

Welcome to UHCL and the BSW Program!

On behalf of the faculty, students and program advisory board, welcome to the UHCL BSW Program. We are excited that you are considering UHCL for your undergraduate social work education, and look forward to working with you as you embark on your new educational experience.

As part of an undergraduate and graduate university, the mission of the University of Houston - Clear Lake Social Work Program reflects UHCL's mission regarding academic excellence, appreciation of diversity and the provision of meaningful human services.

The mission of our accredited BSW program is to prepare entry-level social work professionals for competent agency based generalist social work.

Generalist practice is the application of a wide variety of theoretical perspectives reflecting an integrated bio-psycho-social approach, professional values and ethics and skills with diverse persons, families, groups, organizations and communities utilizing the planned change process.

Social work foundation content is found in nine interrelated areas: human behavior and the social environment (HBSE); social welfare policy; social work research; social work values and ethics; diversity; promoting social and economic justice; working with populations-at-risk; social work practice; and field placement.

The UHCL BSW Program emphasizes a respect for diversity throughout all components of its learning environment. Respect for diversity is manifested for all persons with special attention given to those persons oppressed or discriminated against on the basis of race, color, religion, gender identity/expression, age, sexual orientation, mental, or physical ability, veteran status or national origin.

The UHCL BSW Program was granted reaccreditation status by the Council on Accreditation of the Council on Social Work Education in October of 2008.

For answers to any of your questions, please contact:

Dr. Stephen "Arch" Erich, LCSW: BSW Program Director at 281-283-3388 or email him at Erich@uhcl.edu

Dr. Heather Kanenberg, LMSW: BSW Director of Field Education at 281-283-3458 or email her at Kanenberg@uhcl.edu

BSW Admissions Criteria and Policies

Criteria:

1. Completion of essential elements of Texas Core Requirements.
2. Completion of Introduction to Psychology. Students must earn a grade of "C" or higher.
3. Completion of Introduction to Sociology. Students must earn a grade of "C" or higher.
4. Completion of one of the following natural science courses: Human or General Biology; Anatomy & Physiology; Human or General Biology for non-science majors; or The Human Body.
5. Completion of SWRK 4301- Introduction to Social Work with a grade of "C" or higher.
6. Completion of SWRK 4304-Professional Issues and Ethics in Social Work with a grade of "C": or higher.
7. Cumulative grade point average of 2.5 or higher.

Admission Policies and Procedures

1. Contact Dr. Stephen "Arch" Erich (Erich@uhcl.edu) or Dr. Heather Kanenberg (Kanenberg@uhcl.edu) for BSW advising as soon as possible.
2. Obtain an application packet from Dr. Erich or Dr. Kanenberg, HSH advising office, UHCL admissions office or online at: www.uhcl.edu/SW
3. The submitted application packet must include the following documents and information:
 - a. Application cover sheets
 - b. An unofficial copy of all college transcripts
 - c. 3 letters of recommendation from previous instructors or work supervisors.
 - d. A 4-6 page autobiographical statement. Applicants should be certain that their autobiographical statement is a strong sample of their ability to express themselves in writing. The statement should include a description of the student's educational, work, and/or life goals, their personal and professional objectives, social work or human service experience, contact, exposure to, or experience with diverse groups and any other information the student believes may be important when considering their application for admission to the program.

Application Deadlines

Applications accepted at any time. All materials must be submitted by August 1st for Fall admission and December 15th for Spring admission.

Admission Procedures and Decisions

1. Complete admission packets are reviewed by all full-time and/or part-time faculty.
2. Students receive admission decisions within 30 days.
3. Students with a GPA lower than 2.5 may still be admitted to the BSW program, if faculty determines other admission criteria are suitably strong.
4. Applicants should also note that a personal interview may be required as part of the admissions process.

NOTE: Students may declare Social Work as their major at any point in time. However, students must apply for secondary admission and be accepted into the BSW Program in order to complete the curriculum and earn a Bachelor of Social Work. Students may request a Candidate Plan of Studies (CPS) subsequent to their admission to the BSW Program.

