The request for reconsideration must include why the student disagrees with the faculty's decision and may include additional information to augment the original application for admissions. The faculty will reconsider the student's request for reconsideration. The possible decisions are the same three listed above. The Program Director will communicate the faculty's decision in writing. If the student continues to disagree with the decision of the faculty, the student may initiate the University Student Grievance process as outlined in the Social Work Student Handbook.

## **Academic Criteria for Admission and Continuation in the Social Work Program**

Junior standing

Successful completion of:

SWK 203, 322

English 101, 102

English 231, 232

History 101, 102

Psychology 201, 306

Sociology 230

Speech 101

Fine Arts Course

Biology 105

Math 147

Grade point average of 2.3 overall on work at UM

GPA average of 3.0 is required in SWK 203, 322 and Psychology 306. All social work hours and all grades earned in social work courses and Developmental Psychology will be used in computing the Social Work GPA for Admission to the Program. A student cannot enter Social Work 350, Introduction to Social Work Practice, without the 3.0 required for Admission into the Program.

### **Volunteer Requirement**

Students must complete 30 hours of volunteer work as a part of the process for Admission to the Program. The volunteer experience has two purposes: 1) exposure to social problems and people with problems; and 2) promoting and reinforcing community service. Students are responsible for obtaining their own volunteer experience but must have their experiences approved by the Social Work Program Director.

You may approach your volunteer work in a variety of ways. You may choose to complete your 30 hours all in one agency. If you do this, use Form A to verify your work. You might also choose to expose yourself to a variety of experiences where you would do some hours on one project and some hours on other projects. For example, you might choose to work 8 hours on a Saturday with Habitat for Humanity and then do 8 hours in a soup kitchen, and finally volunteer to help a child learn to read at your local school for the rest of the hours. If you choose the second method, you will need to have Form B signed by the people with whom you work to verify the experience.

At the completion of the experience and as a part of the Admission process, you will address the following in writing:

1. What service does this agency/group provide to the community?
2. What were the issues faced by the people this agency/group serves?
3. Describe specifically what you did with this agency or group.
4. In addition, you must interview two social workers from two different agencies. As a part of the admissions process, you will describe the roles and tasks of the two social workers you interviewed.

### **Licensure Preparation**

A part of the admissions process is taking the Licensure practice test that is available in the Program. This consists of spending about 4 hours taking a computer test. This will help to prepare you for the licensure examination you will take upon graduation. We believe that this will get you familiar with a computer test and the kinds of questions that may be on the exam. It is not important that you pass the exam, just that you become familiar with it. We have reason to believe that this will help you pass the test. Please call the departmental secretary to set up a time for you to take the exam prior to your admissions interview.

### **Professional Criteria for Admission and Continuation in the Social Work Program**

Professional criteria include the performance or behaviors of students that provide relevant information regarding their likely performance as beginning level generalist practitioners. Becoming a social worker involves more than academic adequacy and mastery over a given number of courses. Students will be evaluated for professional behavior in a helping role, including such things as relationship and communication skills; values congruent with the NASW Code of Ethics; ability to conceptualize and think critically; self-discipline and self-awareness; and responsible behavior which impacts your performance as a social work practitioner including:

- Maintains high standards of personal conduct in the capacity or identity as a social work student
- Respects the privacy of clients and adheres to agency confidentiality policies and procedures
- Treats colleagues, faculty, or staff with respect, courtesy, fairness and good faith
- Evidences emotional stability requisite for professional practice
- Evidences the ability to value and respect human diversity
- Demonstrates effective communication skills necessary for forming professional relationships
- Meets class obligations (e.g. attends class on-time, turns assignments in on time)
- Adheres to the NASW Code of Ethics in practicum
- Exhibits skills of self-awareness requisite for professional practice
- Exhibits ability to think critically
- Exhibits writing skills requisite for professional practice

### **Criteria for Termination or Non-continuation in the Social Work Program**

Non-academic reasons for termination:

- Overtly expressed attitudes, values, and behaviors in opposition to or contrary to those found in the NASW Code of Ethics
- Evidence of chemical, alcohol, or drug abuse
- Personality, emotional, attitudinal, or personal issues or difficulties which may or actually impair performance, interactions, and relationships with classmates, faculty, agency staff, and/or clients
- Evidence of certain criminal or unlawful activity
- Dishonesty, including lying, cheating, or plagiarizing in course work or practicum placement
- Consistent failure to demonstrate effective communication skills necessary for forming professional helping relationships
- Consistent failure to meet class obligations (e.g. absences, tardiness, late assignments)

- Failure to demonstrate appropriate ability to develop and maintain helping relationships (e.g. inability to be non-judgmental, allow client self-determination, inconsistent follow through)
- Failure to develop skills of self-awareness requisite for professional practice
- Failure to evidence writing skills requisite for professional practice

### **Students Convicted of a Misdemeanor or Felony**

Students considering a social work major who have been charged with or convicted of a felony or misdemeanor should be aware of the following:

1. A number of agencies/organizations that provide practicum or volunteer placements for social work students require a criminal background check prior to accepting students.
2. A number of agencies hiring social workers may also require criminal background checks prior to employment.
3. Some state licensure laws for social workers inquire about whether the applicant has been charged with or convicted of a misdemeanor or felony.

