Steps to BSW Phase II Checklist - Application Process

I. Review BSW Program websites for information and admission requirements

___ BSW Program website:

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

___ BSW Admissions Process website:

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

___ BSW Current Year Degree Plan website:

https://advising.appliedarts.txstate.edu/Undergraduate-Programs/majors/SOWK.html

___ Office of Field Education (BSW Internship) 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

___ NASW Code of Ethics:

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

___ I will have the required 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 (strongly recommended, not required)

___ I have submitted ALL official transcripts from other universities to the office of Undergraduate Admissions for course transfers

___ I met with Ms. Destiny Darling (dkd75@txstate.edu) for Academic Advising prior to applying (strongly recommended, not required)

___ I registered for, and attended, a BSW Phase II Information Session (strongly recommended, not required)

II. Application Process (Open Date _____ & Close Date _____)

BSW Application Link (NetID Log In Required – **FireFox or Chrome recommended**
https://www.socialwork.txstate.edu/undergraduate/BSWadmissions.html

Stay active in application system, or 'Save' and log out – Application will 'time out' and erase work!
*May **edit and save** work in application until ready to SUBMIT – Double check that all content areas are complete – No changes allowed after final application submission*

___ **Essay Question**:

Respond to all content requested in the essay description
Focus writing only on the topic selected - Check that your essay matches the topic selected
Reflect on course information from SOWK 1350 & 2375 (or transfer equivalent)
Apply SOWK Core Values in written content
Edit for spelling and grammar
Use correct APA 7th ed. citation if applicable
(TXST School of Social uses 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 Ms. Arlene Salazar (as33@txstate.edu) – SOWK Librarian in Alkek Library
Home - Social Work - LibGuides at Texas State University-San Marcos (txstate.edu)

___ **Short Answer Questions**:

Respond to all content request in the short answer questions
Reflect on education, personal, professional, and volunteer experiences
Edit for spelling 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**

___ **Two (2) Completed Student Evaluation Forms**:

Double and Triple check entry of email addresses and correct spelling of names
Allow time for evaluators to complete and submit their forms by the application deadline

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

___ **Select a program cohort: 'On Campus' cohort, or 'Online' cohort (Effective Fall 2020):**

'**On Campus**' is defined as **synchronous course delivery method**; face-to-face in-person instruction.
COVID-19 'On Campus' definition: synchronous courses 'TAUGHT VIA INTERNET, COMPLETELY REMOTE ATTENDANCE VIA ZOOM during scheduled days and times'; OR 'set up for alternate in-person and remote attendance due to reduced classroom capacity'. These methods are considered '**On Campus**' course delivery during the pandemic and physical distancing timeframe and university conditions.
'**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.

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

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***):
'**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.

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*

___ Have I scheduled my BSW Phase II Interview? Date _____ & Time _____

___ How am I preparing for this Interview?
Reflect on education
Reflect on experiences

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

***Career Services provides resume review and interview preparation https://www.careerservices.txstate.edu/**