A MESSAGE FROM THE DIRECTOR OF THE SCHOOL OF SOCIAL WORK

The School of Social Work, King's University College at Western University is a stimulating and dynamic environment for learning. At King's we care about our students and are committed to excellence in preparing social workers of the future. Our Bachelor of Social Work (BSW) Honors program is fully accredited by the Canadian Association of Social Work Education, and we have been graduating professional social workers for over thirty-five years. Regardless of where their careers lead them, the grounding in generalist social work practice that students acquire at King's has provided an invaluable foundation for the important work they do.

The School of Social Work at King's has developed a strong reputation for the academic and practice excellence of our graduates – partly because we admit students who show excellent promise, partly because of the fine educational program that we offer, and partly because our students invest a great deal of energy and effort into their learning. I also believe that a big part of our success is due to our relatively small size. At King's you are not a face in the crowd. We get to know our students and they get to know us. Because we are an integral part of Western University our students have full access to the benefits of a large university, but our location at King's means we can offer small classes and provide personalized attention to each student's needs.

Thank you for your interest in our BSW (Honors) program, and we look forward to receiving your application.

Sincerely,

Peter Donahue, MSW, PhD, RSW
Director
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INTRODUCTION

The following information is intended to provide a detailed outline of our BSW (Honors) program, and the Admission Requirements and Procedures for Application. Please read it carefully and follow the instructions as outlined. This guide is designed to be viewed online in order to provide accessibility to the links provided. Please let us know if you require this information in an alternate format. Applicants are advised to retain this information for future reference.

Contact Information

If you have ANY questions, please contact the following people at the School:

**Julie Siverns**  
Social Work Programs Assistant  
Tel: 519-433-3491, ext. 4445 or  
Toll-Free 1-800-265-4406, ext. 4445  
Email: Julie.Siverns@kings.uwo.ca

**Tosha Densky**  
Social Work Programs Liaison  
Tel: 519-433-3491, ext. 4328 or  
Toll-Free 1-800-265-4406, ext. 4328  
Email: Tosha.Densky@kings.uwo.ca

**Drop-In Hours* for BSW Enquiries:**  
Mondays 1:00 p.m. – 3:00 p.m.  
(these times are generally set aside; please check the website for last minute changes)
Overview

Social Work is a dynamic and evolving profession. Preparation for professional practice begins with the Bachelor of Social Work (Honors) degree. The essential module for this degree is the Honors Specialization in Social Work. The Social Work Program provides a learning environment characterized by excellence in social work education directed towards developing and fostering principled and competent professional practitioners who recognize the interrelatedness of human needs, social structures and oppressive conditions in their work with diverse populations. Specific objectives of the program include education for social work practice with individuals, families, groups and communities, emphasizing the social and organizational contexts of practice. The opportunity to develop social work practice skills is provided through direct experience in a variety of social service and health organizations under professional supervision.

King's Social Work graduates are employed in a wide variety of practice fields and settings. Some will choose to pursue a Master's Degree, either upon completion of their BSW (Honors) or following experience in professional practice.

Accreditation

The Bachelor of Social Work (Honors) Program at King's University College is accredited by the Canadian Association for Social Work Education (CASWE). Students in the third and fourth years of the program are eligible for student membership in the Ontario Association of Social Workers (OASW) and the Canadian Association of Social Workers (CASW). These associations are part of the international community of social work practitioners.

The Ontario College of Social Workers and Social Service Workers (OCSWSSW) is responsible for regulating the practice of Social Work and protecting the public interest under terms of the Social Work and Social Service Work Act. Social work practice is also regulated in all other provinces. College membership requires completion of a degree in Social Work from a program accredited by the Canadian Association for Social Work Education. King's social work degrees are also recognized by equivalent bodies in the United States and other countries.
Mission

The Mission of the School of Social Work at King’s University College at Western University is to provide a learning environment characterized by excellence in social work education directed toward developing and fostering ethical and competent professional practitioners at both the beginning and advanced levels who identify and address the interrelatedness of human needs, social structures and oppressive conditions in their practice with diverse populations (approved by School Council, October 2017).

Diversity

The School of Social Work and King’s University College welcomes applications from all qualified individuals. Our diversity has many different faces and expressions including, but not limited to, age, colour, culture, disability/non-disability status, ethnic or linguistic origin, gender, health status, heritage, immigration status, geographic origin, race, religious and spiritual beliefs, political orientation, gender and sexual identities, and socioeconomic status.

Land Acknowledgment

We acknowledge that King’s University College is situated on the traditional territories of the Anishinaabeg, Haudenasauna, Lenaapeewak, and Attawandaron peoples, all of whom have longstanding relationships to the land of Southwestern Ontario and the City of London. The First Nations communities of our local area include Chippewas of the Thames First Nation, Oneida Nation of the Thames, and Munsee Delaware Nation. In our region, there are eleven First Nations communities, as well as a growing Indigenous urban population. King’s University College values the significant historical and contemporary contributions of local and regional First Nations, and all of the Original Peoples of Turtle Island (also known as North America).

