School of Social Work
BASW Program

Frequently Asked Questions 2013-2014

Admission Impaction
School of Social Work BASW program is impacted. Please check the link below link for the Impaction information:
http://www.sjsu.edu/socialwork/prospectivestudents/basw/

If you are interested in the minor in Social Work, please see the departmental advisors at the beginning of the semester to get information on the availability of courses for the Minor in Social Work.

More information about the university admission impaction, please check the below link:
http://info.sjsu.edu/home/admission.html

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MAJOR ADVISING

Q: If I have questions about the course work, whom am I supposed to talk to?
A: There is a dual advising system at SJSU. In general, the following guide will help you direct your questions.

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Q: I have questions about social work, whom do I talk to?
A: Questions regarding the major courses and social work in general should be addressed to SSW MAJOR advisor, Dr. Jaimie Page at jaimiepage.brill@sjsu.edu. She can be also reached at 408-924-5863. Dr. Page is located in the School of Social Work office which is located in room 215 in the Washington Square Hall (WSQ).
Q: Do I have to see a Major advisor before I enroll in social work courses?
A: No. But you should see the major advisor if you have any specific questions about the major. [Note: Some of you may be required by the university to see a major advisor for various reasons.]

Q: May I enroll in any social work course that interests me?
A: The required social work courses must be taken sequentially as one group of courses are pre-requisites for others. There are four initial courses (the BASW Core) that must be taken AND passed with a “C” or better (for SW110, 120, 130 and Credit for SW140) in order to proceed into the senior year and into the field practicum program. The elective social work courses are open to all students.

Q: What classes shall I take when I enter the program?
A: You must sign up for the BASW Core courses: SW110, 120, 130, 140.

Q: What happens if I cannot get into one or more of the CORE courses?
A: The BASW core courses are usually available in the Fall and Spring semesters. However, the BASW Program is not able to guarantee that the four core courses will be available in the Spring Semester. As a matter of fact, none of the BASW core courses will be offered in Spring 2014. In all cases, if classes are full, show up to class on the first day and let the instructor know that you need to add the course.

Note that you MUST successfully complete the BASW core courses to be eligible for advanced practice and field classes.

GE COURSES REQUIRED FOR THE SOCIAL WORK MAJOR

Q: What lower division General Education Courses should I take?
A: Any designated GE course in each area is acceptable, EXCEPT that Elementary Statistics (Stat 95 or an equivalent course) AND Human Biology (Biol 21 or an equivalent course) ARE REQUIRED.

Q: Must I complete Human Biology (Bio 21) and Elementary Statistics (Stat 95) before I am admitted to SJSU and/or permitted to take social work courses?
A: No. If you meet the GE requirements with other courses, you will be admitted, however, if you have not completed these two courses, you will have to complete them here while a student in this program.

Q. How do I know how many Lower Division units got transferred from my Community College?
A: Please contact a GE advisor in the Student Academic Advising Center. The major advisor cannot provide this information. You can find more information at the Advising Hub at the following URL: http://www.sjsu.edu/advising/

You need to contact the GE advisors by phone at: 408.924.2129. They are located in the Student Services Center.

Q: Must I complete SJSU Studies (Advanced GE) courses before I can enroll in social work courses?
A: No, you may enroll in the first four social work courses (SW 110, 120, 130, & 140) concurrently as you begin taking your SJSU Studies courses, BUT you must pass the WST (Writing Skills Test) before you are permitted to enroll in any SJSU Studies courses.
Please note that SJSU Studies (Advanced GE) must be taken at SJSU. Please contact a GE advisor in the Student Academic Advising Center to understand any special conditions related to SJSU studies courses as the rules regarding these courses have been changed in 2012.

Q: When should I take the WST (writing skills test)?
A: We strongly recommend that you take it as soon as possible because (1) you need to pass it in order to take the SJSU Studies courses; and (2) we cannot guarantee that you will be able to take all your major courses in any given semester. To have a full course load (as required by financial aid) you may need to take a mix of major courses, minor courses or free electives, and the SJSU Studies courses.

