

**SCHOOL OF SOCIAL WORK
McGILL UNIVERSITY**

ARE YOU READY TO APPLY TO OUR BSW PROGRAM?

OCTOBER 20, 2019

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BSW PROGRAM DIRECTOR



OCTOBER 16, 2019

SO YOU WANT TO APPLY TO THE BSW PROGRAM?

- The instructions vary depending on the category of your application – *be careful to select the appropriate category*

ON OR BEFORE THE DUE DATE:

- **CEGEP** Diploma (DEC) applicant: complete the online McGill University Admissions Application
- **University Transfer** applicant (you have completed or will complete at least one year of studies at another university, or you possess a completed degree): complete the online McGill University Admissions Application
- **Mature** applicant (you have not completed college or university level studies within the last five years that would constitute a basis for admission): complete the online McGill University Admissions Application
- **French Baccalaureate and International Baccalaureate** applicant: complete the online McGill University Admissions Application
- **Inter/Intra-Faculty Transfer** applicant (you are a McGill student who has not graduated and you wish to transfer from another undergraduate faculty or from another program within the Faculty of Arts): apply on Minerva under the Student Menu.
 - NB: If applying from your freshman year (U0), you must have completed 24 credits by the end of current winter term; the remaining 6 credits to be completed in first BSW term.

CHECK SUPPORTING DOCUMENTS: CEGEP, OTHER UNIVERSITY TRANSFER, MATURE, FRENCH/INT'L BACCALAUREATE

- Make sure to upload the following supporting documents as indicated on your Minerva checklist:
- *Unofficial transcripts—if admitted, official transcripts must be submitted*
 - For university transfers, grade of 3.0 minimum
 - For CEGEP students, minimum overall R-Score of 26.0 and core R-Score English of 24.0
 - **If your CGPA is less than 3.0 or your R-Score is below 26.0, you must submit a statement of extenuating circumstances & documentation**
- A *single WORD document* (uploaded on Minerva under the checklist item "**Social Work Written Submission**"), which includes the BSW *CV form, Personal Statement & Analysis of a Social Problem*
- Arrange for *2 letters of reference* from individuals who have direct knowledge of your performance in a helping capacity or your potential in the field of social work
 - These letters are not uploaded—they are mailed directly to Enrolment Services by your 2 referees

CHECK SUPPORTING DOCUMENTS:

INTER/INTRA-FACULTY TRANSFER (McGill)

- The following documents must be emailed to the School of Social Work at: undergraduate.socialwork@mcgill.ca
- **Transcripts for advanced standing, university/college transfer credits and course exemptions:** if you received advanced standing or transfer credits/exemptions for exams or studies at other universities and you fall under any category below, you must arrange to have official transcripts sent to the School of Social Work. To be considered "official", transcripts must be sent to the School directly from your current faculty office or from the host university where you studied. If sent from your faculty office a certified copy is sufficient. **NB:** McGill and CEGEP transcripts are not required.
 - You studied at another university prior to, or during studies in your current faculty;
 - You will be taking courses at another university during the upcoming summer term;
 - You interrupted your studies and during your absence completed courses at another university.
- If your CGPA is less than 3.0, you **must submit a statement of extenuating circumstances & documentation**
- A *single WORD document ("Social Work Written Submission")*, which includes the BSW *CV form, Personal Statement & Analysis of a Social Problem*
- Arrange for **2 letters of reference** from individuals who have direct knowledge of your performance in a helping capacity or your potential in the field of social work
 - These letters are not uploaded—they are mailed directly to the School of Social Work by your 2 referees

BSW PROGRAM ADMISSIONS

Section 1: CV FORM

- Name
- Student Number
- Education
- Experience:
 - Identify on the CV form the experiences that *you* consider to be 'related' and 'relevant' to social work.
 - In chronological order, beginning with the most recent entry, provide an accurate and thorough description of social work-related paid (P), volunteer (V), or field placement (FP) experience
 - What was your position? What were your 3 main responsibilities?
 - For each entry, identify beginning and ending dates with month and year and accurately report the total number of hours for each entry in the work experience section.

THINK ABOUT YOUR PAID, VOLUNTEER, AND/OR LIFE EXPERIENCES AS FOLLOWS:

Social work micro practice experience:

- Have you worked one-on-one with individuals, families, or groups?
- This might include counseling, crisis lines, facilitating support groups, conducting outreach, advocacy for helping to meet basic needs or attain benefits, services, education, etc.