Professional Suitability for the Social Work Profession

The School of Social Work recognizes its responsibility to the social work profession to uphold standards of academic and professional excellence and to operate within the standards and practices of King’s University College, Western University, and the Ontario College of Social Workers and Social Service Workers (OCSWSSW). Students in the School of Social Work are subject to the provisions of the codes of ethics of the Canadian Association of Social Workers (CASW), the Ontario College of Social Workers and Social Service Workers (OCSWSSW), and the University Student Code of
Conduct, and may be required to withdraw from the School for violating these provisions. Students may also be required to withdraw from the School when ethical, medical, or other reasons interfere with satisfactory practice in the profession. Social Work students convicted of, or admitting to, serious illegal activities that are inconsistent with the practice of social work or likely to harm clients will be subject to the School’s Professional Conduct policy.

Attendance Policy

Due to the nature of the professional Social Work Program, the School has an attendance policy for both courses and practicum. Designed as a cohort program, a student’s presence and participation is part of the learning process. Similarly, attendance at placement has implications not only for a student’s learning and professional development, but for the agency personnel and client populations being worked with.
BSW PROGRAM

Program Goals and Learning Outcomes

King’s BSW graduates acquire the skills needed to think holistically and to engage in the complex dynamics of person and environment interactions. Students are expected to approach practice from an informed planned practice strategy (i.e., engagement, assessment, intervention and evaluation), and to problem solve with an emphasis on the strengths perspective. Students acquire knowledge and skills needed to be effective entry level practitioners through a curriculum which provides students with the foundational tools for critical thinking, interdisciplinary learning, collaborative problem-solving, positive intellectual values, understanding of diversity, and effective communication.

1. BSW graduates are prepared to apply social work knowledge, as well as knowledge from other disciplines, to advance professional practice, policy development, research, and service provision.
2. BSW graduates will have acquired knowledge and skills to critique, apply, or participate in social work research.
3. BSW graduates are equipped with knowledge and skills to competently perform various interactive practices such as engagements, assessment, interventions, negotiations, mediation, advocacy, and evaluation.
4. BSW graduates will be able to demonstrate effective oral and written communication in working with individuals, families, groups, organizations, communities, and colleagues.
5. BSW graduates will be able to employ critical thinking in professional practice – they develop skills in critical thinking, and reassessing, including critical analysis and assumptions consistent with the values of the profession, which they apply in their professional practice to analyze complex situations and make professional judgements.
6. BSW graduates will be able to identify as a professional social worker and adopt a value perspective of the social work profession.
Program Structure

The BSW (Honors) program requires students to complete a minimum of two years of university (10.0 full course university credits or equivalent) prior to entering the professional social work program in Year 3. Students are admitted to Year 3 Social Work on a full-time or Extended Study (part-time) basis. The essential module for the BSW (Honors) degree is the Honors Specialization in Social Work.

Full-Time

Full-time students complete the professional program over a two-year period by completing 5.0 courses in Year 3 and 5.0 courses in Year 4.

Extended Study Plan

The Extended Study Plan provides an opportunity for a limited number of students to complete the professional BSW (Honors) program over a longer period of time as a part-time student. The purpose of the Extended Study Plan is to accommodate the needs of students who may be unable to complete the professional program on a full-time basis. Resources within the School, in particular the availability of practicum experiences, determine the number of Extended Study students admitted each year. The School reserves the right to not admit students to the Extended Study Plan in any given year based on teaching and practicum resources.

Students offered admission to the program on an Extended Study basis must meet the same admission requirements – both academic and non-academic – as the students admitted on a full-time basis. The total overall scores of applicants for the Extended Study Plan must fall within the same range as those students offered full-time studies. If an applicant’s Total Overall Score falls within the offered range but the School is unable to offer the candidate admission on an Extended Study basis due to our resources, the applicant will be offered full-time studies.

Under normal circumstances, the professional Social Work Program should be completed by Extended Study students within a four-year period: 2 years to complete Year 3, and 2 years to complete Year 4. Extended Study students remain part-time students throughout the professional program. Except in special situations, they may not switch to full-time studies for Year 4. The Director considers and approves special situations.

In extraordinary circumstances, a full-time student registered in the professional Social Work Program may request a transfer to the Extended Study Plan for Year 4.
Extended Study students complete the same course requirements as full-time students, and must meet the same progression and graduation requirements. Under the Extended Study Plan, courses are sequenced based on course pre-requisites. A student’s individual Extended Study Plan is outlined and developed at the time of admission. The School also tracks and advises Extended Study students as they progress through Years 3 and 4 regarding the completion of all course requirements.

Students who are completing concurrent degrees or other modules may not use the Extended Study Plan to reduce their social work course load in order to accommodate the second degree courses or requirements of additional modules. The purpose of the Extended Study Plan is to assist students who are unable to manage a schedule of full-time social work studies.

Only students who are formally admitted to the professional Social Work Program may enroll in social work courses at the 3000 and 4000 level. Descriptions of courses are found at BSW Courses.

**Year 3**

In Year 3, students complete 5.0 courses (10 half-courses) in Social Work. All courses are required. To progress to Year 4 of the program, students must obtain a minimum overall average of 70% in Year 3, a minimum of 60% in each course, and a “satisfactory” in Social Work 3320Y (Practicum).

