

## BSW Application Checklist

**Use this checklist to ensure you complete all the steps in the application process.**

<b>Task</b>	<b>Complete?</b>
Read the application procedures in it's entirety . This includes the directions and UNT BSW Student Code of Conduct.	
Request Degree Audit and Semester by Semester plan from HPS Advising by February 2, 2024 using the provided Qualtrics Link. <i>Audits will not be sent out until the week of February 5th.</i>	
Sign up for an appointment with your assigned Social Work Faculty Mentor immediately after receiving emailed Semester by Semester from HPS advising.	
Attend Social Work Mentoring meeting with your assigned faculty member (No-showing this appointment is not advised)	
Complete Application- separate PDF form.	
Complete Personal Statement, typed and saved as a PDF.	
<p>Submit the following PDF's to <a href="mailto:BSWapplications@unt.edu">BSWapplications@unt.edu</a> by March 1st at NOON. DO NOT SUMBIT YOUR APPLICATION PRIOR TO MEETING WITH YOUR ASSIGNED FACULTY MENTOR.</p> <ol style="list-style-type: none"> <li>1. Application</li> <li>2. Semester by Semester Plan you received from HPS advising</li> <li>3. Personal Statement</li> </ol>	

## UNT DEPARTMENT OF SOCIAL WORK

### Social Work Admission Procedures

**Application Deadline**

**For FALL 2024**

**MARCH 1st by noon**

Each student who desires to major in social work at UNT must make a formal application for admission. Enrollment in some upper level social work courses is restricted to majors only, so admission typically occurs late in the sophomore year or early in the junior year. Students may apply during the semester in which they will complete all three required pre-major courses. The application process requires students to request a Semester by Semester plan from the Advising Office in the College of Health & Public Service by completing **this Qualtrics survey by February 2, 2024**. Using your Degree Audit, HPS Advising will complete a **Semester-by-Semester Plan** indicating any remaining core courses, or minor/elective requirements needed. This review determines if a student is far enough along in their course work to apply to the program (*typically less than 21 credit hours*). The Semester-by-Semester Plan will further outline all required social work courses completed or needed and the recommended order of course work as students proceed through the program to meet graduation requirements. The Semester-by-Semester Plan will be emailed to you by HPS advising along with contact information for your assigned Social Work Faculty Mentor.

Each student will meet with their assigned Professional Social Work Faculty Mentor from the Department of Social Work. Students are required to schedule a meeting for consultation regarding program requirements as soon as they receive their Semester-by-Semester plan and clearance to apply to the program. During the appointment, the Faculty Mentor will review the Semester-by Semester Plan and address issues such as program requirements, professionalism, ethics, certificate program, and internship requirements. **Students are required to review their Semester by Semester plan prior to meeting with their Faculty Mentor. Student must meet with their Faculty Mentor in order to apply to the program.**

Please understand that the number of students admitted to the program may be restricted due to a limited number of slots available for each semester “cohort.” If the number of qualified students applying to the program exceeds the number of available slots in a given semester, only the highest ranking candidates will be admitted. Your ranking will be determined by the Admissions Committee (*BSW social work faculty*) based upon the following criteria:

1. Overall Grade Point Average, with a 2.25 minimum.
2. Performance in the pre-major and other social work courses, including grades, attendance, behavior, demeanor, faculty feedback, and quality of written work. (Minimum of C needed). Required Pre-major courses include:
  - SOWK 1450 – Introduction to Social Work
  - SOWK 2430 – Policies, Issues and Programs in Social Welfare
  - SOWK 3000 – Foundations of Interviewing
3. Applicant’s personal statement in response to the required questions listed on the application. Students must answer each component of the questions in as much detail as appropriate (*recommend 4 pages double-spaced*).
4. Applicant’s demonstration of beginning level competence in interpersonal skills and self-awareness, including the ability to interact in positive, respectful, effective, and appropriate ways with faculty, staff and other students and to understand the impact of one’s own behavior on others. These competencies can be demonstrated in interactions with faculty and students inside and outside of the class room.
5. Applicant’s demonstration of responsible behavior in relation to meeting program and course requirements, including timely submission of high-quality work, arriving to class on time, attendance in classes, not leaving class early, using appropriate means for self-advocacy, **keeping appointments**, and developing and adhering to an approved plan of study.

