

Application Guide

Dear Applicants,

We are delighted to learn of your interest in the Bachelor of Arts in Social Work (BASW) program. To support you in your application process, we have prepared a guide that we hope will be helpful as you develop your submission.

Volunteer Experience

1. When detailing your responsibilities as a volunteer with specific agencies, we encourage applicants to include the following information: the date of your volunteer work (for example, March 2023, or from January 2019 to May 2024), the frequency of your participation (such as one time, weekly, biweekly, or monthly), and the average duration of each session (for instance, approximately two hours, or between two to four hours). This information will allow reviewers to assess the extent of your volunteer experience.

Professional Statement

2. To enhance the clarity and organization of your professional statement responses, please use an answer-and-question format. This means stating the question and then providing your answer to it. Alternatively, you can consider using headings. For instance, if you are addressing the first question regarding your motivation for social work, you might start your answer with a heading titled "Motivations for Social Work." Attached for your reference is a screenshot of a section from a paper that employs headings.

Title of Paper

Begin your paper with the paper title at the top of the first page of text. The paper title acts as a de facto Level 1 heading: It is centered and in bold title case font. Do not use the heading "Introduction"; text at the beginning of the paper is assumed to be the introduction.

APA Style headings have five possible levels. Each main section starts with the highest level of heading, even if one section has fewer levels of subheading than another section. For example, in a paper with Level 1 Method, Results, and Discussion headings, the Method and Results sections may each have two levels of subheading (Levels 2 and 3), and the Discussion section may have only one level of subheading (Level 2).

Level 2 Heading in the Introduction

Use Level 2 headings for any headings within the introduction, Level 3 for subsections of any Level 2 headings, and so on.

Level 2 Heading in the Introduction

Avoid having only one subsection heading within a section, just like in an outline. Use at least two subsection headings within a section or use no subsection headings at all (e.g., in an outline, a section numbered with a Roman numeral would be divided into either a minimum of A and B subsections or no subsections; an A subsection would not stand alone).

3. We encourage applicants to share thoughtful and concise responses to the professional statement questions. For more impactful responses, we suggest targeting a length of approximately **250 words for each question**. This can help ensure that your ideas are communicated clearly and effectively.