**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

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.*

\*Please submit a hard copy of your Degree Progress and of your Unofficial Transcript – both are found on your My WCU site. Please put these two items into the Candidacy Mailbox located in the Social Work House (114 Rosedale Avenue). **The “candidacy mailbox” is located near the faculty mailboxes. All materials must be turned in by October 1st, 201X 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. XXXXXX at XXXXXX@wcupa.edu.

The Candidacy Application must include the following:

***\*\*Submit all below to the Candidacy Mail Box at the Social Work House\*\****

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

\_\_\_\_\_ A copy of your Unofficial Transcript from your My WCY Account – (a GPA of 2.5 or

 better is required)

***\*\*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***

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

**Name:**

*Please attach your current Degree Progress and your current Unofficial Transcript – both can be printed 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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:

WRT 120 \_\_\_\_\_\_\_\_\_\_\_\_\_\_

WRT 200 \_\_\_\_\_\_\_\_\_\_\_\_\_\_

SOC \_\_\_\_\_\_\_\_\_\_\_\_\_\_

PSY \_\_\_\_\_\_\_\_\_\_\_\_\_\_

PSC \_\_\_\_\_\_\_\_\_\_\_\_\_\_

BIO \_\_\_\_\_\_\_\_\_\_\_\_\_\_

HIS \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Foreign Language 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Foreign Language 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_

SPK \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Science \_\_\_\_\_\_\_\_\_\_\_\_\_\_

***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, 2015.**

**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***

**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).