

Salish Kootenai College



Bachelor of Social Work (B.S.W.) Program

Application

Introduction to Salish Kootenai College

Mission Statement

The mission of Salish Kootenai College is to provide quality postsecondary educational opportunities for Native Americans locally and from throughout the United States. The College will strive to provide opportunities for individual self-improvement to promote and help maintain the cultures of the Confederated Tribes of the Flathead Indian Nation.

Vision

The vision of Salish Kootenai College is to foster curricula and vocational certification, and associates and bachelors degree programs that meet the unique needs of the Native American population. While the College encourages diversity, its primary purpose is to serve the needs of Native American people.

Accreditation

The Northwest Association of Schools and Colleges granted accreditation to Salish Kootenai College in December 1993 and re-affirmed in 2003.

General Information

Salish Kootenai College
P.O. Box 70, Pablo, MT 59855
(406) 275-4800
<http://www.skc.edu>

Admissions

406-275-4866
406-275-4865

Financial Aid

406-275-4861
406-275-4854

Student Support Services

406-275-4824
406-275-4825

Child Care Center

406-675-8474
406-675-8475

Housing

406-275-4832

Social Work Department

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Bachelor of Social Work (B.S.W.) Program

Description

The mission of the Bachelor of Social Work Program is to prepare students for generalist social work practice with diverse populations and to cultivate community leaders who will implement humane social policies, services, and programs that restore social and economic justice for at-risk children and their families. The cornerstone of the program is commitment to personal and community well being and the cultural integrity of Native American communities.

The B.S.W. curriculum has been developed according to the educational standards established by the Council on Social Work Education and is based on a solid liberal arts foundation that emphasizes cultural understanding, critical thinking, communication, and citizenship. The upper-level Social Work courses provide a sound knowledge base for social work practice; promote growth in self-awareness, cultural competence, and professional ethics; and prepare students for graduate-level social work education. Supervised field experience in either tribal or non-tribal social service agencies is an integral part of the program.

Goals

1. Prepare students for entry-level employment in organizations and agencies and/or graduate level education.
2. Prepare competent generalist social workers guided by professional values and ethics, person-in-environment perspective, as well as historical understanding that inform practice within contemporary structures in a rapidly changing global context.
3. Prepare community leaders committed to identifying the causes of poverty, discrimination, and other forms of social injustice; formulating social change strategies; and applying those strategies to promote human rights and social and economic justice at every level.
4. Foster an inquiry-based learning environment that encourages students to investigate and incorporate effective evidence-based practices rooted in indigenous knowledge.
5. Promote cultural competence to advance respectful practice with diverse populations of all sizes with a special focus on the integration of indigenous knowledge and the preservation of the cultural integrity of Native American communities.
6. Cultivate globally aware lifelong learners who engage in scientific inquiry; critically assess, synthesize, integrate, and communicate relevant information; and employ creativity and curiosity in both research and practice.

Accreditation

The SKC Bachelor of Social Work Program is accredited by the Council on Social Work Education, a specialized accrediting body recognized by the Council on Post-Secondary Accreditation.

Note to applicants

- Social Work course credit will not be given for life experience or previous work experience.
- Please note that all students must complete the B.S.W. course requirements as specified in the catalog for the year for which they are accepted into the program as juniors, regardless of when they started their studies at SKC. In an event that a student discontinues his or her studies for any length of time after being accepted and subsequently returns to finish the program, he/she will have to complete the graduation requirements as per catalog year in which the re-entry occurs.

SKC Social Work Program Application and Admission Process

Admission criteria

Application and admission to SKC is a separate process from application and admission to the Social Work Program. All applicants must be admitted to SKC and meet the admission criteria listed below prior to applying to Social Work Program.

