



**PACIFIC  
LUTHERAN  
UNIVERSITY**

**Department of Social Work**  
12180 Park Avenue South  
Tacoma, WA 98447-0003

253-535-7595 PHONE  
253-535-8305 FAX  
[www.plu.edu](http://www.plu.edu)

*Educating for Lives of  
Thoughtful Inquiry, Service,  
Leadership and Care*

Dear Prospective Social Work Student,

We welcome your interest in the Department of Social Work at Pacific Lutheran University, accredited by the Council on Social Work Education. Students seeking the Bachelor of Arts degree in Social Work must be accepted by both the program and the university. The admissions process is designed to help both the Social Work program and the candidates determine whether they have the essential intellectual and personal attributes necessary for success in the field. Policies governing admission requirements are determined by a process that includes input from faculty, administrators, alumni and students. The Social Work Department invites interest and applications from persons who are committed to the integration of knowledge, values, ethics, and skills of the social work profession into competent generalist social work practice with diverse individuals, groups, families, organizations, and communities.

The attached packet has been prepared for your use in submitting your application materials. Applications are accepted for Fall semester only. Current PLU students may apply for admission to the program upon completion of 40 semester hours, no earlier than Spring of their first year at PLU. Transfer students with an AA degree may apply the spring prior to beginning their study at PLU. Other transfer students may apply when they have attained at least sophomore standing at PLU. Applicants having their application materials postmarked on or before April 15 will have priority consideration. Students applying after April 15 will be considered and admitted as space permits. The initial steps in the admission process are listed below.

- **Application Portfolio Guidelines.** Please have all application materials postmarked no later than April 15 to receive priority consideration. Send your application to Ms. Jeannette Shimko, Department of Social Work. Faxed materials will not be accepted. Please review and follow all instructions carefully. If you have any questions, contact the Social Work Department at (253) 535-7595.
- **PLU Admission.** You must be enrolled at PLU or have been admitted to the University in order to be admitted to the Social Work program. If you have not yet been admitted, you need to complete and submit the University application which may be obtained from the Admissions Office, Pacific Lutheran University, Tacoma, WA, 98447; phone (253)-535-7151.
- **Admission Procedures.** Social Work faculty will review all applications as they are received. We will make decisions regarding admission to the program. All applicants will be notified of the faculty decision by letter no later than 60 days from the receipt of all application materials. Your application will be reviewed for acceptance to the cohort with which you intend to graduate.

The Department of Social Work reserves the right, on the basis of an educational judgment, to recommend that an applicant be denied admission or to recommend dismissal of an admitted student whose academic record or performance in field instruction does not meet normal expectations or whose performance is not consistent with the accepted standards for professional behavior. Any falsification in the application for admission is grounds for an applicant to be denied admission to the program or for an admitted student to be dismissed from the program.

We look forward to receiving your admission materials.

Sincerely,

JoDee Keller, Ph.D., MSW  
Chair, Department of Social Work

**THE UNDERGRADUATE SOCIAL WORK DEPARTMENT AT PACIFIC LUTHERAN UNIVERSITY**  
**ADMISSIONS PROCEDURES**

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The Social Work Department at Pacific Lutheran University affirms the historic mission of social work which is dedicated equally and simultaneously to personal development and social change; to the enhancement of individual, group and community problem solving capacities and to the design and construction of a society committed to social justice and human compassion for oppressed, vulnerable and diverse populations. Generalist social work practice as taught on the undergraduate level prepares practitioners to pursue such a mission effectively by instilling and encouraging not only the capacity for critical analysis, intellectual rigor, and professional ethics and standards, but also the qualities of courage, commitment and service. It must prepare professionals for direct practice as well as providing them with the knowledge and experience they need to work with group, organizational, and community structures.

The Social Work program is accredited by the Council on Social Work Education. Students have an opportunity to draw on the broadest spectrum of essential knowledge in the arts and sciences. We recognize that social issues and social problems are always complex, interconnected, and interrelated. Social work education at Pacific Lutheran University is strengthened and enriched by a truly cross-cultural, diverse, ethical, and interdisciplinary perspective on social issues, social problems, and social inventions. The overall purpose of the program is to assist the student in this educational process with traditional classroom preparation as well as 460 hours of field work experience.

