



**Brigham Young University-Hawaii
Department of Social Work**

**Social Work Major
APPLICATION PACKET**
Revised February 2017

APPLICATION

IDENTIFYING INFORMATION:

Student Name: _____

Date: _____

Preferred Name/Nickname: _____

BYUH ID#: _____

BYUH Email Address: _____

Local Phone Number: _____

Non-BYUH Email Address: _____

Permanent Phone Number: _____

Local Mailing Address: _____
Street City State Zip Code

Permanent Mailing Address: _____
Street City State Zip Code

Date of Birth (Required for Accreditation): _____

Ethnicity (Required for Accreditation): _____

Country of Citizenship: _____

IWORK: Yes No

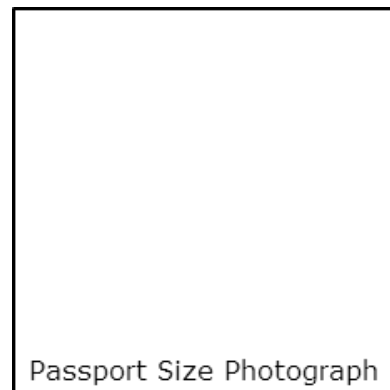
International Student: Yes No

Have you served a LDS mission? Yes No

Dates, Mission: _____

Spoken languages: _____

Military Service: Yes No



1. I have completed the following prerequisites and requirements for admission into the Social Work program.

A. Completion of Social Work 160: Currently Enrolled ____ Final Grade ____

2. I have transferred credits from other educational institutions: Yes No

A. Institution Name(s): _____

B. Social Science credit hours taken there: _____

C. Number of credit hours transferred: _____

3. I have earned at least 24 credit hours. Total credits earned: _____

4. Cumulative GPA: _____

5. Have you ever been convicted of a felony? Yes No

EMPLOYMENT (Most Recent First) Complete the following three sections or attach current resume.

From/To Month/Year	Agency Name & Location	Job Title & Duties

VOLUNTEER EXPERIENCES

From/To Month/Year	Agency Name & Location	Job Title & Duties

SPECIAL INTEREST AND ABILITIES (Awards, honors, leadership, or memberships in organizations)

I have read the NASW Code of Ethics, and I agree to abide by this code of conduct.

Date: _____ Student Signature: _____

Date: _____ Academic Advisor Signature: _____

Please submit your application packet by the appropriate deadline: **Winter entrance** – 1st Friday in October; **Spring entrance** – 1st Friday in February; **Fall entrance** – 1st Friday in May. Contact the Social Work department secretary in MPC 205 with any inquiries or call 675-4968. Failure to comply with the application process may result in being denied acceptance to the major or dropped from 300 or 400 level Social Work courses. Applications received after the semester has begun will NOT be accepted.

Social Work Major Application PACKET CHECKLIST

This checklist is provided to ensure applicants have compiled and completed all necessary documentation required to apply to the major. Failure to complete the application process may result in the student being dropped from Social Work courses or denial of their application.

- _____ 1. Download this application packet or obtain a copy from the Department Secretary
- _____ 2. Meet with Academic Advisor: Joselyn Akana (675-3274) or Marilee Ching (675-3891). Both are located in the Aloha Center Advising Office in ACR 136 (next to the Post Office).
- _____ 3. Sign “Standards for Social Work Students” document
- _____ 4. Autobiography (2-page minimum)
- _____ 5. Sealed letter of recommendation (1)
- _____ 6. Copy of completed MAP, approved and signed by Academic Advisor
- _____ 7. Letter of accommodation from Services for Students with Special Needs (BYUH Counseling Services, if applicable)
- _____ 8. If applicable, submit documentation of felony record.

EXCERPT FROM UNIVERSITY ADMISSION POLICY

Brigham Young University–Hawaii exists to provide an education consistent with the religious and family values taught by The Church of Jesus Christ of Latter-day Saints. In admission we prefer members of the Church in good standing but will not unlawfully discriminate against applicants based upon gender, race, creed, religion, national origin, age, or disability who meet the requirements; who agree to abide by the Honor Code and Dress and Grooming Standards; and who are otherwise qualified based upon available space. High standards of honor, integrity, and morality; graciousness in personal behavior; application of Christian ideals in everyday living; and abstinence from tobacco, alcohol, and harmful drugs are required of every student.

CONTACT INFORMATION:

Address: Department of Social Work
BYUH #1923
55-220 Kulanui Street
Laie Hawaii 96762

Webpage: <http://socialwork.byuh.edu>
Telephone: 808-675-4968
Fax: 808-675-3981
Email: socialwork@byuh.edu

AUTOBIOGRAPHY

As an important part of your application, please submit a 2-3 page autobiography, typed or written in your best penmanship (cursive or print) in black ink. This autobiography will be used as a way to get to know you better and as an indicator of your appropriateness for the Social Work program. It is important that you be honest and open in writing your autobiography. The department will use your autobiography to assess your writing skills, your motivation for a career in social work, and your past and present experiences and coping skills.