Social work mezzo practice experience:

- Have you worked with small to medium sized groups or organizations such as schools, community service organizations, or businesses?
- This may include community-organizing work, organizational management, program evaluation, etc.

Social work macro practice experience:

- Have you been involved with communities and government entities?
- This may include advocacy work, assuming leadership roles in non-profit or government agencies, building community capacity, developing policies, etc.

PRESENT YOUR EXPERIENCES WITH HONESTY AND INTEGRITY AND CONNECT THEM TO “SOCIAL WORK” VALUES AND SKILLS!

- It is up to you to assess your own experiences and consider the ways in which your interactions within the settings in which you have worked or volunteered contribute to the welfare of others.
- Purely administrative tasks, e.g. secretarial work, accounting, bookkeeping, reception, etc. may not qualify unless they put you in direct contact with vulnerable populations wherein you were directly supporting or advocating
- **Choose your references wisely!**

For helpful resources to assist you in assessing whether your own experience meets the criteria, see:

- <https://www.Casw-acts.Ca/en>
- <http://another-mirror.Blogspot.Com/2012/10/micro-mezzo-and-macro-social-work.Html>
- <https://www.Casw-acts.Ca/en/what-social-work/what-social-workers-do>

CHOOSE YOUR REFERENCES WISELY

- **Two letters of reference** from individuals who have *direct knowledge* of your performance in a *helping capacity* or your *potential in the field of social work*.
- These letters must be **signed, on letterhead, and mailed in sealed envelopes**. They should address:
 - How long and in what capacity has the referee known you?
 - What were your responsibilities or roles as delineated by the referee?
 - What are your strengths and limitations in a professional program in social work from the referee's perspective?

FOR CEGEP, OTHER UNIVERSITY TRANSFER, MATURE, FRENCH/INT'L BACCALAUREATE, letters sent by mail to:

Enrolment Services, Management of Academic Records Unit
McGill University
3415 McTavish Street, Room MS 13
Montreal, Quebec H3A 0C8 Canada

FOR INTER/INTRA-FACULTY TRANSFERS, letters sent by mail to:

School of Social Work
c/o BSW Inter/Intra-Faculty Transfer applications
McGill University
3506 University Street, room 300
Montreal, QC H3A 2A7

BSW PROGRAM ADMISSIONS

SECTION 2: PERSONAL STATEMENT (600 WORDS)

- Name
- Student Number
- Word Count – you need to report it
- Why are you interested in becoming a social worker?
- How have your past experiences (personal, academic, volunteer and/or work) contributed to this interest?
- What have you learned from your past experiences (knowledge, understanding and/or skills) that make you a good candidate for social work?
- If you have worked in other fields, please discuss the reasons for this change.

BSW PROGRAM ADMISSIONS

SECTION 3: ANALYSIS OF A SOCIAL PROBLEM (600 WORDS)

- Name
- Student Number
- Word Count – you need to report it
- Identify a relevant social issue that builds from your personal statement.
- Discuss what you consider to be some of the contributing factors to this social issue and why you think this social issue is relevant to the profession of social work.
- Reflect on the attributes, skills, and values you possess that contribute to your abilities to address this social issue.
- Reflect on the attributes, skills, and values you would like to develop to strengthen your ability to address this social issue.

EXTENUATING CIRCUMSTANCES

- If your CGPA is less than 3.0 or your R-Score is below 26.0, you **must** submit a statement outlining any special factors or circumstances that may have affected previous academic performance.
- **CEGEP, OTHER UNIVERSITY TRANSFER, MATURE, FRENCH/INT'L BACCALAUREATE** Applicants must (1) **upload** a descriptive statement (maximum two pages) describing the nature and chronology of the circumstances, their impact on academic record and readiness to undertake university study and (2) **upload** documentation to substantiate your statement - a letter or summary from a physician, school counsellor, psychologist, trainer or social worker, or a death certificate (maximum two pages). *See Minerva Checklist*
- **INTER/INTRA-FACULTY TRANSFER** (McGill) Applicants must (1) **email** a descriptive statement (maximum two pages) describing the nature and chronology of the circumstances, their impact on academic record and readiness to undertake university study and (2) **email** documentation to substantiate your statement - a letter or summary from a physician, school counsellor, psychologist, trainer or social worker, or a death certificate (maximum two pages). *Email to the School of Social Work*
- For further details, please see:

<https://mcgill.ca/applying/nextsteps/documents/additional#extenuating-circums>.