<table>
<thead>
<tr>
<th>First Term (Fall)</th>
<th>Second Term (Winter)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3301A Direct Practice Skills</td>
<td>3316B SW Practice with Individuals and Families</td>
</tr>
<tr>
<td>3302A Resiliency and Social Work</td>
<td>3318B SW Practice with Communities</td>
</tr>
<tr>
<td>3303A Individual and Family Development</td>
<td>3333B SW Practice with Groups</td>
</tr>
<tr>
<td>3319F Social Work, Ethics and the Law</td>
<td></td>
</tr>
<tr>
<td>3320Y Practicum Preparation Seminars</td>
<td>3320Y Practicum and Integration Seminar</td>
</tr>
</tbody>
</table>

*Under the Extended Study Plan*, these courses are sequenced. A student’s individual Extended Study Plan is developed with the School at the time of admission and will take into account first-term prerequisites for second-term courses.

**Year 4**
In Year 4, students complete 5.0 courses. To be eligible to graduate, students must obtain an overall average of 70% in all principle courses, a minimum of 60% in each course, and a “satisfactory” in Social Work 4400 (Practicum and Integration Seminar).

Year 4 course requirements (principle courses) include:

<table>
<thead>
<tr>
<th>First Term (Fall)</th>
<th>Second Term (Winter)</th>
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</thead>
<tbody>
<tr>
<td>4415F Organizational Context of Practice</td>
<td>4414G Analysis of Canadian Social Policies</td>
</tr>
<tr>
<td>4429B Social Work Practice-Based Research</td>
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<tr>
<td>4400 Practicum and Integration Seminar</td>
<td>4400 Practicum and Integration Seminar</td>
</tr>
</tbody>
</table>

**2.5 Social Work Electives** (i.e., five half-courses), up to 1.0 of which may be from a list of approved non-Social Work Electives available from the School.

**Under the Extended Study Plan**, Year 4 courses are also sequenced: SW4400 (Practicum and Integration Seminar) must be completed after all first-term required courses, and after or at the same time as the remaining required second-term courses.

**Electives**

Students require 2.5 Social Work Electives at the 3000 level or above, including at least 0.5 from each of the following two categories. A maximum of 1.0 approved courses from outside of Social Work may be taken. Consult with the School for approved list.

**Category 1**: Will primarily examine micro/meso levels of practice and course topics may include but are not limited to: addictions; crisis and trauma; mental health; children and adolescents; health care and social work; seniors; child welfare; human sexuality; thanatology; and disability studies.

**Category 2**: Will primarily examine macro levels of practice and course topics may include but are not limited to: advocacy; first nations; international and multicultural social work; social justice and peace.

Each year, the School offers a number of Social Work Electives, which may include, but are not limited to:
Examples of Social Work Electives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>4420A/B</td>
<td>Child Welfare I</td>
</tr>
<tr>
<td>4423A/B</td>
<td>Working with Culturally Diverse Populations</td>
</tr>
<tr>
<td>4430A/B</td>
<td>Overview of Addictions</td>
</tr>
<tr>
<td>4440A/B</td>
<td>Child Welfare II</td>
</tr>
<tr>
<td>4454A/B</td>
<td>Social Work Practice in Health Care Settings</td>
</tr>
<tr>
<td>4456A/B</td>
<td>Women and Social Work Practice</td>
</tr>
<tr>
<td>4457A/B</td>
<td>Selected Practice Issues (for example, Populations of Practice – the Aged; Abilities and Disabilities; or Gay, Lesbian, Bi-Sexual, Transgendered, and Two-Spirited Persons)</td>
</tr>
<tr>
<td>4462A/B</td>
<td>Social Work Practice with the Aged</td>
</tr>
<tr>
<td>4463A/B</td>
<td>Social Work Practice with Children and Adolescents</td>
</tr>
<tr>
<td>4465A/B</td>
<td>Special Topics (for example, Social Work with Indigenous People)</td>
</tr>
<tr>
<td>4466A/B</td>
<td>Independent Study</td>
</tr>
<tr>
<td>4466A/B</td>
<td>Independent Study</td>
</tr>
<tr>
<td>4467F/G</td>
<td>Independent Study</td>
</tr>
<tr>
<td>4468A/B</td>
<td>Violence in Families</td>
</tr>
<tr>
<td>4479A/B</td>
<td>Special Topics</td>
</tr>
<tr>
<td>4481A/B</td>
<td>Advocating for Social Change</td>
</tr>
<tr>
<td>4482A/B</td>
<td>Conflict Resolution: Alternatives in Disputes</td>
</tr>
<tr>
<td>4483A/B</td>
<td>Social Work Practice in Crisis Theory and Intervention</td>
</tr>
<tr>
<td>4484A/B</td>
<td>Social Work and Mental Health</td>
</tr>
</tbody>
</table>

**Progression Requirements**

To be eligible to progress, third-year students must complete all requirements for third year successfully; and obtain an overall average of at least 70% in all courses, a minimum mark of 60% in each course, and a "Satisfactory" in Social Work 3320Y.

**Graduation Requirements**

At least 20.0 credits

Notes:

1. Students choosing to combine the Honors Specialization in Social Work with another module may require more than 20.0 credits to meet requirements for both modules.

2. Students may count a maximum of 1.0 courses between modules.

BSW students normally complete their program and graduate at Spring Convocation (June) of the year in which the program requirements are completed. Students must apply to graduate in the online Student Centre in the term when program requirements are completed.
Field Education

Assignments to Practica will be determined by the Coordinator of Field Education following consultation with students. Students should be aware that there may be financial costs (such as parking, transportation, manuals, trainings and insurance) and special agency requirements (such as police checks and health requirements) associated with the Practicum. A car may be needed for some community-based placements.