Please go to the URL below for more information about the WST:
http://testing.sjsu.edu/wst/

Q: What 100W course must I enroll in as a social work major?
A: The Social Work 100W is the most appropriate course for the major. You may select from any of the following approved 100W courses: SCWK 100W, SOCS 100W; CHAD 100W, PSYC 100W, SOCI 100W, HPrf 100W, JS 100W.

However, given the current availability of 100W courses, we may accept other 100W courses as well. Please check with the major advisor if you need to take a 100W course that is not listed in the approved courses (see above). Some departments give preference to their own majors before allowing social work students to enroll in their class.

FIELD EDUCATION PROGRAM

Q: What are the pre-requisites for the internship course (SW141/142)?
A: SW110, 120, 130, & 140 comprise the BASW core. Students must complete the core before moving on to other advanced courses or to the field education program.

Q: What is the procedure to apply for an internship?
A: You must apply for a field internship in the Spring semester of your JUNIOR YEAR. The announcement about the application will be made to all junior social work major students. Students should go to the website http://www.sjsu.edu/socialwork/fieldeducation/ to fill out the most current copy of the application form, titled “Student Field Placement Application and Agreement” and return the completed application form to the Placement Coordinator of the Field Education office by the designated date listed on the most recent application form.

The Field Education Placement Coordinator then arranges for the placement in the Fall. Please be sure to keep yourself posted of the actual date announcements.

Q: How and when will I know where I will be placed?
A: Usually, the BASW Field Education Placement Coordinator will inform you via email or phone about where you will be placed before or during the summer vacation.
Q: If I am already working in a social work agency, must I take SW140, the introductory field placement course?
A: Those students currently working in a social agency, may petition the SW140 instructor to use the agency experience as a placement, BUT they must still enroll in SW140, attend the bi-weekly classes, participate in the class discussion and complete the assignments for SW140.

Q: How many internship hours are required per semester? How many are required per week?
A: Students must complete 480 internship hours across an academic year in order to fulfill the field course requirement. Students are typically in field placements a minimum of 16 hours per week for 14 weeks in the fall and for 17 weeks in the spring. A more specific schedule of your internship will be discussed between you and your field placement agency once your placement is confirmed.

Q: Once assigned to an agency, can I change my placement?
A: Field placements are changed only under extreme circumstances. Your field site has been selected as it can provide the most appropriate learning experience for you. If things develop that interfere with the learning process, we ask that you keep your Field Faculty Liaison informed of what’s happening in your agency so we can intervene on your behalf as early as possible.

Q: Can I count my lunch break as part of my field hours? Can I work through the lunch hour?
A: Unfortunately, NO. All field hours must be social work and social work related activities. You are required to take a minimum of 30 minutes for a lunch break when interning over 5 hours.

Q: My agency wants me to attend extended orientation, professional development training, or other training, do these hours count towards my field hours?
A: Yes, as long as your agency or field supervisor requires you to do this. Be sure to clarify this with your Field Instructor and your Faculty Field Liaison.

Q: Can I work extra hours in the semester and finish my field placement early?
A: NO. It is not okay to “bank” hours to finish early. You are expected to be at your placement in alignment with the Field Calendar. While classes and seminar finish earlier, field placement does not.

Q: How many weeks of vacation do I get during field internship?
A: You only get two weeks off during the Winter break and one week during Spring break. Because continuity is essential in working with clients, your agencies expect you to show up for field internship even if classes are not in session.

Q: Can I count seminar as part of my field hours?
A: Yes, the time that you spend in seminar may be counted toward your field hours. Please note that traveling time to attend the field seminar should not be counted toward the field hours.

Q: What happens if I miss a seminar?
A: Seminar participation is mandatory. If you have an illness or an extenuating circumstance (with appropriate documentation) and need to miss one seminar, you will be asked to complete an alternative assignment to show that you have mastered the content of the seminar. Missing more than one seminar per semester for any reason seriously jeopardizes your standing in the course. Complete or partial absence for more than one
seminar each semester would be subject to losing seminar participation points and may result in a NO CREDIT grade which means you could fail the entire field education course.

Q: What does it take to get a passing grade for field?
A: You need to get a passing grade (credit) from your field instructor AND your faculty field liaison in order to get credit for your field internship.

