



**Division of Social and Behavioral Science  
Department of Social Work  
Bachelor of Social Work (BSW) Program**

Dear Applicant,

Thank you for your interest in the Bachelor of Social Work (BSW) program at Sitting Bull College. All applicants are required to complete this application with all supporting and required documents. We ask applicants to please keep **one copy** for themselves and submit the **original** to Sitting Bull College.

Application deadlines will be announced through SBC website and Facebook page. Applications must be emailed or delivered to one of addresses below by the deadline. Hand-delivered applications should be placed in a sealed envelope to ensure confidentiality.

Sitting Bull College  
Bachelor of Social Work Program  
Attention: Program Director  
9299 Highway 24  
Fort Yates, ND 58538

Once your application is received, we will review it and send you a follow up letter within 7-10 days.

If you have any questions about this application or need assistance, you may reach the Program Director, Alicia Gourd-Mackin at 854-8052 or [alicia.gourd-mackin@sittingbull.edu](mailto:alicia.gourd-mackin@sittingbull.edu).

We look forward to your application!

Sincerely,

The Department of Social Work



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**APPLICATION CHECKLIST**

*Students who have declared a Social Work major may not enroll in any SWK courses associated with the Bachelor of Social Work degree unless they have been admitted to the program.*

Please initial below to indicate you have completed each section and **include this checklist with your application.**

\_\_\_\_\_ Review of Student Handbook

\_\_\_\_\_ Demographic Information Form

\_\_\_\_\_ Completed Background Check Form

*\*\*\*Background check fees are non-refundable and are the student's responsibility. Background checks take several weeks; therefore, forms must be submitted to Elisabeth Hertel, SBC Human Resources Manager, by the application deadline.*

\_\_\_\_\_ Disclosure Statement Form

\_\_\_\_\_ Personal Essay

\_\_\_\_\_ Reference Letters (2)

\_\_\_\_\_ Reference forms (2)

\_\_\_\_\_ BSW Program Statement of Commitment (Program Policies and Student Responsibility)

\_\_\_\_\_ NASW Code of Ethics Statement of Commitment Form

\_\_\_\_\_ Unofficial Transcripts (for non-SBC or transferring students)

Comments:



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**DEMOGRAPHIC INFORMATION**

Student ID:

What is your current GPA?

Name (First, MI, Last):

Please list other colleges or universities you have attended.

Current physical address:

1. Institution/College:

Mailing address:

Years/Semesters attended:

Phone number:

Did you graduate?  YES  NO  
If yes, what degree?

Alternative phone number:

2. Institution/College:

E-mail address:

Years/Semesters attended:

Are you a current student of Sitting Bull College or a recent graduate?

Did you graduate?  YES  NO  
If yes, what degree?

YES  NO

3. Institution/College

Have you received an A.S. Human Services Technician degree from SBC?

Years/Semesters attended:

YES  NO

Did you graduate?  YES  NO  
If yes, what degree?

*What semester/year did you graduate?*



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**DISCLOSURE STATEMENT (PLEASE READ BEFORE SIGNING)**

Social work student placement and/or employment in Social Work agencies generally requires that applicants possess good moral character, strong judgment, and the ability to successfully pass a criminal history and background check. It is not the policy of Sitting Bull College Social Work Program to validate or ensure these prerequisite qualities in our majors. However, students are advised that the program not only prepares students to enter the field of social work, but also, prepares students for a license in Social Work.

**A brief note about background checks:** Almost all social services agencies require background investigations on students who wish to become involved in internships, and other activities that bring a student in contact with service users or agency information. Additionally, students who are applying for a professional license in Social Work should expect that criminal background checks will be performed. Having a criminal history *may* limit or prohibit a student's ability to obtain a field placement as well as limit or prohibit employment in social service agencies following graduation with a BSW degree.

Please be aware, that a "Yes" response to any of the questions does not automatically result in a "Do Not Admit" recommendation.

It is recommended that any student who has concerns about this form or undergoing a background check discuss the situation with Social Work Program to before beginning the process of this application.

All information is confidential and securely filed in the Department of Social Work.

**Background Information**

**Have you ever pled guilty (or no contest) to or been convicted of any felony?**

YES       NO

Please list any additional information you would like to have considered by the review committee.



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**Within the past 10 years, have you pled guilty (or no contest) to or otherwise been convicted of a misdemeanor crime involving violence or the threat of violence in any court?** (*“Crime of violence” means an offense which physical force was used, attempted or threatened against the person or property of another or by the nature of the offense it involves substantial risk that physical force may be used against a person or property of another. Examples of crimes of violence include, but are not limited to abuse, arson, assault (including sexual assault or domestic violence, battery, breaking and entering, burglary, criminal mischief or vandalism, harassment, homicide, menacing, reckless endangerment, stalking, terrorizing and unlawful restraint or imprisonment).*)

YES       NO

Please list any additional information you would like to have considered by the review committee.