Year 3 Practicum
Third year practicum will comprise 200+ placement hours, plus practicum preparation seminars in first-term and integration seminars in second-term. First-term practicum preparation seminars are scheduled approximately every other week for two hours. Placement is normally scheduled for Mondays, Wednesdays and every other Friday during second term, with integration seminars scheduled for two hours every other week. There are a limited number of block placements available each year.

Year 4 Practicum
Fourth year practicum will comprise 500+ placement hours, plus integration seminars. Practicum is normally scheduled for Mondays, Wednesdays and Fridays during first and second term, with integration seminars scheduled every other week.

Police Checks and Vulnerable Sector Screening Requirements
Neither Western University nor King’s University College requires a Criminal Records Check or other screening procedure (e.g., Vulnerable Sector Screen [VSS]) as a condition of admission into the Bachelor of Social Work (Honors) program. However, prospective students should be aware that a criminal records check or VSS is required by the majority of facilities used for field placements or experiences related to an academic course assignment. In such cases, it is the student’s responsibility to have the necessary procedure completed. Students may not be permitted access to such courses without having completed this requirement. If required for practicum purposes, a police check of record of offences, or immunizations or health checks, must be obtained at the student’s expense.

Any questions related to Field Education should be directed to the Field Education Administrative Assistant.
ADMISSION REQUIREMENTS

The BSW (Honors) Program requires students to complete a minimum of 10.0 full-course equivalents (i.e., two years’ of university or the equivalent) prior to entering the professional Social Work Program (Year 3) on a full-time or part-time (Extended Study) basis. All applicants – those with 10.0 full-course equivalents, or more, are considered according to the same academic requirements.

To be CONSIDERED for admission, all applicants must meet the following minimum requirements. If EACH of these minimum requirements is met, the candidate will be considered for admission and an Academic Score calculated. In reviewing an applicant’s transcript(s), the School considers those courses with the best grades that meet the specific academic requirements – combining full and half-courses from the same or different disciplines, courses of advanced standing, university credits, and/or courses completed at another university or community college.

The following summary outlines the requirements for admission to the professional Honors Specialization in Social Work program.

Academic Requirements for Admission

Only students who have been formally accepted into the Social Work program may enroll in Social Work courses at the 3000-level and beyond. Prior to admission to the Honors Specialization in Social Work students should register for their alternate degree choice(s).

Students accepted into the professional program (Year 3) must be registered at King’s University College.

Admission to the Social Work program (Year 3) is by formal application by March 15 of the calendar year in which admission is sought. Enrollment in the Social Work program is limited.

The admission of each candidate is determined by the Director on the recommendation of the School’s Admissions Committee. In the admissions process, candidates are chosen according to academic and non-academic requirements.

Academic requirements for admission must be completed by July 1 of the year in which admission to the professional program is sought. To be eligible for admission,
applicants must complete not less than 10.0 courses or equivalent of university study with an overall average of 70%. These courses must include:

**Admission Requirements**

2.0 courses with a minimum grade of 70% in each:
2.5 courses: Social Work 1025A/B, 1026A/B, 2216A/B,
0.5 course from: Writing 1020F/G or 2101F/G.

0.5 course with minimum 60%
0.5 course Social Work 2206A/B or equivalent

7.5 additional courses with a minimum grade of 60% in each:
0.5 course from **Category B** (Arts and Humanities) *in addition to the Writing course*
1.0 course from **Category C** (Science)
6.0 additional courses

*Applicants may substitute Childhood and Social Institutions 3311F/g; Health Sciences 2901A/B; Nursing 3319A/B.; Psychology 2800E; Psychology 2840F/G, Psychology 2820E, Sociology 2206A/B or Thanatology4401F/G for Social Work 2206A/B.

Applicants must have a minimum average of 70% in the last 10.0 courses taken prior to admission to the program, with no failures. In addition, all students must meet first-year requirements as outlined in the UWO Calendar.

Candidates will receive official notification of the acceptance or rejection of their application after official final year grades have been received by the School (generally the end of July of each academic year).

**Module: Honors Specialization in Social Work**

10.0 courses:

5.0 courses completed in Year 4:
2.5 courses: Social Work 4400, 4414F/G, 4415F/G, 4429A/B
2.5 courses from Social Work electives at the 3000 level or above, including at least 0.5 from each of the following two categories (A maximum of 1.0 approved courses from outside of Social Work may be taken. Consult with the School for approved list.)

Category 1: Will primarily examine micro/meso levels of practice and course topics may include but are not limited to: addictions; crisis and trauma; mental health; children and
adolescents; health care and social work; seniors; child welfare; human sexuality; thanatology; and disability studies.

Category 2: Will primarily examine macro levels of practice and course topics may include but are not limited to: advocacy; first nations; international and multicultural social work; social justice and peace.

To be eligible for the BSW (Honors) degree, students must complete all requirements for fourth year successfully, and obtain an overall average of at least 70% in all principal courses, a minimum mark of 60% in each course, and a "Satisfactory" in Social Work 4400.

Transfers
Students from Social Work programs of other universities may apply for admission to the BSW (Honors) Program at King’s. Transcripts and courses will be assessed with regard to transfer credits. Please contact the School for information on approved courses from other universities and colleges that fulfill specific pre-program requirements.

