

*California State University, Bakersfield*  
Department of Social Work  
2015



*Application for Admission*  
Master of Social Work Program



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## Thank you for your interest in the MSW program at California State University, Bakersfield!

The CSUB MSW program is fully accredited by the Council on Social Work Education (CSWE). The CSUB Social Work program offers enrollment to qualified students during the fall term only. In the fall of 2016, CSUB will convert from the quarter system to the semester system. This change will affect all MSW students who are admitted in 2015. Please see the programs of study at <http://www.csub.edu/socialwork/Curriculum%20Guides/index.html> for the sequence of courses.

The application deadline for admission in the fall of 2015 is February 2, 2015. It is critically important that you submit materials by that deadline. We hope the information provided will support you during the application process, and we look forward to working with you.

- **Please carefully review the application requirements.**
- **Please complete an application for both the university and the Department of Social Work as described below.**
- **Please submit the application materials by February 2, 2015.**

### THE UNIVERSITY AND MSW APPLICATION REQUIREMENTS

1. Access the university application by visiting [www.csumentor.edu](http://www.csumentor.edu) (\$55.00 fee payable online).
2. Access the MSW application by visiting [www.csub.edu/socialwork](http://www.csub.edu/socialwork) and clicking Social Work Admissions. *Please note that computer literacy is expected. At a minimum, students should be able to retrieve electronic documents on line according to prescribed procedures. Applicants who complete and return the application will be considered to have met the computer literacy requirement.*
3. Request that a set of original transcripts (electronic preferred) from ALL colleges and universities attended be sent to:

[mswadmissions@csub.edu](mailto:mswadmissions@csub.edu),

Or mail to:

Admissions

Department of Social Work, 25 DDH

9001 Stockdale Highway

Bakersfield, CA 93311-1022

**Current CSUB students and graduates do not need to submit transcripts.**

4. Complete the Personal Statement as described in the MSW application.
5. Obtain three letters of recommendation. Access the forms by visiting [www.csub.edu/socialwork](http://www.csub.edu/socialwork) and clicking Social Work Admissions. Follow the instructions on the forms. (Referents may submit form by email or U.S. mail to Department of Social Work.) (See below.)
6. Submit a current résumé documenting dates and descriptions of work and volunteer experiences.

Send all documents via email to [mswadmissions@csub.edu](mailto:mswadmissions@csub.edu),

Or mail to:

Admissions

Department of Social Work, 25 DDH

9001 Stockdale Highway

Bakersfield, CA 93311-1022

### MSW PROGRAM PREREQUISITES

- A bachelor's degree from an accredited college or university.
- A cumulative undergraduate GPA of at least 3.0 on a 4 point scale in the last 60 semester units or 90 quarter units attempted preferred. A GPA below 3.0 may be considered, at the department's discretion. If the GPA is below 3.0, please attach a separate page with your application explaining why you believe your application should be considered despite the low GPA.
- The Graduate Record Exam (GRE) is not required.

### DEADLINES FOR APPLICATION

All application materials must be postmarked by **February 2, 2015**. **Incomplete and late applications will not be reviewed.** You must complete each item in the application packet. Write N/A (not applicable) in the spaces that do not apply to you. Applicants will be notified of acceptance by May 1, 2015.

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**The Department of Social Work promotes diversity among its students and faculty consistent with the values and ethics of the social work profession, the needs of the community, and the nondiscrimination policy of the University. Those from underrepresented populations are encouraged to apply.**

## **ASSEMBLING YOUR APPLICATION MATERIALS**

The following required documents must be submitted together with your application.

### **1. TRANSCRIPTS**

One set of original transcripts is required from all colleges and universities attended. Electronic transcripts are preferred. CSUB students and graduates do not need to provide transcripts.