1. Completion of all B.S.W. pre-requisite courses OR an A.A. in Human Service degree OR an A.A. in Chemical Dependency Counseling degree.
2. Minimum cumulative GPA of 2.5.
3. Demonstration of well-developed writing and language skills.
 - a. Minimum score of 630 on TABE Language and Language Mechanics sections at D9 level or above OR
 - b. A minimum score of 70% on the General Education Essay Assessment OR
 - c. A grade B or higher in ENGL 306, Writing Research Papers.
4. Ability to pass the mandatory background check.
5. Completion of the Social Work Program application materials.

Applicants who do not demonstrate well-developed writing and language skills as specified above may be required to participate in a Writing Improvement Plan as a condition of acceptance. Students, in conjunction with the Social Work Writing Mentor, will develop the plan, and their progress will be monitored by Social Work faculty members.

Applicants who have not completed the MATH 241 and/or ENGL 306 and took the MATH 100/101 and/or ENGL 202, or an equivalent course more than five (5) years ago will be required to complete the SKC placement testing in math and English and follow the placement recommendations issued by the respective departments.

Human Service and Social Work professional core courses that were completed more than eight (8) years ago will be subject to departmental review and may not be counted towards the degree.

Please note that all students, including the A.A. in Chemical Dependency Counseling or Human Service program graduates, must complete the B.S.W. course requirements as specified in the catalog for the year for which they are accepted into the program as juniors, regardless of when they started their studies at SKC. In an event that a student discontinues his or her studies for any length of time after being accepted and subsequently returns to finish the program, he/she will have to complete the graduation requirements as per catalog year in which the re-entry occurs.

Application process

Non-B.S.W. majors wishing to enroll in Social Work elective courses do not need to submit the B.S.W. application. Application is required from all prospective juniors, including current SKC students wishing to enroll in the 300- and 400-level Social Work core courses leading to an internship and ultimately the B.S.W. degree.

1. Obtain a Social Work Program application packet from the Social Work Department or download it from www.skcedu.
2. Read and carefully review all sections of the application packet.
3. The application deadline is May 1st.
4. Submit all required materials to: Social Work Department Admissions Committee, Salish Kootenai College, P.O. Box 70, Pablo, MT 59855.

5. Incomplete applications will not be considered.
6. Students will be notified regarding their admission status by June 1st.
7. Applications submitted after May 1st will be reviewed in late September.
8. The committee's decision may be appealed in accordance with the procedures outlined in the Student Handbook.

Application materials

- Social Work Program Application form.
- Signed Consent of Release of Information and Social Work Student Code of Conduct forms.
- A two- to three-page essay (typed and double-spaced) detailing and describing the following:
 - Reason for choosing social work as a career.
 - Genuine interest in working with children and families. If also applying for Title IV-E stipend, specific interest in working in the field of child welfare.
 - Strengths, weaknesses, and concerns. Please provide examples of your leadership, strengths, and experiences in working with children and families in a tribal community.
 - Commitment to social justice issues, including talents and skills in working with others regardless of race, color, gender, sexual orientation, age, religion, national origin, marital status, mentally or physically challenging conditions, and political beliefs.
 - Personal and professional short- and long-term goals.
- A copy of the final, edited version of the research paper required in ENGL 306, Writing Research Papers that includes integrated outside sources and a references page.
- A copy of the most recent TABE test (available at the Department of Academic Success). (Note that a TABE test must be taken within a year of application to the Social Work Program.)
- An unofficial copy of all college transcripts. Official transcripts must be submitted to the SKC Enrollment Services Department.
- If tribal member, a copy of tribal certification.
- Completion of the background check. Please see the Background Check section below.

TABE

A minimum score of 588 on TABE test's Language and Language Mechanics components at the D9 level or above is required for admission into the Social Work Program. If the original TABE was taken more than a year ago, was not required by SKC due to transfer, or the Language and Language Mechanics scores were below 588, please make arrangements with the Department of Academic Success to take the relevant sections of the test prior to applying. Obtain a copy of the score immediately after completing the test(s) and submit it with the rest of the required application materials.

