

2024 BASW Program Admissions Application

The School of Social Work is pleased that you are interested in the bachelor's program at the San Bernardino and Palm Desert Campus. The mission of the School of Social Work is to provide high quality generalist social work education for the Inland Empire and thus expand and improve professional services, offer leadership in the community, and add to the knowledge base of the profession. Our program objectives are listed on the following page. The BASW at CSUSB is accredited by the Council on Social Work Education (CSWE). CSWE, University, and regulations prohibit substitution of life or work experience for courses or field work.

We encourage you to attend a **BASW Admission Information Session**. See the BASW Information Session page on the BASW website or call 909-537-3155 for dates, times, and locations.

Once admitted to the program, courses in the major are taken sequentially over two years. Social work courses at the San Bernardino campus are held Mondays/Wednesdays in the evenings from 5:30pm – 9:45pm. Social work courses at the Palm Desert campus are held Tuesdays/Thursdays in the daytime from 2:30pm – 6:45pm. A field practicum of two days per week (daytime hours) is required in the senior year. Students must also meet all CSUSB graduation requirements. To assist students in planning to meet these requirements, a *provisional plan of study* is included in this application packet.

Please be advised that many field practicum agencies require a background check and a physical that may include a drug screen. Lived experiences may not exclude you but can limit your options for a field site. Further, failure to disclose criminal convictions could result in dismissal. Employment after graduation and licensing at the MSW level may also be affected by past criminal convictions. A form to sign indicating your acknowledgement of this information is included in this application.

Students interested in applying to the program for both the San Bernardino Campus and Palm Desert Campus should submit a complete application packet starting on October 2, 2023, and before the December 22, 2023, deadline. **There are a limited number of spaces. To be assured your application is considered, please apply by December 22nd at 5:00pm.** Admission decisions on applications received by December 22nd will, in most cases, be made by the end of January. As of October 2, 2023, applications will be reviewed as they are received on an ongoing basis. Applicants will be notified as admission decisions are finalized. It is highly recommended students submit their applications early as to receive advising with the School of Social Work in a timely manner.

After the School of Social Work Mission and Goals, the application packet contains: 1) Description of the application process, 2) The Application form, 3) Work and Volunteer Experience form, 4) Description of the Professional Statement of Educational and Career Goals, 5) Provisional Plan of Study form, 6) Field Placement Statement of Understanding form, 7) Statistical Information form, 8) Title IV-E Program Interest form, 9) Letters of Recommendation forms (2 are needed for a complete application). **All of these forms MUST BE COMPLETED, including the Provisional Plan of Study form, by the due date for your application to be considered on time.**

If you have any questions about the application process after attending an information session and reviewing the website, please contact Nick Watson, BASW Director, at nick.watson@csusb.edu or Victoria Sanchez at victoria.sanchez@csusb.edu. The School of Social Work website is: <http://socialwork.csusb.edu>.

School of Social Work Mission

CSUSB's School of Social Work provides accessible, dynamic, and rigorous academic programs that prepare students with generalist and advanced generalist professional values, knowledge, and practice skills to effectively enhance the well-being of the diverse populations and communities of our region, state, and world.

Accessibility means that we attract and retain a student population reflective of the region's population and provide social work education opportunities to students in previously unserved areas.

Dynamic Change means that we change and innovate to reflect changes in the professional knowledge base, technology for practice and teaching, regional demographics and needs, and national and global trends that affect human well-being.

Rigor means that the education is rigorous as demonstrated by comprehensive assessment of the values, knowledge, and practice competencies that we expect our students acquire during the program.

Professional Social Work Knowledge, Skills and Values means that we promote human and community well-being through teaching professional social work values, knowledge, and practice skills. These values include service, social justice, the dignity and worth of the person, the importance of human relationship, integrity, competence, human rights, and scientific inquiry. The knowledge base includes risk and protective factors in all stages of human development, practice skills to enhance the functioning of individuals, families, groups, organizations, communities (including policy advocacy), and the skills of scientific inquiry.

Serving the diverse populations and communities of our region, state and world means that our programs prepare students for practice in a regional, state, and global context of dynamic diversity. (CSUSB School of Social Work Mission, n.d.).