Applications are accepted for the Fall Semester only. The Admissions Committee makes final decisions based on the strength of the overall application materials. **The application deadline is April 15**—although applicants are accepted on a sliding basis until the program is filled.

**To be considered for the major in Social Work applicants must:**

1. Be admitted to the University. Transfer students can obtain an application to the University by contacting the Admissions Office. (253-535-7151)
2. Submit a current copy (official or unofficial) of all transcripts of your undergraduate work.
3. Have a minimum 2.75 cumulative GPA.
4. Have completed at least 40 college level semester hours by the time an application is submitted.
5. Have completed for credit or be currently enrolled in the following courses or their equivalent: Writing 101, Psychology 101 Introduction to Psychology, Sociology 101 Introduction to Sociology, Cultural Anthropology\*, and Human Biology\* [only a C or better will be accepted in these classes.] In addition, applicants must fulfill Pacific Lutheran University's Math Entrance Requirement.
6. Complete and submit all application materials.

(\*May be completed during first term in the Social Work Program.)

**Other factors considered in the admission decision include the following:**

1. The applicant's personal biographical statement describing the development and interest in social work, relevant employment and/or volunteer experiences, special interests and abilities in social work, and career objectives.
2. The applicant's two (2) letters of recommendation.
3. The applicant's completion of the Academic Contract.
4. The applicant's completion of the Personal Disclosure Statement.
5. The applicant's completion of the Washington State Patrol Criminal History Record Form and Child/Abuse Information Act Record Form.

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**Other Important Information:**

1. Program faculty may request an interview with the applicant to confirm the applicant's potential for success in social work education and practice.
2. Any falsification in the application for admission is grounds for dismissal from the program.
3. Applicants who are not admitted to candidacy for degree may reapply without prejudice

# SOCIAL WORK PROGRAM-COURSE SEQUENCING

The Social Work program at PLU is accredited by the Council on Social Work Education. CSWE accreditation standards require formal sequencing and integration of courses. In addition, there are general university requirements (GURs).

Consult with your advisor and university catalog for program and university requirements.

Course offerings are subject to faculty availability and program planning.

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## FALL SEMESTER – YEAR ONE

<b>SOCW 250</b>	Social Policy I: History of Social Welfare (4)	
<b>SOCW 245</b>	Human Behavior and Social Environment (4)	
<b>STAT 233*</b>	Introduction to Statistics + Computer Lab* (4)	<i>Prereq: Completion of PLU math entrance requirement* (must be taken at PLU: Sociology section is required)</i>

## SPRING SEMESTER – YEAR ONE

<b>SOCW 360</b>	Social Work Practice I: Interviewing and Interpersonal Helping (4)	<i>Prereq: 250, 245</i>
<b>SOCW 350</b>	Social Policy II: Social Policy Analysis (4)	<i>Prereq: 250, 245</i>
<b>SOCI 232*</b>	Sociology Research Methods (4)	<i>Prereq: SOCI 101, junior status, or consent of instructor * (may be taken either Fall or Spring semester)</i>

## SUMMER TERM – YEAR ONE

Core program requirements are offered during Fall and Spring semesters. Summer courses will vary and are likely to feature special topics in social work (SOCW491). Core requirements are not offered during summer sessions. Consult with program faculty in spring to select summer courses from other disciplines. General education requirements may be completed in the summer.

