

# **WEST CHESTER UNIVERSITY**

## **UNDERGRADUATE SOCIAL WORK**

### **CANDIDACY APPLICATION**

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**

\*A complete candidacy packet must be uploaded into the Undergraduate Social Work D2L site. The following documents must be included in the packet due by **October 1:**

- Completed candidacy application (data form)
- Certification of volunteer experience
- Signed professional behavior agreement form
- Professional letter of recommendation on official **letterhead**
- Degree Progress and Unofficial Transcript – See D2L

*All of the above forms can be found in this packet.*

#### **Submission - D2L Directions:**

When you log into D2L please look in the “**My Courses**” section and click on “**Undergraduate Social Work Department**”. Once on the main page at the top click “**Assessments**” and then click “**Assignments**” you will then see “Candidacy 2017 Application” Click on it to submit documents. You must scan (save to your computer or flash drive) documents that require a signature and upload them. You can upload them all in one document or separate documents. It will be open for you until October 1, 2017 at 11:59 pm.

#### **Final Note:**

Please follow the directions outlined above. The committee has a strict policy on how the documents should be submitted. 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 emailed to the applicant's WCU email address by Thanksgiving break. If you have any questions/concerns please email concerns to [Bsw.wcu@gmail.com](mailto:Bsw.wcu@gmail.com)

The Candidacy Application must include the following:

**\*\*Submit all below on D2L by October 1, 2017**

\_\_\_\_\_ A copy of your Degree Progress from your My WCU Account and proof of degree form (attached)

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

\_\_\_\_\_ A candidacy application Personal Data form (attached)

\_\_\_\_\_ A signed professional behaviors form (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

**You do not need to complete the volunteer hours if you completed a BHHS practicum at Philadelphia Community College, however you do need to verify your practicum (copy of your transfer credit report from CCP). Scan and Submit to D2L.**

***\*\*You can have multiple volunteer experience letters, so long as the hours total 20. Please upload all letters.***

\_\_\_\_\_ **Professional** letter of recommendation **on letterhead** for candidacy by someone (non-family member/ it cannot be completed by a WCU Social Work Professor/Adjunct Professor) you have worked with, supervised you, volunteered with, or who can honestly recommend that you have the qualities to be a social worker- **Submit to D2L**

\*\*\*\*\*

**\*\*Obtain and keep available, if requested by your field placement. DO NOT UPLOAD ON D2L**

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

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

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

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

*Please print this form and complete it and upload into D2L along with your degree progress and unofficial transcript(s)*

**Name:** \_\_\_\_\_ **WCU UD#** \_\_\_\_\_

Please identify the courses that you have completed:

Course	Title of Course at WCU	Complete (Yes or No) If currently enrolled please write “Yes”	Letter Grade earned in the course. If the course was transferred in, please write “Transferred”
SWO 200	Introduction to Social Welfare		
SWO 220	Introduction to Generalist Practice		
SWO 225	Race Relations		
SWO 300	Family Systems		
SWO 320	Generalist Practice		
SWO 350	Human Behavior and the Social Environment I		
SWO 332	Social Welfare Policies		

**IMPORTANT:** To be **considered** for candidacy, the applicant must have completed the above Social Work courses or enrolled in the courses at the time the application is submitted. If you have questions please contact your advisor.

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

*Please print this form and complete it and upload into D2L along with your degree progress and unofficial transcripts*

**Name:** \_\_\_\_\_ **WCU UD#** \_\_\_\_\_

Please check the following General Education/ Liberal Arts courses that have been completed or that you are currently enrolled:

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<b>GENERAL EDUCATION COURSES</b>	<b>Check only completed/or currently enrolled</b>
WRT 120	
WRT 200	
SOCIOLOGY	
PSYCHOLOGY	
POLITICAL SCIENCE	
BIOLOGY	
HISTORY	
Foreign Language 1	
Foreign Language 2	
Speech Course	
Approved Science Course	
MAT	
PHILOSOPHY	
ART/MUSIC/THEATER	

**PLEASE NOTE:** All of the courses listed above do not have to be completed in order to apply for candidacy. The candidacy committee will review your applications to determine if enough of the general education courses and electives have been completed for formal admittance into the professional social work track.

**West Chester University of PA - Undergraduate Social Work Department**  
**CANDIDACY APPLICATION PERSONAL DATA FORM**  
*Print and upload on D2L*

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

Home Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_

Campus Phone \_\_\_\_\_

Campus Address (if on campus) \_\_\_\_\_

\_\_\_\_\_

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 understand that I am responsible for submitting my criminal background check and child abuse history clearances directly to my field placement/agency. I also certify that the information provided above is correct.**

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

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

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

**PLEASE READ:** *You do not have to complete/submit this form if you have a letter from the organization on letterhead clearly noting your volunteer hours. You will still need a separate letter of recommendation. It is ok if it is from the same person/organization, you simply need 2 distinct letters.*

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

*Volunteer Experience Name and Address:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Name of Person Certifying Volunteer Experience and Title:*

\_\_\_\_\_

*Date(s) Volunteered* \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

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

**Social Work Professional Behavior Agreement Form**  
West Chester University of PA - Undergraduate Social Work Department  
*Print and upload on D2L*

*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.*

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*Signature*

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*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.

Cognitive Skills:

Exhibits sufficient knowledge of social work and clarity of thinking to process information and apply it to appropriate situations in classroom and field. Demonstrates grounding in relevant social, behavioral, and biological science knowledge and research - including knowledge and skills in relationship building, data gathering, assessment, intervention, and evaluation of practice. Exhibits ability to conceptualize and integrate knowledge and apply that knowledge to professional practice.

Stress Management:

Demonstrates ability to deal with current life stressors through the use of appropriate coping mechanisms. Handles stress effectively by using appropriate self-care and developing supportive relationships with colleagues, peers, and others.

Emotional and Mental Capacities:

Uses sound judgment. Seeks and effectively uses help for medical or emotional problems that interfere with scholastic and professional performance. Engages in counseling or seeks out support and help if personal problems, psychosocial distress, substance abuse, or mental health difficulties do any of the following:

- \*compromise scholastic or other performance
- \*interfere with professional judgment and behavior,
- \*or jeopardize the best interests of those to whom the social work student has a professional responsibility (as outlined in the current Codes of Ethics by the National Association of Social Workers and the PA State Board of Social Worker Examiners for Social Work Licensure).

**Professional Commitment:**

Exhibits a strong commitment to the goals of social work and to the ethical standards of the profession, as specified in the NASW Code of Ethics and the Code of Ethics for Social Work Licensure in Pennsylvania. Demonstrates commitment to the essential values of social work that includes the respect for the dignity and worth of every individual and his/her right to a just share of society's resources (social justice).