**Are you required to register as a sex offender in any state?**

YES       NO

Please list any additional information you would like to have considered by the review committee.

**If you are a transferring from another institution/program, have you ever been dismissed from a Social Work program for any reason?**

YES       NO

Please list any additional information you would like to have considered by the review committee.



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**If you presently hold a professional license of any type, has your licensing board ever sanctioned you? Check N/A if 'not applicable'.**

YES       NO       N/A

Please list any additional information you would like to have considered by the review committee.

I, \_\_\_\_\_ (*First name, MI, Last name*) \_\_\_\_\_, have answered the questions regarding my background and history with honesty and integrity. My signature below indicates I have read the disclosure statement and wholly understand my intention to apply for the Bachelor of Social Work program.

<b>Applicant's Signature</b>		<b>Date</b>	
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**PERSONAL ESSAY**

Please complete a 2.5 page minimum personal essay. The Social Work Program Review Committee will review this essay as part of the admission process.

The personal essay must include the following information:

1. Tell us about yourself.
2. What role or capacity do you see yourself in the field of social work? Or how will a social work degree benefit you?
3. What strengths and skills do you bring to the Social Work program?



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**REFERENCE FORMS**

**For APPLICANT:**

Applicants are required to provide **two references**. These references should be from someone who can speak about your personal and professional strengths, character and other qualities that are important to the field of social work. Although we value and appreciate all recommendations, it is encouraged that applicants refrain from close family and friend as references. Examples of references may be a trusted mentor, community member, previous supervisor, instructor, professional, or community member.

I have chosen the following references:

1. \_\_\_\_\_
2. \_\_\_\_\_

**I hereby:**

\_\_\_\_\_ **WAIVE** the right to view any information provided by these references

\_\_\_\_\_ **DO NOT WAIVE** the right to view any information provided by these references

<b>Applicant's signature</b>		<b>Date</b>	
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**For REFERENCE:**

The applicant has voiced interest in pursuing a degree in Social Work through Sitting Bull College. As part of our admission process, applicants are required to provide two references to complete the following form and a letter of recommendation.

In evaluating the applicant's suitability for a career in social work, we ask that references complete 1) reference form **and** 2) a reference letter that addresses the following:

- *How would you describe the applicant's leadership potential in a professional Social Work capacity?*
- *What are the applicant's personal and professional strengths and capacities?*
- *Why do you recommend the student for the Social Work program?*

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9299 Highway 24  
Fort Yates, ND 58538  
701-854-8052

Forms can be emailed to: [alicia.gourdmackin@sittingbull.edu](mailto:alicia.gourdmackin@sittingbull.edu).

Respectfully,

The Department of Social Work



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**BSW PROGRAM STATEMENT OF COMMITMENT FORM  
(Program Policies and Student Responsibility)**

I, \_\_\_\_\_ (*First name, MI, Last Name*) \_\_\_\_\_, have read and understand the Sitting Bull College Bachelor of Social Work (SBC) program student handbook, and agree to adhere to these rules of conduct and performance of the program.

I am aware that the Bachelor of Social Work (BSW) program offered by Sitting Bull College requires two years or four semesters to complete. During the course of my enrollment in the program, I am required to maintain a GPA of 2.5 or at least a "C" or above in all of the required Social Work courses. I also understand that I must be committed to completing 450 hours of field practicum experience in my final semester in order to graduate with a Bachelor of Social Work (BSW) degree.

If for any reason I experience any challenges, situations, or problems that hinder my ability to fulfill the needs of the BSW program, I will notify and consult with my advisor and the Program Director to determine a course of action. I understand that certain circumstances *may* lead to me withdrawing from the program.

My signature indicates I fully understand that any violation of these rules and policies will be subject for review as outlined in the BSW Program *Student Handbook*, and *may* result in dismissal from the program.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**



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**NASW CODE OF ETHICS**

**\*\*\*Read and keep NASW Code of Ethics. Turn in Statement of Commitment form only.**

The National Association of Social Workers (NASW) Code of Ethics are written rules and guidelines that provide a framework of standards of practice for social workers. Social Workers, especially licensed and practicing social workers, are required to adhere to this code of conduct and remain committed to safeguarding these rules and guidelines.

The NASW Code of Ethics was first implemented in 1960 and has been revised several times since due to the evolving needs of individuals, policies, and the demands and changes in the field. The NASW has remained as the largest membership organization of professional social workers in the world. The NASW is held in high esteem among many helping professions for its standards of practice and ethical code.

