

## 2020 BASW Program Admissions Application

The School of Social Work is pleased that you are interested in applying to the Bachelor of Arts in Social Work (BASW) at California State University, San Bernardino. 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 first page of Admission Information on the BASW website or call 537-5565 for dates, times, and locations.

Once admitted to the program, courses in the major are taken sequentially over two years. 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 fingerprinting for criminal clearance and a physical that may include a drug screen. Past convictions may not preclude you from entering field, but will affect the type of agency in which you will be placed. 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 should submit a complete application packet starting January 6<sup>th</sup> and before February 28th. **There are a limited number of spaces. To be assured your application is considered, please apply by February 28th.** Admission decisions on applications received by February 28th will, in most cases, be made by the end of April.

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) Provision 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 (909) 537-5501 or Nick Watson, BASW Director, at [Nick.Watson@csusb.edu](mailto:Nick.Watson@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 [www.assist.org](http://www.assist.org) for 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 105 or SOC 180)
  - E. Topics in Biology (BIOL 100)
  - C. Intermediate Spanish (SPAN 103 or higher, or test out of SPAN 103)
  - D. Introduction to Psychology (PSYC 100)
  - E. The Study of Society (SOC 100)
  - F. Introduction to Social Work (SW 200) \* 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 101) \*
  - H. Statistics (ADMN 210 or PSYC 210& \*\*

*\*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. SCM 210 is also an equivalent course, but no longer offered.*

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 mail to:** California State University San Bernardino, School of Social Work, BASW Program, 5500 University Parkway, San Bernardino, CA 92407. **We prefer that you walk in the completed application to our office.**  
**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). Please submit these materials by the last Friday in February.**
4. Submit **two letters of reference** using the reference forms provided. The reference does not need to write a letter, but he or she must complete the reference form. References should be employers or instructors able to judge your potential for social work practice. References are confidential and must be submitted in a sealed envelope with the sender's name written across the seal of the envelope. Students should provide references with an envelope and the deadline for submission. The School of Social Work would prefer to have the letters and submitted with your complete application packet, however the reference letter writer may mail the letters directly to the School of Social Work BASW Program at the above address.
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 **University application** form and fee to the Office of Admissions & Student Recruitment in University Hall, California State University, San Bernardino. **University application deadlines will 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

## 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 before you can be accepted into the BASW Program)***

Date: \_\_\_\_\_ Applying for Fall \_\_\_\_\_ (year)

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 condition 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.

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Name of person to be contacted in case of emergency \_\_\_\_\_

Address \_\_\_\_\_ Telephone Number \_\_\_\_\_ / \_\_\_\_\_

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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) in social work or related areas. 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:

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			

### **3) Professional Statement of Educational and Career Goals**

**A three to four page typewritten, double spaced paper is required.** It 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 IS 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. You should use the “what if” function to run a PAWS “as if” you were already a BASW student. Fill in BASWCSBBAX in the box labeled “what if plan” and click the box that says “what if flag”). Use the **fully expanded** results to fill in all courses in the Provisional Plan of Study below.

**\*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 as “YES” and is blue, you are done with that section. Please note that on this form in the appropriate section. \*

**Students planning on transferring to CSUSB in Fall, 2019:** 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](http://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
One of the following: ENG 104A, ENG 104B, ENG 106, or ENG 107 (GE-A1)			
COMM 120 or HON 104C (GE-A2)			
Critical Thinking (GE-A3)			
MATH (GE-B1)			
BIO 100 (GE-B2)			
SPAN 103 (GE-C3)			
STATS			
PSYC 100 (GE-D4)			
SOC 100 (GE-D4)			
CJUS 101			
SW 200			

**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](http://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 2019-2020 Bulletin of Courses <http://catalog.csusb.edu/>.

	Completed	In Progress	Still Need
<b>GE-A:</b>			
(1) Written Communication	1		
(2) Oral Communication	2		
(3) Critical Thinking	3		
<b>GE-B: [if completed the CC equivalents, mark it complete]</b>			
(1) Mathematics	1		
(2) Life Sciences	2		
(3) Physical Sciences	3		
(4) Special Topics	4		

	Completed	In Progress	Still Need
GE- C: [if completed the CC equivalents, mark it complete]			
(1) Arts	1		
(2) Literature	2		
(3) Foreign Language	3		
(4) Philosophy	4		
GE- D: [if completed the CC equivalents, mark it complete]			
(1) American History and Civilization	1		
(2) American Institutions	2		
(3) World Cultures	3		
(4) Discipline Perspectives	4		
GE- E: [if completed the CC equivalents, mark it complete]			
(1) The Whole Person	1		
(2) The Whole Person	2		
(3) Physical Education Activity	3		

**3. University-required upper division general education courses:**

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

	Completed	In Progress	Still Need
NSCI Capstone (GE-B5)			
HUM Capstone (GE-C5)			
SSCI Capstone (GE-D5)			
Upper Division Writing (GE-F)			
Multicultural/ Gender (GE-G)			

**4. 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 390 or 391			
SOC 339, or SOC 360 or PSYC 382			
PSCI 380 or PA 380			
HUM 325, NSCI 325, SSCI 325, SSCI 316, or SSCI 350			
Discipline 1*			
Discipline 2*			

*\*Students must choose 8 units outside the School of Social Work in one of the following disciplines: CJUS, ECON, HD, PSCI, PSYC or SOC. Refer to the School of Social Work BASW website for list of approved courses.*

**5. Complete your Provisional Plan of study.** List all prerequisite, CSUSB lower and upper division GE courses and BASW program courses that you will still need to take after the Spring 2019 term is over

**Note: we will be moving from Quarters to Semesters in Fall, 2020. 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

Summer 2020	Fall 2020	Spring 2021	Fall 2021	Spring 2022 SW 4002
			SW 4001	
SW 2001	SW 3001	SW 3002	SW 4011 (Field)	SW 4012 (Field)
	SW 3021	SW 3022		SW 4200
	SW 3010	SW 320 or 325		



## 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. In addition, students will need to be in a field seminar usually held one time per month on Fridays from 9:00AM and 1:00PM. 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: \_\_\_\_\_ (Printed)

Name: \_\_\_\_\_ (Signature)

Date: \_\_\_\_\_

## 6) Statistical Information Form (BASW)

Please complete the following information. **This data will be used for statistical purposes only.** It is **not** reviewed as part of the admissions process.

1.     Female  
       Male

2.    Predominant Ethnic Background

- African American             
American Indian             
Asian American             
Caucasian                     
Mexican American             
Other Hispanic               
Other \_\_\_\_\_             
                  (specify)  
Decline to State

3.     U.S. Citizen  
       Foreign Student  
       Veteran  
       Disabled Veteran  
       Physically Challenged

4.    Date of Birth: \_\_\_\_\_  
  (Month, Day, Year)

5.    Bilingual skills:

          Languages other than English in which fluent: \_\_\_\_\_ : Write / Speak

## 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 immediately following graduation.

- 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	R a t i n g						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 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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<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 in the comment section.

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

Category	R a t i n g						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 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 \_\_\_\_\_