Background Check

Students pursuing a B.S.W. degree at SKC are required to complete a background check prior to starting the Social Work Program. Criminal history and Child Protection Services background that may prevent a student from being admitted into the Social Work Program include:

- A felony conviction for child abuse or neglect, for spousal abuse, for a crime against children (including pornography), or for a crime involving violence, including rape, sexual assault, or homicide, but not including other physical assault or battery.
- A felony conviction for physical assault, battery, or a drug-related offense in the past five (5) years.

- Child Protective Services history that includes substantiation of any type of child abuse and/or neglect within the past five (5) years.
- A conviction for a crime including abuse, sexual abuse, neglect, or exploitation of an elderly person or a person with a developmental disability.
- Evidence of criminal activity and/or convictions during the time of enrollment in the B.S.W. Program.
- Knowingly withholding information of prior criminal convictions.

Background check instructions will be mailed to successful applicants. Applicants must make an appointment with an Admission Coordinator to complete the online background check before September 15th. An additional background check will be required if the previous one is more than two (2) years old at the time of internship placement.

Other Behavioral Expectations

B.S.W. students are subject to all provisions of the SKC Student Handbook, Social Work Department Code of Conduct, and Social Work Internship Manual during their program of study. They are expected to adhere to the NASW Code of Ethics and to exhibit behavior appropriate to someone pursuing a career as a professional social worker. Violation of the stated codes may result in the dismissal from the B.S.W. program. Program and college personnel are available to advise students who feel they are in a situation that may require outside assistance, and designated college personnel may suggest counseling or other such assistance as necessary. Problems affecting the B.S.W. candidate's ability to perform the functions of a professional social worker may delay or terminate the student's progression through the Social Work Program.

SKC Title IV-E Stipend

The Child Welfare Training Program in Montana is federally funded by Title IV-E grant from the Department of Health and Human Services (DHHS). The program is designed to enhance social service delivery to the children of Montana and their families. The Title IV-E stipend allows students to earn their BSW degree from SKC by offsetting the associated educational expenses. Students applying for the stipend must demonstrate financial need. The stipend is considered an additional income and may affect your financial aid eligibility. Please consult with the Financial Aid Office to determine the possible impact of this stipend on other funding. The Title IV-E stipend ranges from \$1,000 to \$4,000 per quarter. The maximum possible cumulative award amount is \$24,000 per student. The application process is competitive as only a limited number of stipends are available each year. The Title IV-E Stipend Committee determines the stipend eligibility and the amount of an award based on student's past and current academic performance, background check results, and other factors. Stipend recipients' progress and continued eligibility are re-evaluated quarterly.

As a repayment of the stipend, student must agree to work in a Title IV-E approved position in the field of child welfare one month of work per one thousand dollars of Title IV-E funding received. If a stipend recipient fails to remain in good academic standing and/or is expelled from the Social Work program, fails to gain employment in a Title IV-E approved position within six months of graduating, or is terminated and fails to re-gain employment during the repayment period, he or she will be expected to immediately repay the full amount or balance of funding received.

Please contact Eva Oruste, Title IV-E Coordinator, at the Social Work Department, e-mail eva_oruste@skc.edu, or call (406) 275-4953 for more information and/or an application packet.

Please return this form with your application materials. Retain the rest of the booklet for your records.

SKC Social Work Program Application

Full name _____ Student ID: _____
Mailing address _____
Permanent address (if different) _____
Day phone _____ Evening phone _____ Mobile phone _____
E-mail _____ Social Work Advisor: _____

I am applying for the Salish Kootenai College Social Work Program and verify that I meet the admission criteria listed below.