POST DEGREE REQUIREMENTS

The post-degree program is offered to students who have completed an undergraduate degree, including Social Work pre-requisites. In many instances, students are awarded up to two years worth of credits from a prior degree toward the 4-year BSW degree (e.g. Sciences, Arts and Humanities, Interdisciplinary Studies, Psychology). Applicants who have completed an undergraduate degree from an accredited University may need to complete Social Work pre-requisites. Please refer to the BSW Checklist for the requirements to the program. If you are a student who currently holds a three year or four-year undergraduate degree, you are eligible to apply.

Notes on Academic Requirements

First-Year Course Requirements
Western’s first-requirements are 5.0 courses at the first-year level (i.e., numbered 0001-1999), with 1.0 full course equivalent in two of the three Categories A, B, and C (i.e., A+B, or A+C, or B+C). See the Western Calendar for full details.

Degree Breadth Requirements
All students registered in the BSW (Honors) degree must complete 1.0 course from each of Category A (Social Science/Interdisciplinary), Category B (Arts and
Humanities), and Category C (Science) prior to graduation. The BSW (Honors) program is structured to ensure these requirements are met prior to admission.

**Pre-Program Courses**
Social Work Pre-Program courses (1025A/B, 1026A/B, 2216A/B, 2206A/B,), are open to all university students. Social Work 1025A/B + 1026A/B are the prerequisites for Social Work 2216A/B, and 2206A/B. In special circumstances, the prerequisite Social Work courses may be completed concurrently, for example, during summer school if applicant already holds a degree. Applicants in this situation should consult the School regarding special permission to take these courses; grades will be taken into account when considering this request.

**Substitutions for Social Work Research Methodology**
The following are courses in research methodology offered at Brescia, Huron, King’s and main campus, which applicants to the Social Work Program may use in place of the Social Work Research Methodology course(s).

<table>
<thead>
<tr>
<th>Research Methodology</th>
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<tbody>
<tr>
<td>Childhood and Social Institutions 3311F/G</td>
</tr>
<tr>
<td>Health Sciences 2801A/B</td>
</tr>
<tr>
<td>Nursing 3319A/B</td>
</tr>
<tr>
<td>Psychology 2820E</td>
</tr>
<tr>
<td>Psychology 2800E</td>
</tr>
<tr>
<td>Psychology 2840F/G</td>
</tr>
<tr>
<td>Sociology 2206A/B</td>
</tr>
<tr>
<td>Thanatology 4401F/G</td>
</tr>
<tr>
<td>Other courses will be considered upon request and provision of a detailed course syllabus.</td>
</tr>
</tbody>
</table>

**Writing Courses**
These courses are designed to provide students with the skills to write essays at the university level. Students whose first language is not English may be directed by the Coordinator of the Writing Program to complete Writing 0002F/G before completing Writing 1022F/G. These two courses have been specifically developed for non-native speakers.

**Other Substitutions**
Students who wish to have other courses considered for the Academic Admission requirements, must contact the School.
Advanced Standing and Transfer Credits
Transfer credits for Social Work Pre-Program courses from other universities or from a Social Service Worker Diploma program, are equivalent to the King’s Social Work courses as noted on the academic record.

Applicants from Other Universities
Applicants from other universities, who have completed Social Work courses, or research methodology courses, should contact the School to discuss transfer credit possibilities. Please be prepared to provide a detailed course syllabus (calendar descriptions are not sufficient) for assessment. Please submit academic records well in advance of the application deadline.

Courses Used to Meet Academic Requirements
The School uses an applicant's best courses to meet the minimum average of 70% for the admission requirements, including courses of advanced standing, transfer credits, undergraduate credits, and/or combinations of full and half-courses from the same or different disciplines.

Academic Records/Transcripts
Final transcripts of courses completed at King’s and/or Western University, and copies of transcripts from other academic institutions are obtained by the School from the Enrolment Services at King’s.

Applicants from Brescia, Huron, or main campus who attended OTHER post-secondary institutions (community college and/or university) should contact their Registrar’s Office to request a copy of these transcripts to submit with your application. This information is needed so the entire academic record can be evaluated.

Students from Other Universities
At time of application applicants from other universities should submit copies of transcripts and academic records indicating courses completed, and in progress, at community college and/or university.

Applicants from other universities, who are not currently, or have never been, registered at King’s, Brescia, or Huron University Colleges, or Western University, must ALSO apply directly to King’s through the OUAC Centre by March 15. Questions regarding general admission to King’s University College should be directed to King’s Enrolment Services. They may also be reached by telephone: 519-433-3491, or 1-800-265-4406, ext. 4999.
By the end of the academic year, it is the applicant’s responsibility to submit official final transcript(s) from all post-secondary institutions to Enrolment Services at King’s. Be sure to request a final transcript that includes grades for courses that were in progress at time of application.

Based on courses completed at other institutions, advanced standing credits for admission to the Social Work program may be granted by the School of Social Work and King’s University College, up to a maximum of 10.0 full-course equivalents (i.e., two years of university). Transcripts are evaluated on an individual basis.

**Summer School**

Applicants must complete the academic requirements for admission to the professional Social Work Program by July 1 in the year in which admission is sought. Applicants must state their intention to complete courses during summer school, on their application form. Students completing courses during the summer academic period must still apply to the School of Social Work by the deadline.