### **2. REFERENCES**

Before sending forms to referents, read and fill in the top of each reference form. Email the forms to your referents, asking them to complete the attached form (additional pages may be attached). When completed, they may send the form by email to [mswadmissions@csub.edu](mailto:mswadmissions@csub.edu) with a subject line Reference Form for [Applicant Name] or by U.S. mail to:

**Admissions  
Department of Social Work, 25 DDH  
9001 Stockdale Highway  
Bakersfield, CA 93311-1022**

**References from family members or friends will not be accepted.**

### **3. PERSONAL STATEMENT**

Write a two-part essay according to the following outline. All sections of the essay should be clearly titled as specified in the outline. The entire essay should be three to five pages, 12 point font, double spaced. The personal statement **MUST** be a demonstration of your writing ability. Having another person significantly involved in the writing of this statement could be considered plagiarism and could result in the rejection of your application.

Part One:

- I. Reasons for becoming a professional social worker
  - A. Motivating events
  - B. My understanding of social work
  - C. Experiences related to social work
  - D. My aspirations as a social worker

Part Two:

- II. How to address a social problem
  - A. Definition of the problem
  - B. Societal contributions to the origin and maintenance of this problem
  - C. Justifications for focusing on the problem
  - D. Ways to address the problem
  - E. Potential obstacles to implementing the proposed solution

### **4. RESUME**

Submit a current resume with dates and descriptions of all paid and volunteer work experience.

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## ADVANCED STANDING

### **To be eligible for Advanced Standing, students must have met all of the following requirements:**

1. All of the requirements for a Master's degree must be completed within seven years. Therefore all BSW courses that will count toward the MSW degree must have been taken within seven years of completion of the MSW program.
2. The BSW must be earned from a program accredited by the Council on Social Work Education.
2. Overall GPA of 3.0 or better
3. Grade of B or better in all social work courses

Advanced Standing students waive foundation year requirements of the MSW program.

## FINANCIAL AID for students in the Master of Social Work Program

### **CalSWEC (Title IV-E) Stipends**

A limited number of CalSWEC (California Social Work Education Center) stipends are available to students in the Master of Social Work program. Stipends of \$18,500 per year are available for full-time students who are willing to work after graduation in a public child welfare agency in the State of California. One year of employment is required for each year of financial support received during the MSW program (normally two years). One year of field placement during the MSW program must be completed in a public child welfare agency. For more information about CalSWEC, call (661) 654-2106.

Financial assistance is also available for part-time students who are already employed at a public child welfare agency in the state of California. The financial assistance covers educational expenses associated with the MSW program up to a specified limit. Recipients are required to work for two years after graduation in a public child welfare agency in California.

### **CalSWEC II (Mental Health) Stipends**

A limited number of CalSWEC II (Mental Health) stipends are available to students in the Master of Social Work program who are willing to work after graduation in public mental health in the State of California. Additional information will be provided to students during their first year of enrollment.

### **Other sources of financial aid**

There may be sources of financial aid available within the MSW Department. Students will be notified when such aid is available.

Although CALSWEC assistance may replace financial aid for which a student might otherwise qualify, all students needing assistance are encouraged to apply for financial aid via the CSUB office of Financial Aid and Scholarships. The web site dedicated to the Office of Financial Aid and Scholarships has detailed information helpful to anyone interested in financial aid services. The website includes links to Federal and State financial aid sources. The site can be accessed at: [www.csub.edu/FinAid](http://www.csub.edu/FinAid). Please contact the Office of Financial Aid and Scholarships at 661-654-3016 for additional information.

**Please note that you must receive admission from both the university and the social work department before you can be considered for financial aid.**

## PROGRAMS OF STUDY

There are four programs of study within the MSW program:

1. Full-time, two year program with primarily day time classes
2. Part-time, three year program with evening classes
3. Advanced-standing full-time, one-year program with primarily day time classes
4. Advanced-standing part-time, two-year program with evening classes

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1. Last Name First Name Middle Name

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2. Date of Birth Gender:  Female  Male  Other

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3. Home Telephone: Day Time Telephone: Cell Phone:

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4. E-Mail

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5. Current mailing Address

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6. Permanent Address

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7. Emergency Contact

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8. How would you describe yourself? (Check all that apply)

<input type="checkbox"/> African American / other Black non-Hispanic	<input type="checkbox"/> Pacific Islander
<input type="checkbox"/> Mexican American	<input type="checkbox"/> American Indian/Native American
<input type="checkbox"/> Puerto Rican	<input type="checkbox"/> White
<input type="checkbox"/> Other Latino/Hispanic	<input type="checkbox"/> Other (specify)
<input type="checkbox"/> Asian American	

