

WELCOME TO THE CANDIDACY APPLICATION PROCESS!

If you intend to complete a Bachelor's of Social Work (BSW) degree you must apply for the professional social work track in the fall semester of your sophomore year or immediately upon transferring into West Chester University from another school. To apply for candidacy to the professional track, you must complete a Candidacy Application. Students must submit a Candidacy Application and place it in a file folder with your name on it. Please submit this file folder with the application to Dr. Eli DeHope. You may drop it in Dr. DeHope's mailbox or slip it under her office door (Office 101).

The Candidacy Application must include the following:

- _____ A candidacy application Personal Data form (attached)
- _____ A copy of your "My WCU" unofficial transcript – a list of courses you have taken to date
- _____ A signed form acknowledging that you understand the professional behaviors expected prior to entering a clinical internship (attached)
- _____ A completed and signed volunteer certification form (attached) or similar letter verifying volunteer experience of a minimum 20 hours within the past three years
- _____ A letter of recommendation for candidacy by someone (non-family member) that you worked with, or who supervised you, volunteered with, or who can honestly recommend that you have the qualities to be a good social worker
- _____ A paper typed in 12 font, using APA style (i.e. cover letter, abstract, references, etc...) that addresses **all** of the following points:
 - a. State your reasons for wanting to be a social worker. Explain how you feel you can make a difference as a social worker.
 - b. Express what you have learned about yourself with regards to
 - racism
 - sexism
 - heterosexism
 - classism
 - discrimination against people who experience physical and/or mental challenges.Please make sure you cover **all** of the categories listed above.
 - c. Describe how you will contribute to the leadership of the Social Work Department (for example, Social Work Club, Phi Alpha, and other related activities)

The Chair and faculty committee will review applications and letters of acceptance/non-acceptance will be mailed to the student. If you have any questions, please email Dr. Eli DeHope at edehope@wcupa.edu

West Chester University of PA
Undergraduate Social Work Department
CANDIDACY APPLICATION PERSONAL DATA FORM

Name _____

Home Address _____

Home Phone _____

Campus Phone _____

Campus Address _____

Student ID # _____

Mobile Phone _____

Email Address _____

Do you drive? Yes _____ No _____ **Have Car?** _____

Are you proficient in a language other than English? _____

If so, which language? _____

Date Submitted _____

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Undergraduate Social Work Department

I _____ have read the overview of the professional behaviors listed below and I understand that I am expected to follow these behaviors as I enter the professional Social Work courses.

Signature

Date

- **Professional Behavior:**
Exhibits behaviors that are in compliance with program policies, institutional policies, professional ethical standards, and societal laws in classroom, field, and community. Appearance, dress, and general demeanor reflect a professional manner. Shows potential for responsible and accountable behavior by knowing and practicing within the scope of social work, respecting others, being punctual and dependable, prioritizing responsibilities, attending class regularly, observing deadlines, completing assignments on time, keeping appointments or making appropriate arrangements, and accepting supervision and criticism in a positive manner. Works effectively with others, regardless of level of authority. Advocates for him/herself in an appropriate and responsible manner and uses proper channels for conflict resolution. Shows a willingness to receive and accept feedback and supervision in a positive manner, as well as use such feedback to enhance professional development.
- **Self Awareness:**
Exhibits knowledge of how one's values, attitudes, beliefs, emotions and past experiences affect thinking, behavior, and relationships. Accurately assesses one's own strengths, limitations, and suitability for professional practice. Shows awareness of self and how one is perceived by others. Reflects on one's own limitations as they relate to professional capacities. Is willing to examine and change behavior when it interferes in working with clients and other professionals.
- **Communication Skills:**
Demonstrates sufficient written and oral skills to comprehend information and communicate ideas and feelings.
 - a) ***Written:*** Writes clearly, uses correct grammar and spelling, and applies appropriate writing style, including American Psychological Association (APA) referencing, appropriate source citation, and documentation. Demonstrates sufficient skills in written English to understand content presented in the program and to complete adequately all written assignments, as specified by faculty.
 - b) ***Oral:*** Communicates effectively and sensitively with other students, faculty, staff, clients, and professionals. Expresses ideas and feelings clearly and demonstrates a willingness and an ability to listen to others. Demonstrates sufficient skills in spoken English to understand content presented in the program, to complete adequately all oral assignments, and to meet the objectives of field placement experiences, as specified by faculty.
- **Interpersonal Skills:**
Demonstrates the interpersonal skills needed to relate effectively to other students, faculty, staff, clients, and professionals and to fulfill the ethical obligations of the profession. These include compassion, empathy, altruism, integrity, and demonstration of respect for and consideration of others. Takes appropriate responsibility for own actions and considers the impact of these actions on others.

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CANDIDACY APPLICATION
CERTIFICATION OF VOLUNTEER EXPERIENCE WITHIN THE PAST THREE YEARS

Student Name: _____

Volunteer Experience and Address:

Name of Person Certifying Volunteer Experience:

Position _____ **Date** _____

Duties of Volunteer _____

I certify that _____ **has completed at least 20 hours of volunteer service at the place listed above.**

Signature _____ **Date** _____

Please return this form directly to the volunteer for inclusion in their candidacy application. Thank you