Applicants are not disadvantaged in the admissions process by completing courses during the summer period. A significant number of places are held back in June depending on the number of students completing courses by July 1.

**Summer School – Pre-program Courses**

The Social Work pre-program courses (or their equivalent) are normally offered during the Intersession (mid-May to end-June) each summer. (Note: these times are tentative at time of publication; please check the online summer school calendar when it becomes available in January/February) Please note that the University requires that the workload for the Spring/Summer/Distance Sessions (i.e. May to August) at this University or any other shall be restricted to a maximum of 2.5 courses, with no more than 2.0 courses to be taken simultaneously (excluding Distance Education courses). In the case where 2.0 courses are taken simultaneously, only 1.0 of them may be a laboratory course.

<table>
<thead>
<tr>
<th>Course</th>
<th>Session/Dates</th>
<th>Days/Time</th>
</tr>
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</table>
NON-ACADEMIC REQUIREMENTS FOR ADMISSION

The Non-Academic requirements for admission to the BSW (Honors) Program are detailed below.

**Personal Profile of Work, Volunteer and Diversity Experiences**
The School of Social Work is interested in all relevant work, volunteer and diversity experiences – not just students' current experiences. Please download and complete the [Personal Profile Form](#) and upload it to your application. There is no limit to the length of the Personal Profile. Please note that one experience may fit under two headings of the Personal Profile; for example, volunteering in a seniors home is both a “volunteer” and a “diversity” experience, and should be included under both headings.

**Work Experience**
This is experience that has been either paid or unpaid work in both non-social work and social service related fields. “Paid work” is work for which remuneration was received and “unpaid work” is work for which no remuneration was received and may include a personal or family experience, such as raising children or caring for elderly parents, as well as co-ops and practica undertaken in previous education, and volunteer work required for high school graduation. For each experience:

- Indicate whether each experience was paid or unpaid.
- Indicate whether each experience was full-time or part-time.
- Identify the name of the organization, position held, and dates (in months and years).
- Include a brief description of your duties and responsibilities.
- Indicate clearly if the experience was for educational credit, e.g., high school credit, co-op placement, or community college field placement.
- If applicable, list social work related training that you may have received from each work experience, e.g., workshops and conferences attended, certificates received.
Volunteer Experience

This is experience in both non-social work and social service related fields. A volunteer experience takes place in the “outside” world, not within your family. For each experience:

- Identify the name of the organization, position held, and dates (in months and years).
- Indicate the approximate number of volunteer hours (per week or per month).
- Include a brief description of your duties and responsibilities.
- If applicable, list social work related training that you may have received from a volunteer experience, e.g., workshops and conferences attended, certificates received.

Diversity Experience

This is experience with marginalized, oppressed, and/or diverse populations. These experiences may be personal, or from a work and/or volunteer experience already noted above. Examples could include visible minorities, ethno-specific clubs or programs, persons with disabilities, Indigenous persons, camps or services for disadvantaged children, women and children who have experienced violence or abuse, the elderly, newcomers to Canada, living in developing countries, or other related activities.

The Diversity section of your Personal Profile is very brief. (Please do NOT include specific details of personal experiences.)

- Identify the marginalized, oppressed or diverse population.
- For each, indicate whether the experience was personal, from a work setting, or from a volunteer setting.
- If the diversity experience is from a work or volunteer setting, do not copy this detailed information which you provided under those headings previously in your Personal Profile.
- If applicable, include languages, other than English, with which you are familiar, including Sign Language. For each language, please specify whether you understand, speak, read and/or write the language.

Other Information

Occasionally, there may be some additional information that you feel is important for the Admissions Committee to know which does not fit easily within the headings above. If
this is the case, you may add an additional heading, and note, in 150 words or less, what this might be

**Supplementary Questions**

The supplemental questions are important components of the non-academic requirements for admission.

Please download and complete the [Supplemental Questions Form](#) and upload to your application.

**Instructions for the Supplemental Questions**

- The Supplemental Questions document is to be uploaded as part of the online application.
- While answers should be fully developed, please limit the length of your responses to the number of words indicated for each question. **Answers beyond the maximum limit indicated will not be read.**
- Each answer should be written in essay format. Do not use point form.

**Evaluation Criteria**

Each answer will be evaluated according to the following criteria:

- Writing style; the ability to communicate clearly including use of language, organization and comprehensibility
- Demonstrated analytic ability including evidence of scholarship
- Creativity and originality
- Completeness of answers

**Supplemental Questions:**

1. Describe your personal and professional experiences and interests as related to your future career goals, and how they align with King’s Bachelor of Social Work program. Identify the population(s) that you would be interested in working with in the future and why. Are there populations that you wouldn’t want to work with? Please explain and give examples. Maximum 300 words.

2. Describe the experiences and/or personal identities/characteristics, or qualities (e.g. disability status, racialized identity, gender, ethnic identity, sexual
orientation, etc.) that you bring that would be helpful in working with diverse populations. Maximum 150 words.

3. In applying for a professional program, what do you see as your personal strengths and what do you identify as areas for growth? Maximum 100 words.