School of Social Work Program Goals

1. We enhance social work educational opportunities for students within our region and in unserved areas through increasing accessibility and program completion, especially for first generation college students, students from the dynamically evolving ethnic communities in our region, and students in remote areas.
2. We continually update curriculum and teaching practices with current research and best practices reflective of the needs and trends of our region, nationally, and globally.
3. We offer and measure attainment of a competency-based, generalist and advanced generalist level curriculum consistent with the needs of our area for practice skills with individuals, families, groups, organizations, communities, and the skills of policy advocacy.
4. We offer a curriculum that emphasizes practice consistent with the aims and values of the social work profession and that meets the needs of diverse, vulnerable, and underserved populations, especially in our region.
5. We support faculty in providing leadership to the profession and to the community with their research and expertise.

Bachelor of Arts in Social Work Admissions Process and Application Checklist

1. You must complete or be close to completing the BASW program prerequisite courses listed below **or their equivalents** (see our website or assist.org or equivalent courses):
 - A. Written Communication (See the CSUSB GE Requirements for course list)
 - B. Oral Communication (See the CSUSB GE Requirements for course list)
 - C. Math (See the CSUSB GE Requirement for course list)
 - D. Critical Thinking (PSYC 1105 or SOC 1800)
 - E. Topics in Biology (BIOL 1000)
 - C. Intermediate Spanish (SPAN 1112)
 - D. Introduction to Psychology (PSYC 1100)
 - E. The Study of Society (SOC 1000)
 - F. Introduction to Social Work (SW 2000) * This must be complete before beginning the program. We strongly recommend you try to complete this before applying to the program.**
 - G. Introduction to the Criminal Justice System (CJUS 1101)*
 - H. Statistics (ADMN 2100 or PSYC 2210)**

**You must earn at least a "C" grade in the courses marked and have a minimum GPA of 2.0 in all other courses.*

***Statistics courses in the CSU GE Mathematics Area taken at a community college will also meet the Mathematics category if completed with a "C" or better.*
2. You need to have an overall Grade Point Average (GPA) of 2.5. This is inclusive of all college level work.
3. Submit the **School of Social Work application** and all supplemental materials to the School of Social Work, SB 402 (Social and Behavioral Science Bldg.) **or email to:** victoria.sanchez@csusb.edu.
The completed application must include: 1) a completed Application form, 2) Work and Volunteer Experience form, 3) a Professional Statement of Educational and Career Goals, 4) Provisional Plan of Study Form Completed, 5) Signed Field Placement Statement of Understanding form, 6) Statistical Information form 7) the Title IV-E Interest form, 8) a copy of your PAWS (current CSUSB students) or a copy of all transcripts (transfer students), and 9) two Letters of Reference (see below).
4. Submit **two letters of reference** using the reference forms provided. The reference does not need to write a letter, but they must complete the reference form. References should be employers or instructors able to judge your potential for social work practice. If you are submitting your application packet in-person, references must be submitted in a sealed envelope with the sender's name written across the seal of the envelope. You can either have your reference manually complete the reference from provided or you can send them the following link to complete it online.
<https://bit.ly/3wvaXQn>
Please communicate with your reference writers to make sure the forms are submitted by the application deadline.
5. If you are a *current CSUSB student*, please submit your **fully expanded PAWS report** "as if" you were a BASW student (see instructions in the Provisional Plan of Study form if you do not know how to do this). *Transfer students* need to submit **transcripts** of all previous and current college work with the application packet. If the institution will not give you copies of your transcript, you may have them sent or you may provide unofficial copies.
6. If you are a transfer student, you should already have submitted a **CSUSB University application** form and fee to the Office of Admissions & Student Recruitment in University Hall, California State University, San Bernardino. **University application deadlines may be earlier than the School of Social Work deadline.** Request that all previous universities and colleges submit sealed transcripts to the same office. Please indicate that you are a "Pre-Social Work" major. You will automatically be classified as a Social Work major after being formally admitted into the program via this application.

CSUSB BASW Student Application Form

Return your completed application including your personal statement to:
School of Social Work, BASW Program
California State University, San Bernardino, CA 92407

In determining eligibility of an applicant for admission to the program, the admission committee will consider:

- All the information in the application
- All college/university academic work completed with emphasis on the prerequisite courses
- Suitability and fit for the profession
- A possible interview of the applicant (at the discretion of the admission committee)

(NOTE: You must be admitted to the University and BASW program to begin in the full-time program in the Fall)

Date: _____ Applying for Fall: _____ (year)

The CSUSB BASW program is offered at the San Bernardino Campus and at the Palm Desert Campus. Students are expected to complete all their social work courses, over both years, at the campus in which they enroll.