Note your application is for a specific time period only. If you are admitted and choose not to begin the program as indicated in your Semester-by-Semester plan, you must reapply. Acceptance for a particular cohort cannot automatically be transferred to another. Applications submitted during the fall semester are used to admit for the following spring semester and applications submitted during the spring semester are used to admit for the following fall semester. Applications are not accepted during the summer.

An interview with social work faculty may be required of some applicants. Students will be notified if an interview needs to be scheduled. Students may submit letters of recommendation/support if they choose, but these are not required unless the student is transferring advanced social work credit hours from another social work program. In that case, a positive letter of recommendation from that program is also required. Also, note that applicants without a Bachelor's Degree have a higher admission priority than applicants who already have a degree; so the program is likely unable to accept students who already have a degree.

**The application deadline is typically approximately 30 days after the beginning of the spring or fall semesters.**

Social work faculty will review applications for admission. The student's performance in relation to all of the criteria will be taken into consideration. The faculty as a whole will make a recommendation concerning each student's formal admission to the program. The student will be assigned to one of the following statuses:

1. Unconditional Admission: The student has satisfactorily completed all requirements for admission and is ranked high enough for one of the vacant slots in the program. *Due to the need to maintain mandatory faculty-student ratio, the slots available for new admissions may vary each semester.*
2. Conditional Admission: The student has substantially met the requirements for admission, with one or more of the following deficiencies:
  - a) The student has not completed all the pre-major courses, but will complete them by the end of the semester in which they are enrolled at the time of application.
  - b) The student has a GPA which falls slightly below the minimum requirements for admission, but recent work indicates that it will be above the minimum by the end of the semester in which they are enrolled at the time of application.
  - c) The student has received a grade of "D" in no more than one social work course and the student is in the process of repeating that course. The grade must be raised to at least a "C" by the end of the semester in which they are enrolled at the time of application.

Upon completion of the requirements, the student's status will be changed from "conditional" to "unconditional" automatically; the student will not be required to reapply for admission. If the student fails to rectify the deficiencies within the time frames noted, s/he will be required to reapply for admission.

3. Denial of Admission: This status is given to applicants who do not meet the requirements for admission, have substantial general education deficiencies, and do not show evidence of the potential to meet those requirements by the time frames specified above. This status shall also be given to applicants who meet the minimum requirements for admission but whose ranking by faculty falls below that required to place them in one of the available slots in the program. Students who are denied admission to the program will be assisted in accessing student services for the exploration of other career options from the advising office. Students may however, reapply to the social work program. Students will receive written notification of the status of their application as soon as possible after the deadline for applications (*approximately within 30 days*).

Generally a criminal history is not a reason for denial of admission to the UNT's social work program, however; it could preclude one from obtaining State Licensure, being permitted to work in certain agencies as an intern, or being hired in certain agencies after obtaining the BSW. It is your responsibility to obtain relevant information concerning the impact a criminal record could have on your ability to be a Licensed Social Worker.

**If you have any questions about these procedures please contact BSW Admissions Coordinator, Jennifer Middleton (Jennifer.Middleton@unt.edu | 940-565-3270) For questions regarding your status in the program, contact BSW Program Director Cassidy Baker (Cassidy.Baker@unt.edu | 940-565-2687) For questions regarding general advising contact HPSServiceMajors@unt.edu.**

# UNIVERSITY *of* NORTH TEXAS

*Department of Social Work*

## **SOCIAL WORK PROGRAM EXPECTATIONS OF STUDENT CONDUCT**

The UNT Social Work Program is mandated by the Council on Social Work Education (CSWE) to foster and evaluate professional and behavioral development for all its students. As a professional education program, the program bears a responsibility to the community at large to produce fully trained professional social workers who consciously exhibit the knowledge, values, and skills of the profession of social work. As such, students are required to adhere to the standards, ethics, and values of the profession as identified by the National Association of Social Work (NASW). In addition, students must meet the academic, behavioral or professional mandates of the Accreditation Standards set by the Council on Social Work Education (CSWE), as well as UNT Social Work Program mandates and other UNT university wide conduct policies.