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9. Citizenship  USA  If not a U.S. citizen, specify residency status  
 Other (specify) \_\_\_\_\_

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10. Areas of Interest (check all that apply)	<input type="checkbox"/> Generalist	11. Program of Study (pick one)	<input type="checkbox"/> Full-Time
	<input type="checkbox"/> Child Welfare		<input type="checkbox"/> Part-Time
	<input type="checkbox"/> Mental Health		<input type="checkbox"/> Full-Time Advanced Standing (see p. 4)
	<input type="checkbox"/> Medical Social Work		<input type="checkbox"/> Part-Time Advanced Standing (see p. 4)
	<input type="checkbox"/> Gerontology		
	<input type="checkbox"/> Criminal Justice		
	<input type="checkbox"/> Other (specify) _____		

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I anticipate requesting approval to complete my internship at my place of employment.  Yes  No

If yes, submit a letter of support from the employer according to the instructions on the Social Work Department web site.

12. **Academic History** List in order all colleges and universities attended or currently attending. (Arrange to send one set of official transcripts from each college or university to the Department of Social Work. Your application will be processed only after all transcripts are received).

College/University	Location (City and State or Country)	Dates of Attendance (from Mo/Yr to Mo/Yr)	Major	Degree	Date (received or expected)

13. **Languages Spoken (Specify)** \_\_\_\_\_  
 14. **Notable Achievements/Accomplishments/Awards/Honors.** List all honors (professional or academic) you have received.

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15. **References**-List the names of persons from whom you have requested references. References from family or friends will not be accepted.

Name of Reference	Title	Email Address

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**FELONY & MISDEMEANOR CONVICTIONS (This information is MANDATORY!)\*\***

**Have you ever been convicted of a criminal offense (felony or misdemeanor) other than a minor traffic violation?**

Yes     No

**If yes, please describe the offense in detail on a separate sheet of paper. Please include the date, nature, and outcome of each conviction including all information regarding fines, restitution, sentencing, and/or rehabilitation.**

\*\* Your conviction of a misdemeanor or felony may not preclude your acceptance into the MSW program. However, admission into the MSW program does not guarantee acceptance by an agency for field education practicum. The law requires some agencies to conduct criminal background checks and/or drugs screens of all employees, interns, and volunteers. Thus, some agencies may not accept you for placement if you have criminal convictions or a positive drug test, and limited choices for completing the required field education practicum could impede or even block your ability to complete the MSW program. In addition, the California Board of Behavioral Sciences imposes certain restrictions on approval of professional licenses to practice clinical social work based on past criminal convictions.

**Please understand that expunged or sealed convictions may appear on your criminal record.**

The Social Work Department will take your declaration at face value when considering your application. Should subsequent reviews, such as a criminal record check by a placement agency, result in undisclosed criminal records, the department will have the right to respond commensurately. Students' rights to appeal are unaffected.

## PREREQUISITES CHECK LIST

An undergraduate upper division *Writing Course* is required by the University. Students who have not fulfilled this requirement at the undergraduate level must fulfill the requirement before the end of the first year in the MSW program. Please see the university policy

at <http://www.csub.edu/academicprograms/files/Graduate%20Writing%20Assessment%20Requirement.pdf> for additional information.

**A. Writing Proficiency** – Students must demonstrate writing proficiency equivalent to an upper level (junior/senior) undergraduate writing experience. How do you currently meet this requirement?

I am a graduate of a university within either the CSU or UC system

I took the GMAT on \_\_\_\_\_ and received a score of \_\_\_\_\_ (enclose copy)

I took the CBEST on \_\_\_\_\_ and received a score of \_\_\_\_\_ (enclose copy)

I took the GRE on \_\_\_\_\_ and received a score of \_\_\_\_\_ (enclose copy)

I plan to take the Graduate Writing Assessment Requirement Exam (GWAR Exam) at CSUB

I completed a writing instruction course at another university at the upper division level (junior/senior) prior to enrollment at CSUB. \_\_\_\_ (Please include information below about the course.)