*** The BSW faculty are interested in applicants who demonstrate both academic competency and the personal characteristics that will serve as a sound basis for professional development.

There are several characteristics deemed important in students who wish to have a social work career. Among these are maturity, good judgment, openness to new ideas, the capacity to develop self-awareness, the willingness to change and the acceptance of differences in people. Other essential qualities require a dedication to the values within the National Association of Social Workers (NASW) Code of Ethics including: a commitment to social work's role in institutional change and a broad-based respect for diversity.

Admission Decisions

Admission Decision	Explanation
<u>Full Admission</u>	Students have fully met the admission requirements and are accepted into the program.
<u>Probationary Status</u>	<p>Students are admitted on probationary status when there is a consensus among the Admission Review Team that students must <u>show improvement</u> in one or both of the following areas:</p> <ol style="list-style-type: none"> 1. Overall academic performance; and/or 2. Ongoing demonstration of professional behavior and adherence to the NASW Code of Ethics. <p>***Students admitted on a probationary status must attend an interview with the Program Director and Director of Field Education to identify specific criteria for attaining Full admission status. The student should contact the Program Director to schedule this meeting within two weeks of formal notification of their probationary status. Unless otherwise indicated, students will be removed from probationary status and be fully admitted to the program or removed from it after one full semester.</p>
<u>Non-admission</u>	The Admission Review Team reviewed complete packets and found the student to not be appropriate for admission. Students can re-apply to the program the following academic year.

Appeal Procedures

If students would like to appeal their admissions status, they must submit, in writing, the reason for their appeal. Copies of the appeal must be sent to the BSW Program Director and the Associate Dean of the School of Human Sciences and Humanities within fifteen business days of receipt of their admission decision. The Associate Dean of the School of Human Sciences and Humanities will render the appeal decision. This decision may be appealed, if needed, to the Dean of the School of Human Sciences and Humanities within fifteen business days from receipt of the Associate Deans admission decision. The decision by the Dean is considered final.

Credit For Prior Work

Academic credit for life or previous work experience is not given in lieu of any courses, including field, offered as part of the BSW Program. Students may be granted academic credit for social work pre-requisite courses (Introduction to Social Work Practice and Issues and Ethics in Social Work Practice) completed elsewhere with the approval of the Program Director and Director of Field Education. Students must provide evidence that there is sufficient comparability between the course (s) they have taken elsewhere and the identified pre-requisite offered by the UHCL BSW Program. This may be accomplished by:

- The student's transcript indicates the student made a grade of "C" or higher in the class; and/or
- The student providing a course syllabus for the semester during which the course was taken; and
- Upon request, students providing the text used in the course for review of content comparability by the BSW Program Director and Director of Field Education.

Final decisions rest with the Program Director and Director of Field Education. Students **may** be granted academic credit for core social work courses completed at another CSWE accredited program; one that is in candidacy status with CSWE or a BSW Program outside the USA that is accredited by a comparable governing body. Eligible courses include HBSE, Oppression, Diversity, & Social Justice; Behavioral Statistics, Research Methods; Social Welfare Policy & Services; Social Welfare Policy Analysis and the three Practice courses. Students must provide evidence that there is equivalence between the course(s) they have taken elsewhere and the identified core social work course offered by the UHCL BSW Program. Final approval is required from the Program Director and Director of Field Education. Demonstration of equivalence of completed coursework may be accomplished by:

- The student's transcript indicates the student earned a grade of "C" or higher in the class;
- The student providing course syllabi for the semester during which the course(s) was taken; and
- Upon request, students providing the text used in the course for review of content equivalence by the BSW Program Director and Director of Field Education.
- Students are responsible for ensuring all required information is received in a timely manner.

Final decisions rest with the Program Director and Director of Field Education.

