

## Application Instructions: Admission to BASW Practice Course Sequence

You should refer to the BASW Student Handbook for a complete description of the requirements for admission to the practice course sequence. The application packet includes the following:

1. Typed cover page with up to date contact and demographic information as well as a recent picture clearly showing you face. [Adrienne Long, the advisor, can take this picture for you if needed.]
2. Unofficial copy of transcripts
  - a. Highlight the following courses required for the degree program that you passed with a D or better or are currently enrolled: ENGL 1301, ENGL 1302, POLS 1301, POLS 2302, freshman level foreign language courses.
  - b. Highlight the following program adjuncts (or approved equivalents) for the social work degree that you have completed with a C or better or are currently enrolled: human biology (typically BIOL 1402) and statistics (typically MATH 2300).
  - c. Highlight the following social work classes that you have completed with a C or better or are currently enrolled: SW 1300, SW 2301, SW 3311, and SW 3312.
3. Two (2) letters of reference. Common examples of acceptable sources include non-social work faculty, K-12 teachers, employers, counselors and volunteer coordinators. Non-acceptable sources include social work faculty and staff, peers or friends, family members, and co-workers. Letters are preferably on letterhead, but must include complete contact information for the person providing the reference, including full name, professional address, and professional phone number. Letters should either be sealed in an envelope with writer's signature over the seal or sent directly to [sasw.socialwork@ttu.edu](mailto:sasw.socialwork@ttu.edu). Students may be required to submit additional references if original letters do not meet criteria. You may provide the attached letter describing our request to potential references.
4. Professional Statement. This should be typed in APA format, including a cover and reference page. It should be edited for spelling and grammar. Your statement should have clearly designated sections that address each of the following:
  - a. Most of the general public 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 in your own words (no more than 200 words).
  - b. The NASW states that poverty is of central concern for the social work profession. Describe what you have learned about the causes, nature, and impacts of poverty on at least two levels of systems (no more than 300 words).
  - c. Give a personal example of having been helped and one of giving help (no more than 200 words).
  - d. Given what you have learned about social work so far, discuss why you are a good match for the profession (no more than 100 words).

When your application packet is complete, either print it out and turn it in to Ms. Duvall, HH 158 or email one complete document (likely a pdf) to [sasw.socialwork@ttu.edu](mailto:sasw.socialwork@ttu.edu) with the subject line "PS Application"

If you have questions about this application or admission process, contact the BASW Program Director, Dr. Laura Lowe, HH 170, [laura.lowe@ttu.edu](mailto:laura.lowe@ttu.edu)

### Request for Reference

The student asking you for this reference is a social work major at Texas Tech University and is applying to enter advanced coursework. As gatekeepers for our profession, the Social Work Program is looking for students who exhibit characteristics that we know increase the likelihood of a good fit with the profession and of someone becoming an effective and ethical social work practitioner.

The most helpful letters from references are those that address some or all of the characteristics listed below. If you can, please share examples of when you have seen the applicant demonstrate any of these qualities.

- **Motivations.** What opportunities (work, volunteer, personal) has the student had to provide assistance to others? Does s/he know when someone needs help without being asked? How important to this student are the rewards or recognition received for helping others? In your opinion, why is the student interested in studying social work?
- **Good relational skills.** Does the student have good “people skills?” Can s/he carry on a conversation with ease? Does the student seem to understand the feelings of others?
- **Tolerance of difference.** Does the student appear comfortable when interacting with people that are different in age, ethnicity, income, or political beliefs? Whether accurate or not, how frequently does the student express judgments about others?
- **Respect for others.** Is the student able to alter his or her behavior to fit the situation or person? Is s/he able to express disagreement without offending? Is the student able to compromise or must s/he always get his or her own way?
- **Dependability.** Does the student attend school, work, or other obligations as expected? Is s/he punctual? Does s/he need to be reminded to follow through with promises and tasks?
- **Perseverance and/or determination.** What challenges has the student faced and overcome in the past? Is the student able to continue working even when “the going gets tough?” When does the student give up on a hopeless situation?

When complete, please return your reference via one of the methods that follow.

- *Mail your reference letter to:* Texas Tech University, BASW Program, Box 4102, Lubbock, TX, 79409-1012.
- *E-mail your reference letter to:* sasw.socialwork@ttu.edu
- *Place your reference letter in a sealed envelope with your signature over the seal and give to the applicant to deliver.*

Please ensure that your letter lists your full name and professional contact information. Letterhead is preferred. If I can answer questions or concerns about your references letter, please let me know.

Sincerely,

Dr. Laura Lowe  
BASW Program Director & Associate Professor of Social Work  
laura.lowe@ttu.edu