1. I am enrolled at SKC. Enrollment date: ___/___/_____ Yes No
2. I have earned at least 90 quarter or 60 semester credits. Credits to date: _____ Yes No
3. I have completed all the prerequisite liberal arts/general education and social work courses. Yes No
If "no", date of intended completion of the prerequisite courses: ___/___/_____
4. I have a minimum GPA of 2.5. GPA: _____ Yes No
5. I have a minimum score of 588 on TABE test language component. Date taken: ___/___/_____
Language score: _____ Language mechanics score: _____ Reading score: _____ Yes No
6. I have attached the following required materials to this application:
 - A two- to three-page essay Yes No
 - A copy of the most recent TABE test (language, language mechanics, and reading scores) Yes No
 - A copy of the final, edited version of the research paper required in ENGL 306, Writing Research Papers that includes integrated outside sources and a references page. Yes No
 - A copy of transcripts from all colleges attended (available at the Admissions Office) Yes No
 - If tribal member, a copy of tribal certification Yes No
 - Signed Consent of Release of Information form on the back of this application form Yes No
 - Signed Social Work Student Code of Conduct form on the back of this application form Yes No
 - Completed background check. Date completed: ___/___/_____ Yes No

References

Please list all places of employment and educational institutions you have attended for the past three years.

Dates of employment	Employer/institution	Address	Phone #	Supervisor/advisor

Please indicate whether you are considering applying for the Title IV-E stipend. Yes No

I am applying for the admission as a junior for the 201___ - 201___ academic year. I understand that I will be expected to complete all the graduation requirements outlined in the catalog for the academic year in which I will be fully admitted into the B.S.W. Program.

Applicant signature Date

Please sign and attach the Consent of Release of Information and Social Work Student Code of Conduct Forms.
Mail the completed application and all the required materials to: Social Work Department Admissions Committee, SKC, P.O. Box 70, Pablo, MT 59855.

Salish Kootenai College Social Work Department Consent of Release of Information

I am seeking full acceptance into and internship placement through the Salish Kootenai College Social Work Department.

I hereby expressly and voluntarily authorize Salish Kootenai College, its employees, and any agency where I might be placed for internship to

- request criminal record information in connection with my internship placement;
- request and receive any public or confidential criminal record information that may be in the files of any federal, state, or local criminal justice agency;
- share the information received with any agency or program where I may be placed; and
- contact my previous or current employers and/or academic advisors for references.

I may request that SKC share this information by providing the Social Work Department a written request stating the name and address of the party to whom the report is to be sent.

I also authorize Salish Kootenai College Social Work Department faculty and staff to request and receive, as well as share any relevant academic information with other Salish Kootenai College departments and employees, and with any agency where I might be placed for internship.

I hereby release Salish Kootenai College, its employees and agents, and any agency or person supplying any information to or receiving information from SKC in connection with my internship placement from any liability for defamation, invasion of privacy or other claim in connection with any information provided. I further release SKC, its employees and agents from any liability for damage which may result from any dissemination of the information requested above.

Applicant signature

Date

FOR OFFICE USE ONLY	Application received: ____/____/____	Application reviewed: ____/____/____
<input type="checkbox"/> Student accepted into the Social Work Program	____/____/____	<input type="checkbox"/> Conditions
<input type="checkbox"/> Student NOT accepted	<input type="checkbox"/> Incomplete application	<input type="checkbox"/> Admission criteria not met <input type="checkbox"/> Other
Notes:		
Committee member:		
Committee member:		
Committee member:		
Committee member:		
Social Work Program Chair:		

Social Work Student Code of Conduct

Salish Kootenai College governs community conduct in order to protect and promote the college community's pursuit of its educational goals. The Social Work Student Code of Conduct was developed in consultation with both students and faculty. The document outlines policies and expectations for Bachelor level students as they prepare for a professional career in the field of Social Work. These guidelines include attendance, coursework, interpersonal communication, behavior, and remediation.

