

ADMISSION TO THE SOCIAL WORK PROGRAM

Students who choose to major in social work must make formal application to the Social Work Program. Applications should be submitted to the Social Work Program Director during the Spring semester of the Sophomore year (by fall of the Junior year for transfer students) to ensure the sequencing of required practice courses and field placement. Application packets are available from the Social Work Program Director.

ADMISSION CRITERIA

Students must meet the following criteria in order to be accepted for admission to the Defiance College Social Work Program.

1. Sophomore standing and completion of minimum 21 credits in Social Work Pre-Professional Sequence Courses.
2. Have a cumulative grade point average of 2.25 or above.
3. Have a cumulative grade point average of 2.5 or above in Social Work courses completed in the pre-professional sequence or permission of the Social Work Program Director.
4. Complete a written application.
5. Submit a written autobiographical paper.
6. Submit three completed professional reference forms.
7. Transfer students must submit references from a prior agency supervisor and from a faculty based supervisor.
8. Complete the personal disclosure form.
9. Participate in an interview with Social Work faculty.
10. Read the Defiance College Social Work Program Student Handbook and agree to abide by its contents including the NASW Code of Ethics, the Ohio Code of Ethical Practice and Professional Conduct, and the Policy for Dismissal from the program.
11. Submit an example of a formal written assignment which includes citations. This paper should be one which was an assignment in a class that you have already completed.

EXPERIENCE

Please describe any social work related experience, such as volunteer work or employment in agencies, schools, churches, or clubs.

Name of the agency or institution, Supervisor's name, address and phone number	Description of Experience	Dates/Hours	May We Contact?
	Volunteer or Paid (circle one)		
	Volunteer or Paid (circle one)		
	Volunteer or Paid (circle one)		
	Volunteer or Paid (circle one)		

AUTOBIOGRAPHY

Please attach a brief autobiography, typed and double spaced, highlighting events and experiences which enhanced your motivation to choose social work as a major. Include the following:

- A. Describe experiences in family life and the family relationships that have significantly affected your personal growth and development?
- B. Summarize your values, i.e., what is important to you. What influence might your values have in your development as a professional social worker?
- C. What are your personal life goals? How does your interest in social work as a career option fit these goals? What supports do you have for achieving these goals? What barriers?

- D. What interests, hobbies or leisure activities do you enjoy? To what extent have you participated in campus or civic organizations?
- E. What do you believe to be your strengths? What attributes will contribute to your effectiveness as a social worker?
- F. Identify areas in your life you want to target for additional personal and professional growth and development.

REFERENCES

Please submit the names of three persons, other than family members, who know you well. Consider an employer, teacher, supervisor, clergy member, or academic advisor. If you are a transfer student you must submit a reference from a faculty based supervisor.

Complete the top portion of the reference forms provided and send the form to your reference with a stamped, return envelope addressed to: Social Work Program Director, Defiance College, 701 N. Clinton St., Defiance, OH 43512.

- 1. _____
- 2. _____
- 3. _____

SIGNATURE

In signing this form, I verify that the information provided in this application is truthful and correct.

I verify that I have read the Ohio Code of Ethical Practice and Professional Conduct for Counselors and Social Workers and agree to abide by it. I understand the eligibility requirements for licensure in the State of Ohio. I further understand that any prior record involving moral turpitude may, at the Board's discretion, render me ineligible for licensure.

I have read the Social Work Program Student Handbook and understand the Program policies and procedures including: Levels of Acceptance, Termination Policy, Grievance Policy, Field Placement requirements, and agree to abide by the NASW Code of Ethics.

Signed _____ Date _____

**REFERENCE FOR ADMISSION
TO THE SOCIAL WORK PROGRAM**

APPLICANTS: *Complete this section of the form before asking someone to complete the reference below. Also, fill in your name on the second page. Please enclose a self-addressed, stamped, return envelope for those who must mail in their reference for you.*

Applicant's Preferred Name (Printed) _____ Date _____

The Family Educational Rights and Privacy Act of 1974 provides the student with a right of access to this reference form. This right may be waived, but no school or person can require the student to waive this right. Check and sign one of the following statements.