***** All students must complete 60 hours of coursework at UHCL to graduate with a BSW degree. In the event that students have been granted one or more course waivers by the Program Director and Director of Field Education, they must complete an equivalent number of elective courses so that their total number of completed hours at UHCL is 60.**

*** Under no circumstances will students be allowed to transfer in field hours.

BSW Curriculum Overview

Prerequisites (for admission to the BSW Program): *(grade must be "C" or better)*

SWRK 4301: Introduction to Social Work
 SWRK 4304: Professional Issues and Ethics in Social Work

BSW Foundation Courses: *(grade must be "C" or better)*

SWRK 4314: Diversity & Human Development Throughout the Life Cycle (HBSE)
 (pre or co-requisite: Introduction to Social Work & Professional Issues and Ethics in Social Work)

SWRK 4324: Oppression, Diversity and Social Justice (ODSJ)
 (pre or co-requisite: Introduction to Social Work & Professional Issues and Ethics in Social Work)

SWRK 4317: Social Welfare Policy and Services (SWPS)
 SWRK 4319: Social Welfare Policy Analysis (SWPA)
 (pre-requisite: SWPS)

SWRK 4363: Research Methods
 SWRK 4370: Behavioral Statistics
 (pre-requisite: Research Methods)

SWRK 4318: SW Practice I: Practice with Individuals
 (pre-requisite: Introduction to Social Work, Professional Issues and Ethics in Social Work, HBSE & ODSJ)

SWRK 4328: SW Practice II: Practice with Groups and Families
 (pre-requisite: Practice I)

SWRK 4338: SW Practice III: Practice with Organizations & Communities
 (pre-requisite: Practice I & II)

SWRK 4619 & SWRK 4629: Field Placement I & II
 (pre-requisite: all core social work courses except SWPA, overview requirements, advanced writing and approval of BSW faculty.)

***Students may choose to complete SWRK 4314, SWRK 4317, SWRK 4324, and SWRK 4363 prior to being fully admitted to the program.

***Courses in the SWRK Rubric may only be taken twice in an attempt to earn a "C" or better. Failure to do so will result in students being ineligible to apply for the program or removed from the program if already admitted.

Major (Interdisciplinary) Requirement:

Students must complete 2 of the following behavioral science requirements:

PHIL 4314 The Great Philosophers I
 PHIL 4315 The Great Philosophers II,
 PHIL 3331 Ethics
 HUMN 3375 Ideas in Transition
 HUMN 3374 Critical Inquiry
 SOCI 4328 Social Conflict and Mediation
 ANTH/SOCI 4342 Human Rights and Social Justice
 WMST 4308 Introduction to Women's Studies
 WMST 4372 Seminar in Women's Studies
 SWRK Elective or Course Designated by Major (3000/4000 level)

Overview Courses Requirement: *(grade must be "C" or better)*

Students must complete 2 courses; they must be from 2 of the following 3 HSH disciplines: Psychology, Sociology, or Anthropology.

Psychology Overview Options:

PSYC 3321: Learning;
 PSYC 3331: Theories of Personality;
 PSYC 4351: Abnormal Psychology;
 PSYC 4311 Social Psychology;
 PSYC 4382 Cognitive Psychology; or
 *PSYC 4334 Psychology of Women. (Women Studies Course)

*Students interested in a Women's Studies Certificate must select Psychology of Women PSYC 4334.

Sociology Overview Option:

SOCI 4312: Social Structure: Class, Status & Power

Anthropology Overview Options:

ANTH 3311: Contemporary Cultural Anthropology;

However, students interested in a Women's Studies Certificate should, instead select one of following courses*: (All other students are to take ANTH 3311)

ANTH 4341 Women in Society;
 ANTH 4301 Studies in Cultural Diversity: Women of Color, or
 ANTH 4301 Studies in Cultural Diversity: Latina/Latin American
 Feminisms.

* Please see Social Work faculty for approval of other courses that may be counted as Anthropology Overview courses and toward a Women's Studies Certificate.

Writing requirement: *(grade must be "C" or better)*

Students must choose one of the following writing courses.

WRIT 3307: Advanced Writing; or
 WRIT 3306: Writing for the Social Sciences

*** Students must maintain at least a 2.5 GPA to remain in the BSW Program.

Certificate in Women's Studies Option: Students pursuing a BSW Degree who would also like to receive an undergraduate certificate in Women's Studies should enroll in the following courses: WMST: 4308, PSYC 4334 and one of the following Anthropology Requirement options: ANTH 4341, ANTH 4301: Studies in Cultural Diversity: Women of Color or ANTH 4301: Studies in Cultural Diversity: Latina/Latin American Feminisms. Students will need to complete the "Women's Studies Certificate Intention Form" which is found on the UHCL Women's Studies Website.