## FALL SEMESTER – YEAR TWO

<b>SOCW 460</b>	Social Work Practice II: Families and Groups (4)	<i>Prereq: 245, 250, 350, 360</i>
<b>SOCW 475</b>	Field Experience I (3)	<i>Prereq: 245, 250, 350, 360; to be taken concurrently with 460; requires consent of instructor.</i>
<b>SOCW 485</b>	Field Seminar I (1)	<i>To be taken concurrently with 475; requires consent of instructor.</i>
<b>SOCW 498</b>	Capstone I (1)	

## SPRING SEMESTER – YEAR TWO

<b>SOCW 465</b>	Social Work Practice III: Macropractice (4)	<i>Prereq: 245, 250, 350, 360, 460</i>
<b>SOCW 476</b>	Field Experience II (3)	<i>To be taken concurrently with 486; must be taken concurrently with or subsequent to 465; requires consent of instructor.</i>
<b>SOCW 486</b>	Field Seminar II (1)	<i>To be taken concurrently with 476; requires consent of instructor.</i>
<b>SOCW 499</b>	Senior Seminar/Capstone (3)	<i>Prereq: 245, 250, 350, 360, 460, 475</i>

# SOCIAL WORK PROGRAM APPLICATION CHECK LIST

PREFERENCE WILL BE GIVEN TO APPLICATIONS FILED ON OR BEFORE APRIL 15.

All students seeking to apply to the Social Work Program at Pacific Lutheran University (PLU) must submit an application portfolio. Please use this form as a check list and include it with your application materials.

*Your complete portfolio should consist of the following items:*

- Social Work Program Application Form.** (with intended date of graduation and your PLU ID number if you know it)
- Personal Biographical Statement** (described on application form)
- Current transcripts from each college or university you've attended.** You should provide us with copies of all college/university transcripts. If you are currently enrolled at PLU, you should provide us with a copy of an "unofficial" current transcript which can be obtained from the Registrar's Office.
- Evidence of having completed or current enrollment in the following courses or their equivalent:**  
(Only grades of C or better are accepted. Verification should be provided on your transcript(s) which will be assessed by the program.)
  - \_\_\_ Writing 101 - College English (*focus on composition*)
  - \_\_\_ Psychology 101 - Introduction to Psychology
  - \_\_\_ Sociology 101 - American Society/Introduction to Sociology
  - \_\_\_ Cultural Anthropology\*
  - \_\_\_ Human Biology\*
  - \_\_\_ PLU Math Entrance Requirement - completion of (2) yrs. of high school math or intermediate algebra

\*Note: These two courses may be completed during first term while in the social work program.
- Evidence of a cumulative GPA of 2.75 or higher and completion of at least 40 semester credits (or 60 quarter credits) by the time of application.** (Verification based on transcript record(s).)
- All forms in this packet** - completed and signed, including:
  - \_\_\_ Academic Contract
  - \_\_\_ Washington State Patrol Background Check Form
  - \_\_\_ Personal Disclosure Statement
- Check or Money Order (no cash) in the amount of \$12.00, payable to PLU/Department of Social Work for Background Check of Criminal History and Child/Adult Abuse Information Act Record.**
- Current enrollment at PLU or verification of admittance to PLU.** You must be enrolled at PLU or have been admitted to the University in order to be admitted to the Social Work program. If already admitted, provide a copy of your university acceptance letter and/or a copy of your PLU transcript. If you have not yet been admitted, you need to complete and submit the University application which can be obtained from the Admissions Office, (253) 535-7151.

### To be sent directly to the Social Work Program

- Letters of Recommendation.** Two letters of recommendation should be sent directly to the Department of Social Work by the deadline. Select references from those who would be able to accurately assess your professional and/or academic qualifications and potential for this program. (For example, faculty members, employers, clergy; but not friends.) Use recommendation forms included in your Social Work admissions packet. If you are applying to the University at the same time, you may use the same individuals as references for both applications. However, they will need to complete both the University's recommendation form and the Social Work program's recommendation form. Please remember to sign the FERPA consent and check the appropriate box at the top of the recommendation form.

### **All materials should be sent to:**

Jeannette Shimko  
Social Work Department  
Pacific Lutheran University  
12180 Park Avenue South  
Tacoma WA 98447



Identify academic awards, prizes, scholarships that you have received .

