



BOISE STATE UNIVERSITY

COLLEGE OF HEALTH SCIENCES

School of Social Work

Baccalaureate in Social Work Application Details

Students wishing to earn a baccalaureate degree in social work must use these instructions to apply online for candidacy in the BSW program. Candidacy requirements are specified in the University Catalog. Students are expected to be familiar with candidacy requirements, as well as the expiration date of their catalog. Students wishing to earn a second baccalaureate degree in social work must also use these instructions to apply for candidacy.

Students may apply for candidacy by the first Friday of October for spring admission into the BSW program, or by the first Friday in March for fall admission. Students may apply for candidacy during the semester in which they are completing the university and BSW program requirements.

If you have any questions regarding the application process, please contact the BSU School of Social Work at 208-426-1568 or send an e-mail to BSW@boisestate.edu.

REQUIRED MATERIALS

- ✓ Contact information
- ✓ Essay One – You must be ready to write copy and paste it into the online application
- ✓ Essay Two – You must be ready to copy and paste it into the online application
- ✓ Academic Plan Checklist; make sure you have filled out the first page of this ahead of time because you will be asked to fill in the blanks in the online application. They will be a different order and additional classes in the drop downs
- ✓ Work History – including the Type, Organization, Title, Supervisor Name, Duties, Hr/Week and the start and end date of each job. There is a drop down button in the Type section which allows for Volunteer/Service Learning or Paid option
- ✓ Criminal and Substantiated Abuse History Disclosure; signed, notarized and ready to upload
- ✓ Applicant's Verification of Candor and Accuracy; signed, notarized and ready to upload
- ✓ Statement of Ethical Behavior; signed, notarized and ready to upload
- ✓ Unofficial transcript ready to upload
- ✓ Criminal Background Check completed (or in the works) – separate from the online application
- ✓ SOCWRK-201 Service-Learning Agency Letter of Recommendation Form (Evaluation Form); from your service-learning supervisor. **Not required if you are currently enrolled in SOCWRK 201.**

- ✓ Two additional Letters of Recommendation using the Letter of Recommendation (Evaluation Form)

ESSAYS

Essay One – must be between 750 – 1000 words

The primary mission of the social work profession is to enhance human well-being and help meet the basic human needs of all people, with particular attention to the needs and empowerment of people who are vulnerable, oppressed and living in poverty. Keeping this mission in mind, respond to the following:

- a. Beyond your personal desire to assist people, discuss why you have chosen to pursue a degree in social work.
- b. In what ways will you contribute to the profession and the above stated mission?
- c. Briefly, discuss your personal strengths and limitations as they relate to your success as a social work student and future social worker.

Essay Two – must be between 750 – 1000 words

The profession of social work is committed to social and economic justice for all people and anti-discriminating practice with diverse groups.

- a. Discuss your understanding of the statement above.
- b. What experiences have you had which make you think that you can work effectively with people from diverse populations that reflect differences in religion, race, ethnicity, physical and mental abilities, age, gender, socioeconomic status, and sexual orientation?
- c. What experiences have you had that might present difficulties in working with any of the groups listed above?

ACADEMIC PLAN CHECKLIST

In preparation for the online application fill out both the classes and the grades for all classes on the first page of the checklist.

The arrangement is slightly different so just make sure you match the classes up correctly. This is how they appear online

Foundations Requirements	Pre Social Work Requirements
Course Name (or equivalent transfer course)	Course Name (or equivalent transfer course)
Grade	Grade
ENGL 101	COMM 101
ENGL 102	SCOWRK 101
UF 100	SOCWRK 201
UF 200	POLS 101
DLV/FA	PSYC 101
DLL/FH	SOC 101

DLM/FM	ECON 201, 202
	BIOL 100, 107, 191, 227, OTHER

You must complete all prerequisite classes with a “C” grade or better (“B” grade or better for SOCWRK-101 and SOCWRK-201) in order to be accepted into the program.

