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
   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.
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. Hord’s office (OM 424B). If no one is in, you may slide it under the door. DO NOT give to other professors to turn in for you.
West Texas A&M University

Undergraduate Social Work Program 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. Hord 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______

What is your current overall grade point average? (Note: 2.25 GPA is required for admittance into the program). ________________________________
High School/College Awards and Honors: ____________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Employment Experience:______________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Volunteer Experience: ________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

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? ____________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

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, many 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: ____________________________

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

Applications may be submitted after March 21
Spring Deadline: April 1st

Return this application by the deadline to:

Amy Hord, LMSW
BSW Program Director
Department of Psychology, Sociology, and Social Work
West Texas A&M University
P.O. Box 60876 (OM 424B)
Canyon, TX 79016
Your application will be reviewed by the Admissions Committee of the Undergraduate Social Work Program and you will be notified of the committee’s decision by mail.
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.1

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

Proposed Plan of Study

Semester: ______________________________________________

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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.)