Brigham Young University Hawaii
Department of Social Work

Social Work Major
APPLICATION PACKET
Revised October 2016
APPLICATION

IDENTIFYING INFORMATION: 
Student Name: ____________________________
BYUH ID#: ____________________________
BYUH Email Address: _______________________
Local Phone Number: ______________________
Non-BYUH Email Address: _______________________
Local Mailing Address: _______________________
Permanent Mailing Address: _______________________

Local Mailing Address: 
Street ____________________________
City ____________________________
State ____________________________
Zip Code ____________________________
Permanent Mailing Address: 
Street ____________________________
City ____________________________
State ____________________________
Zip Code ____________________________

Today’s Date: ______________________

BYUH Email Address: _______________________
Local Phone Number: ______________________
Non-BYUH Email Address: _______________________
Permanent Phone Number: ______________________

Date of Birth (Required for Accreditation): ______________________
Ethnicity (Required for Accreditation): ______________________
Country of Citizenship: ______________________

WORK:
□ 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 _____
   B. Completion of Math 106 (A&B) or Math 107 or Math 110: Currently Enrolled _____ Final Grade _____
   C. Completion of Psychology 111: 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 am at least a first semester sophomore having earned 30 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.

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<th>From/To Month/Year</th>
<th>Agency Name &amp; Location</th>
<th>Job Title &amp; Duties</th>
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Passport Size Photograph
VOLUNTEER EXPERIENCES

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<th>Agency Name &amp; Location</th>
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SPECIAL INTEREST AND ABILITIES (Awards, honors, leadership, or memberships in organizations)

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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).
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.

EXEMPLARY 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.

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<th>Superior</th>
<th>Outstanding</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>No basis for judgment</th>
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<td>Intellectual and academic ability</td>
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<td>Leadership potential</td>
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<td>Ability to communicate orally</td>
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<td>Ability to communicate in writing</td>
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<td>Creativity</td>
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<td>Industry, initiative, and motivation</td>
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<td>Emotional maturity</td>
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<td>Problem-solving skills</td>
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<td>Ethical interaction</td>
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<td>Coping skills</td>
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<td>Overall competence and potential</td>
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How would you evaluate yourself in giving ratings of this kind to students?

_____ Generous  ______ Average  ______ Very conservative

The Department of Social Work assumes that in all likelihood the applicant is a competent person. It would be most appreciated if, instead of describing the applicant’s general excellence, you could tell us what makes this candidate especially promising to be admitted into a professional Social Work program and a career as a generalist social work practitioner when compared to other applicants who may appear equally well qualified. If for any reason you have substantial reservations about the applicant’s potential for success, please explain. (Write your comments in the space provided.) THANK YOU.

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Name (please type or print)  __________________________ Signature  __________________________ Date

Position/Title  __________________________ Phone number

Email address

*Please return your recommendation to the applicant in the pre-addressed envelope provided by the applicant. Seal the envelope and sign your name across the flap. This letter may also be emailed directly to the Department Chair or the Secretary. Thank you for taking the time and effort to assist us in our screening process.