*Given this context, all students in the social work program will adhere to the following standards.*

### **Academics & Accountability:**

#### ***I agree to***

1. Maintain good attendance in classes, arrive in class on time, return from breaks in a timely manner and adhere to the guidelines and criteria established in all social work classes.
2. Take responsibility for the quality of completed tests and assignment and to complete work in a timely fashion and according to the directions provided.
3. Come to class prepared, with readings and other homework completed and to fully participate in group activities and assignments. Further, I will meet all deadlines.
4. Be responsible for my own learning by reading assigned materials.
5. Acknowledge areas where improvement is needed by accepting and responding to constructive feedback in a positive manner.
6. Maintain a cumulative GPA of 2.25, and a grade of "C" or better in social work courses. I understand if my GPA falls below 2.25 in any two semesters or I receive two failing grades (D or F) in a social work course, I will be terminated from the program.
7. Learn and adhere to the UNT Academic Integrity Policy.

### **Behavior:**

#### ***I understand I am not to expect***

1. Special treatment regarding extra credit make up exams and incompletes (i.e., demanding that class requirements and activities be modified to accommodate non-academic activities such as family trips and work overtime or that class requirement be altered to assure particular students receive the desired grade).
2. Classes to be canceled when professors cannot be present and/or on days adjacent to holiday (this is a policy violation taken seriously by our accreditation boards).
3. The class structure or format to be changed to meet my personal needs (work, appointments, etc.).

**Honesty & Integrity:*****I agree that I will***

1. Avoid plagiarism and will commit to learning the rules of citing other's work properly by doing my own work and only taking credit only for my own work.
2. Practice honesty with myself, peers, and instructors.
3. Not falsify class attendance or falsify reasons why a student did not attend a required class.
4. Not participate in, condone, or be associated with dishonesty, fraud, deceit, or misrepresentation.

**Respect and Civility:*****I agree to***

1. Maintain high standards of personal and classroom conduct by treating fellow students, faculty, staff, and supervisors with respect, honesty, courtesy, and fairness and shall avoid unwarranted criticism these individuals.
2. Conduct myself in a reasonable, polite and considerate manner; I will avoid surliness and flippancy in communicating with faculty, staff and other students. This communication is not limited to the classroom and includes interactions via email, mobile group messaging apps, and social media platforms.
3. Deal with conflicts in a civil manner without attacking the character of another student, instructor or staff.
4. Refrain from talking during lectures, texting, using the phone, sleeping, reading other than class material, or studying for another course.
5. Refrain from any cross-talk, or carrying on private conversations during lectures and discussions.
6. Refrain from wandering in and out of classes that are in progress, leaving the classroom at will, and disrupting the class.
7. Only use my laptop for taking notes in class – and only with my instructor's permission.
8. Avoid use of offensive language (swearing) in the learning environment.
9. Practice positive, constructive, and professional communications skills with peers and instructors (body language, empathy, listening).
10. Adhere to the right of instructors to discipline me as appropriate if I am deemed disruptive. I understand this may result in expulsion from class and possibly further disciplinary action including termination from the course or program.

**Competence:*****I understand***

1. If my personal problems, psychosocial distress, legal problems, substance abuse, or mental difficulties interfere with my ability to meet program requirements, I will be expected to accept remedial action.
2. I must not let my private conduct interfere with my ability to meet the program's expectations. Private conduct includes social media interactions.
3. I am expected to continue to work on areas of professional growth and constantly strive to improve my abilities.
4. I must apply myself to all your academic pursuits with seriousness and conscientiousness.
5. I must seek out appropriate support or resources when having difficulties to ensure success in completing course requirements.
6. I must strive to work toward greater awareness of personal issues that may impede my effectiveness.

**Confidentiality:*****I agree to***

1. Use judgment in self-disclosing information of a very personal nature in the classroom. (Class time should not be used as therapy or treatment. If students feel the need to talk about issues they are struggling with, they may consult with their instructor to receive a referral for counseling.)

**Diversity & Social Justice:*****I agree to***

1. Strive to become more open to people, ideas, and creeds that I am not familiar with, embrace diversity; and deepen my commitment to social justice for all populations at risk.
2. Exhibit a willingness to serve diverse groups of persons.

## **Statement of Understanding**

I understand that social work is a profession that adheres to high standards of professional ethics and integrity and that this process begins as a student. I agree to uphold and advance the values, ethics, and mission of the social work profession. I have read the NASW Code of Ethics and have read and understand this statement of Expectations of Student Conduct.

I understand that this document will be reviewed periodically as students' progress through the social work program. I understand the program has the right and responsibility to request reevaluation of my suitability to the social work profession as necessary. If my adherence to these conduct standards are not deemed satisfactory, the social work program has the right to require disciplinary action up to and including termination from a particular course or from the social work program.

***\*Student to acknowledge on the application page.***