

California State University, Bakersfield
Department of Social Work
2014



Application for Admission

Master of Social Work Program



CSUB Application for admission to the **Master of Social Work Program 2014**

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

The CSUB MSW program is fully accredited by the Council of Social Work Education, (CSWE). The CSUB Social Work program offers enrollment to qualified students during the fall term only. It is critically important that you submit materials by the application deadline for the fall term of your choice. We hope the information provided will support you during the application process, and we look forward to working with you.

- **Please submit the application materials by the application deadline.**
- **Please carefully review the application requirements.**
- **Applicants must complete an application for both the university and the Department of Social Work. See instructions below.**

THE UNIVERSITY AND MSW APPLICATION REQUIREMENTS

1. Access the university application by visiting www.csumentor.edu (\$55.00 fee payable online)
2. Access the MSW application by visiting www.csub.edu/socialwork and clicking Prospective Students. *Please note that computer literacy is expected. At 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 community colleges and universities attended be sent to:

Graduate Admissions
Office of Admissions & Records 47 SA
California State University, Bakersfield
9001 Stockdale Highway
Bakersfield, CA 93311

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 and clicking Prospective Students. Follow the instructions on the forms. (Referents may submit form by email or mail to Department of Social Work (see below))
6. Submit a current resume documenting dates and descriptions of work and volunteer experiences.

Send all documents via email to mswadmissions@csub.edu, cc: rrugnao@csub.edu

Or mail to:

Department of Social Work
California State University, Bakersfield
c/o Irene Monroy
9001 Stockdale Highway 25 DDH
Bakersfield, CA 93311-1022

MSW PROGRAM PREREQUISITES

- **Bachelor's degree from an accredited college or university.**
- **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. Below 3.0 GPA may be considered if justification is provided. The justification may be attached as a separate form with your application.**
- **The Graduate Record Exam (GRE) is not required.**

DEADLINES FOR APPLICATION

All application materials must be postmarked by **February 3, 2014**. Completed applications are reviewed in the order they are received. Applicants will be notified of acceptance by May 1, 2014. **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.

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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 community 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 with a subject line Reference Form for ____ or by mail to:

Department of Social Work California State University, Bakersfield
c/o Irene Monroy

9001 Stockdale Highway 25 DDH
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.

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.

ADVANCED STANDING

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

1. BSW degree earned within the last five (5) years 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 four (4) core courses and one year of the field requirement.

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 entering their final year** 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 (such as the Joan Pracy Endowment and the Hartford Partnership Program for Aging Education) 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. Please contact the Office of Financial Aid and Scholarships at 661-654-3016.

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

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

REQUIREMENTS FOR FIELD EXPERIENCE

Please note that all students are required to spend two 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 work week, 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.

PROGRAMS OF STUDY

There are two 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

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1. **Last Name** _____ **First Name** _____ **Middle Name** _____

2. **Date of Birth** _____ **Gender:** Female Male Other

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

4. **E-Mail** _____

5. **Current mailing Address** _____

6. **Permanent Address** _____

7. **Emergency Contact** _____

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	

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

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.3)
	<input type="checkbox"/> Medical Social Work		<input type="checkbox"/> Part-Time Advanced Standing (see p.3)
	<input type="checkbox"/> Gerontology		
	<input type="checkbox"/> Criminal Justice		
	<input type="checkbox"/> Other (specify) _____		

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.

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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/university to the CSUB Office of Admissions. 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.

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

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 MSW Department will take your above declaration at face value. Should subsequent tests, such as a criminal record check by a placement agency, result in undisclosed criminal records, the department will have the right to consider measures commensurately. Students' rights to appeal are hereby to remain unaffected.

PREREQUISITES CHECK LIST

An undergraduate upper division *Writing Course* is required by the University. This writing requirement must be completed prior to the end of the first year of the MSW program. Applicants can meet the writing course requirement in one of several ways. Those who have graduated from any university in the California State University or University of California systems automatically meet the writing course requirement. Those who took an upper division writing course with a grade of C or better at another university may meet the requirement and must include a copy of the course description and the syllabus information with the application packet. In addition, students who have received a minimum score of 4.5 on the GMAT, 41 on the CBEST, or 4.5 on the GRE also meet the writing requirement. Otherwise, applicants can meet the requirement by receiving a passing score on the CSUB Graduate Writing Assessment Exam, (GWAR). The computer literacy requirement will be considered as having been met by those applicants who retrieve this application form electronically and complete and submit it properly. Applicants who graduated from a university outside the United States may have to either take or test out of English 110 prior to taking the GWAR.

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 Exam (GWAR) 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 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.

I hereby certify that I am available for internship two full days each week from Monday through Friday for two academic years.

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** _____

APPLICATION REQUIREMENTS CHECK LIST:

- CSUB APPLICATION FOR GRADUATE ADMISSION (www.csumentor.edu)
- CSUB NON-REFUNDABLE APPLICATION FEE OF \$55.00
- DEPARTMENT OF SOCIAL WORK ADMISSION APPLICATION (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

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.)

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 county 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.

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.