

## 2025 BASW Program Admissions Application

The School of Social Work is pleased that you are interested in the bachelor's program at the San Bernardino and Palm Desert Campuses. The mission of the School of Social Work is to provide high quality generalist social work education for the Inland Empire and thus expand and improve professional services, offer leadership in the community, and add to the knowledge base of the profession. Our program objectives are listed on the following page. The BASW at CSUSB is accredited by the Council on Social Work Education (CSWE). CSWE, University, and regulations prohibit substitution of life or work experience for courses or field work.

We encourage you to attend a **BASW Admission Information Session**. See the BASW Information Session page on the BASW website: <https://www.csusb.edu/social-work/basw/apply-basw-program/basw-information-session> or call 909-537-3155 for dates, times, and locations.

Once admitted to the program, courses in the major are taken sequentially over two years. Social work courses at the San Bernardino campus are held Mondays/Wednesdays in the evenings from 4:00pm – 9:45pm. Social work courses at the Palm Desert campus are held Tuesdays/Thursdays in the evenings from 4:00pm – 9:45pm. A field practicum of two days per week (daytime hours) is required in the senior year. Students must also meet all CSUSB graduation requirements.

Please be advised that many field practicum agencies require a background check and a physical that may include a drug screen. Lived experiences may not exclude you but can limit your options for a field site. Further, failure to disclose criminal convictions could result in dismissal. Employment after graduation and licensing at the MSW level may also be affected by past criminal convictions. A form to sign indicating your acknowledgment of this information is included in this application.

Students interested in applying to the program for both the San Bernardino Campus and Palm Desert Campuses should submit an electronic complete application packet via email starting on October 1, 2024 and before the priority deadline. **To be assured your application is considered, please apply by December 21<sup>st</sup> at 5:00pm.** \*Applications submitted after the December 21st priority deadline will be considered if spots are still available.\* As of October 1, 2024, applications will be reviewed as they are received on an ongoing basis. Applicants will be notified as admission decisions are finalized. It is highly recommended students submit their applications early as to receive advising with the School of Social Work in a timely manner.

After the School of Social Work Mission and Goals, the application packet contains: 1) Description of the application process, 2) The Application form, 3) Work and Volunteer Experience form, 4) Description of the Professional Statement of Educational and Career Goals, 5) Field Placement Statement of Understanding form, 6) Statistical Information form 7) Letters of Recommendation forms (2 are needed for a complete application). **All of these forms MUST BE COMPLETED by the due date for your application to be considered on time.**

If you have any questions about the application process after attending an information session and reviewing the website, please contact Dr. Nicole Arkadie, BASW Director, at [nicole.arkadie@csusb.edu](mailto:nicole.arkadie@csusb.edu) or Victoria Sanchez at [victoria.sanchez@csusb.edu](mailto:victoria.sanchez@csusb.edu). The School of Social Work website is: <http://socialwork.csusb.edu>.

## School of Social Work Mission

**CSUSB's School of Social Work provides accessible, dynamic, and rigorous academic programs that prepare students with generalist and advanced generalist professional values, knowledge, and practice skills to effectively enhance the well-being of the diverse populations and communities of our region, state, and world.**

**Accessibility** means that we attract and retain a student population reflective of the region's population and provide social work education opportunities to students in previously unserved areas.

**Dynamic Change** means that we change and innovate to reflect changes in the professional knowledge base, technology for practice and teaching, regional demographics and needs, and national and global trends that affect human well-being.

**Rigor** means that the education is rigorous as demonstrated by comprehensive assessment of the values, knowledge, and practice competencies that we expect our students acquire during the program.

**Professional Social Work Knowledge, Skills and Values** means that we promote human and community well-being through teaching professional social work values, knowledge, and practice skills. These values include service, social justice, the dignity and worth of the person, the importance of human relationship, integrity, competence, human rights, and scientific inquiry. The knowledge base includes risk and protective factors in all stages of human development, practice skills to enhance the functioning of individuals, families, groups, organizations, communities (including policy advocacy), and the skills of scientific inquiry.

