THE UNDERGRADUATE SOCIAL WORK
CANDIDACY APPLICATION PROCESS

If you intend to complete a Bachelor 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 SharePoint site—see instructions below:
- A completed candidacy application
- Certification of volunteer experience
- Signed professional behavior agreement form
- Professional letter of recommendation
- Your current "unofficial transcript"
- Proof of degree progress for candidacy
- Candidacy application checklist
- Copy of your child abuse training certificate

If you are a student at the West Chester Campus, please upload your documents here.
If you are a student at the Philadelphia Campus, please upload your documents here.
WC Campus: https://tinyurl.com/bswc-mc | Philadelphia Campus: https://tinyurl.com/bswc-phlc

**Click on the links above to access sharepoint page to submit application!

This Candidacy Packet can be completed digitally using the Fill & Sign function in Adobe Acrobat Reader DC. If you do not already have this program installed on your computer, it is free and can be downloaded here.

For instructions on how to use this function, click here.

All materials must be turned in by September 15th, 2020 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 to SharePoint. 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 contact us via email:
- For students at both West Chester and Philadelphia campuses, please directly email Mr. Paul Whalen, Academic Coordinator at pwhalen@wcupa.edu

The Candidacy Application must include the following:

Submit all below to SharePoint

_____ A candidacy application Personal Data form (attached) - **_Submit to SharePoint_**

_____ A signed Professional Behaviors form (attached) - **_Submit to SharePoint_**

_____ A completed and signed volunteer certification form (attached) or similar letter verifying

volunteer experience of a minimum 20 hours within the past three years **_- Note: 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 SharePoint

_____ 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 SharePoint_**

_____ A copy of your Unofficial Transcript from your My WCU Account – (a GPA of 2.5 or better is

required) **_Submit to SharePoint_**

_____ A copy of your child abuse training certificate

**Obtain and keep the following documentation. Have the documents available as field sites may

request a copy. (Do Not Submit with your BSW Candidacy Application!)***

_____ Child Abuse History Clearance

_____ PA Child History Check

_____ Malpractice Insurance/Professional Liability Insurance ($1 million / $3 million aggregate)**

***By checking this field you affirm you will obtain and maintain liability insurance for the duration of your field placement.*

More information on clearances and verification of liability insurance can be found here:

https://www.wcupa.edu/education-socialWork/candidateservicesSWClearances.aspx

**DO NOT SUBMIT WITH CANDIDACY APPLICATION**

Undergraduate Social Work – Proof of Coursework Progress for Candidacy

Name: _____   **Student ID#: _____**

Please upload your <u>current Unofficial Transcript</u> along with this packet—this can be retrieved from your <u>"My WCU"</u>.

Please place a check mark (√) below 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 and/or SWO 351   _____

_____

Please place a check mark (√) below that you have made *satisfactory progress* in completing your General Education/ Liberal Arts courses by the fall semester in which you are applying for candidacy:

        WRT 120   _____
        WRT 200   _____
        SOC   _____
        PSY 100   _____
        PSC   _____
        HIS   _____
        Foreign Language 1   _____
        Foreign Language 2   _____
        Science   _____
        Math   _____
        Art   _____
        PHI   _____

        OR *I've qualified for an Academic Passport*   _____

West Chester University of PA - Undergraduate Social Work Department

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<u>CANDIDACY APPLICATION PERSONAL DATA FORM</u>

Name: _____

Home Address: _____

_____

Home Phone: _____

Campus Phone: _____

Campus Address: _____

_____

Student ID #: _____

Mobile Phone: _____

Email Address: _____

If so, which language? _____

<u>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, 2020.</u>

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:

_____

_____

_____

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!

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.