Having a felony or misdemeanor charge or conviction does not automatically exclude you from volunteer work, practicum placements, licensure or employment. It may however, limit you in some areas. Please discuss any concerns you may have with your social work advisor.

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**APPLICATION FOR ADMISSION CHECKLIST**

- \_\_\_\_\_ Completed Application for Admission
- \_\_\_\_\_ Completed Volunteer Experience Verification Form A
- \_\_\_\_\_ Completed Volunteer Experience Verification Form B
- \_\_\_\_\_ Written Volunteer Statement
- \_\_\_\_\_ Written Statement about Social Work Interviews
- \_\_\_\_\_ University Social Work Check Sheet from Records
- \_\_\_\_\_ Licensure Preparation Verification Form

**UNIVERSITY OF MONTEVALLO  
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**APPLICATION FOR ADMISSION**

DATE OF APPLICATION: \_\_\_\_\_

**SECTION I**

Name: \_\_\_\_\_

Local Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**SECTION II**

List any volunteer experience(s) pertaining to social work:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION III**

List the names, agencies and phone numbers of the two social workers you interviewed for this application:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### SECTION IV

What grade did you make in the following courses:

Social Work 203 \_\_\_\_\_

Overall UM GPA \_\_\_\_\_

Social Work 322 \_\_\_\_\_

Have you taken the licensure exam? \_\_\_ yes \_\_\_no

Psychology 306 \_\_\_\_\_

#### SECTION V

Please attach a typed paper no more than three pages in length that discusses the following:

##### **Your volunteer experience:**

1. What service did your agency provide to the community?
2. What were the problems faced by the people the agency serves?
3. Describe your contact with the people the agency serves.

**(Attach copies of the Verification of Volunteer Experience forms to this Application)**

##### **Your interviews with social workers:**

4. Identify the roles and the tasks of the two social workers (who work in an agency other than where you did your volunteer work) you interviewed on the admissions form.

The following is in addition to the three pages above and should be no more than 2 pages in length:

##### **Characteristics regarding helping and ethics:**

5. Discuss your perceptions of your ability to help people.
6. Discuss what the six values of social work (service, social justice, dignity and worth, importance of human relationships, integrity, and competence) mean to you. Compare and contrast these values with your own values (this needs to be at least 1 page).

##### **Check Sheet:**

7. Submit a University Social Work Check Sheet from Records with this application.

**Return completed Application (with attachments) to Social Work Admissions Director**

I have read and understand the admission procedures and criteria for admissions and continuation in the program.

\_\_\_\_\_  
Name Date

I have read the NASW Code of Ethics.

\_\_\_\_\_  
Name Date

The Family and Educational Rights and Privacy Act was enacted by Congress to protect individual privacy by assuring the confidentiality of information related to the records and educational experience of students. This space was adopted by the Social Work Faculty at the University of Montevallo to permit students to grant written permission for program faculty to release confidential information about the student to BSW Program faculty and staff, practicum agencies, licensing boards, agencies for employment and graduate schools.

I have read and understand the above statement regarding my privacy rights and the confidentiality of information related to my educational experience and records. My signature below acknowledges that I have granted written permission to the BSW Program at the University of Montevallo to release confidential information protected under the Family Educational Rights and Privacy Act to those auspices noted above.

\_\_\_\_\_  
Signature Date



**UNIVERSITY OF MONTEVALLO SOCIAL WORK PROGRAM**

**VOLUNTEER EXPERIENCE VERIFICATION FORM B**

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Agency/group: \_\_\_\_\_

Time worked (ex. 8a.m.-11 a.m.): \_\_\_\_\_

Supervisor/leader's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Agency/group: \_\_\_\_\_

Time worked (ex. 8a.m.-11 a.m.): \_\_\_\_\_

Supervisor/leader's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Agency/group: \_\_\_\_\_

Time worked (ex. 8a.m.-11 a.m.): \_\_\_\_\_

Supervisor/leader's signature: \_\_\_\_\_

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**LICENSURE PREPARATION VERIFICATION FORM**

To take the social work practice exam, contact the BSS Departmental Secretary to schedule a time. After completing the exam, please complete this form and submit as part of your admissions application.

Name: \_\_\_\_\_

Date test was taken: \_\_\_\_\_

Score: \_\_\_\_\_

Verification Signature: \_\_\_\_\_