*** **Course requirements are subject to change from time to time. Prospective students are encouraged to consult with BSW Program faculty prior to registration to ensure they are enrolled in appropriate courses.**

Course Sequencing Guidance related to entering Field (Effective 5/1/15)

1. Students must complete all Core Social Work courses with the exception of Social Welfare Policy Analysis (SWRK-4319) prior to entering Field I.
2. Prior to entering Field I, students must complete Advanced Writing.
3. Completion of HSH Overviews (Psyc, Soc, & Anth options) which are pre and/or co requisites of Practice I (SWRK 4138) and as such, must be completed prior to Field I.

*** This also applies to those students who are enrolled in the Women's Studies Certificate Program (WSCP) and utilizing the HSH Overview requirements to help meet those requirements.

*** If students have enrolled in the Women's Studies Certificate Program they may take one WSCP course (the last of their requirements) during field.

4. Students may take a lower or upper level elective, WSCP course or Interdisciplinary overview course during Field I and/or II.
5. Under no circumstances will students be allowed to take more than 12 total hours during each semester of Field.
6. If a student does not earn a grade of "C" or better in Field I (SWRK 4619) or SWPA (SWRK 4319), they will not be allowed to enroll in Field II.
7. If a student does not earn a grade of "C" or better in an overview requirement or elective during Field I, they may retake it during Field II as long as they remain in good standing within the program and will not be taking over 12 hours during their final semester.

NOTICE: It is the practice of BSW faculty to encourage students to complete as much coursework as possible prior to entering Field so they may focus all their energy toward successful completion of Field Practicum and on graduation.

The undergraduate program in social work leads to the Bachelor of Social Work (BSW) degree, eligibility to sit for the Texas Licensed Bachelor of Social Work (LBSW) examination, and a career filled with exciting opportunities. Imagine potential careers in any one of the following areas:

HEALTH CARE

Social work in/with:

- The Emergency Room;
- The Neonatal Intensive Care;
- Public Health with pregnant Women; or
- Individuals & groups infected with HIV/AIDS.

SCHOOL SOCIAL WORK

Social work in/with:

- At-risk youth;
- Drop-out prevention; or
- Basic needs services.

CHILDREN, YOUTH, AND FAMILIES

Social work in/with:

- Adoption;
- Foster Care;
- Child Protective Services;
- Neighborhood Youth Centers;
- Working with Gay, Lesbian, Transgender youth; or
- Employee Assistance Programs.

DISABILITIES

Social work in/with:

- Developmental Disabilities;
- Advocacy with children or adults; and
- Case Management.

MENTAL HEALTH

Social work in/with:

- Outpatient Care & Counseling;
- Partial Hospitalization Services or Group Homes; or
- Grief Counseling.

INTERNATIONAL SOCIAL WORK

- Disaster Response;
- Development and Infrastructure work;
- Refugee Services; or
- Human Trafficking.

VETERANS AND THE MILITARY

Social work in/with:

- Returning Veterans;
- Family members of the enlisted; or
- Physical and mental health services.

SUBSTANCE ABUSE

Social work in/with:

- Children;
- Adults;
- Those Dually Diagnosed;
- Outpatient Services & Programs; or
- Inpatient Services & Programs.

CRIMINAL JUSTICE: WORKING WITH OFFENDERS AND VICTIMS

Social work in/with:

- Prison Substance Abuse Treatment;
- Probation or Parole Officer;
- Residential Treatment for Adolescent Sexual Offenders; or
- Victim Services.

OLDER ADULTS AND THE END OF LIFE

Social work in/with:

- Nursing Homes;
- Hospice Agencies; or
- Home Health Services.

WORKING IN COMMUNITIES

Social work in/with:

- Community Organizing for Social Change;
- Policy Practice; or
- Migrant Families.

AND MUCH, MUCH, MORE...

