

## THE UNDERGRADUATE SOCIAL WORK 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 junior year or immediately upon transferring into West Chester University from another school. To apply for entry into the professional track, you must complete a **Candidacy Application**.

### **Please Read Carefully**

\*Please upload the following into the Undergraduate Social Work D2L site – please see instructions below:

- a completed candidacy application
- certification of volunteer experience
- signed professional behavior agreement form
- professional letter of recommendation
- your current degree progress report
- your current “unofficial transcript”

When you log into D2L Candidacy should be listed on the home page in the “My Courses” section. It will be listed as a course. Please submit all abovementioned documents in the drop box section. You must scan (save to your computer or flash drive) documents that require a signature and upload them into the drop box. The library and some computer labs have scanners for your convenience.

*\*\*Please make sure that you have all documents before you begin to upload in D2L.*

**All materials must be turned in by October 1<sup>st</sup>, 2018 to avoid non-acceptance.**

### **Final Note:**

Please follow the directions outlined above. The committee has a strict policy on how the documents should be submitted. Please do not submit a hard copy of the items that should be uploaded in D2L. An incomplete application may not be considered for admission into the professional track. The committee will review applications and letters of acceptance/non-acceptance will be mailed/emailed to applicants. If you have any questions/concerns please email Dr. Pablo Arriaza at [parriaza@wcupa.edu](mailto:parriaza@wcupa.edu).

The Candidacy Application must include the following:

**\*\*Submit all below to D2L\*\***

\_\_\_\_\_ A candidacy application Personal Data form (attached) - ***Submit to D2L***

\_\_\_\_\_ A signed professional behaviors form (attached) - ***Submit to D2L***

\_\_\_\_\_ A completed and signed volunteer certification form (attached) or similar letter verifying volunteer experience of a minimum **20** hours within the past **three** years- ***You do not need to complete hours if you have worked in a professional social work setting or completed a BHHS practicum. If you did, you need to verify your work (letter from employer) or practicum (copy of your transfer credit report). Submit to D2L.***

\_\_\_\_\_ **Professional** letter of recommendation for candidacy by someone (non-family member) who you worked with, supervised you, volunteered with, or who can honestly recommend that you have the qualities to be a good social worker- ***Submit to D2L***

\_\_\_\_\_ A copy of your Degree Progress from your My WCU Account ***Submit to D2L***

\_\_\_\_\_ A copy of your Unofficial Transcript from your My WCU Account – (a GPA of 2.5 or better is required) ***Submit to D2L***

**\*\*Obtain and keep available if requested by your field site (Do not submit)\*\***

\_\_\_\_\_ PA Child Abuse History Clearance

\_\_\_\_\_ PA Child History Check

\_\_\_\_\_ Malpractice Insurance/Professional Liability Insurance (\$1 million / \$3 million aggregate)

## **Undergraduate Social Work – Proof of Degree Progress for Candidacy**

**Name:** \_\_\_\_\_

*Please upload your current Degree Progress and your current Unofficial Transcript along with this packet – both can be retrieved from your “My WCU”*

Please check that you have completed or will complete the following Social Work courses by the fall semester in which you are applying for candidacy:

SWO 200	Introduction to Social Welfare	_____
SWO 220	Introduction to Generalist Practice	_____
SWO 225	Race Relations	_____
SWO 300	Family Systems	_____
SWO 320	Generalist Practice 1	_____
SWO 332	Social Welfare Policies	_____
SWO 350	HBSE 1	_____

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Please check that you have completed or will complete the following General Education/ Liberal Arts courses by the fall semester in which you are applying for candidacy:

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WRT 120	_____
WRT 200	_____
SOC	_____
PSY	_____
PSC	_____
BIO	_____
HIS	_____
Foreign Language 1	_____
Foreign Language 2	_____
SPK	_____
Science	_____

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***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? \_\_\_\_\_

**I certify that I have a copy of my criminal background check and child abuse history clearance that is dated on or after February 1, 2018.**

Signature \_\_\_\_\_

Date Submitted \_\_\_\_\_

**West Chester University of PA**  
**Undergraduate Social Work Department**

**CANDIDACY APPLICATION**  
**CERTIFICATION OF VOLUNTEER EXPERIENCE WITHIN THE PAST THREE YEARS**

***Student Name:*** \_\_\_\_\_

***Volunteer Experience and Address:***

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***Name of Person Certifying Volunteer Experience:***

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

***Duties of Volunteer*** \_\_\_\_\_

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***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!