**SECTION III: RELEVANT EMPLOYMENT EXPERIENCE [WITHIN THE LAST 10 YEARS]**

Place of Employment <i>(Begin with most recent position.)</i>	From Mo/Yr	To Mo/Yr	Position	Supervisor's Name and Phone Number

**SECTION IV: REFERENCES**

Please provide the names of two individuals from whom we may expect to receive references.

Reference # 1 Name: \_\_\_\_\_

Title: \_\_\_\_\_

Reference # 2 Name: \_\_\_\_\_

Title: \_\_\_\_\_

**SECTION V: PERSONAL BIOGRAPHICAL STATEMENT**

Application to the Department of Social Work requires a personal statement which should be typed, double spaced and a maximum of three (3) pages in length. This statement, which is an important part of your overall application, should briefly cover important experiences, interests and abilities as they relate to professional training in the Social Work program.

The statement should reflect serious thought. It will be evaluated carefully and seriously. The personal statement should be divided into three subject areas:

I. Personal Background

- \* your reasons for pursuing a career in social work
- \* your work and volunteer experiences relevant to social work

II. Personal Strengths and Limitations

- \* as they relate to your career plans in social work

III. Career Objectives

- \* special interests and abilities in social work
- \* description of social problem(s)/issue(s) that you would like to learn more about

**Personal Disclosure Statement**

It is not the intent of the Department of Social Work to automatically exclude persons who have been convicted of a crime. We strongly believe that people can turn their lives about and become valuable members of the profession. Washington State Law (RCW 43.43.840-845) requires that all individuals who have access to children under 16 years of age, people who are developmentally disabled and vulnerable adults disclose background information concerning crimes and offenses against these populations. These crimes include crimes against children or other persons, certain civil findings related to vulnerable populations and crimes relating to financial exploitation. We are not interested in offenses such as traffic violations. These questions are over and above the Criminal Background Check which is required of those admitted into the Department. Each applicant will be evaluated individually on the basis of the type of offense, when it occurred and what the applicant has done subsequently towards rehabilitation.

1. Have you ever been convicted of a felony?

\_\_\_\_\_ Yes \_\_\_\_\_ No

2. Have you ever been found to have engaged in unprofessional conduct, as defined in the Regulation of Health Professions, Uniform Disciplinary Act of the State of Washington? (RCW 18.130.180)

\_\_\_\_\_ Yes \_\_\_\_\_ No

3. Have you been required to leave an institution of higher learning for academic reasons?

\_\_\_\_\_ Yes \_\_\_\_\_ No

4. Have you ever been required to leave an institution of higher learning for nonacademic reasons?

\_\_\_\_\_ Yes \_\_\_\_\_ No

**If you answered “Yes” to any of the above, it will not automatically result in denial of admission. However, you must provide a specific detailed explanation (dates, charges, and findings) related to Questions 1 through 4. Please attach your statement.**

I acknowledge answering all of these questions truthfully and completely. I also acknowledge having read Section 18.130.180 Unprofessional Conduct referred to in Question 2 above. I understand that answering “yes” to any of the above question will result in further review. I also understand that by misrepresenting or falsifying any part of this statement is grounds for dismissal from the program.

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

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

# ACADEMIC CONTRACT

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## Candidacy for the Bachelor of Arts Degree in Social Work Pacific Lutheran University

As a candidate for the Bachelor of Arts degree in Social Work, I agree to the following academic contract:

1. To adhere to the Code of Ethics of the National Association of Social Workers.  
[A copy of the Code of Ethics is available at: [www.socialworkers.org/pub/code/default.asp](http://www.socialworkers.org/pub/code/default.asp)]
2. To be involved in professional social work development through regular self-assessment of my academic standards as well as of certain essential abilities and attributes necessary for social work education and the practice of social work.
3. To engage in professional social work development through regular faculty assessment of my academic standards as well as of certain essential abilities and attributes necessary for social work education and the practice of social work.
4. To give my faculty advisor permission to discuss my progress in the Social Work program with the Chairperson, other Social Work faculty members, and my field instructor.

I further understand that if I am admitted to candidacy for an undergraduate degree in Social Work, if my professional development is not deemed satisfactory by the Social Work faculty and/or myself, either party has the right and the responsibility to request a reassessment of my suitability for the major in Social Work.