Two Confidential References

The School of Social Work, King’s University College at Western University, requires the completion of Confidential Reference Forms from TWO persons who are in a position to provide statements concerning your personal qualifications for entry into undergraduate social work education. If possible, both references should be from a work and/or volunteer experience, preferably in the social services. If not, choose individuals who know you well and will be able to respond to the majority of the categories on the reference form. Referees should not be Faculty Members unless you have other than a student relationship with them, nor should they be family members.

In order to provide referees with enough time to complete the references, references will be due two weeks after submission of a completed BSW Application. The references will be due no later than March 30th, 2020.

References may be from any of the following three sources:

Category A: Work Source – a direct supervisor (practicum or employment) who has observed and supervised the applicant.

Category B: Voluntary Source – a representative from a voluntary board, organization, or group with whom the applicant has volunteered.

Category C: Professional Source (from a professional perspective) – A social worker, physician, nurse, psychologist, psychiatrist, chaplain, or similar community based professional.

The School does not require or accept academic references. A university professor may not provide a reference for any of the three categories.

The contact information for your referees is entered into the online application form. Your referees will be emailed instructions about how to complete and submit your references. The referee will be asked to complete an online form which includes a checklist of criteria and specific responses to the following two questions:

1. Using any of the criteria included on the reference form, please provide two
specific examples that indicate why this applicant should be accepted into a graduate program in Social Work.

2. Please explain how this candidate would make a contribution to the profession of Social Work in the future.

Referees will be asked to provide an explanation justifying their ranking.

An applicant selects two individuals who have knowledge of their potential for undertaking studies in Social Work.

References are confidential, are not available to applicants, and are used only for admission purposes. If an applicant is reapplying to the BSW program, two new references must be submitted but the same referees may be used again.

APPLICATIONS FROM INDIGENOUS STUDENTS

The School of Social Work celebrates the gifts that Indigenous students bring to post-secondary education. We also recognize the discrimination and systemic barriers that Indigenous learners have faced and continue to face in the pursuit of education. In accordance with the UN Declaration on the Rights of Indigenous People and Calls to Action from the Truth and Reconciliation Commission of Canada, the School has designated two places in its BSW program for Indigenous learners who meet all admission requirements for the program.

If you would like to be considered for one of these spaces in the program, please indicate in your application. On your Personal Profile, where you outline your diversity experiences, please discuss how your culture has influenced your decision to pursue a career in social work.

APPLICATIONS FROM FRENCH LANGUAGE STUDENTS

The School of Social Work recognizes the two official languages of Canada and has designated one place in its BSW program for French Language learners who meet all admission requirements for the program.

If you would like to be considered for this position, please indicate in your application. On your personal profile, where you outline your diversity experiences, please discuss how the French language has influenced your decision to pursue a career in social work or how it would benefit a career in social work.
BSW APPLICATION INSTRUCTIONS

Applications to King's University College BSW program are submitted online to the School of Social Work. The application is self-administered. Applicants are responsible for submitting the application and all supporting documents online by March 15 for consideration for admission the following September.

An applicant’s file will not be processed unless all documentation required for admission to the BSW program is submitted. Applicants are advised to retain a copy of all application materials submitted.

All application materials may be found on the School’s website: https://socialwork.kings.uwo.ca/

MARCH 15th APPLICATION DEADLINE FOR 2020

Applicants from other universities, who are not currently, or have never been, registered at King’s, Brescia, or Huron University Colleges, or Western University, must ALSO apply directly to King’s through the OUAC Centre by March 15. Questions regarding general admission to King’s University College should be directed to King’s Enrolment Services. They may also be reached by telephone: 519-433-3491, or 1-800-265-4406, ext. 4999.

Click Here to Apply
When you apply to our program, your **Admissions File** in the School of Social Work will be comprised of these application materials in addition to correspondence and transcripts.

<table>
<thead>
<tr>
<th>Application Materials and Due Dates for 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Due March 15</strong></td>
</tr>
<tr>
<td>Application Form</td>
</tr>
<tr>
<td>☐ Personal Profile of Work, Volunteer and Diversity Experience</td>
</tr>
<tr>
<td>☐ Transcripts and Course Outlines from Other Universities (if applicable)</td>
</tr>
<tr>
<td>☐ Two References</td>
</tr>
<tr>
<td>☐ Supplemental Questions</td>
</tr>
<tr>
<td><strong>Obtained in May/June</strong></td>
</tr>
<tr>
<td>Academic Record from UWO (if applicable)</td>
</tr>
<tr>
<td><strong>July 1</strong></td>
</tr>
<tr>
<td>Applicants must complete academic requirements for admission by July 1.</td>
</tr>
</tbody>
</table>

The School of Social Work evaluates each applicant according to our academic and non-academic requirements for admission, as outlined in this Guide.

To reduce our impact on the environment, the School will communicate with applicants electronically via email.

Applicants will be notified about the status of their application in the following ways:

<table>
<thead>
<tr>
<th>Dates and Official Correspondence</th>
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</thead>
<tbody>
<tr>
<td><strong>End of May</strong></td>
</tr>
<tr>
<td>Decision Letter for applicants who have completed Academic requirements (offers, waiting list, not offered)</td>
</tr>
<tr>
<td><strong>End of July</strong></td>
</tr>
<tr>
<td>Final Decision Letters after Intersession grades are received from applicants attending summer school.</td>
</tr>
</tbody>
</table>

Applicants who are offered admission are given a timeframe within which to accept or decline the offer.