**Serving the diverse populations and communities of our region, state and world** means that our programs prepare students for practice in a regional, state, and global context of dynamic diversity. (CSUSB School of Social Work Mission, n.d.).

## School of Social Work Program Goals

1. We enhance social work educational opportunities for students within our region and in unserved areas through increasing accessibility and program completion, especially for first generation college students, students from the dynamically evolving ethnic communities in our region, and students in remote areas.
2. We continually update curriculum and teaching practices with current research and best practices reflective of the needs and trends of our region, nationally, and globally.
3. We offer and measure attainment of a competency-based, generalist and advanced generalist level curriculum consistent with the needs of our area for practice skills with individuals, families, groups, organizations, communities, and the skills of policy advocacy.
4. We offer a curriculum that emphasizes practice consistent with the aims and values of the social work profession and that meets the needs of diverse, vulnerable, and underserved populations, especially in our region.
5. We support faculty in providing leadership to the profession and to the community with their research and expertise.

# Bachelor of Arts in Social Work Admissions Process and Application Checklist

1. You must complete or be close to completing the BASW program prerequisite courses listed below **or their equivalents** (see our website or [assist.org](http://assist.org) or equivalent courses):
  - A. Written Communication (See the CSUSB GE Requirements for course list)
  - B. Oral Communication (See the CSUSB GE Requirements for course list)
  - C. Math (See the CSUSB GE Requirement for course list)
  - D. Critical Thinking (PSYC 1105 or SOC 1800)
  - E. Topics in Biology (BIOL 1000) \*this must be fulfilled with a lab\*
  - C. Introduction to Psychology (PSYC 1100)
  - D. The Study of Society (SOC 1000)
  - E. **Introduction to Social Work (SW 2000) \* This must be complete before beginning the program. We strongly recommend you try to complete this before applying to the program.**
  - F. Introduction to the Criminal Justice System (CJUS 1101)\* --> (may be substituted for a different class)
  - G. Statistics (ADMN 2100 or PSYC 2210)\*\*

*\*You must earn at least a "C" grade in the courses marked and have a minimum GPA of 2.0 in all other courses.*

*\*\*Statistics courses in the CSU GE Mathematics Area taken at a community college will also meet the Mathematics category if completed with a "C" or better.*

2. You need to have an overall Grade Point Average (GPA) of 2.5. This is inclusive of all college level work.
3. Submit the **School of Social Work application** and all supplemental materials **by email to: [basw@csusb.edu](mailto:basw@csusb.edu)**. **The completed application must include:**
  - 1) **A completed Application form**
  - 2) **Work and Volunteer Experience form**
  - 3) **A Professional Statement of Educational and Career Goals**
  - 4) **Signed Field Placement Statement of Understanding form**
  - 5) **Statistical Information form**
  - 6) **A copy of your PAWS (current CSUSB students) or a copy of all transcripts (transfer students)**
  - 7) **Two Letters of Reference (see below for letter of reference link).**
4. Submit **two letters of reference** using the link provided. The person referring you must complete the reference form via the link below. References should be employers or instructors able to judge your potential for social work practice. You can send them the following link to complete it online: [https://csusb.az1.qualtrics.com/jfe/form/SV\\_b1L2LuhpAcqI6gK](https://csusb.az1.qualtrics.com/jfe/form/SV_b1L2LuhpAcqI6gK)  
Please communicate with your reference writers to make sure the forms are submitted by the application deadline.
5. If you are a *current CSUSB student*, please submit your **fully expanded PAWS report** "as if" you were a BASW student. *Transfer students* need to submit **transcripts** of all previous and current college work with the application packet. If the institution will not give you copies of your transcript, you may have them sent or you may provide unofficial copies.
6. If you are a transfer student, you should already have submitted a **CSUSB University application** form and fee to the Office of Admissions & Student Recruitment in University Hall, California State University, San Bernardino. **University application deadlines may be earlier than the School of Social Work deadline.** Request that all previous universities and colleges submit sealed transcripts to the same office. Please indicate that you are a "Pre-Social Work" major. You will automatically be classified as a Social Work major after being formally admitted into the program via this application.

