

Application Instructions **Admission to BASW Practice Course Sequence**

Fifteen of the credit hours required for a BA in Social Work degree at TTU make up the practice course sequence (PCS): SW 3332, SW 3333, and SW 4340/4611. The sequence is completed over three long (fall or spring) semesters, typically the final semesters of a student's degree program. Before a permit will be issued for registration in any of these courses, social work majors must either have a PCS application on file or been previously approved for PCS admission.

PCS Admission Application Materials include the following components, which are detailed in this document:

1. Application cover form
2. References
3. Professional Statement
4. Copy of Unofficial transcripts

Applications that do not adhere to the instructions in this document will be returned to students for revision and may delay the student's progression through the degree program.

The **application cover form** can be downloaded from the program website under 'handbooks and forms.' The application cover form serves as notification to the program that the student plans to apply for PCS admission and should be submitted to sasw.socialwork@ttu.edu by **October 1 (for spring admissions) or March 1 (for fall admissions)**.

Letters of reference are required from at least two people that know you fairly well, but are not friends, family, or others with potential bias (see below for examples). Contact potentials well in advance and provide them with copies of the "Reference Request" letter from Dr. Lowe, which gives instructions for completing and sending letters directly to the program by email or post. Request that your references return the letters **by November 1** (for spring admissions) or **April 1** (for fall admissions). Names and contact information for your references should be listed on the application cover form.

- Examples of acceptable referents include: K-12 teachers, employers or work supervisors, counselors or therapists, faith leaders, volunteer coordinators, or college-level teachers (OTHER THAN TTU SOCIAL WORK FACULTY).
- Examples of NON-acceptable referents include TTU social work faculty and staff, peers, friends, family members, or co-workers of equal stature. Once names have been submitted on the application cover form, requests for information and instructions will be provided to referents.

Professional Statement – due November 1 (for spring admission) or April 1 (for fall admission). The professional statement is a demonstration of the applicant's knowledge gain and integration of foundation-level social work course content, as well as professionalism and attention to detail. In addition to content, the statement will be assessed for writing skills (grammar/spelling, writing style/clarity) and correct use of APA format throughout (e.g. cover page, margins, page numbers, in-text citations, references, etc.) Therefore, you should pay careful attention to all these aspects when writing the essays and be sure to edit carefully before submission.

The statement format is essentially a paper, covering the topics outlined below. It must be constructed and submitted in Microsoft Word and according to the current edition (e.g. 7th) of the style guide from the

American Psychological Association (APA). Your statement should have headings for and clearly address the following topics:

- Most of the general population isn't really sure what social work is all about. Using the knowledge that you have gained in the curriculum so far, describe the profession of social work. Your discussion of this topic should be discussed using your own words, rather than simply quoting or paraphrasing statements from professional organizations or texts. However, citations may be included. Discussion is limited to 250 words.
- Poverty is of central concern to the social work profession. Describe what you have learned about the causes, nature, and impacts of poverty on at least two levels of systems (as conceptualized in Ecosystems theory). This section should cite one or more academic texts or journal articles assigned in your social work course(s). Discussion limited to 350 words.
- Give one example of *having been* helped and one of *giving help* in your own life. Based on personal experience, no citations are needed in this section. Discussion is limited to 200 words.
- Given what you have learned about social work so far, discuss why you are a good match for the profession. Limit discussion to 100 words. No citations are needed for this section.

A copy of **unofficial transcript** should be turned in with the other application materials due **November 1** (for spring admissions) or **April 1** (for fall admissions). On the transcript, highlight the courses required for PCS admission, so that faculty can easily locate them in your transcript. Highlight **ONLY** the required courses listed below (or approved substitutions), but include any of these courses that are currently in-progress.

- Final grades of D or better in all of these courses (or approved equivalents): ENGL 1301, ENGL 1302, POLS 1301, POLS 2302, any freshman level foreign language required for degree.
- Final grades of C or better in courses approved to fulfill these adjunct requirements: human biology (typically BIOL 1402) & statistics (typically MATH 2300).
- Final grades of C or better in the following social work courses: SW 2301, SW 2362 (SW 1300 is acceptable substitute), SW 2311, & SW 3312.
- You should also highlight any other social work courses you have attempted at TTU.

Submission of Application Materials

Completed application materials should be emailed to sasw.socialwork@ttu.edu. Include your last name and PCS Application in the subject line. The application cover form and unofficial transcript may be attached in any useable file format, but the professional statement should be constructed in and attached as, a Microsoft Word file.

To confirm receipt of application materials, including letters of reference, inquire with Ms. Jasmin Lopez, Administrative Assistant for Social Work, via email or Team chat at jasmin.b.lopez@ttu.edu, phone at +18068341026 or in person at Holden Hall, rm 158.

If you have other questions about this application or PCS admission process, the best way to reach the BASW Program Director, Dr. Laura Lowe, is via Teams chat (laura.lowe@ttu.edu).