All application materials become the property of the School of Social Work, King’s University College. All personal information and supporting documentation is **CONFIDENTIAL**, maintained in a secure file, used only for admission to the professional Social Work Program, and available only to individuals directly associated with the BSW Program.

Admission may not be deferred; however, an applicant may reapply for admission to the BSW program.
SCORING AND SELECTION PROCESS

Scoring

Enrolment in the professional BSW Program is limited. Each year the School admits approximately 45-50 students, including both full-time and Extended Study students.

In the admissions process, candidates are selected according to a scoring system based on academic and non-academic criteria. To be considered for admission, applicants must be **academically eligible** (meaning EACH of the minimum academic criteria must be met), and **non-academically eligible** (meaning that they score a minimum of 24 out of 40 possible points).

Candidates who meet BOTH of these requirements – academic and non-academic – may be considered for admission, and will have a **TOTAL OVERALL SCORE** calculated out of a possible 100 points, as follows:

<table>
<thead>
<tr>
<th>Scoring System</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Score</td>
<td>Out of 60 points</td>
</tr>
<tr>
<td>Personal Profile</td>
<td>Out of 30 points</td>
</tr>
<tr>
<td>Supplemental Questions</td>
<td>Out of 10 points</td>
</tr>
<tr>
<td><strong>TOTAL OVERALL SCORE</strong></td>
<td>Possible 100 points</td>
</tr>
</tbody>
</table>

An applicant’s **TOTAL OVERALL SCORE** (out of 100 points) determines admission to the Professional Social Work Program. A list of candidates’ Total Overall Scores is ranked in order from highest to lowest. Offers of admission are awarded to those candidates with the highest Total Overall Scores (comprised of both the academic and non-academic scores as noted above).

Notification of Admission

The School of Social Work communicates with all applicants with an offer of admission, conditional offer of admission, waiting list notification, or to be advised that they will not be receiving an offer of admission. Letters are sent to the applicant’s university email address if registered at King’s, Western, Brescia or Huron, or to the email address provided with the application.

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Final decisions for students registered in summer school are made as soon as final grades are received. As many applicants attend summer school to complete the academic requirements for admission, the School’s admissions process continues from the end of July until all available positions in the program are filled.

Applicants offered admission must respond to the School within a prescribed time frame.

A short waiting list is established by the School against the possibility that some candidates will not accept our offer of admission, fail to respond, or do not successfully complete summer school courses. Decisions regarding applicants on the Waiting List are made over the summer period.

Application Withdrawal

An applicant who decides to withdraw their application at any point after submission is asked to notify the School by email to the School’s Programs Assistant, as soon as possible.

Retention of Application Materials

Documents submitted by applicants who are not accepted into the Professional Social Work Program will be retained by the School for one year, at which time files will be destroyed.
ACCESSIBLE EDUCATION AT KING’S

The School of Social Work and King’s University College are committed to achieving barrier free accessibility for persons with disabilities studying at King’s. As part of this commitment, there are a variety of services and resources available to students with disabilities that will enhance and ensure continued success throughout their university experience.

The principle of accommodation involves dignity, individualization and inclusion (The Ontario Human Rights Commission, 2008). Due to the professional and experiential nature of the Bachelor of Social Work program, in keeping with the CASW Code of Ethics, both the School and the student have an obligation to ensure that the student maintains the best interests of clients as a priority and strives to carry out the stated aims and objectives of their practicum placement, consistent with the requirements of ethical social work practice.
FINANCIAL SUPPORT

Fees

BSW tuition fees are payable to King’s University College. Current fee schedules and other important financial information may be found at Student Financial Services.

Financial Support

A number of Social Work awards and bursaries are available to students in the professional program. Our students are also free to apply for many of the awards and bursaries available at King’s University College. **Application deadlines generally fall at the end of September.** Interested candidates are encouraged to review the criteria for scholarships and bursaries at [http://www.kings.uwo.ca/current-students/money-matters/](http://www.kings.uwo.ca/current-students/money-matters/).

BSW students may be eligible for a number of King’s scholarships, awards and bursaries. For a full listing of awards administered by King’s University College, refer to [http://www.kings.uwo.ca/current-students/money-matters/scholarships-awards-and-bursaries/](http://www.kings.uwo.ca/current-students/money-matters/scholarships-awards-and-bursaries/). For a full listing of Social Work specific scholarships, awards and bursaries, please refer to: [https://www.kings.uwo.ca/current-students/money-matters/scholarships-awards-and-bursaries/](https://www.kings.uwo.ca/current-students/money-matters/scholarships-awards-and-bursaries/)

The following is a list of Social Work specific scholarships, awards and bursaries.

- Academic Award in the Social Work Program
- Board of Governor’s Gold Medal in the Social Work (Honours) Program
- Canadian Soroptimist Grants for Women
- Elisa Canzona Award
- Continuing Scholarships
- Convery, David and Patricia Student Award in Social Work
- Jahnke Family Award
- John and Terry Kennedy Family Award
- Catherine Martin Award
- Dr. Peter McMahon Award
- OASW Award
- Social Work Bursary
- Sunlife Financial Social Work Scholarship
- Susan J. O’Neil Award for Excellence in Social Work Practice
- Thomas J. Smith Student Award