STEPS TO BSW PHASE II APPLICATION PROCESS – CHECKLIST & TIPS

I.   <mark>**Review BSW Program websites for information and admission requirements.**</mark>

BSW Program website:

BSW Program : School of Social Work : Texas State University (txstate.edu)

BSW Current Year Degree Plan website (Describes Phase I, II, and III course sequences):

School of Social Work : College of Applied Arts Advising Center : Texas State University (txstate.edu)

BSW Major in Social Work website:

Bachelor of Social Work (B.S.W.) Major in Social Work | Texas State University (txstate.edu)

BSW Admission Process website:

https://www.socialwork.txstate.edu/undergraduate/BSWadmissions.html

Office of Field Education (BSW internships) website:

https://www.socialwork.txstate.edu/fieldpracticum.html

Minor in Social Work website:

https://www.socialwork.txstate.edu/undergraduate/minor.html

BSW Course Descriptions website:

https://www.socialwork.txstate.edu/undergraduate/BSWcourses.html

Evaluation of Student Fitness and Performance Policy:

https://www.socialwork.txstate.edu/undergraduate/policies.html

National Association of Social Workers (NASW) Code of Ethics:

https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English

Council of Social Work Education (CSWE) Competencies & Education Standards (EPAS):

https://www.cswe.org/

Grand Challenges for Social Work:

https://grandchallengesforsocialwork.org/

Texas State Board of Social Work Examiners:

https://www.bhec.texas.gov/texas-state-board-of-social-worker-examiners/index.html

_____I will have the required OVERALL GPA of at least 2.5 by the end of this semester My current OVERALL GPA is_____

_____I will have all, or most, of the Phase I courses completed by the end of this semester, or by the beginning of the Phase II first semester (strongly recommended, not required)

_____I have been accepted and admitted into Texas State University, have my student 'A#' and NetID, have activated and maintain access to my TXST email, and/or have submitted ALL official transcripts from other universities to the office of Undergraduate Admissions for course transfers.

_____<mark>I met with College of Applied Arts Academic Advising Center prior to applying. (Strongly recommended, not required)</mark>

See link below to register for appointment:

College of Applied Arts Advising Center : Texas State University (txstate.edu)

_____I have registered for and attended, a BSW Phase II Information Session. (Strongly recommended, not required)

II.   Application Process (Open Date_____ & Close Date_____)

BSW Application Link (TXST NetID Log In Required) – **FireFox or Chrome recommended**

https://www.socialwork.txstate.edu/undergraduate/BSWadmissions.html

Applications must be complete (essay, short answer, two completed evaluation forms) in order to receive an invitation to sign up for an interview.

Applicants are required to participate in an interview with faculty as part of the BSW Phase II application process.

Upon initial opening of application, read all content of the **Student Home** page. Carefully read all instructions and prompts.

Stay 'active' in the application system, or 'Save' and log out. Inactivity in the application will 'time out' and erase work!

Applicants may **edit and save** work in application until ready for final SUBMIT.

Logging back into the application leads to blank Home page; click the **'three line' drop down menu**, click **Home**, then click **Student Home** to go back into the application to make edits in '**Saved**' status. Double check that all content areas are complete.

No changes will be allowed after final application SUBMIT.

'**On Campus**' is defined as **synchronous course delivery method**; face-to-face in-person instruction.

'**Online**' is defined as **completely asynchronous course delivery method**; no face-to-face or in-person instruction; no scheduled meeting days, times, or classroom locations; only syllabus dates assigned for papers, projects, exams, quizzes, videos, films, and discussion forums via Canvas.

'Online' only applies to BSW Phase II core courses and does not apply to SOWK electives (offered online during Summer semesters), Interdisciplinary electives from other departments, Minor courses or other additional courses required for degree plan completion that are offered 'On-Campus' only.

Although 'Online' students may take Phase III SOWK 4374 Field Seminar fully online, the additional required course SOWK 4975 Field Internship/Placement will more than likely be completed fully face- to-face within a human service organization or social service agency officially approved and contracted with the Field Office.

CatsWeb 'Class Scheduling List' identifies 'On Campus' courses as **Main Campus** and 'Online' courses as **Off Campus**.

'**On Campus**' students will only be approved to register for **Main Campus** classes; '**Online**' students will only be approved to register for **Off Campus** classes.

Students will stay in their cohort/course delivery method program for their entire Phase II and Phase III degree plan (*only one [1] departmentally approved switch from cohort to cohort is allowed during degree*).

Two (2) Completed Student Evaluation Forms:

Applicants will need to enter the first and last names, correct email address and professional title of two individuals to complete evaluation forms.