University of Houston – Clear Lake

Social Work Education FAQ

1. What is CSWE?

The Council on Social Work Education (CSWE) is a national association that preserves and enhances the quality of social work education for practice that promotes the goals of individual and community well-being and social justice. CSWE pursues this mission through setting and maintaining policy and program standards, accrediting bachelor's and master's degree programs in social work, promoting research and faculty development, and advocating for social work education. For more information on CSWE visit www.cswe.org.

2. Why should I attend a program accredited by CSWE?

CSWE is recognized by the Council for Higher Education Accreditation as the sole accrediting body for social work education in the U.S. Social work education programs that are accredited by CSWE have met a series of rigorous standards designed by leading social work educators and practitioners to ensure that students are adequately prepared for professional practice. Membership in the National Association of Social Workers and the social work licensing laws in most states require graduation from a CSWE-accredited program. The profession of social work in the United States looks to the CSWE-accredited programs to produce social workers that have the knowledge and skills to be professional social workers. Your chances of being licensed or hired as a social worker are greatly enhanced by an accredited social work degree.

3. What is a "five-year" master's program or advanced standing?

The typical master's degree program consists of the equivalent of two years' full-time study. Some graduate programs will grant advanced standing to applicants who hold a bachelor's degree from a program accredited by CSWE. The extent of advanced standing varies from program to program. You should contact individual programs for information on the extent to which they offer advanced standing. Some advanced standing programs allow for completion of the master's degree in one calendar year (usually three concurrent semesters).

4. What conditions must be in place for BSW graduates to sit for their licensing exam in the state of Texas?

The Texas State Board of Social Work Examiners allows for graduates from programs that are accredited with CSWE or those who have achieved "candidacy" status to apply and sit for licensure. For more information visit: <http://www.dshs.state.tx.us/socialwork/> or call 1-800-232-3162.

5. What is NASW?

The National Association of Social Workers (NASW) is the largest membership organization of professional social workers in the world, with more than 155,000 members. NASW works to enhance the professional growth and development of its members, to create and maintain professional standards, and to advance sound social policies. For more information visit <http://www.naswdc.org> and <http://www.naswtx.org>.

ADMISSIONS APPLICATION CHECKLIST

Student Name: (please print) _____

I. **The following documents are to be returned in a *single* envelope:**

1)___ Checklist 2)___ Completed application 3)___ Signed Code of Conduct Form

_____ Three letters of recommendation, each sealed in a separate envelope. Signature of person completing the recommendation must be written across the envelope flap. (Students must sign the 1st page of recommendation form)

List References:

Name: _____

Name: _____

Name: _____

_____ Typed autobiographical statement (4-6 page narrative describing your educational, work, and/or life goals, objectives, social work experience, contact or exposure to diverse communities and other information you feel may be important when considering your application for admission).

_____ An unofficial transcript for **each** college or university attended

Students must download, read and retain a copy of the UHCL BSW Student Handbook prior to being considered for admission. (The handbook is located under the social work tab at the UHCL Website)

***I have read the UHCL BSW Student Handbook (Circle your response): YES NO

II. **All** documents are to be sent to the following address:

Social Work Admissions
University of Houston – Clear Lake
2700 Bay Area Blvd.
Box 113
Houston, TX 77058-1098

Applications will not be considered until all required documents have been received. Incomplete packets will not be considered.

You will be contacted by mail regarding the admissions decision within 30 days of the day the University receives all necessary information.

APPLICATION FOR ADMISSION
UNIVERSITY OF HOUSTON – CLEAR LAKE
BACHELOR OF SOCIAL WORK DEGREE

GENERAL INFORMATION	
Name	
Social Security Number	
UHCL Student ID #	
Complete Mailing Address:	
Telephone (Home)	
Telephone (Work)	
Cell or Other Phone	
Email Address	

Please list <i>All</i> Jr. Colleges, colleges & universities you have attended, dates attended and your GPA from those institutions.		
College / University Attended	Dates Attended	Overall Grade Point Average

Please list all of your social service experience, including volunteer efforts. Give complete organization names, and dates. Attach a separate page if necessary.		
Organization	Dates	Experience

UHCL BSW PREREQUISITE	DATE COMPLETED	COURSE GRADE
Introduction to Social Work		
Professional Issues and Ethics in Social Work		

You must apply for university admission in addition to and separate from this application.