# CSUSB BASW Student Application Form

Return your completed application including your personal statement

to: basw@csusb.edu

School of Social Work, BASW Program

California State University, San Bernardino, CA 92407

In determining eligibility of an applicant for admission to the program, the admission committee will consider:

- All the information in the application
- All college/university academic work completed with emphasis on the prerequisite courses
- Suitability and fit for the profession
- A possible interview of the applicant (at the discretion of the admission committee)

**(NOTE: You must be admitted to the University and BASW program to begin in the full-time program in the Fall)**

Date: \_\_\_\_\_ Applying for Fall: \_\_\_\_\_ (year)

The CSUSB BASW program is offered at the San Bernardino Campus and at the Palm Desert Campus. Students are expected to complete all their social work courses, over both years, at the campus in which they enroll.

**Which campus do you prefer?**

\_\_\_\_\_ San Bernardino Campus

\_\_\_\_\_ Palm Desert Campus

\_\_\_\_\_ No Preference

**If you are not offered a seat at your preferred campus, do you wish to be considered for the other campus?**

\_\_\_\_\_ Yes

\_\_\_\_\_ No

Name: \_\_\_\_\_ Coyote Student ID: \_\_\_\_\_ DOB: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Primary Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Email Address (Coyote email for CSUSB students): \_\_\_\_\_

Do you have any physical or health conditions which might limit your activities and require special planning? If no, please leave blank. If yes, please describe your condition. This will never be used to determine eligibility for program admission but will aid in planning purposes.

Name of person to be contacted in case of emergency: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

Address \_\_\_\_\_ Telephone Number \_\_\_\_\_ / \_\_\_\_\_

I certify that all statements made while completing this application are correct:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 2) Work and Volunteer Experience

Please list employment and volunteer experience (including student, part-time work, and military service) from the past five years. List your latest experience first. Attach additional pages if more space is needed. The school may contact agencies listed. Employment and volunteer experience is highly preferred but not necessarily required for admission.

### EMPLOYMENT EXPERIENCE ONLY:

|                                      |                       |                                  |                       |
|--------------------------------------|-----------------------|----------------------------------|-----------------------|
| <b>Dates</b><br>From - To            | <b>Hrs. per week:</b> | <b>Agency name and location:</b> | <b>Position held:</b> |
| <b>Name of Supervisor:</b>           |                       |                                  | <b>Phone #:</b>       |
| <b>Briefly describe your duties:</b> |                       |                                  |                       |
| <b>Dates</b><br>From - To            | <b>Hrs. per week:</b> | <b>Agency name and location:</b> | <b>Position held:</b> |
| <b>Name of Supervisor:</b>           |                       |                                  | <b>Phone #:</b>       |
| <b>Briefly describe your duties:</b> |                       |                                  |                       |
| <b>Dates</b><br>From - To            | <b>Hrs. per week:</b> | <b>Agency name and location:</b> | <b>Position held:</b> |
| <b>Name of Supervisor:</b>           |                       |                                  | <b>Phone #:</b>       |
| <b>Briefly describe your duties:</b> |                       |                                  |                       |

**VOLUNTEER EXPERIENCE ONLY:**

|                                      |                       |                 |
|--------------------------------------|-----------------------|-----------------|
| <b>Agency name and location:</b>     | <b>Position held:</b> |                 |
| <b>Name of Supervisor:</b>           |                       | <b>Phone #:</b> |
| <b>Briefly describe your duties:</b> |                       |                 |
| <b>Agency name and location:</b>     | <b>Position held:</b> |                 |
| <b>Name of Supervisor:</b>           |                       | <b>Phone #:</b> |
| <b>Briefly describe your duties:</b> |                       |                 |
| <b>Agency name and location:</b>     | <b>Position held:</b> |                 |
| <b>Name of Supervisor:</b>           |                       | <b>Phone #:</b> |
| <b>Briefly describe your duties:</b> |                       |                 |