Practice professionalism by requesting approval from evaluators prior to submitting their names, and by allowing the courtesy of time for evaluators to complete and submit their forms.

Double check correct spelling of names, and entry of email addresses in application, as incorrect email addresses will not receive communication and/or evaluation forms from the system.

The application system provides the form to evaluators via email, as well as instructions for submitting the completed form back into the application system.

Once the evaluation forms have been completed, they need to be submitted back into the application system by the evaluator following the instructions provided.

LETTERS OF RECOMMENDATION WILL NOT BE ACCEPTED

Applications will be considered incomplete, or 'Submitted Pending Recommendation' status, until **both evaluations** have been submitted back into the system.

Applications in 'Submitted Pending Recommendation' status will not move forward to 'Under Review' status in the system – only applications in 'Under Review' status receive an invitation to sign up for an interview with faculty (a mandatory part of the application process).

Applicants may need to continue communication with evaluators, following up and gently reminding them to complete and submit evaluation forms back into the application system prior to the deadline.

Evaluator options are listed below:

1) SOWK 1350 or SOWK 2375 Instructor at Texas State (**preferred**).
2) Volunteer Placement Supervisor from SOWK 2375 (**preferred**).

*For transfer students, or students who have not completed SOWK 2375 equivalent, please see the following options:

3) Supervisor from another volunteer placement, not related to SOWK 2375.
4) Employment Supervisor is acceptable only if no volunteer hours have been completed.
5) A second Social Work course Instructor.
6) If a second Social Work course Instructor is not an option, another university faculty member will be accepted.

Essay Question:

- Carefully read all instructions, prompts and essay topics.
- Respond to all content requested in the essay instructions and prompts.
- Focus writing only on the topic selected - Check that the essay content matches the topic selected. Reflect on SOWK course information, such as SOWK 1350 & 2375 (or transfer equivalent).
- Apply SOWK Core Values in written content per essay instructions and prompts. Edit for spelling, essay format, word count and grammar.
- Use correct APA 7th ed. in-text and reference citation of sources if applicable – not enough space in text box for full reference page.
- Since writing, analytical, and critical thinking skills are part of the learning outcomes of this course, all writing assignments should be prepared by the student. Developing strong competencies in this area will prepare you for a competitive workplace. Therefore, AI-generated submissions are not permitted and will be treated as plagiarism.

TXST School of Social Work requires use of APA 7th ed. for academic writing and citation format. Students familiar with MLA may seek out writing assistance and APA resources provided by the University such as The Writing Center, SLAC, and the SOWK Librarian in Alkek Library.

Home - Social Work - LibGuides at Texas State University-San Marcos (txstate.edu)

Short Answer Questions:

- Carefully read all instructions and short answer prompts.

- Respond to all content request in the short answer questions.

- Reflect on education, personal, professional, and volunteer experiences.

- Edit for spelling, writing format, word count and grammar.

Feel free to use 'Word' or other programs to compose essay and short answer responses, then copy and paste into application platform – Edit format, punctuation, capitalization, etc.(it may change)

TXST Writing Center https://www.writingcenter.txstate.edu/ and Student Learning Assistance Center https://www.txstate.edu/slac/ are available resources for writing assistance.

DO NOT WAIT UNTIL THE LAST MINUTE TO COMPLETE AND/OR SUBMIT YOUR APPLICATION LATE APPLICATIONS WILL NOT BE ACCEPTED

III.   Interview Process – *Mandatory for BSW Phase II Application Process*

Applications in 'Submitted Pending Recommendation' status will not move forward to 'Under Review' status in the system – only applications in 'Under Review' status receive an invitation to sign up for an interview with faculty (a mandatory part of the application process).

Applicants will receive notice from the system to 'Request Access' to the interview sign-up sheet in SharePoint. Once access is 'Approved' by BSW Associate Program Director, applicants will be able to sign-up for an interview slot.

Interviews are conducted in group format, up to four applicants per group, with two faculty members facilitating the interview. Individual interviews will not be conducted. Applicants registered as an individual will be rescheduled with a group time slot and date.

Until further notice, ALL interviews will be conducted via Zoom on designated date and time (CST).

_____Have I scheduled my BSW Phase II Interview? Date _____ & Time (CST) _____

_____How am I preparing for this Interview?
- Reflect on academic and professional education
- Reflect on your experiences
- Confirm technology access and reliable WiFi space for interview timeframe

_____Have I prepared follow up questions for Interviewers at the end of the process?

Career Services provides resume review, mock-interview preparation, degree and career exploration for SOWK students, as well as a Clothing Closet for use of professional attire.
https://www.careerservices.txstate.edu/