Which campus do you prefer?

- San Bernardino Campus
 Palm Desert Campus
 No Preference

If you are not offered a seat at your preferred campus, do you wish to be considered for the other campus?

- Yes
 No

Name: _____ Coyote Student ID: _____ DOB: _____

Mailing Address: _____ City: _____ State: _____

Zip Code: _____ Primary Phone Number: (_____) _____

Email Address (Coyote email for CSUSB students): _____

Do you have any physical or health conditions which might limit your activities and require special planning? If no, please leave blank. If yes, please describe your condition. This will never be used to determine eligibility for program admission but will aid in planning purposes.

Name of person to be contacted in case of emergency: _____

Relationship to applicant: _____

Address _____ Telephone Number _____ / _____

I certify that all statements made while completing this application are correct:

Signature

Date

2) Work and Volunteer Experience

Please list employment and volunteer experience (including student, part-time work, and military service) from the past five years. List your latest experience first. Attach additional pages if more space is needed. The school may contact agencies listed. Employment and volunteer experience is highly preferred but not necessarily required for admission.

EMPLOYMENT EXPERIENCE ONLY:

Dates From - To	Hrs. per week:	Agency name and location:	Position held:
Name of Supervisor:			Phone #:
Briefly describe your duties:			
Dates From - To	Hrs. per week:	Agency name and location:	Position held:
Name of Supervisor:			Phone #:
Briefly describe your duties:			
Dates From - To	Hrs. per week:	Agency name and location:	Position held:
Name of Supervisor:			Phone #:
Briefly describe your duties:			

VOLUNTEER EXPERIENCE ONLY:

Agency name and location:	Position held:	
Name of Supervisor:		Phone #:
Briefly describe your duties:		
Agency name and location:	Position held:	
Name of Supervisor:		Phone #:
Briefly describe your duties:		
Agency name and location:	Position held:	
Name of Supervisor:		Phone #:
Briefly describe your duties:		

3) Professional Statement of Educational and Career Goals

Please follow a question-and-answer format to respond and address the following topics for your professional statement. This portion of the application will be used to assess your written communication skills and to evaluate your knowledge of your career choice and your commitment to the social work profession. Please address all items below:

- Experiences and/or relationships that have influenced your selection of social work as your professional career (family, education, volunteer involvement employment, receipt of social services, etc.)
- The values intrinsic to the profession of social work per the NASW Code of Ethics. Using your own experience, demonstrate how your personal values align or do not align with social work values.
- Your understanding of the responsibilities of the social work profession.
- Your experience with people of diverse backgrounds, cultures, and lifestyles.
- Any personal characteristics or limitations which you have considered in planning for your social work education. How will you address these while in the program?
- The arrangements you have you made for completing the BASW Program and the University requirements for graduation in terms of finances, time management, completing required courses and a two day per week daytime field practicum in the senior year.
- Your short and long-term career plans once you complete your BASW

Please put your name on the first page of your statement and attach it to this application.

4) Provisional Plan of Study

PLEASE FILL OUT BOTH PAGES or YOUR APPLICATION WILL BE CONSIDERED INCOMPLETE!

It is important that you have a plan to finish your degree *in two years*. You need to consider all BASW program prerequisites, all lower division CSUSB general education (GE) requirements, all upper division CSUSB GE requirements, and all BASW program requirements. Your Provisional Plan of Study is a required part of the BASW application and **must be turned in completed**. You may make an appointment for individual advising with BASW Program staff. Be aware that advising hours may fill up quickly as the application deadline draws near.

Current CSUSB Students: Use the PAWS report to complete this form. Run your PAWS report as a BASW major. Do this by going to “Select a Different Program” under “Program” scroll through to find “Social Work – BA – BASW – BA.”

If you transferred into CSUSB: Your PAWS may not have as many listed requirements in GE-B, GE-C, GE-D, and GE-E as is listed here. Please use your PAWS as a guide, and if the section on your PAWS is marked in green (complete), you are done with that section. If the section is marked in blue (in progress), please note that on this form in the appropriate section.

If you do not have a PAWS report: Use the sections below as a guide. If you are not sure whether a course you completed at a college in California meets the required prerequisite courses, you may research the equivalent courses through www.assist.org. The requirements needed for GE-B, GE-C, GE-D and GE-E may differ from those listed here. If you have completed the category, please note that.

