

West Texas A&M University
Undergraduate Social Work Program

Welcome!

We are excited that you have chosen social work as a major. This major offers a valuable learning experience with hands-on learning. Our faculty work hard to prepare thought-provoking lessons, seek out the best resources and are overall passionate about your learning success! The program application that follows is what will change your major from “pre-social work” to “social work”.

How do I know when I’m ready to apply?

When you have completed courses: SOCW 2315, SOCW 2361, SOCW 3301, and SOCW 3302, you can apply to the social work program. Acceptance into the program is mandatory to register for practice courses: SOCW 4310, SOCW4341, AND SOCW 4383.

Helpful hints:

- Start early! There may be unresolved issues with the registrar office or any number of things, so make sure you start this process well before the deadline to ensure you have everything in place by the deadline. Late applications will not be accepted; therefore, resulting in denial of your application!
 - Make sure you complete the entire packet – don’t leave any of it blank.
 - Complete the checklist to ensure you have all the documents required
- 1) Complete application in its entirety– leave no blanks!
 - 2) READ and sign the academic integrity pledge. Ensure you understand this statement, as it is a source of accountability to your academics.
 - 3) Complete your projected plan of study for each semester following the one during which you are applying. If you have questions, consult with your advisor.
 - 4) Run a program evaluation
 - a. Log in to Buff Advisor
 - b. Under “Academic Planning”, click <Program Evaluation>
 - c. <Choose program>, Do not click on “What if I changed my program of study?”
 - d. <All programs>
 - e. Print this program evaluation; staple it; include it with your application
 - 5) Run a copy of your transcript
 - a. Log in to Buff Advisor
 - b. Under “Academic Profile”, click on <Academic History Report>
 - c. <Undergraduate> <SUBMIT>
 - d. <Ctrl + P> to print a copy of your transcript
 - 6) Obtain two professional letters of recommendation from those that know your work ethic, your professionalism, or overall character. Good sources are supervisors. Do not request letters from social work faculty. Ensure there is contact information for each source.

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Checklist (turn in your packet IN THIS ORDER):

- ___ Every part of application is complete, signed, and dated
- ___ Signed Academic Integrity page (stapled to application)
- ___ Completed Plan of Study (stapled to application)
- ___ Program Evaluation
- ___ Unofficial transcript run from Buff Advisor
- ___ Two letters of recommendation with contact information
- ___ Put all in a manila envelope; legibly write your name on the upper right corner of the envelope.
- ___ Take to Ms. Bartlett's office (OM 425). If no one is in, you may slide it under the door. DO NOT give to other professors to turn in for you.

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Admission Application

Semester: _____

Name: _____ Buff ID# _____

Current address: _____

City: _____ State: _____ Zip Code: _____

Permanent address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Cell Phone: _____

Email address: _____

List any previous major(s): _____

Were you accepted into a program that required a formal admittance process like Nursing, Athletic Training, etc.? _____

If yes, why are you leaving that program? _____

Do we have your permission to contact faculty or others in that program?

Yes _____ No _____

(Please contact Ms. Bartlett for more information if you answered no.)

Have you completed WTAMU's Core Curriculum requirements? Yes ____ No ____

(Please see a degree checklist or your degree plan for a list of core classes).

If no, why? What is your plan for completing the core requirements? _____

Please list your grade for the following core social work courses:

SOCW 2315 _____ SOCW 2361 _____ SOCW 3301 _____ SOCW 3302 _____

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What is your current overall grade point average? (Note: 2.5 GPA is required for admittance into the program). _____

High School/College Awards and Honors:

Employment Experience:

Volunteer Experience:

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Describe a social worker:

What life experiences have influenced your decision to major in social work?

What are your goals in social work?

Why do you think that you are suited to be a social worker?

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Have you ever been convicted of a violation of any local, state, or federal law, other than a minor traffic violation (this includes a plea of guilty or no contest)?

YES _____ NO _____

(If yes, please explain on a separate sheet of paper.)

A “yes” response does not mean you cannot be accepted into or graduate from the social work program. It also does not mean that you cannot get into a satisfactory field placement. However, any agencies run criminal background checks and will/cannot hire people with a criminal record. By letting us know your particular circumstances and addressing this issue upfront, it will save time and effort for you and for the agency. What you write in this application or on an attached page is received in confidence and shared only with those in the social work program who “need to know.” Feel free to ask questions regarding this issue.