Field instructors will recommend credit if you have satisfied all the professional requirements of your internship – punctuality; responsible behavior in terms of absences; completion of required number of field hours; seeking supervision and being prepared for it; following appropriate agency procedure; appropriate documentation; adequate performance in the agency (e.g., establishing rapport with clients, demonstrating critical thinking skills, showing evidence of effective communication skills both orally and in writing as well as listening skills, building and maintaining a caseload, etc.).

Faculty Field Liaisons will give credit if you have satisfied all the requirements of your internship – seminar attendance and participation; timeliness in submitting time sheets and assignments; meeting fitness for the profession criteria (see BASW Student Handbook); and a satisfactory report from your Field Instructor recommending credit for the internship.

PREPARING FOR GRADUATION

Q: When do I apply for graduation?
A: You should apply for graduation at least one year in advance, after completing at least 90 semester units.

Please go to the link below for complete information regarding the University graduation applications. http://www.sjsu.edu/registrar/students/graduation/index.html

Q: What do I do to apply for graduation?
A: Nearly 12 months before you plan to graduate (i.e., at the end of the Spring semester, at the end of Summer or at the end of the Fall semester) you will be required to fill out a graduation application form and a Major/Minor form and bring both to the School of Social Work for the approval and signature of the major advisor.

Q: Where can I get the graduation application form?
A: Download and print it from the following URL: http://www.sjsu.edu/registrar/docs/grad_app.pdf

Q: Where can I get the Major/Minor form?
A: Forms are available in the School of Social Work at the front desk.

Q: How do I complete the Major/Minor form?
A: Ask the front desk for a sample demo on how to complete the form. BE SURE TO WRITE YOUR SJSU STUDENT ID ON THE TOP OF THE FORM. If you are unclear about something – contact the major advisor, Dr. Page.
You can leave the completed form in the mailbox of the major advisor (assigned by your last name) with a phone number/email address in case you need to be contacted. Also email the advisor informing her that you have left the Major/Minor Form for her signature. All forms approved and signed by the advisor can be picked up at the front desk. Ask the receptionist to look for the signed form in the Student Pick Up box.

Note that there are three copies in a major/minor form:

- White copy- Ask a front desk person to place it in a signed and sealed envelope and submit it to the Registrar’s office along with your Graduation Application
- Yellow copy- to be filed at the School of Social Work
- Pink copy – Keep it for your record.

Q: Can I walk in the social work graduation ceremony if I have finished my social work classes but not all SJSU requirements?
A: To participate in the Social Work graduation ceremony, students need to have finished ALL social work courses and can have no more than TWO NON-SOCIAL WORK courses left to complete at SJSU. If you expect to have more than two non-social work courses left, then plan on participating in ceremony the next academic year.

Note that there is only one official University Graduation Commencement. The School of Social Work MAY hold a graduation ceremony in the Spring.

To participate in the University Graduation Commencement, you are referred to the following information found on http://www.sjsu.edu/registrar/students/graduation/commencement/index.html

Q: I am interested in applying for the MSW program. How should I start preparing in order to apply to the MSW program?
A: In a nutshell, do well in class, participate actively in the class discussions, speak to your professors, do something noteworthy in the field, and keep in touch with people from whom you hope to get a letter of recommendation. Further, while it is not a requirement in the application process, involvement in various extra-curricular activities and volunteer works may help your application.

Some other tips are as follows:

**MSW Program Application Procedure and Requirements**: Since each school has its own application procedure and requirement, you need to identify which program you want to apply for. Then, visit their website at least one year prior to the semester you plan to apply for. For example, if you plan to apply for the Fall 2015 MSW program, you need to visit the school’s MSW website in Fall 2014.

Most programs post the information about the MSW application procedure and forms. So, please read the application information carefully and prepare yourself accordingly.

**SJSU MSW program**: If you are interested in applying for SJSU MSW program, please contact Professor Barry Goldman-Hall, MSW Program Admission Director, at barry.goldman-hall@sjsu.edu. Further, you may want to attend the Informational Meeting held by Professor Goldman-Hall.