**The NASW Code of Ethics serves six purposes** (NASW Code of Ethics, 2017)

1. Identifies core values on which social work's mission is based.
2. Summarizes broad ethical principles that reflect the profession's core values and establishes a set of specific ethical standards that should be used to guide social work practice.
3. Help social workers identify relevant considerations when professional obligations conflict or ethical uncertainties arise.
4. Provides ethical standards to which the general public can hold the social work profession accountable.
5. Socializes practitioners new to the field to social work's mission, values, ethical principles, and ethical standards.
6. Articulates standards that the social work profession itself can use to assess whether social workers have engaged in unethical conduct. NASW has formal procedures to adjudicate ethics complaints filed against its members.

**NASW Values and Principles** (NASW Code of Ethics, 2017)

**Value:** *Service*

**Ethical Principle:** *Social workers' primary goal is to help people in need and to address social problems.*

Social workers elevate service to others above self-interest. Social workers draw on their knowledge, values, and skills to help people in need and to address social problems. Social workers are encouraged to volunteer some portion of their professional skills with no expectation of significant financial return (pro bono service).

**Value:** *Social Justice*

**Ethical Principle:** *Social workers challenge social injustice.*



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Social workers pursue social change, particularly with and on behalf of vulnerable and oppressed individuals and groups of people. Social workers' social change efforts are focused primarily on issues of poverty, unemployment, discrimination, and other forms of social injustice. These activities seek to promote sensitivity to and knowledge about oppression and cultural and ethnic diversity. Social workers strive to ensure access to needed information, services, and resources; equality of opportunity; and meaningful participation in decision making for all people.

**Value:** *Dignity and Worth of the Person*

**Ethical Principle:** *Social workers respect the inherent dignity and worth of the person.*

Social workers treat each person in a caring and respectful fashion, mindful of individual differences and cultural and ethnic diversity. Social workers promote clients' socially responsible self-determination. Social workers seek to enhance clients' capacity and opportunity to change and to address their own needs. Social workers are cognizant of their dual responsibility to clients and to the broader society. They seek to resolve conflicts between clients' interests and the broader society's interests in a socially responsible manner consistent with the values, ethical principles, and ethical standards of the profession.

**Value:** *Importance of Human Relationships*

**Ethical Principle:** *Social workers recognize the central importance of human relationships.*

Social workers understand that relationships between and among people are an important vehicle for change. Social workers engage people as partners in the helping process. Social workers seek to strengthen relationships among people in a purposeful effort to promote, restore, maintain, and enhance the well-being of individuals, families, social groups, organizations, and communities.

**Value:** *Integrity*

**Ethical Principle:** *Social workers behave in a trustworthy manner.*

Social workers are continually aware of the profession's mission, values, ethical principles, and ethical standards and practice in a manner consistent with them. Social workers act honestly and responsibly and promote ethical practices on the part of the organizations with which they are affiliated.

**Value:** *Competence*

**Ethical Principle:** *Social workers practice within their areas of competence and develop and enhance their professional expertise.*

Social workers continually strive to increase their professional knowledge and skills and to apply them in practice. Social workers should aspire to contribute to the knowledge base of the profession.

**NASW Ethical Standards of Practice**

As social workers, we also have an ethical responsibility to our clients. These ethical standards are as follows: (1) social workers' ethical responsibilities to clients, (2) social workers' ethical responsibilities to colleagues, (3) social workers' ethical responsibilities in practice settings, (4) social workers' ethical responsibilities as professionals, (5) social workers' ethical



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responsibilities to the social work profession, and (6) social workers' ethical responsibilities to the broader society (NASW Code of Ethics, 2017).

Social work students and professionals should view these standards as a professional, moral, and ethical code of conduct to *strive* for. Social Workers should use their best judgement of these standards in all areas of practice.

Students will go into more depth with studying and understanding these standards of practice, values, and principles in their senior-level courses. However, before admission to the program, and signing the *statement of commitment*, students are required to review the NASW Standards of Practice at: <https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>



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**NASW CODE OF ETHICS STATEMENT OF COMMITMENT FORM**

I, \_\_\_\_\_, *(First name. MI. Last Name)* have read, understand, and agree to adhere to the National Association of Social Work (NASW) Code of Ethics and Standards of Practice during and beyond my enrollment of the Bachelor of Social Work program.

I understand that it is my duty and responsibility to abide by, and remain committed to the values, principles, and standards of the social work profession set forth by the NASW Code of Ethics. Furthermore, I shall commit myself to on-going self-development and improvement in both personal and professional life, and strive for professionalism and ethical behavior in Social Work practice.

My signature indicates that I fully understand that any violation of this ethical code may result in dismissal from the program or be subject for review as outlined in the BSW Program *Student Handbook*.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**





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