_____ I waive my right to review this recommendation.

_____ I do *not* waive my right to review this recommendation.

Applicant's Legal
Signature _____ Date _____

INSTRUCTIONS:

The student who provided you with this recommendation form is applying to be a social work major. In addition to a minimum GPA, qualified candidates must demonstrate strong potential as a professional social worker. Please assist them with this process by providing the necessary information.

Please review the applicant's strengths and weaknesses in the following areas and circle the most appropriate response:

Personal Character/ Integrity	Poor	Fair	Good	Excellent	Not Known
Emotional Maturity/Stability	Poor	Fair	Good	Excellent	Not Known
Willingness to serve others	Poor	Fair	Good	Excellent	Not Known
Past service involvement	Poor	Fair	Good	Excellent	Not Known
Interpersonal skills	Poor	Fair	Good	Excellent	Not Known
Sensitivity to cultural differences	Poor	Fair	Good	Excellent	Not Known

To what capacity have you known the applicant?

How long have you known the applicant? _____

Applicant Name _____

To what extent do you feel that you know the applicant?

_____ Very Well _____ Moderately Well _____ Not Very Well

Please comment generally regarding your estimate of this candidate's probability of success in the field of social work.

Based on my knowledge of the applicant, I would:

_____ Recommend this student for admission to the social work program
_____ Not recommend this student for admission to the social work program
_____ Recommend additional screening (please explain below)

Explanation of recommendation or additional comments:

Signed: _____ Date: _____

Name Printed: _____ Title _____

Organization: _____

Address: _____ Phone _____

Thank you for your time.

Please mail this form in a sealed envelope with your signature across the envelope flap to:

Social Work Program Director
Defiance College
701 N. Clinton St.
Defiance, OH 43512

Defiance College Social Work Program

PERSONAL DISCLOSURE

Disclosure of personal information is necessary to determine suitability of students for agency field placement settings. This includes questioning about the following: (a) conviction of any felony or misdemeanor that involved bodily harm to another or involved a threat to the well-being of another; or (b) violations of a profession's ethical standards or code of conduct. **Many field agencies require a criminal background check.** Conviction of a felony or misdemeanor may also affect one's ability to be licensed by state boards. It is believed such decisions are made on an individual basis, based upon such factors as types and severity, frequency and patterns, and successful treatment and rehabilitation.

Name (Please Print): _____

Criminal History:

Have you ever been convicted of a violation of any local, state, federal, Canadian or international law (not including traffic violations or juvenile offenses)?

_____ No _____ Yes

If Yes, please explain:

Applicants with a criminal history **must** submit documentation surrounding the incidents and court rulings. **Failure to report a criminal history will lead to automatic denial for admission or removal from the social work program.**

Professional License:

Have you ever had a professional license suspended or revoked?

_____ No _____ Yes

If Yes, please explain:

Applicants with a history of having a professional license suspended or revoked **must** submit documentation surrounding the incidents and judgments. **Failure to report a past history of license suspension or revocation will lead to automatic denial for admission or removal from the social work program.**

ACKNOWLEDGEMENTS:

- I have read and do hereby certify that the information contained above is correct. I understand that a release for information and additional documentation, as specified by the faculty, will be required regarding a criminal history and/or an ethical violation of professional standards.
- **I understand that failure to report a criminal history or license suspension/revocation will result in denial for admission or immediate removal from the social work program.**
- I realize a criminal history and/or an ethical violation of professional standards may render me ineligible for future licensure, and accept that neither the Defiance College, the Social Work Program, nor the program faculty will be held responsible.
- I understand the *Personal Disclosure* form will be secured within my student file within the Social Work Program. I am to notify the Program of any future incidents or changes to the current disclosure while enrolled. The form will not be disclosed to persons outside the Program without my written consent.
- Furthermore I acknowledge that I have read and agree to adhere to all *Policy Statements* within the Defiance College Student Handbook, the Social Work Program Student Handbook and Field Manual as well as the NASW Code of Ethics .

Signature: _____

Date: _____

Name (Please Print): _____

Read and reviewed with student:

Faculty Signature: _____

Date: _____