**Professional Behavior Agreement Form**  
**West Chester University of PA - 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*

**Official Evaluation of Professional Behaviors**

The evaluation of Professional Behaviors of candidates/students is conducted through the CESW's online assessment software system Tk20. The evaluation is administered to candidates in every social work course every semester. The evaluation must be completed by the end of the semester by a faculty member and, if appropriate, the Field Instructor. University Staff also have the capability of submitting a concern.

**Professional Behaviors in the Classroom and Field**

All students in the Undergraduate and Graduate Social Work program within the College of Education and Social Work (CESW) must adhere to the code of ethics as outlined by the [National Association of Social Workers](#). CESW views its students as mature individuals who are either preparing to be members of the profession or continuing to develop their knowledge and skills within the profession. Students are expected to exhibit a high level of integrity, humility and empathy when working with others (client, peers, instructors, etc) all while upholding the professional standards of conduct. Students are also expected to adhere to additional expectations set forth by Faculty and Field Instructors.

**Problematic behaviors** refer to a student's behaviors, attitudes, or characteristics that may require remediation, but are perceived as not excessive or unexpected for professionals in training. Performance anxiety, discomfort with clients' diverse lifestyles and ethnic backgrounds, and lack of appreciation of agency norms are examples of problematic behaviors that are usually remedied and not likely to progress into ethical misconduct, impairment, or incompetence.

**Ethical misconduct** occurs when the NASW Code of Ethics is not followed. This code is intended to provide both the general principles and the specific decision rules to cover most situations encountered by professional social workers in their professional activities. It has as its primary goal the welfare and protection of individuals, families, groups, organizations, and communities. It is the individual responsibility of each social worker to aspire to achieve the highest possible standards of conduct. Social workers promote social justice and social change, respect, protect human and civil rights, and do not knowingly participate in or condone unfair discriminatory practices.

**Impairment** is defined as an interference in professional functioning that is reflected in one or more of the following ways:

- Inability or unwillingness to acquire and integrate professional standards into one's repertoire of professional behavior;
- Inability or unwillingness to acquire professional skills and reach an accepted level of competency; or
- Inability or unwillingness to control personal stress, psychological disorder, or emotional reactions that may affect professional functioning.

**Incompetence** is defined as a lack of ability. This lack of ability may include inadequate professional or interpersonal skills, or academic deficiency. When students continue to provide social work services beyond their current level of competence they are violating the ethical standard of competence.

The following is a list of some, but not all, practice behaviors that can be used to infer students' ability to demonstrate the competencies outlined by the Council on Social Work Education (CSWE). Candidates are provided opportunities to demonstrate these behaviors in a variety of settings. Behaviors can be displayed through the quality of assignments candidate completes, their interactions with instructors, staff, and colleagues, and through experiences in field practicum settings. This document will be used in every course or when a student exhibits problematic behaviors, ethical misconduct, impairment or incompetence. These behaviors may also be in violation of West Chester University policy (academic integrity, honesty).

**Students are expected to:**

- Make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to context
- Use reflection and self-regulation to manage personal values and maintain professionalism in practice situations
- Demonstrate professional demeanor and behavior; appearance; and oral, written, and electronic communication
- Use technology ethically and appropriately to facilitate practice outcomes
- Use supervision and consultation to guide professional judgment and behavior
- Apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels
- Present themselves as learners and engage clients and constituencies as experts of their own experience
- Apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies

For a more thorough description of the **Professional Behaviors and Expectations** of the Undergraduate Social Work Program – please refer to the **Social Work Professional Behaviors TK20 Guideline** located on your class's D2L page