Name of college/university \_\_\_\_\_

Term/semester of enrollment \_\_\_\_\_

Course name \_\_\_\_\_

Course number \_\_\_\_\_

*PLEASE PROVIDE COURSE DESCRIPTION INFORMATION IN YOUR MSW APPLICATION PACKET.*

## REQUIREMENTS FOR FIELD EXPERIENCE

Please note that all students are required to spend from two to two-and-a-half eight-hour days per week in a field placement for two years while in the MSW program. Field placements are only available during the typical workweek, not on evenings or weekends. Every effort will be made to find a local field placement for students who live outside the Bakersfield area. Students who anticipate requesting approval to complete an internship in their places of employment must submit a letter of support from the employer along with their application.

I hereby certify that I am available for internship in accordance with Department of Social Work policy.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

*I hereby certify that the answers and statements contained in this application are true to the best of my knowledge and belief. I further certify that the personal statement is entirely written by me.*

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_



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**APPLICATION REQUIREMENTS CHECK LIST:**

- CSUB APPLICATION FOR GRADUATE ADMISSION ([www.csumentor.edu](http://www.csumentor.edu))
- CSUB NON-REFUNDABLE APPLICATION FEE OF \$55.00
- DEPARTMENT OF SOCIAL WORK ADMISSION APPLICATION ([www.csub.edu/socialwork](http://www.csub.edu/socialwork))
- ONE SET OF COLLEGE / UNIVERSITY TRANSCRIPTS (current CSUB students and graduates do not need to submit transcripts)
- PERSONAL STATEMENT
- RESUME
- THREE LETTERS OF REFERENCE

1.

\_\_\_\_\_

2.

\_\_\_\_\_

3.

\_\_\_\_\_

PLAN FOR SATISFYING THE GVAR

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## CalSWEC Application

Please complete this application supplement if you would like to apply for financial assistance from the CalSWEC Title IV-E Program for Public Child Welfare Services.

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

CalSWEC assistance you are applying for (Must match the program you checked on the MSW Application):

Full-time (\$18,500 a year)

Part-time\* (Provides reimbursement for tuition, books, and travel up to a specified limit. Available only to current Public Child Welfare Services employees.)

Citizenship:  USA  Permanent resident  Other

Do you have a valid California Driver's license?  Yes  No

If no, explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of a crime involving harm to children?  Yes  No

If yes, attach a detailed explanation.

Have you been convicted of any misdemeanors or felonies?  Yes  No

If yes, attach a detailed explanation.

**Please list any academic work that relates directly to child welfare. Examples include courses, major projects, major papers, and service learning experience.**

(Attach additional pages if necessary.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

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## Obligations of CalSWEC Recipients

- Enroll in prescribed courses, including child welfare electives.
- Maintain enrollment in the MSW program, and complete the program within the agreed time frame.
- Maintain at least a 3.0 average in all coursework.
- Successfully complete and receive credit for fieldwork placements.
- Maintain a valid California driver's license.
- Maintain automobile insurance while enrolled in the MSW program.
- Honor the work commitment after graduation as stipulated in the contract.
- Maintain professional liability insurance while enrolled in the MSW program.
- Disclose any previous or subsequent conviction of any crime that disqualifies individuals from employment at a public Child Welfare agency in California.

I hereby certify that the information I have provided in this application and any attachments is accurate. I further certify I understand that the CalSWEC program is designed to recruit social workers to public child welfare services in California, and I will fulfill my obligation to secure appropriate employment in Public Child Welfare Services in California upon graduation. I understand that CalSWEC assistance is taxable income.

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Signature

Date

**Attach the following:**

- Proof of legal residency (a copy of your birth certificate, U.S. Passport, or INS permanent residency form)
- A copy of your valid driver's license
- A copy of your auto registration
- A copy of proof of car insurance

\*If you are applying for part-time CalSWEC assistance, also provide a letter of support, which meets CalSWEC requirements, from your employing public child welfare agency. The head of your employing agency should be familiar with the elements required in the letter.