BSW CURRICULUM

- Consists of 30 courses = 90 credits
 - 21 courses are “required SWRK” courses = 63 credits
 - 2 courses are “complementary SWRK” courses = 6 credits (SWRK)
 - 5 courses are “complementary” = 15 credits (not “SWRK”)
 - Of these 5 courses (15 credits), 2 courses (6 credits) must be at 300 level or higher, **or** 3 courses (9 credits) must be in the same discipline (not “SWRK”)
 - *See our approved social sciences, humanities, interdisciplinary programs, literature & civilization courses on the BSW website:*
<https://www.Mcgill.Ca/socialwork/prospective/bsw/formsmanuals>
 - 2 courses are “electives” = 6 credits (non-SWRK)

COMPLEMENTARY COURSES: NOT “SWRK”

- 15 credits from *any course* from *any* discipline in the social sciences, humanities, literature & civilization and specified interdisciplinary programs (not SWRK)
- Of these 15 credits, 9 credits must be from the SAME discipline **OR** 6 credits must be at the 300+ level
- **SOCIAL SCIENCES:** Anthropology (ANTH); Economics (ECON); Geography (GEOG); History (HIST); Linguistics (LING); Political Science (POLI); Psychology (PSYC); Sociology (SOCL)
- **HUMANITIES:** Art History & Communication Studies (ARTH); English (ENGL); Gender, Sexuality, Feminist & Social Justice Studies (GSFS); Music (MUAR); Philosophy (PHIL); Religious Studies (RELG)
- **INTERDISCIPLINARY PROGRAMS:** African Studies (AFRI); Canadian Studies (CANS); Indigenous Studies (INDG); International Development Studies (INTD); Latin American And Caribbean Studies (LACS)
- **LITERATURE & CIVILIZATION:** Classics (CLAS); East Asian Studies (EAST); French Studies (FREN); German Studies (GERM); Hispanic Studies (HISP); Islamic Studies (ISLA); Italian Studies (ITAL); Jewish Studies (JWST); Russian Studies (RUSS); Spanish Studies (HISP)

COURSES TAKEN IN U1

- **SWRK 220** History & Philosophy Of SW (Fall)
- **SWRK 221** Public Soc. Services In Canada (Fall)
- **SWRK 224** Human Dev Across The Lifespan (Fall) ***
- **SWRK 222** Introduction To Practicum (Winter)
- **SWRK 223** Poverty And Inequality (Winter)
- 6 Credits Of Complementary Social Sciences, Humanities, Interdisciplinary Programs, Literature & Civilization (Fall)
- 9 Credits Of Complementary Social Sciences, Humanities, Interdisciplinary Programs, Literature & Civilization (Winter)
- *** **ELIGIBLE FOR AN EXEMPTION?**

COURSES TAKEN IN U2

- **SWRK 320** Practice With Individuals & Families 1 (Fall)
- **SWRK 321** Introduction To Practice With Groups (Fall)
- **SWRK 322** Field Practice 1 (Fall)
- **SWRK 325** Anti-oppression Social Work Practice (Fall)
- **SWRK 323** Field Practice 2 (Winter)
- **SWRK 326** Practice With Individuals & Families 2 (Winter)
- **SWRK 327** Approaches To Community Practice (Winter)
- **SWRK 344** Integrative Seminar I (Winter)
- 6 Credits Of Complementary (SWRK and/or non-SWRK) or Electives (non-SWRK)

COURSES TAKEN IN U3

- **SWRK 420** Advanced Field Practice 1 (Fall)
- **SWRK 421** Advanced Field Practice 2 (Winter)
- **SWRK 423** Social Work Research (Fall) ***
- **SWRK 424** Mental Health And Illness (Fall)
- **SWRK 428** Social Policy & Administration (Fall)
- **SWRK 422** Integrative Seminar II (Winter)
- **SWRK 445** First Peoples & Social Work (Winter)
- **SWRK 525** Critical Thought & Ethics In Social Work (Winter)
- 6 Credits Of Complementary (SWRK and/or non-SWRK) or Electives (non-SWRK)
- *** **ELIGIBLE FOR AN EXEMPTION?**

SOCIAL WORK (SWRK) COMPLEMENTARY COURSES

U2

- SWRK 342 Practice With GLBT-S People
- SWRK 354 Social Work In The Health Field

U3

- SWRK 400 Policy & Practice For Refugees
- SWRK 434 Practice With Involuntary Clients
- SWRK 463 Social Work Practice With Older Adults
- SWRK 493 Seminar On Child Protection
- SWRK 510 Disability And Rehabilitation
- SWRK 532 International Social Work
- SWRK 535 Addictions
- IDFC 500 Indigenous Field Studies