Warning: Most agencies now require that you consent to a background check (including criminal record) and many now require a drug test as well. If there is anything, you would like to share with us that might appear in this context, please include this on an additional sheet. Knowing what might come up can help us guide you through the Social Work program and Field Placement process.

I have downloaded and read a copy of the Social Work Program Handbook and I agree to abide by all of the policies and procedures outlined in the Handbook.

Yes _____ No _____

I have read the NASW Code of Ethics and agree to abide by the guidelines of the NASW Code of Ethics.

Yes _____ No _____

I understand that if I have falsified this document in any way that I may not be admitted into the social work program.

Yes _____ No _____

Signature: _____ Date: _____

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Please submit:

- **An unofficial transcript**
 - Available from Buff Advisor
- **A copy of your updated Program Evaluation**
 - You update this by checking off what you have taken, and noting what you are currently enrolled in
- **Two professional letters of recommendation**
 - Focusing on the characteristics that will make you an effective social worker
- **Academic Integrity Pledge**
 - Located at the end of this application
- **Your projected plan of study**
 - Located at the end of this application

Applications may be submitted from March 1st to March 31st

Fall Deadline:

March 31st (no late applications accepted)

Return this application by the deadline to:

Kristy Bartlett, LMSW
BSW Program Director
Department of Psychology, Sociology, and Social Work
West Texas A&M University
P.O. Box 60876 (OM 425)
Canyon, TX 79016

The Admissions Committee of the Undergraduate Social Work Program will review your application and you will be notified of the committee's decision by mail or email. Social Work Program Academic Integrity Pledge Integrity is one of the core values of the Social Work profession, as outlined in the NASW Code of Ethics. The NASW Code of Ethics governs the ethical behavior of social workers; the Social Work Program faculty believes strongly that academic integrity intersects with the ethical responsibilities of social workers. By virtue of my acceptance into the Social Work Program at WTAMU, I understand that I have agreed to uphold the NASW Code of Ethics and act with integrity at all times.

The Academic Integrity Code, found in the WTAMU Code of Student Life, states the following:

It is the responsibility of students and instructors to maintain academic integrity at WTAMU by refusing to participate in or tolerate academic dishonesty or any behavior that prevents University representatives or students from effectively furthering the mission of the University as stated in the mission statement...It is both the right and responsibility of every member of the community to read, understand and enforce the guidelines set forth for maintaining WTAMU's academic integrity. Sanctions for any violation of the Academic Integrity Code are at the discretion of the Course Instructor and may include reductions of grade on assignments or exams, up to and including a grade of F for the course.

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According to the Code of Student Life, academic dishonesty includes, but is not limited to, the following:

- Improperly acquiring information
- Improperly providing information
- Plagiarism
- Conspiracy
- Fabrication of information
- Violation of departmental or college rules

By my signature below, I understand that it is my responsibility to:

- Understand what each type of academic dishonesty listed above includes;
- Understand what constitutes plagiarism;
- Only turn in my work, fully referenced and cited in APA style;
- Not be a party to academic dishonesty;
- Report all instances of academic dishonesty.

I further understand that the consequences of academic dishonesty may include, at the discretion of the instructor and/or the Program Director:

- A failing grade in the course;
- Dismissal from the Social Work Program;
- Dismissal from the University.

Printed Name

Signature

Date

WTAMU Code of Student Life (2013-2014). Retrieved from
<http://www.wtamu.edu/webres/File/Student%20Life/2013-2014Code%20ofStudentLife.pdf>

**West Texas A&M University
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Proposed Plan of Study**

Semester: _____

Course Number and Name	Credit Hours

Semester: _____

Course Number and Name	Credit Hours

Semester: _____

Course Number and Name	Credit Hours

Semester: _____

Course Number and Name	Credit Hours

1. Total hours I have completed that count toward my degree: _____
2. Total number of hours I am currently enrolled in: _____
3. Total number of hours on my Proposed Plan of Study: _____

1 + 2 + 3 = _____ (This number should equal or exceed the number of hours you need to complete your degree.)