

BSW APPLICATION GUIDE

Fall Due Date	2nd Friday of October	<u>Application Link:</u> Socialwork.uark.edu ● Click on “Undergraduate Program” ○ Click on “Admissions”
Spring Due Date	2nd Friday of March	
Tip for Success:	Plan for October 1st or March 1st to give time for edits & signatures.	
BSW Information Sessions	Students are highly encouraged to attend a BSW Information Session in the semester they apply. These are typically offered during in-person SCWK 40903 class OR via Zoom. Contact BSW Director for more info.	

HIGHLIGHTS

- Students **cannot** move on to the BSW Core courses without acceptance into BSW Program.
- The theme of the entire application is **Professional**.
 - While this application is not competitive, students should put forth their most professional work.

Application Components: (more detail for each component in the sections below)

1. *Application Form*
 - i. Documents that the student has taken and passed correct classes
2. *Personal Statement*
 - i. Shows “who they are” to Social Work faculty
 - ii. Student will give personal (and professional) responses to specific prompts
3. *Volunteer/Work Experience*
 - i. Demonstrates people-centered mindset
 - ii. Student will complete at least 30 hours
4. *Ethical Principles/Guidelines*

- i. Acknowledges Ethics of the Social Work Profession
 - ii. Student will read through and sign
- 5. *Professional Habits Forms*
 - i. Serves as professional recommendation and evaluation
 - ii. Student will work with Professors from SCWK 40903 & 41503
- 6. *Unofficial Transcript*
 - i. Demonstrates Academic Preparedness
- 7. Standards for Social Work Education
 - i. Acknowledges the student understands the application, levels, and expectations of the Social Work Program
 - ii. Last step in the online application form

Application Form

Form Section	Advisor Role	Student Role
Top Section:	• Advisor will enter student name, ID, and cumulative GPA. Advisor will also print and sign their name in the “Advisor” area.	• Student will enter their personal information.
Section 1:	• Advisor will enter grades and GPA for the seven courses.	
Section 2:	• Advisor will enter grades for these courses. Put “EN” for any currently enrolled courses. • Note: Put AP for any courses AP courses. Do not figure these into the GPA.	
Section 3:		• Student will enter “Yes” under Attached column and initial to ensure they have completed the other parts of the application
Reviewer Section	Advisor Tip: remind the student that this section will be left blank for the reviewer from the BSW Committee to complete.	• This part is for the reviewer from the BSW Admissions committee.

Personal Statement

Prompts are located in the Application Packet.	<i>Tips for success:</i>
○ No more than 1 page per prompt. ○ Headings/subheadings are encouraged.	○ Use the Writing Center! ■ Located in the CORD ○ Do not be scared of things like “strengths & limitations.” The committee is not looking for perfection. If you give a problem always give a solution. ■ Do not use limitations like, “I am just way too helpful.” Be honest! ■ <i>Example:</i> I struggle with being on-time, but I am trying to overcome it by working on my time management.
This should be exactly what it says, a Personal Statement. ○ Do not use only book answers from classes, but rather use what you have learned in those classes to inform your personal responses to the prompts. ○ How Personal should the Personal Statement be? ■ Think Professional Self Disclosure	

Volunteer/Work Experience

- All applicants must complete **at least 30 hours** of volunteer/work experience.
- Forms are located in the BSW Application packet.
- Basic guidelines:
 - This experience needs to be in a helping capacity, and with people (Humane Society is a great cause, but will not count).
 - If it is through a faith based organization, it needs to be a service that is available to anyone. (ex: nursery duty at church wouldn't count).
- **Advisor tip:** If the question is “I did this volunteer work. Will this count?” Student needs to reach out to BSW Director.
- The 30 hours can be split across multiple places/experiences.
- Students can typically complete this in their Intro to Social Work class.
 - Make sure students keep a copy of the form submitted for that class.

Professional Habits Reference Forms

- The purpose of these forms is to detail the student's professional habits. How are they doing in class, are they respectful of others, are there any concerns, Etc. ***Their Professional Habits!***
- Students will request forms from their SCWK 40903 & SCWK 41503 professors.
 - If there are any issues (eg: both courses online, previously took the courses and the teacher is no longer here), student should contact BSW Director.
- Students should send a very professional email to those professors requesting the form.
- It is recommended that the student request these forms **at least** 2-3 weeks prior to the deadline.
 - **Tip for success:** Ask the professor if they have a deadline for requesting the form.
- Professors will submit these directly to the committee.

Ethical Principles/Guidelines

- Students will read through the three pages of ethics of the Social Work Profession and sign/date the last page.
- Don't just skim, or just sign. ***Read through!*** Students will be held to these standards.
- If the student has questions or concerns, refer to BSW Director.

Transcript

- Students need an unofficial copy of their UARK transcript.
 - Instructions for this (and many other Workday tasks) [here](#).
 - Click on Advising & Academic Planning

Standards for Social Work Education

- Student will acknowledge they understand the application process, Levels system, & the expectations of the program.
- This will be the final step in the online application form
- Nothing to submit, just an acknowledgement.