If I change my major, this academic contract becomes null and void.

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Student's Signature

Date



## Washington State Patrol Background Check

All applicants to the Department of Social Work must complete a Washington State Patrol Background Check as part of the application process. In order to complete this check, the following information must be provided:

Please Print

Name (First, Middle Initial and Last):

\_\_\_\_\_

Maiden/Former Name(s): \_\_\_\_\_

Date of Birth (mm/dd/yyyy): \_\_\_\_\_

Gender (Female, Male or Other): \_\_\_\_\_

**In addition, applicants must submit a personal check, a cashier's check, or money order in the amount of \$12.00, payable to Pacific Lutheran University/Department of Social Work to cover the background check fee. Cash will not be accepted.**

Please note if you submit a personal check and it is returned for non-sufficient funds, your student account will be charged the \$12.00 background check fee in addition to any PLU return check charges.

**Please return this form and fee with your application packet.**

# RECOMMENDATION FOR ADMISSION

Social Work Program  
Pacific Lutheran University • Tacoma • Washington • 98447 • (253) 535-7595

*Deadline for receipt: April 15*

Name of Applicant: \_\_\_\_\_  
LAST
FIRST
MI

In compliance with the **Family Education Rights and Privacy Act of 1974 (FERPA)**, I waive my right of access to this recommendation and understand that the information provided will be used only for the purpose for which it is prepared.

Yes       No

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Respondent: \_\_\_\_\_

Address: \_\_\_\_\_  
STREET
CITY
STATE
ZIP

Employer: \_\_\_\_\_ Position: \_\_\_\_\_

The criteria for admission to candidacy include independent evaluation of the applicant's ability and potential for professional social work education and practice. You have been selected by the applicant as someone who can be helpful to us in evaluating his/her qualifications and readiness to enter professional social work education and practice. You can help the applicant by being frank about his/her strengths as well as limitations. Thank you in advance for your written appraisal of this applicant.

**I. How long have you known the applicant and in what capacity?** \_\_\_\_\_

**II. Please rate the applicant relative to other students, employees, or people interested in social work whom you have known.**

	Exceptional <i>(top 5%)</i>	Superior <i>(top 10%)</i>	Good <i>(top 25%)</i>	Average <i>(top 50%)</i>	Below Average <i>(bottom 50%)</i>	Not Observed
Academic performance						
Intellectual ability						
Maturity						
Oral skills						
Written skills						
Ability to think critically						
Leadership capacity						
Ability to work with others						

**III. Personal qualities such as intellectual ability, maturity, capacity for self-awareness, motivation, ability to handle stressful situations, and a concern for the well-being of others are important for success as a social worker. Please assess the applicant's academic and professional promise within this context. [You may attach a separate letter.]**

**IV. We assume that everyone entering a baccalaureate social work program will need to develop skills that will enhance his/her performance as a social worker. On which personal and professional areas will this candidate need to work?**

- V. I would:  Recommend with enthusiasm.  
 Recommend with confidence.  
 Recommend with reservations.  
 Not recommend.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Return to:**  
**Jeannette Shimko**  
Department of Social Work  
Pacific Lutheran University  
12180 Park Avenue South  
Tacoma, WA 98447  
or  
Scan and email to:  
shimkojm@plu.edu

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Social Work Program  
Pacific Lutheran University • Tacoma • Washington • 98447 • (253) 535-7595

*Deadline for receipt: April 15*

Name of Applicant: \_\_\_\_\_  
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Yes       No

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

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STREET
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Employer: \_\_\_\_\_ Position: \_\_\_\_\_

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- V. I would:**
- Recommend with enthusiasm.**
  - Recommend with confidence.**
  - Recommend with reservations.**
  - Not recommend.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Return to:**  
**Jeannette Shimko**  
Department of Social Work  
Pacific Lutheran University  
12180 Park Avenue South  
Tacoma, WA 98447  
or  
Scan and email to:  
shimkojm@plu.edu