Have you submitted an *Application for Admission* and transcripts to the UHCL Admissions Office?

YES – When? _____

NO – When do you plan on applying for admission? _____

Are you applying for: Full-time status Part-time status

Have you applied to the UHCL BSW program in the past? Yes No

RETURN THIS FORM, the ADMISSIONS APPLICATIONS CHECKLIST, PROPERLY SEALED LETTERS OF RECOMMENDATION, the signed CODE OF CONDUCT form AND YOUR AUTOBIOGRAPHICAL STATEMENT IN A **SINGLE ENVELOPE** TO:

SOCIAL WORK ADMISSIONS
UNIVERSITY OF HOUSTON – CLEAR LAKE
2700 BAY AREA BLVD.
BOX 113
HOUSTON, TEXAS 77058-1098

BSW Program Mission Statement:

The mission of the BSW program is to prepare entry-level social work professionals for competent generalist social work practice, emphasizing an integrated bio-psychosocial approach with diverse persons, families, groups, organizations and communities in a variety of settings in the unique Houston/Galveston metropolitan area.

Generalist practice is the application of a wide variety of theoretical perspectives reflecting an integrated bio-psychosocial approach, professional values and ethics and skills with diverse persons, families, groups, organizations and communities utilizing the planned change process.

University of Houston-Clear Lake
BACHELOR OF SOCIAL WORK
Recommendation for Applicant Admissions

Instruction to student applicant:

Complete the information below and give this form to an appropriate person who is familiar with your accomplishments, educational abilities, and/or your potential for professional achievement. Letters from personal friends and relatives will not be accepted. The form should be returned to you, *sealed in an envelope as described below.*

Three recommendations are required; please duplicate the form as needed.

Student Applicant Name: _____

Name of person writing recommendation: _____

Check one of the following statements and sign below.

_____ I waive the right provided by the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) to view this recommendation in my file at the University of Houston-Clear Lake.

_____ I do not wish to waive this right. Rather, I wish to retain the right to view this recommendation in my file at the University of Houston-Clear Lake.

***** Signature of student applicant** _____

To the Recommender:

The applicant whose name appears above is making application for the Bachelor of Social Work degree program at the University of Houston-Clear Lake. We would appreciate your candid appraisal of the applicant. Please feel free to attach a letter or additional page on your letterhead.

As required by the Family Educational Rights and Privacy Act of 1974, an applicant may either elect to waive or not waive the privilege of viewing this recommendation. If the applicant has not checked the waiver statement and signed above, you should consider this form to be non-confidential.

PLEASE RETURN THE FORM TO THE APPLICANT. *Please return the form in a sealed envelope with your name signed across the envelope flap and onto the body of the envelope.*

1. How long and in what capacity (Instructor, supervisor, etc.) have you known the applicant?

2. Please take a moment to stop and consider the applicant, based upon the following criteria, relative to other persons (students or employees) you have known.

	Exceptional Top 5%	Excellent Top 10%	Above Avg. Top 25%	Average Top 50%	Below Avg. Lower 50%	Did Not Observe
Interpersonal Skills						
Creativity						
Academic background						
Academic potential						
Volunteer experience						
Emotional maturity						
Effectiveness in oral communication						
Effectiveness in written communication						
Ability to make productive use of critical feedback						
Comfort working with persons from diverse backgrounds or lifestyles						
Ability to understand complex issues from multiple perspectives						
Potential for success as a social worker						

3. What are the applicant's primary strengths and limitations? Please include any special or unique qualities or skills, or any other qualifications that you feel make this individual a viable candidate for our program.

4. What is your overall recommendation?

_____ Strongly recommend

_____ Recommend

_____ Recommend with some reservation - please explain

_____ Do not recommend – please attach an explanation.

Signature: _____ **Date:** _____

Phone: _____

Institution/Organization: _____

Position Title: _____

Email Address: _____