### 3) Professional Statement of Educational and Career Goals

**Please follow a question-and-answer format to respond and address the following topics for your professional statement.** This portion of the application will be used to assess your written communication skills and to evaluate your knowledge of your career choice and your commitment to the social work profession. Please address, answer, and provide examples for all items below:

- Experiences and/or relationships that have influenced your selection of social work as your professional career (family, education, volunteer involvement employment, receipt of social services, etc.)
- The values intrinsic to the profession of social work per the NASW Code of Ethics. Using your own experience, demonstrate how your personal values align or do not align with social work values.
- Your understanding of the responsibilities of the social work profession.
- Your experience with people of diverse backgrounds, cultures, and lifestyles.
- Any personal characteristics or limitations which you have considered in planning for your social work education. How will you address these while in the program?
- The arrangements you have you made for completing the BASW Program and the University requirements for graduation in terms of finances, time management, completing required courses and a two day per week daytime field practicum in the senior year.
- Your short and long-term career plans once you complete your BASW

**Please put your name on the first page of your statement and attach it to this application.**

## 5) Field Placement Statement of Understanding

The School of Social Work strives to provide access to educational opportunities to those seeking the professional values, knowledge and practice skills of social work and welcomes students from diverse backgrounds. Please review the following information and sign below to indicate that you have read and understand the requirements of field placement in the BASW program and potential challenges to obtaining a placement.

The BASW program requires a field placement of two eight-hour days per week (480 hours total) in the final year of the program. To successfully secure a placement and complete the required field hours, you need to be aware of the following information:

1. Students must be available for field placement during agency business hours, which are generally Mondays-Fridays, from 8:00am-5:30pm. Students at the Palm Desert campus will be out in the field on Mondays and Wednesdays from 8:00am – 5:30pm. Students at the San Bernardino campus will be out in the field on Tuesdays and Thursdays from 8:00am – 5:30pm. In addition, students will need to be in a field seminar held one time per month on Fridays from 8:00am – 10:00am. Students will not be placed in an agency for weekend/evening hours only.
2. Almost all field placement agencies will require a security clearance evaluation and/ or criminal background check, which may include Live Scan fingerprinting, random drug screens, physical examinations, TB tests, and immunization verification. These evaluations will likely require a valid Social Security Number and/ or valid California Driver's License to complete. Although there are low-cost clinic options, costs for the clearance process may cost as much as \$300 to you. Students are advised to disclose *any* criminal background, even expunged charges, as they may appear in a background check. Agencies may also require random drug screenings at any time during the academic year for continued internship eligibility.

By signing this form, you are verifying that you have read this information and understand the time requirements of field and that having a criminal record, not being able to complete required security clearance due to lack of documentation of immigration status, or not passing a drug or communicable disease screening may make you ineligible for or significantly delay field placements. This could prevent you from completing the field placement, thus precluding you from completing the BASW program. Note: These issues may also affect your ability to obtain employment in certain areas.

It is recommended that any student with any such background issues discuss this with an advisor in the BASW program so he or she can get a better understanding of the potential challenges of placement on a case-by-case basis.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## 6) Statistical Information Form (BASW)

Please complete the following information. **This data will be used for statistical purposes only.** It is **not** reviewed as part of the admissions process.

1.  Female  
 Male  
 Non-binary  
 Transgender  
 Intersex  
 Other:  
 I prefer not to say

2. Predominant Ethnic Background

- African/ African American/ Black
- Latinx/ Caribbean/ Central/ South American
- Middle Eastern / Arab
- Native American/ American Indian/ Alaska Native
- Pacific Islander
- South/ East/ Central Asian
- White/ European/ Caucasian
- Multi-Ethnic
- Other:
- Decline to State

3.  U.S. Citizen  
 Foreign Student  
 Veteran  
 Disabled Veteran  
 Physically Challenged

4. Date of Birth: \_\_\_\_\_  
(Month, Day, Year)

5. Bilingual skills:

Languages other than English in which fluent: \_\_\_\_\_: Write ( ) / Speak ( )