If you haven’t completed all required classes but will complete the classes before the semester you hope to begin the program, you may still apply. In those cases, instead of marking your grade, place an “IP” in the box to indicate classes you’re currently taking or enter the semester you plan to take the class. ***If you are core certified or have an associate’s degree you do not need to fill out the Foundation Requirements, only the Pre Social Work Requirements.***

NOTARIZED DOCUMENTS

You must upload the following documents during the online application process so they should be completed, signed, notarized and scanned before beginning the online process:

- Criminal & Substantiated Abuse History and Disclosure
- Applicant’s Verification of Candor and Accuracy
- Statement of Ethical Behavior

Each of these forms must be accurately completed and signed by you in the presence of a notary. You may find a notary public on your own or you may bring the forms to the School of Social Work to have them notarized at no cost. Please make an appointment with Desiree Kohl at desireekohl@boisestate.edu to have your documents notarized. Other notaries around campus can be found here. [Notaries Public](#)

TRANSCRIPTS/ TRANSCRIPT EVALUATION

You must scan and upload your unofficial Boise State University transcripts.

- Boise State University transcripts. A PDF copy of this document can be generated in the Student Center through MyBoiseState. [How to view your unofficial transcripts](#)
- Transfer students should include their unofficial Boise State transcript once all credits from the other institutions have been included.

LETTERS OF RECOMMENDATION (EVALUATION FORM)

You must provide three letters of recommendation separate from your online application. The BSW Letter of Recommendation Form (or evaluation form) is available at the Boise State School of Social Work website under the BSW Application Materials grid.

- 1. SOCWRK-201 Service Learning Agency Evaluation and the separate Letter of Recommendation (Evaluation form). *This is not required if you are currently enrolled in SOCWRK 201.***

This reference must come from the person who supervised your 45 hours of volunteer work at a Human Service Agency, as required by SOCWRK-201, Foundations of Social

Work. The supervisor must include the SOCWRK-201 Service Learning Agency Evaluation (completed as part of SOCWRK-201), and the completed BSW Letter of Recommendation Form. You will have your supervisor complete the form and sign the seal of the envelope and turn both into your SOCWRK-201 instructor.

2. General Letters of Recommendation (2)

The second and third recommendations must come from people who know you well enough to provide insight to your potential as a social worker. These can be from past supervisors, employers, professors, or professional social workers with whom you have worked. References from a member of your own family, personal friends, clients, or former service providers, such as personal therapist, are not appropriate.

They can use the Letter of Recommendation Form (Evaluation Form). You will have them complete the form and sign the seal of the envelope and turn both into the School of Social Work. Be sure your name is written on the envelope before you drop it off to the Social Work Office.

BACKGROUND CHECK

Students must have a background check performed by CastleBranch. The cost is approximately \$45.00.

Steps:

1. Applicants or students will go to [CastleBranch](#) and enter Boise State University School of Social Work's package code (BJ53).
2. The applicant or student will set up a CastleBranch account. At minimum the applicant needs to supply full name, date of birth, social security number, current address, phone number, and email address. Additional information may be requested.
3. The applicant or student will pay the required fee.

A limited amount of funds from the School of Social Work are available to current students experiencing financial hardship and are unable to pay the background check processing fee. Current students should contact the Director of the School of Social Work to request financial assistance to complete a background check.

4. Results will be made available to the applicant and the School of Social Work. Results are typically available in 3-5 business days.

Applicants to Boise State's BSW program should initiate the background check prior to the BSW Application Deadline. In the event the background check is not completed before the admissions committee meets and you are selected for admission to the BSW program, you may be admitted conditionally until the background check results have been reviewed by the BSW Program Coordinator.

The background check report must be received by the School of Social Work before the first day of class. Results of your background check are treated confidentially. Background checks completed more than twelve (12) months before the program admission deadline associated with the semester for which you are applying cannot be used for admission to the BSW program.

Background Checks cover these areas during the past 7 years:

- Residency history
- Social Security Verifications
- County Criminal Records
- Nationwide Database Search
- Nationwide Sexual Offender Index

Factors considered when the School of Social Work review your background include:

- Severity or nature of the criminal behaviors.
- Number and pattern of criminal behaviors.
- Circumstances surrounding the criminal behaviors that would help determine risk.
- Relationship of the criminal behaviors to the care of children or vulnerable adults.
- Activities since the criminal behaviors that may be evidence of rehabilitation.
- Individual's age at the time of the criminal behavior.
- Time elapsed since the criminal behaviors.
- Probation or parole status.

An applicant may be denied admission if criminal history makes that applicant unfit for social work practice. In the event an applicant's criminal history demonstrates behavior deemed to be unprofessional or puts clients, other students, faculty, agencies, or the profession at risk, the applicant admission pending receipt of a background check, the admission will be rescinded). The option to appeal this decision is available.