Your autobiography should include the following: (1) personal and family history (highlighting significant positive and negative life events), (2) significant educational experiences, (3) why you want a degree in Social Work and a clear specific explanation of why you believe your personal values are consistent with those of the social work profession, (4) what strengths do you bring to the program and the profession and (5) specific social work career interests and goals. If all of these areas are not specifically addressed, you may be asked to rewrite your autobiography. Please attach to this page your autobiography.

Standards for Social Work Students

In order to qualify to participate in the program and pursue a degree in Social Work, students must have the requisite abilities necessary to perform the essential functions required by the program and be able to meet the appropriate programmatic standards. These standards should be met in the classroom, in field placements, and elsewhere in the program. In addition, as students at Brigham Young University Hawaii, students are expected to adhere to the moral and personal standards set by the Honor Code.

Accordingly, by applying to and being accepted as a Social Work major, students commit that they have the following abilities and attributes and will conduct themselves according to the following guidelines:

Motor Abilities: Students need to have the ability to fully participate in classes and field agency placement, and to acquire and integrate data through use of their senses. Reasonable accommodation for a qualifying disability may be allowed, but it is the student's responsibility to obtain and relay the necessary information from Services for Students with Special Needs located at BYUH Counseling Services to each instructor and field practicum supervisor.

Communication Skills: Students must have the ability to process information expeditiously and communicate effectively with instructors, other students, faculty members, staff, clients, and other professionals. Students must also have sufficient skills in written and spoken English to effectuate such processing and communication.

Ethical Standards: Students are ethically and professionally bound to adhere to the NASW (National Association of Social Workers) Code of Ethics and conduct themselves pursuant to pertinent Hawaii statutes and applicable Administrative codes. In addition, it is essential that students demonstrate appreciation for empathy, diversity in society, and non-judgmental attitude in their interaction with others. The value of confidentiality is foundational to the profession of social work, and sound interpersonal skills must be observed.

Knowledge Base: Students need to learn and practice within the scope of social work profession's knowledge base, by recognizing the distinctive components of the bio-psychosocial spiritual perspective of social work practice and social work methodologies. These must guide their work with clients and become the basis for their contribution to other related work.

Professionalism: Students are expected to demonstrate a commitment to professional conduct, including practicing within the scope of social work, adhering to the limit of their knowledge and skills in the delivery of services to clients, respecting others, being punctual and dependable, completing assignments and reports on time, and prioritizing responsibilities. Appearance and personal demeanor should reflect an appropriate understanding of the professional context. Conflict resolution should reflect respect for proper channels of authority, and feedback dealt with in a professional manner. Respect should be shown to fellow students, faculty, staff, clients, and colleagues in the classroom and in the field. Disrespect for others or any form of sexual harassment will not be tolerated.

Self-Care: Students need to recognize the signs of stress and emotional problems, develop appropriate means of self-care, and seek supportive services when necessary to minimize any adverse impact on scholastic and professional performance. Students must be willing to seek the advice of their faculty mentor and follow recommendations made by their mentor and/or faculty decisions regarding the appropriate maintenance of their academic, physical, or psychological health, which may include assessment and/or therapeutic services at the student's expense.

By signing this document, I certify that I have read, understood and agree to the above statements.

Student's Signature: _____ Date: _____

Print Student's Name: _____

Witness Name & Signature: _____

Letter of Recommendation for the Social Work Major

Note: This form is designed for use by a professor, professional social worker, or church leader; letters from personal acquaintances or relatives will not be accepted.

Part 1: TO BE COMPLETED BY THE APPLICANT

Confidentiality (check one)

I waive my right of access to this confidential report.

I do not waive my right of access to this confidential report.

Print Name: _____

Applicant Signature: _____

Part 2: TO BE COMPLETED BY THE REFERENCE PROVIDER

The individual named above has made application to become a Social Work Major and is requesting a recommendation from you. May we have your assistance in evaluating this applicant's potential? Your frank and confidential evaluation of his/ her abilities and attitudes will be appreciated.

I have known the applicant: Thoroughly Fairly well Superficially

State nature and length of your contact with the applicant:

Please rate the applicant using the following checklist.

	Superior	Outstanding	Excellent	Good	Average	No basis for judgment
Intellectual and academic ability						
Ability to work with others						
Leadership potential						
Ability to communicate orally						
Ability to communicate in writing						
Creativity						
Industry, initiative, and motivation						
Emotional maturity						
Problem-solving skills						
Ethical interaction						
Coping skills						
Overall competence and potential						