1. BASW program-required prerequisite courses: (See list of equivalent courses on the BASW Admissions website if you took these courses at another institution)

	Completed	In Progress	Still Need
ENG 1070A, 1050A, 1050B, 1060 (GE-A1)			
COMM 1006 or HON 1300 (GE-A2)			
Critical Thinking (GE-A4)			
MATH (GE-A3)			
BIO 1000 & 1000L (GE-B2)			
SPAN 1112 (GE-C3)			
One of the following: STATS: MATH 1201, PSYC 2210, ADMN 2100			
PSYC 1100 (GE-D4)			
SOC 1000 (GE-D4)			
CJUS 1101			
SW 2000			

2. University-required lower division general education courses: To determine this section, you may use your PAWS, meet with your community college counselor, use the www.assist.org website, contact CSUSB’s Records, Registration and Evaluations, or review CSUSB’s lower division requirements in the G.E. section of the 2023-2024 Bulletin of Courses <http://catalog.csusb.edu/>.

	Completed	In Progress	Still Need
GE-A: (1) Written Communication (2) Oral Communication (3) Critical Thinking	1 2 3		
GE-B: [if you completed the community college equivalents, mark it complete] (1) Mathematics/Quantitative Reasoning (2) Life Sciences (3) Physical Sciences (4) Special Topics (Lab)	1 2 3 4		

	Completed	In Progress	Still Need
GE- C: [if you completed the community college equivalents, mark it complete] (1) Arts (2) Humanities (Foreign Language) (3) Arts of Humanities Additional courses from C1 or C2	1 2 3		
GE- D: [if you completed the community college equivalents, mark it complete] (1) American Government (2) U.S. History (3) Social Science Discipline Perspective (4) History, Constitution, Government Requirement	1 2 3 4		
GE- E: [if you completed the community college equivalents, mark it complete] (1) Foundation Seminar (2) The Whole Person (3) Physical Education Activity	1 2 3		

3. Upper division BASW program required courses:

These may be taken prior to admission to the BASW program but are not requirements for admission.

	Completed	In Progress	Still Need
PSYC 3390 or 3391			
SSCI 3060			
PA 3800			
CAL 3250, NSCI 3250, SSCI 3250, or SSCI 3160			
Discipline 1*			
Discipline 2*			

**Students must meet with advisor for approval of discipline courses.*

4. Complete your Provisional Plan of study. In the blank spaces under each term please indicate all prerequisite, CSUSB lower-division and upper-division GE courses that you will still need to take after the Spring 2023 term is over. The SW courses will be taken if accepted into the program.

Note: Please fill out the plan of study to the best of your ability, and we will work individually with you to finalize your schedule once admitted.

PROVISIONAL PLAN OF STUDY

Junior Year

Senior Year

*<u>Summer 2024</u>	<u>Fall 2024</u>	<u>Spring 2025</u>	<u>Fall 2025</u>	<u>Spring 2026</u>
			SW 4001	SW 4002
**SW 2000	SW 3001	SW 3002	SW 4011 (Field)	SW 4012 (Field)
	SW 3021	SW 3022		SW 4200
	SW 3010	SW 3020 or 3250		

**If you need to take courses in the summer of 2024, please fill each course in the blank spaces.*

***If you receive a conditional admittance into the program you will need to take SW 2000 in the Summer of 2024 prior to your start in the BASW program in the Fall.*

5) Field Placement Statement of Understanding

The School of Social Work strives to provide access to educational opportunities to those seeking the professional values, knowledge and practice skills of social work and welcomes students from diverse backgrounds. Please review the following information and sign below to indicate that you have read and understand the requirements of field placement in the BASW program and potential challenges to obtaining a placement.