Preparation for class

- You are expected to arrive to class on time and remain for the duration of the class
- If you know you are going to be late or have to leave early, inform the professor before class, however this does not excuse the tardy or absence
- Arrive to class prepared; with your textbook(s), and supplies for class, paper, pens, pencils, etc.
- Do your homework and read ahead so you can actively participate in classroom discussions
- Notify professor if unable to attend or if you are going to be late or need to leave early
- Get notes and assignments from your classmates if you miss class
- Treat the professor and the other students with respect
- You must maintain a 2.5 cumulative GPA average to be in good academic standing
- Stay in close contact with your advisor and/or professors
- Understand how to fill out registration forms
- Know which classes and in what order they are required in your major
- Get to know your professor and classmates

Disruptive behavior

- Students whose behavior makes teaching and learning difficult for others in the classroom is defined as disruptive behavior. Examples include: Being late, sleeping, talking, and making noise, texting, repeatedly interrupting, dominating class time.
- If you don't understand something, ask the professor, not your classmate. There are probably other students who have the same question.
- Do not start rustling papers and books before the end of class. This behavior is rude, particularly when the professor is still speaking.

Electronic devices

- All cell phones and other electronic devices should be turned off during class, unless these are otherwise to be used for the class. Phones should be put on vibrate if there is an urgent situation pending.
- Do not wear headphones during class, even if your device is off.

Dress code

- Students are expected to dress appropriate for campus life.
- Footwear and shirts are required inside all buildings and at all college functions.

Code of conduct

- The college has a zero tolerance policy for threatening and/or violent behavior. If this policy is violated you will be suspended immediately, pending a hearing.
- You must behave in a responsible manner; showing respect towards others while on college property or attending college sponsored activities (no profanity, no arguing, and absolutely no fighting). You will be suspended immediately if you verbally or physically threaten the safety of others.

The following is taken directly from the Salish Kootenai College Student Handbook. The following types of inappropriate conduct may also be subject to disciplinary action:

- Disorderly or indecent conduct
- Malicious intimidation or harassment of another, with intent to intimidate, threaten, harass, annoy, or offend
Harassment may include (but is not limited to):
 - Causing bodily injury to another
 - Causing reasonable apprehension of bodily injury in another
 - Making repeated telephone communications anonymously or at extremely inconvenient hours or in offensively coarse language
 - Using email, text messaging or other electronic communication to harass or intimidate another
 - Using non-verbal behavior, including body language, eye contact or gestures, to harass or intimidate others
 - Retaliation or acts of intimidation against a person for filing a complaint; or directed toward that person in an attempt to influence them to drop such complaint

You are expected to familiarize yourself with the college's code of conduct, which is in the Student Handbook and the college catalog.

Academic honesty

- Take pride in your work and do your own
- If you use another person's idea or words it must be cited properly
 - Plagiarism may result in an "F" grade for the assignment or for the course
 - Repeated offenses constitute grounds for academic dismissal

In the classroom

- You are responsible for your success or failure
- Learn and practice time management
- Display effective interpersonal communication skills in the following ways:
 - Listen accurately and actively
 - Use psychological concepts and theory to understand interactions with others
 - Identify the impact or potential impact of one's behavior on others
 - Articulate ideas thoughtfully and purposefully
 - Use appropriate questions to improve interpersonal understanding
 - Attends to nonverbal behavior and evaluates its meaning in the context of interpersonal communication
 - Adapt personal style to communicate sensitively and effectively with diverse ethnic and cultural partners
 - Provide constructive feedback to colleagues in oral and written form
 - Exhibit the ability to collaborate effectively
 - Work with groups to complete projects in reasonable time frame
 - Solicit and integrate diverse viewpoints
 - Manage conflicts appropriately and ethically
- You are expected to remain in the classroom for the duration of class; avoid leaving and re-entering except for emergencies
- Go to all classes, if you are an on-line student in MOODLE, establish all accounts necessary and check your student email account regularly for any updates or messages from your professor.

I have read and understand the above student code of conduct.

Student signature

Date