The BASW program requires a field placement of two eight-hour days per week (480 hours total) in the final year of the program. To successfully secure a placement and complete the required field hours, you need to be aware of the following information:

1. Students must be available for field placement during agency business hours, which are generally Mondays-Fridays, from 8:00am-5:30pm. Students at the Palm Desert campus will be out in the field on Mondays and Wednesdays from 8:00am – 5:30pm. Students at the San Bernardino campus will be out in the field on Tuesdays and Thursdays from 8:00am – 5:30pm. In addition, students will need to be in a field seminar held one time per month on Fridays from 8:00am – 10:00am. Students will not be placed in an agency for weekend/evening hours only.
2. Almost all field placement agencies will require a security clearance evaluation and/ or criminal background check, which may include Live Scan fingerprinting, random drug screens, physical examinations, TB tests, and immunization verification. These evaluations will likely require a valid Social Security Number and/ or valid California Driver's License to complete. Although there are low-cost clinic options, costs for the clearance process may cost as much as \$300 to you. Students are advised to disclose *any* criminal background, even expunged charges, as they may appear in a background check. Agencies may also require random drug screenings at any time during the academic year for continued internship eligibility.

By signing this form, you are verifying that you have read this information and understand the time requirements of field and that having a criminal record, not being able to complete required security clearance due to lack of documentation of immigration status, or not passing a drug or communicable disease screening may make you ineligible for or significantly delay field placements. This could prevent you from completing the field placement, thus precluding you from completing the BASW program. Note: These issues may also affect your ability to obtain employment in certain areas.

It is recommended that any student with any such background issues discuss this with an advisor in the BASW program so he or she can get a better understanding of the potential challenges of placement on a case-by-case basis.

Name: _____

Signature: _____

Date: _____

7) PUBLIC CHILD WELFARE (TITLE IV-E) PROGRAM INTEREST FORM

PLEASE RETURN THIS PAGE WITH YOUR APPLICATION

CHECK **ONE** OF THE BOXES BELOW

The BASW Public Child Welfare (Title IV-E) program provides a stipend of \$15,000 in the **senior year** to those who make a commitment to work in Public Child Welfare (CPS) for one year.

Check here if you are interested in applying to this program. More information and an application form will be sent to you if you are **admitted** into the BASW program.

Check here if you are NOT interested in applying to this program.

Student Name _____

LETTER OF REFERENCE (Two required)
 Return to: California State University, San Bernardino
 School of Social Work – BASW Program
 5500 University Parkway, San Bernardino, California 92407-2397

Top section MUST be filled out completely by the applicant: (Please type or print clearly)

Name of Applicant	
Name of Reference and Relationship to Applicant	Phone
Agency or Organizational Affiliation of Reference	
<input type="checkbox"/> I do not waive my right to review this letter of reference. <input type="checkbox"/> I do waive my right to review this letter of reference.	
Signature _____ Date: _____	

The above-named individual has applied for admission to the BASW Program at California State University, San Bernardino. Your assessment of the applicant will assist the Admissions Committee. The provisions of the Family Education Rights and Privacy Act of 1974 (FERPA), as amended, apply to the contents of this form. Thank you for your cooperation.

How long and in what connection(s) have you known the applicant?
List skills that demonstrate the applicant’s potential in the social work profession:
List areas that need development and characteristics that may hinder effectiveness as a social worker:

Please rate the applicant and explain as needed in the comment section.

1. Exceptional 2. Superior 3. Good 4. Average 5. Below Average 6. Not Observed

Category	Rating						Comments
	1	2	3	4	5	6	
Your impressions of potential professional competence.							
Ability to conceptualize, organize, and communicate ideas.							
Ability to establish and maintain relationships with: Peers Subordinates Supervisors							
Concern for and participation in the resolution of social issues.							
Awareness of and sensitivity to the issues of race, sex, and age.							
Ability to work with culturally different individuals and/or groups.							
Regularly exhibits mature judgment in decision making and actions.							

OVERALL RECOMMENDATION (check one): (use reverse side for comments if necessary)

- I recommend the applicant without reservation as an excellent prospect.
- I recommend the applicant.
- I have some reservation, but would recommend the applicant as a good prospect.
- I have substantial doubts, but think the applicant should be given a chance to prove him/herself.
- I feel that the applicant is not suited for the BASW Program.

Signature _____ Title/ Relationship to Applicant _____ Date _____

LETTER OF REFERENCE (Two required)

Return to: California State University, San Bernardino

School of Social Work – BASW Program

5500 University Parkway, San Bernardino, California 92407-2397

Top section MUST be filled out completely by the applicant: (Please type or print clearly)

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Awareness of and sensitivity to the issues of race, sex, and age.							
Ability to work with culturally different individuals and/or groups.							
Regularly exhibits mature judgment in decision making and actions.							

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- I feel that the applicant is not suited for the BASW Program.

Signature _____ Title/ Relationship to Applicant _____ Date _____